

October 7, 2019

**DIVISION MEMORANDUM**

No. 332 s. 2019

**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:** 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 Staff  
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	<b>CHRISTOPHER C. BENIGNO</b> OIC – Assistant Schools Div. Superintendent
Members	<b>HEDWIG M. BELMES</b> CID Chief
	<b>LEMUEL B. DICKSON</b> SGOD Chief
	<b>RONILO P. GARCIA</b> ESP – SGOD
	<b>HENRIETA A. BRINGAS</b> Education Program Supervisor
	<b>RONALD T. MARQUEZ</b> Education Program Supervisor
	<b>ANALYN F. ATMOSFERA</b> Public Schools District Supervisor

**Members**

**MARY ANN GRACE B. AGOOT**  
Public Schools District Supervisor

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

**JAN NOWEL E. PEÑA**  
Senior Education Program Specialist (SocMob)

**LORNA B. LLANEZA**  
Senior Education Program Specialist (SMME)

**JAERIEL R. BERSAMINA**  
Senior Education Program Specialist (Planning and Research)

**JANET B. PASCUA**  
Administrative Officer V

**MELDIE M. DAMIAN**  
Planning Officer III (2<sup>nd</sup> Level Representative)

**HERMAN M. BARCENA**  
Principal I, NAPPSHI President

**MAY B. ARCONADO**  
Principal I, PESPA President

**MARIA ANGELINA G. CRISPIN**  
Master Teacher I/ASSTA President

**Secretariat**

**DEO M. RAMOS**  
Education Program Specialist II (HRD)


**RIZZA E. PERALTA**  
Librarian II

**JAM RALLY B. BALLESTA**  
Administrative Assistant III

2. 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 led to organizational productivity.

- 1.1 The Division TAN-OK Praise committee shall perform the following tasks:
- 1.2 Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 1.3 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;
- 1.4 Determine the forms of awards and incentive to be granted;
- 1.5 Monitor the implementation of approved suggestions and ideas through feedback and reports;
- 1.6 Prepare plans, identify resources and propose budget for the system on an annual basis;
- 1.7 Develop, produce, distribute a system policy manual and orient the employees on the same;
- 1.8 Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 1.9 Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
- 3.10 Address issues relative TO AWARDS AND INCENTIVES WITHIN FIFTEEN (15) days from the date of submission.

3. Please be guided accordingly.

  
**GLORIA B. BUYA-AO**  
 Schools Division Superintendent