



February 2, 2024

MEMORANDUM ORDER

No. 78

Series of 2024

**SUBJECT: BPI - PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE
EXCELLENCE (BPI- PRAISE)**

1.0 RATIONALE

The Bureau of Plant Industry Rewards and Recognition System encourages and recognizes creativity, innovativeness efficiency, integrity, and productivity in the public service. The Bureau adopts the Programs on Awards and Incentives for Service Excellence (PRAISE) pursuant to the provisions of the Civil Service Commission (CSC) Resolution No. 010112, CSC Memorandum Circular No. 15 Series 2001, and the Department Order NO. 15 Series 2019, Unified Program on Awards, and Incentives for Service Excellence (DA-PRAISE).

2.0 OBJECTIVE:

To encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding deserving officials and employees of the Bureau of Plant Industry, individually or for their suggestions, innovative ideas, superior accomplishments, exemplary behavior, and other personal efforts which contribute to the efficiency, economy, and improvement in the operation of the Bureau which leads to organizational productivity.

3.0 SCOPE:

This covers all officials and employees in the career and non-career regardless of gender identity, sexual orientation, disabilities, religion, and /or indigenous group membership with the application of equal opportunity principles.

4.0 EQUAL EMPLOYMENT OPPORTUNITY POLICY:

The Bureau of Plant Industry Rewards and Recognition System shall promote uniformity and consistency in the implementation of the awards and incentives program. It ensures that all nominations and deliberations on various awards categories be given due course, and no qualified individual shall be excluded by reason of age, gender, civil status, disability, religion, ethnicity, social status, income, political affiliation, or other similar factors or personal circumstances which run counter to the principle of equal opportunity.

5.0 DEFINITION OF TERMS:

- **R&R** -Rewards and Recognition
- **HR** -Human Resource
- **EEOP** -Equal Employment Opportunity Policy
- **PRAISE** -Program on Awards and Incentives for Service Excellence
- **PRIME-HRM** -Program to Institutionalize Meritocracy and Excellence to Human Resource Management
- **BUREAU** - refers to the Bureau of Plant Industry
- **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 extra-ordinary acts or services in the public interest that contribute to the efficiency, economy, improvement in the government operations which lead to organizational productivity.
- **INCENTIVE** - monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment, or demonstrations of exemplary behavior based on agreed performance standards and norms of behavior.
- **CONTRIBUTION** -any input which can be in the form of an idea or performance.
- **IDEA TYPE CONTRIBUTION** – refers to an idea, a suggestion, or an invention or discovery for the improvement to effect the economy in operation, to increase production, and to improve working conditions.
- **PERFORMANCE TYPE CONTRIBUTION** – refers to the performance of an extra-ordinary act or service in the public interest in connection with or related to one's official employment; or outstanding community services or heroic acts in the public interest; or sustained work performance for a minimum period of one year whichever is over and above the normal position requirement of the individual or group.
- **EXEMPLARY SERVICE** - refers to laudable or praiseworthy service.
- **ENHANCEMENT OF EMPLOYEES' WELFARE AND PRODUCTIVITY**- refers to the improvement of the system and procedures that facilitate the processing or granting of benefits and other incentives.
- **SUGGESTION** - idea or proposal that improves work performance, systems and procedures, and economy in operations that will benefit the government.
- **SYSTEM** - the Bureau awards and incentives program for employees.



6.0 BASIC POLICIES:

- The BPI- PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas, and exemplary behavior and shall not discriminate based on gender identity, sexual orientation, disabilities, religion, and or indigenous group membership in the implementation of rewards and incentives program.
- The BPI-PRAISE shall give emphasis on the timeliness of giving awards or recognition. Aside from the conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
- The BPI- PRAISE shall provide both monetary or non-monetary awards and incentives to recognize, acknowledge, and reward productive, creative innovative, and ethical behavior of employees through formal and informal modes.
- 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.
- At least 5% of the HRD Funds shall be allocated for the BPI-PRAISE and incorporated in the Bureau's Annual Procurement Plan (APP).
- The PRAISE shall be institutionalized through the creation of a PRAISE Committee in the Bureau.
- The Head of the Agency or Authorized representative shall be responsible for overseeing the System's operation and the Human Resource Section shall serve as the System's Secretariat.
- The BPI-PRAISE Committee shall ensure that the productivity of innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed, and implemented on a continuing basis to cover employees at all levels.
- The BPI-PRAISE Committees shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the bureau.
- The BPI-PRAISE Committee shall establish its own internal procedures and strategies. ***Membership in the Committee shall be considered part of the member's regular duties and functions.***
- Establishment of a CSC-approved BPI-PRAISE shall be the basis of the grant of the Productivity Incentive Bonus (PIB), and other similar awards and incentives, The

Annual BPI-PRAISE Report shall be submitted to the Civil Service Commission Regional Office concerned on or before the thirtieth day of January to enable their employees to qualify for nomination to the CSC-sponsored national awards.

