



**EXECUTIVE ORDER NO. PCG 50
SERIES OF 2022**

AN ORDER ADOPTING PRAISE COMMITTEE RESOLUTION NO. 1, SERIES OF 2022, ENTITLED: "A RESOLUTION RECOMMENDING THE ESTABLISHMENT OF "EMPLOYEE OF THE MONTH" AND "EMPLOYEE OF THE YEAR" AWARDS IN THE CITY GOVERNMENT OF PASIG", AND FOR OTHER PURPOSES.

WHEREAS, pursuant to Civil Service Commission (CSC) Resolution No. 010112 and CSC MC No. 01, Series of 2001, the City Government of Pasig adopts the Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as the Pasig City Government PRAISE through Executive Order No. PCG-07, Series of 2021;

WHEREAS, the Pasig City Government PRAISE encourages, recognizes and rewards employees, individually and in groups for their suggestions, innovative ideas, inventions, superior accomplishments, 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 government operations, which lead to organizational productivity;

WHEREAS, the Pasig City Government PRAISE Committee, through its Resolution No. 1, Series of 2022, recommends the establishment of "Employee of the Month" and "Employee of the Year" awards in order to recognize and motivate employees for their performance and conduct;

NOW, THEREFOR, I, VICTOR MA. REGIS N. SOTTO, Mayor of the City of Pasig, by the powers vested in me by law hereby orders the adoption of the guidelines set by the PRAISE Committee which recommends the search for deserving employees who may be included in the grant of *Employee of the Month* and *Employee of the Year* awards in accordance to the following, viz:

SECTION 1. RATIONALE. – The search for Employee of the Month and Employee of the Year through the Pasig City Government PRAISE recognizes city employees that excelled in the performance of his/her assigned functions, duties and responsibilities in a functional group, position or profession who have contributed innovative ideas, exemplary behavior, and other extraordinary acts for the city government.

SECTION 2. COVERAGE. – The search for Employee of the Month is open to all city employees with permanent, contractual, casual, co-terminus or job order status.

SECTION 3. QUALIFICATIONS. – To qualify for Employee of the Month award, he/she must meet the following criteria:

1. Must be in the City Government of Pasig for at least one (1) year at the time of nomination;
2. Has no pending administrative or criminal case nor has been found guilty of any administrative offense during his/her entire tenure of service; and

3. Must have exhibited exemplary performance and behavior in the discharge of his/her duties and responsibilities over other nominees within the department

SECTION 4. AWARD CATEGORIES. – The following eight (8) awards shall be given. If there is no deserving nominee for a certain category, no award shall be given for the month.

1. Outstanding Division Chief/Section Head

- Includes the highest position in all the division/department or in the hierarchy (City Government Department Heads, City Government Assistant Department Heads, Division/Section Heads, Officers-in-Charge)
- Provides leadership to supervisors and staff and are accountable for the performance and results of the sections under them

2. Outstanding in Administrative Support

- Responsible for performing clerical or administrative support tasks.
- Includes Administrative Officer, Administrative Assistant, Administrative Aide and highly technical support positions in all offices/departments

3. Outstanding in Financial and Economic Services

- Involved in the financial transactions, budget administration and operation and management of local government funds.
- Involved in services related to economy, investments, and businesses which generate revenue that can be used to carry out city projects
- Includes Accountant, Budget Officer, Bookkeeper, Cashier, Collection Officer, and related positions in the City Accounting Office, City Budget Office and City Treasurer's Office.
- Includes Licensing Officers, Assessment Operations Officers, Inspector, Tourism Officer, and related positions in BPLO, Market, LCR, CATO, PESO, PCIPC, PSC, RAVE

4. Outstanding in Medical and Health Care Services

- Involved in managing and providing all basic health and medical services
- Includes Nurses, Medical Officers/Specialists, Medical Technologists, Midwives, Dentists, and related positions in City Health Office, PCGH, PCCH, City Veterinary and DRRMO

5. Outstanding in Engineering Services

- Provides all services related to infrastructure, public works, physical structure, construction, improvements and other engineering matters
- Includes Engineers, Architects, Laborers and related positions in City Engineering Office, Office of the Building Official and CTDMO

6. Outstanding in Education and Social Services

- Involved in providing the establishment and maintenance of education related policies and activities
- Implements various social welfare programs and services that respond to the issues and concerns of different disadvantaged sectors
- Includes teaching and non-teaching positions in PLP, PCIST, SCEI, BCLP, PCSHS, Education Unit, Library, Museum

- Includes related positions in PSWDO, PDAO, PUSO, GAD, BHPC, LYDO, OSCA, and YDC
- 7. Outstanding Utility Worker/Sweeper**
- Responsible in maintaining the orderliness and cleanliness of the his/her area of responsibility
 - Includes Utility Worker, Sweeper and related positions in CENRO, Clean & Green, SWMO, SEF and OGS.
- 8. Outstanding in Peace and Order Services**
- Implements and enforce traffic laws, regulations and ordinances
 - Promotes public order and maintains security, peace and order in the City
 - Includes Traffic Officer/Aide and related positions in TPMO and related positions in POD (PSD, BPD, Action Line, ADCOP, Kabataan Patrol) and TORO

SECTION 5. CRITERIA FOR EVALUATION (EMPLOYEE OF THE MONTH)

1. Division Chief/Section Head

- a. Outstanding Accomplishment (40%)
- Innovations/creativity/extraordinary contribution; research; award from other agency; publication/authorship; consultancy/speakership
- b. Leadership Competency (20%)
- Supervises the management of the processes and procedures in his/her respective division/unit
 - Assesses the effectiveness of programs and/or strategies in his/her respective division/unit
 - Addresses deficiencies and sustain successes of current programs
 - Supports the development of a culture of competent, transparent, ethical and accountable workforce
 - Renders assistance in enriching staff performance
 - Supervises the management of office innovations and enrichments with the use of technology
 - Prepares and implements supervisory plan
 - Conducts supervision and coaching using appropriate strategy
 - Provides in a collegial manner timely, accurate and specific feedback to subordinates regarding their performance
 - Provides expert technical assistance and support to staff/subordinates
- c. Perfect Attendance (20%)
- Must not have any absence/s, have not availed any Leave of Absence, and has not incurred any tardiness/late/under time/unauthorized leave within the one (1) month period.
- d. Community Involvement (10%)
- e. Personal Characteristics & Interpersonal relationship (10%)

2. Administrative Support

- a. Outstanding Accomplishment (40%)

- Innovations/creativity/extraordinary contribution implemented in the division; research; award from other agency; publication/authorship; consultancy/speakership
- b. Competency (Knowledge, Skills and Attitude) (20%)
 - Has the ability to read, understand and follow work instructions in a safe, accurate and timely manner
 - Resourceful
 - Ability to establish linkages with co-workers and other offices, shares and demonstrates with them effective ways of accomplishing tasks
 - Maintains positive work values
 - c. Perfect Attendance (20%)
 - Must not have any absence/s, have not availed any Leave of Absence, and has not incurred any tardiness/late/under time/unauthorized leave within the one (1) month period.
 - d. Self-improvement and Development (10%)
 - Undergoes continuing relevant studies/learning opportunities
 - Attended/participated Professional Development Program/Training
 - Part of a Working committee
 - e. Personality and Interpersonal Relationship (10%)
 - No incident of misunderstanding, valid complaints with peers, subordinates and superiors
 - Not a recipient of a memorandum for conduct unbecoming of an employee

3. Financial and Economic Services

- a. Outstanding Accomplishment (40%)
 - Innovations/creativity/extraordinary contribution implemented in the division; research; award from other agency; publication/authorship; consultancy/speakership
- b. Competency (Knowledge, Skills and Attitude) (20%)
 - Has the ability to read, understand and follow work instructions in a safe, accurate and timely manner
 - Resourceful
 - Ability to establish linkages with co-workers and other offices, shares and demonstrates with them effective ways of accomplishing tasks
 - Maintains positive work values
 - Monitoring of utilization, recording and reporting of funds
 - Sound financial management (budget utilization, submission of financial statement to COA before the deadline, liquidation of cash advance within the prescribed period)
 - Exceeds target income for the whole year
- c. Perfect Attendance (20%)
 - Must not have any absence/s, have not availed any Leave of Absence, and has not incurred any tardiness/late/under time/unauthorized leave

within the one (1) month period.

