



**EXECUTIVE ORDER NO. 196
Series of 2023**

**AN ORDER EXPANDING THE COMPOSITION OF THE PROGRAM ON AWARDS AND
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE
OF THE CITY GOVERNMENT OF PANABO**

WHEREAS, Section 3 of the Philippine Constitution mandated the Civil Service Commission (CSC) to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.

WHEREAS, Section 1, Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292 mandates each government agencies to establish its own Department or Agency Employee Suggestions and Incentives Award System (ESIAS);

WHEREAS, CSC Memorandum Circular No. 01, S. 2001 dated January 10, 2001 pursuant to CSC Resolution No. 010112, provided the revised policies of Program on Awards and Incentives for Service Excellence (PRAISE);

WHEREAS, the PRAISE is 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, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or 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;

WHEREAS, in line with the revised policies on PRAISE as provided under CSC Resolution No. 010112 and CSC Memorandum Circular No. 01, Series of 2001, the City Government of Panabo has adopted its own ESIAS or PRAISE which was approved by the Civil Service Commission on July 10, 2018;

WHEREAS, the CSC MC No. 01, S. 2001 mandates the creation of the PRAISE Committee which shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency;

WHEREAS, the PRAISE Committee of the City Government of Panabo as reconstituted under Executive Order No. 78, Series of 2022, recommended the inclusion of the previous PRAISE member to the committee;

NOW, THEREFORE, I, JOSE E. RELAMPAGOS, by virtue of the powers vested in me by laws, do hereby expand the composition of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee and further order the following:

SECTION 1. COMPOSITION. The PRAISE Committee shall be composed by the following personnel:

Chairperson : **ATTY. CHERVIN C. PACULANANG**
CGDH I, CLO



Co-Chairperson : JAN MARI G. CAFE
CGDH I, CHRMO

Members : PEDRITO A. MISOLES, MaEd, DST
City Administrator

JOVEN M. SEPE
CGDH I, CBO

ENGR. FELIX JONASES SENAJON
CGDH I, Acting CPDO

EDWARD A. ALILIN
AO V, CBO
2nd Level Employees Representative

MARY SIM E. BASCON
AA IV, CHRMO
1st Level Employees Representative

SECTION 2. FUNCTIONS. The PRAISE Committee shall perform the following functions:

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
2. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
3. Determine the forms of awards and incentives to be granted;
4. Monitor implementation of approved suggestions and ideas through feedback and reports;
5. Prepare plans, identify resources and propose a budget for the system on an annual basis;
6. Develop, produce, and distribute a system policy manual and orient the employees on the same;
7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
8. Submit an annual report on the awards and incentives to the CSC on or before the thirtieth day of January;
9. Monitor and evaluate the system's implementation every year and make essential improvements to ensure its sustainability to the agency; and
10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

SECTION 3. SECRETARIAT. The Secretariat shall document the proceedings, prepare communications, and provide such other assistance as may be required by the Committee. The Secretariat shall be comprised of the following personnel:

City Human Resource & Management Office CIELITO N. MIANO
Acting CGADH I

ALITHA V. CONSUEGRA
AA IV

City Mayor's Office

EAJEAN JOY PRINCESS N. CEPADA
AO IV (HRMO II)

City Legal Office

HEZEKIAH A. GARA
AA I, CLO

SECTION 4. ALTERNATE MEMBERSHIP. In case a member of the PRAISE Committee is related or affiliated to any of the nominee/s up to the fourth degree by consanguinity or affinity, the concerned member/s shall inhibit or will be barred from participating in the search. The alternate member of the Committee shall be selected by a majority vote of the remaining members.

SECTION 5. OPERATIONAL EXPENSES AND FUNDING. All costs pertaining to the operations of the committee shall be taken from the allocated 5% HRD Funds, all subject to the usual government accounting and auditing rules and regulations.

SECTION 6. REPEALING CLAUSE. All Executive Orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

SECTION 7. EFFECTIVITY. This order shall take effect immediately upon signing hereof.

Done this 2nd day of May, 2023 at City Hall, JP Laurel, Panabo City, Davao del Norte.


JOSE E. RELAMPAGOS
City Mayor