



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA



DEPARTMENT ORDER NO. 14, s. 2023

Subject : **THE ENHANCED DEPARTMENT OF BUDGET AND MANAGEMENT—
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE
EXCELLENCE (DBM–PRAISE)**

Date : 12 MAY 2023

1.0 POLICY INTENT

- 1.1 In furtherance of the DBM's commitment of ensuring that its policies/programs/procedures are continuously improved to fit their purpose, the DBM–PRAISE is hereby updated, still consistent with applicable provisions of Civil Service Commission (CSC) Resolution No. 010012 and CSC Memorandum Circular No. 1, s. 2001, and existing budgetary rules and regulations.
- 1.2 The Enhanced DBM–PRAISE sets the parameters in recognizing and rewarding DBM officials and employees, towards the retention of committed and competent staff, and attainment of excellence in service delivery.

2.0 SCOPE

- 2.1 This policy shall apply to all regular, temporary, contractual, and coterminous employees of DBM, both in the Central Office (CO) and Regional Offices (ROs), including those on detail to or secondment in DBM.
- 2.2 All other DBM personnel are excluded from its coverage.

3.0 GENERAL PRINCIPLES AND GUIDELINES

- 3.1 In no case shall an official or employee be disadvantaged in the evaluation of his/her eligibility to receive awards and incentives on the basis of their personal characteristics and other biographic data, as eligibility to receive awards and incentives shall be based on officials and employees' respective qualifications vis-à-vis the requirements and criteria set forth herein.
- 3.2 Officials and employees' qualifications vis-à-vis the awards and incentives' respective criteria shall be evaluated based on the information contained in the documents submitted in support of the nominations/recommendations/commendations. However, the PRAISE Committee or the Administrative Service (AS)–Human Resource Management Division

(HRMD) is not precluded from requiring additional information as a means of validation.

- 3.3 Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for the imposition of sanction pursuant to applicable laws.
- 3.4 Only nominations/recommendations/commendations received by the AS-HRMD as of deadline of submission thereof shall be included in the evaluation. Accordingly, documents received beyond the prescribed timelines, or without complete set of documentary requirements as of deadline shall not be included in the PRAISE Committee's evaluation.
- 3.5 A team's performance/accomplishment/initiatives/endeavor evaluated as non-qualified for the award shall automatically render its members non-qualified as well. However, a team nominee's qualification to the award shall not automatically render its members qualified as each member must still meet the criteria for team members.
- 3.6 If the nomination/recommendation/commendation is for a member of the PRAISE Committee or its Secretariat, subject official/employee shall be inhibited from participating in the evaluation/deliberation thereof.
- 3.7 Second level employees duly designated in an acting capacity to third level positions may be included in the category for the latter, provided that the documentary requirements for said award category are met, and that employee concerned is excluded from the evaluation for second level position category.
- 3.8 An official/employee who already separated from the service, including those under posthumous separation, may still be entitled to receive an awards and incentives, provided that the nomination/recommendation/commendation meets the qualifications and criteria required for a particular award or incentive.
- 3.9 In the case of a disabled or deceased awardee, his/her authorized beneficiaries shall receive the rewards on the former's behalf.

4.0 DEFINITION OF TERMS

- 4.1 Award – An acclamation accorded to an employee or team of employees for his/her/their exemplary accomplishment and/or valuable quality.
- 4.2 Formal Recognition – A structured program by a recognized/registered institution, with a defined screening process and with official or ceremonial acclamation.
- 4.3 Incentive – A gesture or token presented to an employee to encourage positive action or behavior.

- 4.4 Moral Turpitude – Act done contrary to justice, modesty, or good morals; an act of baseness, vileness or depravity in the private and social duties that a man owes his fellowmen, or the society in general.
- 4.5 Pending Case – A state of administrative/legal procedure when a formal charge has been issued, or when a *prima facie* case has been determined.
- 4.6 Performance Period – January to June, and July to December of every year, for which the minimum rating period shall cover at least ninety (90) calendar days or three (3) months within each period.
- 4.7 Reward – Monetary or non-monetary item(s) conferred to an employee or team of employees as a tangible symbol of the award accorded him/her.
- 4.8 Recognition – A formal or non-formal public acknowledgement and celebration of an awardee's exemplary accomplishment and/or valuable quality, which includes the actual conferment of the reward and/or incentive that goes with an award.
- 4.9 Team – Two (2) but not more than ten (10)¹ employees bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally to undertake certain projects/programs. The team should have demonstrated collaboration shown by constant communication, coordination, cooperation, and cohesiveness among its members. Moreover, each team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

5.0 PRAISE COMMITTEE AND OTHER RESPONSIBLE UNITS

- 5.1 A PRAISE Committee, comprised as follows, shall assist the DBM Secretary, in overseeing the overall operations of the DBM-PRAISE:

| | |
|-------------------|---|
| Chairperson: | The DBM Secretary or his/her authorized ² Career Executive Service Officer (CESO) representative |
| Vice Chairperson: | The Functional Group Head of the Internal Management Group |
| Members: | 1. The Director of AS |
| | <i>Alternate:</i> The Chief Administrative Officer (CAO), AS–Human Resource Development Division (HRDD) |
| | 2. The Director of the Corporate Planning and Management Service (CPMS) |
| | <i>Alternate:</i> The Planning Officer V, CPMS–Planning Division |
| | 3. The Director of the Finance Service (FS) |

¹ Team nominees with more than ten (10) members should decide who shall be included in the nomination, otherwise said nomination shall be rendered ineligible.

