



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
06.27.2023

APR 11 2023

DEPARTMENT ORDER)
NO. 70)
Series of 2023)
A 6/27/2023

**SUBJECT: Revised DPWH Program on Awards and
Incentives for Service Excellence (DPWH-
PRAISE)**

In line with the revised policies on Employee Suggestions and Incentive Awards System (ESIAS), as provided under CSC Resolution No. 010112, CSC Memorandum Circular No. 01, s. 2001, and the implementation of the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), the Program on Awards and Incentives for Service Excellence (PRAISE) is hereby amended to highlight the Department's adherence to equal opportunity principle in promoting non-discrimination against age, gender, disability, civil status, religion, ethnicity or political affiliation in the implementation of the DPWH Rewards and Recognition System, to be known as Revised DPWH-PRAISE.

The Revised DPWH-PRAISE is duly approved by the Civil Service Commission and is commended for implementation.

This Order supersedes Department Order No.'s 60 and 74, s. 1980, and D.O. No. 335, s. 2002 and shall take effect immediately.


MANUEL M. BONOAN
Secretary

10.1.1 MCRNN/ZFF/MSV/ARM

Department of Public Works and Highways
Office of the Secretary



WIN3L12397

REVISED DPWH PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (DPWH-PRAISE)

I. OBJECTIVE

The **Revised DPWH-PRAISE** is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service adhering to equal opportunity principle by recognizing and rewarding officials and employees, individually or in groups for their suggestions, outstanding accomplishments or for other extraordinary acts or services for the improvement of DPWH operation in particular and public service, in general. This also include the Department's adherence to the Equal Opportunity Principle (EOP) in the implementation of DPWH Rewards and Recognition System.

II. SCOPE

The program shall apply to all officials and employees of the Department, in the Central, Regional and District Offices, both in the career and non-career service regardless of gender identity, sexual orientation, disabilities, religion, employment status (i.e., permanent, temporary, and co-terminus) and/or indigenous group membership. However, regional and district offices are not precluded from establishing their own internal rules and guidelines peculiar to their situations provided that it conforms with the basic policies enlisted in this system.

III. DEFINITION OF TERMS

- **DPWH** - refers to the Department of Public Works and Highways, which consists of employees from its regional offices, bureaus, services, and unified project management offices.
- **AWARD** - recognition (monetary or non-monetary) conferred on an individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement, improvement in the Department's operations leading to organizational productivity.
- **CAREER** - positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- **CONTRIBUTION** - any input which can be in the form of an idea or performance (see also Idea-Type and Performance-Type contributions)
- **DISCOVERY** - the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- **EQUAL OPPORTUNITY PRINCIPLE** – non-discrimination principle which emphasizes that opportunities in employment, placement, benefits, rewards and recognition should be freely available to all employees regardless of their age, gender/sexual orientation, race, disability, religion, political affiliation, and ethnicity.

- **IDEA-TYPE CONTRIBUTION** - an idea, a suggestion, or an invention, or discovery for improvement to effect economy in operation, to increase production and improve working conditions.
- **INCENTIVE** - monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- **INVENTION** - creation of something previously non-existent which will benefit the government.
- **NON-CAREER** - positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for career service, and (2) tenure which is limited to the duration of a particular project which purpose of employment was made.
- **PERFORMANCE TYPE CONTRIBUTION** - refers to performance of an extraordinary act or service in the public interest in connection with or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.
- **SUGGESTION** - idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
- **SYSTEM** - the DPWH Program on Awards and Incentives for Service Excellence also known as PRAISE.

IV. TYPES OF AWARDS

A. National Awards

DPWH shall participate in the search for deserving employees who may be included in the screening of candidates for national awards given by other government agencies, private entities, NGO's and other award giving bodies such as the:

1. **Presidential Lingkod Bayan (PLB) Award** – is conferred on an individual or group **comprised of five members** for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony.
2. **Civil Service Commission PAGASA Award** – is conferred to an individual or group **comprised of five members** for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.
3. **Outstanding Public Officials/Employees or Dangal ng Bayan (DnB) Award** – is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of

observance of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

4. **Other Awards** - given by other government agencies, private institutions or NGO's to an individual team for contributions of an idea or performance that directly benefited the government.

