



**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**

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



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Coaching & Mentoring Sessions	2 <sup>nd</sup> Week of December 2025	PSDS
Quality Assurance & Review	3 <sup>rd</sup> Week of December 2025	PSDS
Finalization & Submission	4 <sup>th</sup> 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*  
**JANWARIO E. YAMOTA**  
Chief ES Curriculum Implementation Division

**RELEASED**

**300 01 2025**

RECORDS SECTION, DEPARTMENT OF EDUCATION, PANABO CITY  
BY *[Signature]*