



Civil Service Commission Regional Office III

03 June 2022

HON. MARIO O. SALVADOR
City Mayor
City Government of San Jose
Province of Nueva Ecija

Dear **Mayor SALVADOR**:

Greetings from the Civil Service Commission!

We are pleased to inform you that your Agency's Program on Awards and Incentives for Service Excellence (PRAISE) has been APPROVED for substantially complying with the policies in providing incentives and awards based on performance and innovative ideas, and exemplary behavior.

The grant of Merit-Based Incentive indicated in your PRAISE has the same purpose of granting the Productivity Incentive Benefit¹ (PIB) and Performance Enhancement Incentive (PEI).

Please be reminded that the grant of monetary rewards shall only be given to the deserving officials and or employees when the suggestions, inventions, superior accomplishments, and other personal efforts result in savings that shall not exceed 20% of the savings generated. Also, at least 5% of the HRD Funds shall be allocated for the PRAISE and incorporated in the Agency's annual Work and Financial Plan and Budget.

The Head of the Agency shall issue an Office Order identifying the members of the PRAISE Committee and enumerating their functions and responsibilities. You may likewise conduct an orientation to all the officials and employees to promote awareness of the new and revised policies.

In case of clarifications, you may coordinate with our CSC Field Office – Nueva Ecija on matters concerning the implementation of your approved PRAISE.

Thank you for the usual support to the programs of the Commission.

Very truly yours,


FERNANDO O. MENDOZA
Director IV 
PSED/FOM/RATO/DDQ/jmp

¹ No longer effective according to the CSC-DBM Joint Circular No. 1 s. 2012

Bawat Kawani, Lingkod Bayani



Republic of the Philippines
Province of Nueva Ecija
San Jose City-3121

-o0o-

OFFICE OF THE CITY MAYOR

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

Civil Service Commission Resolution No. 010112 and Memorandum Circular No. 01, S. 2001 mandates every department or agency to establish its own incentive awards system, designed to foster productivity and integrity.

The system, called the **PR**ogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence (PRAISE), aims to recognize and reward government officials and employees for their exemplary contributions, accomplishments, and efforts to champion the spirit of public service, i.e. to serve and protect the best interest of the public.

Pursuant to the said resolution and memorandum circular, the City Government of San Jose adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as the SJC-LGU PRAISE as amended.

I. BASIC POLICIES

- 1.1 The San Jose City-Local Government Unit Program on Awards and Incentives for Service Excellence (SJC-LGU PRAISE) shall hereby be established.
- 1.2 The System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in public service 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 improvements in government operations, or for other extraordinary acts or services.
- 1.3 The PRAISE shall adhere to the principle of providing incentives and awards based on merit, performance, innovative ideas, accomplishments and exemplary behavior. No qualified individual shall be excluded by reason of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors or personal circumstances which run counter to the principle of equal opportunity
- 1.4 The PRAISE shall give emphasis on the timeliness of giving awards and recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of the on-the-spot grant of recognition is also institutionalized.
- 1.5 The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, knowledge, and reward productive, creative, innovative, and ethical behavior of employees through formal and informal mode.

For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when suggestions, inventions, superior accomplishments, and other personal efforts affect 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 Agency's annual Work and Financial Plan and budget.
- 1.7 The PRAISE shall be institutionalized through the creation of a PRAISE Committee of the city (The composition and roles of the Committee shall be expounded in Section VIII of this document).

II. OBJECTIVES

2.1 General

To encourage, recognize and reward employees, individually and or groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services of public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

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 practices of employees on a continuous basis;
- 2.2.3 To recognize and reward accomplishments and innovations periodically or as the need arises;
- 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 system shall apply to all employees in the career and non-career services of this agency.

