

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
National Capital Region

REGIONAL MEMORANDUM CIRCULAR

No. 004
Series of 2019

SUBJECT : Revised Guidelines on Program on Awards and Incentives for Service Excellence (RGO-PRAISE)

I. RATIONALE

The Region has adopted various Memorandum Circulars namely, Civil Service Commission (CSC) MC No. 2001-01, *Program on Awards and Incentives for Service Excellence (PRAISE) Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS)*, DSWD MC No. 2003-03 re *DSWD PRAISE*, DSWD MC No. 2004-34 and DSWD AO No. 2008-004 re *Guidelines in the Implementation of the Character Building Program for Officials and Employees of DSWD* and its amendment.

The adoption of the abovementioned guidelines led to the formulation and implementation of the Regional Memorandum Order No. 2014-001 or the *Amended Guidelines on PRAISE* which primarily provides the policies and procedures in providing rewards and incentives to DSWD-NCR employees who exhibited exemplary performance and work behaviour.

However, in the existing guidelines, there are no specific provisions that institutionalize the grant of on-the-spot awards to employees and are limited only to awards rites conducted during anniversary, recalibration of tools being used should also be improved and categories being awarded should also be changed and customized based on the need of the region and significance of its contribution to the overall attainment of the organizational goal. Thus, to promote efficiency, effectiveness, increase motivation, uplift morale, and the overall performance of the DSWD-NCR employees, the need to improve, strengthen and customize the rewards system for DSWD-NCR staff is deemed necessary. Based on study of Kelli Burton Management (2012), when employees are rewarded and recognized with their behaviour, employees feel valued and motivated which leads to productivity and commitment in delivering excellent result and achieving the goals. Through this effort, all employees will be given opportunities to be recognized through their special contributions as it occurs and at the same time reinforces the behaviours and values that are important as a government employee.

Hence, this guideline is being issued to institutionalize the provision of different awards and incentives for DSWD-NCR employees.

II. LEGAL BASES

This reward and recognition system is primarily based on the following issuances:

- **Section 27 of Republic Act No. 2260, Employee Suggestions and Incentive Award System.** An act granting honorary awards to public servants for their suggestions, inventions and extraordinary feats that result in economy and efficiency of government operation.
- **Civil Service Commission Memorandum Circular No.1 series of 2001.** Issuance on the implementation of Program on Awards and Incentives for Service Excellence (PRAISE), providing incentives and awards based on performance, innovative ideas and exemplary behaviour.

III. EQUAL OPPORTUNITY PRINCIPLE

All staff in active service, regardless of position, employment status, age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity and indigenous cultural affiliation are eligible to receive any of the existing awards and incentives as indicated in this guideline.

IV. OBJECTIVES

A. General Objectives

This guideline is designed to establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees of DSWD-NCR.

B. Specific Objectives

1. To assess accomplishments/outputs and identify outstanding employees and innovative practices/ideas based on recent issuances/policies
2. To recognize employees who exerted great efforts in achieving the targets of the Field Office through formulation of comprehensive rewards and incentive programs;
3. To provide interventions in increasing the motivation and engagement capacities of employees who have superior accomplishments and exemplary work-related behaviour.

V. SCOPE AND COVERAGE

DSWD-NCR encourages and supports diversity and inclusion in the workplace, as such this guidelines shall apply to all officials and employees of DSWD-NCR regardless of employment status. It does not discriminate anyone by the reason of gender, age, sexual orientation, religion, political affiliation, ethnicity and disability. Likewise, employees who are on the long term scholarship, maternity leave and pregnant are also entitled and considered for any recognition in accordance to appropriate and applicable qualifications and criteria.

VI. DEFINITION OF TERMS

1. **AGENCY** – refers to the departments, agencies, bureaus of the national government, government-owned and controlled corporations with original charters, state universities and colleges and local government units.
2. **AWARD** – refers to recognition which maybe monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extra ordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.
3. **CAREER** – refers to position in the civil service characterized by: (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher careers positions.
4. **CONTRIBUTION** – refers to any input which could be in the form of an idea or performance.
5. **DISCOVERY** – refers to uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
6. **INCENTIVE** – refers to monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, interventions, ideas, satisfactory accomplishment or demonstration of exemplary behaviour based on agreed performance and norms of behaviour.
7. **NOMINEES** – refers a person who is proposed or formally entered as a candidate for an office or as the recipient of a grant or award.
8. **SYSTEM** – refers to the agency awards and incentives program for employees.

