



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

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DEPARTMENT ORDER

NO. 335
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**SUBJECT: DPWH Program on Awards
And Incentives for Service
Excellence (DPWH-PRAISE)**

In line with the revised policies on Employee Suggestions and Incentives Awards System, as provided under CSC Memorandum Circular No. 01, s. 2001, the Program on Awards and Incentives for Service Excellence is hereby established in the Department of Public Works and Highways, to be known as DPWH-PRAISE.

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

This Order supercedes Department Order No. 160, s. 1989, and shall take effect immediately.


SIMEON A. DATUMANONG
Secretary



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

PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE)

In line with the revised policies on Employee Suggestions and Incentive Awards System, as provided under CSC Memorandum Circular No. 01, s. 2001, the Program on Awards and Incentives for Service Excellence is hereby established in the Department of Public Works and Highways, to be known as DPWH-PRAISE.

The program is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service 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.

I. Scope

The System shall apply to all employees of the Department, in the Central, Regional and District Offices, both in the career and non-career service and regardless of employment status, i.e., either permanent, temporary, contractual or casual.

II. Types of Awards

A. National Awards

The Department 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 or Lingkod Bayan Award** – conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is significant effect to the public or principally affects national interest, security and patrimony.

2. **Outstanding Public Official/Employee or Dangal ng Bayan Award** – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more 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.
3. **Civil Service Commission or the PAGASA Award** – conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improve public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.
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 Department shall also develop criteria for and, initiate the search for deserving employees who may be included in the screening of candidates for Department Level Awards to be given such as:

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. 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.

A awardee of any of the Department Level Awards maybe considered as candidate for any of the National Awards as may deemed appropriate by the DPWH PRAISE Committee.

III. Forms of Awards and Incentives

1. Trophies, Plaques or Certificates;
2. Monetary Award (*This 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*);
3. Extra Points (*This incentive shall be granted for promotion purposes under C.3., Experience and Outstanding Accomplishments, D.O. 221, s. 1999. The points to be granted shall be the points corresponding to the highest level of award received if the candidate receives 2 or more awards, e.g., an awardee who was given a National Level and Regional Level Awards is entitled to 2 points only and so on and so forth.*)
 - 3.1 National Level Award - 2.0 points
 - 3.2 Department Level Award - 1.5 point
 - 3.3 Regional Level Award - 1.0 point
 - 3.4 District Level Award - 0.5 point
4. Other incentives that may be recommended by the DPWH Central PRAISE Committee

IV. PRAISE Committees

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

The PRAISE Committees shall be composed of the following:

DPWH PRAISE Committee

- Undersecretary for Administration - Chairman
- Director III, Administrative and Manpower Management Service - Member
- Director III, Planning Service - Member
- Director III, Comptrollership and Financial Management Service - Member
- Two (2) representatives from the rank-and-file employees, one (1) for the first level and one (1) for the second level, who shall serve for a period of two years - Members

Service PRAISE Committee

- Service Director of the Service concerned - Chairman
- Division Chiefs - Members
- Two (2) representatives from the rank-and-file employees, one (1) for the first level and one (1) for the second level, who shall serve for a period of two years - Members

Bureau PRAISE Committee

- Director IV of the Bureau concerned - Chairman
- Division Chiefs - Members
- Two (2) representatives from the rank-and-file employees, one (1) for the first level and one (1) for the second level, who shall serve for a period of two years - Members

Project Management Office PRAISE Committee

- Project Director concerned - Chairman
- Project Managers - Members
- Two (2) representatives from the rank-and-file employees, one (1) for the first level and one (1) for the second level, who shall serve for a period of two years - Members

Regional PRAISE Committee

- Regional Director or his authorized representative - Chairman
- Chief, Comptrollership and Financial Management Division - Member
- Chief, Planning Division - Member
- Chief, Administrative Division - Member
- Two (2) representatives from the rank-and-file employees, one (1) for the first level and one (1) for the second level, who shall serve for a period of two years - Members

District PRAISE Committee

- District Engineer or his authorized representative - Chairman
- Chief, Administrative Section - Member
- Chief, Accounting Section - Member
- Chief, Planning and Design Section - Member
- Two (2) representatives from the rank-and-file employees, one (1) for the first level and one (1) for the second level, who shall serve for a period of two years - Members

The rank-and-file employee representatives shall be the President and Vice President of the registered/accredited employees association or their authorized representatives. In the absence of a registered association, 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, depending on the level of position to be represented.

