



# **Programs on Awards and Incentives for Service Excellence System of Eastern Visayas State University**

## **(EVSU-PRAISE SYSTEM) MANUAL**

Approved per Board  
Resolution No. 116,s. 2017  
on April 19, 2017 by the  
EVSU-Board of Regents





## **Preface**

This Program on Awards and Incentives for Service Excellence System of Eastern Visayas State University (EVSU-PRAISE System) Manual is comprehensively crafted with the ultimate goal of making it consistent with and contributory to the proper, effective and efficient implementation of policies issued by the Civil Service Commission specifically CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 and related laws, rules and regulations promulgated by the President of the Philippines, Congress of the Philippines, Department of Budget and Management, Commission on Higher Education, Commission on Audit and such government agencies concerned including the jurisprudence or doctrines enunciated by the Supreme Court of the Philippines.

The EVSU-PRAISE System Manual is organized according to the relevance and similarity of the provisions, and is comprised of 14 Articles and 65 Sections: Article I describes the Short Title and Legal Bases of Promulgation; Article II states the Coverage, Construction and Interpretation, and Definition of Terms contains the Governance of Eastern Visayas State University; Article III provides the Basic Policies; Article IV presents the Objectives; Article V states the Institutionalization of the PRAISE System, Composition, Duties and Functions of the PRAISE Committees, and PRAISE Secretariat; Article VI contains the PRAISE Awards and Incentives; Article VII presents the Search/Screening Procedures; Article VIII covers the Publications of the Final Screening Results, Protest, Awarding Ceremonies, Technical Assistance and Submission of PRAISE Report; Article IX discusses the Point Recognition and Equivalency of PRAISE Awards; Article X provides the Funding Requirements; Article XI contains the Miscellaneous Provisions; Article XII contains the Parity Clause and Prohibition Against Diminution and Elimination; Article XIII states the Implementing Guidelines; and Article XIV covers the Amendment, Revision, Separability, and Effectivity.

This Manual clearly embodies the noble resolve of the EVSU-Board of Regents to give the officials, faculty members and non-teaching personnel due recognition for their suggestions, inventions, superior accomplishment, and other personal efforts contributory to attain the efficiency, economy, or other improvement of University operations and such other extraordinary acts or services in the public interest in connection with, or in relation to, their official employment, along with the mandates, four-fold functions, vision, mission, objectives, goals and continuing improvement of the University.

This Manual is the first of its kind in the University's history which sets the operational rules and mechanisms in ascertaining and providing for awards and incentives to its officials, faculty members and non-teaching personnel as enunciated under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 and subsequent issuances thereof. Indeed, this Manual is a potent mechanism protecting, advancing and nurturing the welfare of the officials, faculty members and pro-non-teaching personnel of the University.

# **Message**

*of*

**HON. J. PROSPERO E. DE VERA III, DPA**  
*Commissioner, Commission on Higher Education  
Chairperson, EVSU Board of Regents*

**Message**  
*of*  
**DR. DOMINADOR O. AGUIRRE, JR.**  
University President III

## **Message**

of

**DIRECTOR VICTORIA F. ESBER**

Director IV

Civil Service Commission, Regional Office No. VIII

"What Makes a Good Reward?" Recognition can be delivered in a number of ways, think about just saying "Thanks." What does praise cost? Praise is inexpensive. If it only takes a few minutes to reap days' worth of increased productivity and morale, isn't it worth it?

It's got to be SMART! That means that rewards should be:

**Sincere.** Above all else, a good reward should reflect a genuine expression of appreciation. Token acknowledgements leave something to be desired.

**Meaningful.** To endure a motivating influence, rewards and should be aligned with the values, goals, and priorities that matter the most.

**Adaptable.** The diverse workplace demands alternatives. Consider creative options to keep your program fresh. No single reward format works for everyone all the time. Recognition should be adapted and valuable to the receiver.

**Relevant.** Some personal dimension is essential to a good reward. No matter how formal or informal, expensive or affordable, the relevance of any recognition will be improved with a personal touch - - it's a little thing that makes a big difference. Recognition should be provided by someone of significance to the receiver.

