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Bontoc, Mt. Province  
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By: [Signature] Time: 1:52



# PRAISE



Civil Service Commission Cordillera Administrative Region

NOTICE OF APPROVAL

15 March 2021

**Dr. REXTON F. CHAKAS**  
SUC President III  
Mountain Province State Polytechnic College  
Bontoc, Mountain Province

**Dear President Chakas:**

This is to acknowledge receipt of the undated copy of the revised Policies on Program on Awards and Incentives for Service Excellence (PRAISE) of Mountain Province State Polytechnic College (MPSPC).

In reference to the recommendations of this Office on the earlier submitted PRAISE of the MPSPC, the revised PRAISE of the said agency has satisfactorily complied with the provisions of the CSC MC No. 01, s. 2001. Hence, the revised PRAISE of MPSPC is hereby APPROVED.

It is advised that the contents thereof shall be disseminated through an orientation to be attended by all officials and employees of your agency with proper documentation, copy furnished the CSC FO-Mt. Province.

Attached is a copy of the MPSPC Program on Awards and Incentives for Service Excellence (MPSPC PRAISE), duly approved by this Office.

Thank you.

Very truly yours,

Digitally signed by Taldo  
Marilyn Eclipse  
Date: 2021.03.15 16:41:02  
+08'00'

**ATTY. MARILYN E. TALDO**

Director IV

PSED/TBB/rex

Cc: Atty. Allyson M. Locano  
Director III/ CSCFO Mt. Province

**Bawat Kawani, Lingkod Bayani**



Republic of the Philippines

# Mountain Province State Polytechnic College

Bontoc, Mountain Province

## OFFICE OF THE COLLEGE PRESIDENT

### Vision

A preferred University of developmental culture and inclusive growth.

### Mission

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship. It shall share responsibility in cultural vitality and well-being of the community.

### Goals

1. Attain and sustain quality and excellence;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and,
5. Develop harmony within the college and with stakeholders and benefactors.

### Quality Policy

MPSPC in its aim to fully enhance its programs and services commits to deliver high standards of satisfaction responsive to the needs of its clients and compliant to applicable statutory and regulatory requirements while continually improving its systems and processes.

### Member

Edu-connect Southeast Asian Association

- University Mobility in the Asia Pacific

Philippine Council for Agriculture, Aquatic and Natural Research and Development

- Cordillera Health Research and Development Consortium



### Linkages

Agricultural Cooperative Development International / Volunteers in Overseas Cooperative Assistance

Sehkolah Tinggi Ilmu Ekonomi – Perbanas Surabaya, Indonesia

Chaoxiung Medical University, Taiwan

National Taitung University, Taiwan

National Research Council of the Philippines



06 March 2021

**ATTY. MARILYN E. TALDO**

*Regional Director*

CSC # 116 Wagner Road

Military Cut-off, Baguio City

**THRU: ATTY. ALLYSON M. LOCANO**

*Director II*

Civil Service Commission

Mountain Province Field Office

Bontoc, Mountain Province

**MA'AM:**

*Warm greetings from the Mountain Province State Polytechnic College!*

Pursuant to the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, we respectfully transmit to your office the MPSPC PRAISE for your perusal and approval.

Looking forward to your usual support.

Our warmest regards.

Very truly yours,

**REXTON F. CHAKAS**

*SUC President III*



MPSPC-OCF-P-001/01/February 22, 2021



Mountain Province State Polytechnic College  
Bontoc Main Campus | Tadian Campus | Paracelis (Tadian Extension)

[mpspc.edu.ph](http://mpspc.edu.ph) [/mpspc](https://www.facebook.com/mpspc) [/mpspc1969](https://www.instagram.com/mpspc1969) [@MPSPCofficial](https://twitter.com/MPSPCofficial)

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

Pursuant to the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No 010112 and CSC MC No. 01., s. 2001, Mountain Province State Polytechnic College in consultation with the Administrative Council adopts the herein Program on Awards and Incentives for Service Excellence to be referred to as MPSPC PRAISE.

### **I. GENERAL OBJECTIVE**

To encourage, recognize and reward personnel of the College for their innovative ideas, inventions, creativity, productivity and their contributions to the upliftment of services in the public service and other personal efforts, which contribute to the efficiency, economy and improvement in government operations, which will lead to organizational productivity.

