



Republic of the Philippines
Department of Social Welfare and Development

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Administrative Order No. 06
Series of 2015

SUBJECT: Amendment to Memorandum Circular (MC) No. 3 series of 2003 or the DSWD Program on Awards and Incentives for Service Excellence (PRAISE) Committee Composition and Functions

In line with the issuance of Administrative Order No. 2, series of 2015¹ or the re-clustering of Offices, Bureaus, Services and Units (OBSUs) at DSWD Central Office, the National and Field Office Committee composition and functions as stated in MC No.3 series of 2003 or the Program on Awards and Incentives for Service Excellence (PRAISE), is hereby amended as follows:

PRAISE National Committee:

Chairperson : DSWD Secretary or authorized representative

Members : Director of Human Resource Development Bureau
: Director of Financial Management Service
: Director of Policy Development and Planning Bureau
: Director from Operations and Programs Group (OPG)
: Director from Office of the Secretary Group
: Two (2) representatives from the career and rank-and-file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered or accredited employees' association (one from the first level and one from the second level)

Secretariat : Human Resource Development Bureau

Functions :

1. Establish a system of incentives and awards to recognize and motivate employees for their exemplary performance, exemplary conduct, productivity innovative ideas and suggestions;
2. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its incentives and rewards system which shall include but not be limited to the guidelines in evaluating the nominees, the categories by which the DSWD exemplars will be nominated to, as well as the mechanism for recognizing its awardees;
3. Formulate and approve PRAISE Resolutions governing the conduct of the Department's PRAISE activities and initiatives;
4. Determine the forms of awards and incentives to be granted;

¹ Reclustering of Offices, Bureaus, Services and Units (OBSUs) at DSWD Central Office (Amendments to the M.C. nos. 1, 6, 20, 25 series of 2012; M.C. nos. 2, 8, 15, 18 series of 2014; M.C. no. 1 series of 2015; A.O no. 11, series of 2014; S.O. no. 1 series of 2013 and; S.O. 3904 series of 2014)

5. Monitor implementation of approved suggestions and ideas through feedback and reports;
6. Prepare plans, identify resources and propose budget for the system on an annual basis;
7. Develop, produce and distribute a rewards and incentives system policy manual and orient the employees on the same;
8. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm in the DSWD's culture of rewards and recognition;
9. Submit an annual report on the DSWD's conduct of its awards and incentives system to CSC on or before the thirtieth day of January;
10. Monitor and evaluate the system's processes and procedures every year and make essential improvements;
11. Address issues relative to awards and incentives that shall be brought before it within fifteen (15) days from the date of submission;
12. Create a sub-committee or sub-committees or similar mechanisms, as appropriate, to evaluate/assess nominees for the different awards categories;
13. Perform other tasks related to the implementation of the DSWD's awards and incentives system.

Field Office PRAISE Committee:

- Chairperson : Regional Director or his/her authorized representative
- Members : Chief of the General Administration and Support Services Division
: Chief of the Institutional Development Division or the Regional Human Resource Officer
: Chief of the Operations and Programs Division (OPD)
: Regional Budget Officer
: Head of the Planning Unit
: Two (2) representatives from the career and rank-and-file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered or accredited employees' association (one from the first level and one from the second level)
- Secretariat : Human Resource Development Unit

Further, to strengthen PRAISE implementation and promote a culture of rewarding and recognition within the Department, an Office, Bureau and Service (OBS) level PRAISE Committee in Central Office is also hereby established. The following is its composition:

PRAISE Committee of Offices, Bureaus and Services in Central Office²:

- Chairperson : OBS Director or his/her authorized representative
- Members : Two (2) OBS Division Chief

² For the Executive Offices, e.g. Offices of the Undersecretary or Assistant Secretary, the Committee Composition could be composed of the Head of the Office, one (1) technical staff and one (1) SWEAP representative.

: Two (2) representatives from the career and rank-and-file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered or accredited employees' association (one from the first level and one from the second level)

Secretariat : To be assigned by the Bureau Director

Functions of the Field Office and Central Office OBS PRAISE Committee:

1. Conducts screening and evaluation of the nominees within their respective regions/ OBS prior to recommending the same to the PRAISE National Committee;
2. Ensure timely submission of the list of their nominees to the different awards categories including relevant nomination/ documentary requirements for the evaluation of the PRAISE National Committee;
3. Coordinates, facilitates and prepares the necessary arrangements relative to the validation and further assessment of their shortlisted nominees, e.g. persons to be interviewed and other logistics;
4. Submits to the PRAISE National Committee Secretariat critical incidences and/or document relevant experiences relative to PRAISE implementation that may become basis or inputs for policy enhancement/ modification.
5. Submit periodic reports which may be required by the National PRAISE Committee through the PRAISE Secretariat to ensure smooth implementation of the DSWD's PRAISE.

This Administrative Order shall take effect immediately upon approval by the Secretary.

Issued this 30th of April 2015, Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary