



**EXECUTIVE ORDER NO. PCG 27
SERIES OF 2023**

**AN ORDER ADOPTING PRAISE COMMITTEE RESOLUTION NO. 1, SERIES OF 2023,
ENTITLED: "A RESOLUTION RECOMMENDING THE ESTABLISHMENT OF "TOP
PERFORMING OFFICE RECOGNITION PROGRAM" IN THE CITY GOVERNMENT OF PASIG.**

WHEREAS, pursuant to Civil Service Commission (CSC) Resolution No. 010112 and CSC Memorandum Circular 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 aims to motivate and inspire offices and departments to improve the quality of their performance and instill deeper commitment which may result in a more efficient public service delivery and program implementation;

WHEREAS, the Pasig City Government PRAISE Committee, through its Resolution No. 1, Series of 2023, recommends the establishment of the "Top Performing Office Recognition Program," in accordance with the guidelines set therein;

NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO, Mayor of the City of Pasig, by the power vested in me by law hereby orders the adoption of the guidelines set by the PRAISE Committee which recommends the search for the Top Performing Office in accordance with the following, viz:

SECTION 1. RATIONALE. – The "Top Performing Office Award" under the Top Performing Office Recognition Program is granted to the top organizational unit on the basis of meeting the organization's performance targets and other pre-determined criteria. This aims to boost the morale, teamwork, interest, cooperation, and participation of individual employees as part of the organizational unit to accomplish their targets on time within the fiscal year vis-à-vis the agency's targets.

SECTION 2. COVERAGE. – The "Top Performing Office Recognition Program" covers all offices and departments in the City Government of Pasig that submits their Office Performance Commitment and Review (OPCR) such as, but not limited to:

Business Permit and Licensing Department	Office of the Senior Citizen Affairs
City Accounting Office	Office of the Vice Mayor
Office of the City Administrator	Office on General Services
City Assessor's Office	City Social Welfare and Development Office
City Budget Office	Pamantasan ng Lungsod ng Pasig



Office of the Building Official	Pasig City Anti-Drug Abuse Office
City Civil Registry Office	Pasig City Children's Hospital
City Engineering Office	Pasig City General Hospital
City Environment and Natural Resources Office	Pasig City Institute of Science and Technology
City Health Department	Pasig City Library
City Legal Office	Pasig City Local Economic Development and Investment Office
City Planning and Development Office	Pasig Disaster Risk Reduction Management Office
Procurement Management Office	Pasig Urban Settlement Office
City Transportation Development and Management Office	Peace and Order Department
City Treasurer's Office	Person with Disability Affairs Office
Community Relation and Information Office	Public Employment Service Office
Cooperative Development Office	Public Information Office
Cultural Affairs and Tourism Office	Public Market Administration
City Veterinary Services	Maybunga Rainforest Park
Education Unit	Secretary to the Sangguniang Panlungsod
Gender and Development Office	Solid Waste Management Office
Human Resource Development Office	Special Children Educational Institute
Internal Audit Service Office	Traffic and Parking Management
Local Youth Development Office	Tricycle Operation and Regulatory Office
Management Information System Office	Ugnayan sa Pasig
Office of the City Mayor	Youth Development Center
Office of the Sangguniang Kabataan President	

SECTION 3. QUALIFICATIONS. – In order to qualify for the Top Performing Office Award, the office or department must meet the following:

1. Must have properly and completely submitted or accomplished their verifiable OPCR Rating for the last two (2) consecutive rating periods (January to December of the same year), through the Pasig City GEMS.
2. The office must have garnered an average of at least a Very Satisfactory Rating for the last two (2) consecutive rating periods.



SECTION 4. CRITERIA. – The criteria are as follows:

1. OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR): 60%

The Office Performance Commitment and Review is a major consideration in selecting the Top Performing Office Award because the organization's goals and objectives are accomplished based on their respective targets as evidenced in the OPCR's.

The Performance Management Team (PMT) shall submit to the PRAISE Committee the ranking of offices with corresponding performance ratings for the last two consecutive rating periods.

The computation is as follows:

$$\frac{\text{Average rating of OPCR (last 2 rating periods)}}{5.00}$$

2. OFFICE COMPLIANCE: 30%

a. Complete and on-time submission of the following required office reports/compliances:

1. Annual Investment Program (AIP)
2. Quarterly Accomplishment Report
3. Annual Accomplishment Report
4. Statement of Assets, Liabilities, and Net Worth (SALN)
5. Project Procurement Management Plan (PPMP)
6. Capacity Development Agenda (CAPDEV)
7. Individual Development Plan (IDP)
8. Succession Plan

b. Every compliance shall be equivalent to the following:

Condition	Equivalent
Complete and on-time	1 point
Complete but not on time	0.5 point
Incomplete but on time	0.5 point
No submission	0 point

Thus, the computation for this criterion shall be:

$$\frac{\text{Total number of points}}{8} \times 100 \times 30\%$$

This shall be based on the verifiable reports that shall be submitted by the concerned offices upon request of the PRAISE Secretariat.



3. CLIENT FEEDBACK: 10%

Feedback from clients plays a vital part in measuring the office’s operational performance if they consistently provide customer satisfaction with its services.