**Timely.** It is important that rewards respond to the behavior they are intending to reinforce. Don't let too much time pass or the reward may be devalued and credibility eroded.

Henceforth, the CSC RO VIII congratulates EVSU for striving to develop exemplary employment practices for attracting, retaining and assisting the professional development of talented and diverse staff and support the educational goals of an inclusive and humanitarian university.

**VICTORIA F. ESBER**



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**BOARD OF REGENTS**

**Board Resolution No. 116**

*Series of 2017*

**RESOLUTION APPROVING/ADOPTING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE SYSTEM OF EASTERN VISAYAS STATE UNIVERSITY MANUAL OR THE EVSU-PRAISE SYSTEM MANUAL (COPY HERETO ATTACHED AS INTEGRAL PART HEREOF), EFFECTIVE IMMEDIATELY AFTER EVALUATION OR APPROVAL BY THE CIVIL SERVICE COMMISSION (CSC), REGIONAL OFFICE NO. VIII, SUBJECT TO THE PROVISIONS OF CSC RESOLUTION NO. 010112 AND CSC MC NO. 01, S. 2001 AND SUBSEQUENT ISSUANCES THEREOF, AND APPLICABLE LAWS, RULES AND REGULATIONS**

Adopted this 19<sup>th</sup> day of April 2017 during the 2017 Second Special Board Meeting of the EVSU-Board of Regents held at the 5<sup>th</sup> Floor, Conference Room, Ironwood Hotel, P. Burgos St., cor. Juan Luna St., Barangay 34, Tacloban City.

**J. PROSPERO E. DE VERA III, DPA**

*CHED Commissioner  
Chair, EVSU Board of Regents*

**DOMINADOR O. AGUIRRE, JR., DM**

*University President III  
Vice Chair, EVSU Board of Regents*

**FRANCIS JOSEPH G. ESCUDERO**

*Chair, Committee on Education  
Senate of the Philippines*

**Member**

*Represented by:*

**FRANCES ANN BASILIO PETILLA**

**EDGARDO M. ESPERANCILLA, CESO II**

*Regional Director, DOST-Region VIII  
Member*

**ROGELIO D. BASAS**

*President, Federation of EVSU Faculty  
Association, Inc.*

**Member**

**RAUL S. SOLIVA**

*President, Federation of Alumni Associations  
of EVSU, Inc.*

**Member**

**DANIEL A. ARIASO SR., CESO II**

*Private Sector Representative  
Member*

**ANN K. HOFER**

*Chair, Committee on Higher & Technical Education  
House of Representatives*

**Member**

*Represented by:*

**FLORENCIO "BEM" GABRIEL NOEL**

**BONIFACIO G. UY, CESO IV**

*Regional Director, NEDA-Region VIII  
Member*

**MICHAEL L. MUZONES**

*President, Federation of Supreme Student  
Governments of EVSU*

**Member**

**PACIENTE A. CORDERO, JR.**

*Private Sector Representative  
Member*

*Certified Correct:*

**MA. BELINDA C. LORA, MAIS**

*University/Board Secretary*



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**BOARD OF REGENTS**

**Board Committee on Finance**

**FOR: THE HONORABLE CHAIR AND MEMBERS**  
*EVSU Board of Regents*  
*Tacloban City*

**THRU: DR. DOMINADOR O. AGUIRRE, JR.**  
*University President III*

**SUBJECT: Committee Report**

**FROM: Board Committee on Finance**

=====

The Board Committee on Finance, to which the **Program on Awards and Incentives for Service Excellence System of Eastern Visayas State University Manual** or the **EVSU-PRAISE System Manual** (*copy hereto attached as integral part hereof*) has been referred to for further review and evaluation, and after presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., hereby respectfully submits its findings and recommendations, to wit:

1. The provisions of the subject **EVSU-PRAISE System Manual** were found to be consistent and compliant to applicable laws, rules and regulations; and
2. The Committee strongly recommends for the immediate approval/adoption and implementation of the said **EVSU-PRAISE System Manual**.

