



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

November 17, 2025

DIVISION MEMORANDUM
No. 347, S. 2025

**RECONSTITUTING THE DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR
SERVICE EXCELLENCE (PRAISE) COMMITTEE**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Education Program Supervisors
Division Coordinators
SDO Unit/Section Heads
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and aligned to DepEd Order No. 09, s. 2002, the Department of Education - Schools Division Office of Sorsogon Province adopts the policy guidelines to institutionalize the **Program on Awards and Incentives for Service Excellence (PRAISE), OMAW (Outstanding and Meritorious Acts at Work) Awards as provided in the Division Memorandum No. 123, s. 2025 and announces the new composition:**

Chairperson: **CHERYLL V. BERMUDO, CESE**
Assistant Schools Division Superintendent

Members: **GINA Q. TAROG**
Chief ES, CID

JOHN REY J. PEREZ
Chief ES, SGOD

ISAIAS A. BERMAS
Public Schools Dist. Supervisor

PAUL ANDY D. DEBLOIS
Accountant III

JOMAR E. ENGUERRA
Administrative Officer V (Admin)

VALENTINA E. HUGO
Administrative Officer V (Budget)

NICANOR P. BAILON
*Education Program Specialist
ALS*

ATTY. ALLANA ERICA D. CORTES
Admin. Officer IV (HRMO)

MICHAEL G. DOMANAIS
Principal I

ELVIE J. FIGUEROA
Principal II/Division Coordinator

PESPA/SAPPSHI President

NEU President Representative



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Secretariat: **BERNADETTE R. BEDIS** **MA. PATRICIA D. MARTIRES**
SEPS – HRD *Administrative Officer II*

EILLEN BACHILLER **LANCE EDUARD A. RENOVALLES**
Administrative Officer II *Administrative Officer II*

ROCHELLE FRANZ L. PEREZ
Administrative Assistant II

2. The Division PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive system of the Schools Division Office of Sorsogon Province. As such, the committee shall meet periodically and perform the following tasks to wit:
- establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.
 - formulate, adopt and amend internal rules, policies and procedures to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.
 - determine the forms of awards and incentives to be granted.
 - monitor the implementation of approved suggestions and ideas through feedback and reports.
 - prepare plans, identify resources and propose budget for the system on an annual basis.
 - develop, produce, distribute a system policy manual and orient the employees on the same.
 - document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm.
 - submit an annual report on the awards and incentives system to the Civil Service Commission on or before the 13th day of January.
 - monitor and evaluate the system's implementation every year and make essential improvements to ensure sustainability to this agency; and
 - address issues relative to awards and incentives within fifteen (15) days from the date of submission.
3. To ensure the effectiveness of the implementation of the Program on Awards and Incentives for Service Excellence (PRAISE), the committee shall perform the following additional roles and functions, to wit:
- incorporate equal opportunity principles in the PRAISE Rewards and Recognition System from formulation, nominations, screening and deliberations, and awarding which shall consider any nominee/candidate equal and fair.
 - ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions.
 - ensure to improve the program continuously and that equal opportunity principles are observed in the System; and
 - The PRAISE secretariat shall attend the PRAISE committee meetings to coordinate, collaborate and perform the following tasks: note down minutes of meeting and resolutions; take part in the implementation of the PRAISE system from the



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evaluation of the nominees' documents, validation, awarding and the monitoring and evaluation of the system within the bounds of equal opportunity principles.

4. Immediate and wide dissemination of this Memorandum is desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent
 



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