### **II. SPECIFIC OBJECTIVES**

1. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving personnel at the start of each school year for teaching and at the start of each calendar year for non-teaching personnel;
2. To identify outstanding employees for their extra ordinary accomplishments on a continuing basis;
3. To recognize and reward personnel who meet the objectives of the PRAISE periodically or as the need arises;
4. To provide incentives and interventions to include monetary scheme to deserving selected personnel.

### **III. SCOPE**

The system shall apply to all officers and employees of the Mountain Province State Polytechnic College in the career and non-career service.

### **IV. BASIC POLICIES**

1. The procedures in the selection of awardees shall be prescribed by the members of the PRAISE Committee.
2. The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
3. The PRAISE shall adhere to the Equal Opportunity Principles (EOP) in giving awards and incentives which shall be based on performance, innovative ideas and exemplary behavior without discrimination on age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity or political affiliation.
4. Awards shall be granted for achievement made on the preceding year.



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5. Awardees must be employed with the College for at least two years at the time of nomination.
6. Awardees may be nominated by immediate supervisor, co-workers or group of individuals.
7. The PRAISE shall provide both monetary and/or non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal modes.
7. Monetary award 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.
8. Funds shall be allocated for the PRAISE and incorporated in the HRMO Annual Work and Financial Development Plan.
9. The PRAISE shall be institutionalized through the creation of PRAISE Committee in the College.
10. 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.
11. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the College. The College may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
12. MPSPC shall submit its Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Regional Office. The CSC Regional and Field Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.
13. The CSC approved PRAISE shall be the basis of the granting of the Productivity Incentives Bonus (PIB), other awards and incentives. The Annual PRAISE Report shall be submitted by the College to the Civil Service Commission Regional Office concerned on or before the thirtieth day of January to enable their employees to qualify for nomination to the CSC sponsored national awards.
14. Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.
15. The College President or his authorized representative shall be responsible in overseeing the System's operation and the Human Resource Management Officer shall serve as the secretary.



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16. The PRAISE committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on continuing basis to cover all employees at all levels.
17. All monetary incentives and other incentives provided for in the proposed agency PRAISE shall be subject to the rules and regulations promulgated by COA and DBM, as well as other policies on the matter.

#### **Duties of the 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 College. As such, the Committee shall meet periodically to perform the following tasks:

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 govern the conduct of its activities which shall include the guidelines in evaluating the nominees and mechanism for recognizing the awardees;
3. Determine the form of awards and incentives to be granted;
4. Evaluates and deliberate nominations for awards and recommended for approval by the head of agency;
5. Monitor implementation of approved suggestions and ideas through feedback and reports;
5. Prepare plans, identify resources and propose budget for the system on annual basis;
6. Develop, produce and distribute a System policy manual and orient the employee on the same;
7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
8. Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth of January;
9. Customized the R & R programs and guidelines in order to meet the specific needs of the agency;
10. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the College; and
11. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.



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## V. COMPOSITION OF PRAISE COMMITTEE

1. Vice President for Administration and Finance – *Chairperson*  
*Members:*
2. Vice President for Academic Affairs
3. Vice President for Research Development and Extension
4. Vice President for Resource Generation and Linkages
5. Chief of Staff, Office of the College President
6. Executive Director for Finance Services
7. Director for Planning and Development
8. Faculty Union President
9. Non-teaching Union President
10. Director for Human Resources Management Office
- *PRAISE Committee Secretary*
11. The College/ Board Secretary

## VI. DEFINITION OF TERMS

**AGENCY**- refers to the Mountain Province State Polytechnic College (MPSPC)

**AWARD**- 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 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 practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career position; 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**- 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



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**NON-CAREER-** positions expressly declared by law to be in the non-career service; those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merits 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 performance, systems, procedures, and economy in operation that will benefit the government

**SYSTEM-** the College awards incentive programs for employees

## **VII. PROCEDURE IN THE SELECTION OF AWARDEES**

The following steps shall be followed in the selection of awardees except for those under the "*on-the-spot*" award category.

