

	JOHN HAY MANAGEMENT CORPORATION	Document Code	2023-0424-001
	POLICY ON PROGRAM ON AWARDS AND INCENTIVES FOR EXCELLENCE (PRAISE) WITH EQUAL OPPORTUNITY PRINCIPLE	Revision Number	0
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1.0 POLICY

To encourage creativity, innovativeness, efficiency, integrity and productivity in the public service, the John Hay Management Corporation (JHMC) shall establish a system of Program on Awards and Incentives for Service Excellence (PRAISE) with Equal Opportunity Principle (EOP) in accordance with, but not limited to, the following:


- a. EO No. 150, Series of 2021 [Approving the Compensation and Position Classification (CPCS) and Index of Occupational Services, Position Titles, and Job Grades for GOCCs (IOS-G) Framework, Repealing Executive Order No. 203, s. 2016, and for other purposes.]
- b. CPCS Implementing Guidelines No. 2021-01 (Implementing Guidelines of Executive Order No. 150, series of 2021)
- c. EO No. 292, s. 1998 (Administrative Code of the Philippines)
- d. EO No. 80, s. 2012 (Adoption of a Performance-Based Incentive System for Government Employees)
- e. EO No. 201 (Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for both Civilian and Uniformed Personnel)
- f. PD No. 966, July 20, 1976 (Declaring Violations of the International Convention of Elimination of All Forms of Racial Discrimination to be Criminal Offenses and Providing Penalties therefore)
- g. RA No. 10524 (Magna Carta for Persons with Disability)
- h. RA 10911 (An Act prohibiting discrimination against any individual in employment on account of age and providing penalties therefor)
- i. Republic Act 6725 (An Act strengthening the prohibition on discrimination against women with respect to terms and conditions of employment)
- j. RA 7277 (Magna Carta for Women)
- k. RA 6713 (Code of Conduct and Ethical Standards)
- l. RA 8972 (Solo Parent's Welfare Act of 2000)
- m. CSC MC No. 07 Series of 2007 (PRAISE)
- n. CSC MC No. 01, Series of 2001 (PRAISE)
- o. Other applicable laws, rules, regulations and issuances.

The PRAISE with EOP shall treat all officers and personnel equally and without discrimination to create an enabling environment free from barriers, prejudices or preferences.

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2.0 OBJECTIVES

2.1 General

To encourage, recognize and reward personnel, individually and in groups for their suggestions, innovative ideas, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public service and other personal efforts which contribute to the efficiency, economy or other improvements in the operations of JHMC, or for extraordinary acts or services in the public interest and for exemplary service and conduct, that lead to organizational productivity.

2.2 Specific

- 2.2.1 To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving JHMC personnel.
- 2.2.2 To enhance efficiency and productivity of personnel and encourage exemplary performance and superior accomplishments.
- 2.2.3 To identify outstanding accomplishments and best practices of JHMC personnel on a continuing basis.
- 2.2.4 To recognize and reward accomplishments and innovations.
- 2.2.5 To provide incentives and interventions to motivate personnel to contribute ideas, suggestions, inventions, discoveries, superior accomplishments and other personnel efforts.
- 2.2.6 To continuously promote work morale and motivate JHMC personnel to contribute to national development.
- 2.2.7 To encourage honesty and morale uprightness among the personnel of JHMC.

3.0 SCOPE

The JHMC's PRAISE with EOP shall apply to all JHMC personnel, regardless of employment status.

