



Republic of the Philippines
CIVIL SERVICE COMMISSION
National Capital Region

December 23, 2010

MARK T. LAPID
Chief Operating Officer
Tourism Infrastructure and Enterprise
Zone Authority
Manila

Dear *Chief Operating Officer Lapid* :

This refers to the Program on Awards and Incentives for Service Excellence (PRAISE) of the Tourism Infrastructure and Enterprise Zone Authority (TIEZA) which was submitted to this Office for approval.

A review of the mechanism shows its compliance with the provisions of CSC Memorandum Circular No. 1, series of 2001 and other relevant policies and rules relative to the grant of incentives. Accordingly, the same is hereby approved for implementation in the TIEZA. For authentication purposes, every page of the TIEZA PRAISE bears the seal of the Civil Service Commission.

We look forward to the successful implementation of the PRAISE in your agency. Rest assured of the support of this Office on all matters which will redound to the mutual interests of the agency and its employees.

Very truly yours,


ATTY. MYRNA V. MACATANGAY
Director IV

PS:ED/TIEZA-PRAISE/wcljr*

**TOURISM INFRASTRUCTURE and ENTERPRISE ZONE AUTHORITY
(TIEZA)**

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

In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, the Tourism Infrastructure and Enterprise Zone Authority (TIEZA) adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as TIEZA PRAISE.

I. Basic Policies

1. The TIEZA shall establish its own Program on Awards and Incentives for Service Excellence which shall be referred to as TIEZA PRAISE.
2. The TIEZA PRAISE shall be 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 personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for the extraordinary acts or services in the public interest.
3. The TIEZA PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
4. The TIEZA 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 the on-the-spot grant of recognition shall be institutionalized.
5. The TIEZA PRAISE shall provide 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. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards 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.
6. The TIEZA shall submit its Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Regional Office for approval and shall take effect immediately. The Civil Service Commission Regional or Field

Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.

II. Objectives

1. General

To encourage, recognize and reward employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior 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

2. Specific

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

III. Scope

The System shall apply to all employees in the career and non-career service of this agency.

IV. Definition of Terms

- **Award** – recognition which may be monetary or non-monetary conferred on an individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead 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 (See also idea type and performance type contribution)
- **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, a suggestion, an 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, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- **Invention** – the creation of something previously non-existent which will benefit the government.
- **Non-Career** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on the bases other than those of the usual tests of merit and fitness utilized for the career service and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
- **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.
- **Suggestion** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
- **System** – the agency awards and incentives program for employees.

V. Types of Awards

DESCRIPTION	CRITERIA	REQUIREMENTS	AWARD
<p>A. NATIONAL AWARDS</p> <p>The agency 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:</p>			
<p>1. Presidential or 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 of significant effect to the public or principally affects national interest, security and patrimony.</p>	<p>1. Performance noteworthiness 2. Impact of achievement 3. Reliability and effectiveness 4. Economy of measures 5. Consistency of performance</p>	<p>1. Duly accomplished nomination form 2. Personal data sheet of the nominee duly subscribed and sworn to before the highest ranking HRD officer in the agency 3. Certification of performance rating (at least very satisfactory or its equivalent) for the last two consecutive rating periods prior to nomination duly signed by the highest HRD officer of the agency. 4. Certification of the highest HRD Officer/legal officer in the agency that the nominee has not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has no pending case against him at the time of nomination 5. NBI Clearance 5cm x 5cm photo of nominee with his/her name written at the bottom side of the picture</p>	<p>Plaque of recognition plus ₱10,000.00 cash award under existing policies</p>

<p>2. Outstanding Public Official/ Employee or Dangal ng Bayan Award - granted to any 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 following norms of conduct described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees namely: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism, commitment to democracy, simple living.</p>	<ol style="list-style-type: none"> 1. Quality and consistency of performance 2. Unique and exemplary quality of achievement 3. Risk or temptation inherent in the work 4. Obscurity of the position 5. Years of service 6. Level of salary 7. Any similar circumstances or considerations in favor of the particular nominee 	<p>Same as Lingkod Bayan Award</p>	<p>Same as Lingkod Bayan Award</p>
<p>3. Civil Service Commission or the Pag-asa 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/ facilitated delivery of public service, effected economy in operation, improved working conditions or otherwise benefited the government in many other ways.</p>	<ol style="list-style-type: none"> 1. Performance 2. Impact of achievement 3. Reliability & Effectiveness 4. Economy of operation 5. Demonstrated teamwork, cooperation, camaraderie and cohesiveness 	<p>Same as Lingkod Bayan Award including a certification that the accomplishment of the team/group was approved and implemented by the head of agency</p>	<p>Same as Lingkod Bayan Award</p>

<p>4. Productivity Incentive – given to all employees who have performed at least satisfactorily for the year covered in accordance with TIEZA's approved performance evaluation system (PES) as provided under AO 161 s. 1994.</p>	<ol style="list-style-type: none"> 1. For fully justified outstanding performance rating for the past two consecutive semesters 2. For very satisfactory performance or one outstanding and 1 very satisfactory performance for the past two consecutive semesters 3. For satisfactory performance, or one very satisfactory and one satisfactory performance for the past two consecutive semesters 	<p>Copy of the performance evaluation rating for the past two semesters of the preceding year.</p>	<p>₱2,500.00 cash award</p> <p>₱2,000.00 cash award</p> <p>₱1,500.00 cash award</p>
<p>5. Retirement Incentive – granted to a retiree in recognition of his continuous and long years of service and his in the Authority/contribution to public service during his active career life, on or immediately after the date of retirement.</p>	<ol style="list-style-type: none"> 1. 65 years old for compulsory retiree with at least 15 years of service 2. Less than 65 years of age with 15 years or more of service for optional retirees 3. Must have rendered at least satisfactory performance for the last two semesters prior to retirement 	<ol style="list-style-type: none"> 1. Endorsement/ Certification from HRD-Personnel Services Division 2. Copy of the performance evaluation rating for the last two semesters of the preceding year 	<p><u>Compulsory retiree</u></p> <ul style="list-style-type: none"> • P30,000 cash award • Plaque of recognition/appreciation <p><u>Optional Retiree</u></p> <ul style="list-style-type: none"> • 15 – 20 years - P10,000.00 cash award • 21 – 25 years – P15,000.00 cash award • 26 – 30 years – P20,000.00 cash award • 31 years or more P25,000.00 cash award
<p>6. Career and Self-Development Incentive – granted in recognition of an individual who has satisfactorily completed a masteral or doctoral degree from a recognized Philippine or foreign educational institution at one's own expense, time and determination</p>	<p>An employee must have completed a post program course at his own initiative and at his own expense.</p> <p>Must have a performance rating of at least very satisfactory for the duration of the study.</p>	<p>Must submit the following:</p> <ol style="list-style-type: none"> 1. Transcript of records 2. Diploma indicating date of graduation 3. Performance appraisal for 2 rating periods prior to completion of degree 4. Certification of no administrative case. 5. Proofs of amount expended 	<p>₱5,000 cash award or 50% of the average of the total tuition fee expenses of employee whichever is higher</p> <p>Plaque of recognition</p>

<p>B. INCENTIVE AWARDS</p> <p>The agency 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:</p>			
<p>1. Loyalty Incentive - granted to an employee who has served the <u>PTA</u> continuously and satisfactorily for at least ten (10) years.</p> <p>Per CSC MC No. 6 s. 2002, an employee who incurred an aggregate of not more than fifty (50) days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award. In the same way, an official or employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.</p>	<p>Completion of 10, 15, 20, 25 years.....of service at PTA</p>	<p>Service record in PTA</p>	<p>₱1,000.00 cash award per year for the first ten (10) years of service ₱1,000.00 cash award per year for the next 5 years and every 5 years thereafter in conformance with CSC MC No. 6 s. 2002 including</p> <p>Certificate of Recognition Lapel emblem/loyalty pins 10–15 yrs - Bronze service pin 20–25 yrs - Silver service pin 30,35 +40 yrs- Gold service pin</p>

<p>2. 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 adjusted salary following the joint CSC-DBM Circular no. 1, s. 1990</p> <p>For purposes of computing the length of service for the grant of step increment, approved vacation leave without pay for an aggregate of fifteen (15) days shall not interrupt the continuity of the three-year service requirement for the grant of step increment. However, if the total number of authorized vacation leave without pay included within the three-year period exceeds fifteen (15) days, the grant of one-step increment will only be delayed for the same number of days that an official or employee was absent without pay.</p>	<p>An employee must have been in the same position for at least three (3) years</p>	<p>Service record</p>	<p>One step salary increase</p>
<p>3. Longevity Incentive – granted to active employees and officers who have rendered 30 years or more of satisfactory service in the Authority</p>	<p>Thirty (30) years or more of TIEZA service</p>	<p>Endorsement/Certification from HRD-Personnel Services Division</p>	<ul style="list-style-type: none"> ▪ ₱10,000.00 cash award on the 30th year ▪ ₱2,000.00 every year thereafter

