



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

10/14 ✓

May 30, 1985

MINISTRY ORDER)
No. 34) SUBJECT: MPWH Suggestions and Incentive
Series of 1985) Awards System
x.x.x.x.x.x.x.x.)

Pursuant to Sec. 33, Article VIII of P.D. No. 807 as implemented by Memorandum Circular No. 10 dated September 8, 1976 of the Civil Service Commission and in line with the Ministry's continuing policy to inspire and motivate employees towards achieving outstanding and exemplary performance and provide lasting appreciation or recognition to meritorious achievements, an MPWH Suggestions and Incentive Awards System is hereby established.

1.0 Types of Awards

In addition to the Civil Service Commission Awards known as the Lingkod Bayan Award, Silangan Award, Pagasa Award, Kapwa Award, Outstanding Performance Rating Award, Length of Service Award and Retirement Award, the Ministry may issue the following awards:

- 1.1 District Engineer of the Year
- 1.2 Maintenance Engineer of the Year
- 1.3 Construction Engineer of the Year
- 1.4 Equipment Engineer of the Year
- 1.5 Materials & Quality Control Engineer of the Year
- 1.6 Design Engineer of the Year
- 1.7 Model Employee (Ministry/Bureau/Service/Region/PMO)
- 1.8 Model Office (Central and Regional)
- 1.9 Special Citation

2.0 MPWH Suggestions and Incentive Awards Committee

2.1 An MPWH Suggestions and Incentive Awards Committee (SIAC) which shall be responsible for the implementation of the system in accordance with the attached guidelines, is hereby created and shall be composed of the following:

Asst. Minister for Administration - Chairman
Asst. Minister for Legal Affairs - Co-Chairman
All Bureau Directors - Members
Chief, Manpower Dev't Service - Head Secretariat
Chief, Personnel Division, Central Office -
Asst. Head Secretariat

2.2 The Regional SIAC shall be composed of the following:

Regional Engineering Coordinator (REC) - Chairman
Regional Equipment Engineer)
Chiefs of Divisions) Members
Sr. Legal Officer)
Sr. Manpower Dev't Officer - Head Secretariat
Personnel Officer II - Asst. Head Secretariat

3.0 Committee Secretariat

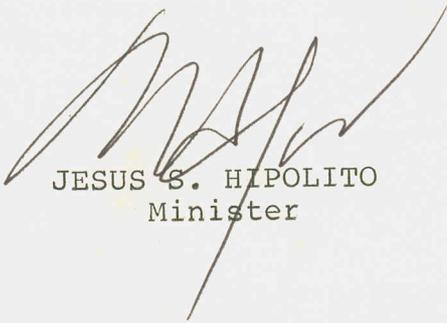
The Secretariat shall be responsible for receiving all nominations, shall assist the Committee in their preliminary screening/evaluation of such nominations and shall be responsible for the custody/safekeeping of all relevant records. For this purpose, the Head/Asst. Head Secretariat may request the services of any personnel in the Ministry.

4.0 Repealing Clause

All Ministry Orders which are inconsistent with this Order are hereby modified/repealed accordingly.

5.0 Effectivity

This Order takes effect immediately.


JESUS S. HIPOLITO
Minister

GUIDELINES ON THE MPWH SUGGESTIONS AND INCENTIVE AWARDS SYSTEM

I. TYPES OF AWARDS

1. CSC Awards:

- 1.1 Lingkod Bayan Award. A presidential award given to an individual or group of individuals for highly exceptional or extraordinary contributions resulting from an idea or performance whose effect is nationwide and principally affects the national interest, security and patrimony. (This award is distinct from the Lingkod Bayan Award being granted by the CESB to CESOs).
- 1.2 Silangan Award. A presidential award otherwise known as Young Employee Award given to an individual or a group of individuals who are 30 years of age or below and whose performance embody the idealism and exemplify the drive and innovativeness of the Filipino youth.
- 1.3 Pagasa Award. A Civil Service Commission award given to an individual or group of individuals for contributions of an idea or performance resulting in direct benefits to more than one Ministry/Agency.
- 1.4 Kapwa Award. A Ministry award given to an individual or group of individuals for contributions of an idea or performance resulting in direct benefits to the Ministry.
- 1.5 Outstanding Performance Rating Award. An award given by the Minister to an employee who has obtained an "Outstanding" performance rating in accordance with the approved performance evaluation system for the last two successive evaluation periods immediately preceding the date of the conferment of the award.
- 1.6 Length of Service Award. An award granted to an employee who has completed twenty, thirty or forty years of continuous and satisfactory service in the government.
- 1.7 Retirement Award. A certificate or plaque of appreciation given to a retiree who has rendered at least fifteen (15) years of satisfactory government service.