The DPWH PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive systems of the Department.

It 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, Project Managers in the 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.

The Project Management Office PRAISE Committees 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.

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.

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 Committees may opt to proclaim their chosen candidates as awardees in their own respective jurisdiction such as, "Regional Model Employee Award", "Bureau Field Engineer of the Year Award", etc.

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

V. Committee Secretariat

The DPWH PRAISE Committee Secretariat shall come from the HRM Group of the Administrative and Manpower Management Service (AMMS).

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

The Regional PRAISE Committee Secretariat shall be headed by the Chief, Personnel Section with the Human Resource Management Officer III, Manpower Development Section as a member.

The District PRAISE Committee Secretariat shall be headed by the HRMO II and a 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.

VI. Qualification, Selection Criteria and Procedures

Any official or employee of the Department is eligible for nomination to any award relevant to his/her position or line of work provided that he/she:

- 6.1 has rendered at least one year of continuous service in the DPWH immediately prior to his/her nomination; and
- 6.2 has not been found guilty of any administrative or criminal offense, or has no pending formal charge at the time of the nomination.

The selection criteria, procedures and documentary requirement are stipulated in Annexes A, B and C.

VII. Funding

The implementation of the DPWH-PRAISE shall be charged to the HRD funds of the Department for the Department Level Awards and any available funds of the concerned Service, Bureau, PMO, Regional and District Office for their respective awardees.

VIII. Effectivity

The DPWH-PRAISE shall take effect after final evaluation and approval by the CSC. All subsequent amendments to the Program shall be submitted to the Civil Service Commission for approval.

IX. 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 Productivity Incentive Bonus.

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



SIMEON A. DATUMANONG
Secretary


DEC 13 2002

(Date)

CSC Action:

I have evaluated the herein agency PRAISE and found it to be in accordance with the provision of CSC MC 01, s. 2001 and may now be implemented.


AGNES D. PADILLA
Director IV

(Signature Over Printed Name)

10-14-02

(Date)

**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:

- 1.1 his immediate supervisor;
- 1.2 his subordinate;
- 1.3 any other employee in the Department; and,
- 1.4 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:

- 2.1 Endorsement by the head of office of the nominee;
- 2.2 Personal Data Sheet (CSC Form No. 212) of the nominee duly prescribed and sworn to;
- 2.3 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 has no pending formal charge at the time of his nomination;
- 2.4 Supporting documents such as accomplished performance appraisal report, e.g., CESPES, PADE, MORE, and/or clippings, citations, or publications; and,
- 2.5 Three (3) copies of 5 cm. X 5 cm. photo of the nominee with his name printed on the back.

No nomination shall be considered without the above supporting documents.

III. Selection of Candidates

3.1 District Candidates

- 3.1.1 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.
- 3.1.2 The District PRAISE Committee (DPC) evaluates the qualifications of all candidates and selects one nominee for every award.
- 3.1.3 The DPC submits to the Regional PRAISE Committee the nomination forms together with pertinent documents of the chosen district nominees.
- 3.1.4 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.

3.2 Regional Candidates

- 3.2.1 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 (RPC).
- 3.2.2 The RPC evaluates all the nominees' supporting documents and selects one candidate for every award to compete with the district engineering offices candidates.
- 3.2.3 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.

3.3 Services, Bureaus, Project Management Offices (PMOs) Candidates

- 3.3.1 The nominator of an official or employee from the Services, Bureaus and PMOs submits the accomplished "Nomination for DPWH Award" form, together with the required supporting documents to the concerned PRAISE Committee.

- 3.3.2 The Service PRAISE Committee, Bureau PRAISE Committee, and PMO PRAISE Committee evaluates the pertinent documents of the nominees and choose their respective candidates to the different Department level awards.
- 3.3.3 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

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

EVALUATION CRITERIA FOR THE DPWH AWARDS

I. Director of the Year Award

NOTE: The criteria of the Career Executive Service Performance Evaluation System (CESPES) shall be adopted in choosing the DPWH Director of the Year. The Director who obtains the highest CESPES rating shall have his work performance/accomplishment validated by the DPWH Executive Committee (EXCOM). Based on its findings, the EXCOM shall make its recommendation/s to the DPWH-PRAISE Committee which shall concur and submit the same to the Secretary for approval.