C. AGENCY AWARDS -			
<p>1. Model Employee/Supervisor Manager Award - given to an employee, a supervisor or a manager who has demonstrated exemplary behavior and work accomplishments and who has projected a positive image for the agency or enhanced organizational productivity and effectiveness.</p> <p>a. Main Office b. Entity</p>	<ol style="list-style-type: none"> 1. Quality of Work 2. Timeliness of output 3. Quantity of Work 4. Knowledge of Work 5. Initiative 6. Judgment and common sense 7. Cooperation 8. Ability to learn new ideas 9. Motivation 10. Leadership 	<ol style="list-style-type: none"> 1.. Nomination to the award made by the supervisor which states specific outstanding performance of the nominee together with proofs or evidences. 2. Certificate of no administrative case. 3. Service record with TIEZA service of more than one year. 4. Certification that the candidate has not incurred more than ten (10) days of absence. 5. Performance evaluation for the past 2 consecutive rating periods which should be at least very satisfactory. 6. 2 x 2 black and white picture. 	<ul style="list-style-type: none"> ▪ ₱5,000.00 cash award each ▪ Plaque of recognition
<p>2. Exemplary Behavior Award – given to an employee based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee will automatically be nominated by the TIEZA Praise Committee to the Dangal ng Bayan Award.</p>	<ol style="list-style-type: none"> 1. Quality and consistency of performance 2. Unique and exemplary quality of achievement 3. Risk or temptation inherent in the work 4. Obscurity of the position 5. Years of service 6. Level of salary <p>Any similar circumstances or considerations in favor of the particular nominee.</p>	<ol style="list-style-type: none"> 1. Duly accomplished nomination form 2. Personal data sheet of the nominee duly subscribed and sworn to before the highest ranking HRD officer in the agency 3. Certification of performance rating (at least very satisfactory or its equivalent) for the last two consecutive rating periods prior to nomination duly signed by the highest HRD officer/ of the agency. 4. Certification of the highest HRD Officer/ legal officer in the agency that the nominee has not been found guilty of any criminal offense involving moral turpitude and/ or 	<p>₱5,000.00 cash award Plaque of recognition</p>

		<p>case against him at the time of nomination</p> <p>5. NBI Clearance</p> <p>6. 5 cm x 5 cm photo of nominee with his/her name written at the bottom side of the picture</p>	
<p>3. Gantimpala Agad Award – given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.</p>	<p>An employee must be a recipient of a letter of commendation, notes of appreciation on his/her courteous manner in dealing with clients.</p> <p>For a candidate to the hall of fame, he/she must be a recipient of the award for 5 consecutive years.</p> <p>An employee must be a recipient of letter/s or note/s of commendation or appreciation on his/her courteous, prompt and efficient manner in dealing with clients. The said letter/s or note/s of commendation or appreciation must be validated by the PRAISE Committee. The PRAISE Committee must also ensure that the recipient / awardee should have consistently displayed courtesy, promptness, efficiency and commitment to duty as provided under Republic Act No. 6713.</p>	<p>*1. Nomination from immediate supervisor duly noted by the department manager</p> <p>2. Copies of commendation, letter or notes of appreciation</p> <p>3. Copy of performance rating for the past 2 consecutive rating periods which should be at least satisfactory</p> <p>4. 2x2 black and white picture</p>	<ul style="list-style-type: none"> ▪ ₱1,000.00 cash award ▪ ₱5,000.00 cash award for Hall of Famer
<p>4. Cost Economy Measure Award – given to an employee or team whose contributions in terms of ideas, suggestions, inventions, discoveries or performance of functions result in</p>	<p>1. Effectiveness</p> <p>2. Originality</p> <p>3. Economy of operation</p> <p>4. Applicability</p>	<p>1. It is open to all employees, individual or group.</p> <p>2. It may cover areas involving employees' welfare, work operation efficiency and other applicable areas.</p>	<p>Not to exceed 20% of the monetary savings generated from the contribution</p>

savings in terms of man hours and cost or otherwise benefit the agency and government as a whole.		3. Entries should be submitted personally to the Praise Committee secretariat, which is the Personnel Development Division. Entry forms should be accomplished in duplicate using the suggested format.	
5. Perfect Attendance Award - given to an employee with perfect attendance or has incurred the least number of absences and tardiness during the period September to August of the year preceding the award.	Perfect attendance – no tardiness, no absences, no undertimes and half-days and with complete time out-in during noon breaks.	<ol style="list-style-type: none"> 1. A nominee must be using the fingerscan and attendance log-book to register arrival and departure from the office 2. A nominee may not be on field assignments for more than 25% of the total number of working days for the period covered 3. A nominee must have a complete record of in/out during noon break 	<p>P5,000.00 cash award plus certificate of recognition</p> <p>Plus an additional incentive of P1,000 per year for consistent awardee</p> <p>Plaque of recognition for consistent awardee for 10 years or more</p>
6. Courageous Act Award - given to an official or employee who bravely exposed anomalous act or any irregular activities being undertaken in the agency.	An employee or a group of employee must, at his/her own initiative, exposed existing anomalous practices that could have saved the government large amount of tax payers money.	<p>Must submit the following:</p> <ol style="list-style-type: none"> 1. Nomination to the award from the supervisor duly noted by the dept. manager 2. Commendation letter, newspaper write-up or certificate of recognition to support the nomination 3. Certification of no administrative case 4. 2 x 2 black & white picture 	<ul style="list-style-type: none"> * P10,000.00 cash award * Certificate of recognition