2. MPWH Awards:

- 2.1 District Engineer of the Year Award. An award given by the Minister to a District Engineer who has shown the most meritorious performance within the latter's areas of responsibility.

- 2.2 Maintenance Engineer of the Year Award. An award given by the Minister to a maintenance engineer who has shown the most meritorious achievement in the field of infrastructure maintenance.
- 2.3 Construction Engineer of the Year Award. An award given by the Minister to a construction engineer who has shown the most meritorious achievement in the field of infrastructure construction.
- 2.4 Equipment Engineer of the Year Award. An award given by the Minister to an equipment engineer below the rank of Regional Equipment Engineer who has shown the most meritorious achievement in the field of equipment management.
- 2.5 Materials & Quality Control Engineer of the Year Award. An award given by the Minister to a materials engineer who has shown the most meritorious achievement in the field of materials and quality control.
- 2.6 Design Engineer of the Year Award. An award given by the Minister to a design engineer who has shown the most meritorious achievement in the field of infrastructure design.
- 2.7 Model Employee Award (Ministry/Bureau/Service/Region/PMO). An award given to an employee who has shown the most meritorious performance and exemplary discipline. The award for a Model Employee of the Bureau, Service/Region/PMO is given by the Head of Office concerned while the Model Employee of the Ministry Award is given by the Minister to the best among the Model Employees of the Bureaus, Services, Regional and Project Management Offices.
- 2.8 Model Office Award (Central/Regional Offices). An award given to an office with the most healthy and pleasant working environment, outstanding team productivity, meritorious achievements, and exemplary office decorum and whose personnel have the least number of habitual and unjustified absences and tardiness. Model Office Award in the Central Office is given by the Minister. Model Office Award in the Regional Offices is given by the Regional Director concerned.
- 2.9 Special Citation Awards. Awards given by the Minister to individuals or groups of individuals, whether employees of the MPWH belonging to any position level or private persons, who have made significant contributions to the Ministry for the attainment of its goals.

II. NOMINATIONS

1. Who May be Nominated

Any official or employee of the Ministry except those occupying CESO positions is eligible for nomination to any of the awards provided that the nominee:

- 1.1 Holds a permanent appointment for at least one year in the MPWH
- 1.2 Has not been convicted in any criminal case nor found guilty in an administrative case with a penalty of at least fine, suspension or demotion in rank nor has any pending formal charge at the time of nomination;

and provided further that each office shall submit only one (1) nominee for any of the CSC and Ministry level awards.

Private persons or group of persons may be nominated for the Special Citation Awards

2. Who May Nominate

Nominations may be made by any of the following:

- 2.1 Supervisor of the nominee,
- 2.2 Peers or subordinates of the nominee, or
- 2.3 A private person or association.

3. Nomination Procedures

3.1 Where to Submit

- 3.1.1 All nominations for Civil Service and Ministry level awards shall be submitted to the Office of the Minister, Attn.: The Secretariat, MPWH Suggestions and Incentive Awards Committee;
- 3.1.2 Nominations for Regional level awards shall be submitted to the Office of the Regional Director, Attn.: Regional, Suggestions and Incentive Awards Committee.
- 3.1.3 Nominations for Bureau/Service/PMO level awards shall be submitted to the Head of the Office concerned.

3.2 When to Submit

- 3.2.1 Nominations for CY 1985 which shall cover 1984 performance shall be submitted on or before June 14, 1985.
- 3.2.2 Starting CY 1986, nominations will be received between January 1 to March 31 every year.

