

MAY 20 2008



PPA MEMORANDUM ORDER  
No. 40 2008

SUBJECT : **REVISED PPA PROGRAM ON AWARDS AND INCENTIVES  
FOR SERVICE EXCELLENCE (PRAISE)**

In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No 010112 dated 10 January 2001 and CSC Memorandum Circular No. 01 s. 2001, the Philippine Ports Authority hereby adopts the herein **Program on Awards and Incentives for Service Excellence** to be referred to as PPA PRAISE.

## I. OBJECTIVES

It is the policy of the Philippine Ports Authority (PPA) to adhere to the principle of providing incentives based on performance, innovative ideas and exemplary behavior. In this pursuit, the PPA PRAISE aims to:

- 1.1 establish a mechanism for identifying, selecting, rewarding and providing incentive to deserving employees at the start of each year;
- 1.2 identify outstanding accomplishments, best practices of employees on a continuing basis;
- 1.3 recognize and reward accomplishments and innovations periodically or as the need arises;
- 1.4 provide incentives and intervention to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

## II. SCOPE

The PPA PRAISE shall apply to all PPA officials and employees in the career and non-career service.

VISION

By 2010, PPA shall have met the international standards in port services and services to its customers.

MISSION

We commit to provide reliable and responsive services to our customers and to the community.

### III. DEFINITION OF TERMS

1. **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 contributes to the efficiency, economy, improvement in government operations which lead to organizational productivity.
2. **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.
3. **CONTRIBUTION** - any input which can be in the form of an idea or performance (See also Idea type and Performance type contribution).
4. **DISCOVERY** - is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
5. **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.
6. **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.
7. **INVENTION** - the creation of something previously non-existent which will benefit the government.
8. **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 of 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.
9. **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.



10. **SUGGESTION** - idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
11. **SYSTEM** - the agency awards and incentives program for employees.

#### **IV. BASIC POLICIES**

1. The PPA PRAISE shall 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 personal efforts which contribute to efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.
2. The PPA PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
3. The PPA PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
4. The PPA 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.
5. The PPA PRAISE shall recommend for approval of the PPA Board of Directors thru the General Manager the amount of cash award to be given
6. The PPA PRAISE shall be the basis of the grant of Productivity Incentive Bonus (PIB), other awards and incentives.

#### **V. PPA PRAISE COMMITTEE COMPOSITION**

##### **1. HEAD OFFICE PRAISE COMMITTEE**

- |   |                    |
|---|--------------------|
| a. General Manager or authorized representative | - Chairperson      |
| b. Manager, Human Resource Management Dept.     | - Vice-Chairperson |
| c. Manager, Strategic Planning Dept.            | - Member           |
| d. Manager, Controllershship Dept.              | - Member           |
| e. Manager, Legal Services Dept.                | - Member           |

- f. Two (2) Employee Representatives who shall be chosen by PANTALAN (one each from the first level and second levels) who shall serve for a period of two (2) years. - Member

For continuity of operations, PANTALAN may designate an alternate member or representative.

- g. Manager, Personnel Division - Head Secretariat
- Staff of Personnel Relations Section, - Member
- Personnel Division, Human Resource Management Department

## 2. PDO PRAISE COMMITTEE

- a. Port District Manager - Chairperson
- b. Manager, Resource Management Division - Member
- c. Manager, Technical Services Division - Member
- d. Two (2) Employee Representatives who shall be chosen by PANTALAN (one each from the first and second levels) who shall serve for a period of two (2) years. - Member

For continuity of operations, PANTALAN may designate an alternate member/representative.

- e. Administrative Section, Resource Management Division - Secretariat

## 3. PMO PRAISE COMMITTEE

- a. Port Manager - Chairperson
- b. Manager, Resource Management Division - Member
- c. Manager, Port Services Division - Member
- d. Two (2) Employee Representatives who shall be chosen by PANTALAN (one each from the first and second levels) who shall serve for a period of two (2) years. - Member

For continuity of operations, PANTALAN may designate an alternate member/representative.

