

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Maynila

October 21, 1976

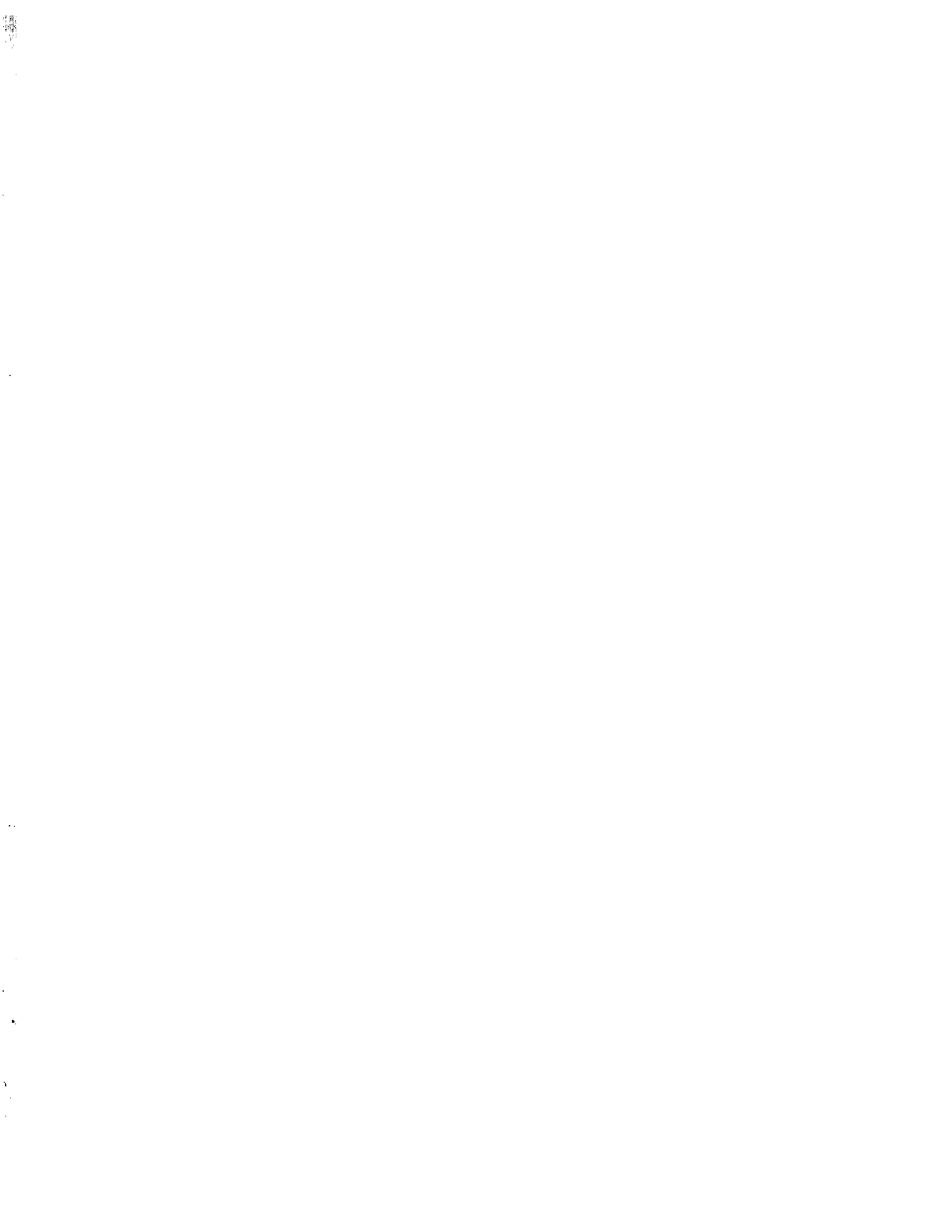
DEPARTMENT ORDER
No. 60, s. 1976

CREATION OF THE DEC SUGGESTIONS AND INCENTIVE AWARD
COMMITTEE AND SUBMISSION OF NOMINATIONS
FOR HONORARY AWARDS

To:
Bureau Directors
Regional Directors
Chiefs of Services and
Heads of Units
Schools Superintendents

