



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 41
Series of 2022-B

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 11, SERIES OF 2014,
EXECUTIVE ORDER NO. 16, SERIES OF 2016,
EXECUTIVE ORDER NO. 11, SERIES OF 2019, AND
EXECUTIVE ORDER NO. 45, SERIES OF 2020,
ON THE RECONSTITUTION OF THE PROGRAM ON AWARDS AND INCENTIVES FOR
SERVICE EXCELLENCE COMMITTEE OF 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. 45, Series of 2020, Executive Order No. 11, Series of 2019, Executive Order No. 16, Series of 2016, and 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, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Reconstitution and Re-Composition.

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

- | | | |
|-----|--|-------------------|
| (a) | Engr. Allan A. Cachuela,
City Administrator | Chairperson; |
| (b) | Rachel Katriel Ann C. Arciaga,
Committee on Personnel Administration | Vice Chairperson; |
| (c) | Elizabeth Agdon-Gaviola,
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; |
| (f) | Heddy Yell C. Santos,
City Budget and Management Department,
Second Level Representative | Member; |



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(g) Carlo F. Konkle,
City Accounting Office,
First Level Representative

Member.

Section 2. Functions.

The PRAISE Committee shall perform the following functions, namely:

- (a) Ensure that productivity, innovation, suggestions and exemplary behavior shall 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 and/or processes for the fair evaluation of 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 of the City Government of Muntinlupa (CGM); *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 mechanisms for recognizing the awardees;
 - (iii) Monitor the implementation of approved suggestions and ideas through feedback and reports;
 - (iv) Prepare the plans for, identify the resources for, and propose the budget of the system annually;
 - (v) Develop, produce and distribute a System Policy Manual, and orient the employees on the same;
 - (vi) Document best practices, innovate ideas, and laud success stories, which shall serve as promotional materials to sustain interest and enthusiasm;



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- (vii) Submit an annual report on the awards and incentives system to the Civil Service Commission (CSC) on or before the thirtieth (30th) day of January;
 - (viii) Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
 - (ix) Address issues relative to awards and incentives within fifteen (15) days from the date of submission;
- (d) Submit the PRAISE Guidelines of the CGM 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 be composed of the following staff members from the City Human Resources Management Department (CHRMD), with their respective designations, namely:

- (a) Elijah Rose V. Villareal Head;
- (b) Princess M. Fuentes 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; write down, record and disseminate to all concerned the Minutes of Meeting; and shall follow through with all sought assistance from related government departments, offices or agencies.

Section 5. Compensation.

Pursuant to City Ordinance No. 2022-332, subject to availability of funds, and subject to sound accounting and auditing processes, PRAISE Committee Members shall receive the amount of One Thousand (Php 1,000.00) Pesos and Secretariat Members the amount of Seven Hundred (Php 700.00) Pesos, as honorarium, for every meeting duly attended, *Provided, however*, the number of meetings does not exceed four (4) in a month. 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 inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

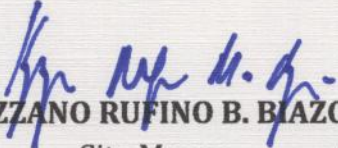
Section 7. Separability Clause.

In the event any provision found herein shall be judicially decided illegal or administratively declared 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 13th day of October 2022 in the City of Muntinlupa.


ROZZANO RUFINO B. BLAZON
City Mayor 