IV. DEFINITION OF TERMS

- **AGENCY** - refers to the City Government of San Jose, Province of Nueva Ecija with its departments, divisions, and sections.
- **AWARD** - recognition which may be monetary or non-monetary conferred on an individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behaviour, heroic deeds, extraordinary acts or services of public interest which contribute to the efficiency, economy, 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 practicable 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 or 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 affect the 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 behaviour based on agreed performance standards and norms of behaviour.
- **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 or 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 of public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts with 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 agency awards and incentives programs for employees.

V. TYPES OF AWARDS

5.1 National Awards

The agency 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 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 and Employee Award or Dangal ng Bayan Award** - granted to any public official or employee in government who has demonstrated exemplary service and conducted on the basis of his or her observance of one or more of the eight (8) norms of behaviour described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

5.1.3 **Civil Service Commission 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, 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 team for contributions of an idea performance that directly benefited the government.

5.2 Department or Agency Level Awards

The City Government of San Jose 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. Leadership Award - an award conferred to an individual for his or her exceptional leadership skills, guiding a group of employees and fostering among them a great sense of camaraderie, and spearheading a program/project that yielded a significant and impactful output.

- i. **Noteworthiness of the Outstanding Performance (25%)** – the degree of uniqueness of the nominee’s outstanding performance or contribution/s.
- ii. **Demonstrated Leadership (25%)** – the extent to which the nominee has motivated and shown support to others, resulting in an impactful output and a more efficient service delivery to the public.
- iii. **Impact of Performance Achievement (15%)** – the extent to which the nominee’s performance achievement while rendering his or her services has led to a significant contribution or to an innovation that has been adopted by his or her department or agency.
- iv. **Consistency of Performance (15%)** – the degree of consistency as manifested by the nominee’s performance based on work record.
- v. **Individual Performance Commitment Review (10%)** – the average of the two ratings prior to the nomination with a rating of at least Very Satisfactory (VS).
- vi. **Observance of Basic Rules of the LGU (10%)** – the manner in which the nominee has strictly adhered to the basic rules set by the LGU for its public servants (e.g. avoiding tardiness and absenteeism, wearing of I.D. and proper dress code, participating actively during flag raising and flag retreat, and other special occasions and LGU activities).

5.2.2. Natatanging Kawani Award - an award that recognizes an outstanding employee in his or her respective field. The fields covered by this award include:

5.2.2.1. Health and Wellness

5.2.2.2. Disaster Preparedness and Social Safety

5.2.2.3. Environmental Protection and Tourism

5.2.2.4. Engineering, Design and Community Development

5.2.2.5. Agriculture, Veterinary and Food Security

5.2.2.6. Micro and Macro Economic Enterprise

5.2.2.7. Administrative, Technical and Management Support

5.2.2.8. Frontline Service Providers

- i. **Noteworthiness of the Outstanding Performance (25%)** – the degree of uniqueness of the nominee’s outstanding performance or contribution/s.

- ii. **Sustainability of Contributions (20%)** – the extent to which the nominee’s contribution/s, which has/have benefitted a number of individuals, communities, office/s, has/have exhibited evidence of sustained use or continuous implementation for the last one (1) year or longer.
- iii. **Impact of Performance Achievement (15%)** – the extent to which the nominee’s performance achievement while rendering his or her services has led to a significant contribution or to an innovation that has been adopted by his or her department or agency.
- iv. **Reliability and Effectiveness (10%)** – The extent to which the innovations/ideas of the nominee have effectively and efficiently addressed a pressing need or has improved the service delivery of his or her office or the entire LGU.
- v. **Consistency of Performance (10%)** – the degree of consistency as manifested by the nominee’s performance based on work record.
- vi. **Individual Performance Commitment Review (10%)** – the average of the two ratings prior to the nomination with a rating of at least Very Satisfactory (VS).
- vii. **Observance of Basic Rules of the LGU (10%)** – the manner in which the nominee has strictly adhered to the basic rules set by the LGU for its public servants (e.g. avoiding tardiness and absenteeism, wearing of I.D. and proper dress code, participating actively during flag raising and flag retreat, and other special occasions and LGU activities).