B. Department Level Awards

The DPWH-PRAISE Committee shall develop and initiate the search for deserving employees who may be included in the screening of candidates (refer to Part VIII for the Qualification, Selection Criteria and Procedures on page 9) for Department Level Awards to be given such as, but not limited to:

1. **Director of the Year** - an award given to a Director who has shown exemplary performance within his area of responsibility. The candidates for this award shall be chosen from among the Bureau and Regional Directors and Assistant Directors, Service Chiefs and Project Managers III and IV.
2. **Project Manager of the Year Award** - an award given to a Project Manager from among the Project Managers I and II who has shown exemplary performance within his area of responsibility.
3. **District Engineer of the Year Award** - an award given to a District Engineer who has shown exemplary performance within his area of responsibility.
4. **Field Engineer of the Year Award** - an award given to a field engineer who has shown exemplary performance within his area of responsibility. The awardee shall be chosen from among the construction engineers, maintenance engineers or materials quality control engineers nominated by the Bureaus, Services, Project Management Offices, and Regional Offices.
5. **DPWH Model Employee Award** - an award given to an employee chosen from among the Model Employees nominated by each of the Bureaus, Services, Project Management Offices and Regional Offices for demonstrating exemplary service and conduct base on the eight (8) norms of behavior described under Republic Act No. 6713. The DPWH Model Employee shall automatically be nominated by the DPWH PRAISE Committee for the Outstanding Public Official/Employee or Dangal ng Bayan Award.
6. **Model Office Award** - an award given to an office which has demonstrated outstanding teamwork and performance. The awardee shall be automatically nominated to the Civil Service Commission or the PAGASA Award.
7. **On the Spot Award** – an award given to recognize individuals or group of individuals with their day to day accomplishments, extra efforts and contributions over a relatively short period of time. This may be presented at any time during the year and shall be awarded as soon as possible after an accomplished event in order to provide immediate recognition to deserving employees. Managers, supervisors, and colleagues may submit a recommendation for on the spot awards using the

prescribed nomination form to their respective Sub-PRAISE Committees (SPCS). Individuals and group contributions may be both recognized. Nominations will be accepted throughout the fiscal year and should be submitted within one (1) month of the accomplishments. The award may be monetary or non-monetary e.g. gift certificates, certificate of appreciation, intranet/social media post, or a range of pre-selected items of nonmonetary value, and other similar rewards.

8. **Other Awards** - an award given to an individual, group or office for specific exemplary contribution of an idea or performance as recommended by the DPWH PRAISE Committee or as determined by the Secretary. An awardee of any of the Department Level Awards may be considered as candidate for any of the National Awards as may be deemed appropriate by the DPWH PRAISE Committee.

V. TYPES OF AWARDS AND INCENTIVES

DPWH shall continue to search, screen and reward deserving officials and employees to motivate them to improve the quality of their performance and bring excellence in public service:

1. **Loyalty Award** - granted to officials and employees who has continuously and satisfactorily served the Department for at least ten (10) years. The recipient shall be entitled to a cash award under existing policies. Succeeding awards shall be given every five (5) years thereafter.

First ten (10) years – Cash Award worth php10,000 ; **and five (5) years thereafter** – Cash Award worth php5,000
Forty (40) years – Plaque of Appreciation, and other gifts/tokens (i.e. watch, mobile phone, tablet, etc.)

2. **Career Growth Opportunities** – incentives which may be form of attendance in conferences on official business, trainings/seminars and other learning opportunities.
3. **Trophies, Plaques or Certificates** - shall be given to officials/employees of the Department as a result of a performance of an extraordinary act or deed in the interest of public service.
4. **Monetary Award** - shall be granted only for suggestions, inventions, superior accomplishments and other personal efforts resulting in monetary savings but not exceed 20% of the savings generated.