² Through an Office Order

| | |
|-----------------------|---|
| | <i>Alternate:</i> The CAO, FS–Budget Division |
| | 4. A second level employee, elected at large by career rank-and-file employees or designated by the registered union ³ , who shall serve for a period of two (2) years <i>Alternate:</i> Another second level employee, elected at large by career rank-and-file employees or designated by the registered union, who shall serve for a period of two (2) years |
| | 5. A first level employee, elected at large by career rank-and-file employees or designated by the registered union, who shall serve for a period of two (2) years <i>Alternate:</i> Another first level employee, elected at large by career rank-and-file employees or designated by the registered union, who shall serve for a period of two (2) years |
| Technical Secretariat | The AS–HRMD |

5.2 The PRAISE Committee shall have the following specific functions, which shall be considered part of the members' regular duties and responsibilities, and consequently, part of their performance commitment and appraisal forms:

5.2.1 Formulate, adopt, and update/continually improve policies and procedures governing the implementation of the DBM–PRAISE to ensure that:

5.2.1.1 Exemplary/noteworthy performance/accomplishments, initiatives/endeavors, and behavioral performance of employees at all levels are judiciously and objectively and aptly recognized and rewarded;

5.2.1.2 Internal and external stakeholders take part in the process; and

5.2.1.3 The DBM rewards & recognition system is linked with other human resource systems, particularly the Department's performance management system.

5.2.2 Facilitate submission to the CSC–NCR of the DBM–PRAISE policy and of the DBM Annual PRAISE Reports.

5.3 The Information and Communications Technology Systems Service shall provide technical services in the integration of the DBM–PRAISE in DBM's

³ Through a Letter from the B.U.D.G.E.T. President

existing human resource information system, and the eventual automation of the implementation of the rewards and recognition process, and generation of corresponding reports.

- 5.4 The Advocacy, Communications and Training Service shall assist in featuring the recipients of awards, incentives, and special recognitions in DBM's official bulletin, official website, and social media accounts.
- 5.5 The AS shall assist in including awardees, where applicable, in the pool of candidates for local and foreign scholarships, and pool of candidates for succession planning of key DBM positions.
- 5.6 All other DBM employees in all other delivery units shall actively take part in the implementation of the DBM-PRAISE.

6.0 AWARDS

In addition to awards granted at the national level and open to qualified officials and employees of the government, the DBM-PRAISE shall consist of the following awards:

6.1 Most Valuable Personnel (MVP) Award

The MVP Award shall be conferred to DBM officials and employees who delivered above-satisfactory public service, categories and corresponding mechanics of which shall be as follows:

6.1.1 Rank-and-File Category

6.1.1.1 Stage 1

- a. The Functional Group Heads (FGHs) and Supervising Officials (SOs) of Groups shall jointly determine the top 5% among their respective rank-and-file employees as of December 31 of the previous year,⁴ based on following formula, and using Annex A herein:

| Criteria | Weight |
|---|---------------|
| Individual/Division Performance Appraisal Report (I/DPAR) Rating ⁵ for 2 performance periods | 60% |
| 360° feedback on DBM competencies ⁶ | 30% |

⁴ If the computed 5% of the Group's total rank-and-file is not a whole number, the rounded down value shall be adopted.

⁵ For services rendered in DBM

⁶ Core and organizational for the first year of implementation; organizational, functional and technical competencies for the succeeding years.

| | |
|---|------|
| Bureau/Service/Office rank in the Group ⁷ | 10% |
| Total: rating to be used for ranking the top 5% employees | 100% |

- b. The duly accomplished Annex A and the certified true copy of its supporting documents shall be submitted to the AS–HRDD not later than March 15 of each year.
- c. The AS–HRDD shall then validate the details and computation of Annex A vis-à-vis the supporting documents submitted for the purpose. However, the AS–HRDD is not precluded from requiring additional information and/or refer to related information already in their records if the submitted supporting documents are deemed not sufficient to validate the contents of Annex A.
- d. The validated Annex A and its supporting documents shall thereafter be forwarded to AS–HRMD not later than April 15 of each year.
- e. The AS–HRMD's shall, not later than April 25, issue the PRAISE Advisory for the purpose,⁸ and prepare the payroll for the grant of 1 Step Increment due to meritorious performance to the top 5% rank-and-file employees as listed in the validated Annex A, who have a combination of any or the following performance appraisals:

| 1st Semester | 2nd Semester |
|--------------------------------|--------------------------------|
| Outstanding | Outstanding |
| Outstanding | Very Satisfactory |
| Very Satisfactory | Outstanding |
| Very Satisfactory | Very Satisfactory |