II. Project Manager of the Year Award

The criteria in the selection of the candidates for the Project Manager of the Year Award shall be based on the ratings obtained by the candidate in the M.O.R.E. performance evaluation system as provided under Department Memorandum Circular No. 87, s. 1989, and other documents stated in Annex "A", II-2.4.

Only those who obtained an "Excellent" rating for each of the last 2 rating periods preceding the nomination shall be considered. Justification for such ratings shall be supported with proof/s or evidence/s.

III. District Engineer of the Year Award

<u>Criteria/Parameter</u>	<u>Points/Rating Earned</u>	<u>Percentage Weight</u>	<u>Point Score</u>
1. Rating obtained by the candidate under the Revised Performance Appraisal Report for District Engineer. -----	_____	80%	_____
(NOTE : The candidate should have obtained an overall total score of not less than 95 points for each of the last two rating periods preceding his nomination.)			
2. Annual district rating of the nominee preceding his nomination based on D.O. No. 137, s. 1991, Revised Criteria for Rating in Quality Control in Project Implementation and D.O. No. 53, s. 1992, Amendment to D.O. No. 137, s. 1991 (QAU Rating) -----	_____	10%	_____

3. Average rating of nominee's District Maintenance Engineer for the 2 rating periods preceding his nomination based on D.O. No. 197, s. 1996, Performance Appraisal System for District Maintenance Engineer - - -	_____	10%	_____
TOTAL			_____

IV. Field Engineer of the Year Award

The criteria in the selection of the candidates for the Field Engineer of the Year Award shall be based on the following: the M.O.R.E. performance evaluation system as provided under Department Memorandum Circular No. 87, s. 1989 for engineers involved in the implementation of construction projects and materials quality control engineer; and, Department Order No. 197, s. 1996, Performance Appraisal System for District Maintenance Engineers for district maintenance engineers.

Only those who obtained a total score of at least 95 points shall be considered, with justification duly supported by evidence/s.

V. DPWH Model Employee Award

Any employee of the Department not nominated to any of the other Department's Awards maybe nominated to the DPWH Model Employee Award.

The criteria in the selection of the candidate shall be based on the M.O.R.E. performance evaluation system provided under Department Memorandum Circular No. 87, s. 1989, and observance of any of the 8 norms of behavior described in R.A. 6713.

Only those who obtained an "Excellent" rating for each of the last 2 rating periods preceding the nomination shall be considered. Justifications for such ratings and observance of any of the 8 norms of behavior described under Republic Act 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees shall be duly supported with facts/proof/s or evidence/s.

T I M E T A B L E

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

<u>Date</u>	<u>Activity</u>	<u>Implementor</u>
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. 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 Award b. Field Engineer of the Year Award c. 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 and the District Engineer 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, PMO

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, PMO PRAISE Committee
April 16	Evaluation of documents and selection of nominees for the different DPWH Awards	DPWH PRAISE Committee
May 16-17	Submission to the Secretary of nominees of the different DPWH awards and National Awards	DPWH PRAISE Committee
May 18-31	<ul style="list-style-type: none"> a. Approval of recommended DPWH awardees b. Evaluation of nominees' qualifications for the National Awards 	<ul style="list-style-type: none"> 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	Secretary

CONVERSION TABLE

For each rating period, the equivalent points prescribed in Department Order No. 221, series of 1999 as shown below shall be applied.

ADJECTIVE RATING	VALUE	POINTS
O	1.0	100
	1.1	99.26
	1.2	98.55
	1.3	97.84
	1.4	97.13
	1.5	96.42
	1.6	95.71
	1.7	95.00
VS	1.8	94.00
	1.9	92.68
	2.0	91.40
	2.1	90.12
	2.2	88.84
	2.3	87.84
	2.4	86.28
	2.5	85.00
S	2.6	84
	2.7	83
	2.8	82
	2.9	81
	3.0	79
	3.2	78
	3.3	77
	3.4	76
	3.5	75

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/PMO/Region/District/Division/Section

4. TYPE OF NOMINATION _____

5. JUSTIFICATION/S _____

6. PROOF/S/EVIDENCE/S _____

(SIGNATURE OVER PRINTED NAME)
NOMINATOR

OFFICE:

OFFICE ADDRESS

SCREENED BY:

PRAISE Committee Secretariat

Action Taken: _____