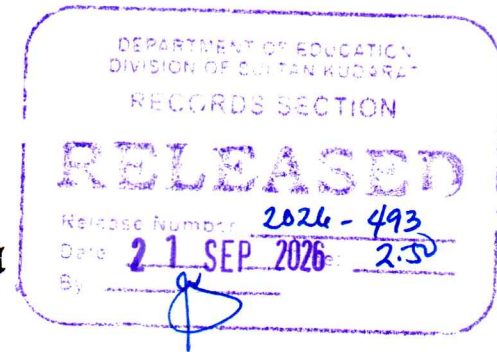




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



September 17, 2026

DIVISION MEMORANDUM
OSDS-AS No. **186** s. 2026

**RECONSTITUTION OF DIVISION PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Elementary and Secondary Schools Administrator
All others concerned
This Division

1. In line with CSC MC No. 1, s. 2001 and D.O. No. 78, s. 2007, enjoining the Department of Education Division Offices to organize their respective Program on Awards and Incentives for Service Excellence (PRAISE) Committees, this Office hereby informs the field on the reconstitution of PRAISE Committee as follows:

Chairperson	: MOHALIDIN M. SUAEB OIC-Assistant Schools Division Superintendent
Co-Chairperson	: MELVIN P. FORTUNA Administrative Officer V
Members	: SADAT T. SINOLINDING OIC-SGOD Chief : ISMAEL M. AMBALGAN CID Chief : ERWIN P. SOROYSORROY, CPA Accountant III : NIDA P. CLAUDIO Administrative Officer V- Budget : LAZARO P. ORIEL SEPS/ OIC EPS-SGOD : MARK CARLO D. BUYAO SEPS-HRDS : ROWENA JESETTE S. VILLA Administrative Officer IV- Personnel : LIZA B. ROMALLOSA Administrative Officer IV/NEU Representative

MPF/OSDS-AS/DM- Reconstitution of the Division Program on Awards and Incentives for Service Excellence (PRAISE)/DSK-OSDS-DivMemo-v3r0.0e02.15.21/September 17, 2026



Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

Secretariat

: **KEVIN LLOYD V. HIJASTRO**
EPS II- HRD/ OIC PLANNING OFFICER

: **ARLENE C. MONTERO**
Administrative Assistant III

: **VANESSA A. DUCASI**
Administrative Assistant III

2. The PRAISE Committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system. As such the Committee shall meet periodically to perform the following tasks:

- a. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- b. 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 mechanisms for recognizing the awardees;
- c. Determine the forms of awards and incentives to be granted;
- d. Monitor the implementation of approved suggestions and ideas through feedback and reports;
- e. Prepare plans, identify resources and propose budget for the system, in an annual basis;
- f. Develop, produce, and distribute a system policy manual and orient the employees on the same;
- g. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- h. Submit an annual report on the awards and incentive system top the CSC on or before the thirtieth day of January;
- i. Monitor and evaluate the System's implementation ever year and make essential improvements to ensure the sustainability to this agency.

3. Immediate dissemination of this Memorandum is desired.


ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Encl/s.: None

References: CSC MC No.1, s.2001; D.O No. 78,s. 2007

To be indicated in the Perpetual Index under the following subjects:

COMMITTEE

PRAISE

RECONSTITUTION

MPF/OSDS-AS/DM- Reconstitution of the Division Program on Awards and Incentives for Service Excellence (PRAISE)/DSK-OSDS-DivMemo-v3r0.0e02.15.21/September 17, 2026