



Republic of the Philippines
Province of Nueva Ecija
San Jose City – 3121
-oOo-

PROGRAM ON AWARD AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE

SERVICE EXCELLENCE AWARD PROGRAM (SEAP)

Guidelines on the Search for Outstanding LGU Employees
for the Year 2021 and thereafter

I. Introduction

According to the Civil Service Commission Resolution No. 010112 and Memorandum Circular No. 01, S. 2001, every department or agency shall establish its own incentive awards system, designed to foster efficiency, productivity, and integrity.

In keeping with this mandate, the Program on Award and Incentives for Service Excellence Committee of the Local Government of San Jose (LGU-SJC PRAISE) has established the Search for Outstanding Employees under Rewards and Recognition in September 2015. This program aims to acknowledge and incentivize the deserving public servants of the city, including officials and employees with permanent, temporary, coterminous appointments with salary grade 22 and below.

Pursuant to Sangguniang Panlungsod Resolution No. 21-150, dated April 5, 2021, the city adopted Resolution No. 21-002 of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee, renaming the LGU's rewards and recognition program into Service Excellence Award Program (SEAP). Amid the renaming, the SEAP shall continue to give due recognition to meritorious public servants.

This document outlines the guidelines that shall be followed in nominating, evaluating, and screening the possible awardees for 2021 and the years thereafter.

II. Awards Categories

The following awards shall be given through the SEAP:

1. MAIN AWARDS

- a. **Leadership Award** - an award conferred to an individual for his or her exceptional leadership skills, guiding a group of employees and fostering among them a great sense of camaraderie, and

spearheading a program/project that yielded a significant and impactful output.

- b. **NatatangingKawani Award** - an award that recognizes an outstanding employee in his or her respective field. The fields covered by this award include:
 - i. Health and Wellness
 - ii. Disaster Preparedness and Social Safety
 - iii. Tourism and Environmental Protection
 - iv. Design, Engineering and Community Development
 - v. Agriculture, Veterinary and Food Security
 - vi. Micro and Macro Economic Enterprise
 - vii. Administrative, Technical and Management Support
 - viii. Frontline Service Providers

- c. **KagandahangAsal Award** - an award based on the adherence to eight norms of conduct as provided under RA 6713 (Code of conduct and Ethical Standards for Public Officials and Employees). It is also given to employees who have exhibited exemplary acts or services in the public interest, such as saving victims from accidents and/or disasters.

- d. **Outside-the-Box Thinker Award** - an award conferred to an individual or a group composed of five (5) members for his/her/their exceptional ideas and performances, providing a substantial contribution for the provision of public services to San Joseños.

Aside from the above-stated awards, a special on-the-spot recognition called the **MaasahangKawanisaSerbisyo (MKS) award** shall also be given to an individual who shall show promptness, honesty, courtesy, efficiency, and dedication to duty.

The MKS award shall be open to employees regardless of the status of employment (e.g., permanent, temporary, coterminous, casual, contract of service, job order) as long as they have a salary grade below 22.

Any client or citizen transacting with an employee who shall display the abovementioned qualities can forward their nomination to the LGU-SJC PRAISE Committee. The nominee's exemplary performance shall yield an immediate, positive impact to the nominator or to any other beneficiary.

The awardee shall receive Five Hundred Pesos (Php500.00) and a certificate of recognition.

Recipients of all these awards shall be active in the service at the time of the grant. Those who are under an extension of service shall not be qualified.

III. QUALIFICATIONS

For an official or employee to be qualified, he or she must meet the following:

1. Must be an employee in the LGU-SJC with Salary Grade 22 and below;
2. Has rendered at least three (3) years of continuous service to the LGU-SJC, prior to the nomination;

3. Has a performance rating of Very Satisfactory (VS) for the last two (2) performance rating periods prior to the nomination; and
4. Has not been found guilty of any administrative or criminal offense and has no pending administrative or criminal case filed against him/her at the time of nomination.

IV. REQUIRED NOMINATIONS DOCUMENTS

To nominate an official or an employee, the following documents shall be submitted in the prescribed SEAP nomination forms to the PRAISE Committee or to the City Human Resource Management Office:

1. Letter from the Department Head or highest official in the division/section endorsing the nomination to the LGU-SJC PRAISE;
2. Completely filled-out Nomination Form, accompanied by a write-up not exceeding five (5) pages (long bond paper/8.5 x 13, Times New Roman/Arial font no. 12);
3. Updated Personal Data Sheet (Form 212) with ID picture taken within 6 months prior to nomination, with a full and handwritten name tag and signature over printed name, size: 3.5cm x 4.5cm (passport size);
4. Latest Service Record duly certified correct by the Highest HRMO;
5. Individual Employee's Performance Commitment and Review Form (Two (2) rating periods with Very Satisfactory Rating prior to nomination); and
6. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case at the time of nomination. The certification shall also include detailed information on dismissed/decided case/s of the nominee if any.

