



Republic of the Philippines  
Department of Education  
Schools Division of Negros Oriental

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



<b>Name</b>	<b>JOELYZA M. ARCILLA - ASDS</b> <b>CARMELITA A. ALCALA - DEPS</b> <b>IRYLL MAE S. MACAHIG - SEPS</b> <b>ALLAN A. AGOR - PSDS</b> <b>GERALDINE B. OLMILLO - EPS II</b>	
<b>Position/ Designation</b>	ASDS	
<b>Permanent Station</b>	DEPED NEGROS ORIENTAL DIVISION	
<b>Purpose of Travel</b> (must be supported by attachments)	TO ATTEND "CONSULTATION AND FINALIZATION OF THE VALIDATION RESULTS ON THE ENHANCED PRAISE AND REWARDS AND RECOGNITION (R&R) POLICY MANUAL	
<b>Host of Activity</b>	DEPED REGION VII	
<b>Inclusive Dates</b>	OCTOBER 5-6, 2023	
<b>Destination</b>	DEPED ECOTECH CENTER, SUDLON, LAHUG, CEBU CITY	
<b>Fund Source</b>		
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p>		
<p><b>IRYLL MAE S. MACAHIG</b> Senior Education Program Specialist-HRDS</p>		<p>10/2/2023</p>
Name and Signature of Requesting Employee		Date
<p><i>This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p>		
<p><b>JOELYZA MIGUEL ALCALA, EdD, CESE</b> Schools Division Superintendent</p>		
Name and Signature of Recommending Authority		Date
<p><b>APPROVED</b></p>		
<p><b>NERI C. OJASRO, EdD, CESE</b> SCHOOLS DIVISION SUPERINTENDENT</p>		<p>10/2/23</p>
Name and Signature of Approving Authority		Date



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

29 SEP 2023

**REGIONAL MEMORANDUM**

No. **714**, s. 2023

**CONSULTATION AND FINALIZATION OF THE VALIDATION RESULTS ON THE  
ENHANCED PRAISE AND REWARDS AND RECOGNITION (R&R) POLICY MANUAL**

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

1. This Office, through the Human Resource Development Division (HRDD) and in collaboration with the Program on Awards and Incentives for Service Excellence (PRAISE), will conduct a **"Consultation and Finalization of the Validation Results on the Enhanced PRAISE and Rewards and Recognition (R&R) Policy Manual"**, with the selected personnel from the twenty (20) Schools Division Offices (SDOs) on October 06, 2023, at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The activity aims to:
  - a. gather valuable inputs and insights for the effectiveness and efficiency of the Policy and Procedural Guidelines (PPG);
  - b. incorporate the outputs of the policy review workshop into the latest draft of the enhanced PRAISE and R&R Policy Manual;
  - c. finalize the mechanisms and guidelines to be considered in assessing and evaluating DepEd RO7 outstanding employees and program implementers; and
  - d. check the alignment of the incorporated outputs vis-à-vis existing CSC-mandated R&R and PRAISE policy manual.
3. Participants of this activity are the DepEd Regional Office VII and Schools Division PRAISE Committee members, Secretariat, HRDD staff, R&R RTWG, SDOs identified participants, and Central Office Employee Division representative. The identified participants are requested to fill out the online registration form with the link: <https://tinyurl.com/ConsultRandRandPRAISEManual> on or before 1:00 P.M. of October 04, 2023.
5. All participants are requested to be at the venue on **October 05, 2023**, a day before the workshop proper, from 3 p.m. onwards.
6. Please see the attached program schedule matrix (PSM), RTWG, and list of identified participants for more details.
7. In addition, participants are requested to bring their own laptop, extension wire, and portable Wi-Fi.
8. Expenses incurred relative to the conduct of the said activity shall be charged against the School/Division/Region/Central Office Local funds, and Sub-Allotment Release Order



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII


[region7.deped.gov.ph](http://region7.deped.gov.ph)

No. OSEC-7-226374 downloaded from Central Office PRAISE Policy-related activities subject to the usual accounting and auditing rules and regulations. The expenses shall include board and lodging of the participants and travel expenses of the participants from the School, Division, and Central Offices shall be charged to their respective local funds.

9. For inquiries and clarifications, you may contact the HRDD office at 09457623193, local numbers 729 or 730, and email address: [rewardsandrecognition.ro7@gmail.com](mailto:rewardsandrecognition.ro7@gmail.com) and look for Mr. Misael Borgonia, CES, HRDD.