VII. GENERAL POLICIES

- 1) DSWD-NCR shall establish a FO-PRAISE Committee which shall be primarily responsible for the judicious and objective selection of employees which has to be recognized for exemplary performance or behaviour on the regional level. Likewise, Sub-Committees shall also be established in Divisions, Centers and Residential Care Facilities and Programs to objectively screen and facilitate nominations and other rewards and recognition efforts in the D/C/RCF/Programs through issuance of an order from the Regional Director.
- 2) Designated member of the FO-PRAISE committee shall be an incumbent of permanent position.
- 3) Recognition and Awards Rites on Division/C/RCF level may also be conducted depending on the availability of fund of respective C/RCF/Divisions and shall be in accordance with the provisions of this guideline and approved by the FO-PRAISE.

VIII. PROCEDURE

- 1) The FO-PRAISE Secretariat shall issue the call for nomination for any regional awards. The same shall be posted in visible places within twenty (20) calendar days.
- 2) PRAISE Sub-Committees must endorse nominations with prescribed requirements and supporting documents on or before the deadline.
- 3) FO-PRAISE shall review all the documentary requirements submitted vis-à-vis the mechanics or qualifications indicated thereto within seven (7) working days.
- 4) Notify the PRAISE Sub-Committee on the confirmation, acceptance/ disqualification of nomination within five (5) working days upon receipt of the nomination.
- 5) FO-PRAISE shall conduct on-site and/or paper validation for all nominations, if necessary, as stipulated under item VII of this issuance.
- 6) A resolution as a result of deliberation of the Committee shall be submitted fifteen (15) working days upon completion of validation and deliberation for planned recognition and within five (5) working days for unplanned awards.

IX. TYPES OF AWARDS

NATIONAL AWARDS

The Field Office shall participate in the search for deserving employees for National Awards who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs and other award giving bodies. Specific criteria, requirements, timeline and related policies for these awards shall be prescribed by the CSC and/or other awards-giving bodies.

- ✓ ***Presidential or Lingkod Bayan Award*** – conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.
- ✓ ***Outstanding Public Official/ Employee or Dangal ng Bayan Award*** – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his/her observance of one or more of the eight (8) norms of behaviour described under Republic Act No. 6713 or the Code of Ethical Standards for Government Officials and Employees.
- ✓ ***Civil Service Commission or the PAGASA Award*** – conferred on a group of an individual or team who has demonstrated outstanding teamwork and

cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many ways.

- ✓ **Other Awards** – given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited to the government.

AGENCY AWARDS

The Field Office is also given an opportunity to compete with various department-wide awards such as:

a. Kapwa Award

This award shall be given to an individual or group of individuals in recognition of contribution or an idea or performance resulting in direct benefits to the department or the community. Staff who displayed excellent interpersonal relationship with superior/s, co-staff, clients and volunteers.

b. Pusong Magiting Award

Special award conferred upon an individual who has rendered an outstanding service to a person, group of persons, or a community in pursuance of the programs and services of the Department or the government as a whole, at the risk of his/her own life and beyond the call of duty, resulting in the safety of life and/or property.

c. Best Employee Award

Granted to an individual/s who excelled among peers in a functional group, position or profession.

d. Gantimpala Award

Given outright to DSWD employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

e. Career and Self-Development Award

Granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense, i.e. Bachelor's Degree/Post-Graduate Program/Diploma Courses, Second Course. The course that was taken shall have been completed after the staff was hired.

f. Loyalty Award

Granted to an employee who have rendered at least ten years of continuous and satisfactory service in the government. Consistent with CSC MC No.6 series of 2002, continuous and satisfactory service in government for purposes of granting loyalty award shall include services in one or more government without any gap. Employees separated from the service (e.g. resignation and dropping) with gaps and were re-employed in any government entity shall not be entitled for this award.

g. Service Award

Granted in recognition of the service rendered by retirees of DSWD-NCR. Retired employees who availed the optional (at least 15 years in service) and mandatory retirement (those who reached 65 years of age) and staff with less than 15 years in service but has reached age of 65 are eligible for this award. This award shall be given during the celebration of DSWD- Anniversary.

