

**ENHANCED PROGRAM ON
AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE
(E-PRAISE)**

INTRODUCTION

In line with the provisions of CSC MC No. 01, s. 2001, and the CSC PRIME-HRM, the Caraga State University adopts the herein Enhanced Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as CSU E-PRAISE.

The Caraga State University seeks to continuously ensure the development, implementation and institutionalization of its Program on Awards and Incentives for Service Excellence (PRAISE). Thus, it seeks to establish a more appropriate acknowledgement and recognition to deserving faculty and staff in order to encourage workplace excellence. It defines the methods by which employee recognition may occur on a regular basis subject to the budgetary allocation for PRAISE in the HRD funds. This CSU-E-PRAISE is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service. This is done by recognizing and rewarding employees, individually or in groups, for their innovation including innovative approaches and systems, inventions and research productivity, outstanding accomplishments and other improvements in the day-to-day operations, or for other extraordinary acts or services in the interest of public service. It has additional features tailored to suit the University's rewards and recognition program.

I. BASIC POLICIES

Consonant with the CSC guidelines, CSU established its own employee rewards and incentives system. 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 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.

- 1.1. The PRAISE adheres to the principle of providing incentives and awards based on performance, innovative ideas, and exemplary behavior.
- 1.2. The PRAISE gives emphasis on the timeliness of giving award and recognition. Aside from conferment of awards during the annual awarding ceremonies, the spirit of on- the-spot grant of recognition shall be institutionalized.

- 1.3. The PRAISE provides 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.
- 1.4. As to PRAISE funding, at least 5% of the Human Resource Development (HRD) fund shall be allocated for the PRAISE and incorporated in the University's Annual Work and Financial Plan (CSC MC 1 s. 2001). The HRD fund is the allocation of at least 3% from the total Maintenance and Other Operating Expenses (MOOE) of the annual budget (Sec 8, Art. 8 of the Omnibus Rules Implementing Book V of EO 292 and Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME- HRM) brochure.
- 1.5. The PRAISE shall be institutionalized through the creation of a PRAISE Committee.
- 1.6. The PRAISE Committee shall preferably have the following composition:

Chairperson:

President or any of the Vice Presidents as designated by the President

Co-Chairperson:

Vice Presidents

Chancellor, External Campus/es

Members (*shall be the same for the Main and External Campuses*):

Director, Financial Management Services

Director, Office of Planning and Development

University Legal Officer

Director, Office of Internalization and Global Engagement

Director, Quality Assurance Management Office

Faculty Organization Representative

Administrative Association Representative

- 1.7. The committee members shall be responsible for overseeing the system's

operation, and the Human Resource Management Services Office shall serve as the system's Secretariat.

- 1.8. The PRAISE Committee shall ensure that productivity, innovative ideas, and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to include employees at all levels adopting the principle of Equal Opportunity of People (EOP).
- 1.9. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the CSU. The University may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
- 1.10. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.
- 1.11. The CSU shall submit its Program on Awards and incentives for Service Excellence (PRAISE) guidelines and its subsequent amendments to the Civil Service Commission Regional Office. The Civil Service Commission Regional or Field Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.
- 1.12. Establishment of a CSC-approved PRAISE shall be the basis of the grant of awards and incentives. The Annual PRAISE Report shall be submitted by CSU to the Civil Service Commission - Regional Office concerned on the date prescribed by the CSC to enable their employees to qualify for nomination to the CSC - sponsored national awards.
- 1.13. Issues relative to awards and incentives shall be conveyed in writing before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

II. OBJECTIVES

General

To encourage, recognize and reward employees, individually and in groups, for their innovation including innovative approaches and systems, inventions, discoveries, outstanding accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

Specific

- To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year.
- To identify outstanding accomplishments, best practices of employees on a continuing basis.
- To recognize and reward accomplishments and innovations periodically or as the need arises.
- To provide incentives and interventions to motivate employees who have contributed ideas, inventions, discoveries, outstanding accomplishments and other exemplary acts and deeds.

III. SCOPE

This Enhanced Program and Awards for Service Excellence shall cover all career and non-career employees of Caraga State University. For this purpose, the career employees shall have a different set of award categories from those of the non-career employees.

IV. DEFINITION OF TERMS

- **AWARDS** - recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, inventions, discoveries, outstanding accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, and improvement in

government operations leading to organizational productivity.

