



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097-13 DPWH (P)
9-22-93 12

September 7, 1993

DEPARTMENT ORDER

No. **173**
Series of 1993 9-22

Subject: DPWH Employee Suggestions
and Incentives Awards
System

Pursuant to the provisions of Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292, the Employee Suggestion and Incentive Award System of this Department is hereby established. This shall replace the DPWH Incentives and Awards System Instituted in September 1989.

I. Objectives:

A. General:

To recognize and reward officials and employees of the Department individually or in groups for their suggestions, inventions, superior accomplishment, and other personal efforts which contribute to the efficiency, economy, or other improvement in the operation of the department/agency, or for other extraordinary acts or services in the public interest and for their exemplary service and conduct.

B. Specific:

1. To foster among the officials and employees in the Department the awareness and desire to maintain and sustain exemplary performance and superior accomplishment.
2. To motivate the officials and employees of the Department to contribute to national development through increased productivity.
3. To encourage creativity, innovativeness for an efficient, responsive and progressive public service.

II. Scope:

The System shall apply to all officials and employees in the career or non-career service at this Department.

III. Types of Contributions

Under the System, any of the following types of contribution shall merit an award:

A. Performance type contribution - this shall refer to:

1. Performance of an extraordinary act or service in the public interest in connection with, or related to, one's official employment; or
2. Outstanding community service or heroic acts in the public interest; or
3. Sustained work performance for a minimum period of one year which is over and above the normal position/performance requirement of the individual or group.
4. Exemplary service and conduct.

B. Idea type contribution - this shall refer to an idea, a suggestion or an invention for improvement to effect economy in operation, to increase production, improve working condition or service, or otherwise benefit the government.

IV. Types of Awards

A. Honor Awards shall consist of:

1. Presidential or "Lingkod Bayan" Award which is conferred on an individual or group of individuals in recognition of highly exceptional or extraordinary contribution resulting from an idea or performance whose effect is nationwide and principally affects the national interest, security or patrimony.

This award consists of a gold (gilded) medallion and a plaque containing the citation and signature of the President of the Philippines.

2. The Civil Service Commission Award or the "Pagasa" Award which shall be given to an individual or group of individuals in recognition of contributions from an idea or performance resulting in direct benefits to the government though not of such extraordinary or exceptional degree as to warrant the "Lingkod Bayan" Award. Consistent dedicated performance exemplifying the best in any of the professions or occupations in the public service shall be considered for this category.

This award consists of a gold (gilded) medallion and a plaque containing the citation and signature of the Chairman of the Civil Service Commission.

3. The DPWH Award or the "Kapwa" Award which shall be given to an individual or group of individuals in recognition of contributions from an idea or performance resulting in direct benefits to the DPWH.

This Award shall consist of a gold (gilded) medallion and a plaque containing the citation and signature of the Secretary.

4. Outstanding Public Official/Employee Award or "Danqal ng Bayan" Award which shall be granted to officials and employees in the Department who have demonstrated exemplary service and conduct on the basis of their observance of the eight (8) norms of behavior provided for under Republic Act No. 6713. Administration of this Award and the procedures of nomination shall be governed by Republic Act No. 6713 and its Implementing Rules.

B. The Incentive Awards may consist of the following:

1. Performance Incentive which shall be given to an official/employee who has obtained an Outstanding or Very Satisfactory rating based on the approved performance evaluation Systems (CESPES, M.O.R.E. & P.A.D.E.) for the last two successive semestral evaluation periods (one-year rating period for those covered by the CESPES). The incentive award shall be in the form of step increments in accordance with the provisions of Joint CSC-DBM Circular No. 1, s. 1990, and other applicable rules.

Provided, That the total number of recipients of step increments based on merit in any one (1) calendar year shall not be more than ten per cent (10%) of the total number of personnel actually employed in the DPWH, and provided further, that the total number of recipients of two step increments shall not exceed three per cent (3%) thereof.

