



Republic of the Philippines  
**Department of Agriculture**  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100  
Quezon City, Philippines

November 6, 2019

**DEPARTMENT ORDER NO. 15**  
Series of 2019

**TO : All Officials and Employees of the Department of Agriculture  
Bureaus, Attached Agencies and Regional Field Offices**

**SUBJECT : UNIFIED PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE  
EXCELLENCE ( DA PRAISE)**

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In line with the Revised Policies on Employee Suggestion and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112, CSC MC No. 01, s. 2001 and the implementation of the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), the DA Department Order No. 2 series 2001 is hereby amended to include the Department's adherence to the Equal Opportunity Principle (EOP) in the implementation of DA Rewards and Recognition System. A mechanism that will oversee the R & R policies and programs to be referred to as the **Unified Program on Awards and Incentives for Service Excellence (DA PRAISE)**.

## **I. OBJECTIVES**

### **A. General**

To encourage, recognize and reward officials and employees of the Department/ Agency, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishment, 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 the operation of the Department which lead to organizational productivity.

### **B. Specific**

1. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving DA officials/employees at the start of each year;
2. To identify outstanding accomplishment and best practices of officials/employees on a continuing basis;



3. To recognize and reward accomplishments and innovations periodically or as the need arises;
4. To provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishment and other personal efforts;
5. To encourage creativity and innovativeness for an efficient responsive and progressive public service;
6. To foster among officials and employees of the Department the awareness and desire to maintain or sustain exemplary performance and superior accomplishment
7. To motivate the officials and the employees of the Department to contribute to the national development through increased productivity;
8. To promote a more humane, harmonious, and peaceful working condition in the Department which will contribute to the attainment of a responsible public service, in general, and the goal of the agency in particular;
9. To enhance the employees' welfare and productivity.

## **II. Scope**

The Program shall apply to all officials and employees in the career and non-career regardless of gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the career and non-career service of this Department including all its attached Bureaus, Regional Field Offices (RFO's) and Attached Agencies with the application of equal opportunity principles. However, these offices/agencies are not precluded from establishing their own internal rules and guidelines peculiar to their situations provided these conform with the basic policies enumerated in this unified system.

## **III. Definitions of Terms**

1. **AGENCY** – refers to the department, its attached agencies, staff bureaus and RFOs.
2. **AWARD** – recognition which may be monetary or non-monetary conferred on an individual or group of individuals for ideas, suggestions, inventions, discoveries superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the



efficiency, economy, improvement in the government operations which lead to organizational productivity.

3. **EQUAL OPPORTUNITY PRINCIPLE** - non discrimination principle which emphasizes that opportunities in employment, advancement, benefits, rewards and recognition should be freely available to all employees irrespective of their age, race, gender or sometimes sexual orientation, disability, religion, political association, ethnic origin or any other individual or group characteristics
4. **CAREER** - positions in the civil service characterized by: (1) entrance based on merit and fitness to be determined as far practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
5. **CONTRIBUTION** - any input which can be in the form of an idea or performance (See also Idea Type and Performance Type Contribution).
6. **DISCOVERY** - is the uncovering of the something previously existing but found or learned for the first time which will improve public service delivery.
7. **IDEA TYPE CONTRIBUTION** - refers to an idea, a suggestion or an invention or discovery for the improvement to effect economy in operation, to increase production and improve working conditions.
8. **INCENTIVE** - monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstrations of exemplary behavior based on agreed performance standards and norms of behavior.
9. **INVENTION** - the creation of something previously non-existent which will benefit the government.
10. **NON-CAREER** - positions expressly declared by law to be in the non-career service; or these whose entrance in the service is characterized by: (1) entrance on bases other than those of the usual test of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made
11. **PERFORMANCE TYPE CONTRIBUTION** - refers to performance of an extraordinary act or service in the public interest in the connection with, or related to one's official employment; or outstanding community services or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.



