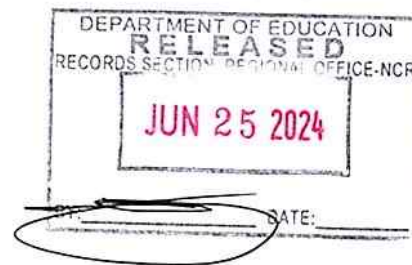




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



21 June 2024

REGIONAL MEMORANDUM

No. 643, s. 2024

**To: Schools Division Superintendents
 All Others Concerned**

**WRITESHOP ON THE ENHANCEMENT OF DEPED NCR PRAISE POLICY
 GUIDELINES (Review Phase)**

1. In reference to **CSC Memorandum Circular No. 01, s. 2001**, *Program on Awards and Incentives for Service Excellence*, and **DepEd Order No. 78, s. 2007**, "Strengthening the PRAISE of the Department of Education," this Office informs the field of the above-captioned subject.

2. The activity aims to:

- a. review and analyze the existing DepEd NCR PRAISE policy and identify areas for improvement or enhancement;
- b. collaboratively develop and refine updated guidelines for implementing PRAISE in line with current organizational needs and best practices;
- c. establish clear criteria and processes for nominating, evaluating, and selecting recipients of rewards and incentives under PRAISE; and
- d. harmonize awards across 16 Divisions to recognize SDS, ASDS, Chiefs, Supervisors, School Heads, Head Teachers, Master Teachers, and Teachers to be included in the DepEd NCR PRAISE Policy Guidelines.

3. The activity shall be held from **June 27 to 29, 2024**, at **NEAP Marikina City**. The program starts at 8:00 A.M. on June 27 and ends at 5:00 P.M. on June 29.

	June 27	June 28	June 29
Breakfast	/	/	/
AM Snacks	/	/	/
Lunch	/	/	/
PM Snacks	/	/	/
Dinner	/	/	

4. Please see Enclosure No. 1 for the list of participants and Enclosure No. 2 for the indicative program of activities.



6 Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 5





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

5. The following SDO shall send one (1) PRAISE Committee Member to join the activity to complete the list of participants:

One (1) PRAISE Committee Member from SDO:			
	Name	Designation	Office
1			SDO San Juan City
2			SDO Malabon City
3			SDO Navotas City
4			SDO Mandaluyong City
5			SDO Parañaque City
6			SDO Makati City
7			SDO Pasig City

6. Participants shall bring their own laptops and prescription drugs.

7. Compensatory time-off (CTO) shall be granted to participants and PMT in lieu of the actual conduct of the activity on June 29, 2024, Saturday, in accordance with the CSC and DBM Joint Circular No. 2, s. 2004.

8. Board and lodging, supplies and materials, and other incidental expenses shall be charged to ROP MOOE funds, while travel expenses shall be charged to local funds, subject to usual auditing rules and regulations.

9. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through christian.espanol@deped.gov.ph.

10. For immediate dissemination and compliance.


JOCELYN DR. ANDAYA
Director IV

cte/hrdd



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Enclosure No. 1

List of Participants

	Name	Designation	Office
1	Nerissa R. Lomeda	OIC ASDS	SDO Manila
2	Amaflor C. Alde	PSDS	SDO Caloocan City
3	Marife V. Villadiego	Principal IV	Pasig Elementary School
4	Rodel C. Sampang	Principal IV	Rizal Elementary School
5	Bonifacio D. Caculitan Jr.	Principal III	Pugad Lawin High School
6	Jared Jay P. Robea	AO V	SDO Las Piñas City
7	Fatima P. Fajardo	SEPS M&E	SDO Pasay City
8	Leah De Leon	EPS-CID	SDO Marikina City
9	Pheobe R. Arroyo	SEPS-P&R	SDO Muntinlupa City
10	Elias Adrian Santos II	PDO	SDO Valenzuela City
11	Lovely Rolaine M. Cruz	PSDS	SDO TAPAT
One (1) PRAISE Committee Member from SDO:			
12			SDO San Juan City
13			SDO Malabon City
14			SDO Navotas City
15			SDO Mandaluyong City
16			SDO Parañaque City
17			SDO Makati City
18			SDO Pasig City

Program Management Team:

	Name	Designation	Office
1	Christian T. Español	EPS	HRDD
2	Richard D. Vidal	EPS-II	HRDD
3	Myles Jamie Garcia	COS	HRDD



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Enclosure No. 2

Indicative Program of Activities

Day 1 June 27, 2024 (Thursday)		
Time	Activity	Person-in-Charge
7:00-8:00	Arrival, Check-in, Registration, Breakfast	NEAP-R
8:00-8:15	Preliminaries >Nationalistic Song >Ecumenical Prayer >Galaw Pilipinas	HRDD
8:15-8:25	Acknowledgment of the Participants	Richard D. Vidal, EPS-II
8:25-8:35	Opening Remarks and Statement of Purpose	Hajji R. Palmero, CES
8:35-9:00	Inspirational Message	Jocelyn DR Andaya Director IV
9:00-10:00	Writeshop overview and program flow	Christian T. Español, EPS
10:00-10:15	Health Break	
10:15-12:00	Writeshop proper	
12:00-1:00	Lunch	
1:00-3:00	Continuation of the Writeshop	
3:00-3:15	Health Break	
3:15-4:45	Continuation of the Writeshop	
4:45-5:00	Recap and update	
5:00-6:00	Q&A and debriefing	
6:00	Dinner	