- **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.
- **CONTRIBUTION** - any input which can be in the form of an idea or performance.
- **DISCOVERY** - is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- **IDEA TYPE CONTRIBUTION** - refers to an idea, invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.
- **INCENTIVE** - monetary or non-monetary motivation or privilege given to an official or employee for contributions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- **INNOVATION** - new ideas, processes, products that have a positive impact on the delivery of government services and quality of life. It often takes place through the development of more-effective products, processes, services, technologies, art works or business models that **innovators** make available to markets, governments and society.
- **INVENTION** - the creation of something previously non-existent which will benefit the government.
- **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.
- **SYSTEM** - the University awards and incentives programs for employees.

V. PRAISE COMMITTEE

The CSU PRAISE Committee shall have the following specific responsibilities. It shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the University. As such, the Committee shall meet periodically to perform the following tasks:

- a. establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- b. 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;
- c. determine the forms of awards and incentives to be granted;
- d. monitor implementation of approved suggestions and ideas through feedback and reports;
- e. prepare plans, identify resources and propose budget for the system on an annual basis;
- f. develop, produce, distribute a System policy manual and orient the employees on the same;
- g. document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- h. submit an annual report on the awards and incentives system to the CSC on or before the twenty-eight day of February;
- i. monitor, review and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the University; and
- j. address issues relative to awards and incentives within fifteen (15) days from the date of submission.

To implement the System effectively, the CSU PRAISE Committee members are expected to demonstrate a positive attitude, be capable of implementing submitted ideas, open-minded, decisive, have high tolerance for stress or pressure, and actively participate in all committee meetings.

The CSU President or the authorized representative shall be responsible in overseeing the System's operations and the Human Resource Management Unit shall serve as the System's Secretariat.

The University may, however, employ an external or independent body to assist the CSU PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

VI. RECOGNITION PRINCIPLES

The University adopts these recognition principles when considering employee rewards:

1. Praise and recognition should be accorded to deserving employees in a timely manner.
2. Every supervisor acts as an objective monitor to evaluate his/her staff's accomplishments.
3. Recognition should never become an entitlement or expected compensation.
4. Planned awards are not meant to be presented in the privacy of an employee's office. A special venue for the occasion or presentation at a staff meeting should be used to enhance the impact of the award.
5. Both team and individual recognition are important.
6. Every employee deserves some form of appreciation throughout the year.

For the recognition to be meaningful it must be linked to a specific performance and/or desired behavior and it should only be given to those who have exhibited extraordinary performance and accomplishment based on standard.

VII. TYPES OF AWARDS

A. NATIONAL AWARDS

National Awards as enumerated and awarded by the Civil Service Commission Annually are hereby incorporated. The University 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:

- ***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.

- ***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.
- ***Civil Service Commission or the PAGASA 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.
- ***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.

The University shall endorse any qualified candidate for the National Awards enumerated above.

B. UNIVERSITY LEVEL AWARDS

The goal of the Caraga State University is to institutionalize the employee rewards and incentives system within. Hence, its implementation shall be encompassing and not just limited to the usual annual awarding ceremony. Thus, the university has two award categories, namely: **Informal (On-the-Spot)** and **Formal**.

- **INFORMAL RECOGNITION**

The Immediate Supervisors should find ideas for informal, spontaneous, genuine and meaningful recognition activities for deserving staff. These should include but not be limited to: *Expressing 'Thank you', giving positive feedback and praises, fostering co- worker appreciation and recognizing individuals and teams at staff meetings.*

The immediate supervisors are given the flexibility to consider options available to

recognize various types of employee achievement.

Examples of awards and incentives to be given to deserving staff may include:

1. posting Congratulatory Messages in the office Bulletin Board;
2. announcement during the Flag Ceremony and Convocation in coordination with the Office of the Vice President for Administration and Finance; and
3. posting recognition on social media.

☐ **Reportorial Requirement**

The respective Offices of the Vice-Presidents and/or Chancellor are required to submit a Semestral Report relative to the institutionalization of Informal Awards within their respective area of jurisdiction. The same will be submitted to the Office of the President through the Human Resource Management Services Office. The HRMS Office is the repository of all reports relative thereto.

● **FORMAL RECOGNITION**

The Formal recognition serves to recognize both faculty and staff who support the objectives and strategic goals of the University in general. There shall be scheduled Formal Awarding Rites wherein the various awards will be conferred to deserving faculty and staff. Conferment of Awards is done MONTHLY and/or YEARLY.

There will be two (2) sets of award categories for **Career Employees** and **Non-Career Employees**. Non-career employees are only eligible for award categories appropriate for their nature of work and engagement.

