



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

December 29, 2023

DIVISION MEMORANDUM

No. 85, s. 2023

POLICY ON REWARDS AND RECONGITION (R&R) OF THE DEPARTMENT OF EDUCATION – SCHOOLS DIVISION OF MARINDUQUE

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No. 23, s. 2016 titled “Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)”, this Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee, issues the **Policy on Rewards and Recognition (R&R) of the Department of Education – Schools Division of Marinduque** which has been noted for implementation by the CSC Regional Office IV on December 27, 2023.
2. This policy aims to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy, and improvement in government operations, which lead to organizational productivity. Specifically, it aims to:
 - 2.1. establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving officials and employees at the start of each year;
 - 2.2. identify outstanding accomplishments and best practices of employees on a continuing basis;
 - 2.3. recognize and reward accomplishments and innovations periodically or as the need arises;
 - 2.4. provide incentives and interventions to motivate officials and employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments, and other personal efforts; and
 - 2.5. institutionalize the equal opportunity (EOP) in all types of awards and incentives.
3. Further, this policy exercises the principle of equal opportunity and values inclusivity as a way of life by embracing people of diverse background and treating all

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equitably and without discrimination to create an enabling environment free from barriers, prejudices, or preferences.

4. This policy shall take effect immediately and remain in force unless sooner repealed, amended, or rescinded. All Division issuances on R&R which are inconsistent with this policy are hereby rescinded or repealed.

5. The policy can be accessed and downloaded through **bit.ly/DivPolicyRRMdq2024**.

7. Immediate dissemination of the contents of this Memorandum are desired.



LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encls: as stated

References: CSC MC No. 23 Series of 2016

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

AWARDS CRITERIA INCENTIVE RECOGNITION

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