



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

30 Mar 2026

**DIVISION MEMORANDUM**

No. 160, s. 2026

**RECONSTITUTION OF THE PRAISE COMMITTEE AND DESIGNATION TO  
IMPLEMENT THE REWARDS AND RECOGNITION (R&R) PROGRAM  
UNDER PRIME-HRM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit Heads  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. In line with the Department of Education's commitment to promote excellence, professionalism, and employee motivation, the Schools Division Office of Angeles City hereby announces the reconstitution of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee. The Committee shall also serve as the Rewards and Recognition (R&R) Committee responsible for implementing the R&R Program under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

2. This Memorandum is anchored on the following policies and issuances:

- Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2001 (Programs on Awards and Incentives For Service Excellence (PRAISE));
- CSC Memorandum Circular No. 06, s. 2012 (Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (PMS));
- Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2021: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM): Revised Guidelines on the Conferment of HR Recognition and Award;
- Department of Education Policies on Human Resource Management and Development; and
- Civil Service Commission Rules on Rewards and Recognition

3. The PRAISE Committee is hereby reconstituted as follows:

**Chair:** Edgar L. Manabat, PhD

**Deputy Chair:** Arcely G. Garcia

**Members:**

Gay Y. Pangilinan  
Irene C. Lusung  
Rigie Ann S. Gozon  
Noli M. Manalo  
Rosalie S. Chin



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

---

4. The PRAISE Committee shall perform the following functions:

**4.1 Policy and Program Management**

Formulate, review, and update policies and guidelines on awards and incentives in accordance with CSC and DepEd issuances, and ensure alignment with PRIME-HRM standards. Administer and implement the PRAISE and R&R programs, including setting clear criteria, procedures, and timelines.

**4.2 Evaluation and Selection**

Screen and evaluate nominations and recommend qualified personnel and offices for recognition based on established and objective criteria, ensuring fairness, transparency, and integrity.

**4.3 Documentation and Reporting**

Maintain accurate records of nominations, evaluations, and awards, and submit required reports to concerned offices and oversight agencies.

**4.4 Advocacy and Coordination**

Promote a culture of excellence, integrity, and accountability, and encourage participation in the R&R Program. Coordinate with the Human Resource Management Officer (HRMO), Planning Unit, and other relevant offices, and ensure compliance with CSC and PRIME-HRM requirements.

5. In compliance with PRIME-HRM Maturity Level III standards, the PRAISE Committee, acting as the R&R Committee, shall collect, organize, and manage evidence requirements (ERs) to ensure the effective implementation of the Rewards and Recognition Program, and perform the following functions:

**5.1 Collection and Organization of Program Information**

Identify, compile, and document all programs that reward performance, innovation, and exemplary behavior.

Maintain records of monetary and non-monetary incentives such as cash awards, plaques, certificates, and commendations.

**5.2 Timeliness of R&R Programs**

Schedule, monitor, and document both planned recognition activities and on-the-spot awards.



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

---

Ensure recognition is given promptly and consistently to reinforce positive performance and behavior.

**5.3 Collection and Organization of Awardee Demographics**

Record information on awardees, including gender, position, tenure, and persons with disabilities (PWD) status.

Use this data to monitor equity, fairness, and inclusivity in the recognition process.

**5.4 Preparation of the R&R Plan**

Develop a strategic R&R Plan that addresses medium-term (2–3 years) HR needs, integrates both monetary and non-monetary rewards, and aligns with organizational goals.

Maintain documentation for internal review and PRIME-HRM audits.

**5.5 Collection and Organization of Screening and Selection Criteria**

Establish clear, objective, and data-driven criteria for evaluating awardees.

Base selection on performance ratings, HR actions, follow-through on learning plans, and client/community feedback over the past 2–3 years.

**5.6 Systematic Documentation and Data Management**

Maintain organized records of R&R programs, nominations, evaluations, and awardees.

6. This Memorandum takes effect immediately upon issuance and remains in force unless amended or revoked.
7. All concerned are directed to extend full support and cooperation to the PRAISE Committee to ensure effective implementation of the Rewards and Recognition Program.
8. For information and guidance.

  
**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent *ED*

SGOD/CES/March 30, 2026