



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

EXECUTIVE ORDER NO. 27
Series of 2025

**ORDER INSTITUTIONALIZING THE PROGRAM ON
AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
(PRAISE) IN THE MUNICIPALITY OF CALASIAO**

WHEREAS, Memorandum Circular No. 1 Series of 2021 requires the establishment of its own employee suggestion and incentive award system;

NOW THEREFORE, **NOW THEREFORE**, I, **KEVIN ROY Q. MACANLALAY**, Municipal Mayor of Calasiao, Pangasinan by virtue of the powers vested in me by law hereby order the institutionalization of the LGU Calasiao-PRAISE through the creation of a LGU of Calasiao-PRAISE COMMITTEE inter alia as follows:

Section 1. Composition. Local Government Unit of Calasiao's own PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) shall be comprised of:

MAYOR KEVIN ROY Q. MACANLALAY..... Chairperson
LETICIA L. GARCIA..... Budget Officer
ENGR. EVELYN C. SIAPNO..... MPDO
JACEL C. DION..... HRMO

Two Representatives from the Career Rank-and-File Employees Namely:

MARY ANN L. SISON
CHRISTIAN JAYSON B. VILLANUEVA

SECTION 2. FUNCTIONS. The LGU-CALASIAO PRAISE shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive system of the Department/Agency. As such, the Committee shall meet periodically to perform the following task:

- . 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 activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- . Determine the forms or 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;

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- . Monitor and evaluate the System's implementation every year and make essential improvement to ensure its suitability to the agency; and
- . Address issues relative to awards and incentives within fifteen (15) days from the date of submission

To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open minded; decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings.

SECTION 3. TYPES OF AWARDS. The awards to be given are as follows:
Best Employee Award - granted to 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 employee plus a certificate of recognition or other forms of incentives as the committee may decide, e.g. Best Division Chief, Best Secretary, Best Legal Officer, Best Driver, Best Utility Worker, and similar awards.

Gantimpala Agad Award - given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

Exemplary Behavior Award - base on the 8 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.

Best Organizational Unit Award - granted to the top organizational unit which maybe a section, division, or office on the basis of meeting the organization's performance targets and other pre-determined criteria.

Cost Economy Measure Award - granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in saving in terms of man-hours 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.

Most Punctual employee - granted to employee, who attends to work on time with accountability and responsibility, no tardiness and under time incurred, completes attendance during the month and participate to agency events and follows office rules and regulations.

Service Award - conferred on retirees whether optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement

SECTION.4. INCENTIVES. The LGU Calasiao-PRAISE 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 agency for at least ten (10) years. The recipient shall be entitled to a cash award of not less than Php 500.0 but not more than Php 1000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter.



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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. Other Incentives which is 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.

SECTION.4. Forms of Awards and Incentives. The forms of awards and incentives are as follows:

❖ Non-Monetary

. Compensatory Time-Off - granted to an employee who has worked beyond his regular office hours on a project without overtime pay.

. Flexiplace - work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/ result and accomplishment outside of the workplace subject to established guidelines.

. "Salu-salo Together" - meal hosted by superiors or supervisors for employees who have made significant contributions.

. 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.

. Trophies, Plaques', and certificates

❖ Monetary

. Cash

Done this 4th of March 2025 at the Municipal Hall, Calasiao, Pangasinan.

HON. KEVIN ROY Q. MACANLALAY
Municipal Mayor