



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

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DIVISION OFFICE
BAGUIO CITY

JUN 19 2019

RELEASED

Office of the Superintendent

Division Memorandum Number 247,s.2019

CONDUCT OF WRITE SHOP FOR PRAISE REGULAR MEMBERS AND SELECTED CORE GROUP

To: Division Chiefs
PSDS Concerned
Schools Heads Concerned (Public and Private)
All Others Concerned

1. SDO- Baguio supports the DepEd's thrust towards a culture of quality in all its management systems, along with its desire for the continuous improvement of its Programs, Projects and Activities (PPAs) specifically in the implementation of Rewards and Recognition (R & R), a relevant system in Human Resource.
2. In order to keep the SDO informed on the processes in the R & R, a manual was developed in 2017 and is now being utilized by DepEd-Baguio including the private schools as reference in the implementation of the Program on Awards and Incentives for Service Excellence (PRAISE). To improve and update the manual, a write shop activity will be conducted for all PRAISE Committee on **July 4, 2019, 8:00-5:00** at Division Training Center.
3. The following are the line-up of activities:
 - a. Review of the 2018 PRAISE Manual
 - b. Presentation of Rewards and Recognition Annual Plan
 - c. Write shop proper
4. Participants are:

PRAISE Committee New Composition		
Name	Designation	School/Office
Chairperson: Soraya Faculo	OIC- ASDS	OSDS
Vice Chair: Arthur Tiongan	Chief Education Supervisor	SGOD
Members:		
Juliet Sannad	Chief Education Supervisor	CID
Armi Victoria Fiangaan	OIC-EPS	CID
Susana Aliping	PSDS	CID
Nieves Ebanio	AO	OSDS-Admin
Harris Dizon	IT Officer	OSDS-ICT
Belen Tomin	Budget Officer	OSDS- Budget
Marlon Angaga	VP- Academic Affairs	St. Joseph de Mary Learning Cntr
Annie Marie Caguioa	School Administrator	St. Louis Sch. Inc (Center)
Secretariat:		
Jovelyn Balantin	SEPS	SGOD-HRD
Ma Louella Moncada	HRMO	OSDS- Admin
Asuncion Saguid	EPS-II	SGOD- HRD
Selected Core Group:		
Christopher Oliva	PDO II	CID-LRMDS

Victor Fernandez	EPS-II	CID-LRMDS
Nixon Elahe	Head Teacher	Holy Ghost Ext ES
Marissa Laplana	Head Teacher	Fort Del Pilar ES
Mary Jane Malihod	Head Teacher	Happy Hallow NHS
Marivic Jervero	Nurse III	BCHS
Freda Dayog	MT	Lucban ES
Total Participants – 21		

5. Groupings and distribution of tasks in the workshop proper

Updating of Best Performing Schools and Supervisors Guidelines Susana Aliping Armi Victoria Fiaangan Nixon Elahe	Formulation of guidelines for Non-Teaching Private schools and Updating of Best Performing Schools Marlon Angaga Annie Caguioa Maymay Mallare	Updating of Non-Teaching Guidelines (Levels 1 and 2) Asuncion Saguid Marivic Jervero Belen Tomin
Profile of 2018 Pammadayaw Awardees and lay outing of the manual Victor Fernandez Christopher Oliva	Process flow of R and R assessment process Harris Dizon Jovelyn Balantin	Updating of Guidelines for Best Performing Teachers and School Heads Maryjane Malihod Marissa Laplana Freda Dayog
On the Spot Awards Jovelyn Balantin Ma. Louella Moncada	Review of Qualification Documents Nieves Ebanio Juliet Sannad Arthur Tiongan	Over- all review Soraya Faculo

6. Matrix of Activities

Time	Activities	Focal
8:00-8:20	Registration/ Preliminaries	HRD/HRMO
8:20-8:50	CSC Updates on R and R and Statement of Purpose	Soraya Faculo OIC- Office of the ASDS
8:50-9:10	Presentation of R and R Annual Plan and Review of PRAISE manual	Jovelyn Balantin SEPS-HRD
9:10-9:40	Presentation of groupings and tasks and workshop orientation	Asuncion Saguid EPS-II- HRD
9:40-10:00	Coffee Break	
10:00-12:00	Workshop Proper	Lead persons
12:00-1:00	Lunch Break	
1:00-2:00	Finalization of outputs	
2:00-4:00	Presentation of outputs	
4:00-4:30	Next Action Steps	Dr. Soraya Faculo PRAISE Chair

- Participants are advised to bring with them their own laptops for the workshop.
- Immediate dissemination and compliance to this memorandum is desired.

FEDERICO P. MARTIN, EdD., CEEd.D, CESO V
Schools Division Superintendent