12. **EXTRAORDINARY ACT** - refers to exceptional service which is beyond or out of the regular function or duties of an employee.
13. **OUTSTANDING COMMUNITY SERVICES** - refers to the improvement of the economic condition of a particular community/place or society at large.
14. **EXEMPLARY SERVICE** - refers to laudable or praiseworthy service.
15. **HEROIC ACTS** - refers to the display of courage or bravery in the performance of one's duty.
16. **ENHANCEMENT OF EMPLOYEES' WELFARE AND PRODUCTIVITY** - refers to improvement of the system and procedures which facilitate the processing or granting of benefits and other incentives.
17. **SUGGESTION** - idea or proposal which improves work performance, systems and procedures, and economy in operations that will benefit the government.
18. **SYSTEM** - the agency awards incentives program for employee

#### IV. Basic Policies

1. The DA PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior and shall not discriminate based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of rewards and incentives program.
2. The DA PRAISE shall give emphasis to the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
3. The DA PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge, and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.



4. At least 5% of the HRD Funds shall be allocated for the PRAISE and incorporated in the Agency's Annual Procurement Plan (APP).
5. The PRAISE shall be institutionalized through the creation of a PRAISE Committee in all offices and attached agencies of the Department of Agriculture.
6. The PRAISE Committee shall preferably have the following composition:
  - 6.1 Head of agency or authorized representative who will act as chairperson;
  - 6.2 Head of the financial unit or equivalent;
  - 6.3 Head of the planning unit or equivalent;
  - 6.4 Highest ranking employee in-charge of human resource management or the career service employee directly responsible for personnel management; and
  - 6.5 Two (2) representatives from the career rank-and-file employees who shall serve for a period of the two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level);
7. The head of the agency or his/her authorized representative shall be responsible in overseeing the System's operation and the Personnel Division shall serve as the System's Secretariat.
8. The DA PRAISE Committee shall 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.
9. The DA PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive system of the agency.
10. The DA PRAISE Committee shall establish its own internal procedures and strategies. DA may employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
11. The DA shall submit its Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Regional or Field Office concerned which shall provide technical assistance, if deemed necessary, to ensure proper implementation.
12. Establishment of a CSC approved PRAISE shall be the basis for the grant of the awards and other similar incentives. The Annual PRAISE Report shall be submitted by the agency to the Civil Service Commission Regional Office



concerned on or before the thirtieth of January to enable its officials and employees to qualify for nomination to the CSC-sponsored national awards.

Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

## **V. Types of Contribution**

Under the system, any of the following types of contributions shall be entitled to an award:

- A. Idea Type Contribution** – this refers to an idea, a suggestion or an invention for improvement to effect economy in operation, to increase production, improve working condition or service or otherwise benefit the government.
- B. Performance Type Contribution** - this shall refer to:
  - 1. Performance of an extraordinary act or service in the public interest in connection with, or related to, one's official employment; or
  - 2. Outstanding community service or heroic acts in the public interest; or
  - 3. Sustained work performance for a minimum period of one year which is over and above the normal position requirements of the individual or group; or
  - 4. Exemplary service and conduct;
  - 5. Enhancement of employees' welfare and productivity.

## **VI. Types of Awards**

### **A. National Awards**

The Department shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs and other award giving bodies such as the:

- 1. **Presidential Lingkod Bayan Award** – conferred to an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment.
- 2. **Outstanding Public Official/Employee or Dangal ng Bayan Award** - granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or



her observance of one or more of the eight (8) norms of behaviour described under Republic Act No, 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

3. **Civil Service Commission or the PAGASA Award** - conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved working conditions or otherwise benefited the government in many other ways.
4. **Other Awards** - given by other government agencies, private institution or NGOs to an individual or team for contribution of an idea or performance that directly benefited the government.
5. A cash award OF P10,000.00 will be granted to national awardees coming from DA, Bureaus, RFOs and Attached Agencies chargeable against the funds of their respective agencies

**B. Department Level Awards**

The Department shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given such as:

1. **Outstanding DA Official/Employee Awards** - The Department award in various categories which shall be given to an individual or group of individuals in recognition of contributions from an idea or performance resulting in direct benefits to a single department.

The PRAISE Committee shall evaluate the nomination for this category and recommend to the Head of the Department the most qualified nominees

The award shall consist of a medallion or plaque containing the citation and signature of the Head of the Department. A cash amount of P25,000.00 for each awardee shall be allocated for the purpose.

