



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

January 22, 2024

**DIVISION MEMORANDUM**

No. **041** s. 2024

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

To: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division (CID)  
School Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary, and Integrated Schools  
Section/Unit Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 78, s. 2007 titled “Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education” and DepEd Order No. 9, s. 2002 titled “Establishing the Program on Awards and Incentives for service Excellence (PRAISE) in the Department of Education”, the PRAISE Committee of this office is hereby reconstituted, to wit:

Chairperson : **LUZ U. BANSON EdD**  
OIC, Office of the Assistant Schools Division Superintendent

Members : **SEGUNDINA F. DOLLETE EdD**  
Chief Education Supervisor (CID)

**EDNA B. AZCARRAGA PhD**  
OIC-Office of the Chief Education Supervisor (SGOD)

**ATTY. BENJIE B. DOCE CPA, MBA**  
Accountant III



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**MARJORIE A. BAYHON**

Administrative Officer II

OIC, Office of the Administrative Officer V (Budget)

**KENNETH D. ANOCHE**

EPS II – ALS/OIC-Office of the Administrative Officer V

**REYNALDO AZCARRAGA PhD**

President (CAPSTEA)

**CERELO VILLAGRACIA**

Representative, DepEd NEU – Capiz Chapter

Secretariat : **MA. SHARON S. BARRIENTOS**

Administrative Officer IV (HRMO)

**IMMACULADA J. AMORES PhD**

Senior Education Program Specialist (HRD)

**EMMANUEL B. LATI**

Information Technology Officer I

**ROMAR S. JARAVELO**

Senior Education Program Specialist (SM&N)

2. The functions of the Division PRAISE Committee are as follows:



- a. Implement the welfare and benefit programs in the Division Office to include granting of awards and incentives to teachers and non-teaching personnel who have rendered meritorious services or excellent performance;
- b. Formulate and establish internal rules, policies and procedures in the Division Office to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- c. Evaluate the nominees who have rendered meritorious services of excellent performance and recommend eligible candidates for International/National/Regional/Division/School level awards; and
- d. Monitor the implementation of PRAISE Programs in the division.



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3. The Division Office shall allocate at least five percent (5%) of the HRTD funds to implement the PRAISE Programs and incorporate the same in the Work and Financial Plan and other financial/budgetary documents.
4. It is understood that in the conduct of all the PRAISE activities, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors and personal circumstances that run counter to the principles of equal opportunity.
5. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Encl.: None

Reference: DepEd Orders (No. 09 s. 2002 & No. 78 s. 2007

To be indicated in the Perpetual Index

Under the following subjects:

COMMITTEES

AWARDS

PERFORMANCE

/LUB/Recomposition of PRAISE Committee  
/OSDS/January 22,2024