5.2.3. Maasahang Kawani sa Serbisyo (Gantimpala-Agad Award) - an **on-the-spot award** given to an individual who has shown honesty, courtesy, promptness, efficiency, and dedication to duty.

- i. This recognition is open to all regular, casual, and job order employees of the agency who shall display laudable acts related to the values mentioned above (e.g. returning of lost wallet or gadget, money).
- ii. For a possible recipient to be formally recognized by the agency, the beneficiary of their good deed (e.g. the owner of the wallet that was returned) must be the one to report the said good deed to the agency’s CHRMO or via any of the social media messaging channels managed by the agency.
- iii. A recipient of this recognition may be awarded this same award as long as they have performed deeds that showcase moral uprightness.

5.2.4. Kagandahang Asal Award - an award based on the adherence to eight norms of conduct as provided under RA 6713 (Code of conduct and Ethical Standards for Public Officials and Employees). It is also given to employees who have exhibited exemplary acts or services in the public interest, such as saving victims from accidents and/or disasters.

- i. **Observance of the Eight Norms of Conduct (30%)** – the manner in which the nominee has shown strict and consistent observance of the eight norms of conduct, namely: Commitment to public interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsive to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.
- ii. **Noteworthiness of the Outstanding Performance (25%)** – the degree of uniqueness of the nominee’s outstanding performance or contribution/s, all while being able to observe the mentioned norms of conduct.
- iii. **Consistency of Performance (15%)** – the degree of consistency as manifested by the nominee’s performance based on work record.

- iv. **Individual Performance Commitment Review (15%)** – the average of the two ratings prior to the nomination with a rating of at least Very Satisfactory (VS).
- v. **Observance of Basic Rules of the LGU (15%)** – the manner in which the nominee has strictly adhered to the basic rules set by the LGU for its public servants (e.g. avoiding tardiness and absenteeism, wearing of I.D. and proper dress code, participating actively during flag raising and flag retreat, and other special occasions and LGU activities).

5.2.5. Outside-the-Box Thinker Award - an award conferred to an individual or a group composed of five (5) members for his/her/their exceptional ideas and performances, providing a substantial contribution for the provision of public services to San Joseños.

- i. **Noteworthiness of the Outstanding Performance (20%)** – the degree of uniqueness of the nominee’s/nominees’ outstanding performance or contribution/s, which is/are deemed unprecedented or highly substantial in the service delivery of the nominee’s/nominees’ respective office/s or the entire LGU.
- ii. **Sustainability of Contributions (20%)** – the extent to which the nominee’s/nominees’ contribution/s, which has/have benefitted a number of individuals, communities, office/s, has/have exhibited evidence of sustained use or continuous implementation for the last one (1) year or longer.
- iii. **Impact of Performance Achievement (15%)** – the extent to which the nominee’s/nominees’ performance achievement while rendering his or her services has led to a significant contribution or to an innovation that has been adopted by his or her department or agency.
- iv. **Reliability and Effectiveness (15%)** – The extent to which the innovations/ideas of the nominee/s have effectively and efficiently addressed a pressing need or has improved the service delivery of his or her office or the entire LGU.
- v. **Consistency of Performance (10%)** – the degree of consistency as manifested by the nominee’s performance based on work record.
- vi. **Individual Performance Commitment Review (10%)** – the average of the two ratings prior to the nomination with a rating of at least Very Satisfactory (VS). For group nominees, all members must meet the (VS) rating requirement.
- vii. **Observance of Basic Rules of the LGU (10%)** – the manner in which the nominee/s has strictly adhered to the basic rules set by the LGU for its public servants (e.g. avoiding tardiness and absenteeism, wearing of I.D. and proper dress code, participating actively during flag raising and flag retreat, and other special occasions and LGU activities).