- d. Self-improvement and Development (10%)
 - Attended/participated Professional Development Program/Training
 - Part of a Working committee
- e. Personality and Interpersonal Relationship (10%)
 - No incident of misunderstanding, valid complaints with peers, subordinates and superiors
 - Not a recipient of a memorandum for conduct unbecoming of an employee

4. Medical and Health Care Services

- a. Outstanding Accomplishment (40%)
 - Innovations/creativity; health development program implemented in the division; research; award from other agency; publication/authorship; consultancy/trainer/facilitator/speakership
- b. Competency (Knowledge, Skills and Attitude) (20%)
 - Has the ability to read, understand and follow work instructions in a safe, accurate and timely manner
 - Resourceful
 - Ability to establish linkages with co-workers and other offices, shares and demonstrates with them effective ways of accomplishing tasks
 - Maintains positive work values
 - Program management
- c. Perfect Attendance (20%)
 - Must not have any absence/s, have not availed any Leave of Absence, and has not incurred any tardiness/late/under time/unauthorized leave within the one (1) month period.
- d. Self-improvement and Development (10%)
 - Attended/participated Professional Development Program/Training
 - Part of a Working committee
- e. Personality and Interpersonal Relationship (10%)
 - No incident of misunderstanding, valid complaints with peers, subordinates and superiors
 - Not a recipient of a memorandum for conduct unbecoming of an employee

5. Engineering Services

- a. Outstanding Accomplishment (40%)
 - Innovations/creativity/extraordinary contribution implemented in the division; research; award from other agency; publication/authorship; consultancy/speakership
- b. Competency (Knowledge, Skills and Attitude) (20%)
 - Has the ability to read, understand and follow work instructions in a safe, accurate and timely manner

- Resourceful
 - Ability to establish linkages with co-workers and other offices, shares and demonstrates with them effective ways of accomplishing tasks
 - Maintains positive work values
 - Project management skills
- c. Perfect Attendance (20%)
- Must not have any absence/s, have not availed any Leave of Absence, and has not incurred any tardiness/late/under time/unauthorized leave within the one (1) month period.
- d. Self-improvement and Development (10%)
- Attended/participated Professional Development Program/Training
 - Part of a Working committee
- e. Personality and Interpersonal Relationship (10%)
- No incident of misunderstanding, valid complaints with peers, subordinates and superiors
 - Not a recipient of a memorandum for conduct unbecoming of an employee
- 6. Education and Social Services**
- a. Outstanding Accomplishment (40%)
- Innovations/creativity/extraordinary contribution implemented in the division; research; award from other agency; publication/authorship; consultancy/speakership
- b. Competency (Knowledge, Skills and Attitude) (20%)
- Has the ability to read, understand and follow work instructions in a safe, accurate and timely manner
 - Resourceful
 - Ability to establish linkages with co-workers and other offices, shares and demonstrates with them effective ways of accomplishing tasks
 - Maintains positive work values
 - Manifests genuine enthusiasm and pride in the nobility of the teaching profession
 - Creates an engaging learning environment
 - Counseling/case interviews/case management skills
 - Coordinates/networks with other NGAs, LGUs, NGOs etc.
- c. Perfect Attendance (20%)
- Must not have any absence/s, have not availed any Leave of Absence, and has not incurred any tardiness/late/under time/unauthorized leave within the one (1) month period.
- d. Self-improvement and Development (10%)
- Attended/participated Professional Development Program/Training
 - Part of a Working committee
- e. Personality and Interpersonal Relationship (10%)

- No incident of misunderstanding, valid complaints with peers, subordinates and superiors
- Not a recipient of a memorandum for conduct unbecoming of an employee

7. Utility Worker/Sweeper

- a. Outstanding Accomplishment (40%)
 - Innovations/creativity/extraordinary contribution implemented in the division; research; award from other agency; etc.
- b. Competency (Knowledge, Skills and Attitude) (20%)
 - Maintains positive work values
 - Resourceful
 - Ability to establish linkages with co-workers and other offices, shares and demonstrates with them effective ways of accomplishing tasks
 - Cleanliness of assigned area is maintained
- c. Perfect Attendance (20%)
 - Must not have any absence/s, have not availed any Leave of Absence, and has not incurred any tardiness/late/under time/unauthorized leave within the one (1) month period.
- d. Self-improvement and Development (10%)
 - Undergoes continuing relevant studies/learning opportunities
 - Shares knowledge with others, helps improve skills of peers, accepts assignment/tasks that are challenging but are broadening the area of concern
- e. Personality (10%)
 - No incident of misunderstanding, valid complaints with peers, subordinates and superiors
 - Not a recipient of a memorandum for conduct unbecoming of an employee