REGIONAL AWARDS

The region adopted the recognition for agency awards and customized awards and the provision of rewards and incentives for individual and group awards which is intended for the officials and employees of DSWD-NCR as indicated hereof. Aside from the rewards and incentives specified above and in each customized award to be given by Department, other incentives and rewards (e.g. free coffee with a Division Chief, lunch date with the Regional Director, travel with the Regional Director, gift certificates, etc) may be given to the awardee subject to availability of funds. Rewards and recognition initiatives in the region are categorized into four, to wit; on-the-spot awards, character-building awards, performance awards and special awards.

A. ON-THE-SPOT AWARDS

These are awards to recognize accomplishments and contributions that represent steps toward achievement of a certain goal, but for which higher level recognition such as performance awards or CSC awards are not applicable. The On-The-Spot Awards should not be used in place of overtime and other traditional methods of recognition. These awards are given to increase management's capacity in rewarding and reinforcing employee's specific demonstration of exemplary behaviour. The following awards shall be categorized under the On-the-Spot Awards.

a) SNAPPY Award

This award is given to any officials and employees of DSWD-NCR regardless of employment status, who is observed to be compliant with the rules on wearing uniform, physical self-presentation and smart, neat and carries uniform with pride. The staff shall be awarded and recognized during the conduct of Flag Raising Ceremony every Mondays.

The awardee will receive a Certificate of Recognition and a token during the Flag Raising Ceremony.

b) PUNCTUALITY Award

This award is given to any officials and employees of DSWD-NCR regardless of employment status who consistently reports to their workstation earlier than the prescribed schedule and did not incur tardiness for one (1) month. The nomination for this category shall be submitted by the Section Head to Employee Welfare Section every 5th of the succeeding month, with attached copy of the Daily Time Record (DTR) of the staff for one (1) month, as proof and means of verification for the grant of the award.

The award shall be given every 2nd Monday of the succeeding month during the Flag Raising Ceremony. The awardee will receive a Certificate of Recognition and shall be entitled with free light snack or coffee.

c) ANTI-RED TAPE ACT (ARTA) OFFICE Award

This award aims to recognize the Unit/Sections and Frontline Services which consistently complies with the following provisions of Anti-Red Tape Act (ARTA) Program of the Civil Service Commission such as:

- Wearing of ARTA ID
- Adherence to No-Lunch Break Policy
- Presence of waiting areas/courtesy lanes (if applicable), clean, orderly and efficient physical set-up of the office which affects performance and accessibility of the service provided;
- Provision of prompt and excellent service to clients (no complaint received)

All offices in DSWD-NCR shall be eligible for the abovementioned award which shall be provided with the ARTA Star Board (Annex B) by the Employee Welfare Section.

The designated ARTA Secretariat shall conduct a spot check to all (Field Office & CIU Gastambide) at least once a week to check on the following:

- If all staff are wearing their ARTA IDs
- If there is a staff left in the office to man the areas during lunch breaks
- If the office is clean, orderly and with efficient physical set-up
- If the office observes provision of courtesy lanes for persons in-need (PWD, Senior Citizen & pregnant women)

The unit with the highest number of stars at the end of the month shall be awarded as the "Best ARTA Office" for the semester. The awardee will receive a certificate of recognition, token and shall display the ARTA Banner in their office.

d) PERFORMANCE MANAGEMENT COMPLIANCE AWARD

The Performance Management Compliance Award is given to Divisions/Centers/ Residential Care Facilities with prompt and complete submission of performance management documents (IPC, IPCR & IDP). A certification to support this award shall be issued by the HR Planning & Performance Management Section (HRPPMS).

The awardee/s shall receive Certificate of Recognition and a token every 3rd Monday of August and March.

e) "SALUDO" AWARD

An individual award given to any officials and employees of DSWD-NCR regardless of employment status to recognize their individual contribution in the accomplishment of the entire region through Office Performance Contract (OPC).

The same shall be based on their final rating for the semester. The staff/s who obtained the highest rating/s per semester shall automatically be awarded. The number of awardee shall be based and in accordance to the approved structure of Field Offices and Centers and Residential Care Facilities. The list of the awardee shall then be assessed, reviewed and submitted by HRPPMS with approval of the Regional Performance Management Team.

