



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

31 October 2001

MEMORANDUM NO. 152

Series of 2001

- T O: **Dr. Manuel K. Palomar** - **Chairperson**
 Prof. Daniel M. Tudtud, Jr. - **Member**
 Ms. Norma V. Cala - **Member**
 Ms. Teresita L. Quiñanola - **Member**
 Ms. Lourdes B. Cano - **Secretary**
- R E: **Program on Awards and Incentives for Service Excellence (PRAISE)**

You are hereby designated members of the Suggestions and Incentive Awards Committee (SIAC) of the Leyte State University with the following duties and responsibilities:

1. Establish criteria/qualification of nominees
2. Review of documents:
 - 2.a. Curriculum vitae with supporting documents, or
 - 2.b. Service Records, or
 - 2.c. Performance Rating for at the last two (2) rating periods, or
 - 2.d. Courteous Service Form, or
 - 2.e. Nomination Form containing the act/idea/suggestion/invention and the subsequent result or effect which may neither be monetary or non-monetary or which has direct benefit to the University or its unit, or
 - 2.f. Any other documents to support the nomination
3. Determine the form of incentive awards to be granted;
4. Prepare the necessary recommendation to the University President.

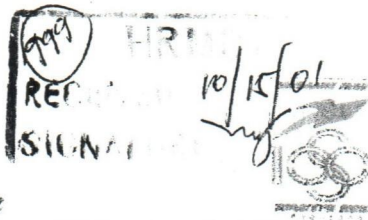
These awards shall be given every year during the celebration of our University Anniversary.

Please be guided accordingly.


PACIENCIA P. MILAN
President



Republic of the Philippines
CIVIL SERVICE COMMISSION
Regional Office No. 8
Government Center, Candahug, Palo, Leyte



September 26, 2001 SCA. BAYBAY, LEYTE

Dr. PACIENCIA P. MILAN
President
Leyte State University
Baybay, Leyte

Dear Dr. Milan:

This pertains to the Program on Awards and Incentives for Service Excellence (PRAISE) of the Leyte State University, Baybay, Leyte.

It appearing that the said personnel mechanism contains all the requirements provided for under CSC Memorandum Circular No. 01, s. 2001, the authority to implement the same is hereby **GRANTED**.

Very respectfully yours,

ATTY. IRENEO A. MORALES, CESO III
Director IV

LEYTE STATE UNIVERSITY (LSU)
(formerly Visayas State College of Agriculture)

**PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
(PRAISE)**

In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01 S. 2001, LSU adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as LSU PRAISE.

Objectives

General

To recognize, confirm and reward officials and employees of the Leyte State University (LSU), individually or in groups, for their suggestions, invention, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in the operation of the department/office/college/school, or for other extraordinary exemplary service and conduct.

Specific

1. To engender creativity and innovations for an efficient, responsive and progressive public service;
2. To foster among the officials and employees of the university the awareness and desire of maintaining or sustaining exemplary performance and superior accomplishment;
3. To encourage the officials and employees of the university to contribute to national development through increased productivity.

Scope

The System shall apply to all officials and employees in the career or non-career service of LSU, whether or not they receive compensation, regardless of amount.

Types of Contribution

Any of the following types of contribution shall be entitled to an award:

1. **Idea Type Contribution.** This refers to an idea, a suggestion or an invention for improvement to effect economy in operation, to increase production, improve working conditions or service, or otherwise benefit the community and the government.
2. **Performance Type Contribution.** This refers to:
 - 2.1 Performance of an extraordinary act or service in the public interest in connection with or related to, one's official employment; or
 - 2.2 Outstanding community service or heroic acts in the public interest; or
 - 2.3 Sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.
 - 2.4 Exemplary service and conduct.

Types of Awards

1. National Awards

The agency 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, NGOs and other awards giving 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 NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

2. Department or Agency Level Awards

- 2.1 Best Employee Award** – granted to an individual(s) 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 employees plus a certificate of recognition or other forms of incentives as the committee may decide.

The Best Employee award is classified into:

- A. Academic Group
 - 1. Academician of the Year Award
 - 2. Exemplary Teacher Award
 - 3. Exemplary Researcher Award
 - 4. Exemplary Extensionist Award
 - B. Non-Academic Group
 - 1. Supervisory level
 - a. Best Unit head (includes office and dept. heads, center directors)
 - 2. Non-supervisory level
 - a. Best Clerk
 - b. Best Utilityworker
 - c. Best Secretary
 - d. Best Research Support staff
 - e. Best Science Research Assistant/Aide
 - f. Best Driver
 - g. Other similar groups
- 2.2 Gantimpala Agad Award** – given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.
- 2.3 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.
- 2.4 Best Organizational Unit Award** – granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other pre-determined criteria.
- 2.5 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.

2.6 **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.

2.7 Such other awards which the agency may decide to give.

3. **Honor award** shall consist of:

3.1 The University/College Award or the “Kapwa” Award which shall be given to an individual or group of individuals in recognition of contributions from an idea or performance resulting in direct benefits to the college/university. Nominations for this category need not be submitted to the Civil Service Commission for screening and evaluation. The Suggestion and Incentive Award Committee (SIAC) created for the purpose shall evaluate the nominations for this category and recommend to the college the most qualified nominees.