8. Peace and Order Services

- a. Outstanding Accomplishment (40%)
 - Innovations/creativity/extraordinary contribution implemented in the division; research; award from other agency; etc.
- b. Competency (Knowledge, Skills and Attitude) (20%)
 - Has the ability to read, understand and follow work instructions in a safe, accurate and timely manner
 - Maintains positive work values
 - Resourceful
 - Ability to establish linkages with co-workers and other offices, shares and demonstrates with them effective ways of accomplishing tasks
 - Most number of violators/traffic violators apprehended
 - Most number of complaints handled
 - Most number of public assistance

- c. Perfect Attendance (20%)
 - Must not have any absence/s, have not availed any Leave of Absence, and has not incurred any tardiness/late/under time/unauthorized leave within the one (1) month period.
- d. Self-improvement and Development (10%)
 - Undergoes continuing relevant studies/learning opportunities
 - Shares knowledge with others, helps improve skills of peers, accepts assignment/tasks that are challenging but are broadening the area of concern
- e. Personality (10%)
 - No incident of misunderstanding, valid complaints with peers, subordinates and superiors
 - Not a recipient of a memorandum for conduct unbecoming of an employee

SECTION 6. DOCUMENTARY REQUIREMENTS. – Qualified personnel shall be required to submit the following requirements:

1. Accomplished nomination form endorsed by the nominee's immediate supervisor or department head;
2. Certificate of no pending administrative case (c/o HR);
3. Updated Service record of the nominee (c/o HR);
4. Daily Time Record of the previous month (available thru GEMS); and
5. Proof of exemplary performance and behavior in discharge of his/her duties and responsibilities.

SECTION 7. NOMINATION. – Any of the following persons may nominate employees for the Employee of the Month award:

1. The immediate supervisor or department head of the nominee;
2. Their co-workers (a group minimum of 3); or
3. A private person, a group, or an organization.

A department can nominate in different categories, provided, however that only one nominee per category per month is allowed.

Accomplishments and/or achievements shall be year-round and for the current year to be considered for the nomination.

SECTION 8. SELECTION PROCESS. – A PRAISE Committee Technical Working Group (TWG) shall be formed to provide support in the preparation and implementation of the program. It shall be composed of three (3) members per category including a department head, section chief, and a rank-and-file employee that vary quarterly.

Members of the TWG for each category shall be selected in a general assembly organized by HRDO for that purpose and they shall serve for a term of one (1) year from the date of their selection.

The following are the duties and functions of members of the TWG:

1. Provide technical assistance to the PRAISE Committee;
2. Conduct the assessment, screening/interview and deliberation process;
3. Evaluate documents and validate nominees' accomplishments;
4. Rate the documents/evidences and forward ratings to the Secretariat for consolidation and ranking before forwarding to PRAISE Committee for final decision; and
5. Perform other related tasks.

SECTION 9. FORMS OF AWARDS AND INCENTIVES

1. A cash award in the amount of **FIVE THOUSAND PESOS (P5,000.00)**, a certificate of recognition or other forms of incentives as the PRAISE Committee may decide, shall be given to the **EMPLOYEE OF THE MONTH**; and
2. A cash award of **TWENTY FIVE THOUSAND PESOS (P25,000.00)** and plaque of recognition shall be given to the **EMPLOYEE OF THE YEAR**.

In order to recognize those who are nominated but did not make it to the finals, a Certification from the PRAISE Committee shall be given to them.

SECTION 10. PROCEDURES FOR NOMINATION

ACTIVITY	DEADLINE/PERIOD
The PRAISE Committee announces the opening of nominations for Employee of the Month.	1 st week of the month
The PRAISE Committee Secretariat receives the nomination as endorsed by the immediate superior/supervisor, co-employee/peer, or any private person of organization, and ensures the completeness and validates accuracy of the document/s submitted based on the HRDO records.	1 st to 2 nd week of the month
The PRAISE Committee deliberates and evaluates nominee/s based on the prescribed criteria. A 3-member deliberation committee may be formed which will vary in composition every quarter. (see Section 8)	2 nd to 3 rd week of the month
The PRAISE Committee endorses the best nominee to the City Mayor for approval.	3 rd week of the month

The City Mayor approves the endorsement.	3 rd to 4 th week of the month
The PRAISE Committee Secretariat prepares the appropriate program for conferment and informs the awardee/s.	4 th week of the month
Conferment of the award <ul style="list-style-type: none"> • Employee of the month • Employee of the Year 	1 st Monday of the succeeding month last Monday of December of the current year

SECTION 11. DISQUALIFICATION. – Any of the following circumstances shall result in the automatic disqualification of the nomination:

1. Non-submission of complete documentary requirements;
2. Misrepresentation in any form made in the nomination form and other supporting documents submitted; or
3. Nominees who are requesting directly or indirectly special favor or consideration from member/s of the PRAISE Committee or its Secretariat.