1. The nominating person or group shall submit the nominees in the prescribed form to the PRAISE Committee.
2. The PRAISE Committee shall screen the nominees, evaluate the summary of achievements, and present the evaluation to the Administrative Council for review, information and recommendation to the Board of Trustees.
3. The College President endorses the nomination of the Administrative Council to the Board of Trustees for confirmation.
4. Upon confirmation of the nominee by the Board of trustees, the PRAISE Committee shall set the day for a formal or informal awarding of monetary or non-monetary recognition award.

## **VIII. AGENCY LEVEL AWARDS**

1. **Best Employee Award**> granted to an individual or individuals who excelled among peers in a functional group, position, or profession. A cash award to be determined by the PRAISE Committee sitting en banc shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide during a formal night.

Criteria:

- a. With at least two years' experience in the College
  - b. Attendance
  - c. With very satisfactory performance for two rating periods
  - d. Other criteria may be added by the MPSPC PRAISE Committee
2. **Gantimpala Agad Award**> given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty





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3. **Exemplary Behavior Award**> based on the eight norms of conduct as provided for in RA 6713 (Code of Conduct and Ethical Standards). The awardees will be automatically nominated by the MPSPC PRAISE Committee to the Dangal ng Bayan Award.
  1. Commitment to the Public Interest
  2. Professionalism
  3. Justness and Sincerity
  4. Political Neutrality
  5. Responsiveness to the Public
  6. Nationalism and Patriotism
  7. Commitment to Democracy
  8. Simple Living
4. **Best Organizational Unit Award**> granted to the top organization unit which may be a section, division or office on the basis of its contributions to the accomplishments of the College performance program thrust and targets.
5. **Service Award**> conferred on retirees whether optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.
6. **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 man-hours and cost or otherwise benefit the College and the government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.
7. **Individual Distinction Award in the Sector**> given to an individual, group or team in any service sector (GASS, HED, RDE, RGL, OP) who has/have contributed distinctively to the goals and objectives of the sector
8. **Other awards**>the College may decide to give through the recommendation of the PRAISE Committee, endorsed by the Administrative Council, approved by the College President and confirmed by the Board of Trustees.

#### **IX. INCENTIVES REGULARLY AWARDED**

The College 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:

- 9.1 **Loyalty Cash Incentives**> granted to an employee who rendered ten (10) years of continuous service in the government. The recipient shall be entitled to cash to be determined by the MPSPC PRAISE Committee. Succeeding awards shall be given every five (5) years thereafter the amount shall be determined by the PRAISE. Besides cash award, a loyalty pin shall be given:



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10 and 15 years	-bronze
20 and 25 years	-silver
30, 35 and 40 years	-gold

- 9.2 *Length of Service Incentive in the College*> 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 given incorporated in the salary adjustments following the joint CSC-DBM Circular No. 1, s. 1990.
- 9.3 *Productivity Incentive*> given to all employees who have performed at least satisfactorily for the year covered in accordance with the College CSC-approved PES. This incentive shall follow relevant existing guidelines.
- 9.4 *Personal Career 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 qualified individuals during the MPSPC Foundation Day.
- 9.5 Other incentives which the MPSPC'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.

## **X. OTHER FORMS OF AWARDS AND INCENTIVES**

- 10.1 **Compensatory Time-Off**> granted to an employee who has worked beyond his regular office hours on a project without overtime pay.
- 10.2 **"Salu-salo" Together**> meal hosted by superiors for employees who have made significant contributions.
- 10.3 **Personal Growth Opportunities**> incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journal, tapes, travel packages and other learning opportunities.
- 10.4 **Trophies, Plaques and Certificates**
- 10.5 **Monetary Award**
- 10.6 **Travel Packages**
- 10.7 **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, featured in MPSPC's publication and others.

## **XI. FUNDING**

The College shall proportionally allocate monetary incentives for PRAISE awardees from its current year annual Operating Budget for the succeeding year's anticipated awardees, except those that can be legitimately sourced from savings under the Personnel Services allotment class in the General



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Appropriations Act. This shall be incorporated in the Annual Work and Financial Plan and Budget of the Human Resources and Management Office.

