



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF LAOAG CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS- 2023-

FUNCTIONS AND RESPONSIBILITIES OF THE PRAISE COMMITTEE

To: PRAISE COMMITTEE
ASDS Arnel S. Bandiola
George Emman D. Manuel
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Melymar A. Somes
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The PRAISE Committee shall have the following functions and responsibilities as stipulated in the CSC Memorandum Circular 1, s. 2001.


- 1) The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas, and exemplary behavior.
- 2) The PRAISE shall give emphasis on the timeliness of giving awards or recognition. Aside from the conferment of awards during the traditional or planned awarding ceremonies, the spirit of the on-the-spot grant of recognition shall be institutionalized.
- 3) The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge, and reward productive, creative, innovative, and ethical behavior of employees through formal and informal modes. For this purpose, the system shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments, and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.
- 4) At least 5% of the HRD funds shall be allocated for the PRAISE and incorporated in the Agency's annual work and financial plan and budget.



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- 5) The head of agency or authorized representative shall be responsible for overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.
- 6) The PRAISE committee shall ensure that productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed, and implemented on a continuing basis to cover employees at all levels.
- 7) The PRAISE committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The agency may, however, employ an external or independent body to assist the PRAISE committee in judiciously and objectively implementing the system of incentives and awards.
- 8) The PRAISE committee shall establish its own internal procedures and strategies. Membership in the committee shall be considered part of the member's regular duties.

For information and guidance.


JOANN A. CORPUZ, EdD, CESO V
Schools Division Superintendent