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4.0 DEFINITION OF TERMS

TERMS	DEFINITIONS
AWARD	The highest form of recognition conferred by JHMC to its personnel, either for individual or group category for their ideas, suggestions, inventions, discoveries, superior accomplishments/performance, exemplary ethical behavior, and heroic acts.
CONTRIBUTION	It is any input that can be in the form of an idea or performance.
DISCRIMINATION	Any distinction, exclusion or restriction made based on sex, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc. with the purpose or intent of depriving, impairing the enjoyment or availment of right and opportunities.
DISCOVERY	It is the uncovering of something previously existing but found or learned for the first time which will improve JHMC's delivery of public service.
ETHICAL BEHAVIOR	An exemplary behavior manifested or exhibited by the personnel within or beyond the performance of official duties and responsibilities on the basis of observance of one or more of the eight norms of behavior provided under R.A. No. 6713
EQUAL OPPORTUNITY	Refers to the non-discriminatory and non-bias treatment of all JHMC officer or personnel who are nominated to any of the categories of the rewards and recognition, following the principle of equal opportunity to all, regardless of sex, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, etc.
HEROIC ACT	A courageous and selfless action that involves risking one's life and safety for the common good and/or that would benefit others.
IDEA CONTRIBUTION TYPE	An idea, a suggestion, a discovery, an invention, an innovation, or a weakness in work and improves

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	service delivery in the bureaucracy.
INCENTIVE	Monetary or non-monetary rewards given to a personnel or group of personnel for laudable or extraordinary performance or service, pursuance of career development or long and dedicated service to JHMC.
INVENTION	The creation of something previously non-existent which will benefit the JHMC.
PERFORMANCE	The rendition of an extraordinary act or service which may either be work-related or non-work related and has benefited a number of persons in the government. Said performance shall be over and above the personnel's regular functions/ targets, in addition to at least very satisfactory performance.
PERSONNEL	All JHMC officers and personnel up to the level of the President and CEO
SUGGESTION	Idea or proposal which improves work performance, systems, and procedures and economy in operations that will benefit JHMC.

5.0 TYPES OF CONTRIBUTION

Under the JHMC PRAISE with EOP, any of the following types of contributions shall be entitled to an award:

5.1 **Idea Type Contribution.** This shall refer to an idea, a suggestion, or an invention/innovation for improvement to affect the economy and savings in operation, increased production, improved working conditions, or services that will substantially benefit the JHMC.

5.2 **Performance Type Contribution.** These shall refer to:

5.2.1 Performance of an extraordinary act or service in the public interest in connection with, or related to, one's official duties and responsibilities;

5.2.2 Outstanding community service or heroic acts in public interest; or

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5.2.3 Sustained exemplary work performance for a period of one year, which is over and above the normal position requirement of an individual or a group.

6.0 TYPES OF AWARDS

6.1 NATIONAL AWARDS

The JHMC shall participate in the search for deserving officers and personnel who may be included in the screening of candidates for awards given by the National Government Agencies (NGA), private entities, NGO's and other bodies.

6.2 ORGANIZATIONAL AWARDS

The JHMC shall develop and initiate the search for an officer or personnel with the equal opportunity principle, who may be included in the screening of candidates for awards to be granted, such as, but not limited to:

6.2.1 MODEL EMPLOYEE AWARD- This award is conferred upon personnel who has demonstrated exemplary performance and superior achievement and has served as a role model for the JHMC's corporate values of either Stewardship, Passion for the Environment, Integrity, Commitment or Excellence. The JHMC shall have four (4) model employees: one from the managerial position, one from the officer level position, one from the rank and file position, and one from the project-based and/or fixed-term personnel. The award aims to recognize and reward personnel of JHMC individually for their superior accomplishment, outstanding performance and other personal efforts which contribute to the achievement of JHMC's targets.

6.2.2 OUTSTANDING DEPARTMENT/ OFFICE AWARD – This award is granted to the department/ office which faithfully exemplifies outstanding performance, discipline and corporate values in keeping with JHMCs mission, vision, values and strategic directions. It aims to recognize and reward officers and personnel of JHMC collectively as a department/ office for their superior accomplishment, outstanding performance, and other collective efforts which contribute to the achievement of efficiency and economy in the operations of JHMC and the enhancement of its corporate image.