- f. Whereas an employee's basic salary is already on Step 8 and therefore can no longer be adjusted, or if the nature of the appointment/position of the employee is not entitled to a step increment, or if the employee is no longer in DBM as of grant of the step increment, memento item(s) amounting to not more than P5,000.00 shall be granted instead.
- g. Only Annex A submitted to the AS–HRDD by March 15 and to the AS–HRMD by April 15 shall be

⁷ To be jointly determined by FGHs and SOs following the ranking criteria previously adopted for PBB purposes

⁸ Signed by the head of AS–HRMD

included in the payroll for Step Increment due to meritorious performance, and considered for the second level of screening.

6.1.1.2 Stage 2

- a. B/S/O Heads shall specify the development initiatives/projects/programs (DIPPs) of the rank-and-file employees within their scope of jurisdiction, using Annex A-1 herein.
- b. The DIPPS to be listed should not fall in any of the following:
 - i. Inherent to the employee's position/designation, i.e. those that would normally be expected in the performance of his/her regular duties and responsibilities, as indicated/implied in the position description or other policies specifying ex-officio roles/functions, among others;
 - ii. Result of or response to an assigned audit/survey/review;
 - iii. Enforced by existing laws or regulations, including court orders; or
 - iv. Pertain to a grievance or complaint.
- c. The accomplished Annex A-1, together with the certified true copy of its supporting documents, shall be submitted to the AS-HRMD not later than April 30 of each year.
- d. The AS-HRMD shall consolidate and initially evaluate the same in conjunction with the results of the Level 1 screening, present the same to the PRAISE Committee, and select 3 external evaluators⁹, all not later than May 31 of each year.

⁹ The composition of which shall be determined by the AS-HRMD, with at least 1 representative from the CSC

- e. The PRAISE Committee and the external evaluators shall, not later than June 30 of each year, evaluate the DIPPS through paper evaluation and interview of concerned personnel, and accordingly determine the top 5 rank-and-file employees in the Department based on the following criteria:

| Criteria | Weight |
|--|--------|
| Performance Rating ¹⁰ | 15% |
| Number of DIPPs that meet requirements under item 6.1.1.2.b herein | 25% |
| Noteworthiness, or the degree of uniqueness and originality of the initiative/endeavor | 25% |
| Impact, or the extent of the positive result/outcome which the initiative/endeavor has on DBM's service delivery | 35% |
| Total | 100% |

- f. The AS-HRMD shall compute the final results thereof, using the following formula:

$$= (\text{Average rating of PRAISE Committee members}) (50\%) + (\text{Average rating of external evaluators}) (50\%)$$

- g. Based on the foregoing, the top 5% rank-and-file employees per Group shall be jointly ranked to determine the top 5 among them, who shall be recognized and rewarded during the Civil Service month celebration in September of each year:

| Rank | Rewards |
|------|--|
| 1 | <ul style="list-style-type: none"> •The title "DBM's Most Valuable Personnel of the <Year>" for rank-and-file category; •Plaque of Acclamation; •Memento item(s) amounting to not more than P25,000.00, the specifications of which shall be care of the AS-HRMD; •Feature in DBM's official bulletin, official website, and social media sites; and •Inclusion in the pool of candidates for local and foreign scholarships, |

¹⁰ For services rendered in DBM

| | |
|----------------|--|
| | and pool of candidates for succession planning of key DBM positions. ¹¹ |
| 2, 3, 4, and 5 | <ul style="list-style-type: none"> • Plaque of Acclamation; and • Memento item(s) amounting to not more than P10,000.00 each, the specifications of which shall be care of the AS–HRMD |

6.1.2 Career Executive Service Positions (CESP) Category

6.1.2.1 Stage 1

- a. The Executive Committee (ExeCom), assisted by the CPMS, shall jointly determine the top 5% among incumbents of and designees to Director III up to the level of Undersecretary positions as of December 31 of the previous year,¹² based on following formula, and using Annex B herein:

| Criteria | Weight |
|---|--------|
| Office Performance Appraisal Report (OPAR) Rating ¹³ for 2 performance periods | 60% |
| 360° feedback on DBM competencies ¹⁴ | 40% |
| Total: rating to be used for ranking the top 5% officials | 100% |

- b. The duly accomplished Annex B and the certified true copy of its supporting documents shall be submitted to the AS–HRDD not later than March 15 of each year.
- c. The AS–HRDD shall then validate the details and computation of Annex B vis-à-vis the supporting documents submitted for the purpose. However, the AS–HRDD is not precluded from requiring additional information and/or refer to related information already in their records if the submitted supporting documents are deemed not sufficient to validate the contents of Annex B.

