

TSU

PROGRAM on **AWARDS**
and **INCENTIVES** for
SERVICE EXCELLENCE
(TSU - PRAISE)



December 2019



Civil Service Commission Regional Office III

Dr. MYRNA Q. MALLARI
President
Tarlac State University
Tarlac City, Tarlac.

Tarlac State University
Recruitment Management Unit No. 176
Date FEB 06 2020
5:00

Dear **President Mallari**:

Greetings from the Civil Service Commission!

We are pleased to inform you that the Program on Awards and Incentives for Service Excellence (PRAISE) of your University has been approved for substantially complying with the policies in providing incentives and awards based on performance, innovative ideas and exemplary behavior.

It is understood that monetary rewards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated. Also, at least 5% of the HRD Funds shall be allocated for the PRAISE and incorporated in the Agency's annual Work and Financial Plan and Budget.

We strongly enjoin your University to conduct an orientation on the new and revised policies of your Enhanced PRAISE to your officials and employees to promote awareness on the new rules.

In case of clarifications, you may coordinate closely with our CSC Field Office - Tarlac on matters concerning the implementation of your approved PRAISE.

Thank you for the usual support to the programs of the Commission.

Very truly yours,

ATTY. ROSALINDA A. TANALIGA-OLIVA
Acting Director IV *of*

January 27, 2020
PSED/rato/dmda/jmg

Bawat Kawani, Lingkod Bayani

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TSU-OUP- 758 -19
December 18, 2019

DIR. ROSALINDA A. TANALIGA-OLIVA
Director III, CSCRO 3
Diosdado Macapagal Government Center
Maimpis, City of San Fernando, Pampanga

CIVIL SERVICE COMMISSION
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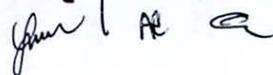
Madam:

Greeting from Tarlac State University!

In consonance with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) anchored on the Civil Service Commission Resolution No. 010112 and Civil Service Commission Memorandum Circular No. 1 series of 2001, we are respectfully submitting a revised copy of TSU Program on Awards and Incentives for Service Excellence (TSU-PRAISE), Implementing Rules and Regulations for your perusal and approval.

Thank you and more power!

Very truly yours,


DR. MYRNA Q. MALLARI
President 



Implementing Rules and Regulations

Section 1: RATIONALE

The Tarlac State University, as an academic institution, is geared toward strengthening the employee incentive programs by rewarding exceptional performance and behaviour for reaching work goals, achieving milestones or doing a great job. The TSU PRAISE provides varied incentive programs that will motivate employees which eventually lead to the improvement of the overall performance of the institution. An incentive program is an encouraging approach to show employees that the administration value their significant contribution while at the same time increasing their professional competence. All employees occupying plantilla items are entitled to be candidate for PRAISE.

Section 2: BASIC POLICIES

- 2.1 The agency as an academic institution shall establish its own program on awards and incentives for service excellence (PRAISE) anchored on the existing CSC policies.
- 2.2 The TSU-PRAISE is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other improvement in government operations, or for other extraordinary acts or services in the public interest.
- 2.3 The TSU PRAISE shall adhere to the principle of providing incentive and awards based on performance, innovative ideas and exemplary behaviour and shall not discriminate based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its award and incentive program.
- 2.4 The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
- 2.5 The TSU PRAISE will adhere to giving monetary and non-monetary (plaque of appreciation, certificates, rings, bracelets, necklace, etc.) awards and incentives to recognize, and reward creative, resourceful, loyal, responsible, productive, innovative, efficient employees exemplifying behavior par excellence.
- 2.6 Monetary awards shall be granted anchored on the specific guidelines and criteria exemplified in the nature of the specific award.
- 2.7 At least five percent (5%) of the Human Resource Funds shall be allocated for the TSU PRAISE and incorporated in the Annual TSU Work Budget and Financial Plan.
- 2.8 The TSU PRAISE shall be institutionalized through the creation of a TSU PRAISE Committee.
- 2.9 The Head of the Agency shall be responsible in overseeing the System's operation and the HRDMO shall provide technical support and designate a HR staff as Secretariat.
- 2.10 The TSU as one of the SUCs in the country shall submit its Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil



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Service Commission (CSC) Field Office which shall provide technical assistance, if deemed necessary to ensure proper implementation.