3.3 What to Submit

Nominations must be made on the attached prescribed "Nomination for the MPWH Suggestions and Incentive Awards Form" together with the following supporting documents in quintuplicates:

- 3.3.1 Endorsement of the Chief of Office of the nominee.
- 3.3.2 Personal Data Sheet (CS Form 212 of the nominee duly subscribed and sworn to).
- 3.3.3 Certification of the Administrative Officer in the Office that the nominee has not been found guilty in any criminal and/or administrative case nor does he have any pending case at the time of nomination.
- 3.3.4 Other supporting documents such as clippings, citations, publications, pictures and/or Performance Appraisal Reports.
- 3.3.5 Three (3) copies of 5 cm x 5 cm latest photo of nominee with name written on the back.

(NOTE:) If the above supporting documents are not submitted, the nomination shall not be considered).

4. Who Shall Evaluate Nominations

- 4.1 For Model Employee Awards of the different Bureaus/Services/PMO's, the Head of Office concerned is hereby authorized to create a Committee to evaluate all nominations, and such evaluation shall be subject to approval by the Head of Office concerned.
- 4.2 Nominations for Regional level awards shall be evaluated by the Regional, Suggestions and Incentive Awards Committee, subject to approval by the Regional Director concerned.

4.3 All nominations for CSC and Ministry level awards shall be evaluated by the MPWH, Suggestions and Incentive Awards Committee, and such evaluation subject to approval by the Minister.

III. EVALUATION CRITERIA

1. CSC Criteria for the Lingkod Bayan Award, Silangan Award, Pagasa Award and Kapwa Award

Awards shall be given in any of the four (4) categories:

1.1 Consistent dedicated performance exemplifying the best in any of the profession or occupation in the public service.

<u>Attributes Indicators</u>	<u>Percentage Weight</u>
1.1.1 Performance. Manner of operating or functioning. The employee puts his best effort into his work. His performance exceeds 100% of his targeted outputs.- -	70%
1.1.2 Responsibility. Accountability; ability to meet an obligation. The employee performs all his duties and responsibilities and acts commendably even without superior direction or guidance.-	10%
1.1.3 Integrity. Uprightness of character; honesty; wholeness; probity. The employee performs his tasks or assignments with probity and always with an aim for excellence. - - - - -	5%
1.1.4 Loyalty. Faithfulness to duty or <u>obligation</u> ; constancy in any relation or obligation implying trust and confidence. The employee supports the policies of his office and is protective of the good name of the public service. - - - - -	5%
1.1.5 Efficiency. The ratio of work done against the cost of resources; productivity of results with minimum of wasted effort. The employee has established a system of doing things that is productive of results with a minimum of wasted time, effort and resources. <u>10%</u>	<u>10%</u>
Total	100%

1.2 Ideas, suggestions or inventions approved and/or adopted by the Ministry.

<u>Attributes/Indicators</u>	<u>Percentage Weight</u>
1.2.1 Relevance/Pertinence/Applicability. The idea/suggestion/invention is pertinent and related to the needs of the MPWH at the time. - - -	30%
1.2.2 Impact. Strong influence; significant effect. The extent for which the idea, suggestion and/or invention is being used and is far-reaching. - - - - -	20%
1.2.3 Creativity. Originality of thought and execution. It is original in thought and implementation. - - - - -	10%
1.2.4 Reliability and Effectiveness. Worthy of confidence; trustworthy. It is a product of research and careful planning; it efficiently does what it intends to do. - -	20%
1.2.5 Economy of Operation. Careful management of resources to achieve goals with the minimum of expense. The idea/suggestion/invention institute waste-saving measures that maximize office time, money and resources. - -	20%
Total	100%

1.3 Performance of an extraordinary act or service in the public interest in connection with, or related to one's official function/employment.