8. Most Effective Unit Award – given to a division or department which met its performance targets for the year at less cost, thus, generated savings for the Authority.	<ol style="list-style-type: none"> 1. The unit must have posted a saving of at least 10 % at the end of the year after meeting the target. 2. The unit exceeded target but still posted a savings of 10% of the total budget. 	<ol style="list-style-type: none"> 1. Percentage savings on budget 2. Actual accomplishment vs. target 	<ul style="list-style-type: none"> • 2% of the total volume of exceeded target or ₱10,000.00 whichever is higher • Plaque of recognition
9. Most Cost Effective Project – given to an employee in charge of an infrastructure project which was completed on time according to project specifications and at the least cost, thus, generated savings for the Authority.	<ol style="list-style-type: none"> 1. A project must have posted a savings of at least 10% of the total budget which goes back to the Authority. 2. The quality of the project was not sacrificed 	<ol style="list-style-type: none"> 1. Nomination from the supervisor duly noted by the dept. manager 2. Financial records of project 3. Certification that the target of the unit has been attained 	<ul style="list-style-type: none"> ▪ 2% of the total volume of exceeded target sales or ₱10,000.00 whichever is higher ▪ Plaque of recognition
10. Entity of the Year – given to a PTA entity, which met or excelled the standards set by the Authority in running a hotel/hostel/resort	<ol style="list-style-type: none"> 1. Must have exceeded set goal 2. Must have posted a net income for the year 3. Must have excelled in all areas of hotel services (i.e. housekeeping, F & B, and Frontline 	<ol style="list-style-type: none"> 1. At least an average score of 90% as evaluated by operations people based on set standards 2. Financial records of subject. 3. Action plan of entity manager 	2% of the total net income or ₱10,000.00 whichever is higher

VI. Non-Monetary Forms of Awards and Incentives

Any one or a combination of the following awards and incentives shall be given separately or together with the monetary awards, subject to the discretion of the Head of Agency as recommended by the PRAISE Committee:

- 1) Compensatory Time-off – granted to an employee who has worked beyond his regular office hours in the work station without overtime pay or any form of allowances on project completed, the duration of which is indicated in an office order subject to the following:

<u>Project Completion</u>	<u>Days off</u>
1) one month	3 working days
2) two months	6 working days
3) three months	9 working days

- 2) Travel Packages – granted to distinguished and acknowledged employee for exemplary performance and/or significant contributions. The award shall consist of a trip to one of the TIEZA projects where facilities are available. It shall include accommodation, meals and authorized allowances for a maximum of five (5) days inclusive of travel time.
- 3) “Salu-salo” Together – meal hosted by managers or supervisors for employees who have made significant contributions and/or excellent service.
- 4) Personal Growth Opportunities – incentives, which may be in the form of agency sponsored attendance in conferences on official business; membership in professional organizations; books, journals, tapes and other learning opportunities.
- 5) Incentives in kind which may be in the form of merchandise, computer, pagers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in agency publication and others.

VII. PRAISE Committee

The TIEZA Praise Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive system of the agency. It shall have the following composition and shall meet periodically to perform the following tasks:

A. Composition

- | | | |
|-------------|---|---|
| Chairperson | - | General Manager or authorized representative |
| Members: | - | DGM for Administration |
| | - | DGM for Finance |
| | - | Manager, Corporate Planning Department |
| | - | Manager, Human Resources Department |
| | - | Two (2) Representatives from the recognized employees association – 1 each from the first and second level of rank-and-file employees |

B. Responsibilities

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 mechanism for recognizing the awardees;

3. Determine the forms of awards and incentives to be granted;
4. Monitor implementation of approved suggestions and ideas through feedback and reports;
5. Prepare plans, identify resources and propose budget for the system on an annual basis;
6. Develop, produce, distribute a system policy manual and orient the employees on the same;
7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
8. Submit an annual report on the awards and incentives system to the Civil Service Commission on or before the thirtieth day of January;
9. Monitor and evaluate the Systems' implementation every year and make essential improvements to ensure its suitability to TIEZA; and
10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

To implement the System effectively, the TIEZA Praise Committee members are expected to possess 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 Chief Operating Officer or authorized representative shall be responsible in overseeing the Systems' operations and the Human Resources Department, through the Personnel Development Division, shall serve as the Systems' secretariat.

The Authority may, however, employ an external or independent body to assist the TIEZA Praise Committee to judiciously and objectively implement the system of incentives and awards.

VIII. Funding

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

IX. Effectivity

The TIEZA PRAISE shall become effective after approval by the Civil Service Commission. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect after approval.

X. Commitment

I hereby commit to implement and abide by the provisions of the TIEZA PRAISE, which shall be the basis for the grant of awards and incentives.

The annual PRAISE Report shall be submitted to the CSC Regional Office on or before the thirtieth day of January to enable our employees to qualify for nomination to the CSC - sponsored national awards.


MARK T. LAPID
Chief Operating Officer

Date

Civil Service Commission Action

I have evaluated the herein TIEZA PRAISE and found it to be in accordance with the provision of CSC MC No. 1 s. 2001 and may now be implemented.

Approved:


Atty. MYRNA V. MACATANGAY
Director IV
CSC-NCR

Date

Recd Copy

TIEZA
Tourism Infrastructure and Enterprise Zone Authority



February 29, 2012

Atty. Myrna V. Macatangay

Director IV

Civil Service Commission, NCR

25 Kaliraya St. , 1113 Quezon City

Dear Director Macatangay:

We would like to request your reconsideration on the adjustments we made in our TIEZA PRAISE which your office approved last March 2011.

Attention is called particularly on the non-monetary incentive under the loyalty incentive award for services rendered from 20–35 years i.e. silver ring for 20 and 25 years, and gold service medallion for 30,35 and 40 years.

However, during the canvass for the medallion and the ring, some concerns cropped up which made the procurement of silver service ring and gold medallion difficult. The price of gold fluctuates daily vis-à-vis the length of time government papers are processed.

In this regard, we would like to request your approval to replace the silver service ring and gold medallion with signature watches as indicated in the table below:

FROM	TO
Loyalty Incentive – Award column	Loyalty Incentive Award column
	Loyalty souvenir/memorabilia
Certificate of Recognition	
Lapel emblem/loyalty pin	10 - 15 years - loyalty pin
10 - 15 years – Bronze service pin	
20 - 25 years – silver service ring	Signature Watch
30 - 35 years – gold service medallion	20 years - P 5, 000
	25 years - P10,000
	30 years - P15,000
	35 years - P20,000
	40 years - P25,000

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Attached is a copy of the approved first adjustments for your reference.

Very truly yours,


MARK T. LAPID
Chief Operating Officer
2/29

TIEZA
Tourism Infrastructure and Enterprise Zone Authority

February 29, 2012

Atty. Myrna V. Macatangay

Director IV

Civil Service Commission, NCR

25 Kaliraya St. , 1113 Quezon City

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30 and 35 years – gold service medallion	20 years - P 5, 000
	25 years - P10,000
	30 years - P15,000
	35 years - P20,000
	40 years - P25,000

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NATIONAL CAPITAL REGION

April 11, 2012

MARK T. LAPID

Chief Operating Officer
Tourism Infrastructure and Enterprise Zone Authority
DOT Bldg., T.M. Kalaw St., Manila

Dear *Chief Operating Officer Lapid*:

This refers to the proposed amendment in the approved Program on Awards, Incentives for Service Excellence (PRAISE) of the Tourism Infrastructure and Enterprise Zone Authority (TIEZA), particularly the loyalty award incentives, which was submitted to this Office for approval.

This Office poses no objection on the proposal considering we have no control on the prices of the incentives. As such, herein amendment on the loyalty award incentives is hereby noted and approved. The same must be incorporated in the approved TIEZA PRAISE or attached as annex for reference.

Very truly yours,


ATTY. MYRNA V. MACATANGAY
Director IV

cc: Director II Jocelyn Patrice L. Deco-
CSCFO – National Museum

TIEZA
Tourism Infrastructure and Enterprise Zone Authority



February 29, 2012

Atty. Myrna V. Macatangay
Director IV
Civil Service Commission, NCR
25 Kaliraya St. , 1113 Quezon City

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Attention is called particularly on the non-monetary incentive under the loyalty incentive award for services rendered from 20–35 years i.e. silver ring for 20 and 25 years, and gold service medallion for 30,35 and 40 years.