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6.2.3 ACADEMIC ACHIEVEMENT AWARD- This award is granted to deserving personnel who completed graduate/ postgraduate courses while in the service at JHMC and at his/her own expense and/or through scholarships from public or private institutions. This award aims to encourage JHMC officers and personnel to improve their educational and technical capabilities, which will in turn, enhance work efficiency and productivity.

6.2.4 PERFECT ATTENDANCE AND PUNCTUALITY AWARD- This award shall be conferred upon a personnel who is present for all working days of the year, arrives on time for work in the morning and afternoon (no tardiness), remains on the job until dismissal (no undertime) and strictly observes the allotted break periods.

6.2.5 GANTIMPALA AGAD AWARD – This award is given outright to JHMC personnel commended by clients for their courtesy, promptness, efficiency and dedication to duty.

6.2.6 EXEMPLARY BEHAVIOR AWARD- based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards).

6.2.7 COST ECONOMY MEASURE AWARD- granted to an officer or personnel or a group of officers or personnel whose contributions such as ideas, suggestions, inventions, discoveries, or performance of functions result in savings in terms of manhours and cost or otherwise benefit the JHMC and/or the government as a whole.

6.2.8 KAWANING KAISA NG KALIKASAN AWARD- granted to a female or male personnel, who demonstrated leadership and effort, led initiatives, introduced innovation and/or has hurdled obstacles and problems relevant to environment protection, whether in the form of advocacy, campaigns, work/task accomplished, the introduction of methods at work, community services, etc.

6.2.9 Other awards which the JHMC, through its PRAISE Committee, may decide to grant.

The above-stated awards shall apply to ALL JHMC personnel, regardless of employment status.

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7.0 TYPES OF INCENTIVES

The following incentives shall be provided to qualified JHMC officers or personnel, subject to existing laws, rules, regulations and issuances:

- 7.1 **LOYALTY CASH INCENTIVE** - granted to an officer or personnel who has continuously and satisfactorily served JHMC for at least ten (10) years, to wit:

Years of Service	Cash Incentive	Loyalty Token
10 years	Php10,000.00	Plaque of commendation.
15 years	5,000.00	
20 years	5,000.00	
25 years	5,000.00	
30 years	5,000.00	14k Gold Service Ring plus plaque of commendation
35 years	5,000.00	18k Gold Service Ring plus plaque of commendation.
40 years	5,000.00	


For personnel who has continuously and satisfactorily served JHMC for at least five (5) years, a certificate of commendation will be granted to those who qualify.

- 7.2 **LENGTH OF SERVICE INCENTIVE (Step Increment)**- given to an officer or personnel who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash incentive shall be incorporated in the salary adjustments of the personnel.
- 7.3 **PRODUCTIVITY INCENTIVE (Step Increment)** – given to all officers or personnel who have performed at least satisfactorily for the covered period in accordance with the JHMC’s SPMS. The cash incentive shall be incorporated in the salary adjustments of the personnel.
- 7.4 **PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI)**- the grant of PEI shall be based on the rates and guidelines under CPCS Circular No. 2021-008.
- 7.5 **PERFORMANCE BASED BONUS (PBB)**- Based on JHMC’s performance as an organization. The grant of the PBB for FY 2021 and years thereafter shall be subject to the guidelines being issued by the GCG and the AO 25 IATF, as may be applicable.

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7.6 **NON-COMMULATIVE LEAVE PRIVILEGES-** JHMC officers and personnel shall be given the following non-cumulative leave privileges within a calendar year which the personnel may opt to avail, subject to the approval of the concerned authority:

- 6.7.1 Birthday Leave (1 day)
- 6.7.2 Bereavement Leave (5 days)
- 6.7.3 Wedding/ Anniversary Leave (1 day)
- 6.7.4 Emergency Leave (3 days)

7.7 Other Incentives which the JHMC's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

8.0 FORMS OF AWARDS AND INCENTIVES

- 8.1 Compensatory Time-Off- granted to an employee who has worked beyond regular office hours without overtime pay.
- 8.2 Flexiplace- work arrangement allowed for qualified officer or personnel who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
- 8.3 Salu-salo Together- meal hosted by supervisors for officers or personnel who have made significant contributions.
- 8.4 Personal Growth Opportunities- incentives that may be in the form of attendance at conferences on official business, membership in professional organizations, and other learning opportunities.
- 8.5 Plaques and Certificates of Commendation
- 8.6 Monetary Award
- 8.7 Other incentives- incentives in kind which may be in the form of merchandise, computers, cellular phones, etc.

