



REPUBLIC OF THE PHILIPPINES
CITY OF IMUS | PROVINCE OF CAVITE
OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 37
Series of 2022

**AN ORDER RECONSTITUTING THE PROGRAM ON AWARDS AND
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE OF THE
CITY GOVERNMENT OF IMUS**

WHEREAS, Civil Service Commission Memorandum Circular No. 01, No. 48, Series of 1992 provides for an Employee Suggestions and Incentives Awards System which is designed to encourage creativity, innovativeness, efficiency, integrity and productivity by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts in the public service.

WHEREAS, Civil Service Commission Memorandum Circular No. 01, Series of 2002 provides that the Employee Suggestions and Incentives Awards System of every agency/department shall hereinafter be called **PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)**.

WHEREAS, Civil Service Resolution No. 01012 issued on January 10, 2001 provides for additional policies to govern Employee Suggestions and Incentive Awards Systems, one of which is the requirement for the institutionalization and/or creation of the PRAISE COMMITTEE.

NOW THEREFORE, I, HON. ALEX L. ADVINCULA, City Mayor of Imus, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. Composition- The **PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE COMMITTEE** ("PRAISE" for brevity) is hereby reconstituted and shall be composed by the following persons and/or head of the following offices, to wit:

CHAIRPERSON
VICE- CHAIRPERSON
MEMBERS

Hon. Alex L. Advincula, *City Mayor*
Hon. Homer T. Saquilayan, *City Vice Mayor*

Mr. Jeffrey M. Purisima, *OIC- City Administrator*
Ms. Athena L. Tolentino, *OIC- Human Resource Management Officer*
Ms. Roselie A. Pangilinan, *City Accountant*



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Mr. Manuel Reynold W. dela Fuente, *City Treasurer*

Engr. Guiana F. Monzon, *City Planning and Development Coordinator*

Engr. Reyjansen S. Sapinoso, *2nd Level Position Employee Representative*

Ms. Prescilda D. Igtiben, *1st Level Position Employee Representative*

Section 2. Functions- The PRAISE shall exercise the following functions:

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 on evaluating the nominees and the mechanism for recognizing the awardees.
3. Determine the forms of awards and incentives to be granted.
4. Monitor implementation of approved suggestions and ideas through feedback and report.
5. Prepare plans, identify resources and propose budget for the system on an annual basis.
6. Develop, produce, distribute a system policy manual and orient the employees on the said subject.
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 day of January of each year.
9. Monitor and evaluate the system's implementation every year and make essential improvement to ensure its suitability to the agency; and



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10. Address issues relative to awards and incentives within (15) days from the date of submission.

Section 3. Technical Working Group and Secretariat Support- In order to assist in the discharge of its functions, the PRAISE may form a Technical Working Group (TWG) and/or Secretariat who shall be responsible in the documentation of the proceedings, preparation of reports and other technical or secretarial works as may be required.

Section 4. Funding/Operating Costs - All costs pertaining to the operation of the PRAISE, including the payment of honoraria, incidental and other expenses to its members, TWG, Secretariat, and other appropriate personnel, as may hereinafter be identified by the Committee, shall be taken from the available funds of the City Government of Imus subject to the usual accounting and auditing rules and regulations.

Section 5. Separability Clause- If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 6. Repealing Clause - All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly

Section 7. Effectivity- This Executive Order shall take effect immediately.

DONE and SIGNED this 9th day of September 2022, City of Imus.

ALEX L. ADVINCULA
City Mayor