2. **Best Official/Employee Award** - granted to an individual or individuals who excelled among peers in a functional group, position of profession. A cash award of not less than the amount of P15,000.00 as approved in the Annual Procurement Plan, shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide, e.g., Best Division Chief, Best Secretary, Best Legal Officer, Best Driver, Best Utility and other similar awards.



3. **Best Organizational Unit Award** - granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other predetermined criteria such as Practice of Good Housekeeping Practices (5'S) etc. A cash award of not less than the amount of P15,000.00 as approved in the Annual Procurement Plan plus a plaque of appreciation shall be awarded to the selected best organizational unit.
4. Such other awards which may come in various forms subject to approval by the Committee, as follows:
  - Name to be posted in Agency Bulletin Board
  - News feature in the DA News Letter

**C. Agency Level Awards**

1. **"Gantimpala Agad" Award** - given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.
2. **Exemplary Behavior Award** - based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee will be automatically nominated by the agency PRAISE Committee to the Dangal ng Bayan Award.
3. **Retirement Award** - This Award shall be given to retirees who have rendered at least fifteen(15) years of satisfactory government service. As a reward, plaque of appreciation will be given, the design and citation of which shall be determined by the awarding office. In addition, awardees shall be given tokens of appreciation such as wrist watch, ring, necklace with pendant and bag of agricultural products in the amount not exceeding P20,000.00.
4. **"Maagap" Award**

Category	Monetary Reward
Perfect Attendance	P5,000.00 + PLAQUE  Ten (10) awardees will be selected
Flag Raising/Retreat Ceremony - Perfect attendance to Flag Raising Ceremony and Flag Retreat Ceremony	P5,000.00 + PLAQUE  Ten (10) awardees will be selected



5. Such other awards which the Agency may decide to give such as:

- News features in agency newsletters
- Local Travel worth 30,000.00

Guidelines for various categories of award are stipulated under Section X hereof.

## VII. Types of Incentives

The Department shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and install excellence in public service. As such the following types of incentives shall be regularly awarded:

1. **Loyalty Award** - granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to cash award of P1,000.00 per year. Succeeding awards shall be given every five (5) years thereafter. Aside from cash award and plaque, a lap emblem/loyalty pin/pendant/ring in the amount not exceeding P10,000.00 shall be given.

10 years	-	10,000.00	10,000
15 years	-	5,000.00	
20 years	-	5,000.00	
25 years	-	5,000.00	
30 years	-	5,000.00	15,000
35 years	-	5,000.00	
40 years	-	5,000.00	
45 years	-	5,000.00	

Other tokens such as watches, necklace with pendant, ring and the like not exceeding the amount of P15,000.00 may also be given to those employees who have rendered twenty five (25) to forty (45) years of service, subject to the approval of the Committee and funds availability.

2. **Personnel Development Award** - This award shall be given to officials and employees of the Department of Agriculture who have finished Bachelors, Masteral or Doctoral Degrees through their own personal expenses. The award shall be:

10,000.00 for Bachelor's Degree  
15,000.00 for Masteral Degree  
20,000.00 for Doctoral Degree



Awarding shall be done during the DA Anniversary Celebration.

3. **Length of Service Incentive** - given to an official/employee who has rendered at least three (3) years of continuous satisfactory service in the same position. **The salary adjustment shall be incorporated pursuant to Circular No. 1 s. 2012 issued jointly by the Civil Service Commission and Department of Budget and Management under Item No. 6 thereof.**
4. **Performance-Based Bonus** - given to officials/employee in accordance with their contribution to the accomplishment of the Department's overall targets and commitments to motivate higher performance and greater accountability. This incentive shall follow relevant existing guidelines.
5. Other incentives which the DA PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

#### **VIII. Forms of Awards and Incentives**

1. **Compensatory Time -Off-** granted to an employee who has worked beyond his/her regular hours without overtime pay.
2. **Flexiplace-** work arrangement allowed for qualified employees who have demonstrated responsibility, initiative and capacity to produce output/result and accomplishment outside of the workplace. **Guidelines on Item No. 10.2 under Section X -Guidelines/Criteria.**
3. **"Salu-Salo" Together** - meal hosted by superiors or supervisors for employees who have made significant contributions.