Hereunder is the matrix of Awards (CSU Level):

AWARD CATEGORY for CAREER EMPLOYEES
YEARLY
Presidential Awards and Citations
INDIVIDUAL CATEGORY

1. Best Employee Award (refer to Criteria per sub-category) ☐ Best Mentor (Undergraduate Category) ☐ Faculty Member handling undergraduate courses ☐ Best Mentor (Graduate Category) ☐ Faculty Member handling graduate courses ☐ Best Department Chairperson ☐ Best Researcher ☐ Best Extension Worker ☐ Best Innovator ☐ Best Inventor ☐ Best Administrative Support Employee (1st level) ☐ Best Administrative Support Employee (2nd level) ☐ Best Administrative Division Chief
2. Leadership Award 3. Outstanding Customer Service Provider 4. Outstanding PWD Employee 5. Loyalty Award 6. Retiree Award 7. Academic Excellence Award 8. Diploma Award 9. Extension Service Award 10. Cost Economy Award 11. Employee Valor Award
RESEARCH-RELATED AWARDS
12. Publication Award 13. Best R &D Project Award 14. Innovation Award 15. Patent Award 16. Book Writing Award 17. Paper Citation Award
SPECIAL AWARDS (ACADEMIC AND EXTRA-CURRICULAR)
18. Exemplary Coaching 19. Topnotcher Licensure Examination
GROUP CATEGORY (refer to Criteria per sub-category)
1. Best Bureau Award - <i>Teaching and Non-Teaching</i> 2. Best Office Award - <i>depend on the criteria (Academic & Admin)</i> 3. Most Gender-Responsive Office Award 4. Innovation/Patent Award 5. Cost Economy Measure Award 6. Center of Excellence/COD Award 7. Department with 100% Passing Percentage in Licensure Examination
MONTHLY
INDIVIDUAL
1. Best Employee of the Month - <i>Faculty Member per College</i> - <i>Under Academic Affairs</i> - <i>Under Research, Innovation and Extension</i> - <i>Under Administration and Finance</i> - <i>Under Executive Operation and Auxiliary Services</i>

VIII. CRITERIA

GENERAL CRITERIA

The University sets general criteria in all types of awards. The **nominee** must qualify and satisfy the general criteria. Any criterion that is not met by the nominee means an outright disqualification. The criteria are as follows:

1. Must be an employee (career or non-career) of the Caraga State University.
2. Must have at least a Very Satisfactory Rating for the last two (2) rating periods as of the date of nomination.
3. Must have served the university in at least two (2) years as of the date of nomination.
4. Must not have been found guilty of any disciplinary case for the last two (2) years as reckoned from the date of nomination.
5. Must have a good moral character.

Failure to qualify to the basic/general criteria outrightly disqualifies the Nominee.

SPECIFIC CRITERIA

The committee shall promulgate specific rules, guidelines and criteria for the grant/award of the identified award categories as identified by these rules, subject to Civil Service Rules and regulations and these guidelines.

IX. AWARD

9.1. INDIVIDUAL CATEGORY

- ***BEST EMPLOYEE AWARD*** - An employee has excelled among peers in a functional group, position or profession. Ex. Best Driver, Best Unit Head, Best Faculty in AFNR, SSED, NSM, and EIT, Best Project Leader shall receive cash and certificate and/or token.

The criteria are based on the CSC guidelines:

- a. Noteworthiness of outstanding performance/contribution/s
- b. Impact of performance/achievements
- c. Reliability and effectiveness
- d. Demonstration of the CSU Core Values
- e. Consistency of performance
- f. Client satisfaction

- ***LEADERSHIP AWARD***

- a. Work Performance
- b. Leadership Style which helped the office achieved its targets
- c. Interpersonal relationship with customers and staff
- d. Number of successful implemented Programs and Projects spearheaded
- e. Work-Life Balance

- ***OUTSTANDING CUSTOMER SERVICE PROVIDER*** - The nominee consistently provides timely, excellent and professional service to both internal and external customers which lead to a high customer satisfaction.