Further, only those staff who submitted their IPCR on time and with accurate and comprehensive details following the prescribed template shall be eligible for the award.

Each of the awardees shall receive a Certificate of Recognition and a token.

*The **top 5** ranking employees (region wide) shall also receive a personalized medal and personalized token.*

f) "WOW" AWARD

This award shall cover any officials and employees of DSWD-NCR regardless of employment status. This award is given to recognize the staff who have passed eligibility exams such as career service, career executive service and PRC-regulated/licensure examinations during their employment with the Agency.

In order to be entitled, the staff should furnish a proof for passing the eligibility exam from sources such as newspaper, clippings, publication and other means.

Awardees shall receive a Certificate of Recognition and cash incentive of not more than Php 500.00 during the Flag Raising Ceremony

B. CHARACTER-BUILDING PROGRAM AWARDS

a. Monthly Recognition Rites

These awards are given to staff regardless of employment status who has shown consistency in action, attitude and remarkably manifested commendable work, commitment to his/her job, good working relationship and cooperation in achieving the goal or any assigned tasks.

The manner of selection of awardees for this category shall be:

- a) The HRMDD through HR Welfare Section shall be responsible in releasing the featured character for the month through issuance of an office memorandum.

- b) The scale of measurement for monthly character quality shall serve as guide for the U/D/C/RCF to determine the qualifications of nominees based on the reward system of the program. (See Annex C)
- c) The awardee per U/D/C/RCF shall be nominated by an employee, official or stakeholders. Nominations using the nomination form (FOPC Form 1) shall be dropped in the character box located at the character corner of the Field Office every 1st Monday of the following month and shall be deliberated by the FO PRAISE Committee.
- d) The nominee who has best exemplified the featured character for the month as deliberated by the PRAISE Committee shall be declared the winner while other nominees shall also be recognized as Nominee.
- e) Monthly awardee of the featured character in each D/C/RCF/Programs shall be considered as the nominee of the D/C/RCF/Programs for the Lakas ng Karakter Award (monthly). However, nomination form (FOPC Form 1) shall be accomplished and submitted on or before the set deadline as prescribed by the guidelines.
- f) Only one (1) nominee per Division/ Centers and Residential Care Facilities will be allowed. In case multiple nominations of D/C/RCF, top ranking employee will be considered as nominee.
- g) Recognition gained from partners, other government agencies and institutions as evidenced by plaque or certificate of recognition and commendations submitted through Public Assistance and Complaint Desk (PACD) and other similar media shall be considered nomination for monthly awards by which the citations is related, provided that plaques/certificate is given to staff within the year of awarding.

The winner will receive a Certificate of Recognition and cash incentive of Php 500.00 while nominees will receive certificate of recognition and a token. The recognition shall be given every 2nd Monday of the succeeding month.

b. Lakas ng Karakter Award (Regional Level)

This is an award given to an employee regardless of the status who were recognized several times for consistently demonstrating desirable character of a DSWD employee as prescribed by the Character Building Program.

The manner of selection of awardees for this category shall be:

- a) Staff who were recognized and awarded for demonstrating at least three (3) out of 50 characters in the D/C/RCF shall be automatically considered as nominee for Regional Lakas ng Karakter Award. Nominees per Division/ Centers and Residential Care Facilities shall not exceed to two (2) staff. In case multiple nominations of U/D/C/RCF, top 2 ranking employees will be considered as nominee.
- b) The nomination per U/D/C/RCF shall be endorsed by the PRAISE Sub-Committee together with the certificate of recognition given to the staff. The same shall be deliberated by the FO PRAISE Committee.
- c) The nominee who has best exemplified the featured characters for current year as deliberated by the PRAISE Committee through the scale of

measurement for character quality shall be declared the winner while other nominees shall also be recognized as nominee.

The Lakas ng Karakter Awardee shall receive a Plaque of Recognition and a cash incentive of not more than Php 2,500.00 while nominees will receive personalized medal and a cash incentive not more than Php 500. The awards shall be given during the PRAISE Awards Rite.

C. EXEMPLARY AWARDS

These awards are intended for permanent and contractual employees and shall be given during the celebration of DSWD-NCR Anniversary, every October.

