

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ESPORTE  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
UL Complex, Paig, Metro Manila

August 6, 1993

MEMO ORDER  
No. 61, s. 1993

**ESTABLISHING EMPLOYEE SUGGESTIONS AND INCENTIVE AWARDS SYSTEM  
IN THE DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**

To: Undersecretaries  
Assistant Secretaries  
Bureau/Cultural Agency Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
District Superintendents  
Presidents, State Colleges and Universities  
Vice-Chief School Superintendents/Administrators

In accordance with Section 25, Chapter 3, Book V, Title IV, Article II of Executive Order No. 292, otherwise known as the Administrative Code of 1987, and Rule X of the Omnibus Rules Implementing the said law, a department-wide Suggestions and Incentive Awards System, hereinafter called the System is hereby established in the Department of Education, Culture and Sports (DOCS).

**Section 1. Purpose** - The System is designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials and employees in the DOCS, individually or in groups, for their suggestions, innovations, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, or other improvement in government service and operations, and for other extraordinary acts or services in the public interest.

Concurrently, the System seeks to inculcate among DOCS officials and employees a deep sense of responsibility, honesty, loyalty, and courtesy in the exercise of their functions; to strive for and maintain exemplary and outstanding performances; and to adhere strictly to the established norms of conduct provided for in Section 4 of PD 670, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees.

**Section 2. Scope** - This System shall apply to all officials and employees in the regular and non-regular service of the Department, its state bureaus, Centers, Services, Units, attached agencies and regional offices, and facilities as defined in the Memorandum for Public School Teachers (RA 4570).

Definition 3. Type of Construction - Under the System, any of the following types of construction shall be entitled to an incentive payment to Rule X of the Commission Rules Implementing Book V of Executive Order No. 292. (Commission Rule Number 29. 14)

4.1 Idea Type Construction

4.2 Performance Type Construction

Definition 4. Form of Awards - Awards under the System shall consist of honor awards and incentive awards pursuant to Section 9, Rule X of the Commission Rules Implementing Book V of Executive Order No. 292. (Commission Rule Number 29. 14)

4.4 Honor Awards

4.4.1 Presidential or Ringed Ribbon Award

4.4.2 The Civil Service Commission Award or the Ribbon Award

4.4.3 The Department Award or the Paper Award

4.4.4 Outstanding Public Official/Employee Award or Distinguished Service Award

4.4.5 Outstanding Public Service Award

Officials and employees nominated for honor awards shall:

(1) have been employed with the Department or its attached agencies for at least one (1) year at the time of the nomination;

(2) have been rated at least Very Outstanding or Outstanding for two (2) consecutive years; and

(3) have not been found guilty of any criminal offense involving moral turpitude or any other offense involving dishonesty or breach of trust, or any other offense involving a violation of the Code of Ethics, or any other offense involving a violation of the Commission Rules Implementing Book V of Executive Order No. 292, or any other offense involving a violation of the Commission Rules Implementing Book V of Executive Order No. 292.

4.5 Merit Awards (Commission Rule Number 29. 14)

4.5.1 Performance Incentive

4.5.2 Length of Service Incentive

4.5.3 Productivity Incentive

4.5.4 Most Courteous Employee Award

4.2.5 Fidelity Award

4.2.6 Retirement Award

4.2.7 Monetary Award

4.3 Merit Awards as per guidelines of the Civil Service Commission. (Please see enclosure No. 2)

4.3.1 Recognizing Employee Award

4.3.2 Promotion

4.3.3 Distinction for Advanced Studies in form of Foreign Distinctions or Distinction from abroad

4.3.4 Hall of Fame in Public Service

4.4 With other honor and incentive awards as may be recommended by the Committee, duly approved by the Secretary and/or other authorities.

Section 3. Where it involves - Section 10, Chapter 3, Book 4 of the Civil Code in the case of Merit Awards, the necessary expenses relative to incentive awards of this system, shall be borne by the State. In accordance with Section 14, Title 4 of the Chapter 3 of the Department shall not apply to the award. Under the necessary expenditures to cover necessary expenses will be incurred in the granting of merit awards and incentive awards, subject to the approval of the Department of Budget and Financing and other agencies that may be involved relative thereto. However, it shall be understood that the grant of the honor and incentive awards mentioned above shall be subject to some special guidelines that may be issued, and to the availability of funds for this purpose.