#### **IX. PRAISE Committee**

##### **A. Composition**

The DA Program on Awards and Incentives for Service and Excellence (PRAISE) Committee is hereby created in this Department/Agency to administer the system. It shall be composed of the following:



## DA CENTRAL PRAISE COMMITTEE

- DA Secretary or authorized representative (Undersecretary or equivalent positions)
- Head of the Financial Unit or equivalent
- Head of Planning Office or Unit or equivalent
- Highest ranking employee in-charge of human resource management or career service employee directly responsible for personnel management and
- **Two (2) representatives and two (2) alternate representatives from the career rank-and-file employees (first level and second level) to be designated by the accredited employees association/union.**

### B. Responsibilities

The **DA PRAISE** Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive system of the department. As such, the Committee shall meet periodically to perform the following tasks:

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
2. 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;
3. Determine the forms of awards and incentives to be granted;
4. Monitor implementation of approved suggestions and ideas through feedback and reports;
5. Prepare plans, identify resources and propose budget for the system on annual basis;
6. Develop, produce, and distribute a System Policy Manual and orient the employees on the same;
7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;



8. Submit an annual report on the awards and incentives system to the Civil Service Commission on or before the thirtieth day of January;
9. Monitor and evaluate the system's implementation every year and make essential improvements to ensure its suitability to the department and
10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

#### **Regional Field Offices/Attached Agencies/Bureaus**

A PRAISE Committee shall be established to screen and recommend eligible candidates for national and DA Awards and may likewise grant informal awards based on the CSC - approved DA PRAISE. The Committee shall be composed of the following:

- Regional Director/Executive Director/Bureau Director
- Division Chiefs
- Highest HRMO
- Two (2) representatives from the career rank-and-file employees who shall serve for a period of two (2) years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level)
- Planning Officer
- Accountant or Budget Officer

#### **C. Selection Procedures**

The procedures of nomination for any National/Department Award, except those conferred by other government agencies or NGOs motu proprio, are as follows:

- The immediate supervisor or any person/s or associations including those from the private sector, shall make the nomination to the DA PRAISE Committee;
- The Committee shall screen the nominations and evaluate the justification contained therein following an identified set of criteria;
- The Committee shall submit its recommendation to the Secretary for consideration and approval

**Only recipients of National Awards such as Lingkod Bayan, Dangal ng Bayan and PAGASA Award shall be considered for automatic promotion to the next vacant higher**





# *GUIDELINES FOR VARIOUS CATEGORIES OF AWARDS*

DA Program on Awards and Incentives for Service Excellence  
(PRAISE)



position, if any, provided they meet the minimum requirements for the same subject to deliberation and assessment of the Human Resource Merit Promotion and Selection Board (HRMPSB). Records of awards as well as letters of commendation shall be kept in the official's/employee's 201 file.

Officials and employees for any award/incentive must:

- Have been employed with the DA for at least one (1) year at the time of the nomination or granting of any award/incentive;
- Have been rated at least Very Satisfactory for two (2) appraisal periods immediately preceding the nomination or granting of any award/incentive;
- Have not been found guilty of any criminal or administrative offense or does not have any pending administrative or criminal case involving graft and corrupt practices.

## **X. GUIDELINES/CRITERIA**

### **10.1 CATEGORIES OF AWARD**

#### **10.1.A. OUTSTANDING DA OFFICIAL/ EMPLOYEE AWARD**

Given in recognition of an "extra-ordinary achievement" i.e. successfully implemented an idea that contributed to the efficiency and improvement of individual, department's productivity or improvement in operations or in the welfare of co-employees.

##### **CRITERIA**

Impact of Performance/Achievement	The extent to which the idea, suggestion, innovation or invention is being used and its result: the number of persons who benefited; the paradigm shift it has caused and the amount of money saved.
Reliability and Effectiveness	The extent to which the innovation/idea has effectively addressed pressing needs/improved service delivery.

#### **10.1.B. BEST OFFICIAL/EMPLOYEE AWARD**

Granted to an individual or individuals who excelled among peers in a functional group, position or profession. (e.g. Best Division Chief, Best Secretary/Clerk, Best Driver, Best Utility, Best Agriculturist and other similar awards)



## **SCOPE**

**Third Level Positions** - for Salary Grade 27 to 31, who provide leadership to supervisors and staff and are accountable for the performance and results of the divisions under them. Functions include the development of departmental plans, organizational priorities, control resources and policy formulation in the area of responsibility. There shall be a maximum of five (5) awardees for this level.