- a. Work Performance as evidenced by the IPCR
- b. Interpersonal relationship with customers and staff
- c. Customer Service Skills as an office frontline service provider
- d. Practices Work-Life Balance

- ***OUTSTANDING PWD EMPLOYEE***

- a. Work Performance as evidenced by the IPCR

- b. Interpersonal relationship with customers, peers and superiors
 - c. Customer Service Skills
 - d. Active Involvement in PWD Association Activities
- ***LOYALTY AWARD*** - is granted to an employee who has completed at least ten (10) years of continuous and satisfactory service in the government based on CSC MC No. 06, s. 2002 “Revised Policies on Grant of Loyalty Award” Incentives shall be based on CSC guidelines. The following shall be granted to employees for their loyal service:

Cash and certificate

Additional token:

- | | |
|---|---------------------|
| ☐ 14k gold ring | 30 years in service |
| ☐ Silver wrist watch | 25 years in service |
| ☐ 11k pin | 20 years in service |
| ☐ 11k pin | 15 years in service |
- ***RETIREE AWARD*** – An award given to a retiree/s of the current year. The awardee shall receive cash and certificate and/or token.
 - ***ACADEMIC EXCELLENCE AWARD*** - Based on the Enhanced Scholarship Guidelines, this is granted to a scholar who complete his/her MSc/MA or PhD whose GPA is at least 1.25 or equivalent upon completion of the program within the prescribed period of study as stipulated in the scholarship contract. The recipient shall receive cash and certificate and/or token.
 - ***DIPLOMA AWARD (SELF-FUNDED STUDY)*** - This is granted to an employee who undertakes MSc/MA or PhD on his/her own expense and finished his/her degree within the specified period of graduate studies based on the Program of Study signed by the President.
 - ***EXTENSION SERVICE AWARD*** - Any employee/group of employees shall have implemented an extension project with significant impact to the community with a BOR-approved Memorandum of Understanding or Agreement (MOU/MOA) with the university.

- ***COST ECONOMY MEASURE AWARD*** - For Team or Individual – the team/employee who has initiated/contributed project/s, inventions, discoveries, performance or functions which result in savings of at least P100,000.00 in terms of man-hours, and cost or otherwise has benefited CSU and the government as a whole. Cost Effectiveness Certificate shall be issued by a Committee tasked to evaluate any of the above undertakings nominated for the award.

- ***EMPLOYEE VALOR AWARD*** - This is awarded to an employee for performance above and beyond the call of duty at extreme personal risk and having been instrumental in rescuing and saving another person's life and/or properties of the University.

- ***TEACHING EXCELLENCE AWARDS***

- ***PRESIDENTIAL AWARDS AND CITATIONS***
 - a. Presidential Award for Excellence in Research;
 - b. Presidential Award for Excellence in Resource Generation;
 - c. Special Presidential Citation for International Linkages;
 - d. Special Presidential Citation for Infrastructure Development;
 - e. Special Presidential Citation for Innovation and Entrepreneurship;
 - f. Special Presidential Citation for Internationalization;
 - g. Special Presidential Citation for Excellence in Teaching; and
 - h. Presidential Award for Excellence in Culture and the Arts.

RESEARCH-RELATED AWARDS

- ***PUBLICATION AWARD*** - This is given to employees/faculty members who have published research output/s in publications and have contributed in elevating the university status in Research. To qualify for the publication award, the employees/faculty members shall have published their research outputs in:
 - a. Reputable publication/journal indexed by Scopus, Clarivate, or Web of Science;
 - b. Reputable international journal indexed by other indexing bodies recognized by PASUC or CHED;

- c. CSU journals; and
- d. That the said published article or paper is derived from research outputs recognized by the University through the Office of the Vice President for Research, Innovation and Extension (OVPRIE).

The Awardee shall receive a certificate and monetary award of not more than Fifty thousand pesos (P50,000.00) subject to specific rules and guidelines (capped at 5 publications and category) further subject to availability of funds.

- ***BEST R&D PROJECT AWARD*** - This award is given to a R&D program/project implemented by employees/faculty members that have significantly contributed to the attainment of the university's targets in the following aspects:

- a. published research output/s in reputable publication/journal indexed by Scopus, Clarivate, or Web of Science
- b. has developed a product/technology/design
- c. has bagged award/s
- d. has developed partnerships with various stakeholders at the regional, national and international level
- e. has trained students and other faculty members in doing R&D
- f. has generated information used for policy reform/formulation

- ***INNOVATION/PATENT AWARD*** - This award is given to an employee or group of employees who have developed an idea/design/technology/design, which involves an inventive step, novel and is useful to humanity. Generally:

- a. the invention/patent must have an approved patent; and
- b. the invention/patent/project is duly recognized by the University through the ITSO & OVPRIE Offices.

The Awardee/s shall receive a certificate and monetary award of not more than One Hundred thousand pesos (Php. 100,000.00) subject to specific rules and guidelines (category) further subject to availability of funds.