- e. Administrative Section, Resource Management Division - Secretariat



## **VI. RESPONSIBILITIES**

The PRAISE Committee of the Head Office shall be responsible for the development of the awards and incentive system of PPA. As such, the Committee of Head Office shall 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 the nominees and the mechanism for recognizing the awardees;
- determine the forms of awards and incentives to be granted;
- develop, produce, distribute a PPA PRAISE Manual in accordance with CSC-approved PPA PRAISE and orient Head Office personnel on the policy guidelines;
- address issues relative to awards and incentives within fifteen (15) days from date of submission;
- implement the program on awards and incentives for the benefit of Head Office personnel.

Likewise, the PRAISE Committee of the PDOs/PMOs shall be responsible for the implementation of the PPA program on awards and incentive in their respective responsibility centers pursuant to the PPA PRAISE policy guidelines. Further, the Committee of the PDOs/PMOs shall perform the following:

- develop, produce, distribute a PDO/PMO PRAISE Manual in accordance with the CSC-approved PPA PRAISE and orient PDO/PMO employees on the policy guidelines;
- document best practices, innovative ideas and success stories which will serve as promotional materials to encourage participation;
- regularly monitor and evaluate the PPA PRAISE implementation in their respective area of responsibility every year and recommend to PPA HO PRAISE Committee essential improvements to ensure its suitability to PPA.

## **VII. TYPES OF AWARDS**

### **7.1 NATIONAL AWARDS**

PPA 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:

- 7.1.1 **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.

**7.1.2 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.

**7.1.3 CIVIL SERVICE COMMISSION OR THE PAG-ASA 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.

**7.1.4 OTHER AWARDS** - given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

## **7.2 AGENCY (PPA) AWARDS**

PPA 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:

**7.2.1 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**.

**7.2.2 GANTIMPALA AGAD AWARD** - given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

**7.2.3 EXEMPLARY BEHAVIOR AWARD** - based on the eight (8) norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee will automatically be nominated by Head Office PRAISE Committee to the **Dangal ng Bayan Award**.

**7.2.4 GININTUANG KAGITINGAN GANTIMPALA** - this award is in recognition of an exceptional act of courage, bravery and valor demonstrated by an official or employee beyond his/her official



functions motivated by a greater desire to place others above self-interest even in the face of endangering his/her own life or destroying his/her own property.

- 7.2.5 **GININTUANG KATAPATAN GANTIMPALA** - granted to an official or employee in recognition of an exceptional service rendered beyond his or her official functions and that such service promoted goodwill to the port users and port community.
- 7.2.6 **GININTUANG PAGLILINGKOD GANTIMPALA** - this award is in recognition of an exemplary act of service of an official or employee beyond his or her official functions and that such service evinced a clear act of honesty, truth and integrity in dealing with his her subordinates, peers and superiors in the organization as well as with port users or port clientele.
- 7.2.7 **BEST ORGANIZATIONAL UNIT AWARD** - granted to the top organizational unit which may be a section, division, department, district office, port management office on the basis of meeting the organization's performance targets and other pre-determined criteria.
- 7.2.8 **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 PPA and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.
- 7.2.9 **SERVICE AWARD** - conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of retirement. The award shall consist of a gift (cash or non-cash) to be determined and recommended by the Head Office PRAISE Committee to the General Manager subject to approval of the PPA Board of Directors and a Plaque of Appreciation containing the citation and signature of the PPA General Manager.
- 7.2.10 **OTHER AWARDS** - cover awards for achievement of PPA officials and employees other than those described in Items 7.2.1 to 7.2.10 which may be identified later by the PRAISE Committee and which the PPA may decide to give.