- Issues relative to awards and incentives shall be brought before the BPI-PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

7.0 COMPOSITION:

The BPI-PRAISE committee is hereby created to administer the system. It shall be composed of the following:

- Agency Head or authorized representative
- Head of Administrative / Finance Section
- Head of Planning Section
- Highest HRMO or In-charge of the Human Resources Section.
- Two (2) representatives from the career rank and file employees to be designated by the accredited employee's association.

8.0 RESPONSIBILITIES

The BPI-PRAISE committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentive system of the bureau. They are tasked to:

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.
- Formulate, adopt, and amend internal rules, policies, and procedures to govern the conduct of its activities which shall include the guidelines for evaluating the nominees and the mechanism for recognizing the awardees.
- Determine the forms of awards and incentives to be granted.
- Monitor the implementation of approved suggestions and ideas through feedback and reports.
- Prepare plans, identify resources propose a budget for the System Policy Manual, and orient the employees on the same.
- Documents the best practices, innovative ideas, and success stories which will serve as promotional materials to sustain interest and enthusiasm.
- Submit an annual report on the awards and incentives system to the Civil Service Commission on or before the thirtieth day of January.
- Monitor and evaluate the system's implementation every year and make essential improvements to ensure its suitability to the bureau and
- Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

9.0 TYPES OF AWARDS per CATEGORIES / CRITERIA / NOMINATION FORMS:

- A. Hall of Fame 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 that is of significant effect to the public.

Criteria:

The Nominee shall have received at least two (2) major awards either from the Bureau of Plant Industry or from another institution as a BPI employee.

The award shall consist of a plaque and a Cash award of P 5,000.00 as approved in the Annual Procurement Plan.

- B. Outstanding Employee Award** – shall be given to an individual or a group of individuals in recognition of their contributions from an **IDEA TYPE** or **PERFORMANCE TYPE** resulting in direct benefits to the office in the hereunder categories:

Outstanding Employee for Research
Outstanding Employee for Production
Outstanding Employee for Support Services
Outstanding Employee for Regulatory
Outstanding Employee for Extension

B.1. Idea Type – refers to an idea, a suggestion, or an invention or discovery for the improvement to effect the economy in operation, to increase production, and to improve working conditions.

Criteria:

- **Quantity** – (30%) = at least two (2) projects of quantifiable accomplishment (1 regular and 1 special)
- **Quality** - (30%) = output has successfully contributed to the total accomplishment of the office
- **Impact** (30%) = output has contributed to the attainment of DA-BPI's Program and activities
- **Interview/ Justification** = (10%)

Nomination Form and Supporting Documents:

- Latest Personal Data Sheet (PDS)
- Service Record

- Certification / Acknowledgement from Clients
- Documentary Proof of Implementation
- Very Satisfactory Performance Rating for the last two (2) rating periods (IPCR).

B2. Performance Type - refers to the performance of an extra-ordinary act or service in the public interest in connection with or related to one's official employment; outstanding community services 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.

Criteria:

- **Quantity** – (40%) output has successfully contributed to the total accomplishment of the office.
- **Impact** – (40%) output has contributed to the attainment of DA-BPI's Program and activities.
- **Justification** (20%)

Nomination Form and Supporting Documents:

- Latest Personal Data Sheet (PDS)
- Service Record
- Certification / Acknowledgement from Clients
- Documentary Proof of Implementation
- Very Satisfactory Performance Rating for the last two (2) rating periods (IPCR).

The award shall consist of a plaque and a cash award of P 5,000.00 as approved in the Annual Procurement Plan.

- C. Honor Award** – shall be given to employees nominated for the category of Outstanding Award but who did not make it to the conferment as such. However, this may still undergo the evaluation process by the committee and as such automatically granted.

The award shall consist of a plaque and a cash award of P3,000.00 as approved in the Annual Procurement Plan.

- D. Group Award** – shall be conferred on a group of individuals or a team who has demonstrated outstanding teamwork and cooperation resulting in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, working conditions, or otherwise benefited the government in many other ways.

The award shall consist of a plaque and a cash award of P5,000.00 as approved in the Annual Procurement Plan.

E. Recognition Award – shall be given to individuals, consultants, institutions, offices, etc. in due recognition of their invaluable assistance resulting in the successful implementation of the project/s or activities of the Bureau.

The award shall consist of a plaque or Certificate of Appreciation.

F. Retirement Award – shall be given to regular employees who reached the mandatory retirement age of 65. The award shall consist of Plaque of Appreciation and shall be given every January during the BPI Anniversary celebration.