10. Compliance with this memorandum is desired.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director 

STJ/FYA/HRDD/MGB/mim



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

**CONSULTATION AND FINALIZATION OF THE VALIDATION RESULTS ON THE  
 ENHANCED PRAISE AND REWARDS AND RECOGNITION (R&R) POLICY MANUAL**

October 06, 2023

8:00 AM- 5:00 PM

DepEd Ecotech Center

**PROGRAM OF ACTIVITIES**

TIME	ACTIVITY	PERSON RESPONSIBLE
7:30 AM -8:30 AM	Registration/Attendance	<b>Ms. Roselle S. Aguilar</b> Dormitory Manager
8:31 AM -9:00 AM	Opening Program National Anthem	<b>Mr. Rosario M. Pagal, Jr.</b> Administrative Assistant I
	Prayer	<b>Dr. Reynaldo D. Anto</b> EPSvr, HRDD
	Acknowledgment of Participants	<b>Dr. Ricky S. Yabo</b> Senior Education Program Specialist NEAP RO-7
	Welcome Address	<b>Mr. Misael G. Borgonia</b> CES, HRDD & NEAP-R7 Focal
	Statement of Purpose	<b>Atty. Fiel Y. Almendra, CESO V</b> Assistant Regional Director PRAISE Chairman
	Inspirational Message	<b>Dr. Salustiano T. Jimenez, JD, CESO V</b> Director IV Regional Director
	Message	<b>Mr. Francis Allen B. Dela Cruz</b> Chief Administrative Officer Employee Welfare Division Central Office
9:01 AM -10:00 AM	Presentation of the following: <ul style="list-style-type: none"> <li>➤ Program Schedule Matrix</li> <li>➤ Draft Revised Program on Awards and Incentives for Service Excellence (PARISE) Policy of DepEd CO</li> <li>➤ Enhanced Rewards and Recognition (R&amp;R) and PRAISE Policy Manual of DepEd RO 7</li> <li>➤ Draft WE Policy of DepEd CO</li> </ul>	<b>Mr. Misael G. Borgonia</b> CES, HRDD & NEAP-R7 Focal  <b>Dr. Mitchelin L. Micabani</b> EPSvr, HRDD/R & R Focal Person

	<ul style="list-style-type: none"> <li>➤ Template for the comments and suggestions</li> <li>➤ Workshop Instruction</li> </ul>	
10:01 AM –11:59 AM	<b>WORKSHOP PROPER</b>	
12:00 PM –1:00 PM	<b>LUNCH BREAK</b>	
1:01 PM –1:30 PM	<b>FINALIZATION OF GROUP WORKSHOP OUTPUT</b>	
1:31 PM –3:30 PM	<p>Group Output Presentation:</p> <p>Set A (Draft PRAISE Policy of DepEd CO)</p> <p>G-1 G-2 G-3 G-4</p> <p>Set B (Enhanced R&amp;R and PRAISE Policy Manual of DepEd RO 7)</p> <p>G-1 G-2 G-3 G-4</p> <p>Set C (Draft WE Policy of DepEd CO)</p> <p>G1</p>	<p><b>Group Reporter &amp; Documenter</b></p> <p><b>Moderator:</b></p> <p><b>Dr. Reynaldo D. Anto</b> EPSvr, HRDD</p>
3:31 PM –4:00 PM	Presentation of Consolidated Comments and recommendations (Wrap-up)	<b>RO 7 PRAISE Secretariat</b>
4:01 PM –4:30 PM	Open Forum	<b>Dr. Helen D. Sabino</b> EPSvr, HRDD
4:31 PM –4:45 PM	Ways Forward	<b>Mr. Misael G. Borgonia</b> CES, HRDD & NEAP-R7 Focal
4:46 PM –5:00 PM	Closing Program	<b>Dr. Rosa H. Cabotaje</b> EPSvr, HRDD
	Emccc	<b>Mr. John F. Andrada</b> EPS-II, HRDD



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<b>CONSULTATION AND FINALIZATION OF THE VALIDATION RESULTS ON THE ENHANCED PRAISE AND REWARDS AND RECOGNITION (R&amp;R) POLICY MANUAL</b>																						
Identified Participants																						
No.	Participants	Bais	Bayawan	Bogo	Bohol	Canlaon	Carcar	Cebu City	Cebu Prov.	Danao	Dumaguete	Gulbblinga	Lapulapu	Mandaue	Naga	Neg OR	Siquijor	Tugbilaran	Talisay	Tanjay	Toledo	Total
1	R & R Focal Person	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	20
2	R & R Co-Focal Person	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	20
3	SDO PRAISE	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	40
4	SDS				1		1															2
5	ASDS							1								1						2
6	CID Chief													1				1				2
7	SGOD Chief				1			1														2
8	AO V			1		1		1	1													4
9	School Head										1						1		1		1	4
10	Non-Teaching									1		1			1					1		4
11	Non-Teaching	1	1							1			1									4
12	R&R RTWG																					19
13	Central Office Employee Welfare Division Representative																					2
14	RO 7 PRAISE Secretariat & HRDD																					10
15	Regional Office (FTADPPRD,QAD,ESSD,FD.ASD,CLMD,ORDir)																					8
<b>TOTAL NUMBER OF PARTICIPANTS</b>																						<b>143</b>



