



Republic of the Philippines
Province of Davao de Oro
MUNICIPALITY OF MONKAYO

OFFICE OF THE MUNICIPAL MAYOR

2nd Floor, Unity Building, J. Martin St., Government Center, Poblacion, Monkayo, Davao de Oro

EXECUTIVE ORDER NO. 2022 - 004

**REORGANIZING FURTHER THE PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE OF THE LOCAL
GOVERNMENT OF MONKAYO, DAVAO DE ORO**

WHEREAS, every government agency is mandated to establish its own employee suggestions and incentive award system in accordance with Memorandum Circular No. 01 s. 2001 issued by the Civil Service Commission (CSC) re: Program on Awards and Incentives for Service Excellence (PRAISE);

WHEREAS, Resolution No. 010112 dated January 10, 2001 promulgated by the Civil Service Commission hereby adopts the revised policies on PRAISE. These policies developed and refined in consultation with the different sectors of the government are summarized as follows:

- The system shall be designed to encourage creativity, innovativeness efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, superior accomplishments 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.
- It shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
- It shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of the on-the-spot grant of recognition shall be institutionalized.

WHEREAS, cognizant of the need to promote a culture of service excellence and to further the best interest of commitment to incentivize good and commendable service and efficiency which in turn will ensure that the local government will meet its desired productivity, operationality and excellent service delivery through committed and recognized workforce;

WHEREAS, the local government's PRAISE Committee under this administration has been previously created under Executive Order No. 2017-036 dated June 16, 2017 and subsequently reorganized further by virtue of Executive Order No. 2020-045 dated September 21, 2020. However, to conform with the recent development and changes in the bureaucracy, there is a need to reorganize the composition of the PRAISE Committee;

NOW, THEREFORE, I, **RAMIL L. GENTUGAYA**, Municipal Mayor, Municipality of Monkayo, Davao de Oro, by virtue of the powers vested in me by law, do hereby **ORDER REORGANIZING THE PROGRAM ON AWARDS, INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE OF THE LOCAL GOVERNMENT OF MONKAYO, DAVAO DE ORO.**

SECTION I. COMPOSITION

CHAIRPERSON: **RAMIL L. GENTUGAYA**
Municipal Mayor

VICE CHAIRPERSON: **RAUL B. BASAÑES**
Municipal Administrator

MEMBERS:

ENGR. SUNSHINE G. PAULIN, Ph.D.
OIC- Human Resource Management Officer

EVELYN M. DINOPOL, CPA, MPA
Municipal Budget Officer

MARIOLITO L. CAMANGYAN
Municipal Treasurer

GERONIMO O. BALANA, MPA
Mun. Planning & Dev't. Coordinator

MERCEDITA E. LOBO
Administrative Officer V
(Second Level Representative)

THELMA C. ALFARO
Administrative Assistant II
(First Level Representative)

RENANTE P. RUCABO
MEU Vice President

SECRETARIAT: **ROSIE S. RABI** Administrative Officer IV
NIDA F. JAGONOS Administrative Aide IV
ROSEMARIE ALEJO Clerk

SECTION II. OBJECTIVES. To encourage, recognize and reward employees individually and in groups for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts of 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.

SECTION III. DUTIES AND RESPONSIBILITIES

- Establish a system of incentive and awards to recognize and monitor employees for their performance and conduct;
- Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities and the mechanism for recognizing the awardees;
- Determine the forms of awards and incentives to be granted;
- Monitor implementation of approved suggestions and ideas through feedback and reports;
- Prepare plans, identify resources and proposed budget for the system on an annual basis;
- Develop, produce and distribute a system policy manual and orient the employees on the same;
- Document best practices, innovative ideas and success stories which shall serve as a promotional material to sustain interest and enthusiasm;
- Submit an annual report on the awards and incentives system to the Civil Service Commission on or before the 30th day of January of every year;

- Monitor and evaluate its suitability to the agency; and
- Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

SECTION IV. QUALIFICATION. Pursuant to Civil Service laws and rules on Programs on Awards and Incentives for Service Excellence (PRAISE), committee members are expected to possess attitude, shall be capable of implementing submitted ideas, open minded, decisive, shall have high tolerance for stress or pressure and actively participate in all committee meetings.

SECTION V. IMPLEMENTING OFFICE. The Head of Agency (Municipal Mayor) through the Municipal Administrator and the Human Resource Management Office (HRMO) shall be responsible in overseeing the system's operations.

SECTION VI. SCOPE. The PRAISE System shall apply to all employees in the career and non-career service of the agency/local government.

SECTION VII. EFFECTIVITY. This Order shall take effect immediately and shall remain in full force and effect unless otherwise amended, modified or repealed accordingly.

DONE this 10th day of February, 2022 at Monkayo, Davao de Oro.



RAMIL L. GENTUGAYA
Municipal Mayor