



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID 2025-0825

To : Assistant Schools Division Superintendent
 Chief Education Supervisor, CID
 Chief Education Supervisor, SGOD
 Public Secondary School Heads
 All concerned

Subject: **COMMENCEMENT ON THE CRAFTING OF THE SCHOOL PRAISE
 AND TIMELINE OF SUBMISSION**

Date: November 28, 2025

Following the successful conduct of the Orientation on the School Program on Awards and Incentives for Service Excellence (School PRAISE), all secondary schools are hereby directed to begin the crafting, enhancement, and finalization of their respective School PRAISE Manuals. This activity is aligned with DepEd Order No. 9, s. 2002; DepEd Order No. 78, s. 2007; the Division PRAISE Manual of Panabo City; and the Regional AGILA and EAGLE Awards Framework.

The crafting process aims to ensure that each school establishes a functional, fair, and comprehensive recognition system for both teaching and non-teaching personnel.

It is expected that all secondary schools will produce the following to wit:

- A complete School PRAISE Manual
- PRAISE Committee Organizational Structure
- School-Based Awards and Criteria
- Nomination Forms and Screening Tools
- Documentary Requirements Checklist
- Signed Approval Page ready for forwarding to the Division

Timelines of Activities

Activity	Timeline	Lead
Call for Orientation / Meeting	November 20, 2025	PSDS
PRAISE Template Distribution	Nov. 24- Dec. 1, 2025	PSDS
School Drafting of PRAISE	1 st week of December 2025	School PRAISE Committee



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Coaching & Mentoring Sessions	2 nd Week of December 2025	PSDS
Quality Assurance & Review	3 rd Week of December 2025	PSDS
Finalization & Submission	4 th Week of December 2025	Schools and PSDS

The Public Schools District Supervisor shall provide continuous technical assistance to schools that may require additional coaching and submit accomplishment report to the Office of the Schools Division Superintendent.

For your information and guidance.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

Incl.: As stated
CID/JEY/ESD

By the authority of the SDS
JANUARIO E. YAMOTA
Chief ES, Curriculum Implementation Division

RELEASED
DEC 01 2025
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