1. Pursuant to Memorandum Circular No. 10, s. 1976, of the Civil Service Commission, copy attached, a Suggestions and Incentive Award Committee is hereby created in this Department composed of the following:

Mr. Vedasto G. Suarez	- - - - -	Chairman
Assistant Secretary		
Dr. Minda C. Sutaria	- - - - -	Member
Assistant Director, BEE		
Mr. Ricardo P. Trinidad	- - - - -	-do-
Assistant Director, BSE		
Dr. Tomas G. Brual	- - - - -	-do-
Assistant Director, BHE		
Dr. Miguela B. Flores	- - - - -	-do-
Assistant Executive Director NETC		
Mr. Macario C. Agawin	- - - - -	-do-
Assistant Executive Director, NSC		
Mr. Benjamin G. Etrata	- - - - -	-do-
Personnel Officer IV, DEC		



- 2 -

2. The Committee shall have the following functions:

(a) Prescribe, subject to the approval of the head of Department or agency, the procedure in evaluating employee suggestions, inventions or accomplishments.

(b) Receive, review, and process suggestions and nominations.

(c) Recommend the appropriate monetary award to be granted to the employee for his idea or suggestion, subject to the criteria herein established.

(d) Recommend to the head of department or agency the employees who shall be nominated for the honorary awards, except those who have obtained "Outstanding" performance ratings who shall automatically qualify for the "Outstanding Performance Rating Award" in accordance with Sec. 8 of the rules mentioned in paragraph 3 below.

3. Copies of the Rules, Regulations and Standards on Employee Suggestions and Incentive Award System will be issued to guide the field on the procedures in granting the different types of awards listed therein.

4. Particular attention is invited to the fifth and sixth paragraphs of the aforementioned Memorandum Circular. In connection with the annual observance of the Civil Service Week on January 20-25, 1977, nominations for honorary awards from Metro Manila should be submitted on or before November 19, 1976 to the Office of Career and Employee Development, Civil Service Commission, Ablaza Building, Quezon City, and those coming from provinces, except those covered by Region IV, should be submitted to the Civil Service Commission Regional Office concerned not later than November 12, 1976.

5. This Office will issue supplementary rules and regulations on this matter as the need arises.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture



(Inclosure to Department Order No. 60, s. 1976)

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

MC #10, s. 1976

MEMORANDUM CIRCULAR

TO: ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS

SUBJECT: Formation of Agency Suggestions and Incentive Award Committee and Submission of Nominations For Honorary Awards

Pursuant to the provisions of Section 33, Article VIII of Presidential Decree No. 807, this Commission has recently promulgated a new set of rules, regulations and standards governing the administration of a service-wide Suggestions and Incentive Award System.

Section 11 of these Rules provides, among other things, as follows:

"Suggestions and Incentive Award Committee -
A Suggestions and Incentive Award Committee, hereinafter called the Committee, shall be created in each department or agency to administer the System. Members of the Committee shall be designated by the head of such department or agency and shall include the chief personnel officer thereat."

Pursuant to these provisions of the aforementioned Civil Service Rules, each head of department or agency of the national and local governments, including government-owned or controlled corporations, shall create an Employee Suggestions and Incentive Award Committee immediately upon receipt of this Memorandum Circular. The members of the Committee shall be designated through an administrative issuance and shall exercise the functions provided in the Rules.

Attention is likewise invited to the annual observance of the Civil Service Week which has been moved from

September 13-19 to January 20-26 under Presidential Proclamation No. 1583 dated September 8, 1976.

For purposes of honorary awards, which are conferred during the celebration of the Civil Service Week, it is requested that nominations from the Metro Manila area be submitted on or before November 19, 1976 in accordance with the procedures outlined in the Rules and on the form prescribed therein, at the following address: Office of Career and Employee Development, Civil Service Commission, Ablaza Building, Quezon City.