5.2.6. Salamat Mabuñay Program (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 agency may decide to give.

5.2.7.1. This is in pursuant to Sangguniang Panlungsod Resolution No. 21-150 A resolution adopting Resolution No. 21-002 of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee titled, “A resolution amending and renaming the rewards and recognition program of the Local Government Unit of San Jose, Nueva Ecija into the Service Excellence Award Program (SEAP)”

5.2.7.2. Pursuant to Sangguniang Panlungsod Ordinance No. 18-110 An ordinance establishing a program for Master's Thesis Writing, prescribing guidelines and appropriating funds therefor. And pursuant to Ordinance No. 20-009 An ordinance amending Ordinance 18-110 "An ordinance establishing a program for Master's Thesis Writing, prescribing guidelines and appropriating funds therefor", particularly sections 2,3,4 and 5 thereof.

5.2.6.3. Pursuant to Sangguniang Panlungsod Ordinance No. 21-008 An ordinance establishing the Bachelor's Degree Scholarship Program for the employees of the Local Government of San Jose City and appropriating funds therefor.

VI. TYPES OF INCENTIVES

The agency shall continuously search, screen and 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:

- 6.1 **Loyalty Incentive** - an award conferred to an individual employee in the career or non-career service, whether in the first level or second level position, for his/her continuous and satisfactory service to the LGU-SJC. An employee shall be recognized upon serving the LGU-SJC for ten (10) years, and every five (5) years thereafter. The recipient shall be entitled to a cash award of not less than Php 500.00 but no more than Php 1,000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter.
- 6.2 **Length of Service Incentive** - 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 **Longevity Pay (LP) for Public Health Workers (PHWs)** is given to qualified regular employees in the local government pursuant to the guidelines and qualifications provided by the DBM and DOH joint circular No. 1, series of 2012 dated November 29, 2012, item 9 (i.e. granting of LP equivalent to 5% of the PHW's current monthly basic salary to be given every 5 years of continuous, efficient, and meritorious services that the PHW rendered).
- 6.4 **Salary Step Increment for Completion of a PHW's Post-Graduate Degree** - pursuant to DBM and DOH Joint Circular No. 1 series of 2016 (Amendment to DBM-DOH Joint Circular No. 1 series of 2012, item 4 New Rules on Salary Step increment for Completion of a Post Graduate Degree), a PHW who holds a position in the agency plantilla of regular positions and who completes a master's or doctoral degree related to the performance of the duties and responsibilities of his/her position after at least two (2) years of service as PHW, may be entitled to one (1) step increase to be integrated into the basic salary, in recognition of his/her efforts towards professional advancement.
- 6.5 **Merit-Based Incentive** - this is given to all employees who have performed at least satisfactorily for the year covered in accordance with the agency's CSC-approved IPCR/OPCR. This incentive shall follow relevant existing guidelines.

This shall be granted to all **active** employees at the time of distribution of the said incentive. It shall not be applied to employees who have already retired or are out of service.

- 6.6 **Productivity Enhancement Incentive (PEI)** – given not earlier than December 15 of every year, this incentive worth Five Thousand Pesos (Php 5,000.00) is

awarded to qualified government employees each for the purpose of improving their productivity. This is pursuant to DBM Circular No. 2017-4 dated December 4, 2017.

6.7 **Career and Self-Development Incentive** - this is granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at his/her own expense. A **plaque of recognition** shall be given to qualified individuals during the Civil Service Month celebration held every September.

i. This recognition shall be awarded to elective, coterminous and regular employees of the agency who have voluntarily pursued scholarly undertakings and received a certificate of completion or diploma, in an effort to improve their technical knowledge relevant to their work.

ii. The recipient shall have spent their own money in completing a relevant course or degree. They must not be a recipient of scholarship grants/financial assistance given by the agency or any other provider.

6.8 **Other incentives** which the agency's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public, and recognition by 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 regular office hours while performing their duty without overtime pay.

7.1.1 This is an incentive for agency employees with SG 23 and above to claim an offset for the hours they rendered performing their duty beyond the regular working hours in the agency. In the agency's context, it is typically these employees who are not receiving overtime pay for the extra hours of work that they have rendered.