- **BOOK WRITING AWARD** - This award is given to an employee or a team of employees who produced a book derived from their research outputs or has edited a book consisting of various chapters contributed by authors which are derived from research outputs.

The book written by an employee or a team of employees shall be endorsed by the Instructional Materials Development Council (IMDC). The following requisites shall also be satisfied:

- a. certificate from a reputable Book Reviewer specialized in the subject;
- b. published with ISBN; and
- c. has a certificate of utilization issued by the Department Chair, College Dean, and VPAA and/or with outside Endorsement

SPECIAL AWARDS (ACADEMIC AND EXTRA-CURRICULAR)

- **COACHING AWARD** - An employee has won or coached a student or co-employee and ranked first place in an academic or extracurricular competition in either of the following levels:
 - a. Regional Level: framed certificate plus P 3,000.00;
 - b. National Level: framed certificate plus P 5,000.00; and
 - c. International: framed certificate plus P7,000 per placer.
- **TOPNOTCHER LICENSURE EXAMINATION** - The examinee/s from a particular College ranked top ten in a Licensure Examination. A certificate and/or token plus P10,000.00 shall be given. The award shall be given to the Department.
- **DEPARTMENT WITH 100% PASSING PERCENTAGE IN LICENSURE EXAMINATION** - For a minimum of 10 takers in a Licensure Examination, the Department has garnered 100% passing percentage. A certificate and/or token

plus P10, 000.00 shall be given to the Department.

9.2. GROUP CATEGORY

- **BEST BUREAU AWARD**

This is automatically conferred to the top OFFICE on the basis of meeting the performance targets. The Office Performance Commitment and Review Rating (OPCR) for two consecutive rating periods shall be the basis in determining the award as of the date of nomination. The winning Office should get the highest average of OPCR ratings for two (2) consecutive semesters immediately preceding the nomination. The cut-off average of OPCR is 4.0 numerical rating.

- ***BEST OFFICE AWARD***

- ***MOST GENDER-RESPONSIVE OFFICE/UNIT AWARD***

The criteria are based on the CSC Guidelines:

- a. Attendance and/or Participation to the GAD Programs of the University (pro- rated as to the total no. of personnel in the office).
- b. Gender Sensitivity practices of Staff.
- c. Integration of GAD concepts in its programs.

- ***CENTER OF EXCELLENCE/COD AWARD***

The Department has earned COE or COD Program granted by CHED and other accrediting Institutions during the year:

- a. COD – framed certificate plus P10,000.00
- b. COE – framed certificate plus P15,000.00

MONTHLY AWARDS

- ***BEST EMPLOYEE OF THE MONTH***
- ***BEST PUBLIC ASSISTANCE AND COMPLAINT DESK (PACD) OFFICER -***
given to an employee who serves in the Public Assistance and Counter Desk of the University / Campus and was able to achieve the following:
 1. Gathered the most number of customer rating forms in a given month.
 2. No complaints filed against him/her being a PACD Officer for that month.
 3. Punctual in reporting to the PACD counter.

MONTHLY AWARD CATEGORY FOR NON-CAREER (CASUAL AND COTERMINOUS) EMPLOYEES

- **GANTIMPALA AGAD AWARD** – this award is given outright to casual or contractual employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

X. HALL OF FAME

- a. Individuals and/or groups who have already been conferred for three (3) consecutive times for the same award category shall be declared as HALL OF FAMER.
- b. The employee who has bagged the award shall be excluded from the same award category for three (3) years but shall qualify for nomination thereafter.

XI. TYPES OF INCENTIVES

The CSU 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.

- a. *Loyalty Incentive* - granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash award under existing policies. Succeeding awards shall be given every five years thereafter. Besides cash award a plaque of recognition is also given.
- b. *Length of Service Incentive* - given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s.1990.
- c. *Productivity Incentive* - given to all employees who have performed at least satisfactorily for the year covered in accordance with the University's CSC-approved PES. This incentive shall follow relevant existing guidelines.
- d. *Career and Self-Development Incentive* - granted in recognition of an individual who has satisfactorily completed a course at one's own expense. A plaque of recognition may be given to qualified individuals during the University Foundation Day.
- e. Other incentives which the University 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.

XII. FORMS OF INCENTIVES

- a. *Compensatory Time-Off* - granted to an employee who has worked beyond his regular office hours on a project without overtime pay.
- b. *Flexi place* - work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result, and accomplishment outside of the workplace subject to established guidelines.
- c. *"Salu-salo" Together* - meal hosted by superiors or supervisors for employees who have made significant contributions.
- d. *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.

