

c/o ARD



Republic of the Philippines
Department of Education

REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

August 25, 2023

DIVISION MEMORANDUM

No. 266 s. 2023

CRAFTING OF APPRAISER'S GUIDE-CUM-REVIEW AND FINALIZATION OF THE DIVISION REWARDS AND RECOGNITION POLICY

To: Assistant Schools Division Superintendent/PRAISE Chair
PRAISE Committee Members
Selected Division Unit Heads
Selected District Heads
Selected School Heads
All Others Concerned

1. Along with the ongoing review and enhancement of the Division Rewards and Recognition Policy focusing on the conduct of the annual Search for Most Outstanding DepEd Northern Samar Personnel, School, and Program Implementers for a more responsive and harmonized appraisal of nominees' documents across governance levels, this Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), shall conduct the **Crafting of Appraiser's Guide-cum-Review and Finalization of the Division Rewards and Recognition Policy** on September 4-5, 2023 at a venue to be announced later.

2. This activity aims to:
a. present the observations and suggestions provided during the Enhancement of the Division R&R Policy on June 21-22, 2023 and the ongoing enhancements being conducted by the PRAISE Secretariat (HRDS);
b. craft a guide which will be used by appraisers across governance levels (School, District, and Schools Division Office); and
b. further review the Division Rewards and Recognition Policy to serve as a blueprint of District and School PRAISE Committees.

3. The participants of this activity are the Members of the Division PRAISE Committee, select Education Program Supervisors and Division Unit/Section Heads, Public Schools District Supervisors/District Heads, and select School Heads (see attached list of participants).

4. This Memorandum shall serve as the Authority to Travel of the participants.



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5. Immediate dissemination of and compliance with this Memorandum are desired.



GAUDENCIO C. ALJIBE JR., PhD, CESO VI
OIC-Schools Division Superintendent

RELEASED

9/8/25/2023 2:55 pm

Enclosure No. 1 to DM 26/ys. 2023

LIST OF PARTICIPANTS

<p>DIVISION PRAISE Committee</p>	<p>Dr. Gaudencio C. Aljibe, CESO VI <i>PRAISE Chair</i></p> <p>Dr. Crista Joy C. Abogadie CESO VI <i>PRAISE Co-Chair</i></p> <p>Noe M. Hermosilla <i>SGOD Chief, Member</i></p> <p>Dr. Alex B. Rejuso <i>OIC-CID Chief, Member</i></p> <p>Elna Dapulag Enano <i>EPS, Member</i></p> <p>Deah A. Gamao, CPA <i>Division Accountant, Member</i></p> <p>Carmencita L. Martires <i>HRMO, Member</i></p> <p>Ronato L. Madronio <i>Federated PTA President, Member</i></p> <p>Peter R. Bobiles Pepito E. Saldo Jr. <i>HRDS, PRAISE Secretariat</i></p>
<p>Select EPSs/PSDSs/Division Unit Heads</p>	<p>Education Program Supervisors</p> <p>Dr. Felix J. Ladeno Dr. Nelida M. Lobos Dr. Sylvia D. Villanueva Dr. Emily M. Adrayan Dr. Isagani Licas</p> <p>Division Unit Heads</p> <p>Dr. Roberto T. Orias Jr. Dr. Warren L. Otadoy Merlita B. Fajardo Rudel Lutao Jocelyn I. Acebuche Michelle D. Caguimbal</p> <p>Public Schools District Supervisors</p> <p>Dr. Esther O. Dela Cruz Dr. Roberto Galono Dr. Janette B. Cerbito Dr. Lenore Salor</p>

School Heads	Meriam Reyes Dr. Francie Surio Dr. Dionesia Mercader Imelda Dela Cruz Dr. Annie C. Dulay May Joyce Senobio Dr. John L. Delorino Dr. Garry Vacunawa Dr. Jaime Cabili Dr. Ruel Castillo Dr. Villajeon B. Avila Michael Jay Morales Roselyn M. Galdones Michelle Probadora Momar P. Alcantara Dr. Emma Merino
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Enclosure No. 2 to DM 26 vs. 2023

Indicative Activity Matrix

Day 1: Introduction to Appraisal and Standardization

Time	Activity
8:00-9:00 AM	Registration & Breakfast
9:00-9:30 AM	Opening Program and Objectives Setting
9:30-10:00 AM	Presentation of observations and suggestions provided during the Enhancement of the Division R&R Policy on June 21-22, 2023 and the ongoing enhancements being conducted by the PRAISE Secretariat (HRDS) <i>PRAISE Secretariat</i>
10:00 -11:00 AM	Overview of PRAISE, the Importance and Challenges of Document Appraisal <i>PRAISE Chair/ Co-Chair</i>
11:00 – 12:00 NN	Workshop Proper: Review/Crafting of Evaluation Guide/Notes for Most Outstanding Personnel, Schools, and Program Implementers (by group) <i>Facilitated and Moderated by PRAISE Secretariat</i>
12:00-1:00 PM	Lunch Break
1:00 – 5:00 PM	Continuation of Workshop <i>Facilitated and Moderated by PRAISE Secretariat</i>

Day 2: Deep Dive into Appraisal and Future Planning

Time	Activity
8:00-8:30 AM	Recap of Day 1/Clearing House
8:30-12:00 NN	Presentation of the Crafted Evaluation Guide/Notes for Most Outstanding School <i>Facilitated and Moderated by PRAISE Secretariat</i>
12:00-1:00	Lunch Break
1:00-5:00	Finalization of Appraisal Guide & Way Forward <i>Facilitated and Moderated by PRAISE Secretariat</i>

Enclosure No. 3 to DM 266s. 2023

PROGRAM MANAGEMENT TEAM

NAME	DESIGNATION
Gaudencio C. Aljibe Jr., PhD, CESO VI	Activity Manager
Dr. Crista Joy C. Abogadie, CESO VI	Co-Activity Manager
Noe M. Hermosilla	Onsite Managers
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
Peter R. Bobiles	Focal Persons
Pepito E. Saldo Jr.	
Wilkins S. Wong	Secretariat/HRDS Staff
Temothy G. Clutario	