Section 4. The Department and Incentive Awards Committee - The DDO, Director Office Organization and Incentive Awards Committee (DOIAIC), hereinafter called the Committee, shall be composed of the following:

- Chairman - Director III, Administrative Service
- Co-Chairman - Chief, Employee Welfare and Benefits Division, HRDO
- Members - Chief, Staff Development and Personnel Division, HRDO  
 Chief, Legal Division  
 Chief, Accounting, Budget, and Management and Policy Division

On request from the  
Office of Personnel  
On request from the  
Office of Personnel  
On request from a  
registered GPO employee  
associated

Secretary - A duly appointed staff of  
the GPO

The Committee shall be responsible in effecting  
implementing this system in the Central Office.  
Under committee may be created in the regional  
offices and divisions of the, the composition of which  
shall be determined by the Regional Director reported  
in accordance with Section 13 of Title 5 of the Code of  
Federal Regulations, Part 263 of Executive Order 11811, that  
will take care of the regional level awards and  
recommendations to the Secretary for the Departmental  
Award, Civil Service Award or other national award  
awards.

#### Section 7, Functions of the GPO SAC


- 7.1 Prescribe, subject to the approval of the  
head of the Department or agency, the  
procedures for evaluating employees  
performance, advancement or  
disciplinary matters;
- 7.2 Review, review, and prepare recommendations  
and recommendations for the center, approved  
employee and center, and the regional  
committee;
- 7.3 Recommend the appropriate secretary award  
to be granted to the employee for his idea  
and contribution;
- 7.4 Recommend to the head of Department for  
the award of honor or commendation awards or  
other awards;
- 7.5 Coordinate or advise with pertinent  
agencies such as Civil Service Commission,  
Department of Budget and Management,  
Department of Commerce, and other agencies  
concerned with the award to employees  
of contributions of the Department's  
employees, and
- 7.6 Perform other related functions.

Section 8, Functions of Management - The  
procedures of management for the award and contribution  
award are as follows:

- 0.1 The immediate supervisor of any person or group of persons shall make the nomination in writing to the Regional/Agency/Center/Service Director concerned.
- 0.2 The Regional Director, Staff Bureau Director, Center Director, or Service Director shall make the nomination in writing to the Suggestions and Incentive Awards Committee of the Department.
- 0.3 The procedure of nomination for regional awards shall be determined by the Regional Suggestions and Incentive Awards Committee.
- 0.4 The Committee shall screen the nominations and evaluate the justifications contained therein.
- 0.5 The Committee shall submit its recommendations to the Secretary of the Department.
- 0.6 The Secretary shall submit his nomination for the Honor Awards, except for the Special Achievement/Employee Award, in the prescribed form to the Civil Service Commission.

Section 4. Effectivity. - The Employee Suggestions and Incentive Awards System shall take effect immediately.

2. Widespread dissemination of this Order is directed.

  
 ARMAND V. SABELLA  
 Secretary

Work:  
 As stated

Reference:  
 Office Order, dated December 7, 1992

Attachment: 1-2-3-4-(M.O. 1-87)

To be indicated in the Personnel Order under the following subject:

- ✓ BUREAU & OFFICES
- ✓ COMMITTEES
- ✓ EMPLOYEES
- ✓ COMMISSION
- ✓ OFFICIALS
- ✓ PRIZES or AWARDS
- ✓ SERVICES

RULE X OF THE OMNIBUS RULES IMPLEMENTING  
BOOK V OF EXECUTIVE ORDER 292

EMPLOYEE SUGGESTIONS AND INCENTIVE AWARDS SYSTEM

Section 1. Each department or agency of government, whether national or local, including bureaus and agencies, state colleges and universities, and government-owned and controlled corporations with original charters, shall establish its own Department or Agency Employee Suggestions and Incentive Awards System in accordance with these Rules and shall submit the same to the Commission for approval.

Section 2. The System is designed to 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 the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.

Section 3. The System shall apply to all officers and employees in the career or non-career service of the national and local governments, including those in the state universities and colleges, and government-owned or controlled corporations with original charters, whether or not they receive compensation, regardless of amount.

Section 4. Under the System, any of the following types of contributions shall be entitled to an award:

- (a) Idea type contribution which shall refer to an idea, a suggestion or an invention for improvement to effect economy in operation, to increase production, improve working conditions or service, or otherwise benefit the government-
- (b) Performance type contribution which shall refer to:
  - (1) Performance of an extraordinary act or service in the public interest in connection with, or related to, one's official employment; or
  - (2) Outstanding community service or heroic acts in the public interest; or
  - (3) Sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group-

Section 5. Awards under the System shall consist of honor awards and incentive awards. The head of department or agency may, however, upon recommendation of the Department or Agency

Suggestions and Incentive Award Committee created in accordance with Section 11 hereof, consider an employee for both incentive and honor awards.