The following requirements shall be met by the nominee to be considered eligible:

1. *The nominee has been an incumbent of the same position for two (2) rating periods of a fiscal year by the time of nomination;*
2. *At least Very Satisfactory Annual rating preceding the nomination*
3. *Must have no pending administrative charge and / or criminal charge.*
4. *Must be a holder of permanent, contractual and casual appointment.*

1. Division of the Year – This award shall be given to recognize the division which demonstrated exemplary performance in the attainment of the organizational goals of the FO and DSWD.

2. Center / Residential Care Facility of the Year – This award shall be given to recognize C/RCFs that are able to provide proper management and utilization of benefits of individual residents.

3. Supervisor of the Year - *(Nominee/s shall be designated as Unit/ Section/ Head for FOs and Service Head: Social, Psychological, Medical, Productivity, Administrative & Homelife)*

4. Social Worker of the Year – This award shall be given to a FO-NCR social worker who is able to provide “*maagap at may malasakit na serbisyo*” to the Agency’s service users, such as but not limited to assessment of the service user’s needs, development of plan to improve service user’s well-being, research and refer service users to community resources and other government agencies and evaluation of the services provided to ensure that they are effective. Thereby significantly contributing to the achievement of the organizational goals of the FO and DSWD.

5. Technical Staff of the Year – This award is given to a technical officer performing non-social work functions, who is able to effectively apply his/her knowledge, skills, attitude, techniques, innovative strategies and completed staff work which resulted to commendable output through collaborating with officials/employees, thereby significantly contributing to the achievement of the organizational goals of the D/U/S/P/C/RCFs and DSWD.

A. *Second Level Category (incumbents of positions with SG 11-18)*

B. *First Level Category (incumbents of positions with SG 01-10)*

6. Administrative Staff of the Year – This is given to a support staff who is able to effectively provide administrative support through a variety of task related to organization and communication to ensure efficient operation of the office,

thereby significantly contributing to the achievement of the organizational goals of the FO and DSWD.

A. *Second Level Category (incumbents of positions with SG 11-18)*

B. *First Level Category (incumbents of positions with SG 01-10)*

- 7. Houseparent of the Year** – This award shall be given to a FO-NCR houseparent assigned at homelife service who is able to provide “*maagap at may malasakit na serbisyo*” to the Agency’s service users, such as but not limited to effective demonstration of cottage and client management which elicits significant impact in the residents of the RCF.

The award shall consist of a Plaque of Recognition and a cash incentive not more than Php 3,000 for individual category and not more than Php 4,000 for group category. Nominees (excluding the awardees) per category are entitled of the cash incentive of not more than Php 1000 in recognition of their performance in the Units/Division/Centers/Residential Care Facilities.

The manner of selection for performance awards shall be based on the following provisions:

- a. Each D/C/RCF/Program shall only have one (1) entry for each category.
- b. The D/C/RCF/Program through its PRAISE Sub-Committee shall endorse the qualified nominees for the Regional Performance Awards, with the following supporting documents:
 - ✓ *Updated Personal Data Sheet with passport size white background photo*
 - ✓ *Certified true copy of Individual Performance Contract & Review (IPCR) for the last two (2) rating periods.*
 - ✓ *Self-Certification of no pending criminal/ administrative/civil case.*
 - ✓ *PRAISE Sub-Committee Resolution*
 - ✓ *Individual signed write-up and justification for the award which shall not be more than 2 pages, typewritten, single space, short bond-paper highlighting the demonstrated competence, effectiveness and integrity and distinct/identifiable contribution of the nominee to the attainment of the thrust and directions of the Department, and the goals and objectives of his/her center/residential care facility/division*
 - ✓ *Proofs of accomplishments, commendations, citations, clippings, pictures and other documents*
 - ✓ *Nomination Form*
- c. FO-PRAISE Committee shall undertake the selection process through review of documents and eligibility requirements and conduct of on-site validation and spot check, subject for deliberation and recommendation through a resolution.
- d. Employees who were recognized for three consecutive years for the same category under performance awards and is deemed qualified in accordance to the mechanics/ qualifications set forth shall be recognized as *Hall of Famer* and be given a plaque of recognition and cash incentive of not more than Php 5,000.