**Second Level Positions**- for Salary Grade 25 to 10 involved in managing employees and are accountable for the performance and results of a team. There shall be a maximum of five (5) awardees for this level.

**First Level Positions**- for Salary Grade 9-1 who are responsible for performing clerical or administrative support tasks. Their job is prescribed and completed under the close supervision or under clearly defined procedures. There shall be a maximum of five (5) awardees for this level.

### **10.1.C. BEST ORGANIZATIONAL UNIT AWARD**

Granted to the top organizational unit of DA which may be a section, division, office or implementing Team/Group working on the DA's key/priority programs/projects/activities, on the basis of meeting the organization's performance targets and other pre-determined criteria.

The Winner in this category may be nominated to the Presidential Lingkod Bayan Award of CSC's PAGASA Award - Group Category, provided that group members does not exceed ten (10).

Based on the Civil Service Commission's Guidelines for the Search for Outstanding Public Officials and Employees, the term "group" shall refer to the following:

Two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership for both Presidential Lingkod Bayan and Civil Service Commission or PAGASA Awards group/team shall not exceed 10 employees.

The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

**10.1.D.** It may also be granted to the offices, service, units who applies the Good Housekeeping Practices (5S).



## CRITERIA

### 5S EVALUATION SHEET:

5S Principle	POOR	FAIR	EXCELLENT
<b>1. SORT (SERI)</b> Take out unnecessary items & dispose	A lot of unnecessary things are at the workplace	Unnecessary items are disposed but not right away	Unnecessary things not found at any time
<b>2. SYSTEMATIZE (SEITON)</b> Arrange necessary items in good order for use	Employee often spend time looking for necessary things	Necessary things are arranged but not in systematic order (not easy to retrieve and use)	Necessary things are always arranged in order for quick use
<b>3. SWEEP (SEISO)</b> Clean your workplace completely	Workplace as well as the machines are dirty and untidy. Many things are scattered around.	Workplace and machines are partially cleaned. (Center and Surface only)	Workplace and equipment/machines are completely cleared. Area is free of dust
<b>4. SANITIZE (SEIKETSU)</b> Maintain high standard of housekeeping	No attention is given to keep workplace neat and tidy.	Workplace is tidy but not completely clean.	Dust and dirt are completely shut out
<b>5. SELF-DISCIPLINE (SHITSUKE)</b> Do things simultaneously without being told or ordered.	No work discipline. People do what they like.	People follow rules. But just to start work on time, without enough preparation for work.	Prepares for work. Comes early to check equipment/machine condition. Cleans work area before and after work.

### DOCUMENTARY REQUIREMENTS

- Office Performance Commitment Review (OPCR) for Category A

For 5S Compliant division, service, unit and offices:

- Photos/Pictures of the Office Lay out for Category B

There shall only be one organizational unit awardee per year per category.



#### **10.1.E. GANTIMPALA AGAD AWARD**

Given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

##### **CRITERIA**

Any DA clients will be the one to submit nomination letter to the DA PRAISE Committee for the said award and must be supported by justification detailing why he/she is deserving of the award. A maximum of five (5) awardees each year.

#### **10.1.F. EXEMPLARY BEHAVIOR AWARD**

##### **CRITERIA**

The criteria in the selection of the candidate shall be based on the observance of behavior described under the RA 6713 otherwise known as Code of Conduct and Ethical Standards for Government Officials and Employees such as:

- Commitment to Public Interest
- Professionalism
- Justness and Sincerity
- Political Neutrality
- Responsiveness to the Public
- Nationalism and Patriotism
- Commitment to Democracy
- Simple Living

The awardee will be automatically nominated by the DA PRAISE Committee to the **Dangal ng Bayan Award**.

Nominations shall be duly supported with facts/proofs, video presentation, write-ups, etc.

#### **10.1.G MAAGAP AWARD**

##### **10.1.G.1. SUB-CATEGORY**

##### **10.1.G.2. Perfect Attendance**

This award shall be given to permanent DA employees who observed office rules and regulations pertaining to office attendance, using biometric machine in his/her time-in/time-out for recording of attendance purposes.

