



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

SPECIAL ORDER

No. 896


Series of 2021

SUBJECT : CREATION AND COMPOSITION OF THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (BAFS) PRAISE COMMITTEE

In the interest of the service and in compliance with the implementation of the Department of Agriculture's Department Order No. 15 series of 2019 entitled Unified Program on Awards and Incentives for Excellence (DA-PRAISE), CSC Resolution No. 010112 *Revised Policies on Employee Suggestion and Incentive Awards System (ESIAS)* and *CSC MC No. 1, s. 2001* and *Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)*, the **BAFS Program on Awards and Incentives for Service Excellence (PRAISE) Committee** is hereby established.

BAFS-PRAISE Committee shall have the following composition:

Chairperson:	Vivencio R. Mamaril, Ph.D. Director IV
Alternate Chairperson:	Mary Grace R. Mandigma Chief Science Research Specialist
Members :	Karen Kristine A. Roscom Chief Science Research Specialist
	Joeve S. Calleja Chief Science Research Specialist
	Edna Lynn C. Floresca Chief Science Research Specialist
	Daisy E. Melegrito Administrative Officer V
	Frederick C. Crisol Planning Officer III
	Mark F. Matubang 2 nd Level Rank-and-File Employee


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Secretariat :

Rosemarie V. Calibo
Information Officer III
Head of the Secretariat

Jeffrey S. Garrido
Science Research Specialist II

Katheryn T. Baes
Senior Administrative IV

Mark Brian E. Umali
Personnel Specialist I


BAFS-PRAISE Committee shall be responsible for:

1. Development, administration, monitoring and evaluation of the awards and incentive system of the Bureau;
2. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
3. 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;
4. Monitor implementation of approved suggestions and ideas through feedback and report;
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 on or before the 30th day of January
9. Monitor and evaluate the systems '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

Reimbursement and/or payment of travelling expenses such as per diem, honoraria for non-DA personnel, food, communication expenses and other incidental expenses are hereby authorized and chargeable against BAFS regular funds and is subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing.

Done this 29th day of November 2021.


WILLIAM D. DAR, Ph.D.
Secretary

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DEPARTMENT OF AGRICULTURE

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