**Adopted** this 4<sup>th</sup> day of March 2017 during the Committee Meeting held at Executive House, EVSU-Main Campus, Tacloban City.

**BONIFACIO G. UY, CESO IV**  
*Regional Director, NEDA-Region VIII*  
*Member, EVSU-Board of Regents*  
*Committee Chair & Presiding Officer*

**EDGARDO M. ESPERANCILLA, CESO II**  
*Regional Director, DOST-Region VIII*  
*Member, EVSU-Board of Regents*  
*Committee Vice Chair & Presiding Officer*

**ROGELIO D. BASAS**  
*President, Federation of EVSU Faculty*  
*Association, Inc.*  
*Member, Board Committee*

**MICHAEL L. MUZONES**  
*President, Federation of Student*  
*Governments of EVSU*  
*Member, Board Committee*

Certified Correct:

**BELINDA C. LORA, MAIS**  
*Associate Professor III*  
*University/ Board Secretary*





Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**BOARD OF REGENTS**

**Board Committee on Academic and Administration**

**FOR: THE HONORABLE CHAIR AND MEMBERS**  
*EVSU Board of Regents, Tacloban City*

**THRU: DR. DOMINADOR O. AGUIRRE, JR.**  
*University President III*

**SUBJECT: Committee Report**

**FROM: Board Committee on Academic and Administration**

=====

The Board Committee on Academic and Administration, to which the **Program on Awards and Incentives for Service Excellence System of Eastern Visayas State University Manual** or the **EVSU-PRAISE System Manual** (*copy hereto attached as integral part hereof*) has been referred to for further review and evaluation, and after presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., hereby respectfully submits its findings and recommendations, to wit:

1. The provisions of the subject **EVSU-PRAISE System Manual** were found to be consistent and compliant to applicable laws, rules and regulations; and
2. The Committee strongly recommends for the immediate approval/adoption and implementation of the said **EVSU-PRAISE System Manual**.

**Adopted** this 4<sup>th</sup> day of March 2017 during the Committee Meeting held at Executive House, EVSU-Main Campus, Tacloban City.

**EDGARDO M. ESPERANCILLA, CESO II**  
*Regional Director, DOST-Region VIII*  
*Member, EVSU-Board of Regents*  
*Committee Chair & Presiding Officer*

**BONIFACIO G. UY, CESO IV**  
*Regional Director, NEDA-Region VIII*  
*Member, EVSU-Board of Regents*  
*Committee Vice Chair & Presiding Officer*

**ROGELIO D. BASAS**  
President, Federation of EVSU Faculty  
Association, Inc.  
*Member, Board Committee*

**MICHAEL L. MUZONES**  
President, Federation of Student  
Governments of EVSU  
*Member, Board Committee*

Certified Correct:

**BELINDA C. LORA, MAIS**  
*Associate Professor III*  
*University/ Board Secretary*



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**BOARD OF REGENTS**

**Board Committee on Review of Policies, Fees, Incentives and  
Assistance for Students and Employees**

**FOR: THE HONORABLE CHAIR AND MEMBERS**  
*EVSU Board of Regents*  
*Tacloban City*

**THRU: DR. DOMINADOR O. AGUIRRE, JR.**  
*University President III*

**SUBJECT: Committee Report No. 2, s. 2017**

**FROM: Board Committee on Board Committee on Review of Policies,  
Fees, Incentives and Assistance**

=====

The Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees, to which the **Program on Awards and Incentives for Service Excellence System of Eastern Visayas State University Manual** or the **EVSU-PRAISE System Manual** (*copy hereto attached as integral part hereof*) has been referred to for drafting, study, review and evaluation, hereby submit its report and recommendations, to wit:

1. The draft **EVSU-PRAISE System Manual** has been submitted to and discussed with the stakeholders or sectors on the schedules and venues, as follows:

**1.1. Stakeholders' Consultations and Committee Meetings:**

| <b>Dates</b>         | <b>Time</b>    | <b>Campuses</b>                  | <b>Number of Participants</b> |
|----------------------|----------------|----------------------------------|-------------------------------|
| January 27,<br>2017  | 8:00AM-10:30AM | Tanauan Campus                   | 75                            |
|                      | 11:30AM-1:00PM | Burauen Campus                   | 54                            |
|                      | 2:30PM-5:30PM  | Dulag (Extension)<br>Campus)     | 51                            |
| February 3,<br>2017  | 8:30AM-11:00AM | Ormoc City Campus                | 82                            |
|                      | 1:30PM-4:00PM  | Carigara Campus                  | 48                            |
| February 4,<br>2017  | 8:30AM-11:00AM | Graduate School (Main<br>Campus) | 205                           |
|                      | 1:30PM-4:00PM  | NSTP                             | 192                           |
| February 14,<br>2017 | 8:30AM-11:00AM | Tacloban City (Main<br>Campus)   | 260                           |
|                      | 1:00PM-3:00PM  | EVSU-ISLS (Main Campus)          | 243                           |

**1.2. Sectoral Focus Group Discussions (FGD) and Committee Meetings:**

| <b>Sector/s</b>                                                                                                   | <b>Dates</b>      | <b>Time</b>       | <b>Venue</b>                                   | <b>Number of Participants</b> |
|-------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|------------------------------------------------|-------------------------------|
| Student                                                                                                           | February 10, 2017 | 3:00PM-5:30PM     | EVSU-Tanauan Campus                            | 37                            |
|                                                                                                                   | February 18, 2017 | 8:30AM-10:00AM    | Executive House, EVSU-Main Campus              | 36                            |
| Alumni and Alumni Relations Office                                                                                | February 18, 2017 | 10:01AM - 12:30PM | Executive House, EVSU-Main Campus              | 27                            |
| Parents (GPTCA)                                                                                                   | February 19, 2017 | 8:30AM-12:00NN    | Executive House, EVSU-Main Campus              | 16                            |
| Non-Teaching Personnel, Campus Directors and Financial Officials (Directors/Heads, Budget Officers & Accountants) | February 24, 2017 | 9:00AM-2:00PM     | La Villa Francisco Resort, Diit, Tacloban City | 302                           |
| Faculty and College Deans                                                                                         |                   | 2:01PM-5:30PM     | Graduate School, EVSU-Main Campus              | 85                            |
| University President                                                                                              | February 25, 2017 | 10:00AM -6:00PM   | Executive House, EVSU-Main Campus              | 4                             |

The participants in the foregoing activities were selected by their respective officials or associations' officers, as the case may be.

Comments, inputs and suggestions were gathered from the different sectors and were carefully studied and integrated to the draft.

2. The draft of the **EVSU-PRAISE System Manual** was submitted to the Civil Service Commission (CSC) Regional Office No. VIII for evaluation pursuant to the provisions of CSC Resolution No. 010112 and CSC MC No. 01, s. 2001.

The comments and inputs provided by the CSC Regional Office No. VIII per letters dated January 20, 2017, and February 6, 2017 were also integrated verbatimly and accurately; and

3. The draft of the **EVSU-PRAISE System Manual** was published in the EVSU website for wide dissemination to and solicitation of inputs, comments and refinements to thereof; and
4. The Committee did not receive any opposition to the final draft of the **EVSU-PRAISE System Manual**, whether in whole or in part/s.

Premises considered, the Committee strongly recommends for the immediate approval/adoption and implementation of the said **EVSU-PRAISE System Manual**.

**Adopted** this 4<sup>th</sup> day of March 2017 during the Committee Meeting held at Executive House, EVSU-Main Campus, Tacloban City.