##### **CRITERIA**

The PRAISE Secretariat will review all the Daily Time Records of DA Permanent and Coterminous Employees for the entire year or equivalent of twelve (12) months. Whoever

surfaced with the highest number of months in compliance with items a to e shall qualify as nominees for the year.

- a. Have no absences except for five (5) days Mandatory Leave and three (3) days Special Leave Privileges.
- b. Did not incur tardiness and under time
- c. Blank entries in DTR should be supported with Special Order, Memorandum, Notice of Meeting, Travel Order, Certificate of Appearance, etc.
- d. Have no outstanding cash advance during his/her nomination.
- e. Has not received any form of reprimand for non-compliance of office rules and regulations

An employee who is out for official business shall be considered to have rendered a full day's work, as long as it is authorized by his/her immediate supervisor and supported by an approved Travel Order, Certificate of Appearance, Notice of Meeting, Memorandum, etc.

Only official business will be accepted as reason stated in the locator slip for the employee to be considered as present during the blank entry in his/her DTR.

Eligible employees for this award are those occupying the position of Division Chief below.

A maximum of ten (10) awardees each year will be selected.

#### **DOCUMENTS REQUIRED**

- Certified True Copy of Daily Time Records
- Certified True Copy of Travel Order, Certificate of Appearance, Special Order, Memorandum, etc.
- Certification from the Accounting Division that the nominee has no outstanding Cash Advance

#### **10.1.G.3 Perfect Attendance to Flag Raising & Flag Retreat Ceremony**

##### **CRITERIA**

Employees with the most number of months attending the flag raising/retreat ceremonies shall qualify as nominees for this category. Inability to attend due to urgent travel, meeting, seminars, etc may be considered subject to submission of proof of attendance to the said meetings supported by the following documents:

- Notice of Meeting
- Approved Travel Order
- Special Order
- Memorandum
- Certificate of Appearance
- Locator Slip



Only official business will be accepted as reason stated in the locator slip for the employee to be considered as present during the blank entry in his/her DTR.

Eligible employees for this award are those occupying the position of Division Chief below.

Evaluation will be based on the submitted attendance sheet after the flag raising/retreat ceremony to the Personnel Division.

Employees who were awarded for these categories for five (5) consecutive times shall be considered as hall of famer and shall be included after five years for nomination.

#### **DOCUMENTS REQUIRED**

- Certified True Copy of DTRs
- Certified True Copy of Attendance Sheet for flag raising/retreat ceremony
- Other attachments such as certificate of appearance, special order, memorandum, etc.

A maximum of ten (10) awardees each year will be selected.

In excess of the allocated twenty (20) awardees, process of elimination will apply subject to further evaluation.

**The awarding shall be done during the month of the founding anniversary of the Department of Agriculture which is on June of every year.**

#### **10.2 FLEXIPLACE**

##### **Definition**

Flexiplace, also known as flexible workplace refers to paid employment performed away from the office, either at home or at a satellite worksite. Designed as an alternative to the traditional work environment.

As one of the form of rewards/incentives for the deserving employee who was chosen as one of the awardees of Program on Awards and Incentives for Services Excellence (PRAISE), the following guidelines are hereby established:

##### **10.2.A Appropriate positions for flexiplace**

Since, flexiplace work arrangement is performed away from the office, there is no supervisor-subordinate relationship in the actual performance of job in this kind of work arrangement. As such :

- a. This form of reward shall be granted to awardees preferably holding supervisory positions
- b. The nature of work assignment will also be considered for this type of incentive like, confirmation of loans on line, editing of communication letters, researcher, statistician, etc.