- 2.11 The establishment of an approved TSU PRAISE shall be the basis of the grant of other awards and incentives. The Annual TSU PRAISE Report shall be submitted by the University to the Civil Service Commission Field Office concerned on or before the thirtieth day of January of every year to enable the permanent TSU teaching and non-teaching personnel to qualify for nomination to the CSC sponsored National Awards.
- 2.12 Issues concerning the awards and incentives shall be brought before the TSU PRAISE Committee, which shall address the same within fifteen (15) days from the date of submission.
- 2.13 Accomplishment on Program Accreditation, Professional Regulatory Commission (PRC) rating, International Organization for Standardization (ISO) Certification, Award on Center of Development or Center of Excellence can be awarded after the issuance of certification on any of these awards.
- 2.14 Individual awards will be selected every academic year and shall be awarded during the Annual Foundation Week.
- 2.15 The PRAISE Committee shall be responsible for evaluating all those recommended for specific award and shall endorse the same to the President for approval.

Section 3: OBJECTIVES

3.1 To recognize, encourage and reward employees, individual or in group, for their outstanding performance, innovative ideas, discoveries, inventions, superior accomplishment on academic, socio-cultural, sports, socio-civic, altruistic deeds, exemplary behavior, extra-ordinary acts or services rendered in the interest of the public, loyalty in the government service, and other personal efforts which strengthen the efficiency, accountability and quality services in the operations of the thrusts of the University.

3.2 To design a standing institutional policy relative to the Program on Awards and Incentives for Service Excellence (PRAISE) anchored on the existing policies of the Civil Service Commission in recognizing meritorious services.

Section 4: SCOPE

The TSU PRAISE shall apply to all teaching and non-teaching employees occupying a plantilla item of the University and in addition to already existing incentive programs.

Section 5: DEFINITION OF TERMS

5.1 AACUP ACCREDITATION AWARD – refers to the award based on the accreditation of a program or institution by the Accrediting Agency for Chartered Colleges and Universities in the Philippines (AACUP), which confers varied Levels and Phases based on quality standards and exemplary performance of the varied programs and curricular offerings or the whole institution.



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5.2 ACCREDITATION – is defined as a process by which an institution at the tertiary level evaluates its educational activities, in whole or in part, and seeks an independent judgment to confirm that it substantially achieves its objectives and is generally equal in quality to comparable institutions.

5.3 ACCREDITATION LEVELS - it is the way of classifying the degree of achievement of the University/Unit from level 1, being the lowest, and level 4, being the highest level of exemplary performance towards the attainment of quality service.

5.4 AGENCY- it refers to Tarlac State University which provides quality instruction, research and extension anchored on its thrusts to become the premier university in the ASIA Pacific Region.

5.5 AWARD – it is a specific form of recognition being conferred to personnel occupying plantilla items, whether individuals or group of employees of the University, which may be monetary or non-monetary in nature. It is given for outstanding performance, innovative ideas, discoveries, inventions, superior accomplishments in academic, cultural, socio-cultural, sports, socio-civic, altruistic deeds, exemplary behavior, extra-ordinary acts or services rendered in the interest of the public, loyalty in the government service, and other personal efforts which strengthen the efficiency, accountability and quality services in the operations of the thrusts of the University.

5.6 BEST FACULTY AWARD – it is one of the types of award being accorded to the permanent teaching personnel for meritorious and exemplary performance manifested in the teaching-learning process based on punctuality, perfect attendance, best practices in instruction, innovative teaching strategies, outstanding performance in research and extension.

5.7 CENTER OF EXCELLENCE (COE) - refers to a department within a higher education institution which continuously demonstrates excellent performance in the areas of instruction, research extension, and publication and linkages and institutional qualifications.

5.8 CENTER OF DEVELOPMENT (COD) - refers to a department within a higher education institution, which demonstrates the potential to become a Center of Excellence (COE) in the future.

5.9 BEST NON-TEACHING PERSONNEL AWARD – it is the award given to permanent non-teaching employees for outstanding performance as evidence from quality service and output in the delivery of targets of the office. The employee is assessed and evaluated based on punctuality, perfect attendance, best practices, innovations and exemplary performance in the University.

5.10 DISCOVERY – it is the act of finding or learning something for the first time. The act of discovering something. Something seen or learned for the first time. Something discovered.

5.11 DUBLIN ACCORD – is an agreement for the international recognition of Engineering Technician qualifications.

5.12 EXEMPLARY BEHAVIOR AWARD – it is one type of award being accorded for a teaching and non-teaching personnel who manifested excellent attitude worthy of



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admiration and serving as models for others to emulate. It is given outright to employees commended for their honesty, integrity, courtesy and promptness in their delivery of quality services.