However, during the canvass for the medallion and the ring, some concerns cropped up which made the procurement of silver service ring and gold medallion difficult. The price of gold fluctuates daily vis-à-vis the length of time government papers are processed.

In this regard, we would like to request your approval to replace the silver service ring and gold medallion with signature watches as indicated in the table below:

FROM	TO
Loyalty Incentive – Award column	Loyalty Incentive Award column
	Loyalty souvenir/memorabilia
Certificate of Recognition	
Lapel emblem/loyalty pin	10 - 15 years - loyalty pin
10 - 15 years – Bronze service pin	
20 - 25 years – silver service ring	Signature Watch
30 - 35 years – gold service medallion	20 years - P 5, 000
	25 years - P10,000
	30 years - P15,000
	35 years - P20,000
	40 years - P25,000

Page 2

Attached is a copy of the approved first adjustments for your reference.

Very truly yours,



MARK T. LAPID
Chief Operating Officer

TOURISM INFRASTRUCTURE and ENTERPRISE ZONE AUTHORITY

ADJUSTMENTS IN THE PRAISE


FROM	TO
<p>B. Incentive Awards - granted to an employee who has served the Authority continuously and satisfactorily for at least ten (10) years</p>	<p>B. Incentive Awards – granted to an employee who has served the government continuously and satisfactorily for at least ten (10) years</p>
<p>B.1 Loyalty Incentive – Award column</p> <p>₱1,000 cash award per year for the first ten (10) years of service ₱1,000 cash award per year for the next 5 years thereafter in conformance with CSC MC No. 6, s. 2002 including:</p> <p>Certificate of Recognition Lapel emblem/loyalty pins 10-15 years – Bronze service pin 20-25 years – Silver service pin 30, 35, 40 years – Gold service pin</p>	<p>B.1 Loyalty Incentive – Award column</p> <p>₱1,000 cash award per year for the first ten (10) years of service ₱1,000 cash award per year for the next 5 years and every 5 years thereafter in conformance with CSC MC 6, s. 2002 including:</p> <p>Certificate of Recognition Lapel emblem/loyalty pin 10-15 years – Bronze service pin 20-25 years – silver service ring 30, 35, 40 yrs. – Gold service medallion</p>
<p>B.5 Retirement Incentive</p> <p>Granted to a retiree in recognition of his continuous and long years of service in the Authority and his contribution to public service during his active career life, on or immediately after the date of retirement.</p>	<p>B.5 Retirement Incentive</p> <p>Granted to a retiree in recognition of his continuous and long years of government service and his contribution to public service during his active career life, on or immediately after the date of retirement</p>
<p>B.6 Career and Self Development – Award column</p> <p>₱5,000 cash award or 50% of the average of the total fee expenses of employee whichever is higher</p>	<p>B.6 Career and Self Development – Award column</p> <p>50% of the average cost of one semester but not to exceed ₱15,000.00</p>

<p>B.8 Most Cost Effective Project – Award column</p> <p>2% of the total volume of exceeded target sales or ₱10,00 whichever is higher</p>	<p>B.8 Most Cost Effective Project – Award column</p> <p>2% of the total savings or ₱10,000 whichever is higher</p>
<p>VI. Non-monetary forms of Awards and Incentives</p>	<p>VI. Non-monetary forms of Awards and Incentives</p>
<p>5. Incentives in kind which maybe in the form of merchandise, computer, pagers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in agency publication and others</p>	<p>5. Incentives in kind which maybe in the form of merchandise; computer, laptop, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in agency publication and others.</p>


MARK T. LAPID
 Chief Operating Officer

Date

Approved:


Atty. MYRNA V. MACATANGAY
 Director IV
 CSC-NCR

MAR 31 2011

Date



Republic of the Philippines
CIVIL SERVICE COMMISSION
National Capital Region

March 31, 2011

Mr. MARK T. LAPID

Chief Operating Officer
Tourism Infrastructure and Enterprise Zone Authority
DOT Bldg., T.M. Kalaw St., Manila

Dear *Chief Operating Officer Lapid*:

This refers to the amendment in the approved Program on Awards, Incentives for Service Excellence (PRAISE) of the Tourism Infrastructure and Enterprise Zone Authority (TIEZA) which was submitted to this Office for approval.

An evaluation of the amended provisions shows that the same complies with CSC Memorandum Circular No. 1, s. 2001 and pertinent civil service rules and regulations. Accordingly, the amendment is hereby approved for incorporation and implementation in the approved PRAISE. For authentication purposes, the document containing the amended provisions which is composed of two (2) pages bears the seal of the Civil Service Commission.

