



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

February 28, 2022

DIVISION MEMORANDUM

No. 059, s. 2022

**ENHANCEMENT AND FINALIZATION OF DEPED NORTHERN SAMAR
REWARDS AND RECOGNITION POLICY**

To: Assistant Schools Division Superintendent
Division PRAISE Committee
Chief Education Supervisors
Education Program Supervisors
Unit/Section Heads
Public Schools District Supervisor
School Heads
All Others Concerned

1. In line with the Rewards and Recognition (R&R) mechanism of this Schools Division compliant with PRIME-HRM Maturity Level II of the Civil Service Commission, this Office, through the Program on Awards and Incentives for Service Excellence (PRAISE) and the Human Resource Development Section (HRDS) shall conduct the **Enhancement and Finalization of the Rewards and Recognition Policy/Manual on March 7, 8, & 21, 2022** at the **Bulwagan ng mga Guro, DepEd Northern Samar Schools Division Office**.
2. The objectives of this activity are as follows:
 - a. review the 2022 Annual Rewards and Recognition Plan;
 - b. enhance the PRAISE/R&R Policy, especially the awards, awards categories, and criteria for screening and evaluation of documents;
 - c. solicit suggestions to further improve the R&R system and the annual Pasidungog.
3. The participants of this activity are the **20 identified SDO and Field Personnel** (see Enclosure No. 1) on **March 7 and 8, 2022** (enhancement phase) and eight (8) members of the Division PRAISE Committee (finalization phase) on **March 21, 2022**.
4. Attached are the list of participants, program management team, and activity matrix.
5. Participants are advised to bring their laptops and extension wire.



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6. All involved individuals are advised to observe minimum health standards and follow health protocols of the Inter-Agency Task Force (IATF) and the Department of Health (DOH) before, during, and after the conduct of the activity. Anyone who experiences any COVID19 symptoms or has been exposed to a probable or confirmed COVID19 case before the conduct of the activity shall inform the management for proper coordination.
7. This Memorandum serves as the Travel Authority of the participants.
8. Expenses incurred relative to the conduct of the activity such as meals, supplies and materials, and travel and other incidental expenses shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
9. For immediate dissemination and guidance.

RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent

RELEASED

bf 3-2-22

Enclosure to DM 059, s. 2022

**LIST OF PARTICIPANTS IN THE ENHANCEMENT OF THE DIVISION REWARDS AND
RECOGNITION POLICY/MANUAL**

March 7, 8, & 21, 2022

	Name	Position/Designation	Office/Station
1	Raul D. Agban	SDS/PRAISE Chair	SDO
2	Crista Joy A. Torbila	ASDS/PRAISE Co-Chair	SDO
3	Alex B. Rejuso	OIC-CID Chief/PRAISE Member	SDO
4	Noe M. Hermosilla	SGOD Chief/PRAISE Member	SDO
5	Elna D. Enano	EPS/PRAISE Member	SDO
6	Deah A. Gamao	Accountant III/PRAISE Member	SDO
7	Carmencita L. Martires	HRMO/PRAISE Member	SDO
8	Peter R. Bobiles	EPSP II/PRAISE Member	SDO
9	Rino Sabarre	GPTA President/PRAISE Member	
10	Felix J. Ladeno	EPS-SHS	SDO
11	Nelida M. Lobos	EPS-ALS	SDO
12	Isagani Licas	EPS-LR	SDO
13	Roberto T. Orias Jr.	SEPS-P&R	SDO
14	Rudel Lutao	SEPS-SMN	SDO
15	Merlita B. Fajardo	SEPS-SMME	SDO
16	Esther Dela Cruz	PSDS	SDO/San Roque
17	Francie Surio	School Head	San Roque
18	Danhill Donoga	Teacher	Lavezares I
19	Gretchen Gundino	Program Management Team	SDO
20	Ericson Morillo	Program Management Team	SDO

ACTIVITY MATRIX

Time	Activity
March 7, 2022	
8:00-8:30 AM	Arrival/Registration
8:30-9:00 AM	Preliminaries
9:00-10:00 AM	Review of the 2022 Annual Rewards and Recognition Plan
10:00-11:00 AM	Review of the Most Outstanding DepEd Northern Samar Personnel guidelines, awards categories, and criteria for screening and evaluation of documents
11:00-12:00 NN	Enhancement of the Most Outstanding DepEd Northern Samar Personnel guidelines, awards categories, and criteria for screening and evaluation of documents
LUNCH BREAK	
1:00-5:00 PM	Continuation of enhancement activity...
March 8, 2022	
9:00-12:00 NN	Consolidation of enhanced guidelines per award category
LUNCH BREAK	
1:00-5:00 PM	Validation of the enhanced Most Outstanding DepEd Northern Samar Personnel guidelines, awards categories, and criteria for screening and evaluation of documents