



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

5 Mar 2026

DIVISION MEMORANDUM

No. 136, s. 2026

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

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public Schools)
All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2002 (Establishing the Program on Awards and Incentives for Service Excellence [PRAISE] in the Department of Education), DepEd Order No. 78, s. 2007 (Strengthening the Program on Awards and Incentives for Service Excellence [PRAISE] of the Department of Education) and CSC Memorandum Circular No. 01, s. 2001 (Program on Awards and Incentives for Service Excellence [PRAISE]), this Office hereby announces the reconstituted composition of the Division PRAISE Committee. Please refer to the attached enclosure for the new members and their respective Terms of Reference.
2. The Division PRAISE Committee shall be responsible for developing, administering, monitoring, and evaluating the awards and incentives for the entire Schools Division and the Division Office.
3. Adhering to the Equal Opportunity Principle (EOP), the Division PRAISE Committee ensures all personnel have fair access to recognition, prohibiting bias on account of religion or belief, age, sexual orientation, gender identity, marital status, political affiliation, disability, and ethnicity.
4. For compliance and immediate dissemination.

Digitally signed by
Mendoza Homer
Napenas
Date: 2026.03.05
10:20:23 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

AWARDS

COMMITTEES

RECOGNITION

sgod/iham/02-23-2026

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Enclosure No. 1 to Division Memorandum No. 136, s. 2026

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

Chairperson: Homer N. Mendoza – OIC-Schools Division Superintendent

Members:

Jona B. Ramos – Administrative Officer V

Ronnie B. Yohan - Administrative Officer V

Ivan Honorpette A. Mijares – OIC-Chief Education Supervisor, SGOD

Representative of the Teacher's Association- To be determined

Secretariat:

June Bence L. Adelan – Education Program Supervisor

Marlyn C. Alegro – Head Teacher III/OIC, Human Resource Development
Section (HRDS)

Enclosure No. 2 to Division Memorandum No. 136, s. 2026

TERMS OF REFERENCE OF THE DIVISION PRAISE COMMITTEE

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.
2. Formulate, adopt, and amend internal rules, policies, and procedures, including evaluation guidelines and recognition mechanisms.
3. Determine the forms of awards and incentives to be granted.
4. Prepare annual plans, identify resources, and propose the required budget.
5. Develop, produce, and distribute a system policy manual and orient employees on its use.
6. Monitor and evaluate implementation annually, using feedback and reports, and recommend improvements for sustainability.
7. Document best practices, innovative ideas, and success stories to promote interest and enthusiasm.
8. Submit an annual report on the awards and incentives system.
9. Address issues related to awards and incentives within 15 days from submission.
10. Create sub-committees to evaluate and assess nominees, as necessary.
11. Develop customized R&R programs and guidelines, including tools to track efficiency.

TERMS OF REFERENCE OF THE DIVISION PRAISE SECRETARIAT

1. Organize and schedule PRAISE Committee meetings.
2. Prepare agenda, minutes, and keep official records.
3. Maintain database of nominations, awardees, and best practices.
4. Prepare and consolidate annual reports for submission to CSC.
5. Safekeep and secure all PRAISE related documents.
6. Coordinate with offices, schools, and employees on nominations and requirements.
7. Disseminate approved guidelines, policies, and issuances.
8. Serve as point of contact between PRAISE Committee and stakeholders.
9. Track deadlines and compliance with PRAISE requirements.
10. Assist in monitoring implementation of awards and recognition activities.
11. Provide clerical and logistical support for awarding ceremonies and related events.