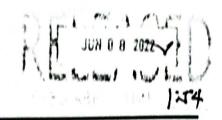


#### Republic of the Philippines

# Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

May 25, 2022

DIVISION MEMORANDUM No. 170 s. 2022

RECONSTITUTING THE COMPOSITION OF THE SCHOOLS DIVISION OFFICE OF ABRA *TAN-OK* (TANGIBLE AWARDS NOTABLE FOR OUTSTANDING KEY RESULT) PRAISE (PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE) COMMITTEE

To:

**Assistant Schools Division Superintendent** 

CID Chief SGOD Chief

Education Program Supervisors
Public Schools District Supervisors

Public Secondary and Elementary School Heads

Public Elementary and Secondary Teaching and Non-Teaching Personnel

Division Office Personnel

1. Pursuant to DepEd Order No. 9, s. 2002 – Establishing the Program on Awards and Incentive for Service Excellence, the composition of the Division PRAISE Committee effective immediately is as follows:

Chairperson

SAMUEL T. EGSAEN JR., EdD

Assistant Schools Division Superintendent

Members

**HEDWIG M. BELMES** 

CES – Curriculum Implementation Division (CID)

JAN NOWEL E. PEÑA

SEPS, OIC to the Office of the SGOD Chief

RONILO P. GARCIA, EdD

**Education Program Supervisor—SGOD** 

HENRIETA A. BRINGAS, EdD

**Education Program Supervisor** 

**RONALD T. MARQUEZ** 

**Education Program Supervisor** 

ANALYN F. ATMOSFERA

**Public Schools District Supervisor** 

QF - Page 1 of 4



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### Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

> **EDEN T. ADRIATICO** Senior Education Program Specialist (HRD)

**ELMER V. BATONDO** AO V - Budget and Finance

JANET B. PASCUA AO V - Administrative Services

DARREN C. CARIÑO Nurse II/NEU Representative

Secretariat

DEO M. RAMOS, PhD Education Program Specialist II (HRD)

**RIZA E. PERALTA** Librarian II

JAM RALLY B. BALLESTA Administrative Assistant III

- The Division TAN-OK PRAISE Committee aims to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, interventions, discoveries, superior accomplishments, heroic deeds. exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in the government operations which lad to organizational productivity.
- The Division TAN-OK Praise committee shall perform the following tasks: 3.
  - 3.1 Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct:
  - 3.2 Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees:
  - 3.3 Determine the forms of awards and incentive to be granted;
  - 3.4 Monitor the implementation of approved suggestions and ideas through feedback and reports;
  - 3.5 Prepare plans, identify resources and propose budget for the system on an annual basis;
  - 3.6 Develop, produce, distribute a system policy manual and orient the employees on the same:
  - 3.7 Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
  - 3.8 Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
  - 3.9 Address issues relative TO AWARDS AND INCENTIVES WITHIN FIFTEEN (15) days from the date of submission.

QF - Page 2 of 4



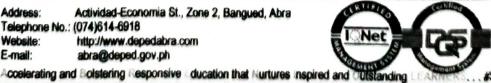
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## Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

- Functions of the Secretariat:
  - 4.1. Provide the list of qualified nominees based on the search guidelines as deliberated by the committee members:
  - 4.2. Prepare pertinent papers relative to the search/nomination such as memorandum, endorsements, correspondence, reports and the like;
  - 4.3. Issue notice of meetings to all the committee members and prepare minutes of meetings;
  - 4.4. Prepare an annual report on the accomplishments of the committee.
- 5. Be guided accordingly. For widest dissemination.

BENILDAM. DAYTACA, EdD, CESO V Schools Division Superintendent



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