- c. The awardee shall submit his/her accomplishment and/or output outright via e-mail/faxcimile especially those documents that need immediate actions
- d. Flexiplace will be for a short period only as indicated in the Flexiplace Agreement Form (Annex "A")
- e. If the immediate supervisor believes the flexiplace arrangement is not working (for example the employee's performance declines or the participation interferes with organizational needs), he/she has the right to end the awardee's engagement to flexiplace work arrangement

**10.2.B. Qualifications of Awardee to Qualify for Flexiplace Work Arrangement**

- a. The awardee has demonstrated motivation, independence, and dependability in accomplishing work assignments;
- b. The awardee can deal with less frequent face-to-face contact with others;
- c. The awardee has good time-management skills;
- d. The awardee's overall performance evaluations are fully successful or higher;
- e. The awardee has clearly defined performance standards;
- f. The awardee has received supervisory approval for flexi-work arrangement;
- g. The awardee has satisfied adequate home work station requirements, including the availability of equipment and provisions for protecting the confidentiality of data

**10.2.C. Type of job that can be performed outside the office**

- a. Work activities are portable and can be performed as effectively outside the office;
- b. Job tasks are easily quantifiable or primarily project oriented;
- c. An essential component of job responsibility consists of reading and/or processing tasks;
- d. Contact with other employees and customers is predictable;
- e. The awardee's off-site work should not adversely affect the performance of other employees or put a burden on staff remaining in the office.
- f. Security and confidentiality of data can be adequately assured; and
- g. Most work handled is not classified.



#### • 10.2.D Availability of Equipment:

The following equipment should be available at home to be able to carry out the expected outputs:

- Internet connection
- Telephone connection
- Desktop computer or Laptop computer
- Fax Machine

#### 10.2.E. Roles of Immediate Supervisor

- Supportive of the concept and willing to attempt to work through any problems or obstacles that may occur;
- Comfortable with evaluating work performance in a manner compatible with flexiplace conditions—that is, measuring performance by results and without direct observation; and
- Effective communicators and able to clearly define tasks and expectations.

#### 10.2.F Documentary Requirements

1. IPCR for the last two rating period
2. Approval of the immediate supervisor for flexiplace work arrangement
3. Work Agreement

#### 10.2G Submission of Accomplishment Report

**For purposes of monitoring the effectiveness of the Flexiplace working scheme, Accomplishment Report as a result of the Flexiplace arrangement should be submitted to the Head of Agency duly certified by the immediate supervisor.**

#### XI. REQUIRED NOMINATION DOCUMENTS (GENERAL)

- Nomination Form
- Nominee's updated CSC Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo taken within the last six (6) months prior to the nomination
- Copy of Statement of Assets, Liabilities and Net Worth (SALN) of the individual nominee for the year prior to the nomination certified true copy of the highest ranking Administrative Officer (AO) or authorized officer of the employing agency
- Updated service record duly certified by the Agency's Human Resource Management
- Proof of evidence of outstanding accomplishments like photos, videos, clippings, etc.



## **XII. QUALIFICATION REQUIREMENTS OF NOMINEES (GENERAL)**

- Have rendered at least three (3) years continuous government service
- At least attained Very Satisfactory rating for two (2) rating periods prior to the nomination
- CESB Rating for two (2) rating periods prior to the nomination (for officials)
- Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination

## **XIII. Funding**

The Department shall allocate at least 5% of the HRD funds for the PRAISE and incorporate the same in its Annual Procurement Plan.

Note: All monetary awards are subject to the availability of funds and the usual accounting and auditing rules and regulations.

## **XIV. Repealing Clause**

All previous issuances of this Department in conflict with this Order are hereby repealed accordingly.


## **XV. Effectivity**

This Unified DA PRAISE shall take effect upon approval by the Civil Service Commission or its duly authorized representative.

## **XVI. Commitment**

I hereby commit to implement and abide by the provisions of this **DA UNIFIED PRAISE** which shall be the basis for the grant of awards and incentives.

The annual PRAISE Report shall be submitted to the Civil Service Commission not later than January 30 of the succeeding year to enable our employees to qualify for nomination to the CSC sponsored national awards.

  
**WILLIAM D. DAR, Ph.D.**  
Secretary

\_\_\_\_\_  
Date

DEPARTMENT OF AGRICULTURE  
in replying pls cite this code :  
For Signature: S-11-19-0361  
Received : 11/18/2019 01:05 PM



**CSC ACTION:**

I have evaluated the herein agency PRAISE and found it to be in accordance with the provisions of CSC MC No. 1, series of 2001 and may now be implemented.