5.13 **INCENTIVE** – it is a monetary or non-monetary form of reward or privilege awarded to employees with plantilla items for a significant contribution, recognitions, inventions, ideas, accomplishments, as well as exemplary behavior displayed based on performance standards.

5.14 **INVENTIONS** – it refers to the creative works exemplifying the unique artistry, inventiveness and productive imagination as evident in its material form which could be utilized for the common good of the people.

5.15 **INSTITUTIONAL ACCREDITATION** – it provides a license for a university to operate based on its mandates. It is usually based on evaluation of whether the institution meets specified minimum standards as to the varied areas from one to ten, namely: governance and management, teaching, earning and evaluation, faculty and staff, research, extension, consultancy and linkages, international linkages, support to students, library infrastructure and learning resources, quality assurance culture.

5.16 **INTERNATIONAL ORGANIZATION STANDARDIZATION** – is an association composed of representatives of several national standards bureaus, founded in London in 1947 and based in Geneva Switzerland. It establishes and maintains international standards in varied areas of the organization. Similarly, it is a non-governmental organization established to promote the development of standardization and related activities in the world with a view to facilitating the international exchange of goods and services and to developing cooperation in the spheres of intellectual, scientific, technological and economic activity.

5.17 **LEVEL 2 CERTIFICATE**- refers to a certificate awarded to a department/program within a higher education institution which has passed the standards set at a higher level of quality.

5.18 **MERITORIUS** – it means *deserving of honor or praise or esteem on work performance, exemplary behavior and outstanding accomplishments.*

5.19 **MONETARY AWARD** – it is a form of reward made in monetary form based on exemplary performance, behavior and accomplishments deserving of recognition from the university.

5.20 **NON-MONETARY AWARD** it is a type of reward which does not involve cash. It consists of certificates, trophies, merit increase and symbolic jewelries with the University seal given to employees with plantilla items for outstanding performance and exemplary behavior.

5.21 **OUTSTANDING PERFORMANCE** – it is a form of commendation for excellent work of the teaching and non-teaching personnel in the delivery of quality and efficient service as evident from the IPCR.

5.22 **PERFECT ATTENDANCE AWARD** – it is the award accorded to permanent teaching and non-teaching personnel who was never late and never been absent for one academic year and has not filed leaves except for Special Privilege Leave and Force Leave.



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5.23 PROGRAM ACCREDITATION – Accreditation in state colleges and universities is by program. A program is a course, or a group of related courses packaged in a curriculum and leading to a graduate or undergraduate degree.

5.24 SERVICE AWARD – it is a recognition of the permanent teaching and non-teaching personnel for their longevity or tenure in the university.

5.25 SEOUL ACCORD- it is an international accreditation agreement for professional computing and information technology academic degrees. Established in 2008, the signatories are Australia, Canada, and Chinese Taipei.

5.26 WASHINGTON ACCORD- it is an international accreditation agreement for professional engineering academic degrees established in 1989 between the signatory countries, Australia, Canada, Taiwan, Hong Kong, India, Ireland, Japan, Korea, Malaysia, New Zealand, Russia, Singapore, South Africa, Sri Lanka, Turkey, the United Kingdom and the United States.

5.27 REWARDS SYSTEM – a form of reinforcer that causes the probability of the behavior to occur or increase due to the recognition and giving of monetary and non-monetary awards to permanent teaching and non-teaching personnel.

5.28 TSU-PRAISE – refers to Tarlac State University Program on Awards and Incentives for Service Excellence.

Section 6: TYPES OF AWARDS

6.1 International Award – a type of award given to a permanent employee who has been recognized internationally by prestigious organization for his/her outstanding performance, innovative ideas and inventions, exemplary behavior and extra-ordinary acts and services in the public interest and other pre-determine criteria of such organization.

6.2 National Awards - the institution shall participate in the search for deserving employees who may be included in the screening of candidates for national awards given by other government agencies, private entities, NGOs and other award giving bodies such as the:

6.2.1 Presidential Lingkod Bayan Award- conferred to 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 significant effect to the public or principally affects national interest, security and patrimony.

6.2.2 Civil Service Commission or the PAGASA award - is conferred to an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government;

The term “group” shall refer to the following:

Two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership for both



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Presidential Lingkod Bayan and Civil Service Commission or Pagasa Awards group/team shall not exceed 10 members.