Each nomination requires the submission of one (1) original nomination folder containing the fully accomplished SEAP nomination form, original endorsement letter, PDS, Service Record, write-up, certifications, and duly certified photocopy of IPCR by the Head/Highest Officer of the Office; and Four (4) additional copies of the original nomination folder certified as true copies by the Highest Administrative Officer of the Office.

The deadline for nomination is every last working day of July.

V. CRITERIA FOR EVALUATION

- a. **Leadership Award** - an award conferred to an individual for his or her exceptional leadership skills, guiding a group of employees and fostering among them a great sense of camaraderie, and spearheading a program/project that yielded a significant and impactful output.

- i. **Noteworthiness of the Outstanding Performance (25%)** – the degree of uniqueness of the nominee's outstanding performance or contribution/s.
 - ii. **Demonstrated Leadership (25%)** – the extent to which the nominee has motivated and shown support to others, resulting in an impactful output and a more efficient service delivery to the public.
 - iii. **Impact of Performance Achievement (15%)** – the extent to which the nominee's performance achievement while rendering his or her services has led to a significant contribution or to an innovation that has been adopted by his or her department or agency.
 - iv. **Consistency of Performance (15%)**– the degree of consistency as manifested by the nominee's performance based on work record.
 - v. **Individual Performance Commitment Review (10%)** – the average of the two ratings prior to the nomination with a rating of at least Very Satisfactory (VS).
 - vi. **Observance of Basic Rules of the LGU (10%)** – the manner in which the nominee has strictly adhered to the basic rules set by the LGU for its public servants (e.g. avoiding tardiness and absenteeism, wearing of I.D. and proper dress code, participating actively during flag raising and flag retreat, and other special occasions and LGU activities).
- b. **Natatanging Kawani in the fields of (1) Health, and Wellness; (2) Disaster Preparedness and Social Safety; (3) Tourism and Environmental Protection; (4) Design, Engineering and Community Development; (5) Agriculture, Veterinary, and Food Security; (6) Micro and Macro Economic Enterprise; (7) Administrative, Technical and Management Support; (8) Frontline Service Providers** - an award that recognizes an **OUTSTANDING** employee in his or her respective field.
- i. **Noteworthiness of the Outstanding Performance (25%)** – the degree of uniqueness of the nominee's outstanding performance or contribution/s.
 - ii. **Sustainability of Contributions (20%)** – the extent to which the nominee's contribution/s, which has/have benefitted a number of individuals, communities, office/s, has/have exhibited evidence of sustained use or continuous implementation for the last one (1) year or longer.
 - iii. **Impact of Performance Achievement (15%)** – the extent to which the nominee's performance achievement while rendering his or her services has led to a significant contribution or to an innovation that has been adopted by his or her department or agency.
 - iv. **Reliability and Effectiveness (10%)** – The extent to which the innovations/ideas of the nominee have effectively and efficiently addressed a pressing need or has improved the service delivery of his or her office or the entire LGU.
 - v. **Consistency of Performance (10%)** – the degree of consistency as manifested by the nominee's performance based on work record.
 - vi. **Individual Performance Commitment Review (10%)** – the average of the two ratings prior to the nomination with a rating of at least Very Satisfactory (VS).

- vii. **Observance of Basic Rules of the LGU (10%)** – the manner in which the nominee has strictly adhered to the basic rules set by the LGU for its public servants (e.g. avoiding tardiness and absenteeism, wearing of I.D. and proper dress code, participating actively during flag raising and flag retreat, and other special occasions and LGU activities).
- c. **KagandahangAsal Award** - an award based on the adherence to eight norms of conduct as provided under RA 6713 (Code of conduct and Ethical Standards for Public Officials and Employees). It is also given to employees who have exhibited exemplary acts or services in the public interest, such as saving victims from an accident and/or disaster.
- i. **Observance of the Eight Norms of Conduct (30%)** – the manner in which the nominee has shown strict and consistent observance of the eight norms of conduct, namely: Commitment to public interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsive to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.
 - ii. **Noteworthiness of the Outstanding Performance (25%)** – the degree of uniqueness of the nominee's outstanding performance or contribution/s, all while being able to observe the mentioned norms of conduct.
 - iii. **Consistency of Performance (15%)** – the degree of consistency as manifested by the nominee's performance based on work record.
 - iv. **Individual Performance Commitment Review (15%)** – the average of the two ratings prior to the nomination with a rating of at least Very Satisfactory (VS).
 - v. **Observance of Basic Rules of the LGU (15%)** – the manner in which the nominee has strictly adhered to the basic rules set by the LGU for its public servants (e.g. avoiding tardiness and absenteeism, wearing of I.D. and proper dress code, participating actively during flag raising and flag retreat, and other special occasions and LGU activities).
- d. **Outside-the-Box Thinker Award** - an award conferred to an individual or a group composed of five (5) members for his/her/their exceptional ideas and performances, providing a substantial contribution for the provision of public services to San Joseños.
- i. **Noteworthiness of the Outstanding Performance (20%)** – the degree of uniqueness of the nominee's/nominees' outstanding performance or contribution/s, which is/are deemed unprecedented or highly substantial in the service delivery of the nominee's/nominees' respective office/s or the entire LGU.
 - ii. **Sustainability of Contributions (20%)** – the extent to which the nominee's/nominees' contribution/s, which has/have benefitted a number of individuals, communities, office/s, has/have exhibited evidence of sustained use or continuous implementation for the last one (1) year or longer.
 - iii. **Impact of Performance Achievement (15%)** – the extent to which the nominee's/nominees' performance achievement while rendering his or her services has led to a significant contribution or to an innovation that has been adopted by his or her department or agency.