D. SPECIAL AWARDS

These are awards intended to DSWD-NCR employees regardless of their employment status, which shall be given during the PRAISE Awards Rite held every October. The following shall be classified under these awards:

a. Pusong Magiting Award

Special award conferred upon an individual who has rendered an outstanding service to a person, group of persons, or a community in pursuance of the programs and services of the Department or the government as a whole, at the risk of his/her own life and beyond the call of duty, resulting in the safety of life and/or property.

The Award shall consist of a Plaque containing the citation and signature of DSWD-NCR Director with customized token worth Php 2,500.00.

b. Career and Self-Development Award

Granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense, i.e. Bachelor's Degree/Post-Graduate Program/Diploma Courses, Second Course. The course that was taken shall have been completed after the staff was hired. *The Award shall consist of a Plaque containing the citation and signature of DSWD-NCR Director with cash incentive amounting of not more than P1,000.00.*

c. Loyalty Award

The award shall consist of Plaque of Recognition and cash incentive amounting to Php 10,000.00 for the 1st ten (10) years and Php 1,000.00 per succeeding year which shall be awarded 5 years thereafter. This award shall be given during the celebration of DSWD- Anniversary every January.

d. Service Award

Granted in recognition of the service rendered by retirees of DSWD-NCR. Retired employees who availed the optional (at least 15 years in service) and mandatory retirement (those who reached 65 years of age) and staff with less than 15 years in service but has reached age of 65 are eligible for this award. This award shall be given during the celebration of DSWD- Anniversary. *The award shall consist of Plaque of Recognition with citation and signature of the Regional Director.*

VII. COMPOSITION AND FUNCTION OF PRAISE COMMITTEE

A. CENTER/RESIDENTIAL CARE FACILITY/DIVISION PRAISE COMMITTEE

Chairperson	:	Heads of Division / Center/ Residential Care Facility
Members	:	Two (2) Heads of Units/Sections and Services (C/RCF) Two (2) SWEAP Representatives (1 st and 2 nd level)
Secretariat	:	Designated Rank and File

Functions and Responsibilities

Sub-Committee shall be created to conduct and facilitate the competency-based selection process in their level and shall prepare and submit the nomination to the PRAISE Committee of DSWD-NCR. Said committee shall have the term of not more than one (1) year and shall be designated through issuance of Regional Special Order. Permanent and contractual incumbents shall be given an opportunity to become a member of PRAISE Sub-Committee.

B. FIELD OFFICE PRAISE COMMITTEE

Chairperson	:	Assistant Regional Director for Administration
Alternate	:	Highest HR Management Officer
Members	:	All Division Chiefs & Regional Center Coordinator Two (2) SWEAP representatives (<i>one from the 1st level and one from the 2nd level</i>)
Secretariat	:	HR Welfare Section

Functions and Responsibilities

- 1) Conduct screening and evaluation of the nominees in NCR prior to recommending the same to the PRAISE National Committee;
- 2) Ensure timely submission of the list of their nominees to the different awards categories including relevant nomination/ documentary requirements for the evaluation of PRAISE National Committee;
- 3) Coordinates, facilitates and prepares necessary arrangements relative to the validation and further assessment of their shortlisted nominees;
- 4) Submits to the PRAISE National Committee critical incidences and document relevant experience relative to PRAISE implementation that may become basis or inputs for policy enhancements
- 5) Establish a system of incentives and awards to recognize and motivate employees for their exemplary performance and conduct;
- 6) Formulate, adopt and amend office orders, memoranda, policies and procedures to govern the conduct of its incentives and rewards mechanism and system;
- 7) Determine the forms of awards and incentives to be granted at the Regional Level;
- 8) Monitor implementation of approved suggestions and ideas through feedback and reports; evaluate system's processes and procedures.
- 9) Prepare accomplishment report and recommend rewards and recognition initiatives, plans and budget.
- 10) Conduct annual review and evaluation of the effectiveness of the rewards and recognition systems, tools and policies and recommend enhancement, if deemed necessary.
- 11) Address issues relative to awards and incentives that shall be brought before it within fifteen (15) days from the date of submission.

Terms of Office

All members shall have the term of not more than two (2) years and membership and its renewal shall be subjected to issuance of Regional Special Order. Likewise, there

shall be equal opportunity for men and women to be represented in the PRAISE Committee.