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9.0 PRAISE COMMITTEE

The PRAISE COMMITTEE- shall be composed of the following:

Chairperson: President and CEO or his/her authorized representative
Vice Chairperson: Human Resource Manager
Members: Finance Manager
Administrative Services Manager
Corporate Planning Manager
One Representative from the Officer Level
One Representative from the Rank and File

Secretariat: HR Officer
HR Assistant

9.1 DUTIES AND RESPONSIBILITIES OF THE PRAISE COMMITTEE

The PRAISE Committee shall be responsible for the development, implementation, monitoring and evaluation of the awards and incentives system of JHMC. Further, they shall ensure that the equal opportunity principle is applied in the PRAISE system. As such, the Committee shall convene periodically to perform the following:

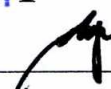
- 9.1.1 Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 9.1.2 Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- 9.1.3 Determine the forms of awards and incentives to be granted;
- 9.1.4 Monitor the implementation of approved suggestions and ideas through feedback and reports;
- 9.1.5 Prepare plans, identify resources and propose budget for the system on annual basis;
- 9.1.6 Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 9.1.7 Monitor and evaluate the System's implementation every year and make essential improvements to ensure its sustainability to JHMC;

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- 9.1.8 Address issues relative to awards and incentives within fifteen (15) working days from the time of receipt. The decision of the PRAISE Committee on Appeals submitted shall be final and executory;
- 9.1.9 Incorporate equal opportunity principles in the PRAISE System from the formulation, nominations, screening and deliberations, and awarding; and
- 9.1.10 Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions.

9.2 DUTIES AND RESPONSIBILITIES OF THE PRAISE COMMITTEE SECRETARIAT

The PRAISE Committee Secretariat shall perform the following:

- 8.2.1 Draft and issue notice of meeting/s;
- 8.2.2 Take minutes of the meeting/s;
- 8.2.3 Take part in the implementation of the PRAISE System from the evaluation of the nominees' documents, validation, interview, awarding, and monitoring and evaluation of the System within the bounds of equal opportunity;
- 8.2.4 Coordinate and collaborate with the members of the PRAISE Committee;
- 8.2.5 Coordinate with the nominees; and
- 8.2.6 Perform other related functions.

10.0 NOMINATIONS

10.1 WHO MAY BE NOMINATED

Any officer or personnel of the JHMC is eligible for nomination to any of the organizational awards, provided the said officer or employee:

- 10.1.1 Holds his/her position for at least one (1) year from the time of his/her employment.
- 10.1.2 Has no pending and/or has not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and responsibilities in the JHMC during the covered period. Administrative case shall include violations of the JHMC's Code of Discipline (COD).


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10.2 WHO MAY NOMINATE

Nominations may be made by the following:

- a. Supervisor of the nominee
- b. Peers or subordinates of the nominee
- c. Private person or association

10.3 PROCEDURES

10.3.1 All nominations for the JHMC organizational awards shall be submitted to the PRAISE Committee Secretariat every February 15 of the ensuing year:

- a. Duly accomplished nomination form
- b. Updated PDS of the nominee
- c. Certification from the HR Manager that the nominee has no pending and/or has not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and responsibilities in the JHMC during the covered period.
- d. Supporting documents such as, but not limited to performance appraisals, etc.

10.3.2 Within five (5) working days from receipt of nominations, the PRAISE Committee Secretariat shall evaluate the completeness of the nominations received, prepares a report, and transmits the same to the PRAISE Committee. Incomplete nominations as to form and supporting documents shall not be considered.

