



Republic of the Philippines  
Province of Capiz  
MUNICIPALITY OF TAPAZ



**OFFICE OF THE MAYOR**

**EXECUTIVE ORDER NO. 01-02**  
Series of 2019

**Reorganizing the Committee on PProgram on Awards and Incentives for Service Excellence (PRAISE) of the Municipal Government of Tapaz**

**WHEREAS**, Article IX-B, Section 3 of the Philippine Constitution mandates the Civil Service Commission to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service as well as to strengthen the merit and rewards system;

**WHEREAS**, the Civil Service Commission, as the central personnel agency of the government, in line with the aforesaid constitutional mandate, issued Resolution No. 010112 on January 10, 2001, establishing Program on Awards and Incentives for Service Excellence;

**WHEREAS**, there is a need in to establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees of the Municipal Government of Tapaz;

**WHEREAS**, outstanding accomplishments, best practices of employees shall have to be identified on a continuing basis;

**WHEREAS**, accomplishments and innovations shall have to be recognized to motivate employees who have contributed ideas, suggestions, inventions, superior accomplishment and other personnel efforts;

**NOW THEREFORE, I, ROBERTO O. PALOMAR**, Municipal Mayor, by virtue of the power vested in me by law, do hereby issue and promulgate this order:

**Section 1.** There shall be a reconstituted PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) Committee in the Municipal Government of Tapaz, to be composed of the following:

**HON. ROBERTO O. PALOMAR**  
Municipal Mayor/Chairperson

**MEMBERS**

**MARION J. MATILING**  
**JOVY G. GIALEN**  
**RICHARD T. GLORIA**  
**CRISTITA L. GINER**  
**HELEN G. FARINAS**  
**AVELINA G. PALOMAR**

Municipal Accountant  
Municipal Budget Officer  
Mun. Planning & Dev't. Officer  
HRMO-Designate  
Representative, 2<sup>nd</sup> Level  
Representative, 1<sup>st</sup> Level

**Section II.** The PRAISE Committee shall have 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 in evaluating the nominees and the mechanism for recognizing the awardees;
3. Determine the awards and incentives to be granted;
4. Prepare plans, identify resources and propose budget for the system on an annual basis;
5. Develop, produce and distribute a system policy manual and orient the employees on the same;
6. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
7. Submit an annual report on the awards and incentives system to CSC on or before the 30<sup>th</sup> day of January;
8. Monitor and evaluate the system implementation every year and make essential improvements to ensure its sustainability to the agency;
9. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

**Section IV.** The PRAISE committee shall meet bi-annually or upon call of the chairperson or by any three (3) members which constitutes a quorum.

**Section V.** This order takes effect immediately.

**Section VI.** All other provisions or issuances inconsistent with this order are hereby repealed or amended accordingly.

Done this 10<sup>th</sup> day of February 2019 at Tapaz, Capiz, Philippines.

  
**ROBERTO O. PALOMAR**  
Municipal Mayor