VIII. APPEALS

The following may be eligible to appeal subject to review and acceptance of the Field Office PRAISE Committee based on the herein provisions.

1. Staff/employee who has been nominated but not selected for regional award/s.
2. Staff/employee who was not nominated but feels/thinks that she/he possessed better qualifications than the other nominee.

PROCEDURES OF APPEAL

Appeal should be made in writing addressed to the FO PRAISE Committee Chairperson (ARDA) and shall be supported by documentary evidences of excellent performance/accomplishments / behaviour and other accounts which justify the claims.

Appeal shall be made not later than five (5) working days upon receipt of notice from the FO-PRAISE Committee within five (5) working days after the confirmation of awards.

Thereafter, the FO-PRAISE Committee after due deliberation shall resolve the complaint within 15 calendar days which shall commence upon receipt of official complaint, providing thereto the appellant copy of the approved resolution of FO-PRAISE.

X. BUDGETARY REQUIREMENTS

The Field Office through its Human Resource Development Section shall set aside in its annual budget the necessary appropriation to cover whatever necessary expenses which may be incurred in granting both monetary and non-monetary awards in accordance with the provisions of this PRAISE.

XI. SAVING CLAUSE

Provided, however, that except as otherwise provided in this guidelines, any part, section and provision of this memorandum shall not be invalidated or revoked due to changes in the issuances of the DSWD Central Office related guidelines, and no part, section or provision thereof shall be affected thereby.

XII. EFFECTIVITY

This order shall take effect immediately. Previous issuances inconsistent herewith are deemed revoked or amended accordingly.

Issued this 21st day of May 2019.