10.3.3 The PRAISE Committee evaluates the nominations received subject to the evaluation criteria set per category within five (5) working days from receipt of the report of the PRAISE Committee Secretariat.

10.3.4 The PRAISE Committee prepares the list of awardees per category.

10.3.5 The PRAISE Committee conducts awarding ceremonies as scheduled.

11.0 EVALUATION CRITERIA OF THE ORGANIZATIONAL AWARDS

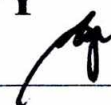
11.1 MODEL EMPLOYEE AWARD


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INDICATORS	PERCENTAGE WEIGHT
Job Performance: a. 100% completion of the personnel's IPCR b. 100% timely completion of the personnel's IPCR	60%
Performance Evaluation: The personnel has attained at least a Very Satisfactory (VS) Rating or its equivalent during the covered period	20%
100% punctuality in reporting to work (no tardiness from January to December).	10%
Exudes at least one or all of the JHMC's core values.	10%

11.2 OUTSTANDING DEPARTMENT/ OFFICE AWARD

INDICATORS	PERCENTAGE
Timely accomplishment of the office's OPCR, WFP, PPM, and PES, if applicable that contributed to the completion of the JHMC's overall goals.	60%
Team productivity- work is done systematically with a minimum of wasted time, effort and resources.	20%
Office Discipline- refers to the general discipline of personnel within the said office. Personnel is generally courteous, trustworthy, cooperative and responsible.	10%
Office orderliness and safety- refers to the group effort in the maintenance of a conducive and socio-psychological work environment within the office.	5%
Punctuality in reporting to work of the personnel of the department/office.	5%

11.3 ACADEMIC ACHIEVEMENT AWARD

INDICATORS	PERCENTAGE
The personnel have obtained a postgraduate course or passed and topped the government licensure exam while in the service at JHMC.	50%
The personnel has obtained at least Very Satisfactory (VS) Ratings for the previous two (2) rating periods prior to the award.	50%

11.4 PERFECT ATTENDANCE AND PUNCTUALITY AWARD

INDICATORS	PERCENTAGE
The personnel has not incurred absences during the	40%

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covered period, except the five (5) days mandatory forced leave, compensatory time off, and the three (3) special leave privileges under CSC MC No. 41, s. 1998 and further amended by CSC MC No. 6, s. 1999	
The personnel has not incurred tardiness and undertime during the covered period.	40%
The personnel has attained at least a Very Satisfactory (VS) Rating during the covered period.	20%

11.5 GANTIMPALA AGAD AWARD

INDICATORS	PERCENTAGE WEIGHT
Written commendation/feedback to personnel from external clients by virtue of the personnel's courtesy, promptness, efficiency and dedication to duty while performing his/her job.	50%
The personnel has attained at least a Very Satisfactory (VS) Rating during the previous rating period.	50%

11.6 EXEMPLARY BEHAVIOR AWARD (Pursuant to R.A. No.6713)

INDICATORS	PERCENTAGE
Commitment to public interest.	15%
Professionalism	10%
Justness and Sincerity	15%
Political Neutrality	10%
Responsiveness to the public	15%
Nationalism and Patriotism	15%
Commitment to Democracy	10%
Simple Living	10%

11.7 COST ECONOMY MEASURE AWARD

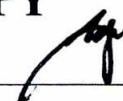
INDICATORS	PERCENTAGE
Relevance of the contribution- the contribution is pertinent and related to the needs of JHMC or the government.	20%
Impact of the contribution- significant effect. The extent to which the contribution is being used.	20%
Creativity- originality of thought and execution.	20%
Reliability and effectiveness- it is a product of research and careful planning. It efficiently does what it intends	20%


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Economy of Operation- the contribution institutes waste-saving measures in terms of manhours and cost or otherwise benefit the JHMC and/or the government as a whole.	20%