<u>Attributes/Indicators</u>	<u>Percentage Weight</u>
1.3.1 Initiative. Doing something without being told; the power or right to take the first step; take the lead. The employee has acted on his own volition, that is, without being told. He has acted on his own judgment without thought of remuneration, reward or prospect of promotion.	30%

<u>Attributes/Indicators</u>	<u>Percentage Weight</u>
1.3.2 Dedication and Commitment. Selfless devotion; unreserved pledge of involvement. The employee has displayed selfless devotion to duty unmindful of risk to his life.	20%
1.3.3 Noteworthiness. Extraordinary. The extraordinary act is easily distinguishable for its relevance uniqueness and originality. - - -	10%
1.3.4 Relevance. Pertinent to duties and responsibilities. The employee has manifested a consistent desire for excellence in the performance of his duties and responsibilities.	10%
1.3.5 Impact. Strong influence; powerful effect. The employee has displayed a strong influence over his colleagues. His extraordinary act has created a powerful and rippling effect on its clientele and to the agency where he belongs	30%
Total. ..	100%
1.4 Outstanding community service or heroic acts in the public interest (not related to his official function as a public servant).	

<u>Attributes/Indicators</u>	<u>Percentage Weight</u>
1.4.1 Altruism. Regard for others as a principle of action. The employee has displayed benevolence, magnanimity and selfless devotion to the welfare of others. - - - - -	40%
1.4.2 Courage. Drive and Determination. Ability to meet danger/challenge/opposition with fearlessness. The employee has displayed guts in facing the challenge in spite of the presence of constraints and opposing forces. - - - - -	30%

<u>Attributes/Indicators</u>	<u>Percentage Weight</u>
1.4.3 Social Consciousness. Sensitivity to one's surroundings; ability to comprehend one's environment like health and sanitation and peace and order; etc.; ability to react with positive assistance whenever the need arises. The employee manifested a strong community spirit. He has spearheaded/participated in projects/programs and other activities for the common good. He has acted as a change agent in more ways than one. - - - - -	10%
1.4.4 Impact. Strong influence; powerful effect. The employee has displayed something worthwhile for the community to duplicate/imitate, like introducing government-sponsored project e.g., Sariling Sikap, KKK, Green Revolution and the like. - - - - -	10%
1.4.5 Resourcefulness. Capacity, ability to find or adapt means; skill or ingenuity in meeting any situation. The employee has displayed skill and ingenuity in meeting an emergency resulting in the safety of human lives, records or properties. He has performed a deed beyond the normal call of duty. - - - - -	10%
Total	100%

2. Criteria for the Outstanding Performance Rating Award, Length of Service Awards, and Retirement Award

2.1 Outstanding Performance Rating Award. This award may be granted to an employee who has obtained an "Outstanding" performance rating in accordance with the approved performance evaluation system for the last two successive evaluation periods immediately preceding the date of the conferment of the award.

2.2 Length of Service Awards. The following service awards shall be granted to regular and permanent employees:

- 2.2.1 Bronze Service Pin for 20 years of continuous and satisfactory service in the government.
- 2.2.2 Silver Service Pin for 30 years of continuous and satisfactory service in the government.
- 2.2.3 Gold Service Pin for 40 years of continuous and satisfactory service in the government.
- 2.3 Retirement Award. A retirement award shall be granted to a retiree who had rendered at least fifteen (15) years of satisfactory government service.

3. Criteria for the District Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
3.1 Performance. Refers to the DE's ability to manage his work, staff and linkages. Work performance refers to the DE's ability to deliver the quality and quantity of outputs expected of him and to enforce policies, rules and regulations within his authority. Staff performance refers to his ability to develop, motivate and discipline his staff, Linkages performance refers to his ability to interface and coordinate with key relevant sectors within and outside the Ministry. - - - - -	80%
3.1.1 Maintenance Programs	20%
3.1.2 Construction Schedules	15
3.1.3 Equipment Utilization and Maintenance	15
3.1.4 Materials Quality Control	10
3.1.5 Plans and Programs	10
3.1.6 Design Standards	10
3.2 Honesty, Integrity and Public Relations. Refers to the DE's uncompromising adherence to public service values as reflected by his lifestyle, character and the exercise of his authority. - -	15%
3.3 Significant Contributions. Refers to the specific effort, intervention or a project initiated and/or implemented by the DE singly or in collaboration with others which is innovative, impactful and/or responsive to an urgent or critical need. - - - - -	5%
Total	100%