Section 6. Honor awards shall consist of the following:

- (a) Presidential or "Lingkod Bayan" Awards which is conferred on an individual or group of individuals in recognition of highly exceptional or extraordinary contributions resulting from an idea or performance whose effect is nationwide and principally affects the national interest, security of patrimony.

This award consists of a gold (gilded) medallion and a plaque containing the citation and signature of the President of the Philippines.

- (b) The Civil Service Commission Award or the "Pag-asa" Award which shall be given to an individual or group of individuals in recognition of contributions from an idea or performance resulting in direct benefits to more than one department or to the government though not of such extraordinary or exceptional degree as to warrant the "Lingkod Bayan" Award. Consistent dedicated performance exemplifying the best example in any of the professions or occupations in the public service shall be considered for this category.

This award consists of a gold (gilded) medallion and a plaque containing the citation and signature of the Chairman of the Civil Service Commission.

- (c) The Departmental Award or the "Kapwa" Award which shall be given to an individual or group of individuals in recognition of contributions from an idea or performance resulting in direct benefit to a single department or agency in the government. Nominations for this category need not be submitted to the Civil Service Commission for screening and evaluation. The Department or Agency Suggestions and Incentive Awards Committee shall evaluate the nominations for this category and recommend to the head of the department or agency the most qualified awardees.

This award shall consist of a gold (gilded) medallion and a plaque containing the citation and signature of the head of department or agency, or the head of office in the case of offices which are not under a department.

- (d) Outstanding Public Official/Employee Award or "Dangal ng Bayan" Award which shall be granted to officials and employees in the government who have demonstrated exemplary service and conduct on the basis of their observance of the eight (8) norms of

behavior as provided for under Republic Act No. 6713. Administration of this Award and the procedures of nomination shall be governed by Republic Act No. 6713 and its Implementing Rules.

Section 7. The incentive awards shall consist of, though not limited to, the following:

- (a) Performance Incentive which shall be given to an employee who has obtained an outstanding or very satisfactory rating based on the Agency's Approved Performance Evaluation System for the last two (2) successive evaluation periods which consist of step increments in accordance with the provisions of Joint CSC-DBM Circular No. 1, s. 1990.
- (b) Length of Service Incentive which shall be given to an employee who has rendered at least three (3) years of continuous satisfactory service in a particular position and which shall consist of step increments in accordance with the provisions of Joint CSC-DBM Circular No. 1, s. 1990.
- (c) Productivity Incentive which shall be given to an employee or group of employees who has exceeded their targets or has incurred incremental improvement over existing targets.
- (d) Most Courteous Employee Award which is given to an employee in accordance with the criteria and standards established under CSC MC No. 15, s. 1990 which instituted the Courtesy Campaign Program in the Civil Service, known as the "Ang Magalang, Bow!".
- (e) Loyalty Award which shall be granted to an employee who has completed at least ten (10) years of continuous and satisfactory service in the government. This service award shall consist of cash bonus and a lapel emblem or loyalty pin differentiated as follows:

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

The cash bonus shall, upon the recommendation of the Agency SIAC, be not less than One Hundred Pesos (P100.00) per year, chargeable against the Agency's savings. Provided however: That those who have received the cash award during their first ten (10) years shall, upon reaching fifteen (15), only receive the cash award for the succeeding five (5) years and so on.

- (f) Retirement Award which shall be given to a retiree who had rendered at least fifteen (15) years of satisfactory government service. This award shall



9  
be in the form of a plaque of appreciation, the design and citation of which shall be determined by the office concerned.

- (g) Year-end Benefits or Thirteenth Month Bonus Plus One Thousand Pesos (P1,000) Cash Gift which shall be granted to officials and employees in the national and local governments, including state colleges and universities, and government-owned and controlled corporations in recognition of their dedication to government service and in keeping with the spirit of Christmas. The grant of these year-end benefits shall be governed by the Compensation Circulars issued by the Department of Budget and Management in accordance with the provisions of Republic Act 6686.
- (h) Monetary Award which shall be granted to an employee whose contribution in terms of suggestions or invention or performance of functions results in monetary savings. When an employee's contribution can not be quantified in terms of monetary savings, or results in combined monetary savings and intangible benefits, the amount of cash award shall be determined in terms of a certain percentage of its estimated total value or benefit but not to exceed twenty percent (20%).

The foregoing shall not preclude departments and agencies in establishing other types of incentive awards which shall be incorporated in the Department/Agency ESIAS.

