

MUNICIPALITY OF CLAVERIA
OFFICE OF THE LOCAL CHIEF EXECUTIVE

EXECUTIVE ORDER NO. 09
Series of 2019

AN ORDER REORGANIZING THE PROGRAM ON REWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) OF THE LOCAL GOVERNMENT UNIT OF CLAVERIA, CAGAYAN

WHEREAS, Revised Policies on Employee Suggestions and Incentives and Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s-2001, mandates all government agencies to establish a Program on Awards and Incentives for Service Excellence (PRAISE).

NOW THEREFORE, I, CELIA T. LAYUS, M.D, Municipal Mayor of Claveria, Cagayan, by virtue of the powers vested in me by pertinent laws, do hereby **ORDER** the reorganization of the Program on Rewards and Incentives for Service Excellence (PRAISE) of the Local Government Unit of Claveria, Cagayan.

Section 1. COMPOSITION

Chairman : Hon. Celia T. Layus, M.D.

Co-Chairman : Committee Chairman on Good Governance, Public Ethics and Accountabilities

Members : Estrella D. Andres, MPDO
Joanne Hazel A. Neyra, Mun. Budget Officer
Jeffrey L. Salmon, Municipal Accountant
Donna A. Salacup, HRMO I
Rosella R. Molina, 1st Level Representative
Dante A. Castillo, 2nd Level Representative

Section 2. FUNCTIONS

The PRAISE Committee shall have the following specific functions :

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
2. Initiates/formulates/enhances the guidelines for the selection of employees to the different awards and incentives;
3. Determine the forms of awards and incentives to be granted;
4. Monitor and evaluate implementation of approved suggestions and ideas through the feedback forms;
5. Prepare plans, identify resources and propose budget for the system on an annual basis;
6. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm.

Section 3. All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

Section 4. This Executive Order shall take effect immediately.

Done this 5th day of July, 2019 at Claveria, Cagayan


CELIA T. LAYUS, M.D.
Local Chief Executive