

# **University of Science and Technology of Southern Philippines (USTP)**

C.M. Recto Ave., Lapasan, Cagayan de Oro City

## **PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)**

## BACKGROUND

Republic Act No. 10919 established the University of Science and Technology of Southern Philippines (USTP), and provided for the purpose the amalgamation of the Mindanao University of Science and Technology (MUST) and the Misamis Oriental State College of Agriculture and Technology (MOSCAT).

The USTP System is composed of the main campus in Alubijid, Misamis Oriental (formerly the Alubijid Campus of the MUST), a major campus in Cagayan de Oro City (formerly the main campus of the MUST), a major campus in Claveria, Misamis Oriental (formerly the MOSCAT), and clustered Satellite Campuses in Jasaan, Misamis Oriental, and in Oroquieta City and Panaon, both in Misamis Occidental (formerly the satellite campuses of the MUST).

The major campuses in Cagayan de Oro City and in Claveria, Misamis Oriental, are administered by their respective Chancellors. The clustered Satellite Campuses are administered by the Executive Dean for Satellite Campuses.

The HRMO of the Cagayan de Oro Campus is headed by Dr. Mae France C. McCorkle, while the HRMO of the Claveria Campus is headed by Ms. Leo Lynne M. Palma. Pending the appointment/designation of the HRM Officer for the clustered Satellite Campuses, the HRM operations of the said campuses is under the administration of the HRMO of the Cagayan de Oro Campus. The HRM operations pertaining to system-wide employees and personnel, e.g., Vice Presidents, Board Secretary, etc., is temporarily under the administration of the Office of the Vice President for Administration and Legal Affairs. The main campus in Alubijid, Misamis Oriental, is yet to be established and operationalized.

## INTRODUCTION

In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC No. 01, s. 2001, the USTP adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as the USTP PRAISE.

### I. BASIC POLICIES

- 1.1 The university shall establish its own Employee Suggestions and Incentive Awards System (ESIAS).
- 1.2 The ESIAS shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing the rewarding officials and employees, individually or in groups of their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in the

government operations, or for other extraordinary acts or service in the public interest.

- 1.3 The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
- 1.4 The PRAISE shall give emphasis on the timeliness of giving of award or recognition. Aside from conferment of awards during the traditional planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
- 1.5 The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

For this purpose, the ESIAS shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

- 1.6 At least 5% of the HRD funds shall be allocated for the PRAISE and incorporated in the university's annual Work and Financial Plan and budget.
- 1.7 The PRAISE shall be institutionalized through the creation of the PRAISE Committee (Committee).
- 1.8 The Committee shall have the following composition:
  - University President or authorized representative who will act as chairperson;
  - Vice President for Finance, Planning and Development;
  - Respective Heads of Human Resource Management Offices (HRMOs); and
  - Two (2) representatives from the career rank-and-file employees (one from the first level and one from the second level) who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered/accredited union.
- 1.9 The University President or authorized representative shall be responsible in overseeing the ESIAS's operation, and the System HRMO shall serve as the ESIAS's Secretariat.
- 1.10 The Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered,

managed and implemented on a continuing basis to cover employees at all levels.

- 1.11 The Committee shall be responsible for the development, administration, monitoring and evaluation of awards and incentives system of the university. The university may, however, employ an external or independent body to assist the Committee to judiciously and objectively implement the system of incentives and awards.
- 1.12 The Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and function.
- 1.13 The university shall submit their its PRAISE and its subsequent amendments to the CSC Regional Office. The CSC Regional/Field Office shall provide technical assistance, if deemed necessary, to ensure proper implementation.
- 1.14 Establishment of a CSC-approved PRAISE shall be the basis of the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual PRAISE Report shall be submitted by the Committee to the CSC Regional Office on or before the thirtieth (30th) day of January to enable their employees to qualify for nomination to the CSC sponsored national awards.
- 1.15 Issues relative to awards and incentives shall be brought before the Committee which shall address within fifteen (15) days from the date of submission.

## II. OBJECTIVES

### 2.1 General

To encourage, recognize and award employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity; without discrimination in the implementation on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

### 2.2 Specific

- 2.2.1 to establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year;

- 2.2.2 to identify outstanding accomplishments, best practice of employees on a continuing basis;
- 2.2.3 to recognize and reward accomplishments and innovations periodically or as the need arises; and
- 2.2.4 to provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

### III. SCOPE

The ESIAS shall apply to all employees in the career and non-career service of the university.

### IV. DEFINITION OF TERMS

- AGENCY – refers to departments, agencies, bureaus of the national government, government-owned-and-controlled corporation with original charters, state universities and colleges and local government units.
- AWARD – recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, innovations, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, and improvement in government operations which lead to organizational productivity.
- CAREER – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practiced by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- CONTRIBUTION – any input which can be in the form of an idea of performance (See also Idea type and Performance type contribution).
- DISCOVERY – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- IDEA TYPE CONTRIBUTION – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.
- INCENTIVE – monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

- **INVENTION** – the creation of something previously non-existent which will benefit the government.
- **NON-CAREER** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
- **PERFORMANCE TYPE CONTRIBUTION** – refers to performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.
- **SUGGESTION** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
- **SYSTEM** – the university' agency awards and incentives program for employees.