Offices that have no reported complaint from the Ugnayan sa Pasig (the City’s main feedback mechanism platform) on the quality of service rendered by its internal or external customers, shall automatically receive a perfect score of 10% on this criterion.

However, if an office has reported complaints, the score shall be based on the percentage of complaints versus resolved complaints including the timeframe the complaint has been resolved based on the allowable time of ten (10) working days as specified in Section 11 of City Ordinance No. 37, Series of 2018, otherwise known as the *Pasig Transparency Mechanism Ordinance of 2018* and Section 3 of Executive Order No. PCG-08, Series of 2019.

The breakdown shall be provided by the Ugnayan sa Pasig and shall be the basis of the score:

PERCENTAGE OF RESOLVED/RESPONDED COMPLAINTS	SCORE
100%-95%	10%
94%-90%	9%
90%-81%	8%
80%-71%	7%
70%-61%	6%
60%-51%	5%
50% below	4%

4. ADDITIONAL BONUS POINTS: 10%

If the office has been awarded/has been a finalist in international or national level awards whether by government or any other private entities within the year. (Supporting documents such as certificates, plaques or citations shall be validated)

International Level	10%
National Level	5%
Regional Level	3%

SECTION 5. DOCUMENTARY REQUIREMENTS. - The following reports/documents are needed to determine and evaluate the Top Performing Office:

1. Summary of OPCR as certified by PMT for the last two (2) rating periods. The average of which shall be the basis of ranking;



2. Summary report of offices with the status of their submitted reports and compliances (SALN, AIP, etc.);
3. Summary of offices with a percentage of complaints vs. resolved complaints for the whole year (c/o Ugnayan sa Pasig); and
4. Other documentary requirements upon request.

SECTION 6. SELECTION PROCESS. –

PERIOD	ACTIVITY
1 st quarter	The PRAISE Committee Secretariat receives the reports and documentary requirements
1 st quarter	The PRAISE Committee Secretariat shall collate all the documentary requirements and preliminarily evaluate and tabulate the data, scores, and rankings based on the prescribed criteria.
2 nd quarter	The PRAISE Committee Secretariat endorses the preliminary evaluation to the committee for final deliberation and validation. In case of a tie, the PRAISE Chairperson shall break the tie.
2 nd quarter	The PRAISE Committee endorses the ranking of offices to the Head of Agency (City Mayor) for approval. Only the Top Five (5) offices based on the ranking shall be declared as the winners.
3 rd quarter	Conferment of the award/recognition

SECTION 7. FORMS OF AWARDS AND INCENTIVES. –

The **TOP FIVE (5) PERFORMING OFFICES** based on the final ranking, shall receive a **High-end Laptop Computer Unit**, Plaque of Recognition, or other forms of incentives as the PRAISE Committee may decide.

The following shall be the conditions of this high-end laptop computer to be awarded for the top-performing offices:

1. The department head or officer-in-charge of each top-performing office shall be the end-users/accountable person of the unit, hence Property Acknowledgment Receipt (PAR) shall be issued only to him/her.
2. The end-user/accountable person shall be responsible in safekeeping of the unit, protecting it against theft, fire, and preventive damage.
3. The end-user/accountable person is responsible, accountable, and liable for any loss, misuse, damage, or deterioration of the unit due to fault or negligence in safekeeping which may be physical or destructive.
4. The end-user/accountable person shall make sure that the unit undertakes due care and maintenance in good condition.



- The estimated service life or to which the length of service life that may be expected from the office equipment shall be in at least three (3) years assuming normal utilization, then the laptop unit shall be turned over to the end-user as personal property.

Aside from the above stated, a **“Salu-Salo Together”** of either lunch or dinner may be given as an additional incentive to the winning department/office; and/or

Gift Certificates in the amount of Two Thousand Pesos (Php 2,000.00) may be given to every employee of the awarded department/office with a Very Satisfactory rating for the two (2) rating periods within the year of evaluation.

SECTION 8. APPROPRIATIONS. - Funds for the incentives, certificates, and tokens shall be taken from the HRDO funds as specified in the LBP Form No. 4.

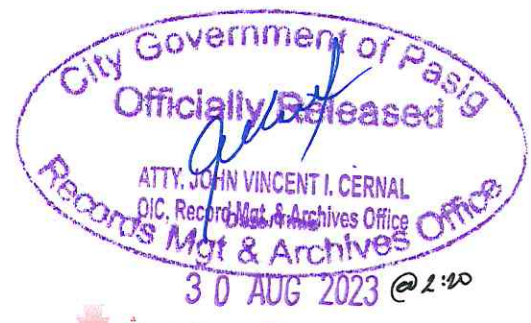
SECTION 9. REPEALING CLAUSE. – All orders or portions of orders in conflict with this Order, or inconsistent with the regulations of this Order, are hereby repealed to the extent necessary to give this Order full force effect.

SECTION 10. 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 11. EFFECTIVITY – This Order shall take effect immediately.

DONE this 24th day of August 2023, Pasig City.


VICTOR MA. REGIS N. SOTTO
City Mayor


City Government of Pasig
Officially Released
Records Management & Archives Office
ATTY. JOHN VINCENT I. CERNAL
D/C, Record Mgt. & Archives Office
30 AUG 2023 @ 2:40