



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER NO. 45
Series of 2020

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 11, SERIES OF 2019,
ISSUED ON 01 JULY 2019, WHICH AMENDED EXECUTIVE ORDER NO. 16,
SERIES OF 2016, ON 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;

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WHEREAS, recent changes in personnel placement necessitate amendments to Executive Order No. 16, Series of 2016, which amended Executive Order No. 11, Series of 2014;

WHEREAS, membership in the Program on Awards and Incentives for Service Excellence is a function of the office held by the individual concerned, and that resignation, removal, termination, or similarly-situated circumstance of the concerned individual shall entitle the successor to assume membership therein without need of a further issuance of an instrument or order;

WHEREAS, changes in the composition thereof have taken place in recent days, and it is necessary to reflect these changes through the issuance of a new executive order to that effect;

NOW, THEREFORE, I, 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. Re-Creation and Re-Composition.

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

- | | | | |
|----|---|---|-------------------|
| a. | Engr. Allan A. Cachuela, City Administrator | : | Chairperson; |
| b. | Councilor Louisito A. Arciaga, Chairperson, Committee on Personnel Administration, Sangguniang Panlungsod | : | Vice Chairperson; |
| c. | Atty. Roderick B. Tagnia, City Human Resources Management Department | : | Member; |
| d. | EnP. Alvin F. Veron, City Planning and Development Office, | : | Member; |
| e. | Necito M. Guico, City Budget and Management Department | : | Member; |
| e. | Ruby B. Gapuz, Social Services Department, Second Level Representative | : | Member; |

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- f. Crispin C. Ambanloc, Jr.,
City Zoning Administration Office,
First Level Representative : Member.

Section 2. Functions.

- a. Ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels regardless of age, sex, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation;
- b. Construct custom-made procedures/processes to ensure fair evaluation for all nominated employees regardless of age, sex, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation;
- c. Be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the City Government; Provided, however, that an external source may be secured to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards;
Towards this end, the PRAISE Committee, pursuant to Item VIII of the City Government of Muntinlupa Program on Awards and Incentives for Service Excellence (CGMPRAISE), shall:
- i. establish a system of incentives and awards to recognize and motivate employees for their performance and conduct, including contributions of ideas, suggestions, inventions, discoveries, superior accomplishments, and other personal efforts;
 - ii. 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;
 - iii. determine the forms of awards and incentives to be granted;
 - iv. monitor implementation of approved suggestions and ideas through feedback and reports;
 - v. prepare plans, identify resources and propose budget for the system on an annual basis;
 - vi. develop, produce and distribute a System policy manual, and orient the employees on the same;
 - vii. document best practices, innovative ideas and success stories which shall serve as promotional materials to sustain interest and enthusiasm;

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- viii. submit an annual report on the awards and incentives system to the Civil Service Commission on or before the thirtieth (30th) day of January;
 - ix. monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
 - x. address issues relative to awards and incentives within fifteen (15) days from the date of submission;
- d. Submit the PRAISE Guidelines of the City Government of Muntinlupa and its subsequent amendments, if any, to the Civil Service Commission (CSC), whereupon, in return, the CSC shall provide technical assistance, if necessary, to ensure proper implementation thereof;
 - e. Perform such other functions as may be directed by competent authority, or as may be deemed necessary in order to achieve the foregoing.

Section 3. Secretariat.

The Secretariat of the PRAISE shall come from the staff members of the City Human Resources Management Department, composed of the following with their respective designations, namely:

- a. Joel A. Gaviola Head;
- b. Elijah Rose V. Villareal Member.

Section 4. Functions of the Secretariat.

The Secretariat shall ensure 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 5. 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, and subject to availability of funds and adherence to proper accounting and auditing processes. The proof of attendance shall be attached to the minutes of the meeting for such purpose.

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Section 6. Repealing Clause.

All orders and similar directives inconsistent with any provision found herein shall be deemed revoked, rescinded, repealed, or amended accordingly.

Section 7. Separability Clause.

In the event any provision found herein shall be judicially declared illegal or administratively struck down infirm, untouched provisions shall remain subsisting and in full effect.

Section 8. Effectivity Clause.

This Executive Order shall take effect immediately, and it shall remain in full force and effect until repealed, revoked, or amended accordingly.

DONE AND EXECUTED on this 3rd day of December 2020 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor

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