The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

6.2.3 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/her observance of one or more of the eight (8) norms of behavior described under Republic Act. 6713 or the Code of Conduct and ethical standards for government officials and employees.

6.2.4 Other Awards - given by other government agencies, private institution or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

I. QUALIFICATION FOR NOMINATION

- Nominated officials and employees in the individual, group or team category must meet the following qualifications:
 - a. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which nominee is being recognized for should also be made with the last three (3) years immediately prior to nomination and have been consistent and continuously carried out by the nominee during the said period;
 - b. Have a performance rating of at least **Very Satisfactory** or its equivalent for four semester or two (2) annual rating periods prior to the nomination; and
 - c. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.
- A group or team may be nominated in either the **Presidential or Lingkod Bayan or the Civil Service Pages Award**. Members who contributed to the group's outstanding work performance but did not meet the above qualification requirements (Items a-c) shall not be included in the nomination.

II. CRITERIA FOR EVALUATION

A. Presidential Lingkod Bayan and Civil Service Commission Pagasa Awards – Individual Category

A.1 Noteworthiness of Outstanding Performance / Contribution/s - the degree of uniqueness and originality of outstanding performance or contribution/s.

A.2 Impact of Performance Achievement - the extent to which the idea, suggestion, innovation or invention is being used, whether it has far-reaching effect; the



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number of persons benefitted; the paradigm shift it has caused and the amount of money saved.

A.3 Reliability and Effectiveness – the extent to which the innovation/ idea has effectively and efficiently addressed a pressing need/ improved service delivery.

A.4 Consistency of Performance – the degree of consistency of the individual as manifested by consistent outstanding performance based on historical data/ work record.

B. Presidential Lingkod Bayan and Civil Service Commission Pagasa Awards - Group Category

B.1 Noteworthiness of Outstanding Performance / Contribution/s – the degree of uniqueness and originality of outstanding performance or contribution/s

B.2 Impact of Performance/ Achievement – the extent to which the idea, suggestion, innovation is being used, whether it has far-reaching effect; the number of persons benefitted; the paradigm shift it has caused and the amount of money saved.

B.3 Reliability and Effectiveness – the extent to which the innovation/idea has effectively and efficiently addressed a pressing need/ improved service delivery.

B.4 Consistency of Performance – the degree of consistency of the group nominee as manifested by consistent outstanding performance based on historical data/ work record.

B.5 Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness – the extent the group members motivate and support each other or the degree to which group members positively influence each other.

C. Outstanding Public Officials and Employees or the Dangal ng Bayan Award

C.1 Quality and Consistency of Behavioral Performance – it is the level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.

C.2 Impact of Behavioral Performance – it is the extent to which the extraordinary act has a powerful effect or impact on the organization or public.

C.3 Risk or Temptation Inherent in the work – it is the degree of risk and temptation substantially present in the work.



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- C.4 Obscurity of the Position** – it is the lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
- C.5 Years of Service** –it is the cumulative years of service that the nominee has rendered in the government vis-à-vis his or her accomplishments.
- C.6** Other similar circumstance or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for Dangal ng Bayan.
- 6.3 Regional Awards** – the institution also seeks to recognize a permanent TSU employee who is a recipient of an award in a regional level in for his/her excellent public service, exemplary behavior and other significant contributions.
- 6.4 Local Awards** – an accord for permanent teaching and non-teaching personnel who has received an award, honor and citation within the province, city or at one's own municipality in recognition of his/her outstanding community service, exemplary behavior and conduct, and significant contributions in his/her field of specialization/profession.
- 6.5 University Award** – is a type of award to recognize personnel who embody service excellence, dedication, admirable qualities and conduct or whose achievements and contributions has resulted for successful attainment of the university goals and accomplishing the college/office targets.

6.5.1 Best Faculty Award –The committee will select among all the awardees of the same award in college category to determine who has demonstrated the deepest commitment to teaching, has shown great enthusiasm in participating in institution's extra-curricular activities, and had made notable contributions to his/her field of study/specialization.

Criteria for Evaluation

- a. IPCR - 50%
- b. Students Evaluation – 20% (to be assessed HRDMO's student evaluation tool)
- c. Peers Evaluation – 10% (to be assessed using QCE Instrument)
- d. Dean's Evaluation - 20%

6.5.2 Best Non-Teaching Staff Award- granted to a non-teaching personnel who has excelled among all the winners from college/unit category in terms of excellent service, exemplify key components of the university mission and foster admiration and leadership among colleagues.

