



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

08 May 2025

**DIVISION MEMORANDUM**

No. 115, s. 2025

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
SDO Unit Heads and Staff  
Elementary and Secondary School Heads  
This Schools Division

1. In consonance with DepEd Order No. 9, s. 2002 (Establishing the PRAISE Committee in the Department of Education) and CSC Memorandum Circular No. 1, s. 2001, this office reconstitutes the **Division Program on Awards and Incentives for Service Excellence (DPRAISE) Committee** effective **May 08, 2025**. To wit:

Consultant : Alfredo B. Gumaru Jr. EdD, CESO V, SDS  
Chair : Dante J. Marcelo, PhD, CESO VI, ASDS  
Vice Chair : Marcial Y. Noguera, CES, SGOD  
Members : Violeta B. Gasilao, CES, CID  
Virginia A. Vinalay, AO V-Administrative Services  
Shirley V. Escalona, AO V-Budget  
Kym Clyde H. Moro, SEPS-HRD  
President or Representative from the National  
Association of Public Secondary Schools of the  
Philippines (NAPSSPHIL) (Association President or her  
successor)  
President or Representative from the Philippine  
Elementary School Principals Association (PESPA)  
(Association President or her successor)  
On-call Members: Sub-committee Chairs  
EPS/SEPS/EPSP II/Other Division Key Officials  
Coordinator/Focal Person/ : Kym Clyde H. Moro, SEPS  
Head Secretariat : Nicanor C. Batin Jr., EPSP II (Designate)  
Assistant Secretariat : Greg E. Padua, Div. Librarian  
: Oswaldo A. Valiente, PDO II  
: Dencio G. Eriful, EPSP II  
: Sheila H. Ydel, AO IV  
: Schneider Elinore D. Acebes, PDO I



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2. The Division PRAISE Committee shall be responsible in implementing the rewards and recognition programs to include the granting of awards and incentives to teachers and employees who have rendered meritorious services or excellent performance. Specifically, it shall perform the following functions:

- a. Ensure implementation of regular rewards and recognition programs for the welfare of all teaching and non-teaching personnel of the Schools Division especially those who have done meritorious performance and services;
- b. Recommended contextualized policy guidelines on rewards and recognition programs/activities in the division;
- c. Conduct the screening, selection and recommendation of deserving employees for possible award or incentive;
- d. Recommend deserving employees to the SDS for nomination to any award-giving body;
- e. Forge partnership with stakeholders and other award-giving body for incentives and awards of deserving employees; and
- f. Document and maintain records or database of rewards and recognition deliberations, search results and other pertinent documents.

3. To help the committee in initially assessing and evaluating nominees of any major rewards and recognition search activities (e.g. Division Search for Outstanding Teaching and Non-Teaching Personnel, etc.), the following sub-committees are organized:

**For all Schools Category:**

Chair: Miah Daphnie B. Buenafe, *SEPS*  
 Members: Oliver R. Carias, *Planning Officer III*  
 Elena A. Baldomar, *EPS*  
 Vilma C. Bongay, *EPS*  
 Bernadette L. Vinalay, *EPS*  
 Fred V. Gimenez, *PDO II*  
 Jack James I. Delos Santos, *OIC-HNU*  
 Secretariat: Dencio G. Eriful, *EPSp II*  
 Sheila H. Ydel, *AO IV*

**For all Teachers Category**

Chair: Jennifer H. Moro, *EPS*  
 Members: Walden G. Habana, *EPS*  
 Carmencita G. Adami, *EPS*  
 Jay V. Gonzales, *EPS*  
 Myrna H. Agudo, *EPS*  
 Ermelyn S. Castillo, *EPSp II*  
 Secretariat: Oswaldo A. Valiente, *PDO II*  
 Greg E. Padua, *Div. Librarian*

