



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

**OFFICE OF THE MUNICIPAL MAYOR**

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**EXECUTIVE ORDER NO. 030-2016**

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

**WHEREAS**, in line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution N. 010112 and CSC MC No. 01 Series of 2001, the Municipal Government of Pinamalayan adopts the Program on Awards and Incentives for Service Excellence;

**WHEREAS**, the Municipal Government of Pinamalayan adheres to the principle of providing incentives and awards based on performance, behavior, innovative ideas and exemplary ideas;

**WHEREAS**, the LGU has to establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees.

**WHEREAS**, there is a need to create the Program on Awards and Incentives for Service Excellence (PRAISE) Committee to take charge of the said program.

**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.

**Section 1. COMPOSITION.**

Chairperson : ARISTEO A. BALDOS, JR.  
Municipal Mayor

Co-Chairperson : MIRASOL J. SANTOS  
Municipal Administrator

**Members:**

HON. RIO S. MERCENE - SB Member/Chairman, Committee on Good Government, Ethics and Accountability  
MR. ROSENIO A. TORIANO - MPDC  
MRS. NEMIA B. MONSANTO - HRMO II  
MRS. ZAIDA D. MICIANO - Mun. Budget Officer  
MRS. JUDY D.G. MORENTE - Municipal Accountant

Two representatives from the first level chosen through a general assembly.

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**Section 2. DUTIES AND FUNCTIONS OF THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE:**

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;



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2. Formulate, adopt and amend internal rules, policies and procedures to government the conduct of its activities which shall include the guidelines in evaluating the nominees and the 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.

**Section 3. EFFECTIVITY.** This Executive Order takes effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done this 08th day of August 2016 at the Municipality of Pinamalayan, Oriental Mindoro, Philippines.

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