¹¹ Subject to the willingness of the awardee to be part of the pool, and to the set of eligibility requirements

¹² If the computed 5% of the Group's total appointed and designated officials is not a whole number, the rounded down value shall be adopted.

¹³ For services rendered in DBM

¹⁴ Core and organizational for the first year of implementation; organizational, functional and technical competencies for the succeeding years

- d. The validated Annex B and its supporting documents shall thereafter be forwarded to AS–HRMD not later than April 15 of each year.
- e. The AS–HRMD’s shall, not later than April 25, issue the PRAISE Advisory for the purpose,¹⁵ and prepare the payroll for the grant of 1 Step Increment due to meritorious performance to the top 5% of the incumbents of and designees to CES Positions as listed in the validated Annex B, who have a combination of any or the following performance appraisals:

| 1st Semester | 2nd Semester |
|--------------------------------|--------------------------------|
| Outstanding | Outstanding |
| Outstanding | Very Satisfactory |
| Very Satisfactory | Outstanding |
| Very Satisfactory | Very Satisfactory |

- f. Whereas an appointed/designated official’s basic salary is already on Step 8 and therefore can no longer be adjusted, or if the nature of the official’s engagement is not entitled to step increment, or if the official is no longer in DBM as of grant of the step increment, memento item(s) amounting to not more than P5,000 shall be granted instead.
- g. Only Annex B submitted to the AS–HRDD by March 15 and to the AS–HRMD by April 15 shall be included in the payroll for Step Increment due to meritorious performance, and considered for the second level of screening.

6.1.2.2 Stage 2

- a. FGHS and SOs shall specify the development initiatives/projects/programs (DIPPS) of the officials within their scope of jurisdiction, using Annex B-1 herein.
- b. The DIPPS to be listed should not fall in any of the following:
 - i. Inherent to the official’s position/designation, i.e. those that would normally be expected in the performance of his/her regular duties and responsibilities, as indicated/implied in the position description or other policies

¹⁵ Signed by the head of AS–HRMD

specifying ex-officio roles/functions, among others;

- ii. Result of or response to an assigned audit/survey/review;
 - iii. Enforced by existing laws or regulations, including court orders; or
 - iv. Pertain to a grievance or complaint.
- c. The accomplished Annex B-1, together with the certified true copy of its supporting documents, shall be submitted to the AS–HRMD not later than April 30 of each year.
- d. The AS–HRMD shall consolidate and initially evaluate the same in conjunction with the results of the Level 1 screening, present the same to the PRAISE Committee, and select 3 external evaluators¹⁶, all not later than May 31 of each year.
- e. The PRAISE Committee and the external evaluators shall, not later than June 30 of each year, evaluate the DIPPS through paper evaluation and interview of concerned personnel, and accordingly determine the top 3 rank-and-file employees in the Department, based on the following criteria:

| Criteria | Weight |
|--|--------|
| Performance Rating ¹⁷ | 15% |
| Number of DIPPs that meet requirements under item 6.1.2.2.b herein | 25% |
| Noteworthiness, or the degree of uniqueness and originality of the initiative/endeavor | 25% |
| Impact, or the extent of the positive result/outcome which the initiative/endeavor has on DBM's service delivery | 35% |
| Total | 100% |

¹⁶ The composition of which shall be determined by the AS–HRMD, with at least 1 representative from the CES Board (CESB)

¹⁷ For services rendered in DBM

f. The AS–HRMD shall compute the final results thereof, using the following formula:

$$= (\text{Average rating of PRAISE Committee members} \\ (50\%) + (\text{Average rating of external evaluators} \\ (50\%))$$

g. Based on the foregoing, the top 5% officials shall be jointly ranked to determine the top 3 among them, who shall be recognized and rewarded during the Civil Service month celebration in September of each year:

| Rank | Rewards |
|---------|--|
| 1 | <ul style="list-style-type: none">•The title “DBM’s Most Valuable Personnel of the <Year>” for career executive service position category;•Plaque of Acclamation;•Memento item(s) amounting to not more than P25,000.00, the specifications of which shall be care of the AS–HRMD;•Feature in DBM’s official bulletin, official website, and social media sites; and•Inclusion in the pool of candidates for local and foreign scholarships, and pool of candidates for succession planning of key DBM positions.¹⁸ |
| 2 and 3 | <ul style="list-style-type: none">•Plaque of Acclamation; and•Memento item(s) amounting to not more than P10,000.00 each, the specifications of which shall be care of the AS–HRMD |

6.2 Special Awards

To further encourage celebratory mood during specific office occasions¹⁹, special awards may be provided by the PRAISE Committee, subject to the following parameters:

6.2.1 The special award does not duplicate recognition of performance/accomplishment, initiative/endeavor, or behavioral performance awarded or incentivized under the DBM–PRAISE or other existing rewards and recognition programs.

