



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER NO. 16
Series of 2016

**PROVIDING FOR THE CREATION OF THE PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE IN THE CITY OF MUNTINLUPA,
ITS COMPOSITION AND FUNCTIONS.**

WHEREAS, Section 455 (b), (1), (x) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the City Mayor shall "(e)nsure that all executive officials and employees of the city faithfully discharge their duties and functions as provided by law and this Code, and cause to be instituted administrative or judicial proceedings against any official or employee of the city who may have committed an offense in the performance of his official duties;"

WHEREAS, the Civil Service Commission (CSC) Resolution No. 010112 and CSC Memorandum No. 01, series of 2001, provide for the Program on Awards and Incentives for Service Excellence;

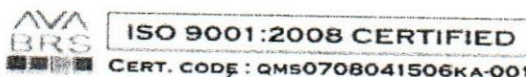
WHEREAS, every department and office shall establish its own employee suggestions and incentives award system, encouraging creativity, innovation, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups;

WHEREAS, the award or recognition shall emphasize timeliness, and shall institutionalize the grant of on-the-spot recognition, if warranted;

WHEREAS, the grant of non-monetary awards shall be encouraged more than monetary awards, and the latter shall only be considered when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, provided, that these shall not exceed twenty (20%) percent of the savings generated;

WHEREAS, at least five (5%) percent of the human resources development fund shall be allocated for the program on awards and incentives and incorporated in the Annual Executive Budget;

WHEREAS, recent changes in personnel placement necessitate amendments to Executive Order No. 11, Series of 2014;



YAN ANG TAMAYAN ANG MUNTINLUPA!



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



NOW, THEREFORE, I, **ATTY. JAIME R. FRESNEDI**, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Creation and Composition.

The Program on Awards and Incentives for Service Excellence (*PRAISE, for brevity*) of the City of Muntinlupa is created and shall be composed of the following with the corresponding designations, namely:

1. **Engr. Allan A. Cachuela**, City Administrator : Chairperson;
2. **Councilor Louisito A. Arciaga**, Chairperson,
Committee on Personnel Administration,
Sangguniang Panlungsod : Vice Chairperson;
3. **Glenda Zamora-Aniñon**, OIC, City Human Resources
Management Department : Member;
4. **Jaime A. Ventura**, OIC, City Accounting Office : Member;
5. **Cecille P. Sontillano** : First Level
Representative;
6. **Celinda G. Aporongao** : Second Level
Representative.

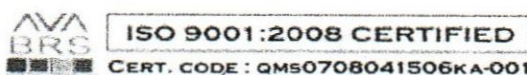
Section 2. Functions.

A. General.

In line with Civil Service Rules and Regulations, encourage, recognize and reward employees, individually or collectively, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts, which contribute to the efficiency, economy and improvement in government operations and productivity.

B. Specific.

1. Establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each calendar year;
2. Draft and implement its internal procedures, guidelines and strategies;



YAN ANG TAMAYAN ANG MUNTINLUPA!



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



3. Identify outstanding accomplishments, best practices of employees on a continuous timeline;
4. Recognize and reward accomplishments and innovations periodically or as the necessity arises;
5. Employ, if warranted, an outside independent body to assist in judiciously and objectively implementing the system of awards and incentives;
6. Provide incentives and interventions to motivate employees, at all levels, to contribute ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts;
7. Submit to the Civil Service Commission all courses of action taken and the grant of awards and incentives on or before the thirtieth (30th) day of January, which provides the CSC with the opportunity to nominate the City Government employee for national awards;
8. Act on and address all issues brought before it within fifteen (15) days from date of submission;
9. Recommend to the Chief Executive, subject to existing laws, rules and regulations, programs for the accomplishment of the foregoing; and
10. Perform other functions as may be necessary to achieve the foregoing.

Section 3. Secretariat.

The Secretariat of the PRAISE shall come from the staff members of the City Personnel Office with Mr. Joel A. Gaviola as the head thereof. The Secretariat shall ensure the compliance of the PRAISE to the foregoing functions, set its periodic meetings, provide the meeting venue and related logistical support, shall write down, record and disseminate to all concerned the minutes of each meeting and shall follow through with all sought assistance from related government departments, offices or agencies.

Section 4. Compensation.

Membership in the PRAISE is a civic duty. Attendance at every meeting shall be compulsory and shall be a prerequisite for receipt of the allowance, if any. The proof of attendance shall be attached to the minutes of the meeting for auditing purpose.



ISO 9001:2008 CERTIFIED
CERT. CODE : QMS0708041506KA-001



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor

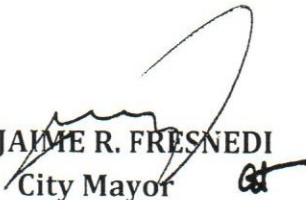


Section 5. Funding.

A reasonable amount, subject to availability of funds and to certification from concerned departments and offices, shall be appropriated for the administrative operation expenses of the PRAISE and its Secretariat.

This Executive Order shall take effect immediately.

DONE AND EXECUTED on this 16th day of AUGUST 2016 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI
City Mayor 



ISO 9001:2008 CERTIFIED

CERT. CODE: QMS0708041506KA-001

YAN ANG TAMA YAN ANG MUNTINLUPA!