VI. PRAISE COMMITTEES

For the efficient implementation of the program, there shall be created DPWH PRAISE Committee, Service PRAISE Committee, Bureau PRAISE Committee, UPMO PRAISE Committee, Regional and District PRAISE Committees.

The PRAISE Committee shall be composed of the following:

Chairperson	: Undersecretary for Support Services
Vice-Chairperson	: Assistant Secretary for Support Services

Members

: Director, Human Resource and Administrative Service
Director, Information Management Service
Director, Stakeholders Relations Service
Director, Planning Service
Director, Finance Service
2nd Level Representative from the DPWH CO-EU
1st Level Representative from the DPWH CO-EU
1st and 2nd level alternates from the DPWH CO-EU

The Committee shall perform the following functions and responsibilities:

- a. Ensure an effective Rewards and Recognition system that will attract, retain and motivate the right talent;
- b. Development, administration, monitoring and evaluation of the awards and incentive systems of the Department;
- c. Planning, preparation, coordination with external agencies whenever necessary and oversee the implementation of social affairs/activities in the Department;
- d. Provide the required transparency in using the procedural guidelines in evaluating employee's suggestions, innovations and accomplishments;
- e. Ensure that all Sub-Praise Committees (SPCs) are actively performing their functions and responsibilities and encourage them to suggest and develop employee engagement programs;
- f. Responsible for addressing issues relative to awards and incentives within fifteen (15) days from the date of receipt by the Committee;
- g. Ensures the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding and the monitoring and evaluation of the system within the bounds of equal opportunity principles;
- h. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System; and
- i. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency

The *DPWH PRAISE Committee* shall also evaluate and choose the awardees for the different Department Level Awards and nominate the same for the National Level Awards.

On or before the thirtieth day of January, it shall submit to the Civil Service Commission an annual report on the activities related to the implementation of the awards and incentives system of the Department.

To provide equal opportunity to every employee/personnel in the Department, a ***Sub-PRAISE Committee (SPC)*** shall be created in each of the Services, Bureaus and Regional Offices composed of the Division Chiefs, and identified Project Managers in the Unified Project Management Offices.

The SPCs shall submit their own nominees to the committee concerned for inclusion in the selection of its candidates for the Field Engineer of the Year Award, DPWH Model Employee Award and Model Office Award.

Service PRAISE Committee

- Chairperson : Director IV of the Service concerned
- Members : Division Chiefs
- : Two (2) representatives from the DPWH-COEU: one (1) for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years.

Bureau PRAISE Committee

- Chairperson : Director IV of the Bureau concerned
- Members : Director III of the Bureau concerned
- : Division Chiefs
- : Two (2) representatives from the DPWH-COEU: one (1) for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years.

Unified Project Management Office PRAISE Committee

- Chairperson : Project Manager IV of the UPMO concerned
- Members : Project Manager III of the UPMO concerned
- : Two (2) representatives from the DPWH-COEU: one (1) for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years.

The *Unified Project Management Office PRAISE Committee* in addition to the selection of the above candidates, shall also evaluate and choose their respective candidates for the Project Manager of the Year Award.

Regional PRAISE Committee

- Chairperson : Regional Director
- Members : Assistant Regional Director
- : Chief, Financial Management Division
- : Chief, Planning Division
- : Chief, Human Resource and Administrative Division
- : Two (2) representatives from the rank-and-file employees: one for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years.

The *Regional PRAISE Committee* shall evaluate and choose its candidate for the District Engineer of the Year Award. It shall also select its own candidates for the Field Engineer of the Year Award, DPWH Model Employee Award and Model Office Award from among the nominees submitted by the SPC in the region and those from the District PRAISE Committees.