2. Productivity Incentive which shall be given to an official/employee or group of officials/employees who has exceeded their targets or has incurred incremental improvement over existing targets.
3. Length of Service Incentive which shall be given to an official/employee who has rendered at least three years of continuous satisfactory service in a particular position and which shall consist of step increments in accordance with the provisions of Joint CSC-DBM Circular No. 1, s. 1990, and other applicable rules.
4. Loyalty Award which shall be granted to an official/employee who has completed at least ten (10) years of continuous and satisfactory service in the government. The grant of this loyalty award shall be in accordance with the provisions of Section 7 (c), Rule X of the Omnibus Rules Implementing Book V of EO No. 292, as amended by CSC Memorandum Circular No. 42, s. 1992.
5. Retirement Award which shall be given to a retiree who has rendered at least fifteen (15) years of satisfactory government service. This award shall be in the form of a plaque containing the citation and signature of the Secretary.
6. Most Courteous Official/Employee Award which shall be given to an official/employee in accordance with the criteria and standards established under CSC MC No. 15, s. 1990 which instituted the Courtesy Campaign Program in the Civil Service, known as the "Ang Magalang Bow".
7. Cost Economy Measure Award which shall be granted to an official/employee whose contribution in terms of suggestions or inventions or performance of functions result in monetary savings. When the contribution cannot be quantified in terms of monetary savings, or results in combined monetary savings and intangible benefits, the amount of cash award shall be determined in terms of a certain percentage of its estimated total value or benefit but not to exceed 10%.

8. Such other incentive awards that this Department may legally grant, upon recommendation of the DPWH Suggestions and Incentive Awards Committee.

V. Suggestions and Incentive Awards Committee

A. Composition

The DPWH Suggestions and Incentive Awards Committee (SIAC), created under Department Order No. 160, s. 1989 is hereby reconstituted, to be composed of the following:

1. Undersecretary for Administration and Finance - - - - - Chairman
2. Director III, Legal Service - - - Member
3. Director III, Administrative and Manpower Management Service - - - Member
4. Chief, Personnel Division - - - - - Member
5. The President or Representative of the duly accredited DPWH Employees Union - - - - - Member

B. The SIAC shall have the following functions:

1. Prescribe the procedure in evaluating employee suggestions, inventions or accomplishments.
2. Receive, review and process suggestions and nominations.
3. Recommend the appropriate monetary award to be granted to the official/employee for his idea or suggestion.
4. Recommend to the Secretary who shall be nominated for the honor awards or incentive awards or for both awards.

C. Secretariat

The SIAC shall be assisted by a Secretariat, to be designated by the SIAC Chairman.

VI. Who Are Eligible For Honor Awards

Any DPWH official or employee is eligible for nomination to any of the awards, provided that he:

1. Has been employed in the DPWH for at least one year at the time of the nomination.
2. Has been rated at least Very Satisfactory or its equivalent for two appraisal periods (one appraisal period for those covered by the CESPES) immediately preceding the nomination.
3. Has not been found guilty of any administrative or criminal offense involving moral turpitude and has no pending case against him at the time of the nomination.

VII. Who May Nominate

An official or employee may be nominated for honor awards in the prescribed form to the SIAC by any one of the following:

1. His immediate supervisor;
2. His subordinate;
3. His peer; or
4. Any other person or persons or association including those from the private sector.

Nominations for the Outstanding Public Official/Employee or "Danqal ng Bayan" Award may be submitted by any person or group of persons or associations directly to the Civil Service Commission or to any of its regional or provincial or field offices.

VIII. Funding

This Department shall set aside in its annual budget the necessary appropriations to cover whatever necessary expenses that may be incurred in granting both monetary and non-monetary awards in accordance with the provisions of this ESIAS.

IX. Effectivity

This Department Order, which supersedes previous orders inconsistent herewith, shall take effect upon approval by the Civil Service Commission.



GREGORIO R. VIGILAR
Secretary