



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 37
Series of 2022

AN ORDER RECONSTITUTING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE

WHEREAS, Civil Service Commission (CSC) Memorandum Circular No. 01, Series of 2001, issued pursuant to CSC Resolution No. 010112 dated January 10, 2001, adopts the revised policies on Program on Awards and Incentives for Service Excellence (PRAISE). Such circular requires the establishment of an employee suggestions and incentives awards system which shall be called the **PR**ogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence (PRAISE);

WHEREAS, in order to promote organizational productivity in the local government, there is a need to recognize and reward employees for their suggestions, ideas and accomplishments;

WHEREAS, there is a need to reconstitute the City Government of Davao PRAISE COMMITTEE in compliance of existing laws and applicable issuances;

NOW THEREFORE, I, SEBASTIAN Z. DUTERTE, Mayor of the City of Davao, 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 members, to wit:

Chairperson	:	City Mayor or duly Authorized Representative
Vice-Chairperson	:	Head of the Human Resource Management Office or duly Authorized Representative
Members	:	Head of City Legal Office Head of City Budget Office Head of City Planning and Development Office Representative, 1 st Level of the duly recognized employees' Union (DaCHEA) Representative, 2 nd Level of the duly recognized employees' Union (DaCHEA)

The members of the PRAISE are hereby directed to name their respective permanent alternate representatives who shall take their place in case of their absence.

SECTION 2. FUNCTIONS. The Program on Awards and Incentives for Service Excellence Committee shall have the following duties, functions, and responsibilities:

- a. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- b. 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;
- c. Determine the forms of awards and incentives to be granted;
- d. Monitor the implementation of approved suggestions and ideas through feedback and report;
- e. Prepare plans, identify resources, and propose budget for the system on an annual basis;
- f. Develop, produce, distribute a system policy manual, and orient the employees on the said subject;
- g. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- h. Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January of each year;
- i. Monitor and evaluate the system's implementation every year and make essential improvement to ensure its suitability to the agency; and
- j. Address issues relative to awards and incentives within (15) days from the date of submission.

SECTION 3. TECHNICAL WORKING GROUP AND SECRETARIAT. There shall be a designated Technical Working Group (TWG) and/or Secretariat from the Human Resource Management Office who shall be responsible for the documentation of the proceedings, preparation of reports and other technical or secretarial works as may be required.

SECTION 4. FUNDING/OPERATING EXPENSES. The funding requirements for the operational and incidental expenses of the Program on Awards and Incentives for Service Excellence Committee shall be included in the City's annual budget.

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 this _____ day of SEP 01 2022, 2022, Davao City, Philippines.



SEBASTIAN Z. DUTERTE

City Mayor *8* *ah*

Attested by:



ATTY. FRANCIS MARK H. LAYOG
Acting City Administrator



Ref. no. ASD090122-3