



Republic of the Philippines  
**Department of Education**  
REGION I



Office of the Regional Director

REGIONAL MEMORANDUM

No. 657, s. 2021

**POLICY MANUAL ON REWARDS AND RECOGNITION OF DEPARTMENT OF  
EDUCATION – REGIONAL OFFICE I**

To: Schools Division Superintendents  
PRAISE Committee Members  
Chiefs of Functional Divisions  
Section/Unit Heads  
All Concerned

1. This Office issues the enclosed “**Policy Manual on Rewards and Recognition of Department of Education – Regional Office I**”.

2. The guidelines and procedures stipulated in this Policy Manual is being implemented by the Regional Office I, as an integral Human Resource System, to reward and recognize all permanent, job order, and contract of service for their innovations, superior accomplishment, and other personal efforts which contribute to the efficiency, economy or other improvement in government operations, or for other extraordinary acts or services in the public interest.

3. Schools Division Offices may adopt or localize the guidelines and procedures in this Policy Manual depending upon the needs of its clientele and/or stakeholders.

4. A copy of the Policy Manual can be accessed in this link:  
<https://tinyurl.com/R1PolicyManualRnR2021>.

5. For information and guidance.

  
**TOLENTINO G. AQUINO**  
Director IV

Encl: None

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

POLICIES  
PROFESSIONAL DEVELOPMENT  
RECOGNITION

HRDD/jmv/RM\_ PolicyR&R  
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