- e. Trophies, Plaques and Certificates
- f. Monetary Award
- g. Travel Packages
- h. 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 University publication, websites, and others.

XIII. PRAISE DETERMINATION OF THE FORMS OF AWARDS

The PRAISE Committee shall meet quarterly to deliberate on quarterly awards or as needed and discuss as to the Rewards and Recognition Program. It shall determine the Forms of Incentives (monetary and non-monetary) to be given to the respective awardees for each award category. The PRAISE budgetary limitation shall be considered for this purpose. All agreements reached by the PRAISE Committee shall be submitted to the President through a resolution.

XIV. THE STEPS IN NOMINATION

A. Submission of Nomination Form

The University through the PRAISE Committee and HRM Office shall announce the period of nomination as well as the deadline.

Who can nominate?

- *self-nomination*
- *peers*
- *staff*
- *College Deans concerned*
- *Immediate Supervisors*
- *Chairperson from concerned committees, if appropriate.*

- *Vice-Presidents/Chancellor*
- *University President*
- *Human resource management officer*

Nominations must be made on the prescribed format and be submitted on or before the deadline per announcement. It must clearly set out the significance and relevance of the nomination by addressing the appropriate selection criteria. Any nomination submitted beyond the deadline shall be denied.

B. Nomination Assessment

1. All applications will be reviewed by the members of the PRAISE Committee.
2. The PRAISE Committee members shall conduct validation (interviews, documentary validation and on-site, if needed) to determine the veracity and truthfulness of the nomination.
3. They shall use the pre-set criteria for each award category.
4. The members shall schedule a time wherein it could interview the nominees for the various award categories.

XV. DISQUALIFICATION AND CONFLICT OF INTEREST OF PRAISE COMMITTEE MEMBERS

Any PRAISE committee member who is:

- a nominee;
- the supervisor of the nominee; or
- has nominated a candidate for any award.

Must not participate in the deliberation and voting in relation to the particular award category that is at issue.

XVI. ENDORSEMENT AND APPROVAL

The PRAISE Committee after its thorough evaluation, as to the merits of all nominations against the relevant selection criteria, shall through a Resolution submits the same to the President for the latter's approval.

The University President approves the recommendation from the PRAISE Committee after his/her thorough examination that the same is in order and in compliance with the parameters set by the CSU Enhanced PRAISE.

XVII. MONITORING AND EVALUATION PROCESS

The Caraga State University Enhanced PRAISE will be monitored and evaluated for the following purposes:

1. To ensure that the Rewards and Recognition Policies and pertinent guidelines are followed.
2. To provide accurate percentage of accomplishment of the annual rewards and recognition plan.
3. To assess the performance of the Office/Division who is in- charge of the implementation of the Enhanced PRAISE.

XVIII.MONITORING PLAN MATRIX

What do we want to monitor?	How will we know it?	Method	Who will capture the data?	When will data be captured?	Estimated Cost
1. The PRAISE Committee Compliance to the Reward and Recognition Processes	No. of PRAISE Committee Deliberations	Document Review	Internal Audit Office	End of every year of Rewards and Recognition	

2. The HR Office Compliance to the Reward and Recognition Standards in the Documentation process	No. of Documentation Reports	Interview Meetings	HR Office	Implementation	
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XIX. EVALUATION MECHANISMS

The Caraga State University adopts a multi-method approach in evaluating the effectiveness of this enhanced PRAISE. Among the identified strategies are:

- Survey
- Focus group Discussion
- Interview
- Meetings
- Direct Observation

The Evaluation of the Implementation shall be done annually.

XX. COMMUNICATION PLAN

A communication plan outlines how the university disseminates its Enhanced PRAISE policies. It identifies who to communicate with, about what and how it is going to be done.

COMMUNICATION PLAN

MATRIX

What to Communica te?	Who to Communicat e with?	How to Communicate	When to Communicat e?	Person/s in- Charge
-----------------------------	---------------------------------	-----------------------	-----------------------------	------------------------

The Content of the Customized Rewards and Recognition Policies	▪ Middle Management ▪ Faculty and staff s	▪ Formal Launching ▪ General Assembly ▪ Office to Office ▪ Meetings		▪ HRMS Office ▪ College Deans ▪ PRAISE Comm. Members
The implementation strategy and the results of the E-PRAISE in motivating the personnel in their jobs	Middle Management Faculty and staffs	▪ Formal Launching ▪ General Assembly ▪ Office to Office ▪ Meetings		▪ HRMS Office ▪ College Deans ▪ PRAISE Comm. Members

XXI. FUNDING

The University shall allocate at least 5% of the HRD funds for the PRAISE and incorporate the same in its annual Work and Financial Plan.

