



**EXECUTIVE ORDER NO. 7**  
Series of 2024

**REORGANIZING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE OF THE MUNICIPAL GOVERNMENT OF ITOGON.**

**WHEREAS**, Memorandum Circular No. 1. Series of 2001 of the Civil Service Commission directs the establishment of employee suggestions and incentives awards system otherwise known as the Programs on Awards and Incentives for Service Excellence (PRAISE) in all government offices, agencies, instrumentalities and local government units with the general objective of encouraging, recognizing and rewarding employees for their innovative ideas, suggestions, discoveries, superior accomplishments, exemplary behavior, extraordinary services and acts that contribute to efficiency, economy and improvement in government operations resulting to organizational productivity;

**WHEREAS**, the PRAISE Committee which has been created in this municipality pursuant to item No. 8 of CSC MC No. 1-2001, is responsible in developing, administering, monitoring and evaluating the system of awards and incentives, including the implementation of programs for the welfare and benefit of employees, especially those who have rendered meritorious services and excellent performance;

**WHEREAS**, a reorganization of the PRAISE Committee is necessary in order to fill vacancies caused by supervening events such as separation from government service and/or promotion of some key members thereof to maintain its functionality and ensure continuity of all activities and proceedings relative to the granting of awards and incentives to deserving public servants;

**NOW THEREFORE**, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, **BERNARD S. WACLIN**, hereby REORGANIZE the Program on Awards and Incentives for Service Excellence (PRAISE) Committee and its Secretariat as follows:

**Section 1. Composition** : The PRAISE Committee of the Municipal Government of Itogon shall be composed of the following:

CHAIRMAN:	-HON. BENARD S. WACLIN Municipal Mayor
Vice Chairman:	-MR. ARNEL F. BAHINGAWAN Municipal Administrator
MEMBERS:	-Atty. JODEA BRENDA LYN R. ACAY-CAMUYOT Chairperson, Committee on Personnel, S.B. -MS. FLORIDA T. VELASCO Municipal Budget Officer -MS. IRENE F. FERNANDO Municipal Treasurer -ATTY. FARIDA D. ROMILLO-MATEO Municipal Accountant -ENGR. IMELDA F. NUGUID Municipal Planning and Development Coordinator

- MR. ROCK H. CARIÑO  
SB Secretary
- ENGR. MICHELLE A. BUSACAY  
Municipal Engineer
- DR. OLIVER P. GUADAÑA  
Municipal Health Officer
- MS. THELMA B. BENTRES  
Municipal Local Civil Registrar
- MS. GRACE O. POCSOL  
Municipal Social Welfare and Development Officer
- ENGR. AVELINO S. MEDINA JR.  
Municipal Assessor
- MR. BERTO O. BAYENG  
Municipal Agriculturist
- MS. EUSEBIA T. FIANZA  
HRMO III
- MS. GIRLIE C. NABUS  
Employee Representative, 2<sup>nd</sup> level
- MR. EDGAR S. JOVEN  
Employee Representative, 1<sup>st</sup> level

**Section 2. Functions.** The PRAISE Committee shall perform the following:

1. Ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all times;
2. Establish a system of awards and incentives to recognize and motivate employees for their performance and conduct;
3. Formulate, adopt and amend its 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;
4. Determine the kind of awards and incentives to be granted in accordance with the duly approved PRAISE Program consistent with applicable laws, rules and regulations;
5. Establish feedback and reporting mechanism to monitor the implementation of the PRAISE as well as in determining the feasibility of new innovations or suggestions sought to be adopted. Relatively, the PRAISE Committee shall conduct an annual monitoring and evaluation of the program to further improve its implementation;
6. Prepare the committee's Annual Work and Financial Plan which include its annual budget and possible funding sources for the implementation of the PRAISE Program;
7. Document best practices and innovative ideas and success stories which will serve as promotional materials to develop interest and enthusiasm;
8. Address issues and concerns relative to the implementation of the awards and incentives programs within fifteen (15) days from the date of submission thereof to the committee; and
9. Submit an annual report on the awards and incentives system to the Civil Service Commission on or before the thirtieth (30<sup>th</sup>) of January of every year.

**Section 3. Secretariat.** The secretariat of the PRAISE Committee shall be composed of the following:

1. MS. MARY GRACE M. HOLMAN
2. MS. FLORDELIZA G. DIASE
3. MS. JERIL M. PADUYAO

**Section 4. Functions of the Secretariat.** The Secretariat shall:

1. Provide administrative support to the PRAISE Committee;
2. Keep custody and maintain systematic filing of records of the committee;
3. Record and document all proceedings of the committee
4. Perform other related functions as may be directed by the committee.

**Section 5. Repealing Clause.** Executive Order No. 22, series of 2023 is hereby repealed. All other Executive Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed repealed or modified accordingly.

**Section 6. Effectivity.** This Order shall take effect immediately.

**DONE** this 8<sup>th</sup> day of April, 2024 at Itogon, Benguet.

  
**BERNARD S. WACLIN**  
Municipal Mayor

Copy furnished:

- Office of the Provincial Governor
- All concerned
- DILG-MLGOO
- CSC Benguet Field Office
- Sanguniang Bayan Office
- file