

[MEMORANDUM ORDER NO. 12, March 14, 2011]

PROVIDING FOR THE CREATION OF THE OFFICE OF THE PRESIDENT PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (OP-PRAISE) COMMITTEE

Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 1, dated 26 January 2001, which provides for the adoption of the revised policies on PRAISE, an OP-PRAISE Committee is hereby created, to be composed of the following:

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|---------------|---|---|
| Chairman | - | Senior Official Designee of the Executive Secretary |
| Vice Chairman | - | Head, Human Resource Management Office |
| Member | - | Head, Finance Office |
| | - | Head, Legal Office |
| | - | Representative for 1 st Level Positions |
| | - | Representative for 2 nd Level Position |

The OP-PRAISE Committee shall:

1. Prepare the Revised OP ESIAS in consonance with CSC-MC No. 1, s. 2001.
2. Ensure that productivity, innovativeness, suggestions and exemplary behavior are identified, considered, managed and implemented on a continuing basis to cover employees at all levels.
3. Be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of OP.
4. Established its own internal procedures and strategies.

It shall recommend to the Executive Secretary its proposed annual budget to cover whatever necessary expenses it will incur in granting both the monetary and non-monetary awards in accordance with the provisions of the revised OP ESIAS.

The OP-PRAISE Committee is hereby likewise authorized to proposed necessary guidelines to cover situations not specifically covered by this Memorandum Order.

The Human Resources Management Office shall provide secretarial and administrative support to the Committee

This Memorandum Order shall take effect immediately.

By authority of the President:

(Sgd.) PAQUITO N. OCHOA, JR.