4. Criteria for the Maintenance Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
4.1 Highway/Building/Flood Control and Drainage/Waterworks Maintenance. Refers to the nominee's ability to maintain satisfactory condition infrastructure facilities within his area of jurisdiction/assignment.-	50%
4.2 Systems Implementation and Technical Support/Supervision. Refers to the nominee's ability to implement/enforce maintenance systems within his area of jurisdiction/assignment and his ability to provide technical assistance/support to maintenance works within his area of expertise. -	25%
4.3 Work Attitude, Character and Public Relations. Refers to the nominee's work commitments, sensitivity, resourcefulness and humility. The nominee maintains a respectable lifestyle within his means and his honesty and integrity is unquestionable.	15%
4.4 Management Information. Refers to the nominee's ability to report on maintenance management. - - - - -	10%
Total ..	100%

5. Criteria for the Construction Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
5.1 Project Implementation. Refers to the nominee's ability to coordinate the implementation of all construction projects within + 15% of their respective contract costs and + 15% of their respective construction schedules and in accordance with approved plans and specifications. - -	50%
5.2 Project Reporting. Refers to the nominee's ability to submit all required project reports within 15 days after the reporting period. - - - - -	20%

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
5.3 Program of Work and Agency Estimates. Refers to the nominee's ability to prepare POWs and AAEs of all projects within 30 days after receipt of project funds and are approved by proper authorities with corrections within <u>±</u> 10% of submitted figures. - -	15%
5.4 Work Attitudes, Character and Public Relations. Refers to the nominee's work commitments, sensitivity, resourcefulness and humility. The nominee maintains a respectable lifestyle within his means and his honesty and integrity is unquestionable.	15%
Total	100%

6. Criteria for the Equipment Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
6.1 Work Performance. Refers to employee's ability to deliver the quality and quantity of outputs expected as in his responsibility in the maintenance and repairs of equipment; dedication to one's work and use of professional training and expertise. Value of 5 if 91-100% of repair programs are accomplished. - - - - -	30%
6.2 Resourcefulness. Refers to employee's adaptability and ingenuity in getting the most things done at least effort and expense. Value of 5 if work of subordinates are well delegated, office procedures function efficiently and work facility/office/unit neat and orderly. - - - - -	20%
6.3 Responsibility/Reliability. Measure of employee's perception of work priorities as they affect policy/direction laid out by higher authority. Value of 5 if employee exhibits complete understanding of his responsibility and cooperates to fullest extent. - - - - -	15%
6.4 Motivational Ability. Measure of thoroughness and effectiveness in issuing orders/instructions and in exacting discipline on staff/subordinates. Value of 5 if staff and subordinates follow orders out of respect and not out of fear, are well disciplined and in high morale. - - - - -	15%

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
6.5 Interfacing/Coordinating with Others. Refers to prompt action and response to instructions from superiors and referrals made by other units, submission of reports due and accuracy of contents thereof. Value of 5 if ratee dutifully attends to/interfaces with other offices; submits accurate reports on time and shows high credibility with superiors, peers and subordinates. - - - - -	10%
6.6 Lifestyle/Character. Refers to one's humility and frugality; that Ratee maintains a respectable lifestyle within his means. Value of 5 if honesty and integrity is unquestionable.	10%
Total	100%
7. <u>Criteria for the Materials and Quality Control Engineer of the Year Award</u>	

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
7.1 Effectiveness of Quality Control Implementation. Refers to the nominee's ability to implement quality control policies/requirements, compatibility of actual materials used and test reports and quality of completed work. - - - - -	55%
7.2 Work Attitudes, Character and Public Relations. Refers to the nominee's work commitments, sensitivity, resourcefulness and humility. The nominee maintains a respectable lifestyle within his means and his honesty and integrity is unquestionable.	15%
7.3 Facilities and Equipment. Refers to the nominee's ability to maintain laboratory equipment, facilities and building space; utilization of testing equipment; calibration of testing equipment. - - - - -	10%
7.4 Reliability of Samples and Test Reports. Refers to the nominee's ability to comply with standard sampling and testing methods; adequacy of number of samples obtained and tested; and authenticity of test reports. - - - - -	10%

