



EXECUTIVE ORDER NO. 10-B
Series of 2016

AN ORDER RECONSTITUTING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE OF THE LOCAL GOVERNMENT UNIT OF PURA, TARLAC

By virtue of the powers vested in me, I, **CONCEPCION AKOL-ZARATE, M.D.**, Municipal Mayor of Pura, Tarlac, hereby reconstitute the **PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE** of LGU-Pura, Tarlac to be composed of the following:

CHAIRMAN	CONCEPCION AKOL-ZARATE, M.D. , Municipal Mayor
MEMBERS	SB, Chairman Committee on Good Government
	MRS. MELANIE C. RUFINO MHRMO I
	MRS. MARILOU T. QUITLONG , Municipal Budget Officer
	ENGR. ABEGEL A. PAGATPATAN , MPDC
	MRS. GLORIA C. DELA CRUS , Budgeting Assistant I
	MRS. ARLENE A. CORDOVA , Computer Operator

The following shall be the duties and functions of the Program on Awards and Incentives for Service Excellence (PRAISE) committee:

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
2. 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;
3. Determine the forms of awards and incentives to be granted;
4. Prepare plans, identify resources and propose budget for the system on an annual basis;
5. Develop, produce, distribute a system policy manual and orient the employees on the same;
6. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
7. Submit an annual report on the awards and incentives to the CSC on or before the thirtieth day of January;
8. Monitor and evaluate the system's implementation every year and make essential improvements to ensure its sustainability to the agency; and
9. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

This Executive Order takes effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done this 29th day of July 2016 at the Municipality of Pura, Tarlac, Philippines.

CONCEPCION AKOL-ZARATE, M.D.
Municipal Mayor