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

JUN 01 2022

REGIONAL MEMORANDUM  
No. 0481, s. 2022

**REGIONAL TECHNICAL WORKING GROUP FOR THE EVALUATION OF THE POLICY  
AND PROCEDURAL GUIDELINES ON REWARDS AND RECOGNITION (R & R)  
PROGRAM OF DEPED RO VII PASIDUNGOG**

TO: Regional Office Chiefs/Unit Heads  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

- In line with the implementation of Regional Memoranda No. 273, s. 2020 entitled Policy of the Department of Education Regional Office VII PASIDUNGOG (DepEd RO VII PASIDUNGOG) dated May 29, 2020 and 141, s. 2021, DepEd RO VII Criteria for Most Outstanding Program Implementers (OPI) dated March 05, 2021, the Regional Technical Working Group (RTWG) for the Evaluation of the Policy and Procedural Guidelines on Rewards and Recognition (R&R) Program of DepEd RO VII Pasidungog is hereby created.
- The said TWG is composed of the following; to wit:

NAME	POSITION/ DESIGNATION	OFFICE/ DIVISION
<b>Chairperson:</b>		
Dr. Cristito A. Eco	ARD, PRAISE Chair	Regional Office
<b>Vice-Chairperson:</b>		
Mr. Misael G. Borgonia	Chief HRDD & FTAD, PRAISE Member	Regional Office
<b>Members:</b>		
Mr. Sylvio H. Sabino	Chief FD, PRAISE Member	Regional Office
Dr. Maria Jesusa C. Despojo	Chief CLMD, PRAISE Member	Regional Office
Ms. Ida F. Cabantan	Chief ASD, PRAISE Member; NEU Regional Chapter President	Regional Office



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City

Dr. Mitchelin L. Micabani	EPS HRDD, R & R Focal Person, PRAISE Sec. Chair	Regional Office
Dr. Ricky S. Yabo	EPS II HRDD, PRAISE Sec.	Regional Office
Dr. Grace C. Pepito	EPS QAD, PRAISE Sec.	Regional Office
Dr. Fay Luarez	ASDS, PRAISE Chair; Outstanding ASDS 2020	Cebu Province
Dr. Dregorio Cyrus E. Elejorde	SDS, Outstanding SDS 2020; PASS President	Dumaguete City
Dr. Christine A. Paquibot	ASDS, PRAISE Chair	Bogo City
Dr. Leah B. Apao	ASDS, PRAISE Chair; ASDS Association President	Mandaue City
Dr. Marcelo K. Palispis	ASDS	Negros Oriental
Dr. Faustino Toradio	ASDS	Bohol
Atty. Ester Futalan	ASDS, PRAISE Chair; R & R Focal Person	Dumaguete City
Dr. Aquilino T. Milar Jr.	AO V, R & R Focal	Tagbilaran City
Rubilyn C. Pastrano	Most Outstanding Teacher	Lapu-Lapu City
Dr. Eamon U. Alido	School Head, Outstanding SH 2020 and Outstanding School 2020 Principal	Talisay City
Dr. Danelyn P. Geraldizo	School Head, Outstanding School Head 2021	Carcar City
Dr. Bryant C. Acar	EPS, CLMD; Outstanding Teacher 2021	Regional Office
Dr. Pamela A. Rodemio	EPS, Outstanding Education Program Supervisor 2021	Cebu Province
Christopher Bantug	OPI: Brigada Eskwela & BE Jingle (Medium) 2021	Bayawan City



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City

**Telephone Nos.:** (032) 231-1433; (032) 414-7399

**Email Address:** region7@deped.gov.ph



Cherrie C. Medrano	OPI: Brigada Opisina & 5s 2021	City of Naga
Maria Nessa D. Tio-Espina	EPS II, R & R Focal	Mandaue City
Juanna B. Dicediquin	R & R Focal, Most Outstanding EPS-II 2020	Carcar City

3. The RTWG shall:
  - a. gather feedback on the conduct of the implementation of DepEd RO VII's Rewards and Recognition Program (Pasidungog);
  - b. recommend possible solutions to the issues and concerns;
  - c. develop a monitoring and evaluation tool on the effectiveness and efficiency on the Policy and Procedural Guidelines (PPG);
  - d. formulate frequently asked questions pertaining to the PPG;
  - e. review relevant policies and legal bases such as issuances by the Civil Service Commission (CSC), DepEd Orders, and other pertinent documents needed for the evaluation; and
  - d. evaluate the Policy/Guidelines and Search Criteria on the R & R Pasidungog.
  
4. For more information, all concerned may contact HRDD office at 09457623193, local numbers 729, 730, & email address: [rewardsandrecognition.ro7@gmail.com](mailto:rewardsandrecognition.ro7@gmail.com) and look for Mr. Misael Borgonia, CES, HRDD or Dr. Mitchelin Micabani, EPS, HRDD, Regional R & R Focal Person.
  
5. For the information, guidance, and compliance of all concerned.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
 Director IV  
 Regional Director