



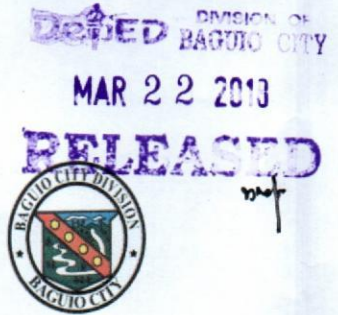
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY

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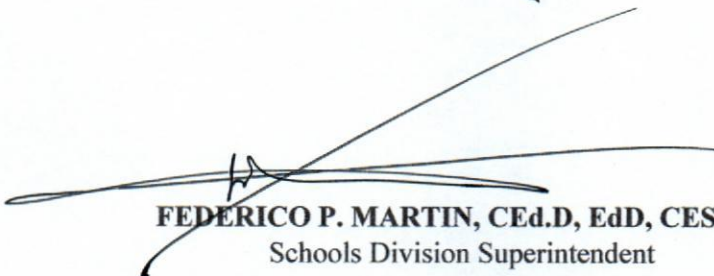
Office of the Superintendent

Division Memorandum Number 116, s.2018

**IMPLEMENTING THE DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR  
SERVICE EXCELLENCE (PRAISE) MANUAL FOR THE SEARCH FOR BEST PERFORMING  
EMPLOYEES AND SCHOOLS**

To: **Schools District Supervisors  
School Heads (Public and Private)**

1. In order to strengthen the implementation of DepED Order No. 9, s. 2002 entitled "Establishing the PRAISE in the Department of Education," all Regional and Division PRAISE committees are enjoined to institute the program in their respective offices.
2. To improve the conduct of the program, a manual was conceptualized by the Division PRAISE Committee anchored on the Civil Service Commission (CSC) Guidelines. A copy for each school will be given through Human Resource Development (HRD) Office. Private schools shall reproduce their own copy.
3. All Schools District Supervisors in-charge for both the public and private schools are directed to monitor the execution of the activities therein.
4. Immediate dissemination and compliance to this memorandum is desired.

  
**FEDERICO P. MARTIN, CE.d.D, EdD, CESO V**  
Schools Division Superintendent