- iv. **Reliability and Effectiveness (15%)** – The extent to which the innovations/ideas of the nominee/s have effectively and efficiently addressed a pressing need or has improved the service delivery of his or her office or the entire LGU.
- v. **Consistency of Performance (10%)** – the degree of consistency as manifested by the nominee's performance based on work record.
- vi. **Individual Performance Commitment Review (10%)** – the average of the two ratings prior to the nomination with a rating of at least Very Satisfactory (VS). For group nominees, all members must meet the (VS) rating requirement.
- vii. **Observance of Basic Rules of the LGU (10%)** – the manner in which the nominee/s has strictly adhered to the basic rules set by the LGU for its public servants (e.g. avoiding tardiness and absenteeism, wearing of I.D. and proper dress code, participating actively during flag raising and flag retreat, and other special occasions and LGU activities).

VI. LIMITATIONS OF THE AWARD

1. The nomination write-up should only be for a maximum of five (5) pages (long bond paper/8.5 x 13, Times New Roman/Arial font no. 12), including the summary of accomplishments, the impact of contributions, and other pertinent information.
2. Individuals can only be nominated in one award category every year.
3. Individuals with Salary Grade 23 and above, and members of the LGU SJC-PRAISE, are not eligible to be nominated. Should a nominee be a relative within the third degree of consanguinity of a member of the LGU-SJC PRAISE, the committee member shall inhibit from the evaluation or screening of the particular award in which his or her relative or colleague has been nominated. The same applies if the nominee belongs to the same department as the committee member.
4. Individuals who have been nominated in the previous year are still eligible to be nominated in the current year, given that it is not for the same award category.
5. Awardees can be nominated in the same or a different award category only a year after the conferment of their award, provided that the nomination is based on a new set of accomplishments and/or exemplary behavior/performance manifested.

VII. AWARDS AND INCENTIVES

The Awardees shall receive the following:

1. Leadership Award - Ten Thousand Pesos (Php10,000.00) and a Plaque of Recognition/Trophy
2. NatatangingKawani in the fields of (1) Health, and Wellness; (2) Disaster Preparedness and Social Safety; (3) Tourism and Environmental Protection; (4) Design, Engineering and Community Development; (5) Agriculture, Veterinary, and Food Security; (6) Micro and Macro Economic Enterprise; (7) Administrative, Technical and Management Support; (8) Frontline Service

Providers - Five Thousand Pesos (Php5,000.00) and a Plaque of Recognition/Trophy

3. KagandahangAsal Award – Five Thousand Pesos (Php5,000.00) and a Plaque of Recognition/Trophy
4. Outside the Box-Thinker Award - Five Thousand Pesos (Php5,000.00) and a Plaque of Recognition/Trophy.

VIII. Procedure for the Evaluation and Screening

1. The nominations shall be received by the LGU-SJC PRAISE or the City Human Resource Management Office.
2. The CHRMO shall consolidate the nominations and sort them based on the award categories.
3. The CHRMO shall initially evaluate the nominations and assess their compliance with the requirements stipulated for each category.
4. The members of the LGU-SJC PRAISE shall convene for the initial screening of the nominations.
5. The members of the LGU-SJC PRAISE shall conduct ocular/physical validations of the accomplishments based on the submitted write-ups.
6. The members of the LGU-SJC PRAISE shall conduct a series of deliberations to determine the awardees.
7. The members of the LGU-SJC PRAISE shall officially endorse the roster of the awardees to the Office of the City Mayor for approval.
8. The awarding ceremony shall coincide during the Civil Service Month celebration, which is held every September.

Done this 26th day of April, 2021, in the City of San Jose, Nueva Ecija.

FREDIZ B. DAQUILA
City Accountant and
Member, PRAISE Committee

ENGR. BENILDA B. VIERNES
City Planning & Dev't. Officer and
Member, PRAISE Committee

ROMEO S. YACAN JR.
City Human Resource Mgmt. Officer
and Member, PRAISE Committee

CLAUDENE FRANCES D. LARDIZABAL
Administrative Officer V (HRMO III)
and Member, PRAISE Committee

CYRUS WILSON F. VIZCARRA
City Budget Officer and
Member, PRAISE Committee

Recommending Approval:

ALEXANDER GLEN E. BAUTISTA
City Administrator and
Co-Chairman, PRAISE Committee

Approved:

MARIO O. SALVADOR
City Mayor