SECTION 12. REWARDS. – The City Government shall grant cash award and certificate of recognition to the qualified beneficiaries as categorized below:

Award	Maximum no. of awardees	Form of Award/incentive
Employee of the Month	8 per month	P 5,000.00 cash + Certificate of Recognition
Employee of the Year	8 per year	P 25,000.00 cash + Plaque of Recognition

SECTION 13. EMPLOYEE OF THE YEAR AWARD. – This award shall be given to any employee who ranks number one from among the qualifiers based on the criteria set in the Section 15 of this Order.

SECTION 14. PROCEDURES FOR EMPLOYEE OF THE YEAR AWARD. – The following are the procedures for the grant of this award:

1. All awardees of the Employee of the Month per category for the given calendar year are automatically qualified.
2. All Employee of the Month awardees per category shall be evaluated and ranked based on the prescribed criteria on Section 15 of this Order subject to the deliberation of the PRAISE Committee every November of the current year.

3. The PRAISE committee may invite individuals from other agencies and/or entities having full knowledge on the city government and its operations to assist them in the evaluation of the nominees.
4. The one with the highest tabulated score/rating per category shall be granted the Employee of the Year award and shall receive a cash award in the amount of **TWENTY FIVE THOUSAND PESOS (P25,000.00)** and plaque of recognition.

SECTION 15. CRITERIA FOR EVALUATION (EMPLOYEE OF THE YEAR)

PARAMETERS	RATING
1. IMPACT OF OUTSTANDING ACCOMPLISHMENT <ul style="list-style-type: none"> • Additional proof of exemplary performance, behavior, innovations/creativity/extraordinary contribution • The extent to which the idea, suggestion, innovation or invention is being used, whether it has far-reaching effect; the number of persons benefited; the paradigm shift it has caused and the amount of money saved • Whole-year impact of outstanding accomplishment to the entire system of City Government of Pasig. 	40%
2. OCCUPATIONAL COMPETENCE <ul style="list-style-type: none"> • Performance rating for the last two (2) consecutive rating periods is Very Satisfactory (VS) 	20%
3. PERFECT ATTENDANCE <ul style="list-style-type: none"> • An employee must not have any absence/s, have not availed any Leave of Absence, and has not incurred any tardiness/late/under time/unauthorized leave within the one (1) year period. 	20%
4. SELF-IMPROVEMENT AND DEVELOPMENT <ul style="list-style-type: none"> • Attended/participated additional Professional Development Program/Training • Part of a Working committee 	10%
5. PERSONALITY AND INTERPERSONAL RELATIONSHIP <ul style="list-style-type: none"> • No incident of misunderstanding, valid complaints with peers, subordinates and superiors • Not a recipient of a memorandum for conduct unbecoming of an employee 	10%
TOTAL	100%

SECTION 16. APPROPRIATIONS. – The funds necessary for the implementation of this Ordinance shall be chargeable against any available funds in the City Treasury and shall be annually be included in the Annual Appropriations Ordinance, subject to auditing rules and regulations.

SECTION 17. REPEALING CLAUSE. – All orders or portions of orders in conflict with this Order, or inconsistent with the regulations of this Order, are hereby repealed to the extent necessary to give this Order full force effect.

SECTION 18. SEPARABILITY CLAUSE. – If any provision of this Order is declared invalid, all other portions unaffected shall remain in force and effect and shall not be affected by such declaration.

SECTION 19. EFFECTIVITY – This Order shall take effect beginning January 2023.

DONE this 4th day of November 2022, Pasig City.


VICTOR MA. REGIS N. SOTTO
City Mayor 


City Government of Pasig
Officially Released
ATTY. JOHN VINCENT L. CERNAL
OIC, Record Mgt. & Archives Office
Records Mgt & Archives Office
04 NOV 2022