



**ADMINISTRATIVE ORDER NO. 12-26**  
Series of 2012

**AMENDING ADMINISTRATIVE ORDER NUMBERED 11, SERIES 2010 RE:  
RECONSTITUTING AND EXPANDING THE PROGRAM ON AWARDS AND  
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

**WHEREAS**, pursuant to CSC MC No. 01 s, 2001, the civil Service Commission adopts the revised policies on Program on Awards and Incentives for Service Excellence (PRAISE);

**WHEREAS**, the system is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees for their suggestions, inventions, superior accomplishments and other personal efforts which contributes to the improvement in government operation;

**WHEREAS**, it is the personnel development thrust of the new administration to locally institutionalize a system where performing officials and employees of the Local Government of Itogon are duly recognized and are given commensurate incentives to encourage other Local government workers to follow through;

**WHEREFORE**, by virtue of the powers vested in me by law, I, **OSCAR M. CAMANTILES**, Municipal Mayor, do hereby amend the Program on Awards and Incentives for Service Excellence Committee of this Municipality:

**SECTION 1A: COMPOSITION:** The Composition of the committee shall be the following:

- |          |   |   |
|----------|---|---|
| CHAIRMAN | - | OSCAR M. CAMANTILES<br>Municipal Mayor                            |
| MEMBERS  | - | VERONICA K. COMISING<br>Municipal Budget Officer                  |
|          | - | ANGELA C. CARIÑO<br>Municipal Treasurer                           |
|          |   | BRIGILDA M. GAYAO<br>Municipal Accountant                         |
|          |   | Engr. IMELDA F. NUGUID<br>Mun. Planning & Dev't. Coordinator      |
|          |   | GERARD S. CORNEL<br>SB Member<br>Chairman, Committee on Personnel |
|          |   | PETER J. GUIBAC<br>Municipal Administrator                        |
|          |   | JAMES S. SERGIO<br>SB Secretary                                   |

Engr. CHARLIE M. GAYASCO  
Municipal Engineer

OLIVER P. GUADAÑA, MD.  
Municipal Health Officer

NORA M. SANIL  
MLCRO

GRACE O. POCSOL  
MSWDO

EDWIN E. GOLINGAB  
Municipal Assessor – OIC

EUSEBIA T. FIANZA  
Human Resource Mgmt. Officer

PAZ W. CHALIPO  
MAO Representative

IRENE F. FERNANDO  
Employee Representative, 2<sup>nd</sup> level

DOLORES G. GALUNZA  
Employee Representative, 1<sup>st</sup> level

**SECTION 1B: SECRETARIAT/TECHNICAL STAFF:** The following shall be the members of the Secretariat and Technical staff:

- MARY GRACE M. HOLMAN
- NESTOR S. CAMADO JR.
- ROWENA C. CARIÑO

**SECTION 2A: FUNCTIONS OF THE PRAISE COMMITTEE:**

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 pursuant to provisions of the duly approved PRAISE PROGRAM and other like national Laws and Issuances.
4. Monitor implementation of approved suggestions and ideas through feedbacks and reports.
5. Prepare plans, identify resources and propose budget for the system on a regular basis.
6. Develop, produce, distribute a system policy and thoroughly orient the employees on the same.

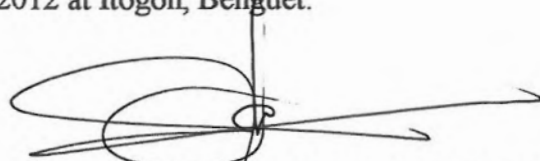
7. Document best practices, innovate ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm.
8. Submit an annual report on the Awards and Incentives System to the CSC on or before the thirtieth (30<sup>th</sup>) day of January.
9. Monitor and evaluate the systems implementation every year or as the case or situation may from time to time require improvements to ensure sustainability; and
10. Address issues and concerns relative to awards and incentives within fifteen (15) days from the date of submission thereat to the Committee.

**SECTION 2B: FUNCTIONS OF THE SECRETARIAT:**

1. Handle all the committees' technical matters.
2. Safekeeping and systematic filing of the committees documents and records.
3. Shall record and documents all proceedings of the committee.
4. Performs other related functions as may be deemed necessary

This Administrative Order shall take effect immediately upon approval.

Issued this 17<sup>th</sup> day of October 2012 at Itogon, Benguet.



**OSCAR MAINGPES CAMANTILES**  
Municipal Mayor

Cc:

- All concern
- **SB Office**
- DILG-Itogon
- File

**RECEIVED**

OFFICE OF THE SANGGUNIANG BAYAN  
ITOGON, BENGUET

BY \_\_\_\_\_  
DATE: 10/18/12

IPRD - abg 10/18/2012  
 MEB - cmw Weng SV 10/18/12  
 HRMO - J 10/18/12  
 MERO - de 10/18/12  
 MACCO - J 10/18/12  
 MTO - S 10/18/12  
 MACCO - J 10/18/12  
 MHO - J 10-18-12  
 MSUDO - J 10-18-12

Supply 10/18/2012 J  
 MAGRO 10/18/2012 Q