XXII. EFFECTIVITY

This CSU Enhanced PRAISE shall likewise be submitted to CSC for evaluation and shall take effect immediately upon the approval of the Board of Regents.

XXIII. COMMITMENT

I hereby commit to implement and abide by the provisions of this CSU PRAISE which shall be the basis for the grant of awards and incentives including Productivity Incentive Bonus.

The annual PRAISE Report shall be submitted to the CSC Regional Office concerned on the date prescribed by the CSC to enable our employees to qualify for nomination to the CSC-sponsored national awards.

ANTHONY M. PENASO, PhD
President

CSC Action:

I have evaluated the herein agency PRAISE and found it to be in accordance with the provision of CSC MC 01, s. 2001 and may now be implemented.

ANNABELLE B. ROSELL
CSC Regional Director
(Signature over Printed name)

Date _____

XXIV. ANNEXES

AWARD CATEGORIES FOR NON-TEACHING PERSONNEL

(Evaluation Form A)

Name of Employee : _____

College/Unit : _____

Name of Evaluator (Optional): _____ Date: _____

Direction: Please rate concerned employee using the following rating scale and description.

Scale	Description
5	Excellent
4	Outstanding
3	Very Satisfactory
2	Satisfactory
1	Minimal

PART 1. INDIVIDUAL PERFORMANCE CATEGORY (70%)

CRITERIA	Scoring System	Actual Score
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a. <u>Noteworthy Contribution:</u> Percent number of contribution in the establishment and/or improvement of the Procedures/Processes/Forms of the Quality Management System.		
a.1 All of the units' documented procedures/forms	5	
a.2 61%-80% of the units' documented procedures/forms	4	
a.3 41%-60% of the units' documented procedures/forms	3	
a.4 21%-40% of the units' documented procedures/forms	2	
a.5 0%-20% of the units' documented procedures/forms	1	
b. <u>Sustainability of Contribution:</u> Extent of use of the contribution made. (<i>Contribution in other units may be considered</i>)		
b.1 More than two (2) years	5	
b.2 At least 18 months up to 24 months	4	
b.3 At least one year up to 17 months	3	
b.4 Less than a year	2	
b.5 Was not adopted	1	
c. <u>Impact of Performance:</u> Outcome of the improvement/novel contribution such as paradigm shift and cost efficiency.		
c.1 Documented procedure/forms were observed by both personnel and clients	5	
c.2 Documented procedures/forms were mostly observed/followed by the unit/office personnel, however, seldom observed/followed by clients	4	
c.3 Documented procedures/forms were seldom observed/followed by unit/office personnel and by clients	3	
c.4 Documented procedures/forms were observed only occasionally	2	
c.5 Documented procedures/forms are established; however, it is not implemented.	1	
d. <u>Reliability and Effectiveness:</u> Percent (%) value of Client Satisfaction Survey of the Service Delivery unit, where the contribution (item a) was incorporated.		
d.1 91%-100%	5	
d.2 86%-90.9%	4	
d.3 76%-85.9%	3	
d.4 51%-75.9%	2	
d.5 0.0%-50.9%	1	
e. <u>Consistency of Performance:</u> Consistency of performance as can be shown by historical data.		
c.1 Almost perfect attendance to meetings, flag raising ceremony, university annual events; And shows diligence at work, & delivery of service	5	
c.2 Few absences to meetings, flag raising ceremony, university annual events; And shows diligence at work, & delivery of service	4	
c.3 Oftentimes commit absences to meetings, flag raising ceremony, university annual events; And shows diligence at work, & delivery of service.	3	
c.4 Oftentimes commit absences to meetings, flag raising ceremony, university annual events; However, shows diligence at work, & delivery of service.	2	
c.5 Seldom attends meetings, flag raising ceremony, university annual events; However, shows diligence at work, & delivery of service.	1	
TOTAL SCORE (a+b+...+e)		

Direction: Please tick appropriate box given the following rating scale and corresponding description.