JUDITH A. DONGALLO-CHICANO  
Director IV

Civil Service Commission

JAN 17 2020

Date

"Food-secure Philippines with prosperous farmers and fisherfolk"





# NOMINATION FORM

R & R Form 1 - Outstanding DA Official/Employee Award

1 & 1/2" x 2"  
(passport size)

NAME OF NOMINEE: \_\_\_\_\_ GENDER: \_\_\_\_\_  
POSITION: \_\_\_\_\_ SG: \_\_\_\_\_  
PLACE OF ASSIGNMENT: \_\_\_\_\_  
NO. OF YEARS IN SERVICE: \_\_\_\_\_ LEVEL OF POSITION: (Please check)

- ☐ First Level  
☐ Third Level  
☐ Second Level

CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF NOMINATOR: \_\_\_\_\_ GENDER: \_\_\_\_\_  
POSITION: \_\_\_\_\_ SG: \_\_\_\_\_  
PLACE OF ASSIGNMENT: \_\_\_\_\_  
NO. OF YEARS IN SERVICE: \_\_\_\_\_ LEVEL OF POSITION: (Please check)

- ☐ First Level  
☐ Third Level  
☐ Second Level

CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

NARRATIVE REPORT OF OUTSTANDING ACHIEVEMENTS/ACCOMPLISHMENTS  
OF THE NOMINEE:

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## NOMINATION FORM

R & R Form 3-A - Best Organizational Unit Award  
(Performance/Accomplishment Based)

NAME OF DIVISION/UNIT/SERVICE/OFFICE: \_\_\_\_\_

HEAD OF DIVISION/UNIT/SERVICE/OFFICE: \_\_\_\_\_

NO. PERSONNEL: \_\_\_\_\_

NAMES OF PERSONNEL:

1. _____	POSITION: _____
2. _____	POSITION: _____
3. _____	POSITION: _____
4. _____	POSITION: _____
5. _____	POSITION: _____
6. _____	POSITION: _____
7. _____	POSITION: _____
8. _____	POSITION: _____
9. _____	POSITION: _____
10. _____	POSITION: _____
11. _____	POSITION: _____
12. _____	POSITION: _____
13. _____	POSITION: _____
14. _____	POSITION: _____
15. _____	POSITION: _____
16. _____	POSITION: _____

NAME OF NOMINATOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

BRIEF DESCRIPTION OF ACCOMPLISHMENTS:

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## NOMINATION FORM

R & R Form 3-B - Best Organizational Unit Award - Good House Keeping  
Practices (5S)  
Category

NAME OF DIVISION/UNIT/SERVICE/OFFICE: \_\_\_\_\_

HEAD OF DIVISION/UNIT/SERVICE/OFFICE: \_\_\_\_\_

NO. PERSONNEL: \_\_\_\_\_

NAMES OF PERSONNEL:

1. _____	POSITION: _____
2. _____	POSITION: _____
3. _____	POSITION: _____
4. _____	POSITION: _____
5. _____	POSITION: _____
6. _____	POSITION: _____
7. _____	POSITION: _____
8. _____	POSITION: _____
9. _____	POSITION: _____
10. _____	POSITION: _____
11. _____	POSITION: _____
12. _____	POSITION: _____
13. _____	POSITION: _____
14. _____	POSITION: _____
15. _____	POSITION: _____
16. _____	POSITION: _____

REMARKS:

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## NOMINATION FORM

R & R Form 4 - Gantimpala Agad Award

NAME OF NOMINEE: \_\_\_\_\_ GENDER: \_\_\_\_\_  
POSITION: \_\_\_\_\_ SG: \_\_\_\_\_  
PLACE OF ASSIGNMENT : \_\_\_\_\_  
NO. OF YEARS IN SERVICE: \_\_\_\_\_ LEVEL OF POSITION: (Please check)

- ☐ Third Level  
☐ Second Level  
☐ First Level

CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF NOMINATOR: \_\_\_\_\_ GENDER: \_\_\_\_\_  
POSITION: \_\_\_\_\_ SG: \_\_\_\_\_  
OFFICE/BUSINESS NAME : \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ LEVEL OF POSITION: (Please check)

- ☐ Third Level  
☐ Second Level  
☐ First Level

CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REASONS FOR COMMENDING THE NOMINEE FOR GANTIMPALA AGAD AWARD:

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