¹⁸ Subject to the willingness of the awardee to be part of the pool, and to the set of eligibility requirements

¹⁹ i.e. DBM Anniversary Celebration, Civil Service Month Celebration, and Year-End Gatherings.

- 6.2.1.1 For this purpose, DIPPs of employees who are not rewarded under the MVP Award, i.e. DIPPs of officials and employees eliminated from Level 1 of the said Award, may be recommended by the AS to be recognized under this category, provided they meet other requirements stipulated herein.
- 6.2.1.2 Non-work-related accomplishment/initiative/endeavor within a year immediately preceding the nomination/recommendation resulting to/causing a significant positive impact to a community²⁰ may likewise be considered for this purpose.
- 6.2.2 The accomplishment/initiative/endeavor does not fall in any of the following:
 - 6.2.2.1 Inherent to the employee's position/designation, i.e. those that would normally be expected in the performance of his/her regular duties and responsibilities, as indicated/implied in the position description or other policies specifying ex-officio roles/functions, among others;
 - 6.2.2.2 Result of or response to an assigned audit/survey/review;
 - 6.2.2.3 Enforced by existing laws or regulations, including court orders;
 - 6.2.2.4 Pertain to a grievance or complaint; or
 - 6.2.2.5 Part of a compensated endeavor, in the case of a contribution to a community.
- 6.2.3 Other specifics/mechanics of the special award shall be approved/issued by the PRAISE Committee through a resolution;
- 6.3 The determination of the recipients thereof shall be care of the PRAISE Committee or delegated to the AS-HRMD; and
- 6.4 Each awardee shall receive the following tokens:
 - 6.4.1 Plaque of Recognition; and
 - 6.4.2 Memento item(s) amounting to not more than P25,000.00 per person for an individual category, or P5,000.00 per member for a team category, the technical specifications of which shall be care of the AS-HRMD.

²⁰ Concrete and specific improvement(s) in the condition of a community and/or concrete and specific development of its capacity to improve

7.0 INCENTIVES

In addition to incentives granted at the national level and open to qualified officials and employees of the government, the DBM-PRAISE shall consist of the following incentives:

7.1 **Extempore Stakeholder Praise (ESP)** – To motivate DBM officials and employees to deliver beyond service level expectations and live out desirable behavior other than those being awarded herein, and to instill the culture of timely and direct appreciation, an extemporaneous commendation system shall be implemented as follows:

7.1.1 Internal and external stakeholders who wish to promptly appreciate the deeds of any DBM official/employee or a team of DBM officials/employees may use any of the following feedback mechanisms:

7.1.1.1 The Wall of Praise/Praise Board that shall be installed by the AS–HRMD in the case of the Central Office (CO) and by the Finance and Administrative Division (FAD) in the case of each Regional Office (RO);

7.1.1.2 The Client Satisfaction Survey (CSS) of each B/S/O or Committee/Task Force/similar collaborative groups; or

7.1.1.3 Other DBM feedback mechanisms.

7.1.2 The AS–HRMD in the case of the CO, and the FAD of each RO shall consolidate the commendations at the end of each month.

7.1.2.1 For this purpose, the Administrative Officer of each B/S/O and the Secretariat of each Committee/Task Force/similar collaborative groups in the Central Office shall ensure that commendations received through their respective CSS are submitted to the AS–HRMD on the first workday of each following month.

7.1.2.2 Those in-charge of other DBM-wide feedback mechanisms shall likewise ensure that commendations received therefrom are submitted to the AS–HRMD on the first workday of each following month.

7.1.3 The AS–HRMD in the case of the CO, and the FAD of each RO shall thereafter evaluate the collected commendations and count the total number of commendations received by each official/employee/team with the following information:

7.1.3.1 Situation or task;

7.1.3.2 Action done by the DBM official or employee; and

7.1.3.3 Result of the aforementioned action.

7.1.4 The AS–HRMD in the case of the CO, and the FAD of each RO shall issue a PRAISE Advisory for the purpose²¹, not later than the first week of each month.

7.1.5 The top ten (10) officials/employees/teams in the CO, and the topmost official/employee/team in each RO who received valid commendations within a month shall receive a token with a maximum amount of P2,000.00 each, the technical specifications of which shall be care of the AS–HRMD in the case of the CO and the FAD of each RO.

7.1.5.1 Whereas, the top commended entity is a team, each validated/contributing member shall each receive a token with maximum amount of P500.00.

7.1.5.2 Whereas, there is unbreakable tie between two individuals or two (2) teams, or between an individual and a team in the CO, they shall occupy two (2) counts in the top ten commended officials/employees/teams of the month.