We look forward to the successful implementation of the amended personnel mechanism in that agency. Rest assured of the support of this Office on all matters which will redound to the mutual interests of the agency and its employees.

Very truly yours,


ATTY. MYRNA V. MACATANGAY
Director IV

cc: Director II Jocelyn Patrice L. Deco
CSCFO – National Museum

TOURISM INFRASTRUCTURE and ENTERPRISE ZONE AUTHORITY

ADJUSTMENTS IN THE PRAISE

FROM	TO
<p>B. Incentive Awards - granted to an employee who has served the Authority continuously and satisfactorily for at least ten (10) years</p>	<p>B. Incentive Awards – granted to an employee who has served the government continuously and satisfactorily for at least ten (10) years</p>
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<p>B.8 Most Cost Effective Project – Award column</p> <p>2% of the total volume of exceeded target sales or ₱10,00 whichever is higher</p>	<p>B.8 Most Cost Effective Project – Award column</p> <p>2% of the total savings or ₱10,000 whichever is higher</p>
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MARK T. LAPID
 Chief Operating Officer

Date

Approved:


Atty. MYRNA V. MACATANGAY
 Director IV
 CSC-NCR

MAR 31 2011

Date

TIEZA

Tourism Infrastructure and Enterprise Zone Authority

OFFICE ORDER

No. 039-2011

Pursuant to the Civil Service Commission's MC No. 1 s. 2001, implementing CSC Resolution No. 01, the TIEZA's **Program on Awards and Incentives for Service Excellence (PRAISE)** Committee is hereby created to be composed of the following:

Chairperson - Chief Operating Officer or his authorized representative

Members:

- Deputy General Manager for Administration
- Deputy General Manager for Finance
- Manager, Corporate Planning Department
- Manager, Human Resources Department
- Two (2) representatives from the Tourism Employees Association (TEA) – 1 employee each from the 1st and 2nd level rank and file

Responsibilities of the 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 mechanism for recognizing the awardees;
- 3) Determine the forms of awards and incentives to be granted;
- 4) Monitor implementation of approved suggestions and ideas through feedback and reports;
- 5) Prepare plans, identify resources and propose budget for the system on an annual basis;
- 6) Develop, produce, distribute a system policy manual and orient the employees on the same;
- 7) Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;

- 8) Submit an annual report on the awards and incentives system to the Civil Service Commission on or before the thirtieth day of January;
- 9) Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to TIEZA; and
- 10) Address issues relative to awards and incentives within fifteen (15) days from the date of submission

The Personnel Development Division of the Human Resources Department shall serve as the program's secretariat.

The Committee shall meet periodically to perform the above tasks. It shall initially meet to formulate the mechanics and guidelines in the implementation of awards and incentives under the program.

This office order shall take effect immediately.



MARK T. LAPID
Chief Operating Officer

*True Bate / Lin
list of
committee
members -
dehli*

**TIEZA EMPLOYEES ASSOCIATION
(T E A)**

MEMORANDUM

TO : THE HUMAN RESOURCES DEPARTMENT

ATTENTION : Personnel Training Division

SUBJECT : Permanent and Alternate Representatives to
Office Order Nos. 031,032,033

FROM : TEA President

DATE : February 10, 2011

Please be informed that the following TEA Officers will be permanent and alternate representative to the Grievance Machinery (GM)-Office Order No. 031-2011; Personnel Selection Board (PSB)-Office Order No. 032-2011 and Program on Awards and Incentives for Service Excellence (PRAISE)-Office Order No.033-2011, to wit:

GRIEVANCE MACHINERY – Level 2

Felicitas A. Benting
Permanent Representative

Marlon S. Prieto
Alternate Representative

PERSONNEL SELECTION BOARD – Level 2

Felicitas A. Benting
Permanent Representative

Dominador Catbagan
Alternate Representative

PRAISE – Level 2

Felicitas A. Benting
Permanent Representative

Cesar E. Balisado
Alternate Representative

GRIEVANCE MACHINERY – Level 1

Rene B. Gobenciong
Permanent Representative

Edwin J. Robles
Alternate Representative

PERSONNEL SELECTION BOARD – Level 1

Rene B. Gobenciong
Permanent Representative

Edwin J. Robles
Alternate Representative

PRAISE – Level 1

Edwin J. Robles
Permanent Representative

Rene B. Gobenciong
Alternate Representative

For your information and appropriate action, please.