Section 8. Officials and employees nominated for any of the honor awards must:

- (a) Have been employed with the nominating agency for at least one (1) year at the time of the nomination;
- (b) Have been rated at least Very Satisfactory or its equivalent for two (2) appraisal periods immediately preceding the nomination; and
- (c) Have not been found guilty of any criminal or administrative offense involving moral turpitude or does not have any pending case against them at the time of nomination, as defined in these Rules.

Section 9. The procedure of nomination for the Honor Awards excluding nominations for the Outstanding Public Officials and Employees are as follows:

- (a) The immediate supervisor or any person or persons or association including those from the private sector shall make the nomination in writing to the Suggestions and Incentive Awards Committee (SIAC) in the Department or Agency concerned;

- (b) The Committee shall screen the nominations and evaluate the justification contained therein;
- (c) The Committee shall submit its recommendation to the head of the department or agency; and
- (d) The head of department or agency shall submit his nomination on the prescribed form to the Civil Service Commission.

Nominations for the Outstanding Public Official/Employee or "Dangal ng Bayan" Award may be submitted by any person or group of persons or associations directly to the Civil Service Commission or to any of its regional or provincial or field offices.

Section 10. The Civil Service Commission shall prescribe nomination forms for the honor awards. All departments and agencies may secure such form from the Civil Service Commission or from any of its regional, provincial or field offices.

Section 11. A Suggestions and Incentive Awards 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 head of such department or agency and shall include the chief or head of the personnel division/office thereof.

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; and
- (d) Recommend to the head of department or agency the employees who shall be nominated for the honor awards or incentive awards or to both awards.

Section 12. The Civil Service Commission shall constitute a Special Committee on Awards composed of three prominent citizens who are not in the government service, the Chief Protocol Officer of the Office of the President, and a member of the Commission, which shall screen and evaluate objectively all nominations received by the Commission and shall recommend its choices to the President. The Committees shall likewise recommend to the Chairman of the Civil Service Commission its choices for the "Pagasa" Awards.

1/

Section 13. Officials and employees who are conferred the honor awards shall be considered for promotion to the next higher position suitable to their qualifications. Records of awards as well as letters of commendations received shall be kept in employees' personnel folders.

Section 14. Each department or agency shall set aside in its annual budget the necessary appropriations to cover whatever necessary expenses will be incurred in the granting of both monetary and non-monetary awards.

Section 15. The Commission shall report annually the results of the Suggestions and Incentive Awards Program together with recommendations to the President. The head of each department or agency shall submit to the Commission by the first week of January, a consolidated report on Suggestions and Incentive Awards program of the department during the preceding year.

#

12

(Inclosure No. 2 to DECS Order No. 61, s. 1993)

MERIT REWARDS AS PER GUIDELINES OF THE CIVIL SERVICE COMMISSION  
INCLUDED IN THE DECS SUGGESTIONS AND INCENTIVES AWARDS SYSTEM

1. Kapanagutang Pambayan Award

Kapanagutang Pambayan Award is an office award and it shall be given to any central or regional office of the Department which exceeds its target goals by at least twenty-five percent (25%) and such accomplishment resulting to cost savings in operation.

The award consists of a plaque containing the citation and signature of the Secretary, and such other incentives as office equipment, utility vehicle or other similar rewards.

2. Promotion

For sustained outstanding work performance for a minimum period of two (2) years which is reflected in the performance rating, the employee or official may be promoted to a position in the third level if he belongs to the second level; or to a position in the second level if he belongs to the first level: Provided; he meets the minimum requirements of the position involved, and such promotion will not lead to distortion in organizational structure.

A recipient of the Presidential or CSC Award shall also be preferred for promotion, in case of vacancy, provided he meets the minimum requirements of the position involved.

Likewise, a working student who graduates with at least Cum Laude Honors shall be preferred for promotion to any vacant position for which he is qualified.

3. Scholarship for advance studies in local or foreign institutions or observation trips abroad

An employee or official who has rendered an outstanding work performance for two (2) consecutive rating periods shall be given preference over other candidates for a scholarship or observation trip, if all candidates are equally qualified in terms of the conditions set by the institution or host country.

4. Hall of fame in Public Service

An employee or official who consistently receives any of the Outstanding Public Service Awards and Merit Rewards for three (3) consecutive years, shall be elevated to the Hall of fame in Public Service. Such disqualifies him for subsequent nominations.

Any central or regional office which consistently receives the Kapanagutang Pambayan Award for three (3) consecutive years, shall also be elevated to the Hall of fame in Public Service.