## VIII. TYPES OF INCENTIVES

PPA 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:

- 8.1 **LOYALTY INCENTIVE** - granted to an employee who has served continuously and satisfactorily the Authority for at least ten (10) years. The recipient shall be entitled to a cash award per year during the first ten years pursuant to PPA Memorandum Circular No. 24-2002 and CSC Memorandum Circular No. 06-2002. Succeeding awards shall be given every five years thereafter. Besides cash, awards in kind may also be given.
- 8.2 **PERFORMANCE INCENTIVE** - given to an employee who has obtained an Outstanding or Very Satisfactory rating based on the CSC approved PPA Performance Evaluation System for the last two (2) successive evaluation periods. The incentive award shall be in the form of merit increase in accordance with the provisions of the Joint CSC-DBM Circular No. 1, s. 1990. (Provided, that the total number of recipients of step increments based on merit in any one (1) calendar year shall not be more than ten percent (10%) of the total number of personnel and provided further that recipients of two (2) step increments shall not exceed three percent (3% thereof).
- 8.3 **LENGTH OF SERVICE INCENTIVE** - given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position in the form of step increments in accordance with the provisions shall be incorporated in the salary adjustments following of the Joint CSC-DBM Circular No. 1, s. 1990.
- 8.4 **PRODUCTIVITY INCENTIVE** - given to all PPA employees who have performed at least satisfactorily for the year covered in accordance with PPA PES approved by CSC. This incentive shall be in accordance with the existing PPA policies and guidelines.
- 8.5 **CAREER AND SELF-DEVELOPMENT INCENTIVE** - granted in recognition of an employee who has satisfactorily completed a course or degree within or outside the country at one's expense. A gift and plaque of recognition shall be given to qualified employees during PPA anniversary celebrations.
- 8.6 **OTHER INCENTIVES** - which the Head Office/PDO/PMO 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.



#### A. PPA PRAISE SELECTION PROCEDURE

1. Pursuant to PPA PRAISE policies, rules and regulations, PMO PRAISE Committee shall screen and evaluate prospective nominees and submit their recommendation to the PDO PRAISE Committee.
2. The PDO PRAISE Committee shall review the PMO PRAISE Committee's recommendation which shall be submitted to the Head Office PRAISE Committee.

Likewise, PDO PRAISE Committee shall also screen and evaluate prospective nominees in the PDO Proper and submit same to the Head Office PRAISE Committee.

3. The Head Office PRAISE Committee shall review and validate the PDO PRAISE Committee's recommendation as well as evaluate prospective nominees in the Head Office. After thorough screening, review and evaluation, the Head Office PRAISE Committee shall recommend to the General Manager for approval/conferment the most deserving awardees.
4. The Head Office PRAISE Committee shall determine and recommend to the General Manager the amount of cash award and/or forms of awards and incentives to be given. The cash award shall be subject to the approval of the PPA Board of Directors.
5. Each PDO and PMO PRAISE Committee shall submit to the Head Office PRAISE Committee their proposal and recommendation on the internal rules, policies and procedure to be adopted in administering the PPA awards and incentives.

#### X. 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 or supervisors 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, journals, tapes, travel packages and other learning opportunities.
- 10.4 **TROPHIES, PLAQUES AND CERTIFICATES** - non-monetary incentives given as memento for outstanding accomplishment or achievement gained through personal effort.

- 10.5 **MONETARY AWARD** - award in the form of cash given to an awardee, the amount of which may be determined by the PPA PRAISE Committee and recommended for approval of the General Manager, subject to applicable laws, rules and regulations on the matter.
- 10.6 **TRAVEL PACKAGES** - incentives in the form of official travel given to an awardee upon recommendation by the PPA PRAISE Committee for the approval of the General Manager, subject to applicable laws, rules and regulations on the matter.
- 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, feature in agency publication, magazine subscriptions and others.

## **XI. FUNDING**

At least 5% of the Manpower Development Funds shall be allocated for the PRAISE and the same shall be incorporated in the PPA Plans and Programs and Budget.

## **XII. EFFECTIVITY**

This Revised PPA PRAISE shall take effect upon approval of the General Manager and subsequent approval of the Civil Service Commission-National Capital Region.

This Memorandum Order rescinds or revokes circulars/issuances inconsistent herewith.

  
**ATTY. OSCAR M. SEVILLA**  
General Manager

I have evaluated the herein agency PRAISE and found it to be in accordance with the provision of CSC MC No. 1, s. 2001 and may now be implemented.

  
**ATTY. ANICIA MARASIGAN-DE LIMA**

CSC Assistant Commissioner  
(Signature over Printed Name)

September 5, 2008  
(Date)