FELICITAS A. BENTING

TIEZA

Tourism Infrastructure and Enterprise Zone Authority

January 24, 2011

OFFICE ORDER

No. 047-2011

Relative to the implementation of the Authority's Program on Rewards and Incentives for Service Excellence (**PRAISE**), as approved by the Civil Service Commission last December 23, 2010, I hereby set the following specific guidelines on some incentives:

I. Loyalty Incentive

1. Shall be given to employees who have completed at least ten (10) years of continuous and satisfactory service in the government.
2. Per CSC MC no. 6, s. 2002, the computation for the years of service shall include services in other government agencies but excluding services prior to January 1, 2002.
3. An awardee shall receive P10,000.00 for the first ten (10) years of service and P1,000.00 per year of service for the next 5 years and every 5 years thereafter, together with a certificate of recognition and loyalty memorabilia/souvenir as follows: bronze service pin (10 & 15 years), silver service ring (20 & 25 years), and gold service medallion (30,35 & 40 years), which shall be given during the celebration of the Civil Service month in September.

II. Longevity Incentive

1. Shall be given to employees who have rendered 30 years or more of service to the Authority.
2. An awardee shall receive P10,000 cash award on the 30th year and P2,000.00 every year thereafter.

For those whose 30 years of service in the Authority will fall within year 2011, the cash award shall be given during the employee's anniversary date in service.

All employees who have rendered at least 30 years of service to the Authority as of January 2011 shall receive a one-time cash award of P10,000.00 and P2,000 every year thereafter which shall be given on the employees anniversary date in service.

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3/8/11

- 2 -

The awardees shall likewise be given the certificates of recognition and memento in kind during the celebration of the Civil Service month in September.

III. Retirement Incentive

1. Shall be given to employees who will retire from the service either compulsorily or optionally.
2. The computation on the number of years in the service shall include government services outside the Authority.
3. The awardee shall receive P30,000 cash award for compulsory retirement and P10,000, P15,000, P20,000 and P25,000 respectively for optional retirement, as follows:

15-20 years of service	-	P10,000.00
21-25 years of service	-	P15,000.00
26-30 years of service	-	P20,000.00
31 years of service & above	-	P25,000.00

IV. Career and Self- Development Incentive

1. The award shall be given to employees who completed post program course at his own initiative and expense.
2. The cash award shall be 50% of the average cost of one semester but not to exceed P15,000.

All documentary requirements for each incentive must be satisfied before the respective award shall be given.

This office order shall take effect immediately.



MARK T. LAPID
Chief Operating Officer

by
3/8/11



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
Manila

MEMORANDUM

FOR : The Chief Operating Officer
FROM : The PRAISE Committee
SUBJECT : Memorabilia for Retirees
DATE : February 11, 2013

May we request your approval to extend the grant of memorabilia in the form of a signature watch to compulsory and optional retirees whose number of years in the service fall in-between their milestone years. These retirees have been in the list of those who will avail of the Separation Incentive Package (SIP). However, due to its long overdue approval and implementation, the grant of the memorabilia was overtaken by time.

Looking back, the TIEZA organizational structure was approved by the TIEZA Board in April 27, 2010. It was forwarded to the Department of Budget and Management (DBM) in July of the same year and whose recommendation was forwarded to the Governance Commission for GOCCs (GCG) by DBM in October 2012. This means that 2 years had lapsed after it was officially approved by the TIEZA Board.

On the other hand, the TIEZA PRAISE was approved in December 23, 2010 and implemented in January 2011.

Your earlier approval as recommended by the Committee states that:

*"Since most of the employees who will opt **for voluntary separation due to reorganization** have been with the Authority for 20 years or more, we also recommend that these employees who have not been awarded the loyalty souvenir/memorabilia be given the same, taking into consideration their respective milestones as a token of their long years of service with the Authority".*

Though the provision specifically mentioned **voluntary separation due to reorganization and have been with the Authority for 20 years**, we recommend that those who retired compulsorily or optionally and whose length of service did not fall in the milestone years of 20, 25, 30 and 35 years, be given the memorabilia in the form of signature watch with the nearest lower milestone as the basis.


For your consideration and approval:

PRAISE COMMITTEE:


LYDIA T. COSUCO
ACOO for Administration


TERESITA D. VERDE
ACOO for Finance


JETRO NICOLAS F. LOZADA
Manager
Project Monitoring Services Office


BETINA P. PASCUAL
Officer-in-Charge
Human Resource Department


FELICITAS A. BENING
TEA Representative


RENE B. GOBENCIONG
TEA Representative

Approved:


MARK T. LAPID
Chief Operating Officer



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
Manila

MEMORANDUM

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FROM : The PRAISE Committee
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PRAISE COMMITTEE:


LYDIA T. COSUCO
ACOO for Administration


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Officer-in-Charge
Human Resource Department


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TEA Representative


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TEA Representative

Approved:


MARK T. LAPID
Chief Operating Officer