



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

# OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208  
Telephone No. 043-2843146 Email: [mayoroffice@pinamalayan.gov.ph](mailto:mayoroffice@pinamalayan.gov.ph)

## EXECUTIVE ORDER NO. 021-2019

### AN ORDER CREATING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO

**WHEREAS**, Civil Service Commission (CSC) promulgate Resolution No. 010112 and Civil Service Commission (CSC) Memorandum Circular No. 01 series of 2001 adopting the Program on Awards and Incentives for Service Excellence (PRAISE);

**WHEREAS**, the abovementioned rules requires every department or agency to establish its own employee suggestions and incentive awards system;

**WHEREAS**, the reorganization of the aforementioned committee is indispensable in order to have a continuing system of awards and incentives that will recognize and motivate the employees for their exemplary performance.

**NOW THEREFORE, I, ARISTEO A. BALDOS, JR.**, Municipal Mayor of Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order and direct the creation of PRAISE Committee of the Municipal Government of Pinamalayan as follows:

**Section 1. COMPOSITION.** The PRAISE Committee shall be composed of the following:

**Chairperson:**

**ARISTEO A. BALDOS, JR.**

- Municipal Mayor/ or his Authorized Representative

**Members:**

**HON. RIO S. MERCENE**

- SB Member/ Chairman, Committee on Good Government, Ethics and Accountability

**MS. JUDY D. MORENTE**

- Municipal Accountant

**EnP ROSENIO A. TORIANO**

- Municipal Planning & Development Coordinator

**MS. NEMIA B. MONSANTO**

- Administrative Officer V/HRMO III

**MR. DANNY S. VILLACRUSIS**

- Municipal Agriculturist

**DRA. NINA KRISTINNE L. PUNZALAN**

- Rural Health Physician

**MR. MARLO C. ROSALES**

- LDRRMO III

**One (1) Second Level and One (1) First Level Representative** chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of accredited union.

**Section 2. DUTIES AND FUNCTIONS.** The Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall perform the following duties and functions:

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
2. Formulate, adopt and amend internal rules, policies and procedures to the conduct of its activities which shall include the guidelines in evaluating the nominees and mechanism for recognizing the awardees;
3. Determine the forms of awards and incentives to be granted;
4. Prepare plans, identify resources and propose budget for the system on an annual basis;
5. Develop, produce, distribute a system policy manual and orient the employees on the same;
6. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
7. Submit an annual report on the awards and incentives to the CSC on or before the thirtieth day of January;
8. Monitor and evaluate the system's implementation every year and make essential improvements to ensure its sustainability to the agency; and
9. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.



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**Section 3. FUNDING.** At least 5% of the Human Resource Management Office (HRMO) Funds shall be allocated for PRAISE and incorporated in the agency's annual work and financial plan and budget.

**Section 4. EFFECTIVITY.** This Executive Order takes effect on August 6, 2019. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines this 6<sup>th</sup> day of August 2019.

  
**ARISTEO A. BALDOS, JR.**  
Municipal Mayor