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
7.5 Management and Reporting System. Refers to the nominee's ability to institute/maintain proper office management, quality of reporting system and proper safekeeping of records. - - - - -	10%
Total	100%

8. Criteria for the Design Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
8.1 Design Work. Refers to the soundness of the design concept/analysis/criteria and integrity of design calculations, with actual field conditions and all loads/forces which affect the structure(s) under service loads. - - - - -	45%
8.2 Survey/Investigation Work. Refers to the comprehensiveness of the survey/investigation work and accuracy of the field data derived therefrom, and which shall be used as basis for the design of the structure(s); with minimal or no underruns/overruns in construction. - -	20%
8.3 Drawings. Refers to the completeness, accuracy and clarity of drawings, with no misinterpretation/controversy arising therefrom during construction. -	15%
8.4 Work Attitudes, Character and Public Relations. Refers to the nominee's work commitments, sensitivity, resourcefulness and humility. The nominee maintains a respectable lifestyle within his means, and his honesty and integrity is unquestionable.	15%
8.5 Specifications. Refers to the comprehensiveness of specifications; materials suitable to local conditions and usage, and installation thereof concisely stated. - - - - -	5%
Total	100%

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9. Criteria for the Model Employee Award (Ministry/
Bureau/Service/Region/PMO Levels)

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
9.1 Job Performance - - - - -	40%
9.1.1 Quantity of Work. The volume/amount or work outputs accomplished in relation to one's responsibility areas. Accomplishments should exceed targets.	10%
9.1.2 Quality of Work. The correctness, refineness and acceptability of one's work outputs. Accomplishments are accepted with no or minimal corrections.	15%
9.1.3 Ability to Meet Schedules. The nominee submits his work outputs on specified schedules. A delay, if any, is attributable only to factors beyond the nominee's control.	15%
9.2 Work Attitudes - - - - -	25%
9.2.1 Resourcefulness. The ability to discover and utilize means and resources to facilitate the accomplishments of work targets.	5%
9.2.2 Cooperativeness. The willingness to adopt and work for means to facilitate the accomplishment of group objectives.	10%
9.2.3 Attendance/Punctuality. Refers to the actual regular presence at work station, as per civil service rules, devoted for the accomplishment of organizational objectives - - - - -	10%

9.3 Character - - - - - 20%

9.3.1 Integrity. Fidelity to sound human principles imbued with a sense of honor in the discharge of one's functions - - - - 10%

9.3.2 Morality. Adherence to a sense of right and wrong and good judgment in the discharge of one's duties 5%

9.3.3 Honesty. Capability to maintain sincerity, uprightness and fairplay in the discharge of one's duties - - - - - 5%

9.4 Human Relations. Refers to the nominee's ability to get along with his superiors, peers, subordinates and the general public. Respect is earned through one's courtesy, politeness, tactfulness, sincere concern and diplomacy - - - - - 15%

9.4.1 Relationship with Superiors 5%

9.4.2 Relationship with Peers/ Subordinates 5%

9.4.3 Relationship with the Public 5%

Total ... 100%

10. Criteria for the Model Office Award (Central/Regional)

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
10.1 Team Productivity. Refers to the ratio of team outputs against cost of resources. Work is done systematically with a minimum of wasted time, effort and resources. Office records show either an increase in outputs with the same operating expenditures, a decrease in operating expenditures with the same outputs or an increase in outputs with decreased operating expenditures - - - -	35%
10.2 Office Discipline. Refers to the general discipline of employees within the Office. Employees are generally courteous, trustworthy, cooperative and responsible. They display exemplary office decorum -	20%

