



REPUBLIC OF THE PHILIPPINES
PROVINCE OF DAVAO DEL NORTE
OFFICE OF THE PROVINCIAL GOVERNOR

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Integrity
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ADMINISTRATIVE ORDER NO. 05
Series of 2016

"AN ORDER CREATING THE COMPOSITION OF THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE

WHEREAS, the Program on Awards and Incentives for Service Excellence (PRAISE) has been established pursuant to the Revised Policies on Employees Suggestions and Incentives Award System provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 and Omnibus Rules, Implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws;

NOW, THEREFORE, I, ANTONIO RAFAEL G. DEL ROSARIO, Governor of Davao del Norte, by virtue of the power vested in me by law, do order the following:

SECTION 1. *Creation and Composition of the Program on Awards and Incentives for Service Excellence (PRAISE) of Davao del Norte.* The Program on Awards and Incentives for Service Excellence (PRAISE) shall be composed of the following:

Chairperson : **PROVINCIAL GOVERNOR**
This Province

Authorized Representative:

PROVINCIAL ADMINISTRATOR
This Province

Members : **P.G. DEPARTMENT HEAD**
Provincial Budget Office
This Province

P.G. DEPARTMENT HEAD
Provincial Human Resource Mgt. Office
This Province

PROVINCIAL TREASURER
Provincial Treasurer's Office
This Province

P.G. DEPARTMENT HEAD
Provincial Accountant's Office
This Province

2nd LEVEL EMPLOYEE REPRESENTATIVE
This Province

ALTERNATE 2ND LEVEL EMPLOYEE REPRESENTATIVE
This Province

1st LEVEL EMPLOYEE REPRESENTATIVE
This Province



ALTERNATE 1st LEVEL EMPLOYEE REPRESENTATIVE
This Province

SECTION 2. *Functions and responsibilities of the the Program on Awards and Incentives for Service Excellence (PRAISE).* The Program on Awards and Incentives for Service Excellence (PRAISE) shall perform the following functions:

- 2.1 Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 2.2 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;
- 2.3 Determine the forms of awards and incentives to be granted;
- 2.4 Monitor implementation of approved suggestions and ideas through feedback and reports;
- 2.5 Develop, produce distribute a System Policy Manual and orient the employees on the same;
- 2.6 Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 2.7 Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- 2.8 Monitor and evaluate the System's implementation every year and make essential improvements to ensure its sustainability to the agency; and
- 2.9 Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

SECTION 3. SECRETARIAT. The Secretariat of the Program on Awards and Incentives for Service Excellence Committee shall be the Human Resource Development Division of the Provincial Human Resource Management Office.

SECTION 4. EFFECTIVITY

This Administrative Order shall take effect immediately.

Issued at the Provincial Capitol, Government Center, Mankilam, Tagum City, Davao del Norte on this 7th day of July, 2016.


ANTONIO RAFAEL G. DEL ROSARIO
Governor