This award may consist of cash, a gold (gilded) medallion and plaque containing the citation and signature of the head of the college.

3.2 LSU Outstanding Employee Award (RA 6713)

3.3 Length of Service Award

This award shall be granted to an employee who has completed at least 10 years of satisfactory service to LSU. The award shall consist of certificates and pins to be differentiated as follows:

- a) 10 years - aluminum service pin
- b) 15 years - copper service pin
- c) 20 years - bronze service pin
- d) 25 years - silver service pin
- e) 30 years - gold service pin
- f) 40 years - diamond service pin

An awardee of the “length of service award” in previous years is not eligible to receive the same award in the same category during the succeeding years. Study leave and other types of leave with pay are included in the computation of the years of actual service.

4. The incentive awards may consist of the following:

4.1 Performance Incentive shall be given to an employee who has obtained an outstanding or very satisfactory rating based on the Agency Approved Performance Evaluation System for the last two successive evaluation periods subject however, to the review by the Suggestions and Incentive Awards Committee. The incentive award shall be in the form of step increments.

Provided, that the total number of recipients of step increments based on merit in any one (1) calendar year shall not be more than ten percent (10%) of the total number of personnel actually employed in the university, provided that the total number of recipients of two step increments shall not exceed three percent (3%) thereof.

- 4.2 Length of Service Incentive shall be given to an employee who has rendered at least three (3) years of continuous satisfactory service in a particular position and which shall consist of step increments.
- 4.3 Productivity incentive shall be given to an employee or group of employee who has exceeded their targets or has incurred incremental improvement over existing targets.
- 4.4 Most Courteous Employee Award shall be given to an employee in accordance with the criteria and standard established under CSC No. 15, s. 1990 which instituted the Courtesy Campaign Program in the Civil Service, known as the "Ang Magalang Bow".
- 4.5 Loyalty Awards shall be granted to an employee who has completed at least ten (10) years of continuous and satisfactory service in the particular office granting the award. The grant of this loyalty award shall be in accordance with CSC Memorandum Circular No. 42, s. 1992.
- 4.6 Retirement Award shall be given to a LSU employee who plans to retire for having rendered at least fifteen (15) years of satisfactory government service. This award shall be in the form of plaque of appreciation, the design and citation of which shall be determined by the office concerned.
- 4.7 Cost Economy Measure Award shall be granted to an employee whose contribution in terms of suggestions or invention or performance of functions resulting in monetary savings. When an employee's contribution cannot be quantified in terms of monetary savings, or results in combined monetary savings and intangible benefits, the amount of cash award shall be determined in terms of a certain percentage of its estimated total value or benefit but not to exceed 20%.
- 4.8 Such other incentive awards which the agency SIAC may decide to give, subject to the approval of the University President.

Suggestions and Incentive Awards Committee

1. Composition

A Suggestion and Incentive Awards Committee (SIAC) is hereby created in the Leyte State University (LSU) to administer the System. It shall be composed of the following:

- President/Vice President or designated representative
- Head of Financial Division
- Head of Planning Division
- Head, HRMDO
- 2 representative: 1 academic; 1 non-academic
- Head, Administrative Office as Secretary

2. Selection Procedure

The LSU SIAC may adopt the following procedures in the selection of nominee(s) to any of the incentive awards enumerated above:

2.1 Establish criteria/qualification of nominees

2.2 Review of documents:

- a. Curriculum vitae with supporting documents, or;
- b. Service Record; or
- c. Performance Appraisal Rating for the last two (2) rating periods; or
- d. Courteous Service Form; or
- e. Nomination Form containing the act/idea/suggestion/invention and the subsequent result or effect which may neither be monetary or non-monetary or which has direct benefit to the university or its unit; or
- f. Any other documents to support the nomination.

2.3 Determine the form of incentive awards to be granted;

2.4 Prepare the necessary recommendation to the University President

Funding

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

The agency shall allocate at least 5% of the HRD funds for the PRAISE and incorporate the same in its annual Work and Financial Plan and budget.


Effectivity

The LSU PRAISE shall become effective after final evaluation by the Civil Service Commission (CSC). Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

Commitment

I hereby commit to implement and abide by the provisions of this LSU PRAISE which shall be the basis for the grant of awards and incentives including Productivity Incentive Bonus.

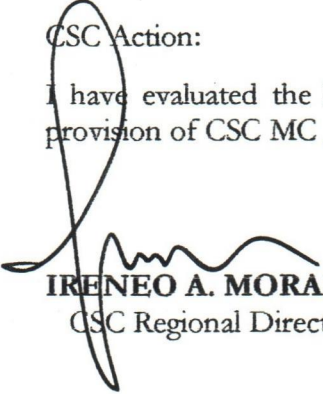
The annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the 30th day of January to enable our employees to qualify for nomination to the CSC-sponsored national awards.


PACIENCIA P. MILAN
Agency Head

Date

CSC Action:

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


IRENEO A. MORALES
CSC Regional Director

Date