<u>Criteria/Indicators</u>	<u>Percentage Weight</u>
10.3 Office Orderliness and Safety. Refers to the group effort in the maintenance of conducive physical and socio-psychological work environment within the office. Office surroundings, facilities and equipment are generally clean, orderly and well-maintained - -	15%
10.4 Attendance and punctuality in reporting of office personnel - - - - -	15%
10.5 Significant Accomplishment/Contribution. Refers to any single impactful contribution or highly exceptional accomplishment of the Office that is significant to the overall operations of the Ministry and worthwhile for the other Ministry units to duplicate/imitate - - - - -	15%
Total	<u>100%</u>

11. Criteria for the Special Citation Awards

- 11.1 Criteria for any Special Citation shall depend on the nature, significance, and timeliness of a particular idea performance, accomplishment or contribution.
- 11.2 Candidates for the CSC and Ministry level awards who have not been selected for the specific awards to which they were nominated, but who nevertheless deserve to be recognized or commended for meritorious accomplishments/ achievements may, upon the discretion of the Minister of recommendation of the MPWH SIAC, be conferred a Special Citation Award.
- 11.3 The Special Citation Awards may be given in the following forms:
 - 11.3.1 Certificate of Recognition. This is given for meritorious performance or accomplishment/ achievement in the pursuit of one's official functions.

- 11.3.2 Commendation. Similar to the Certificate of Recognition, this is given for significant accomplishment/achievement or contribution in areas outside of one's official functions.
- 11.3.3 Plaque of Merit. This is given for meritorious and exemplary behavior in and outside one's office.
- 11.3.4 Plaque of Appreciation. This is given for highly significant contribution(s) to the overall operations of the Ministry and/or any of its units leading to the successful implementation of MPWH plans and programs.

IV. EVALUATION/SELECTION PROCEDURES

1. Screening/Verification

- 1.1 The Secretariat of the MPWH Awards System Committee shall check nomination documents and submit to the Committee a list of qualified candidates and a separate list of nominees who have not met the minimum nomination requirements, if there is any.
- 1.2 The Committee checks the screening made by the Secretariat and review qualifications of each nominee.
- 1.3 The Committee may, if necessary, undertake or authorize a team composed of senior officials of the Ministry to undertake verification study of all submitted data. If a verification study is undertaken, the Secretariat, shall prepare a summary report of all data and/or document/s gathered.

2. Evaluation

- 2.1 Based on submitted nomination documents and other data gathered, the Committee shall proceed to rate each candidate on the criteria prescribed for the particular award the candidate is being nominated to.

2.2 The Committee shall use the following rating scale in assessing the nominee's qualifications for each criterium:

	<u>Value/Adjective</u>		<u>Rating</u>
2.2.1	Unsatisfactory	-	1
2.2.2	Fair	-	2
2.2.3	Acceptable	-	3
2.2.4	Commendable	-	4
2.2.5	Excellent	-	5

2.3 After all evaluation ratings have been indicated in each criterium, the following equation shall then be applied:

$$2.3.1 \quad \begin{array}{l} \text{Evaluation} \\ \text{Rating} \end{array} \times \begin{array}{l} \text{Percentage} \\ \text{Weight} \end{array} = \begin{array}{l} \text{Weighted} \\ \text{Rating} \end{array}$$

$$2.3.2 \quad \begin{array}{l} \text{Summation of all} \\ \text{Weighted Rating} \end{array} = \begin{array}{l} \text{Total Rating} \end{array}$$

2.4 The total rating shall then be referred to the following conversion table to get the Equivalent Final Rating:

<u>Point Ranges</u>	<u>Equivalent Final Rating</u>
4.6 - 5.0 - - - - -	5
3.6 - 4.5 - - - - -	4
2.6 - 3.5 - - - - -	3
1.6 - 2.5 - - - - -	2
1.0 - 1.5 - - - - -	1

2.5 Only those with final ratings within the ranges 4.6 - 5.0 may be considered for the awards they were nominated to.

NOTE: For a more objective evaluation, the Committee may opt to tap the services of the Infrastructure Computer Center.)

3. Illustrations/Examples:

3.1 Employee A is being nominated to the Pagasa Award and qualified under Category 1 of the four criteria categories - e.g., consistent dedicated performance exemplifying the best in any of the profession or occupation in the public service.

