

Republic of the Philippines
Province of Iloilo
Municipality of Tigbauan
Office of the Sangguniang Bayan
Tigbauan Municipal Hall, Tigbauan, Iloilo 5021 Philippines
(033) 511-8532 sbtigbauan@yahoo.com



EXCERPT FROM THE MINUTES OF THE 9TH REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON FEBRUARY 27, 2019 AT 1:45 IN THE AFTERNOON

PRESENT:

HON. DENNIS T. VALENCIA -	S.B. Member & Acting Vice Mayor	<i>(per Office Order No.2019-01)</i>
HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO	- S.B. Member & Elected Temp.	Presiding Officer
HON. JOHN GERSHWIN C. TUERES	-	S.B. Member
HON. ARIEL I. BERNARDO	-	S.B. Member
HON. SUZETTE MARIE HILADO-BANNO	-	S.B. Member
HON. JULIUS T. LEDESMA	-	S.B. Member
HON. NERI T. CAMIÑA	-	S.B. Member
HON. RICKY T. NULADA	-	S.B. Member

OFFICIAL BUSINESS:

HON. VIRGILIO T. TERUEL	- Vice Mayor	<i>(Acting Mayor per E.O. No. 13, s.2019)</i>
HON. JERRY T. TUARES	- Liga President	<i>(Manila, per T.O. No.0233)</i>
HON. DYOSSA MARIE TERUÑEZ	- SKMF President	<i>(Manila, per T.O. No.0232)</i>

ABSENT: NONE

Municipal Ordinance No. 2019-004

AN ORDINANCE INSTITUTIONALIZING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE TIGBAUAN) OF TIGBAUAN, ILOILO.

Sponsored by: **HON. MA. GERRYLIN SANTUYO CAMPOSAGRADO**, SB Member, & Chairperson, Committee on Education and Civil Service

Moved by: Hon. Neri T. Camiña, Vice Chairman, Committee on Education and Civil Service

Seconded by: Hon. Dennis T. Valencia, Hon. John Gershwin C. Tueres, Hon. Ariel Bernardo, Hon. Suzette Marie Hilado-Banno, Hon. Julius T. Ledesma and Hon. Ricky T. Nulada

WHEREAS, in line with the Revised Policies on Employee Suggestions And Incentive Awards System (ESIAs) provided under CSC Resolution No. 010112 and CSC MC. No. 01, s. 2001, the Local Government Unit of Tigbauan, Iloilo institutionalizes a Program on Awards and incentives for Service Excellence (PRAISE) to be referred to as PRAISE TIGBAUAN;

WHEREAS, a system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics and of excellence;

WHEREAS, a system of annual incentives and reward, to give due recognition to the LGU employee(s) of outstanding merit on the basis of the standards are hereby set forth in this ordinance;

Be It **RESOLVED**, as it is hereby resolved, to enact this Ordinance, "**AN ORDINANCE INSTITUTIONALIZING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE TIGBAUAN) OF TIGBAUAN, ILOILO.**"

Section 1. BASIC POLICIES.

The Local Government Unit of Tigbauan, Iloilo shall establish its own employee suggestions and incentive awards system to be called the **PRAISE TIGBAUAN**.

The system shall be 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, inventions, superior accomplishments and other improvement in government operations, or for other extraordinary acts and services in the interest of the public.

PRAISE TIGBAUAN shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

This program shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies; the spirit of on-the-spot grant of recognition shall also be institutionalized.

It shall provide both monetary non-monetary awards and incentives, to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

The PRAISE committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the LGU.

The PRAISE committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.

Issues relative to awards and incentives shall be brought before the PRAISE committee and shall address the same within fifteen (15) days from the date of submission.

Section 2. OBJECTIVES

General. To encourage, recognize and reward 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 of operations, which lead to organizational productivity.

Specific. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year.

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

Section 3. SCOPE. The System shall apply to all employees and officials in the career and non-career service of this LGU.

Section 4. DEFINITION OF TERMS

- **AWARDS**-recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior heroic deeds, extraordinary acts or service in the public interest which contribute to the efficiency, economy, improvement of operations which lead to organizational productivity.
- **CAREER**-position in the civil characterized by (1) entrance based on merit and fitness to be determined as for as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher positions; and (3) security of tenure.
- **INCENTIVES**-monetary or non-monetary motivation or privilege to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration exemplary behavior based on agreed performance standards and norm of behavior.
- **NON-CAREER**-positions expressly declared by law to be in the non-career service; or usual test or merit and fitness utilized for the career services and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

Section 5. AWARDS AND INCENTIVES

5.1. Awards Existing under the Civil Service Laws, rules and regulations. The LGU Tigbauan hereby adapts the system of Awards given by the Civil Service Commission on the following:

5.1.1 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 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.

The eight (8) norms of behavior described under Republic Act. No. 6713 are the following:

(a) Commitment to public interest. - Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) Professionalism. - Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(c) Justness and sincerity. - Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) Political neutrality. - Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) Responsiveness to the public. - Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) Nationalism and patriotism. - Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) Commitment to democracy. - Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) Simple living. - Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

5.1.3 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.

Other awards- given by other government agencies, private institution or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

5.2 Local Government Unit (LGU) Awards

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 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 Driver, Best Utility Worker and other Similar Awards.