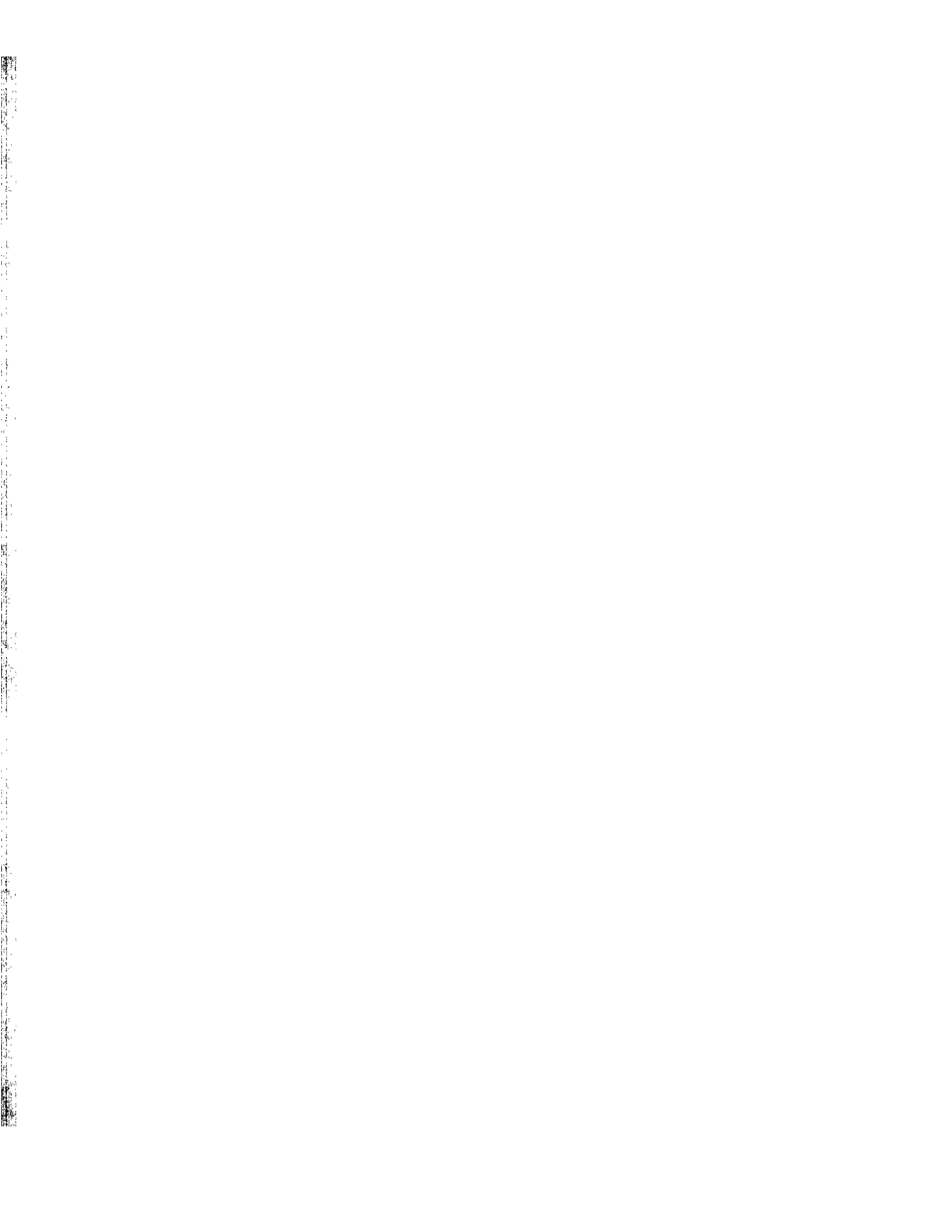
Nominations from the provinces, except those covered by Region IV which shall be sent directly to the above-mentioned address, should be submitted to the Civil Service Commission Regional Office concerned not later than November 12, 1976.

The cooperation of all concerned is hereby enjoined.

(SGD.) JACOBO C. CLAVE
Acting Chairman

September 20, 1976

A true copy



Incl.: As stated

Referencer
None

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES	RULES & REGULATIONS
CELEBRATIONS & FESTIVALS	SERVICE
EMPLOYEES	SUPERINTENDENTS
OFFICIALS	TEACHERS
PRIZES or AWARDS	