<u>Attributes/Indicators</u>		<u>Weight</u>	<u>Rating</u>	<u>Weighted Rating</u>
3.1.1	Performance	70%	5	3.50
3.1.2	Responsibility	10%	4	.40
3.1.3	Integrity	5%	4	.20
3.1.4	Loyalty	5%	3	.15
3.1.5	Efficiency	10%	4	.40
Total . .				4.65

(NOTE: Employee A may be granted the Pagasa Award since his/her final rating is within the acceptable limit).

- 3.2 Employees X, Y and Z are being nominated to the Model Employee of the Ministry Award. All three of them were previously given the Model Employee Award in their respective offices.

<u>Criteria/Indicators</u>	<u>Weight</u>	<u>Employee</u>					
		<u>X</u>		<u>Y</u>		<u>Z</u>	
		<u>R</u>	<u>WR</u>	<u>R</u>	<u>WR</u>	<u>R</u>	<u>WR</u>
3.2.1	Job Performance	40%	5=2.00	5=2.00	5=2.00	5=2.00	5=2.00
3.2.2	Work Attitudes	25%	4=1.00	5=1.25	5=1.25	5=1.25	5=1.25
3.2.3	Character	20%	5=1.00	5=1.00	4= .80	4= .80	4= .80
3.2.4	Human Relations	15%	4= .60	3= .45	4= .60	4= .60	4= .60
			<u>4.60</u>	<u>4.70</u>	<u>4.65</u>	<u>4.65</u>	<u>4.65</u>

(NOTE: Although the ratings of the three employees are all within the acceptable limits, Employee Y deserve to be selected as the Ministry Model Employees, having obtained the highest final rating).

4. Selection, Recommendation and Approval

- 4.1 The Committee after its evaluation shall submit its recommendations to the Minister for approval, thru the Deputy Ministers.
- 4.2 Conferment of the Pagasa Award shall be approved by the Civil Service Commission.
- 4.3 Conferment of the Lingkod Bayan Award and Silangan Award shall be approved by the President of the Philippines.

V. FORMS OF RECOGNITION

1. Lingkod Bayan and Silangan Awards are in the forms of medallions and plaques with the citations and signature of the President of the Philippines.
2. Pagasa Award is in the form of gold medallion and plaque with the citation and signature of the CSC Chairman.
3. Kapwa Award consists of a gold medallion and a plaque with the citation and signature of the Minister.
4. Length of Service Awards are in the forms of various pins with the logo of the MPWH.
5. Retirement Award is in the form of a scroll with the citation and signature of the Minister.
6. All the other various awards are either in the form of a plaque or certificate with citations and signature of the Head of Office concerned for the Model Employee of the Bureau/Service/Region/PMO Award, and citations and signature of the Minister for the other awards.

VI. AWARDING RITES

1. Lingkod Bayan and Silangan (Presidential) Awards and Pagasa (Civil Service Commission) Awards shall be given to the awardees in fitting ceremonies during the Civil Service Foundation Day Anniversary each year.
2. Length of Service Awards and Retirement Awards may be given to the awardees in fitting ceremonies either during their birthdays or exact dates where the required years of service are met.
3. Model Employee of the Bureau/Service/Region/PMO Awards may be given to the awardees at such time which the Head of the Office deem most appropriate.
4. Award ceremonies for the other awards shall coincide with the MPWH Anniversary Celebration on the 27th of July or other dates which the Minister deem most appropriate for a particular award year.



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

NOMINATION FOR THE MPWH SUGGESTIONS AND INCENTIVE AWARDS
(Accomplished in 5 copies)

Name of Nominee: Last First Middle	Office and Address: Division
Position	Type of Award to which Nominated
Inclusive dates of service in Gov't. From: To:	

Brief Description of the Nominee's achievements. (Pls. see guide at the back)

(Use additional sheet if necessary)

I hereby certify that the nominee has no derogatory record-criminal or administrative.

Nominating Person/Organization	Position	Signature
Office and Address		Date