



Republic of the Philippines
MINISTRY OF PUBLIC WORKS
OFFICE of the MINISTER
MPW Building, Bonifacio Drive, Port Area, Manila

12 December 1980

MINISTRY ORDER)

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NO. 80 - 74)

-X-X-X-X-X-X-X)

SUBJECT: Recognition Awards for
Model Employees

T O : All Bureau Directors/Service Chiefs/
Regional Directors/District Engineers
This Ministry

In order to highlight the role of employees in maintaining the MPW as a viable instrument for infrastructure development in support of national objectives, it is necessary to institutionalize appreciation of exemplary performance. For this purpose a recognition awards program for model employees will be launched by the Ministry in 1981.

I. Criteria

Model employees shall be selected on the basis of the following criteria:

1. Performance Outputs (60%) - This refers to work achievement which has qualified the employee to a performance rating of outstanding.
2. Behavior Factors (40%) - This shall refer to the employee's excellent interpersonal relationships with his fellow employees and his supervisor/subordinates and his dealings with MPW clientele. It shall consider his efforts to be creative and innovative at work, his integrity and loyalty to the organization and other behaviors which evidence his worthiness as a model for others to emulate.

II. Procedure

1. Not later than the last working day of August each year, the Bureau Director/Service Chief shall nominate to the Office of the Minister at least three employees belonging to his organizational unit who meet the above criteria. Each nomination shall be accompanied with appropriate written justifications.

District Engineers and the Division Chiefs of the Regional Offices shall submit their nominations to the Office of the Regional Director concerned.

2. Nominations shall be based on evaluation for the two rating periods: July to December and January to June.

III. Evaluation Committee

For the MPW headquarters offices, the evaluation committee shall be composed of the Deputy Minister as Chairman and the three Assistant Secretaries as members.


For the Regional Offices, the evaluation committee shall be composed of the Assistant Regional Director as Chairman and the Assistant District Engineers as members.

IV. Program Support

The Personnel Officers of the Regional Offices and the Chief of the Personnel Division, Office of the Minister shall provide secretariat services and shall have custody of all records in connection with this program.

V. Conferment of Awards

Awards shall be made at fitting ceremonies during the annual MPW Anniversary celebration.


ALFREDO L. JUINIO
Minister
