



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2026-0111

To: Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
DNAPSSHI President
PESPA President
NEU President
All Others Concerned

Subject: **CONDUCT OF REVISITING AND ENHANCING THE REWARDS AND RECOGNITION MANUAL: A WORKSHOP FOR CONTINUOUS IMPROVEMENT**

Date: March 17, 2026

1. As part of the continuous strengthening and enhancement of the Division's existing Rewards and Recognition Program, this Office informs the herein listed participants of the conduct of the Revisiting and Enhancing the Rewards and Recognition Manual: A Workshop for Continuous Improvement on **March 25-26, 2026, 8:00 AM** at the **ALS Training Center**.
2. This activity aims to review, update, and strengthen the existing Rewards and Recognition Manual to ensure its alignment with current policies, organizational goals, and emerging best practices in human resource management. Specifically, it seeks to:
 - a. Assess the current provisions of the Division's Rewards and Recognition Manual;
 - b. Identify gaps and areas for enhancement based on implementation experiences;
 - c. Align the manual with existing Civil Service Commission and Department of Education policies; and
 - d. Develop an improved and responsive Rewards and Recognition framework for the Division.
3. The meals and snacks shall be charged to Human Resource Training and Development (HRTD) fund while travel expenses of participants from schools shall be chargeable against School Maintenance and Other Expenses (MOOE), subject to the usual accounting and auditing rules and regulations.
4. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
5. Immediate dissemination of this Memorandum is desired.

REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

Enclosed: As stated.

SGOD/jaam

F.N.: CONDUCT OF REVISITING AND ENHANCING THE REWARDS AND RECOGNITION MANUAL: A WORKSHOP FOR CONTINUOUS IMPROVEMENT



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 823 5170
Email Address: depeddavnor.sdo@deped.gov.ph
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Enclosure 1

LIST OF PARTICIPANTS
REVISITING AND ENHANCING THE REWARDS AND RECOGNITION MANUAL: A
WORKSHOP FOR CONTINUOUS IMPROVEMENT
March 25-26, 2026

	NAME	POSITION
1	Eduard C. Amoguis	CES
2	Marlon G. Ebrado	CES
3	Cristopher B. Gonzales	EPS
4	Rosalinda N. Dionio	AOV
5	Ma. Lourdes M. Quesada	Accountant
6	Lilli Ann R. Siason	Budget Officer
7	Medos O. Jala	EPS
8	Edgar L. Manaran	EPS
9	Ernie M. Aguan	EPS
10	Liezl S. Josol	EPS
12	Evelyn Grace H. Labasan	EPS
13	Grace Santa T. Daclan	EPS
14	Adones P. Layaguin	EPS
15	Exelsis Deo A. Deloy	EPS
16	Noli T. De Felipe	PSDS
17	Eric P. Indie	PSDS
18	Ana N. Redaniel	PSDS
19	Janice A. Fernandez	PSDS
20	Romela T. Pangandoyon	SEPS
21	Melanie O. Mandin	SEPS
22	Norhan C. Jalmaani	SEPS
23	Arnel F. Labasan	SEPS
24	Danilo Jr. Q. Lumayno	EPS-II
25	June Angelo A. Mercado	EPS-II
26	Joanna Mari C. Borbon	AOIV
27	Jillian April A. Casal	AOIV
28	Harley Farrah D. Cafe	AOII
29	Sarah Faith M. Opiana	AO II
30	Mercedita C. Pag-Ong	MOIII
31	Mary Kristine C. Sagot	Nurse II
32	Nicole Aubrey E. Amoguis	PDO-I
33	April Julie Mae P. Gonzaga	PDO-I
34	Mercedita C. Pag-Ong	MOIII
35	Aser M. Samsona	PIV/DNAPSSHI President
36	Jocelyn D. Fernandez	PIV/PESPA President
37	Armando M. Olmedo, Jr.	PIV
38	Ener M. Judit	PIV
39	Alan Jr. J. Paglinawan	PII
40	Fe R. Torre Franca	PIV
41	Benjelita L. Batao	PI
42	Ruel C. Lugatiman	HTI
43	Marites D. Fernandez	PIV
44	John Marc F. Echinique	COS/PMT



Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 823 5170

Email Address: depeddavnor.sdo@deped.gov.ph

Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

Enclosure 2

MATRIX OF ACTIVITIES

**REVISITING AND ENHANCING THE REWARDS AND RECOGNITION MANUAL: A WORKSHOP
 FOR CONTINUOUS IMPROVEMENT
 March 25-26, 2026**

Time	Activity	In-Charge
DAY 1		
7:30 AM – 08:15 AM	Registration	PMT
08:15 AM – 8:30 AM	Program Preliminaries National Anthem Prayer Quality Policy DavNor Hymn	PMT
8:30 AM – 8:35 AM	Words of Welcome	Marlon G. Ebrado Chief ES-SGOD
8:35 AM – 8:45 AM	Message	Rebonfamil R. Baguio Assistant Regional Director Concurrent, OIC Office of the SDS
8:45 AM – 10:00 AM	Document Walkthrough of Existing Rewards and Recognition Manual	Romela T. Pangandoyon SEPS, HRD
10:00 AM – 12:00 PM	Workshop Proper (Per Job Group) Criteria Refinement Workshop Guidelines Enhancement	PRAISE Committee Selected Personnel per Job Group
12:00 PM – 1:00 PM	Health Break (Lunch)	
1:00 PM – 4:30 PM	Workshop Proper (Per Job Group) Criteria Refinement Workshop Guidelines Enhancement	PRAISE Committee Selected Personnel per Job Group
DAY 2		
08:00 AM – 8:15 AM	Management of Learning	PMT
8:15 AM – 12:00 AM	Presentation of Enhanced Criteria and Guidelines	PRAISE Committee Selected Personnel per Job Group

12:00 PM – 1:00 PM	Health Break (Lunch)	
1:00 PM – 3:30 PM	Cont. of the Presentation of Enhanced Criteria and Guidelines	PRAISE Committee Selected Personnel per Job Group
3:30 PM – 4:00 PM	Presentation and Finalization of Monetary Incentives for Awards	Lilli Ann R. Siason Budget Officer
4:00 PM – 4:30 PM	Ways Forward	Eduard C. Amoguis Chief ES-CID PRAISE Committee Chairperson
4:30 PM – 4:35 PM	Closing Prayer	PMT