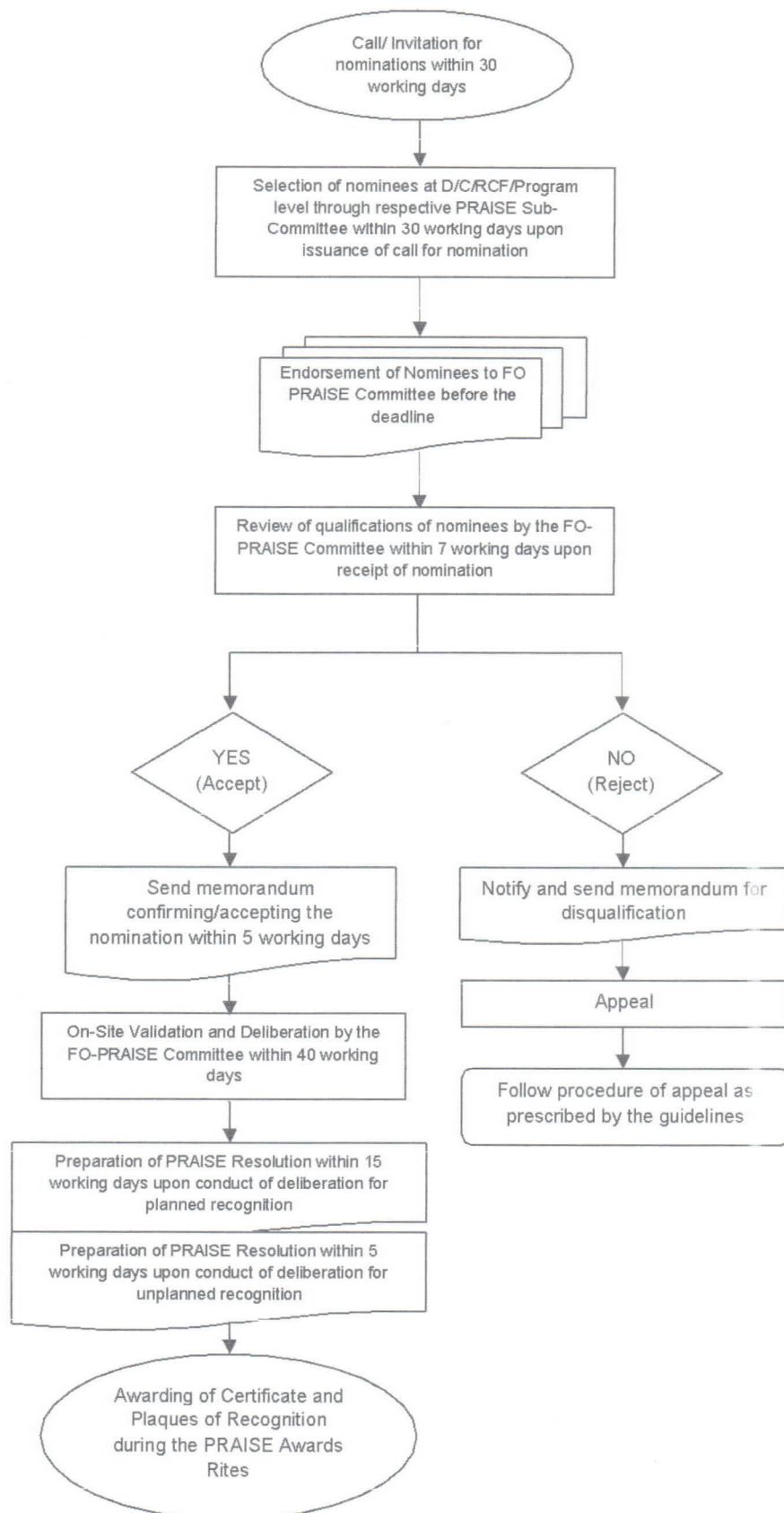

VICENTE GREGORIO B. TOMAS
Regional Director

ANNEXES

- A. System Process Flow
- B. ARTA Scoreboard
- C. Criteria for Character Building Awards
- D. Nomination Form (FOPC Form 1)

Annex A

SYSTEM PROCESS FLOW



Annex B

ANTI-RED TAPE ACT (ARTA) SCOREBOARD

Compliance with ARTA Provisions

Name of Office: _____

INDICATORS	ARTA Officer Signature:	ARTA Officer Signature:	ARTA Officer Signature:	ARTA Officer Signature:	ARTA Officer Signature:	ARTA Officer Signature:	ARTA Officer Signature:	ARTA Officer Signature:	ARTA Officer Signature:
	Date of Spot-Check:	Date of Spot-Check:	Date of Spot-Check:	Date of Spot-Check:	Date of Spot-Check:	Date of Spot-Check:	Date of Spot-Check:	Date of Spot-Check:	Date of Spot-Check:
Installed and functional Public Assistance and Complaints Desk (PACD)									
Adherence to "No Noon Break Policy"									
100% of Staff are wearing ARTA/ DSWD ID									
Visible Citizen's Charter									
Anti-Fixing Campaign/ Advocacy									
Familiarity of Staff with DSWD Vision, Mission, Goals and Core Values and Programs and Services									

Legend:



Compliant

Annex C

CRITERIA FOR CHARACTER AWARDS

Instruction:

Please rate nominees/candidate for character reward on the following scale of measurement. The highest score is 5 for Excellent, 4 for Very Satisfactory, 3 for Satisfactory, 2 for Fair and 1 for Poor.

Monthly Character Quality	Scale of Measurement				
	5 Excellent	4 Very Satisfactory	3 Satisfactory	2 Fair	1 Poor
1. JUSTICE:					
1. Respects and follows civil service rules, office policies and other laws for civil servants.					
2. Speaks and supports the truth at all times.					
3. Performs his/her task truthfully based on agreed key result areas and major functions.					
4. Accepts limitations of co-workers and other people in the workplace by having a non-judgmental attitude.					
5. Respects any person seeking assistance regardless of his/her socio-economic status.					
2. FORGIVENESS:					
1. Does not repeatedly discuss with others the wrong act done to him/her by another especially when the issue has already been resolved.					
2. Continues to work with other staff who may have hurt him/her in					

Annex D

Nomination Form (FOPC Form 1)

CATEGORY :

Character Award

Performance Award

Special Award

The NOMINEE:

Name

Position

Workstation

Length of Service : years & months

Age

Salary Grade

Employment Status

Work Experience :

Position	Duration	Duties & Responsibilities	Employment Status

List of Awards/ Citations Received:

Awards/ Recognition	Incentives/ Awards Received	Date of Recognition	Employment Status
Ex: Best Supervisor Award	Plaque, Certificate and Cash Incentive	October 19, 2018	Permanent

*Continue on separate sheet if necessary.

The NOMINEE:

Name :

Position/ Designation :

Signature :

Employment Status :