



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

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February 3, 2022

**DIVISION MEMORANDUM**

No. 029, s. 2022

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

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. In view of the promotional appointment/s and other personnel movements/actions within the Schools Division Office; and to further strengthen the implementation of the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education (DepEd)-Schools Division Office of Capiz (SDO Capiz), the undersigned is pleased to inform the field with the reconstitution of the **SDO Capiz Programs on Awards and Incentives for Service Excellence (PRAISE) Committee**, based on the existing rules, regulations and policies set forth by the Civil Service Commission (SCS) and the Department of Education (DepEd) to wit:

Chairperson : **JOSE NIRO R. NILLASCA**  
Assistant Schools Division Superintendent

Members : **SEGUNDINA F. DOLLETE, EdD**  
Chief Education Supervisor-CID

**CECIL JOY D. DIOCSON**  
Administrative Officer IV (Cash)

**KENNETH D. ANOCHE**  
EPS II – ALS/OIC, OA V



**Technical Working Group**

Chairperson : **MARLON P. DESTREZA, EdD**  
Chief Education Supervisor – SGOD

Co-Chairperson : **NENITO D. DACLES**  
Administrative Officer V (Budget Officer III)

Members : **EMMANUEL V. LATI**  
Information Technology Officer I

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

**MA. SHARON S. BARRIENTOS**  
Administrative Officer IV / HRMO II

**ATTY. JOSEPH A. ITURRALDE**  
Attorney III

2. As stipulated in DepEd Order No. 78 s. 2007, the roles 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 or excellent performance and recommend eligible candidates International/ National/ Regional/Division/School level awards; and
  - d. Monitor the implementation of PRAISE Program in the Division.
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. Immediate dissemination of this Memorandum is desired.

  
**SALVADOR O. OCHAVO, JR., EdD., CESO V**  
Schools Division Superintendent

*osds/admin*

To be included in the Perpetual Index  
Under the following subjects  
References: DepED Order No. 78, s. 2007