Day 2 June 28, 2024 (Friday)		
Time	Activity	Person-in-Charge
7:00-8:00	Breakfast	NEAP-R
8:00-8:15	Preliminaries >Nationalistic Song >Ecumenical Prayer >Galaw Pilipinas	HRDD
8:15-10:00	Continuation of the Writeshop	
10:00-10:15	Health Break	
10:15-12:00	Continuation of the Writeshop	
12:00-1:00	Lunch	
1:00-3:00	Presentation of initial outputs	
3:00-3:15	Health Break	
3:15-4:30	Critiquing of outputs	
4:45-5:00	Recap and update	
5:00-6:00	Q&A and debriefing	
6:00	Dinner	



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Day 3 June 29, 2024 (Saturday)		
Time	Activity	Person-in-Charge
7:00-8:00	Breakfast	NEAP-R
8:00-8:15	Preliminaries >Nationalistic Song >Ecumenical Prayer >Galaw Pilipinas	HRDD
8:15-10:00	Finalization of Writeshop outputs	
10:00-10:15	Health Break	
10:15-12:00	Final review	
12:00-1:00	Lunch	
1:00-3:00	Presentation of final outputs	
3:00-3:15	Health Break	
3:15-4:00	Q&A, Closing and clearing house	
4:00-5:00	Check-out	



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure No. 1

List of Participants

	Name	Designation	Office
1	Nerissa R. Lomeda	OIC ASDS	SDO Manila
2	Amaflor C. Alde	PSDS	SDO Caloocan City
3	Marife V. Villadiego	Principal IV	Pasig Elementary School
4	Rodel C. Sampang	Principal IV	Rizal Elementary School
5	Bonifacio D. Caculitan Jr.	Principal III	Pugad Lawin High School
6	Jared Jay P. Robea	AO V	SDO Las Piñas City
7	Fatima P. Fajardo	SEPS M&E	SDO Pasay City
8	Leah De Leon	EPS-CID	SDO Marikina City
9	Pheobe R. Arroyo	SEPS-P&R	SDO Muntinlupa City
10	Elias Adrian Santos II	PDO	SDO Valenzuela City
11	Lovely Rolaine M. Cruz	PSDS	SDO TAPAT
One (1) PRAISE Committee Member from SDO:			
12			SDO San Juan City
13			SDO Malabon City
14			SDO Navotas City
15			SDO Mandaluyong City
16			SDO Parañaque City
17			SDO Makati City
18			SDO Pasig City

Program Management Team:

	Name	Designation	Office
1	Christian T. Español	EPS	HRDD
2	Richard D. Vidal	EPS-II	HRDD
3	Myles Jamie Garcia	COS	HRDD



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Enclosure No. 2

Indicative Program of Activities

Day 1 June 27, 2024 (Thursday)		
Time	Activity	Person-in-Charge
7:00-8:00	Arrival, Check-in, Registration, Breakfast	NEAP-R
8:00-8:15	Preliminaries >Nationalistic Song >Ecumenical Prayer >Galaw Pilipinas	HRDD
8:15-8:25	Acknowledgment of the Participants	Richard D. Vidal, EPS-II
8:25-8:35	Opening Remarks and Statement of Purpose	Hajji R. Palmero, CES
8:35-9:00	Inspirational Message	Jocelyn DR Andaya Director IV
9:00-10:00	Writeshop overview and program flow	Christian T. Español, EPS
10:00-10:15	Health Break	
10:15-12:00	Writeshop proper	
12:00-1:00	Lunch	
1:00-3:00	Continuation of the Writeshop	
3:00-3:15	Health Break	
3:15-4:45	Continuation of the Writeshop	
4:45-5:00	Recap and update	
5:00-6:00	Q&A and debriefing	
6:00	Dinner	

Day 2 June 28, 2024 (Friday)		
Time	Activity	Person-in-Charge
7:00-8:00	Breakfast	NEAP-R
8:00-8:15	Preliminaries >Nationalistic Song >Ecumenical Prayer >Galaw Pilipinas	HRDD
8:15-10:00	Continuation of the Writeshop	
10:00-10:15	Health Break	
10:15-12:00	Continuation of the Writeshop	
12:00-1:00	Lunch	
1:00-3:00	Presentation of initial outputs	
3:00-3:15	Health Break	
3:15-4:30	Critiquing of outputs	
4:45-5:00	Recap and update	
5:00-6:00	Q&A and debriefing	
6:00	Dinner	



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Day 3 June 29, 2024 (Saturday)		
Time	Activity	Person-in-Charge
7:00-8:00	Breakfast	NEAP-R
8:00-8:15	Preliminaries >Nationalistic Song >Ecumenical Prayer >Galaw Pilipinas	HRDD
8:15-10:00	Finalization of Writeshop outputs	
10:00-10:15	Health Break	
10:15-12:00	Final review	
12:00-1:00	Lunch	
1:00-3:00	Presentation of final outputs	
3:00-3:15	Health Break	
3:15-4:00	Q&A, Closing and clearing house	
4:00-5:00	Check-out	