7.1.5.3 Whereas, there is unbreakable tie between two individuals or two (2) teams, or between an individual and a team in the RO, they shall both receive the token stipulated in items 7.1.5 or 7.1.5.1 herein, as the case may be.

7.1.6 Annual reports on the ROs' respective implementation of the ESP shall be submitted to the PRAISE Committee Secretariat not later than January 15 of each year, using the forms in Annexes C to C-2 of this DO.

7.2 **Commendable Service Record (CSR)** – To encourage retention of conscientious DBM personnel, incentive shall be accorded to employees who not only chose to serve the public through DBM throughout their fruitful years, but also strived to keep a good service record while doing so. Grant of said incentive shall be governed by the following mechanics:

7.2.1 **For officials/employees separating thru optional retirement, mandatory retirement, or end of extended government service:**

7.2.1.1 Qualifications:

a. Official/employee is at least 60 year of age;

²¹ Signed by the head of AS–HRMD

- b. Has rendered at least 15 years of service in government, the last 3 years of which need not be continuous;
- c. Was not yet recognized under an equivalent/similar DBM rewards and recognition system/valediction program;²² and
- d. Has not been found guilty of any administrative or criminal offense involving moral turpitude or graft and corruption.

7.2.1.2 Procedure:

- a. The AS–HRMD–Recruitment and Selection (RS) Section shall forward the following to the AS–HRMD–Compensation and Benefits (CB) Section within 1 workday from the receipt of the approved notice of separation or within 1 day from the effectivity of separation, whichever comes first:
 - i. Duly accomplished Certification for CSR Incentive, hereto attached as Annex D;
 - ii. CTC of the approved notice of separation; and
 - iii. Original copy of notarized self-certification that the official/employee has not been found guilty of any administrative or criminal offense involving moral turpitude or graft and corruption as of effectivity of separation.
- b. Within 1 workday from receipt of the aforementioned, the AS–HRMD–CB Section shall accomplish the portion of the Certification for CSR Incentive regarding the aggregate years of government service in DBM, and thereafter forward the same to the AS–HRMD–Employee Relations (ER) Section.
- c. The AS–HRMD–ER Section shall thereafter evaluate the records, and submit the same for review and signature of the CAO of AS–HRMD, together with the draft PRAISE Advisory for the purpose.²³

²² This includes DBM officials/employees who separated effective the CSC's approval of the original DBM–PRAISE on December 2019 until the effectivity of the Enhanced DBM–PRAISE who were not yet granted the PRAISE–CSR.

²³ Signed by the head of AS–HRMD

7.2.1.3 Incentives:

Eligible separating/separated employees shall be accorded the following:

- a. Plaque of Appreciation; and
- b. Memento amounting as follows, the technical specifications of which shall be care of the AS-HRMD who shall serve as end-user for the procurement thereof:

| Maximum Amount of Memento Item | Aggregate Years of Creditable Service in Government Service |
|---------------------------------------|--|
| P20,000.00 | 15 to less than 25 years |
| P30,000.00 | 25 years to less than 35 years |
| P50,000.00 | 35 years and above |

7.2.2 **For officials/employees separating thru other modes:**

7.2.2.1 Qualifications:

- a. Aggregate government service in DBM is at least 15 years as of latest effectivity of separation, excluding years of service already recognized under an equivalent/similar DBM recognition system/valediction program;
- b. Separation from DBM is not due to dropping from the rolls or dismissal from service;
- c. Performance in the last 10 years of service in DBM has a consistent rating of at least (4.00) Very Satisfactory;²⁴ and
- d. Has not been found guilty of any administrative or criminal offense, and does not have any pending administrative or criminal case involving moral turpitude or graft and corruption as of effectivity of separation.

²⁴ For DBM officials/employees who separated effective the CSC's approval of the original DBM-PRAISE on December 2019 until the effectivity of the Enhanced DBM-PRAISE, only the performance rating for the last 5 years of service with DBM shall be required, considering the limitations in existing office records in view of records disposal policies.

7.2.2.2 Procedure:

- a. The AS–HRMD–Recruitment and Selection (RS) Section shall forward the following to the AS–HRMD–Compensation and Benefits (CB) Section within 1 workday from the receipt of the approved notice of separation or within 1 day from the effectivity of separation, whichever comes first:
 - i. Duly accomplished Certification for CSR Incentive, hereto attached as Annex D-1;
 - ii. CTC of the approved notice of separation; and
 - iii. Original copy of notarized self-certification that the official/employee has not been found guilty of any administrative or criminal offense, and does not have any pending administrative or criminal case involving moral turpitude or graft and corruption as of effectivity of separation; or a certification on the matter issued by the AS Director based on existing personnel records, in the case of post-humous separation.
- b. Within 1 workday from receipt of the aforementioned, the AS–HRMD–CB Section shall accomplish the portion of the Certification for CSR Incentive regarding the aggregate years of government service in DBM, and thereafter forward the same to the AS–HRDD.
- c. Within 1 workday from receipt of the Certification of CSR Incentive, the AS–HRDD shall accomplish the portion thereof regarding the official/employee's performance appraisal/ratings, and thereafter forward the same to the AS–HRMD–ER Section.
- d. The AS–HRMD–ER Section shall thereafter evaluate the records, and submit the same for review and signature of the CAO of AS–HRMD, together with the draft PRAISE Advisory for the purpose.²⁵