11.8 KAWANING KAISA NG KALIKASAN AWARD

INDICATORS	PERCENTAGE
Relevance of the contribution.	25%
Impact of the contribution- significant effect. The extent to which the contribution is being used.	25%
Creativity- originality of thought and execution.	25%
Reliability and effectiveness.	25%

12.0 RATING SCALE

11.1 The PRAISE Committee shall use the following rating scale in assessing the nominee’s qualifications for each criterion:

VALUE/ ADJECTIVE	RATING
Unsatisfactory	1
Fair	2
Acceptable	3
Commendable	4
Excellent	5

11.2 After all evaluation ratings have been indicated in each criterion, the following equation shall then be applied:

$$\text{Evaluation Rating} \times \text{Percentage Weight} = \text{Weighted Rating}$$

$$\text{Summation of all Weighted Rating} = \text{Total Rating}$$


12.0 SCHEDULE OF MONETARY AWARDS

In addition to the to the Plaque or Certificate of Commendation provided to the grantees of the organizational award, the schedule of monetary incentives for each award shall be as follows, subject to availability of funds, and accounting and auditing rules and regulations:

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	JOHN HAY MANAGEMENT CORPORATION	Document Code	2023-0424-001
	POLICY ON PROGRAM ON AWARDS AND INCENTIVES FOR EXCELLENCE (PRAISE) WITH EQUAL OPPORTUNITY PRINCIPLE	Revision Number	0
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TYPE OF AWARDS	AMOUNT OF INCENTIVE
MODEL EMPLOYEE AWARD	Php5,000.00 per awardee
OUTSTANDING DEPARTMENT/ OFFICE AWARD	Php10,000.00
ACADEMIC ACHIEVEMENT AWARD	Php10,000.00- Masteral Degree Php15,000.00- Doctoral Degree Php10,000.00- Topnotcher (Top 10)
PERFECT ATTENDANCE AND PUNCTUALITY AWARD	Php5,000.00
EXEMPLARY BEHAVIOR AWARD	Php2,000.00
GANTIMPALA AGAD AWARD	Php2,000.00
COST ECONOMY MEASURE AWARD	Php5,000.00
KAWANING KAISA NG KALIKASAN AWARD	Php2,500.00


12.0 IMPLEMENTING GUIDELINES

- 12.1 The PRAISE Committee shall give emphasis on the timeliness of giving award or recognition. Aside from the conferment of awards during the traditional or planned awarding ceremonies, the spirit of on the spot grant shall be institutionalized.
- 12.2 The PRAISE Committee shall provide both monetary and non-monetary award and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of employees through formal and informal modes. Monetary Award shall be given in the amount in accordance with guidelines and or to be determined by the PRAISE Committee.
- 12.3 The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties.
- 12.4 Issues related to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

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12.5 An officer or personnel who may qualify for more than one (1) of the organizational awards should only be nominated to one award category.

12.6 An officer or personnel who have been conferred with any of the national awards can still be nominated to the organizational awards provided that the personnel's nomination to the organizational award has a different criteria.

13.0 FUNDING

The JHMC, through the HRD, shall allocate in its annual budget the required funds to cover whatever necessary expenses may be incurred in granting both monetary and non-monetary awards.

14.0 EFFECTIVITY

This Policy shall take effect upon approval of the Good Governance Commission for GOCC's (GCG), and registration with the Document Records Control Committee (DRCC) in accordance with the Quality procedure and Control of Documents of the Quality Management System (QMS).

15.0 PROVISION FOR AMENDMENT

The JHMC PRAISE with EOP may be amended as necessary, provided that amendments shall take effect upon approval of the JHMC Board of Directors (BOD) the GCG, and registration with the Document Records Control Committee (DRCC) in accordance with the Quality procedure and Control of Documents of the Quality Management System (QMS).

16.0 COMMITMENT

I hereby commit to implement and abide by the provisions of this Policy which shall be the basis of the grant of awards and incentives stated herein.

ALLAN RAZON GARCIA
President and CEO

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