



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



June 22, 2026

DIVISION MEMORANDUM

No. 299, s. 2026

**STRENGTHENING THE IMPLEMENTATION
OF THE DIVISION NON-MONETARY REWARDS AND RECOGNITION PROGRAM
FOR NON-TEACHING AND TEACHING-RELATED PERSONNEL**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Unit Heads
Non-Teaching and Teaching-Related Personnel
All Others Concerned

1. Pursuant to the Civil Service Commission (CSC) policies on employee rewards and recognition through the Program on Awards and Incentives for Service Excellence (PRAISE), and in support of the Department of Education's commitment to cultivating a culture of excellence, innovation, and employee engagement, the Schools Division Office (SDO) of Escalante City shall strengthen the implementation of its Division Non-Monetary Rewards and Recognition Program for Non-Teaching and Teaching-Related Personnel to institutionalize a culture of appreciation and recognition of exemplary performance, outstanding accomplishments, and significant contributions in the delivery of quality public service.
2. This initiative aims to sustain employee motivation, enhance organizational engagement, foster a positive work environment, and promote professionalism by recognizing outstanding achievements, innovative practices, commendable service, and significant milestones that contribute to the attainment of the goals and objectives of the Schools Division Office of Escalante City.
3. This program is anchored on the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE), pursuant to CSC Memorandum Circular No. 01, s. 2001, as amended, which encourages government agencies to establish mechanisms that recognize exemplary performance and promote efficiency, integrity, productivity, and excellence in public service.
4. Effective immediately, the Human Resource Development (HRD) Section shall accept endorsements and nominations from all offices and units for recognition under this program. Endorsements may cover outstanding accomplishments, innovations, commendable practices, exemplary service, professional milestones, and other meritorious contributions that advance the mission and objectives of the Schools Division Office.



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5. To further strengthen the culture of appreciation and recognition, the following monthly non-monetary awards may be conferred upon deserving non-teaching and teaching-related personnel, offices, and units, subject to the criteria and validation procedures.
 - a. Most Outstanding Employee of the Month;
 - b. Perfect Attendance Award;
 - c. Most Punctual Employee Award;
 - d. Most Organized Workstation Award;
 - e. Career Development Award;
6. The Division Non-Monetary Rewards and Recognition Program shall be conducted every first Monday of the month during the regular Flag Raising Ceremony of the Schools Division Office of Escalante City.
7. However, for its initial implementation, the recognition activity shall be conducted on 29 June 2026 during the Flag Raising Ceremony at the Schools Division Office of Escalante City.
8. All offices and units are encouraged to **submit their endorsements** to the Human Resource Development Section **at least two (2) working days prior to the scheduled recognition activity** to allow sufficient time for validation, consolidation, and preparation.
9. All concerned are enjoined to actively support this initiative as a means of fostering a workplace culture that values excellence, professionalism, teamwork, accountability, and dedication to public service.
10. Immediate dissemination of and compliance with this Memorandum are desired.

PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Reference: CSC Memorandum Circular No. 01, s. 2001

Enclosure: *None*

Allotment: Division Order No. 1, s. 2019

To be indicated in the Perpetual Index under the following subjects:

Awards Employees Non-Monetary Rewards PRAISE Human Resource Development

June 22, 2026 | Miano, Ederick C.



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