**For all Non-Teaching/Related Teaching Category**

Chair: Arnulfo Anselm C. Hortiz, *EPS*  
 Members: Violeta H. Binalon, *EPS*  
 Dennis B. Valdez, *EPS*  
 Jonas Carlo F. Trillana, *ITO*  
 Ma. Esperanza B. Ereful, *AO IV*  
 Janna Jesusa S. Lim, *Accountant I*  
 Secretariat: Schneider Elinore D. Acebes, *PDO I*  
 Nicanor C. Batin, Jr. *EPSp II*

4. For monthly/bimonthly/quarterly or on-the spot reward and recognition activities for minor or special awards, an adhoc committee may be organized by the PRAISE Committee through its Chair to do the assessment and evaluation of possible awardees.
5. The designation will remain in effect until amended, revoked and/or rescinded.
6. Duties and responsibilities of all members is found as Enclosure.
7. For information, guidance and compliance of all concerned.

  
**ALFREDO B. GUMARU, JR. EdD, CESO V**  
Schools Division Superintendent

Encl: As stated

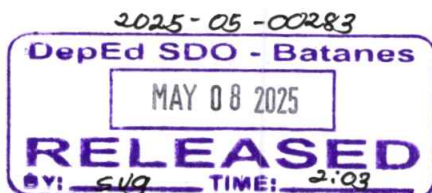
References: *CSC MC No. 1, s.2001*

*DepEd Order No. 9, s. 2002*

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

ASSIGNMENT/REASSIGNMENT  
COMMITTEES

*SGOD/myn/kchm/Rewards&Recognition*  
*May 08, 2025*



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**Duties and Responsibilities of the Members and Coordinators/Focal Persons  
of the Division PRAISE Committee**

<b>Designation</b>	<b>Major Responsibilities</b>
Chair	<ul style="list-style-type: none"> <li>Leads and recommends implementation of welfare and benefit programs to include the granting of awards and incentives to teaching and non-teaching personnel who have rendered meritorious services or excellent performance</li> <li>Recommends contextualized policies and/or guidelines to the management on rewards and recognition</li> <li>Presides in all DPRAISE meetings and conferences</li> </ul>
Vice Chair	<ul style="list-style-type: none"> <li>Assists in the recommendation of rewards and recognition programs to include the granting of awards and incentives to teachers and employees who have rendered meritorious services or excellent performance</li> <li>Assists in the recommendation of contextualized policies and/or guidelines to the management on rewards and recognition</li> <li>Presides on behalf of the Chair in her absence</li> </ul>
Members	<ul style="list-style-type: none"> <li>Screens out and evaluates possible performing teachers and personnel deserving of any rewards and incentives based on existing PRAISE Guidelines and search programs</li> <li>Participates in the review of any proposed policies and guidelines on rewards and recognition</li> <li>Attends DPRAISE meetings and conference</li> </ul>
On-call Member	<ul style="list-style-type: none"> <li>Screens out and evaluates possible performing teachers and personnel deserving of any rewards and incentives based on existing PRAISE guidelines and search programs;</li> <li>Participates in the review of any proposed policies and guidelines on rewards and recognition; and</li> <li>Attends DPRAISE meetings and conferences as needed or called</li> </ul>
Coordinator/Focal Person/Secretariat	<ul style="list-style-type: none"> <li>Prepares possible programs, activities as well as contextualized policy or guidelines on rewards and recognition</li> <li>Organizes and coordinates DPRAISE meeting and conferences</li> <li>Conducts initial screening of teacher or personnel vying or nominated for an award or incentive</li> <li>Documents and maintains database of DPRAISE deliberations, including employees' pertinent records and travel documents</li> <li>Provides technical assistance on rewards and recognition</li> </ul>
Assistant Secretariat	<ul style="list-style-type: none"> <li>Prepares accomplishment reports and staff work as needed</li> <li>Documents DPRAISE meetings and conferences and prepares minutes of the meeting/conference</li> <li>Assists in the initial screening of teacher or personnel vying or nominated for an award or incentive</li> <li>Assists in providing technical assistance on rewards and recognition</li> </ul>