Criteria for Evaluation

- a. Individual Performance Commitment Review (IPCR) - 50%
- b. Peers and/or Clients Evaluation – 30%
- c. Office Head's Evaluation - 20%

6.5.3 Best Organizational Unit Award – granted to the top performing



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organizational unit which may be an office, unit, department or college on the bases of meeting the organization's policies and targets, outstanding services and accomplishments, productivity, teamwork and cooperation and significant contributions for the improvements of the university.

6.5.4 Perfect Attendance Award – It is the award accorded to a non-teaching personnel who was never late and consistently arrives in the university earlier or on time and had not been absent nor on leave (except for Special Privilege Leave and Force Leave) for one Academic Year.

Criteria of Evaluation

- a. The biometrics record of the employee is evaluated as basis for the award
- b. A recommendation from the Immediate Supervisor.
- c. The record of the employee's leave will be checked at the HRDMO for further verification as basis of no absences.

6.5.5 University Accomplishments – this type of award is accorded to all faculty and non-teaching personnel with plantilla items for satisfactorily accomplishing the targets for the year on:

- a) Institutional Accreditation
- b) Program Accreditation
- c) International Standardization Organization Certification
- d) Professional Regulation Commission Passing Percentage
- e) Research Output
- f) Extension Program
- g) Center of Excellence / Center of Development

Criteria of Evaluation

- a. The attainment of the target is certified by the award-giving body. i.e. the case of Institutional Accreditation or accreditation of colleges to be certified by AACUP, or ISO and other award giving body.
- b. The awardees who are directly involved in the preparation will be identified by the respective College Dean/Director accomplishing the target, either in the memorandum form and based on the Dean's Certification.
- c. Permanent Faculty of Colleges/Departments with passing percentage 33% higher than the National Passing Rate or belonging to Top Performing Schools on PRC-conducted board examination shall be awarded with praise.

6.6 Office/Unit/College Award

6.6.1 Best Faculty Award – granted to a permanent faculty member of each department/college who has demonstrated an outstanding teaching initiative that inspires student learning through innovative pedagogy, and whose contributions in the attainment of the thrusts of the university as to instruction, research and extension directly benefited significant numbers of people in the department, institution and community.

6.6.2 Best Non-Teaching Staff Award - this award is being given to an outstanding permanent non-teaching personnel of each office/unit for exemplary performance in the delivery of services and exemplifying positive work attitude and values.



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- Recipient of above awards (Items 6.6.1 - 6.6.2) will be automatically nominated by the Committee for the same title of award in University category. They will receive cash incentive and certificates of recognition.

Section 7: TYPES OF INCENTIVES

7.1 Service Incentive – this is a type of incentive presented to permanent personnel by virtue of the length of service they have rendered in the University.

7.1.1 The University shall continue granting incentives and award to all deserving employee using the Civil Service Commission guidelines.

7.1.1.1 For **10 years** of continuous service at TSU – Plaque of Appreciation and TSU Gold Plated Medallion will be given.

7.1.1.2 For **15 years** of continuous service with TSU - Plaque of Appreciation and 18K TSU Gold Plated Service Pin will be given.

7.1.1.3 For **20 years** of continuous service with TSU – Plaque of Appreciation and 18K Gold TSU Ring will be given.

7.1.1.4 For **25 years** of continuous service with TSU – Plaque of Appreciation and 18K Gold TSU Bracelet will be given.

7.1.1.5 For **30 years** of continuous service with TSU – Plaque of Appreciation and 18K Gold TSU Necklace will be given.

7.1.1.6 For **35 years** of continuous service with TSU – Plaque of Appreciation and 18K Gold “35 years-engraved” TSU Pendant will be given.

7.1.1.7 For **40 years** of continuous service with TSU – – Plaque of Appreciation and 18K Gold “40 years-engraved” TSU Pendant will be given.

7.2 Length of Service Incentive - given to an employee who has at least three (3) years of continuous satisfactory service in the same position and/or with no step increment.

7.3 Productivity Incentive – given to all employees who have performed satisfactorily for the year coveted in accordance with the TSU Performance Evaluation System.

7.4 Professional Development Incentive – granted in recognition of an individual who has completed a course or degree within or outside the country at one’s own expense provided that the degree being earned is aligned with the professional development plan.

Section 8: FORMS OF AWARDS AND INCENTIVES

8.1 Monetary

8.1.1 Cash Awards – an award that carry monetary prize to acknowledge the employee or group of employees for their contributions to organization and excellent performances.

