



**EXECUTIVE ORDER NO.22**  
Series of 2023

**REORGANIZING THE PROGRAM ON AWARDS AND INCENTIVES FOR THE  
SERVICE EXCELLENCE COMMITTEE**

**WHEREAS**, the CSC issued MC No. 1 series of 2001 directing at every department or agency of the government to establish its own employee suggestions and incentive awards system otherwise known as the Programs on Awards and Incentives for Service Excellence or PRAISE that shall adhere to the principles of providing incentives and awards based on performance, innovative ideas, and exemplary behavior;

**WHEREAS**, the general objection of the system is to encourage, recognize and reward employees, individual and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic ideas, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity;

**WHEREAS**, pursuant to item 9.7 of CSC MC NO.1, series of 2001, the PRAISE has been institutionalized in the Municipal Government of Itogon through the creation of a PRAISE Committee and the reorganization thereof through the issuance of appropriate orders by the Local Chief Executive;

**WHEREAS**, supervening events such as separation from government service and/or promotion of some key PRAISE Committee members necessitates a reorganization of said committee to maintain its functionality and to ensure that the activities relative to the granting of awards and incentives to deserving public servants in the LGU shall not be impeded;

**WHEREFORE**, by virtue of the powers vested in me by law, I **BERNARD S. WACLIN**, Municipal Mayor, do hereby re-organize the Program on Awards and Incentives for Service Excellence Committee of this Municipality to wit:

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

**CHAIRMAN** : **HON. BERNARD S. WACLIN**  
Municipal Mayor

**MEMBERS** : **Atty. JODEA BRENDA LYN R. ACAY-CAMUYOT**  
Committee on Personnel, SB

: **Ms. VERONICA K. COMISING**  
Municipal Budget Officer

: **IRENE F. FERNANDO**  
Municipal Treasurer

: **ATTY. FARIDA D. ROMILLO-MATEO**  
Municipal Accountant

- : **ENGR. IMELDA F. NUGUID**  
Municipal Planning & Dev't. Coordinator
- : **MR. ROCK H. CARIÑO**  
SB Secretary
- : **Engr. MICHELLE A. BUSACAY**  
Municipal Engineer
- : **Dr. OLIVER P. GUADAÑA, MD**  
Municipal Health Officer
- : **Ms. THELMA B. BENTRES**  
Municipal Local Civil Registrar
- : **GRACE O. POCSOL**  
MSWDO
- : **Engr. AVELINO S. MEDINA JR.**  
Municipal Assessor
- : **Engr. ROGER P. CATAYAO**  
Acting Municipal Agriculturist
- : **EUSEBIA T. FIANZA**  
Human Resource Management Officer III
- : **Ms. GIRLIE C. NABUS**  
Employee Representative 2<sup>nd</sup> level
- : **Mr. EDGAR S. JOVEN**  
Employee Representative 1<sup>st</sup> level

**SECTION 1.B. SECRETARIAT.** The following shall be the members of the Secretariat:

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

**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 the implementation of approved suggestions and ideas through feedback 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 (30<sup>th</sup>) 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 to the committee.

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

1. Provide administrative support to the PRAISE Committee.
2. Safekeeping and systematic filing of the committee records.
3. Shall record and document all proceedings of the committee.
4. Performs other related functions as may be deemed necessary.

**SECTION 3. REPEALING CLAUSE.** Executive Order No. 02 S. 2022 is hereby amended. All other Orders inconsistent with this Executive Order or parts hereof are hereby repealed or modified accordingly.

**SECTION 5. EFFECTIVITY.** This Administrative Order shall take effect immediately.

**DONE** this 11<sup>th</sup> day of September 2023 at Itogon, Benguet.

**HON. BERNARD S. WACLIN**  
Municipal Mayor

*Copy furnished:*

- All concerned
- Sangguniang Bayan
- DILG-Itogon
- File