



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

**OFFICE OF THE MUNICIPAL MAYOR**

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: [mayoroffice@pinamalayan.gov.ph](mailto:mayoroffice@pinamalayan.gov.ph)

Telephone No. 043-284-3146

**EXECUTIVE ORDER NO. 11 - 2022**

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

**WHEREAS**, Civil Service Commission Memorandum Circular No. 01 No. 48, series of 1992 provides for an Employee Suggestions and Incentives Awards System which is designed to encourage creativity, innovativeness, efficiency, integrity and productivity by recognizing and rewarding officials and employees, individually, or in groups, for their suggestions, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts in the public service;

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

**WHEREAS**, the reconstitution 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:**

<b>HON. RIO S. MERCENE</b>	- SB Member/ Chairman, Committee on Good Government, Ethics and Accountability
<b>EnP ROSENIO A. TORIANO</b>	- Municipal Planning & Development Coordinator
<b>MS. NEMIA B. MONSANTO</b>	- MGDH-I HRMO
<b>MS. JUDY D. MORENTE</b>	- Municipal Accountant
<b>MR. DANIEL Q. FRUELDA</b>	- MGADH-I – MDRRMO
<b>MS. EDEN M. ARTILLAGA</b>	- MGADH-II/Assistant Municipal Treasurer
<b>DRA. KATHRIN ALMA VICTORIA M. ALANO</b>	- Medical Officer III
<b>MS. MARICEL M. RODIL</b>	- Social Welfare Officer III
<b>ENGR. ANGELA CAMILLE F. SAMARITA</b>	- Environmental Management Specialist I/ Second Level Representative (Regular Member)
<b>MR. AEVAN HAESAN A. PALUSTRE</b>	- Administrative Officer II/ Second Level Representative (Alternate)
<b>MR. ELY CHRISTIAN B. BENITEZ</b>	- Administrative Aide V (Process Server)/ First Level Representative (Regular Member)
<b>MS. SCHIENY MAE U. MENDEZ</b>	- Admin. Aide VI/First Level Representative (Alternate)

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





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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;
9. Conduct regular quarterly meeting; and
10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

**Section 3. SECRETARIAT.** The Human Resource Management Office shall serve as secretariat who shall be responsible in providing technical and administrative support, documentation of the proceedings, preparation of indorsements, letters and such other services as may be deemed useful in the discharge of its functions.

**Section 4. EFFECTIVITY.** This Executive Order shall take effect on **July 25, 2022**. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines this 22<sup>nd</sup> day of July 2022.

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