7.1.2 The time-off that they can request shall be within these guidelines:

- For two to four hours of overtime work rendered within a day, an employee can request half-day time-off. For two to four hours of overtime work rendered in two consecutive or separate days, an employee can request full-day time-off.
- For five hours and beyond of overtime work rendered within a day, an employee can request full-day time off.

7.1.3 The compensatory time-off can only be requested within the same month of their overtime work. It cannot be carried over to the succeeding months.

7.1.4 Employees who are eligible for compensatory time-off must seek approval from the Local Chief Executive three (3) working days prior to the date of their requested time-off.

7.2 **Flexiplace** - work arrangement allowed for qualified employee/s who has/have demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

7.2.1 This incentive shall be applicable to agency employees whose physical presence is not necessarily required in the performance of their duties. It cannot

be applied to health workers, disaster officers and responders, front desk staff members, and employees whose line of work entails dealing with sensitive and confidential information (e.g. finance, administrative papers).

7.2.2 The applicant, upon the evaluation of their supervisor, shall be deemed capable of producing quality output, without also compromising efficiency, regardless of the place where the work was performed.

7.2.3 The applicant must also seek approval from the Local Chief Executive at least one (1) working day prior to the effectivity of their flexiplace work arrangement, duly noted by their supervisor.

- 7.3 **“Salu-salo” Together** - meals hosted by superiors or supervisors for employees who have made significant contributions to their respective teams, offices, sections, or departments.
- 7.4 **Personal Growth Opportunities** - incentives which may be given in the form of 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, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in agency publication, and others.

VIII. COMPOSITION AND DUTIES OF THE SJC-LGU PRAISE COMMITTEE

The Committee shall be composed of the following:

City Mayor	- Chairman
City Administrator	- Co-Chairman and City Mayors' Representative
City Planning and Development Coord.	- Member
City Budget Officer	- Member
City Human Resource Mgt. Officer	- Member
City Accountant	- Member
Two (2) representatives from the career rank-and-file employees	
• One (1) representative from 1 st Level Position	
• One (1) representative from 2 nd Level Position	

The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the city. As such, the Committee shall meet periodically to perform the following tasks:

- 8.1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 8.2. 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;
- 8.3. Determine the forms of awards and incentives to be granted;

- 8.4. Monitor implementation of approved suggestions and ideas through feedback and reports;
- 8.5. Prepare plans, identify resources and propose budget for the system on an annual basis;
- 8.6. Develop, produce, distribute a System policy manual and orient the employees on the same;
- 8.7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 8.8. Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- 8.9. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency, and
- 8.10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

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

The City Mayor or authorized representative shall be responsible in overseeing the System's operations and the Human Resource Management Unit shall serve as the System's Secretariat.

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

IX. FUNDING

The City Government of San Jose shall allocate at least 5% of the HRD funds for the SJC-LGU PRAISE or under Maintenance and Other Operating Expenses (MOOE): program and projects of the City Human Resource Management Office (CHRMO) and incorporate the same in its annual Work and Financial Plan and Budget.


X. EFFECTIVITY

The SJC-LGU 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 SJC-LGU PRAISE, which shall be the basis for the grant of awards and incentives including Productivity Incentive Bonus.

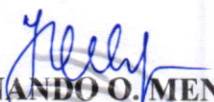
The annual SJC-LGU PRAISE Report shall be submitted to the CSC Regional Office/ Field Office on or before the thirtieth day of January to enable our employees to qualify for nominations to the CSC-sponsored national awards.


MARIO O. SALVADOR
City Mayor

05 - 20 - 2022
(Date)

CSC Action:

I have evaluated the herein SJC-LGU PRAISE and found it to be in accordance with the provision of CSC MC 1, s. 2001 and may now be implemented.


FERNANDO O. MENDOZA
Director IV
CSC Regional Office

JUN 03 2022
(Date)