Scale	Description
5	Excellent
4	Outstanding

3	Very Satisfactory
2	Satisfactory
1	Minimal

PART 2. SURVEY CATEGORY (30%)

PERFORMANCE AND INTERPERSONAL INDICATORS	5	4	3	2	1
Demonstrates teamwork, Cooperation, Camaraderie, and Cohesiveness					
Demonstrate good moral and consistent good behavior in the performance of duty					
Demonstrates positive impact through good behavior and high moral which contributes positive effect to the organization and the client.					
Demonstrates high integrity against the inherent risk or temptation in the performance of duty.					
Total Score					

OVERALL PERFORMANCE RATING :

Total Score (Part 1) x 70% + Total Mean Score (Part 2) x 30% = _____

ANNEX B

AWARD CATEGORIES TEACHING PERSONNEL

(Evaluation Form B)

Name of Faculty : _____

College : _____

Name of Evaluator (Optional): _____ Date: _____

Direction: Please rate concerned employee using the following rating scale and description.

Scale	Description
5	Outstanding
4	Very Satisfactory
3	Satisfactory
2	Poor
1	Very Poor
0	Missing

PART 1. INDIVIDUAL PERFORMANCE CATEGORY (70%)

CRITERIA	Scoring System	Actual Score
a. Instructional Materials (IMs) Developed	0-5	
b. Instructional Materials (IMs) utilized by the university	0-5	
c. Papers Presented		
c.1 International	3	
c.2 National	2	
c.3 Regional/Local	1	
d. Papers Published		
d.1 International (ISI, Scopus, ACI, CHED Recognized Journals)	3	
d.2 National	2	
d.3 Regional/Local	1	

e. Paper Cited/Utilized	20 and above : 5 15-19 : 4 10-14 : 3 5 - 9 : 2 1 - 4 : 1 0 : 0	
f. Percentage on Student Advisee/ Advisory Services	90-100 : 5 80-89 : 4 70-79 : 3 60-69 : 2 Below 60 : 1	
g. Invention/Innovations for Patenting	0-5	
h. Research Funding Generated	More than 1 million: 5 500,000-1,000,000 : 4 250,000-499,999 : 3 100,000-249,999 : 2 Less than 100,000 : 1	
i. Involvement to Extension Project/Program	0-5	
j. Extension Project Funding generated	More than 1 million: 5 500,000-1,000,000 : 4 250,000-499,999 : 3 100,000-249,999 : 2 Less than 100,000 : 1	
k. Training conducted		
k1. International Level	3	
k2. National Level	2	
k3. Regional / Local	1	
l. On Expert Services (as speaker, as accreditor, assessor, etc.)	0-5	
m. % Attendance/Involvement to :		
m1. Institutional functions	90-100 : 5 80-89 : 4 70-79 : 3 60-69 : 2 Below 60 : 1	
m2. % College/Departmental activities/meetings	90-100 : 5 80-89 : 4 70-79 : 3 60-69 : 2 Below 60 : 1	
n. Timeliness on the submission of requirements(institutional/college/ department level)	0-5	
o. PES Rating	[23, 25] : 5 [22, 23) : 4 [20, 22) : 3 [19, 20) : 2 Below 19 : 1	
TOTAL MEAN SCORE (a+b+...+o)		

Direction: Please tick appropriate box given the following rating scale and corresponding description.

Scale	Description
5	Outstanding
4	Very Satisfactory
3	Satisfactory
2	Poor
1	Very Poor

PART 2. SURVEY CATEGORY (30%)

PERFORMANCE AND INTERPERSONAL INDICATORS	5	4	3	2	1
Originality of work					
Dependability					
Job Knowledge					
Classroom management ability					
Contribution to CSU/communities					
Productivity					
Team player					
Total Score					

OVERALL PERFORMANCE RATING :

Total Mean Score(Part 1)x70% + Total Mean Score(Part 2)x30% = _____

ANNEX C

SUMMARY OF RATING

AWARD CATEGORY:_____

NOMINEES	PRAISE COMMITTEE MEMBER 1	PRAISE COMMITTEE MEMBER 2	PRAISE COMMITTEE MEMBER 3	PRAISE COMMITTEE MEMBER 4	PRAISE COMMITTEE MEMBER 5	TOTAL SCORE

NAME AND SIGNATURE OF PRAISE COMMITTEE MEMBERS:

ANNEX D

PRAISE NOMINATION FORM

Type of Award Category: _____
_____ **Individual**
or Group: _____

NOMINEE's DATA

Name: _____
_____ Position Title: _____
Department/Office _____
_____ Years in Service:

NOMINATOR's DATA

Name: _____
_____ Position Title: _____
College/Office /: _____
_____ Contact Number:

Please write a **short narrative** describing how the nominee met the criteria for the said award category (attach **all supporting documents**).

SIGNATURE OF NOMINATOR: _____
Date _____

ANNEX E

REWARDS AND RECOGNITION PROCESS FLOW