8.1.1.1 Individual Achievement Category – cash awards for individual achievement shall be awarded once per year. An amount of Php 25,000 will



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be conferred to the grantees.

8.1.1.2 Group Achievement Category – cash award for group achievement shall be awarded once, and not per member. An amount of Php 75,000 will be given to the awarded group regardless of the number of its member.

8.2 Non-Monetary

8.2.1 Compensatory Time Off – granted to an employee who has worked beyond his regular office hours on a project without overtime pay.

8.2.2 Trophies/Plaque and Certificates – a commemorative award that serves as recognition and evidence of merit granted to deserving employee.

8.2.3 Other Incentives – incentives in kind which may be in the form of merchandise, computers, cellular phones or I-pod.

Section 9: PRAISE COMMITTEE

9.1 Composition of Praise Committee

The TSU PRAISE Committee shall have the following composition:

- Vice President for Planning and Quality Assurance as Chairperson
- Vice President for Academic Affairs as Vice-Chairperson
- Vice President for Administration and Finance as Member
- Director of the HRDM Office as Member
- Head of Research, Accreditations and Records Unit, Student Affairs and Services
- Head, Accounting Unit
- Head, Budget Management Unit
- TSUFPU Representative
- TSU NASA Representative

9.2 Functions of PRAISE Committee

The TSU Praise Committee shall have the following specific responsibilities. As such, the Committee shall meet periodically to perform the following tasks:

- 9.2.1** Ensure that outstanding performance, innovative ideas and exemplary behavior can be evaluated and assessed on a continuing basis to cover all employees with plantilla items both teaching and non-teaching;
- 9.2.2** Responsible for ensuring the regular administration, delivery, monitoring and evaluation of the awards and incentives system of the University;
- 9.2.3** Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- 9.2.4** Determine the forms of awards and incentives to be granted;
- 9.2.5** Recommend the awardees and the amount of financial award and other related incentive to grantees;
- 9.2.6** Address issues relative to awards and incentives within 15 days from the date of submission; and



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9.2.7 Perform other functions related to the main purpose of the committee.

9.3 Secretariat

The HRDMO shall provide technical support and assistance and appoint a HR Staff as Secretariat who will perform the following functions:

9.3.1 Prepare notices of meetings, minutes of meetings, reports and other documentation relative to the TSU-PRAISE;

9.3.2 Maintain records and files of PRAISE documents;

9.3.3 Prepare memos, correspondence and forms and disseminate information to the concerned offices/personnel;

9.3.4 Submit an annual report on the awards and incentives system to the CSC; and

9.3.5 Perform other function as assigned by the PRAISE Committee.

Section 10: FUNDING

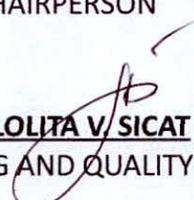
The university shall allocate at least 5% of the Human Resource Development Funds for the TSU –PRAISE and incorporate the same in its Annual Work and Financial Plan and budget.

Section 11: EFFECTIVITY

The TSU PRAISE as amended shall become effective after review and approval by the Civil Service Commission (CSC) Regional Office No. 3. Subsequent amendments shall likewise be submitted to the Civil Service Commission (CSC) Regional Office No. 3 for review and approval and shall take effect immediately.

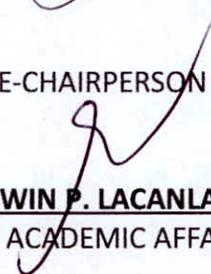
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VP FOR PLANNING AND QUALITY ASSURANCE

VICE-CHAIRPERSON


DR. ERWIN P. LACANLALE
VP FOR ACADEMIC AFFAIRS

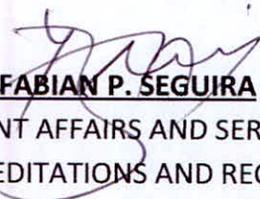


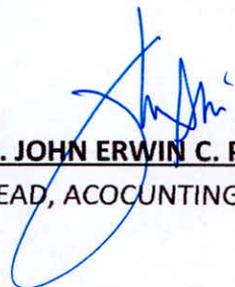
TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
Program on Awards and Incentives for Service Excellence (PRAISE)

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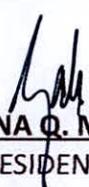

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APPROVED:


DR. MYRNA O. MALLARI
PRESIDENT