



Office of the Municipal Mayor

Cellular Phone No.: 0908-888-2010 / 0919-865-5845
Email Address: miropolitokhodio@yahoo.com / AgnoRiver@hotmail.com

February 28, 2011

ADMINISTRATIVE ORDER NO. 030
Series of 2011

AN ADMINISTRATIVE ORDER CREATING THE ITOGON MUNICIPAL EMPLOYEES BEHAVIOUR EVALUATION TEAM (IMEBET) IN FURTHERANCE OF THE ITOGON PRAISE 2010

WHEREAS, the Municipality of Itogon submitted on August 25, 2010 its Revised Program on Awards and Incentives for Service Excellence (PRAISE) to the Civil Service Commission(CSC) for approval and the same was approved on November 10, 2010;

WHEREAS, the approved Itogon PRAISE 2010 specifies various incentives and awards to Municipal employees ; and this Municipal government wishes to optimize the implementation of said incentives and awards program as a way to encourage its employees to give their best efforts and performance in their assigned tasks;

WHEREAS, there is a need to organize a team to recommend to the PRAISE Committee the prospective awardees and beneficiaries of the Itogon PRAISE 2010;

NOW, THEREFORE, I, OSCAR MAINGPES CAMANTILES, by virtue of the power vested in me by law, do hereby organize the Municipal Employees Behaviour Evaluation Team in furtherance of the approved Itogon PRAISE 2010 to be composed of the following:

- | | |
|----------------|--|
| Team Leader | Ms. Daisy T. Fianza, HRMO <i>DF 2-20-2012</i> |
| Co-team leader | Ms. Olivia K. Carantes, IMEA President <i>OKC</i> |
| Members | Ms. Marleen Guerzon, MLGOO-Itogon - <i>2/20/11</i> |
| | Mr. Loreto M. Laron, designated Information Desk Officer <i>reel</i> |
| | Mr. Peter J. Guibac, Municipal Administrator <i>PGV</i> |

Section 1. SCOPE AND LIMITATION OF THE INCENTIVES AND AWARDS TO BE EVALUATED BY ITOGON MUNICIPAL EMPLOYEES BEHAVIOUR EVALUATION TEAM (IMEBET)

The approved Itogon PRAISE 2010 mentions numerous incentives and awards to deserving municipal employees/ personnel *whether appointive or elective*. The Itogon Municipal Employees Behaviour Evaluation Team (IMEBET) shall limit its evaluation of recommendees to the following awards found in Itogon PRAISE 2010, to wit:

1. BEST IN ATTENDANCE AND PUNCTUALITY under 6.14 of Itogon PRAISE 2010
2. MOST COURTEOUS EMPLOYEE AWARD under 6.6 of Itogon PRAISE 2010
3. GANTIMPALA AGAD AWARD under 5.2.2 of Itogon PRAISE 2010
4. EXEMPLARY BEHAVIOUR AWARD under 5.2.3 of Itogon PRAISE 2010
5. other awards that shall be deemed proper and within the recommending competence of IMEPET

On this regard, the IMEBET shall take into consideration the compliance of Municipal employees/personnel to the following local prescriptions:



1. Memorandum NO. 9-2010 : LOGGING IN TO and FROM OFFICE
2. Memorandum NO. 10-2010 : APPROVAL OF DAILY TIME RECORD
3. Memorandum NO. 38-2010: ATTENDANCE TO THE THANKSGIVING AND GET TOGETHER PROGRAM
4. Memorandum NO. 147-2010: STRICT OBSERVANCE OF THE REGULAR EIGHT(8) HOURS WORKING TIME
5. Executive Order NO. 06-2010: OBSERVANCE OF THE PRESCRIBED OFFICE HOURS FOR THE GOVERNMENT PERSONNEL AND COMPLIANCE WITH CSC MEMO CIRCULAR NO. 01-1994
6. Administrative Order NO. 55-2011: TIMELY SUBMISSION OF DULY ACCOMPLISHED DAILY TIME RECORD
7. HRMO Memorandum dated January 7, 2011: DRESS CODE FOR THE MUNICIPAL OFFICIALS AND EMPLOYEES
8. and all other related prescriptions and future issuances pertinent to the matter

SECTION 2: DUTIES AND FUNCTIONS OF IMEBET

1. To come up with guidelines which could be used as basis for behavior evaluation
2. To recommend possible awardees herein stated above to the PRAISE Committee
3. To give regular updates to the PRAISE Committee as to the result of its regular evaluation
4. To document IMEBET proceedings and to keep a record of all other documents relevant to the evaluation of recommendees for awards

This order takes effect immediately upon approval.

Done this 28th day of February 2011 at Itogon, Province of Benguet, Philippines.


OSCAR MAINGPES CAMANTILES
 Municipal Mayor

Cc: all concerned
 file

