



APR 17 2023  
152

Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

April 11, 2023

**DIVISION MEMORANDUM**

No. 133 s. 2023

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

To: Assistant Schools Division Superintendent  
CES – Curriculum Implementation Division  
CES – School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary and Elementary School Heads  
Public Elementary and Secondary Teaching and Non-Teaching Personnel  
Schools Division Office Personnel

1. Pursuant to DepEd Order No. 9, s. 2002 – Establishing the Program on Awards and Incentive for Service Excellence (PRAISE) Committee, which aims to encourage, recognize and reward employees, individually or in groups with exemplary performance, the reconstitution of the Division PRAISE Committee is hereby implemented, due to change in leadership and key officials:

	NAME	POSITION
<b>Chairperson</b>	<b>SAMUEL T. EGSAEN JR., EdD</b>	Assistant Schools Division Superintendent
<b>Members</b>	<b>HEDWIG M. BELMES</b>	CES – Curriculum Implementation Division (CID)
	<b>RONALD T. MARQUEZ, PhD</b>	CES - School Governance and Operations Division (SGOD)
	<b>RONILO P. GARCIA, EdD</b>	Education Program Supervisor (SGOD)
	<b>EDEN T. ADRIATICO</b>	Senior Education Program Specialist - HRD
	<b>HENRIETA A. BRINGAS, EdD</b>	Education Program Supervisor
	<b>ANALYN F. ATMOSFERA</b>	Education Program Supervisor
	<b>MELDIE M. DAMIAN</b>	Planning Officer III
	<b>LORNA B. LLANEZA, EdD</b>	Senior Education Program Specialist - SMME
	<b>ELMER V. BATONDO</b>	Administrative Officer V – Budget and Finance



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra  
Telephone Nos.: 074) 614-6918  
Email Address: abra@deped.gov.ph  
Website: <http://www.depedabra.com>



*"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."*



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF ABRA

	<b>JANET B. PASCUA</b>	Administrative Officer V
	<b>DARREN C. CARIÑO</b>	Nurse II
	<b>MELDIE M. DAMIAN</b>	Planning Officer III
<b>Secretariat</b>	<b>JESTONI B. BALNEG</b>	Education Program Specialist II - HRD
	<b>RIZA E. PERALTA</b>	Librarian II
<b>ICT Support Team</b>	<b>MARLOU B. BORJA</b>	Information Technology Officer
	<b>RYNWALTER A. PAA</b>	Education Program Specialist II - SMME
	<b>GRYAN LYLE C. NAVARRO</b>	Project Development Officer II - LRMS

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.

3. *The Division TAN-OK Praise committee shall perform the following tasks:*

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.



**Address:** Actividad-Economia St., Zone 2(Consilliman), Bangued, Abra  
**Telephone Nos.:** 074) 614-6918  
**Email Address:** abra@deped.gov.ph  
**Website:** <http://www.depedabra.com>



*"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."*





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF ABRA

---

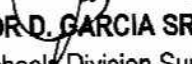
4. *Functions of the Secretariat:*

- 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. *Functions of the ICT support team:*

- 5.1 Provide technical support on the ICT aspect of program implementation – like but not limited to designing of tarpaulins, creation of Audio Visual Presentations, creation of online systems and the like.

6. Be guided accordingly. For widest dissemination.

  
AMADOR D. GARCIA SR., PhD, CESO VI  
Schools Division Superintendent

SGOD/HRDS/ETA



**Address:** Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra  
**Telephone Nos.:** 074) 614-6918  
**Email Address:** abra@deped.gov.ph  
**Website:** <http://www.depedabra.com>



*"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."*



AnyScanner