District PRAISE Committee

- Chairperson : District Engineer
- Members : Assistant District Engineer
- : Chief, Administrative Section
- : Chief, Accounting Section
- : Chief, Planning and Design Section

: Two (2) representatives from the rank-and-file employees: one (1) for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years.

Each *District Engineering Office* shall have its own PRAISE Committee in consideration of their comparable number of personnel with that of the regional offices, their area of coverage, and their direct impact to the public. Likewise, there are district offices situated in island provinces and coordination would be very difficult.

The *rank-and-file employee representatives* shall be the President and Vice President of the DPWH Employee Union or their authorized representatives. The rank-and-file representatives shall be selected through a general assembly or any mode of selection to be conducted for the purpose. The rank-and-file employee representatives shall come from the second level and first level positions.

The DPWH rank and file representatives and/or alternates shall participate in the meetings/deliberations of all awards and they shall serve for the period of three (3) years.

The Committees may opt to proclaim their chosen candidates as awardees in their own respective jurisdiction such as, "Regional Model Employee Award", etc.

The Committees may also decide the form of incentive they would provide to their respective awardees.

VII. COMMITTEE SECRETARIAT

The DPWH PRAISE Committee shall be assisted with a **Secretariat** composed of the following members:

Team Leader	: Chief, Corporate Planning & Management Division
Asst. Team Leader	: Chief, Capacity Development Division, HRAS
Members	: Chief, Human Resource Management Division, HRAS
	: Section Chief, Employees Welfare and Benefits Section, HRMD
	: Asst. Division Chief, Budget Division, FS
	: Representative, Application Support Division, IMS
	: Representative, DPWH-CO Employee Union

As the Department adopts the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRM, maintaining strategic alignment to the Performance Governance System and in consistent to the Quality Management System (QMS) requirements under ISO 9001:2015, the *Chief of Corporate Planning and Management Division* shall lead the Secretariat and they shall perform the following functions and responsibilities:

- a. Assist the DPWH PRAISE Committee in the conduct of its functions;
- b. Prepares plans, identifies resources, and proposes budget for the implementation of the PRAISE on an annual basis;
- c. Assist in formulating and amending internal rules, policies and procedures to govern

the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;

- d. Determine the forms of awards and incentives to be granted;
- e. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- f. Coordinates and facilitates PRAISE meetings; and
- g. Maintain records of meetings and deliberations that are accessible for audit and documentation purposes.

The Service PRAISE Committee Secretariat shall be headed by the Service Director's Secretary and one (1) clerk as member.

The Bureau PRAISE Committee Secretariat shall be headed by the Administrative Officer of the Bureau concerned and one (1) clerk as member.

The UPMO PRAISE Secretariat shall be headed by the Administrative Office of the concerned PMO with the administrative officer as member.

The Regional PRAISE Committee Secretariat shall be headed by the Chief, Human Resource Management Division with the Administrative Officer V, and Human Resource Development Section as member.

The District PRAISE Committee Secretariat shall be headed by the Administrative Officer IV and personnel from the Administrative Section as member.

The different Secretariats shall be responsible for receiving all nominations, assist the Committees in the preliminary screening/evaluation of such nominations and shall be responsible for the custody/safekeeping of all relevant records of their respective committees.

VIII. QUALIFICATION, SELECTION CRITERIA AND PROCEDURES

Any official or employee regardless of age, gender/sexual orientation, disability, civil status, religion, ethnicity or political affiliation of the Department is eligible for nomination to any award relevant to his/her position or line of work provided that he/she:

1. has rendered at least one year of continuous service in the DPWH immediately prior to his/her nomination;
2. has been rated at least Very Satisfactory for two (2) performance rating period immediately preceding the nomination or granting of any award/incentive; and
3. that the nominee/s or awardee/s has not been found guilty of any administrative or criminal offense at the time of the nomination.

The Chairperson of PRAISE Committee is hereby delegated the authority to approve and issue the specific guidelines/criteria relative to the evaluation of candidates for each

department level award.

