

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



June 19, 2017



DEPED-CAR Time: \_\_\_\_\_

REGIONAL ORDER  
No. 004.s2017

**RECONSTITUTING THE COMPOSITION OF THE REGIONAL PROGRAM ON AWARDS  
AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

To: Schools Division Superintendents  
Chiefs of Divisions/Heads of Units/Sections  
All Concerned

1. Pursuant to DepED Order No. 9, S. 2002 – Establishing the Program on Awards and Incentives for Service Excellence, and DepED Order No. 78, s. 2007 – Strengthening the PRAISE of the Department of Education, the composition of the Regional PRAISE committee effective July 3, 2017, is as follows:

Chairperson: MAY B. ECLAR, Ph. D., CESO V  
Officer-In-Charge  
Office of the Regional Director

Co-Chairperson: EDGARDO T. ALOS  
Chief Administrative Officer

Members: ATTY. SEBASTIAN G. TAYABAN  
Chief Administrative Officer, Finance Division

EMILIA M. FAUSTINO  
Chief Education Supervisor, CLMD

ROSMARIE B. DALANG  
Officer-In-Charge  
Human Resource Development Division

DR. JULIET B. PONTINO  
Dentist III  
2<sup>nd</sup> Level Representative

MANILYN B. BOTILAS  
Administrative Assistant III  
1<sup>st</sup> Level Representative

**Contact Numbers (Area Code: 074):**

Office of the Regional Director 422-1318  
Fax 422-4074  
Office of the ARD 422-9590  
ICT Unit 422-1318  
Public Affairs Unit 422-1318  
Legal Unit 423-2214

Administrative Division 422-1804  
Cash Section 423-2215  
Payroll Section 424-3993  
Records Section 423-2213  
Supply Section 422-2198  
General Services Unit 422-1804

CLMD 422-7096  
LRMDS 422-0615  
ESSD 423-2218  
Finance Division 422-5155  
FTAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
QUAD 422-5187  
COA 422-7434



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



Secretariat: HRDD: EDGAR H. MADLAING, EPS  
CHARLINE T. BALAHYAS, Admin. Asst I

Personnel Section: ELENA C. TAWANNA, AO IV  
ELEONORA A. ALBIDAS, AO V

2. The functions and responsibilities of the PRAISE committee per DepED Orders No. 9, s. 2002 and No. 78 s. 2007 are enumerated in Annex A of this Order.

3. Please be guided accordingly.

  
MAY B. ECLAR, Ph. D., CESO V  
  
Officer-In-Charge  
Office of the Regional Director

MBE/ETA/veaa

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



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ANNEX A

Enclosure to Regional Order No. **004s.2017**

**FUNCTIONS AND RESPONSIBILITIES OF THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)**  
(Per D. O. 9, s. 2002 and D.O. 78, s. 2007)

The Committee shall meet periodically to perform the following tasks:

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
2. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
3. Determine the forms of awards and incentives to be granted;
4. Monitor implementation of approved suggestions and ideas through feedback reports;
5. Prepare plans, identify resources and propose budget for the system on an annual basis;
6. Develop, produce, distribute a system policy manual and orient the employees on the same;
7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
8. Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
9. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

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