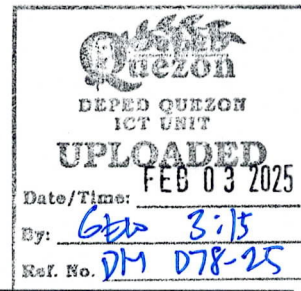




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 January 2025

**DIVISION MEMORANDUM**

DM No. 078, s. 2025

**RECONSTITUTION OF THE COMPOSITION OF THE DIVISION PRAISE COMMITTEE**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Division PRAISE Focal Person  
District PRAISE Committee Members  
All Others Concerned

1. With reference to Regional Memorandum No. 109 S. 2024 (**Reconstitution of the Composition of the Division PRAISE Committee**) which aims to strengthen the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education, and the CSC Memorandum Circular No. 1, s. 2001, on PRAISE, this Office informs the composition of the Reconstituted Division PRAISE Committee Please refer to the attached enclosure for composition.
2. The reconstituted Division PRAISE Committee shall be responsible for developing, administering, monitoring, and evaluating the awards and incentives of DepEd Quezon.
3. To continuously uphold an effective PRAISE System “members are expected to possess a positive attitude; be capable of implementing submitted ideas; be open-minded and decisive; must have a high tolerance for stress or pressure; and actively participate in all committee meetings” as stated in Deped Order No. 009, s. 2002.
4. The PRAISE Committee strongly supports the equal opportunity principle (EOP) in the grant of rewards and recognition that “there shall be no discrimination on account of religion or belief, age, sexual orientation, gender identity, marital status, political affiliation, disability, and ethnicity.

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5. Expenses relative to the conduct of PRAISE Committee activities such as meals, travel expenses, accommodation, supplies and materials shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
  
6. Immediate dissemination and compliance with this Memorandum are highly expected.

  
**ROMMEL C. BAUTISTA, CESO V**  
sSchools Division Superintendent



Hrdsgod01/27/2025

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Enclosure No. 1

**RECONSTITUTED COMPOSITION OF THE DIVISION PRAISE COMMITTEE**

<b>Name</b>	<b>Sex</b>	<b>Office/Functional Division/Section</b>	<b>Designation</b>
Rommel C. Bautista	M	Office of the OSDS	Superintendent and PRAISE Committee Chair
Venus T. Balmedina	F	Office of the ASDS	ASDS and PRAISE Committee Focal
Roselyn Q. Golfo	F	Office of the ASDS	ASDS and PRAISE Committee Member
Joepi F. Falqueza	M	Office of the ASDS	ASDS and PRAISE Committee Member
Catherine O. Pureza	F	Budget Section	Budget Officer III and PRAISE Member
Edmundo Marin Jr.	M	Accounting Section	Accountant III and PRAISE Member
Lorena S. Walangsumbat	F	CID	CID Chief and PRAISE Committee Member
Juanito A. Merle	M	SGOD	SGOD Chief, QMR and PRAISE Committee Member
Sherelyn O. Pardilla	F	Records Section	Record Officer II and PRAISE Committee Member
Wennie O. Gaela	F	Personnel Section	AO IV and PRAISE Committee Member
Maria Dolores D. Atienza	F	Administrative Section	AO V and PRAISE Committee Member
George Aguila	M	Supply Section	Property and Supply Officer II and

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			PRAISE Committee Member
Jaime F. Zara	M	CID	Public Schools District Supervisor and PRAISE Committee Member
Raquel P. Marcuap	F	CID	Public Schools District Supervisor and PRAISE Committee Member
Rejulios Villenes	M	CID	Public Schools District Supervisor and PRAISE Committee Member
Glazel A. Capa	F	Lusacan National HS	ADAS III and PRAISE Committee Member
Leonilyn Crisostomo	F	Infanta National HS	ADAS III and PRAISE Committee Member

**PRAISE COMMITTEE SECRETARIAT**

Name	Sex	Office/Functional Division/Section	Designation
Jee-Anne O. Borines	F	CID	Education Program Supervisor
Abner Pureza	M	CID	Education Program Supervisor
Raul R. Agaran	M	SGOD	Education Program Supervisor
Regina V. Marino	F	SGOD	Senior Education Program Specialist

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Paul Clifford N. Marquez	M	SGOD	Senior Education Program Specialist
Ma. Bernadit Tupas	F	SGOD	Senior Education Program Specialist
Leah A. Perez	F	SGOD	Education Program Specialist
Mary Joyce Salamat	F	SGOD	Education Program Specialist
Rommel Oczon	M	SGOD	PDO
Mark Angelo M. Tiusan	M	SGOD	PDO
Joe Basco	M	CID/LRMDS	PDO
Raymond Nieva	M	CID	ADAS

**Terms of reference of the Committee**

The PRAISE Committee shall meet to perform the following tasks:

1. establish a system of incentives awards to recognize and motivate and motivate employees for their performance and conduct;
2. formulate, adopt and amend internal rules, policies, and procedures to govern the conduct of its activities which shall include the guidelines for evaluating the nominees and the mechanism for recognizing the awardees;
3. determine the forms of awards and incentives to be granted;
4. prepare plans, identify resources, and propose a budget for the system on annual basis
5. develop, produce, and distribute a system policy manual and orient the employees on the same
6. submit the annual report on the awards and incentives system to the RO
7. monitor and evaluate the System's implementation every year and make essential improvements to ensure its sustainability to the agency;
8. address issues relative to awards and incentives
9. create a sub-committee/s to evaluate/assess nominees for awards recommended by the committee;
10. develop customized R&R programs and guidelines; and
11. develop tools that will track the efficiency of the R&R process

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