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MEMORANDUM CIRCULAR
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SUBJECT : PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

In line with the Revised Policies on Employees Suggestions and Incentive Awards Systems (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, S. 2001, the Department of Social Welfare and Development hereby adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as DSWD – PRAISE.

I. OBJECTIVES

1. General

To encourage, recognize and reward DSWD employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, 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 Department's productivity.

2. Specific

- 1.1 To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving DSWD officials and employees;
- 1.2 To identify outstanding accomplishments and best practices of DSWD officials and employees on a continuing basis;
- 1.3 To recognize, reward and provide incentives to employees with outstanding accomplishments or with significant contribution in term of ideas, suggestions, innovations, discoveries, inventions and other personal efforts.

II. SCOPE

The System shall apply to all officials and employees in the career and non-career service of the Department.

III. DEFINITION OF TERMS

1. **DEPARTMENT** – refers to the Department of Social Welfare and Development including its Executive Offices, Bureaus/Services/Offices and Field Offices.
2. **CAREER** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
3. **NON-CAREER** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
4. **AWARD** – recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.
5. **INCENTIVE** – monetary or non-monetary motivation or privilege given to an official or employee for personal achievements/milestones, or exemplary performance that may have directly or indirectly contributed to achievements of organizational goals.
6. **CONTRIBUTION** – any input which can be in the form of an idea or performance.
 - 6.1 **IDEA TYPE CONTRIBUTION** – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase productivity and work efficiency, program enhancement and improve working conditions.
 - 6.2 **PERFORMANCE TYPE CONTRIBUTION** – refers to performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or outstanding community service or

heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

7. **DISCOVERY** – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
8. **INVENTION** - the creation of something previously non-existent which will benefit the government.
9. **SUGGESTIONS** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
10. **SYSTEM** – the agency awards and incentives program and mechanism for officials and employees.

IV. BASIC POLICIES

1. The PRAISE shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups by providing incentives and awards for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to program enhancement, efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.
2. The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the spot grant of recognition shall be institutionalized.
3. Awards and incentives shall be given during the DSWD Anniversary Celebration, Civil Service Week, Social Welfare Week and other similar occasions.
4. The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. Monetary award shall be given in the amount to be determined by the Central Office PRAISE Committee.
5. Establishment of PRAISE approved by the Civil Service Commission shall be the basis of the grant of Productivity Incentive Bonus (PIB) and other awards and incentives.
6. Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

V. TYPES OF AWARDS

1. National Awards

The DSWD shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGO's and other bodies such as the:

- 1.1 **Presidential or Lingkod Bayan Award** – conferred on an individual for consistent dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.
- 1.2 **Outstanding Public Official/Employee or Dangal ng Bayan Award** – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.
- 1.3 **Civil Service Commission or the PAGASA Award** – conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.
- 1.4 **Other Awards** – given by other government agencies, private institutions or NGO's to an individual or team for contributions of an idea or performance that directly benefited the government.

2. Department or Agency Level Awards

The DSWD shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given such as:

- 2.1 **Department Award or the "Kapwa" Award** – This award shall be given to an individual or group of individuals in recognition of contribution or an idea or performance resulting in direct benefits to the department or the community. This award shall consist of a

gold (gilded) medallion and a plaque containing the citation and signature of the DSWD Secretary. (CSC MC No. 1. S. 1989)