The procedures and documentary requirements are stipulated in Annex A.

IX. FUNDING

The implementation of the DPWH-PRAISE shall be charged to at least five percent (5%) of the Human Resource Development (HRD) funds for the PRAISE activities incorporated in the Department's Annual Work and Financial Plan with corresponding budget requirement.

Note: All monetary awards are subject to the availability of funds and the usual accounting and auditing rules and regulations.

X. EFFECTIVITY

The DPWH-PRAISE shall take effect upon the approval of the Civil Service Commission-NCR. Further, all subsequent amendments to the Program shall likewise be submitted to the CSC-NCR upon approval.

XI. COMMITMENT

I hereby commit to implement and abide by the provisions of this DPWH-PRAISE which shall be the basis for the grant of awards and incentives including Performance-Based Bonus.

The annual PRAISE shall be submitted to the CSC Regional Office concerned on or before the thirtieth (30th) day of January to enable our employees to qualify for nomination to the CSC-sponsored national awards.


MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary



CSC Action:

I have evaluated the herein Revised DPWH-PRAISE and found it to be in accordance with the provision of CSC MC No. 1, series of 2001 and may now be implemented.

(Signature over Printed Name)

(Date)

APPROVED


JUDITH A. DONGALLO-CHICANO
Director IV

JUN 07 2023

ANNEX A
PROCEDURES AND DOCUMENTARY REQUIREMENTS
IN THE SELECTION OF DPWH AWARDEES

I. Who May Nominate

An official or employee may be nominated by anyone of the following:

1. his immediate supervisor;
2. his subordinate;
3. any other employee in the Department; and,
4. a private person or group.

II. Documentary Requirements

Nominations must be made on the prescribed form together with the following supporting documents in five copies each:

1. Endorsement by the head of office of the nominee;
2. Personal Data Sheet (CSC Form No. 212, Revised 2017) of the nominee duly prescribed and sworn to;
3. Certification from the Legal Service for Central Office nominees and from the administrative officer for nominees from the field offices, that the nominee has not been found guilty of any administrative or criminal offense, and that he/she has no pending formal charge at the time of his nomination;
4. Supporting documents such as accomplished performance appraisal reports, e.g., CESPES, IPCR, and/or clippings, citations, or publications; and,
5. Three (3) copies of passport size photo of the nominee with name printed on the back.

No nomination shall be considered without the above supporting documents.

III. Selection of Candidates

1. District Office Candidates

- 1.1. The nominator of an official or employee from a district engineering office submits the accomplished "Nomination for DPWH Award" form, together with the required supporting documents to the District PRAISE Committee.
- 1.2. The District PRAISE Committee (DPC) evaluates the qualifications of all candidates and selects one nominee for every award.
- 1.3. The DPC submits to the Regional PRAISE Committee the nomination forms together with pertinent documents of the chosen district nominees.
- 1.4. The DPC also submits to the Regional PRAISE Committee the "Nomination for DPWH Award" form for "District Engineer of the Year", together with pertinent documents.

2. Regional Office Candidates

- 2.1. The nominator of an official or employee of the regional office submits the accomplished "Nomination for DPWH Award" form, together with the required supporting documents to the Regional PRAISE Committee.
- 2.2. The RPC evaluates all the nominees' supporting documents and selects one candidate for every award to compete with the district engineering offices candidates.
- 2.3. The Regional PRAISE Committee forwards to the DPWH PRAISE Committee the nomination forms and other pertinent documents of the regional candidates for all the awards, and the "Nomination for DPWH Award" form for the "Director of the Year" award.

3. Service, Bureau, Unified Project Management Office (UPMO) Candidates

- 3.1. The nominator of an official or employee from the Services, Bureaus and UPMOs submits the accomplished "Nomination for DPWH Award" form, together with the required supporting documents to the concerned PRAISE Committee.
- 3.2. The Service PRAISE Committee, Bureau PRAISE Committee, and UPMO PRAISE Committee evaluates the pertinent documents of the nominees and choose their respective candidates to the different Department level awards.
- 3.3. The concerned PRAISE committee submits the required documents of their respective candidates to the DPWH PRAISE Committee.