²⁵ Signed by the head of AS–HRMD

7.2.2.3 Incentives:

Eligible separating/separated employees shall be accorded the following:

- a. Plaque of Appreciation; and
- b. Memento amounting as follows, the technical specifications of which shall be care of the AS-HRMD who shall serve as end-user for the procurement thereof:

| Maximum Amount of Memento Item | Aggregate Years of Creditable Service in DBM |
|---------------------------------------|---|
| P20,000.00 | 15 to less than 25 years |
| P30,000.00 | 25 years to less than 35 years |
| P50,000.00 | 35 years and above |

8.0 FUNDING SOURCE

Budgetary requirements for the implementation of the DBM-PRAISE, including token(s) amounting to not more than P2,500.00 for each invited external evaluator, shall be charged against available allotment for DBM Personnel Services and/or Maintenance and Other Operating Expenses (MOOE) of the CO or RO, as may be applicable.

9.0 FEEDBACK MECHANISM

- 9.1 Appeals on decisions on awards and incentives may be made through the submission to the AS-HRMD of the accomplished Feedback and Response Form hereto attached as Annex E, within five (5) days from the announcement of a PRAISE Committee decision or the issuance of a PRAISE Advisory.
- 9.2 Request for action on other concerns arising from the implementation of the DBM-PRAISE may likewise be made through the submission to the AS-HRMD of the above-mentioned form.
- 9.3 The PRAISE Committee shall resolve appeals and other concerns within fifteen (15) days from receipt thereof.
- 9.4 If the party concerned is not satisfied with the PRAISE Committee's action on the appeal or concerned raised, he/she may elevate the matter to the Secretary of DBM if he/she is not heading the PRAISE Committee. Otherwise, the matter may be elevated to the CSC-NCR.

10.0 EFFECTIVITY

- 10.1 This order shall take effect immediately after its CSC-approved version has been disseminated through DBM's official electronic mail, and posted in the DBM website and conspicuous places in DBM offices, thereby effectively superseding DO No. 33, s. 2019.
- 10.2 Subsequent amendments assented by the DBM Secretary shall likewise be subject to the CSC's evaluation and approval before the same may take effect.

11.0 COMMITMENT

The undersigned hereby commits to implement and abide by the provisions of this DBM-PRAISE as the basis for the grant of awards and incentives to DBM officials and employees.

The undersigned likewise commits to submit DBM's Annual PRAISE Reports to the CSC-NCR on or before the thirtieth (30th) of January.


AMENA F. PANGANDAMAN
Secretary



12.0 CIVIL SERVICE COMMISSION'S ACTION

The CSC-NCR has evaluated the herein DBM-PRAISE and found the same to be in accordance with the provisions of CSC MC No. 1, s. 2001 and other existing pertinent laws. Accordingly, it is hereby approved for implementation.

Anent thereto, the CSC-NCR shall provide the necessary technical assistance to ensure its proper implementation.


JUDITH DONGALLO-CHICANO
Director IV, CSC-NCR
Date: APR 04 2023

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE RANKING OF RANK-AND-FILE EMPLOYEES

| | |
|--|--|
| Group: | |
| Total Number of Rank-and-File Employees as of 31 December <Year>: | |
| 5% of Aforementioned Rank-and-File Employees: | |

[illegible]

²⁷ Direct reports down to 2nd level functional subordinates, e.g. down to SG-18/19 in the case of Division Chief

**PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
DEVELOPMENT INITIATIVES/PROGRAMS/PROJECTS (DIPPs) OF RANK-AND-FILE EMPLOYEES
For CY _____**

[illegible]

**PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
DEVELOPMENT INITIATIVES/PROGRAMS/PROJECTS (DIPPs) OF OFFICIALS
For CY _____**

[illegible]

<Signature over Printed Name of Functional Group Head/Supervising Official>

Date of AS-HRMD's receipt: _____



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
ANNUAL SUMMARY OF AWARDS AND INCENTIVES
 For the Year _____

| AWARDS | | | | | |
|--|-------------|--|------|---|------|
| Category | Description | Number of Nominations Evaluated | | Number of Awardees | |
| | | Individual | Team | Individual | Team |
| | | | | | |
| | | | | | |
| | | | | | |
| INCENTIVES | | | | | |
| Category | Description | Number of Candidates Evaluated | | Number of Recipients | |
| | | Individual | Team | Individual | Team |
| | | | | | |
| | | | | | |
| Prepared by: | | Certified by: | | Received by: | |
| _____ <i>Head, AS-HRMD/FAD</i> Date: _____ | | _____ <i>Chairperson, PRAISE Committee</i> Date: _____ | | _____ <i>Receiving CSC-NCR Employee</i> Date: _____ | |