## V. TYPES OF AWARDS

### 5.1 National Awards

The university shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs and other award-giving bodies such as the:

- 5.1.1 **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 of significant effect to the public or principally affects national interest, security and patrimony.
- 5.1.2 **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/her observance of one or more of the eight (8) norms of behavior described under R.A. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employee.

- 5.1.3 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 improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.
- 5.1.4 Other Awards – given by other government agencies, private institutions or NGOs to an individual or a team for contributions of an idea or performance that directly benefited the government.

## 5.2 Department or Agency Level Awards

The university shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given such as:

- 5.2.1 Best Employee Award – granted to an individual or individuals who excelled among peers in a functional group, position or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the Committee may decide, e.g., Best Division Chief, Best Secretary, Best Legal Officer, Best Driver, Best Utility Worker and other similar awards.
- 5.2.2 Gantimpala Agad Award – given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.
- 5.2.3 Exemplary Behavior Award – based on the eight (8) norms of conduct as provided under R.A. 6713 (Code of Conduct and Ethical Standards). The awardee will be automatically nominated by the Committee to the Dangal ng Bayan Award.
- 5.2.4 Best Organizational Unit Award – granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other pre-determined criteria.
- 5.2.5 Cost Economy Measure Award – granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of manhours and cost or otherwise benefit the agency and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.

5.2.6 Service Award – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.

5.2.7 Such other awards which the university may decide to give.

## VI. TYPES OF INCENTIVES

The university shall continually search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in the public service. As such, the following types of incentives shall be regularly awarded:

6.1 Loyalty Incentive – granted to an employee who has served continuously and satisfactorily the university for at least ten (10) years. The recipient shall be entitled to a cash award no less than P500.00 but not more than P1,000.00 per year during the first ten (10) years. Succeeding awards shall be given every five (5) years thereafter. Besides cash award a lapel emblem / loyalty pin shall be given:

- 10 and 15 years - Bronze
- 20 and 25 years - Silver
- 30, 35 and 40 years - Gold

Other tokens such as wrist watch, ring, and others.

6.2 Length of Service - given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.

6.3 Productivity incentives – given to all employees who have performed at least satisfactorily for the year covered in accordance with the university's CSC-approved PES. This incentive shall follow relevant existing guidelines.

6.4 Career and Self Development Incentive – granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the university's anniversary celebration.

6.5 Other Incentives – which the Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition of an outside group of a particular achievement.



## VII. FORMS OF AWARDS AND INCENTIVES

- 7.1 Compensatory Time-Off – granted to an employee who has worked beyond his regular office hours on a project without overtime pay.
- 7.2 Flexiplace- work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
- 7.3 "Salu-salo" Together – meal hosted by superiors or supervisors for employees who have made significant contributions.
- 7.4 Personal Growth Opportunities – incentives which may be in the form attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.
- 7.5 Trophies, Plaques and Certificates
- 7.6 Monetary Award
- 7.7 Travel Packages
- 7.8 Other Incentives – incentives in kind which may be in the form of merchandise, computers, pagers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in agency publication, and others.

## VIII. PRAISE Committee

The PRAISE Committee shall have the following specific responsibilities and composition. It shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the university. At such, the Committee shall meets periodically to perform the following tasks:

- establish a system of incentives and awards to recognize and motivate employees of their performance and conduct;
- formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- determine the forms of awards and incentives to be granted;
- monitor implementation of approved suggestions and ideas through feedback and reports;

- prepare plans, identify resources and propose budget for the system on an annual basis;
- develop, produce, distribute a system policy manual and orient the employees on the same;
- document best practices, innovative ideas and success stories which will deserve as promotional material to sustain interest and enthusiasm;
- submit an annual report on the awards and incentives system to the CSC on or before the thirtieth (30th) day of January;
- monitor and evaluate the system's implementation every year and make essential improvements to ensure its suitability to the university; and
- address issues relative to awards and incentives within fifteen (15) days from the date of submission.

To implement the system effectively, the Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all Committee meetings.

The University President or authorized representative shall be responsible in overseeing the system's operations and the System HRMO shall serve as the system's secretariat.

The university may, however, employ an external or independent body to assist the Committee to judiciously and objectively implement the system incentives and awards.

The Committee shall have the following composition:

- University President or authorized representative who will act as chairperson;
- Vice President for Finance, Planning and Development;
- Respective Heads of Human Resource Management Offices (HRMOs); and
- Two (2) representatives from the career rank-and-file employees (one from the first level and one from the second level) who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered/accredited union.

**IX. FUNDING**

The university shall allocate at least five percent (5%) of the HRD funds for the PRAISE and incorporate the same in its annual Work and Financial Plan and budget.

**X. EFFECTIVITY**

The USTP PRAISE shall become effective after final evaluation by the CSC. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

**XI. COMMITMENT**

I hereby commit to implement and abide by the provisions of this Agency PRAISE which shall be the basis for the grant of awards and incentives including *Productivity Incentive Bonus*.


The annual *PRAISE Report* 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.

  
DR. ROSALITO A. QUIRINO  
OIC University President

*Proke*

Date: July 03, 2018

APPROVED BY:

  
DIR. GRACE R. BELGADO – SAQUETON, CPA  
Director IV  
Regional Director  
CSC Regional Office No. X

Date: *July 30, 2018*