



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 23, 2026

OFFICE MEMORANDUM
HRDD-2026- **486**

**STREAMLINED PROCEDURES FOR THE SUBMISSION, VERIFICATION, AND
APPROVAL OF MONTHLY PROJECT SALUDO AWARDEES**

To: Director III
Regional Functional Division Chiefs
All Others Concerned

1. To ensure the timely, systematic, and efficient implementation of Project SALUDO under the Program on Awards and Incentives for Service Excellence (PRAISE), the following procedures shall be observed:

a. Submission of Possible Awardees for Previously Approved Project SALUDO Award Categories

- For Project SALUDO award categories that have already been deliberated upon and approved by the PRAISE Committee, the concerned Functional Division, Section, Unit, or designated Focal Person shall submit to the PRAISE Secretariat the names of the possible monthly awardees under the corresponding approved category.
- The concerned office or focal person shall ensure that the names submitted are consistent with the established criteria and requirements of the particular Project SALUDO award category.

b. Posting and Verification by the PRAISE Committee

- Upon receipt and consolidation of the names of the possible awardees, the PRAISE Secretariat shall post the list in the official PRAISE Group Chat (GC) for verification by all members of the PRAISE Committee.
- Committee members shall review the submitted names and communicate any concern, clarification, correction, or objection through the agreed verification mechanism within the prescribed period.
- The posting of the list in the PRAISE GC shall serve as the Committee's verification process for monthly awardees under previously approved Project SALUDO award.

c. Preparation of the PRAISE Committee Resolution

- After completion of the verification process and resolution of any concerns raised by the Committee members, the PRAISE Secretariat shall prepare the appropriate PRAISE Committee Resolution approving the monthly Project SALUDO awardees.
- The Resolution, together with the complete list of monthly awardees, shall be circulated to the members of the PRAISE Committee for their signatures and shall constitute the Committee's formal approval of the monthly Project SALUDO awardees.

d. Convening of the PRAISE Committee

- The PRAISE Committee shall convene for deliberation when a new Project SALUDO Award category or categories are proposed for adoption and approval, or when a matter concerning an existing category requires Committee deliberation.
- Proposed new Project SALUDO Award categories shall be presented to the Committee for proper evaluation and approval.
- Once a new category has been duly deliberated upon and approved by the PRAISE Committee, succeeding monthly awardees under such category shall follow the submission, verification, and resolution process provided in this Memorandum.

e. Records and Documentation

- The PRAISE Secretariat shall maintain the official records of approved Project SALUDO award categories, monthly submissions, Committee verification and feedback, signed PRAISE Committee Resolutions, and the complete consolidated lists of approved monthly Project SALUDO awardees.

2. Immediate dissemination of and compliance with this Memorandum are desired.



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Regional Director

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