



Republic of the Philippines  
Province of Sorsogon  
OFFICE OF THE PROVINCIAL GOVERNOR  
Sorsogon Capitol Compound



**EXECUTIVE ORDER NO. 27 - 2023**

**CREATING THE PROGRAM ON AWARDS INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE OF THE PROVINCIAL GOVERNMENT OF SORSOGON AND FOR OTHER PURPOSES**

**WHEREAS**, Civil Service Commission Memorandum Circular Nos. 01 and 48, Series of 1992 provides for the Employee Suggestions and Incentives Awards System which is designed to encourage creativity, innovativeness, efficiency, integrity and productivity by recognizing and rewarding officials and employees, individually or in group, 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 in the public service;

**WHEREAS**, Civil Service Commission Memorandum Circular No. 01, Series of 2002 provides that the Employee Suggestions and Incentive Awards System of every agency/department shall hereinafter be called as the **PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)**;

**WHEREAS**, Civil Service Resolution No. 01012 issued on January 10, 2001 provides for the additional policies governing Employee Suggestions and Incentive Awards Systems, one of which is the requirement for the institutionalization and/or creation of the **PRAISE COMMITTEE**;

**WHEREAS**, the **PRAISE** Committee will spearhead an annual activity which aims to recognize employees and officials, be it individually or in group, who have contributed innovative ideas, exemplary behavior, and other extraordinary acts for the Provincial Government worthy of On-the-Spot Awards and Individual and Team Performance awards;

**WHEREAS**, the Provincial Government of Sorsogon, through the Rewards and Recognition Plan will continually promote equality among its entire workforce as it is a platform providing equal opportunities for all,

regardless of gender, ethnicity, religion, age, physical ability, and social status;

**NOW, THEREFORE, I, EDWIN “BOBOY” B. HAMOR,** Governor of the Province of Sorsogon, by virtue of the power vested in me by law, do hereby order the following:

**Section 1. COMPOSITION.** The Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall be composed of the following:

- Chairperson : Governor or Duly Authorized Representative
- Members : Provincial Planning and Development Officer  
or Duly Authorized Representative
- Provincial Human Resource Management  
Officer or Duly Authorized Representative
- Provincial Treasurer/Provincial Budget Officer  
or Duly Authorized Representative
- SPGEU Representatives (one from the first  
level and one from the second level)

**Section 2. FUNCTIONS.** The PRAISE shall exercise the following functions:

1. Plan an annual activity which will recognize exemplary employees and officials.
2. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.
3. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines on evaluating the nominees and the mechanism for recognizing the awardees.
4. Determine the forms of awards and incentives to be granted.
5. Monitor implementation of approved suggestions and ideas through feedback and report.

6. Prepare plans, identify resources and propose budget for the system on annual basis.
7. Develop, produce, distribute a system policy manual and orient the employees on the said subject.
8. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm.
9. Submit an annual report on the awards and incentives system to the CSC on or the thirtieth day of January of each year.
10. Monitor and evaluate the system's implementation every year and make essential improvement to ensure its suitability to the agency.

**Section 3. TECHNICAL WORKING GROUP AND SECRETARIAT SUPPORT.** – In order to assist in the discharge of its functions, the PRAISE may form a Technical Working Group (TWG) and/or Secretariat who shall be responsible in the documentation of the proceedings, preparation of reports and other technical or secretarial works as may be required.

**Section 4. FUNDING/OPERATION COSTS.** – All costs pertaining to the operation of PRAISE, including the payment of honoraria, incidental and other expenses to its members, TWG, Secretariat, and other appropriate personnel, as may hereinafter be identified the Committee, shall be taken from the available funds of the Provincial Government of Sorsogon subject to the usual accounting and auditing rules and regulations.

**Section 5. Incorporation Clause.** – All laws, legal order, rules and regulations that have been issued and/or will be issued by the duly constituted authorities of the Republic of the Philippines are hereby incorporated herein and made an integral part hereof. In case of conflict, such laws, legal order, rules and regulations shall have precedence over provisions of this Executive Order.

**Section 6. Repealing Clause.** – Any Administrative Order or Executive Order previously issued that is inconsistent with the provisions of this Executive Order shall be considered repealed, amended, or modified accordingly.

**Section 7. Effectivity.** – This Executive Order shall take effect immediately upon its issuance as stated hereunder.

**DONE**, this **2<sup>nd</sup> day of June, 2023** in the City of Sorsogon, Province of Sorsogon.



  
**EDWIN "BOBOY" B. HAMOR**  
Governor