



ADMINISTRATIVE ORDER NO. 27-13-N
Series of 2013

RE-ORGANIZING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE COMMITTEE

WHEREAS, pursuant to CSC MC No. 01 s, 2001, the Civil Service Commission adopts the revise 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, the personal 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, **VICTORIO T. PALANGDAN**, Municipal Mayor, do hereby re-organize 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 | - | ATTY. VICTORIO T. PALANGDAN
Municipal Mayor |
| MEMBERS | - | Hon. BERNARD S WACLIN
CHAIRMAN, Committee on Personnel |
| | - | Ms. VERONICA K. COMISING
Municipal Budget Officer |
| | - | Ms. ANGELA C. CARINO
Municipal Treasurer |
| | - | Ms. LEONILA AMPAGUEY
Municipal Accountant |
| | - | Ms. IMELDA F. NUGUID
Mun. Planning & Dev't. Coordinator |
| | | JAMES S. SERGIO
SB Secretary |
| | | Engr. CHARLIE M. GAYASCO
Municipal Engineer |

OLIVER GUADANA, MD.
Municipal Health Officer

NORA M. SANIL
MLCRO

GRACE O. POCSOL
MSWD

EDWIN E. GOLINGAB
Municipal Assessor

Dr. PRUDENCIO PEDRO
MAO

EUSEBIA T. FIANZA
Human Resource Management Officer

IRENE F. FERNADO
Employee Representative 2nd level

DOLORES G. GALUNZA
Employee Representative 1st level

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

- MARY GRACE M. HOLMAN
- NESTOR S. CAMADO
- ROWENA C. CARINO

SECTION 2.A: FUNCTION 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.



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 System to the CSC on or before the thirtieth (30th) day of January.
9. Monitor and evaluate the systems implementation every year 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 2.B: FUNCTIONS OF THE SECRETARIAT:

1. Handle all the committee's technical matters.
2. Safekeeping and systematic filing of the committee.
3. Shall record and document 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 23rd day of September 2013 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cc.
-all concerned
-SB Office
-DILG- Itogon
-file