11.0 TYPES OF INCENTIVES

A. Loyalty Award – granted to an employee who has served the agency continuously and satisfactorily for at least ten (10) years. The recipient shall be entitled to a Cash Award of P1,000.00 per year. Succeeding awards shall be given every five (5) years thereafter.

Aside from the cash award a *memorabilia for each milestone* shall be given in the amount not exceeding **P 10,000** for 10yrs, 15yrs, and 20yrs and **P 15,000** for 25yrs, 30yrs, 35yrs, 40yrs, and above subject to the approval and availability of funds. The awarding shall be done during the BPI Anniversary celebration.

10 years	P 10,000	Plaque	BPI service pin
15 years	P 5,000	Plaque	Sign pen w/ name engraved
20 years	P 5,000	Plaque	Leather wallet w/ logo, and name engraved
25 years	P 5,000	Plaque	Service ring, silver w/ name engraved
30 years	P 5,000	Plaque	Wristwatch silver w/ name engraved
35 years	P 5,000	Plaque	bracelet, color silver w/ name engraved
40 years and above	P 5,000	Plaque	necklace w/ pendant, 18k gold



B. Personnel Development Award – shall be given to officials and employees who have finished Bachelor, Masteral, and Doctoral Degrees through their own personal expenses. A cash award shall be:

Bachelor's Degree	- P 10,000.00
Masteral Degree	- P 15,000.00
Doctoral Degree	- P 20,000.00

An employee shall inform the management in writing through the Human Resource Office of their intent to study or pursue their Bachelor, Masteral, or Doctoral degree for funding and support. The request letter must be noted/recommended by the immediate supervisor and approved by the Head of the bureau. It must be supported by any proof or documents that he/she was enrolled in any school or other institution.

C. Length of Service Incentive – is given to an official or employee who has rendered at least three (3) years of continuous service in the same position. The salary adjustment shall be incorporated pursuant to Circular No. 1 s. 2012 issued jointly by the Civil Service Commission and the Department of Budget and Management under Item No. 6 thereof.

D. Performance-Based Bonus – is given to officials or employees in accordance with their contribution to the accomplishment of the Bureau's overall targets and commitments to motivate higher performance and greater accountability. This service to the public and recognition by an outside group of achievements.

E. Grant of Honorary Rings to:

E.1 Third Level Officials - outgoing Director or Assistant Director regardless of age, shall be given this award in recognition of their contributions and consideration of their functions, responsibilities, and accountabilities during their incumbency. The award shall be granted during the turnover ceremony or on the last day in office, whichever is applicable.

E.2 Full-pledged Division/Center Chiefs or Officer-In-Charge / Head of Primary Units Opting for Early Retirement- He/She must have at least five (5) continuous years of service performing the duties and responsibilities of a Division/Center Chief or OIC/ Head of primary units and with a minimum of ten (10) years of the service with the Bureau of Plant Industry.

- F. Other Incentives** that the BPI-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.

"ON-the-SPOT" Recognition and Incentives

A. Monetary Recognition or Incentives

"Matapat Award" – conferred to an employee who honestly surrenders lost and found belongings and/or important documents in the office.

The award shall be a Certificate of Recognition or Appreciation and a cash award of P3,000 subject to the approval and availability of funds.

B. Non-monetary Recognition

B1. Verbal Recognition during the Flag ceremony

B2. Celebrates major project completions by taking the whole team off-site for lunch

B3. Designates a "Wall of Fame" as visual recognition to highlight individual or team accomplishments such as:

B.3.1 Early-bird submission of SALN, IDP, etc.

B.3.2 Board and Civil Service Eligibility Passers

Civil Service Professional Level and Sub-professional Level

Licensure Examination for Agriculturists, Chemists Engineering, etc

B.3.3 Completion of Bachelor, Masteral, and Doctoral Degrees

12.0 Qualifications of nominees for any award and incentive (General)

1. Have rendered at least three (3) years of continuous government service.
2. At least attained a Very Satisfactory rating for two (2) rating periods prior to the nomination.
3. CESB Rating for two (2) rating periods prior to the nomination for officials.
4. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

13.0 Funding

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

(NOTE: All monetary awards and incentives are subject to the availability of funds and usual accounting & auditing rules and regulations)

14.0 Reference

Department Order No. 15 s. 2019 dated November 6, 2019, entitled "Unified Program on Awards and Incentives for Service Excellence (DA- PRAISE)"

15.0 Effectivity

The effective date of this document shall be five (5) working days after the approval by the authorized signatory.

16.0 Commitment

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


GERALD GLENN F. PANGANIBAN, Ph.D.
Director

Date Signed: 02-02-24