- 2.2 **Pusong Magiting Award** – This is a special award conferred upon an individual who has rendered an outstanding service to a person, group of persons, or a community in pursuance of the program and services of the Department or the government as a whole, at the risk of his/her own life and beyond the call of duty, resulting in the safety of life and/or property. The award shall consist of a plaque and a cash gift of not less than P1,000.00 chargeable against the budget for the purpose.
- 2.3 **Best Employee Award** – granted to an individual or individuals who excelled among peers in a functional group, position or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding DSWD employees plus a certificate of recognition or other forms of incentives as the committee may decide, e.g., Best Division Chief/Center/Institution Head, Best Social Worker, Best Technical Staff, Best Secretary, Best Legal Officer, Best Driver, Best Utility Worker and other similar awards that may be proposed by the Central Office Praise Committee.
- 2.4 **Gantimpala Agad Award** – given outright to DSWD employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.
- 2.5 **Exemplary Behavior Award** – based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee will be automatically nominated by the agency PRAISE Committee to the Dangal ng Bayan Award.
- 2.6 **Best Organizational Unit Award** – granted to the top organizational unit which may be a section, division or office, Center or Institution on the basis of meeting the organization's performance targets and other pre-determined criteria.
- 2.6.1 Best Office
 - 2.6.2 Best Bureau
 - 2.6.3 Best Service
 - 2.6.4 Best Division, etc
- 2.7 **Cost Economy Measure Award** – granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of manhours and cost or otherwise benefit the agency and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.

2.8 **Service Award** – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.

2.9 Such other awards which the Department may decide to give.

VI. TYPES OF INCENTIVES

The DSWD shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such the following types of incentives shall be regularly awarded:

1. **Loyalty Incentive** – granted to an employee who has served continuously and satisfactorily the DSWD for at least ten (10) years. The recipient shall be entitled to a cash award of not less than Php 500.00 but not more than Php 1,000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter. Besides cash award, a lapel emblem/loyalty pin shall be given:

10 and 15 years	-	Bronze
20 and 25 years	-	Silver
30, 35 & 40 years	-	Gold

Other tokens such as wrist watch, ring and others.

2. **Length of Service Incentive** – given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.

3. **Career and Self-Development Incentive** – granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the agency's anniversary celebration or other fitting ceremonies. Those who completed their course or degree with honors shall be given cash award of not less than P1,000.00.

4. **Productivity Incentive Bonus** – This incentive shall be given to all officials and employees of the Department whether under permanent, temporary, casual or contractual status, or part-time appointment, who have rendered at least satisfactory performance for the year covered, in recognition of the extraordinary efforts they have demonstrated which enabled the agency to carry out its mandate through effective and efficient delivery of its programs and services. The grant of this bonus shall be given in accordance with the guidelines as prescribed by the Office of the President and/or the Department of Budget and Management.

5. **Grant of Travel Incentive** – This incentive shall be given to officials and employees of the Department whether permanent, temporary, casual or contractual who have rendered at least twenty (20) years of continuous satisfactory service in government and are retiring in accordance with existing laws. It shall be in the form of travel to any region of their choice, pursuant to the prescribed implementing rules and procedures. This covers travel expenses and per diems and shall be given before travel is undertaken.

6. **Non- Cumulative Leave Privileges** - DSWD officials and employees shall be given the following non-cumulative leave privileges within a calendar year which she/he would opt to avail and that the employee shall seek approval one week prior to the availment of the leave privilege, except in emergency cases.

6.1 Multi-purpose ten (10) days leave privileges for any of the following:

6.1.1 Birthday Leave

6.1.2 Funeral/Mourning Leave

6.1.3 Wedding/Wedding Anniversary Leave

6.1.4 Graduation Leave

6.1.5 Enrollment Leave

6.1.6 Domestic emergencies, personal transactions, filial obligations and other similar events/cases

6.2 Paternity Leave – Seven (7) days leave during the child birth of legal wife, before and after delivery subject to the submission of a medical and marriage certificate. (RA 8187)

6.3 Parental Leave – In addition to leave privileges under existing laws, parental leave of not more than seven (7) working days every year shall be granted to solo parent employee, subject to the following:

6.3.1 He/She has rendered at least one (1) year of service whether continuous or broken at the time of the effectivity of the Act;

6.3.2 He/She has notified his/her employer of the availment thereof within a reasonable time period; and

6.3.3 He/She has presented a Solo Parent Identification Card to his/her employer

The seven-day parental leave shall be non-cumulative.