For awardees in the Individual Distinction Award in the Sector, the different sectors (GASS, HED, RDE, RGL, OP) shall appropriate from their share in the tuition fee income after the deduction of the 10% allocation for College-Wide expenses. The said appropriation however shall not exceed FIVE THOUSAND PESOS (P5,000.00) for individual awards and TWENTY THOUSAND PESOS for unit, group, team awards; limited to one (1) per category, except for those explicitly provided by the approved manual of a particular sector.

## **XII. EFFECTIVITY**

The MPSPC PRAISE shall become effective after the final evaluation of the Administrative Council and CSC and approval of the Board of Trustees. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

## **XIII. COMMITMENT**

I hereby commit to implement and abide by the provisions of the MPSPC PRAISE which shall be the basis for the granting 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.

**REXTON F. CHAKAS**  
SUC President III

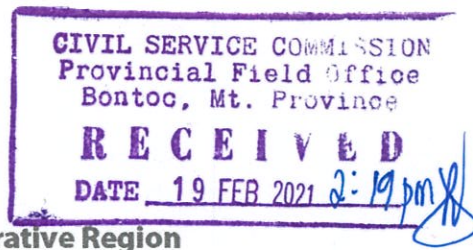
Approved By:

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Marilyn Eclipse  
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**ATTY. MARILYN E. TALDO**  
Director IV *to cp*



**Civil Service Commission Cordillera Administrative Region**



11 February 2021

**Dr. REXTON F. CHAKAS**  
 SUC President III  
 Mountain Province State Polytechnic College  
 Bontoc, Mountain Province



**Dear President Chakas:**

This is to acknowledge receipt of the undated signed copy of the Program on Awards and Incentives for Service Excellence (PRAISE) of Mountain Province State Polytechnic College (MPSPC).

Based on the review conducted by this Office on the submitted document, the MPSPC PRAISE has satisfactorily conformed with the provisions of the CSC MC No. 01, s. 2001. However, kindly take note of the following observations and recommendations for the improvement of your PRAISE:

Particulars	Observations	Recommendations
Section 1: Basic Policy	Equal Opportunity Principle (EOP) is absent in the PRAISE policy of MPSPC.	<p>Include Equal Opportunity Principle (EOP) as one of the basic policies of the MPSPC PRAISE.</p> <p><i>“The agency PRAISE shall adhere to the Equal Opportunity Principle (EOP) in giving awards and incentives which shall be based on performance, innovative ideas and exemplary behavior without discrimination on age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity or political affiliation”.</i></p> <p>Ensure that the EOP is observed particularly in determining the awardees, creation of</p>

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		categories of awards, guidelines and criteria of awards.
Section IX.9.1 Loyalty Incentive – Granted to an employee who has served continuously and satisfactorily in the college for <b>at least ten (10) years.</b>	Counting of years in service of an employee is not limited to the agency where he/she is currently affiliated. (CSC MC 6, s. 2002)	Rephrase the statement to: <i>“Loyalty Cash Incentive – granted to an employee who rendered ten (10) years of continuous service in the government”.</i>
Section X.10.2 Flexi Place under the Forms of Awards and Incentives	Delete this kind of incentive since there are no specific guidelines yet on the matter promulgated by the Commission.	It is not a form of Incentive but the agency may <u>adopt the Alternative Work Arrangements</u> for the duration of the State of National Health Emergency until lifted by the President, subject to some parameters and formulation of internal guidelines. (CSC MC No. 10, s. 2020 “Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic”).
All identified awards and incentives that are outside of the CSC MC No. 1, s. 2001 and has specific monetary value		Include in the Basic Policy the statement that <i>“All monetary incentives and other incentives provided for in the proposed Agency PRAISE shall be subject to the rules and regulations promulgated by COA and DBM, as well as other policies on the matter”.</i>

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Hence, it is advised that the said agency PRAISE be revised to incorporate the recommendations and resubmit to this Office for approval within 15 days from receipt hereof.

Thank you.

Very truly yours,

  
**ATTY. MARILYN E. TALDO**  
Director IV 

PSED/TBB/rex

Cc: Atty. Allyson M. Locano  
Director II/ CSC FO-Mountain Province