



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 11 Series of 2025

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, provides for the revised policies regarding the Program on Awards and Incentives for Service Excellence (PRAISE). It also requires the establishment of an employee suggestions and incentives awards system which shall be called the **Program on Awards and Incentives for Service Excellence (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, 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, and it is necessary to reflect these changes through the issuance of a new executive order to that effect;

NOW, THEREFORE, I, RAMON BENITO M. AQUINO, Municipal Mayor of Moncada, 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 : **HON. RAMON BENITO M. AQUINO**
Municipal Mayor
- Secretariat : **MR. CRISTOPHER JOHN B. PABO**
MHRMO
- Members : **HON. JAYVEE B. NATIVIDAD**
SB Chairperson on Human Resource Management & Development
- MS. RULINA GRACE F. BERMUDEZ**
MPDC
- MR. EDUARDO D. BALGOS, JR.**
MAO
- DR. PETER LOUIE R. TAMAYO**
MHO
- MR. VON MARK D. CORPUZ**
Municipal Accountant
- MRS. DIANA A. AYSON**
MBO



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MS. JAZEEL A. FERNANDEZ

LDRRM Assistant, 1st Level Representative

MRS. IVY MADRIAGA-DAMO

Internal Auditor, 2nd Level Representative

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 PRAISE Committee shall have the following duties, functions, and responsibilities:

- a. Be responsible for the development, administration, monitoring, and evaluation of the awards and incentives of the Municipal Government of Moncada;
- b. 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;
- c. 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;
- d. 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;
- e. 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;
- f. Monitor the implementation of approved suggestions and ideas through feedback and reports;
- g. Prepare the plans for, identify the resources for, and propose the budget of the system annually;
- h. Develop, produce and distribute a System Policy Manual, and orient the employees on the same;
- i. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency;
- j. Submit the PRAISE Guidelines of the MGO 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;
- k. 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. TECHNICAL WORKING GROUP AND SECRETARIAT. The Technical Working Group (TWG) and/or Secretariat shall be composed of the staff members from the Municipal Human Resource Management Office.



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SECTION 4. FUNCTIONS OF THE TECHNICAL WORKING GROUP AND SECRETARIAT. The TWG and the Secretariat shall have the following duties, functions, and responsibilities:

- a. Ensure compliance of the PRAISE to the foregoing functions;
- b. Set its periodic meetings --- provide the meeting venue and related logistical support;
- c. Write down, record and disseminate to all concerned the Minutes of Meeting;
- d. Follow through with all sought assistance from related government departments, offices or agencies;
- e. Document best practices, innovate ideas, and laud success stories, which shall serve as promotional materials to sustain interest and enthusiasm;
- f. Shall be responsible for the documentation of the proceedings, preparation of reports and other technical or secretarial works, as may be required;
- g. Perform such other functions as may be directed by competent authority, or as may be deemed necessary in order to achieve the foregoing.

SECTION 5. REPEALING CLAUSE. All orders inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

SECTION 6. SEPARABILITY CLAUSE. In the event any provision found herein shall be deemed as illegal or administratively declared infirm, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 7. EFFECTIVITY. This Executive Order shall take effect immediately upon signing.

Issued this 15th day of July 2025 in Moncada, Tarlac.

SO ORDERED.


RAMON BENITO M. AQUINO
Municipal Mayor