6.4 **Compensatory Day Off** – Given to employees in lieu of overtime services rendered without pay, provided that such overtime services are authorized by officials concerned subject to the submission to the Personnel Division/Unit of copy of such authority.

7. **Other Incentives** which the agency's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

VII. FORMS OF AWARDS AND INCENTIVES

1. **Compensatory Time-Off** – granted to an employee who was authorized to work beyond his regular office hours without overtime pay, subject to established guidelines.
2. **Flexiplace** – work arrangement allowed for employee who has demonstrated responsibility, initiative and capacity to produce output/result and accomplishments outside of the workplace subject to established guidelines.
3. **“Salu – salo” Together** – meal hosted by superiors or supervisors for employees who have made significant contributions, chargeable against RATA / extra-ordinary and miscellaneous expenses.
4. **Personal Growth Opportunities** – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.
5. **Trophies, Plaques and Certificates**
6. **Monetary Award**
7. **Travel Packages**
8. **Other Incentives and Awards** – incentives and awards in kind which may be in the form of merchandise, computers, pagers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in agency publication, trophies, plaques and certificates or monetary award.

VIII. DSWD - PRAISE Committee

The DSWD - PRAISE Committee at the central and regional offices shall be responsible for the development, administration, monitoring and evaluation of the

awards and incentives system of the Department. As such, the Committee shall meet periodically to perform the following tasks:

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its incentives which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- Determine the forms of awards and incentives to be granted;
- Monitor implementation of approved suggestions and ideas through feedback and reports;
- Prepare plans, identify resources and propose budget for the system on an annual basis;
- Develop, produce, distribute a System policy manual and orient the employees on the same;
- Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
- Address issues relative to awards and incentives within fifteen (15) days from the date of submission.
- The PRAISE Committee may create a sub-committee or sub-committees to evaluate/assess nominees for awards.
- Other task related to awards and incentives system.

To implement the System effectively, the DSWD - PRAISE Committee members should be credible, be able to implement submitted ideas; open-minded; decisive and competent, and actively participate in all committee meetings.

The DSWD Secretary or authorized representative shall be responsible in overseeing the System's operations.

Central and Regional Offices PRAISE Committee shall be constituted to screen and recommend eligible candidates for national and department awards to be composed of the following:

Central Office PRAISE Committee:

- Chairperson : DSWD Secretary or authorized representative
- Members : Director in Charge of Human Resource Management or the career service employee directly responsible for personnel management
- : Director of the Finance Service

- : Director of Policy, Plans and Information Systems Bureau or Equivalent
- : 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 : Personnel Division

Field Office PRAISE Committee:

Chairperson : Regional Director or his authorized representative

- Members :
- : Chief of the Management Division
 - : Regional Budget Officer
 - : Head of the Planning Unit
 - : Regional HRMO III
 - : Two (2) representatives from the career 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 : Personnel Unit

IX. FUNDING




The Department shall set aside in its annual budget the necessary appropriations to cover whatever necessary expenses which may be incurred in granting both monetary and non-monetary awards in accordance with the provisions of this PRAISE.

X. EFFECTIVITY

The DSWD - PRAISE shall become effective upon final evaluation and approval by the Civil Service Commission (CSC) and shall replace the DSWD ESIAS. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

XI. COMMITMENT

The DSWD commits to implement and abide by the provisions of this PRAISE which shall be the basis for the grant of awards and incentive including Productivity Incentive bonus to its employees subject to availability of funds.


CORAZON JULIANO N. SOLIMAN
Secretary  


CSC Action:

I have evaluated the herein DSWD - PRAISE and found it to be in accordance with the provision of CSC MC 01, s. 2001 and may now be implemented.

CSC Regional Director
(Signature over Printed Name)

Date

CAA/mtm/d#5

A CERTIFIED COPY:

RENATO F. GILERA
Records Officer III