



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



05 July 2024

REGIONAL MEMORANDUM

No. 692, s. 2024

**To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned**

**WRITESHOP ON THE ENHANCEMENT OF DEPED NCR PRAISE POLICY
GUIDELINES (Second Validation 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. gather feedback from different *plantilla* positions across governance levels such as Schools, Schools Divisions Offices, and Regional Office, among teaching, reaching-related, and non-teaching personnel based from the outputs from the review and validation phase of the same activity on June 27-29 and July 10-12, 2024, respectively;
 - b. re-assess and re-validate the developed and evaluated criteria and processes for nominating, evaluating, and selecting recipients of rewards and incentives under PRAISE; and
 - c. recommend for finalization of the harmonized 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 conducted from **July 15 to 19, 2024**, at the Human Resource Development Division office, DepEd NCR Regional Office. The activity starts at 8:30 A.M. to 4:30 P.M. Please see *Enclosure No. 2* for the indicative program of activities.
4. The SDO shall send participants, according to the requested position, to join the activity as **re-validators** to complete the list of participants. Please see *Enclosure No. 1* for the particulars.
5. The SDO shall officially endorse the names of the identified personnel and shall also inform the office in charge of the activity through email at **christian.espanol@deped.gov.ph** with the subject title "pax PRAISE re-validation _____ (name of the SDO)" in a PDF file format *on or before July 11, 2024*.



6 Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
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6. Meals of the participants and PMT shall be charged to ROP MOOE funds, while travel expenses shall be charged to their respective local funds, subject to the usual auditing rules and regulations.
7. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through christian.espanol@deped.gov.ph.
8. For immediate dissemination and compliance.

JOCELYN DR. ANDAYA
Director IV

cte/hrdd



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Enclosure No. 1

List of Participants

Schools Division	July 15 (Monday)	July 16 (Tuesday)	July 17 (Wednesday)
	8:30 A.M. to 12:00 N.N.		
Caloocan	SPED Teacher	Head Teacher – AP	Dentist
Las Pinas	Kindergarten Teacher	Head Teacher - MAPEH	Nurse
Makati	Grade 3 Teacher-II	Head Teacher - TLE	Accountant
Malabon	Special Science Teacher	Head Teacher - Values Ed.	HRMO
Mandaluyong	Grade 8 Teacher-III	Assistant School Principal	EPS-II
Manila	ALS Teacher	Assistant School Principal	CMT
Marikina	Madrasah Teacher	Assistant School Principal	Admin Officer-IV
Muntinlupa	SHS Teacher I	Assistant School Principal	Medical Officer
	12:30 P.M. to 4:30 P.M.		
Navotas	Grade 4 MT-I	School Principal – Junior HS (Large Category)	
Paranaque	Grade 5 MT-I	School Principal – Elem. (Medium Category)	
Pasay	Grade 6 MT-II	School Principal – Elem. (Large Category)	
Pasig	Science MT-I	School Principal – Junior HS (Medium Category)	
Quezon City	Filipino MT-II	School Principal - JHS (Mega Category)	
San Juan	English MT-II	School Principal – Elem. (Small Category)	
TAPAT	SHS MT I	Integrated School	
Valenzuela	SHS MT II	SHS Stand Alone	



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Cont. Enclosure No. 1

Schools Division	July 18 (Thursday)	July 19 (Friday)
	8:30 A.M. to 12:00 N.N.	
Caloocan		PSDS High School
Las Pinas		
Makati		PSDS-Elem. School
Malabon		
Mandaluyong		EPS CID
Manila		
Marikina		EPS SGOD
Muntinlupa		
	12:30 P.M. to 4:30 P.M.	
Navotas	Admin Aide (School)	Chief, SGOD
Paranaque	Admin Assistant (SDO)	Chief, SGOD
Pasay	Admin Aide (School)	Chief, CID
Pasig	Admin Assistant (SDO)	
Quezon City	Admin Aide (School)	Chief, CID
San Juan	Admin Assistant (SDO)	
TAPAT	Admin Aide (School)	Chief, SGOD
Valenzuela	Admin Assistant (SDO)	Chief, CID

Regional Office Personnel

July 17 (Wednesday)	July 18 (Thursday)	July 19 (Friday)
	8:30 A.M. to 12:30 N.N.	
	Admin Assistant III	EPS CLMD
	Admin Assistant II	EPS QAD
	Admin Assistant I	EPS FTAD
	Admin Aide VI	EPS PPRD
	Admin Aide V	
	Admin Aide IV	
	Admin Aide III	
	Security Guard I	
	12:30 P.M. to 4:30 P.M.	
Statistician		Chief, HRDD
Dormitory Manager		Chief, FTAD
Nutritionist-Dietician		
Admin Officer I		
Admin Officer II		
Accountant		



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Enclosure No. 2

Indicative Program of Activities

Time	Activity	Person-in-Charge
8:30-9:00	AM Session: Validation overview and process	Christian T. Español
9:00-10:00	Gathering of feedback	Resource Person (Writer per Category)
10:00-10:15	Health Break	
10:15-12:00	Presentation of gathered inputs, comments, and suggestions	Documenter
12:30-1:00	Lunch	
1:00-1:30	PM Session: Validation overview and process	Christian T. Español
1:30-3:00	Gathering of feedback	Resource Person (Writer per Category)
3:00-3:15	Health Break	
3:15-4:30	Presentation of gathered inputs, comments, and suggestions	Documenter