5.2.2 "Huwaran nga Tigbauanon" Award-given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

1. Exemplary Behavior Award-based on the eight norms of conduct as provider under RA 6713 (code of Conduct and ethical Standard). The awardees will be automatically nominated by the agency PRAISE Committee to the Dangal ng Bayan Award.
2. Best Organizational Unit Award-granted to the top organizational unit may be a section, division or office on the basis of meeting the organization's performance target and other pre-determined criteria.
3. Cost Economy measure Award-granted to an employee or team whose contribution such as ideas, suggestions, inventions, discoveries or performance of functions result in saving in terms of man-hours 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.
4. 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. Such other awards which the LGU may decide to give under existing Ordinances.

5.3. INCENTIVES

The LGU Tigbauan shall continuously reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such the following types of incentives shall be regularly awarded:

5.3.1 Loyalty Incentive-granted to an employee who has continuously and satisfactorily served the agency for at least ten (10) years. The recipient shall be entitled to a cash award as maybe determined by the committee depending on the availability of funds.

5.3.2 Productivity Incentive-given to all employees who have performed at least satisfactory for the year. This incentive shall follow relevant existing guidelines.

5.3.3. Other Incentives which the Tigbauan PRAISE Committee may recommend on the basis of special achievements, Innovative approaches to assignments, exemplary services to the public and recognition by an outside group of a particular achievement.

Section 6. FORMS OF AWARDS AND INCENTIVES. - The LGU Tigbauan may give awards in any of the following forms:

6.1 Compensatory Time-off- granted to an employee who has worked beyond his regular office hour on a project without overtime pay.

6.2 Flexi place-work arrangement allowed for qualified employee who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

6.3 Trophies, plaque and Certificates

6.4 Monetary Award

6.5 Other Incentives-incentives as may be deemed appropriate by the committee.

The Local Chief Executive shall formally constitute and or appoint members of the PRAISE committee within 60 days from the approval of this ordinance.

Section 7. PRAISE Committee

7.1. The PRAISE Committee shall be composed of the following:

- Municipal Mayor who will act as Chairperson;
- The Human Resource Management Officer
- SB Chair, Committee on Education and Civil Service
- The President of Employees Organization
- NGO/PO Representative to be appointed by the Mayor
- Representative of 2nd level employees
- Representative of 1st level employees
- Department Head(s)

The PRAISE committee shall insure 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.

7.2. The PRAISE Committee of the Municipality of Tigbauan shall have the following specific responsibilities and composition. It shall be responsible for the development, administration, monitoring

and evolution of the awards and incentives system of the LGU Tigbauan. As such, the Committee shall meet periodically to perform the following tasks:

- establish a system of incentives and awards to recognize and motivate employees for 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 nominees and the mechanism for recognizing the awardees;
- determine the forms of awards and incentives to be granted;
- monitor implementation approved suggestions and ideas through feedback and reports.
- prepare plans, identify resources and purpose budget for the system on 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 serve as promotional materials to sustain interest and enthusiasm.
- submit an annual report on the award and incentives system to the CSC on or before the thirtieth day of January.
- monitor and evaluate the implementation every year and make essential improvements to ensure its suitability to the agency; and
- address issues relative to the awards and incentives within fifteen (15) days from the date of submission.

To implement the program effectively, the PRAISE 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 activity participate in all committee meetings.

Section 8. FUNDING. The LGU shall allocate at least 5% of the HRD funds for the PRAISE and incorporate the same in the annual work and financial plan and budget. Provided that any allocation intended for rewards and incentives under existing ordinances shall be deemed part of this funding requirements

Section 9. REPEALING CLAUSE: Provision of existing ordinances inconsistent herewith are hereby deemed repealed or amended.

Section 10. EFFECTIVITY. PRAISE TIGBAUAN Ordinance shall become effective 15 days after publication of the approved version, in the official website of LGU Tigbauan, and posting on the Bulletin Board of the Municipal Building and three conspicuous places in the Municipality of Tigbauan.

ENACTED, February 27, 2019.

CERTIFIED CORRECT:

MARLENE TAYO-NAVA
S.B. Secretary

ATTESTED:

MA. GERRYLIN SANTUYO-CAMPOSAGRADO
SB Member & Elected Temporary Presiding Officer

APPROVED:

SUZETTE TENEFRANCIA-ALQUISADA
Municipal Mayor

(Date signed)

HON. VIRGILIO T. TERUEL, LAWYER
Municipal Vice Mayor

Sangguniang Bayan Members:

Hon. Dennis T. Valencia	Hon. Suzette Marie Hilado-Banno, M.D.	Hon. Ma. Gerrylin Santuyo-Camposagrado, LLB,MPA
Hon. John Gershwin C. Tueres,LLB	Hon. Neri T. Camiña	Hon. Ricky T. Nulada
Hon. Ariel I. Bernardo	Hon. Julius T. Ledesma, O.D.	Hon. Jerry T. Tuares, (LnB-Pres.)- Civil Engineer
		Hon. Dyossa Marie Teruñez (SKMF-Pres.)

“Public office is a public trust. Public Officials must at all times be accountable to the people.”