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
DEMOGRAPHICS OF RECIPIENTS OF AWARDS AND INCENTIVES
 For the Year _____

| Award Category/ Incentive Type | No. of Recipients | | | | | | | | | | | | | | |
|---|-------------------|------|---|-----|-----|-----|-----|----------|-----|--|-------------------------|-----------|-----------|-----------|----------|
| | By Sex | | By Age | | | | | By Level | | | By Length of Service | | | | |
| | Female | Male | Below 30 | 30s | 40s | 50s | 60s | 1st | 2nd | 3rd | Below 10 | 10 to <20 | 20 to <30 | 30 to <40 | 40 Above |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Prepared by: | | | Certified by: | | | | | | | Received by: | | | | | |
| <div style="text-align: center;"> _____ <i>Head, AS-HRMD/FAD</i> Date: _____ </div> | | | <div style="text-align: center;"> _____ <i>Chairperson, PRAISE Committee</i> Date: _____ </div> | | | | | | | <div style="text-align: center;"> _____ <i>Receiving CSC-NCR Employee</i> Date: _____ </div> | | | | | |



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
CERTIFICATION FOR THE COMMENDABLE SERVICE RECORD INCENTIVE
 (For Separation through Retirement or End of Extended Government Service)

This is to certify the following information for purposes of determining the entitlement of **<Full Name of Separating Official/Employee>** to the PRAISE–CSR incentive:

Official/employee's mode of separation from DBM is _____,
 with effectivity date on _____.

Signature over printed name of head of AS-HRMD

Official/employee's age as of date of separation from service is _____.

Signature over printed name of head of AS-HRMD

Official/employee's aggregate years of government service as of effectivity of separation, excluding years of service already recognized under an equivalent/similar DBM recognition system/valediction program, is _____.

Signature over printed name of head of AS-HRMD

Foregoing and the attached notarized self-certification considered, **<Full Name of Separating Official/Employee>** is ☐ entitled / ☐ not entitled to the PRAISE-CSR incentive.

Signature over printed name of AS Director

For posthumous separation from DBM:

Based on this office's records, the official/employee was not found guilty of any administrative or criminal offense for the duration of his/her employment in DBM, nor did he/she have any pending administrative or criminal case against him/her involving moral turpitude or graft and corruption as of his/her day of service in DBM.

Signature over printed name of AS Director

Foregoing and the attached notarized self-certification³⁰ considered, **<Full Name of Separating Official/Employee>** is ☐ entitled / ☐ not entitled to the PRAISE-CSR incentive.

Signature over printed name of AS Director

³⁰ Except in the case of posthumous separation



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
 FEEDBACK AND RESPONSE FORM**

| Nature of Concern | | | |
|--|--------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Query | <input type="checkbox"/> Suggestion | <input type="checkbox"/> Others |
| Details of Concern | | | |
| <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;"> <i>Signature over printed name of party concerned</i> </div> <div style="width: 35%; border-top: 1px solid black; text-align: center;"> <i>Date</i> </div> </div> | | | |
| Committee/Secretariat's Receipt | | | |
| <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;"> <i>Signature over printed name of receiving personnel</i> </div> <div style="width: 35%; border-top: 1px solid black; text-align: center;"> <i>Date</i> </div> </div> | | | |
| Committee's Action/Decision | | | |
| <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%; border-top: 1px solid black; text-align: center;"> <i>Member</i> </div> <div style="width: 30%; border-top: 1px solid black; text-align: center;"> <i>Member</i> </div> <div style="width: 30%; border-top: 1px solid black; text-align: center;"> <i>Member</i> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-top: 1px solid black; text-align: center;"> <i>Member</i> </div> <div style="width: 30%; border-top: 1px solid black; text-align: center;"> <i>Member</i> </div> <div style="width: 30%; border-top: 1px solid black; text-align: center;"> <i>Member</i> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;"> <i>Vice Chairperson</i> </div> <div style="width: 45%; border-top: 1px solid black; text-align: center;"> <i>Chairperson</i> </div> </div> <div style="text-align: center; margin-top: 10px;"> <i>Date:</i> _____ </div> | | | |
| Receipt of Committee's Action/Decision | | | |
| <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;"> <i>Signature over printed name of receiving personnel</i> </div> <div style="width: 35%; border-top: 1px solid black; text-align: center;"> <i>Date</i> </div> </div> | | | |