IV. Selection of the DPWH Awardees

The DPWH PRAISE Committee reviews all the submitted documents and, if necessary, conducts its own investigation to determine the veracity of the proofs and justifications submitted. It shall select and recommend to the Secretary the nominees of the different DPWH awards.

V. Approval and Awarding Rites

1. The DPWH PRAISE Committee submits the names of the nominees for the DPWH awards to the Secretary for approval.
2. The Secretary reviews and approves the recommendations and confers the awards in fitting ceremonies such as during the DPWH Anniversary celebration.
3. The Secretary, upon further recommendation of the DPWH PRAISE Committee, may endorse any DPWH awardees to any of the following National Awards:
 - 3.1. Lingkod Bayan Award;
 - 3.2. Outstanding Public Official/Employee or Dangal ng Bayan Award; or,
 - 3.3. The Civil Service Commission or PAGASA Award.

ANNEX B TIMETABLE

The nomination and selection for the Department and National Awards shall be done in accordance with the following schedule:

DATE	ACTIVITY	IMPLEMENTOR
January 1-31	Submission of nomination and documents and initial evaluation: a. District PRAISE Committee b. Regional SPC Committee c. Service SPC Committee d. Bureau SPC Committee e. Unified Project Management Office PRAISE Committee	a. Nominator/Committee b. Nominator/Committee c. Nominator/Committee d. Nominator/Committee e. Nominator/Committee
February 1-27	Evaluation of documents of nominees for: a. DPWH Model Employee of the Year Award; b. District Engineer of the Year Award	Committees concerned (The chosen candidate/s from the district engineering offices shall compete with the regional candidates except for the Director of the Year Awards which shall be chosen or nominated region-wide. The DPWH PRAISE Committee evaluates the documents of candidates from each Bureau, Service, UPMO.
March 1-15	Submission of list of candidates and pertinent documents for regional candidates	District PRAISE Committee and Regional SPC (The candidates of the SPC in the region shall automatically be lined-up against the candidates of the district engineering offices)
March 16-31	Evaluation of documents of candidates from the regional office and district engineering offices	Regional PRAISE Committee concerned
April 1-15	Submission of list of nominees and related documents for the different DPWH Awards	Regional PRAISE Committee, Service PRAISE Committee, Bureau PRAISE Committee, UPMO PRAISE Committee
April 16	Evaluation of documents and selection of nominees for the	DPWH PRAISE Committee

	different DPWH Awards	
May 16-17	Submission to the Secretary of nominees of the different DPWH awards and National Awards	DPWH PRAISE Committee
May 18-31	a. Approval of recommended DPWH awardees b. Evaluation of nominees' qualifications for the National Awards	a. Secretary b. Secretary
June 1-10 (Variable, depending on the CSC invitation and deadline of submission of nominees)	Approval and endorsement of DPWH candidate/s for National Awards	Secretary
June 23 (DPWH Anniversary)	Awarding of different DPWH Awards a. Loyalty Awardees b. Compulsory Retirees	Secretary
2 nd to 3 rd week of December Christmas Celebration	Christmas Celebration Program	Secretary

ANNEX C
DPWH PRAISE Form

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

(office)

(date)

DPWH PRAISE Award
Nomination

1. NAME OF NOMINEE _____

2. POSITION _____

3. OFFICE _____

Service/Bureau/UPMO/Region/District/Division/Section

1. TYPE OF NOMINATION _____

2. JUSTIFICATION/S _____

3. PROOF/S/EVIDENCE/S _____

(SIGNATURE OVER PRINTED NAME)
NOMINATOR

OFFICE:

OFFICE ADDRESS

SCREENED BY:

PRAISE Committee Secretariat

Action Taken: _____