**DANIEL A. ARIASO SR., MEcon., CESO II**

*Member, EVSU Board of Regents  
(Private Sector Representative)  
Committee Chair & Presiding Officer*

**ROGELIO D. BASAS**

President, Federation of EVSU Faculty  
Association, Inc.  
*Member, Board Committee*

**MICHAEL L. MUZONES**

President, Federation of Student  
Governments of EVSU  
*Member, Board Committee*

Certified Correct:

**BELINDA C. LORA, MAIS**

*Associate Professor III  
University/Board Secretary  
Committee Secretary*



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**ADMINISTRATIVE COUNCIL**

**Resolution No. \_\_\_\_\_**  
*Series of 2017*

**RESOLUTION RECOMMENDING TO THE EVSU BOARD OF REGENTS, THROUGH THE UNIVERSITY PRESIDENT, FOR APPROVAL/ADOPTION OF THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE SYSTEM OF EASTERN VISAYAS STATE UNIVERSITY MANUAL OR THE EVSU-PRAISE SYSTEM MANUAL (COPY HERETO ATTACHED AS INTEGRAL PART HEREOF), EFFECTIVELY AFTER EVALUATION OR APPROVAL BY THE CIVIL SERVICE COMMISSION (CSC), REGIONAL OFFICE NO. VIII, SUBJECT TO THE PROVISIONS OF CSC RESOLUTION NO. 010112 AND CSC MC NO. 01, S. 2001 AND SUBSEQUENT ISSUANCES THEREOF, AND APPLICABLE LAWS, RULES AND REGULATIONS**

After presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., and thorough discussion by the Members, the EVSU-Administrative Council, on motion of DR. FELIBERTO E. AVESTRUZ duly seconded by DR. MA SOCRRO C. GICAIN, hereby recommends EVSU Board of Regents, through the University President, for Approval/Adoption of the Program on Awards and Incentives for Service Excellence System of Eastern Visayas State University Manual, hereinafter referred to, as the EVSU-PRAISE System Manual (copy hereto attached as integral part hereof), Effective Immediately Upon Evaluation or Approval by the Civil Service Commission (CSC), Regional Office No. VIII, Subject to the Provisions of CSC Resolution No. 010112 and CSC MC No. 01, S. 2001 and Subsequent Issuances Thereof, and Applicable Laws, Rules and Regulations.

Adopted this 1<sup>st</sup> day of March 2017 during the Regular Council Meeting of the EVSU-Administrative Council held at Office of the University President, EVSU-Main Campus, Tacloban City.

**ATTESTED/APPROVED:**

**DOMINADOR O. AGUIRRE, JR., DM**  
*University President III*  
*Chair & Presiding Officer, EVSU-Administrative Council*

Certified Correct:

**MA. BELINDA C. LORA, MAIS**  
*Associate Professor III*  
*University/Board Secretary*  
*Secretary, Administrative Council*



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**ACADEMIC COUNCIL**

**Resolution No. 110-B**  
*Series of 2017*

**RESOLUTION RECOMMENDING TO THE EVSU BOARD OF REGENTS, THROUGH THE UNIVERSITY PRESIDENT, FOR APPROVAL/ADOPTION OF THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE SYSTEM OF EASTERN VISAYAS STATE UNIVERSITY MANUAL OR THE EVSU-PRAISE SYSTEM MANUAL (COPY HERETO ATTACHED AS INTEGRAL PART HEREOF), EFFECTIVELY AFTER EVALUATION OR APPROVAL BY THE CIVIL SERVICE COMMISSION (CSC), REGIONAL OFFICE NO. VIII, SUBJECT TO THE PROVISIONS OF CSC RESOLUTION NO. 010112 AND CSC MC NO. 01, S. 2001 AND SUBSEQUENT ISSUANCES THEREOF, AND APPLICABLE LAWS, RULES AND REGULATIONS**

After presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., and thorough discussion by the Members, the EVSU-Academic Council, on motion of DR. ROLANDO V. MUSCA duly seconded by DR. HERMINIGILDO H. BADION, hereby recommends EVSU Board of Regents, through the University President, for Approval/Adoption of the Program on Awards and Incentives for Service Excellence System of Eastern Visayas State University Manual, hereinafter referred to, as the EVSU-PRAISE System Manual (copy hereto attached as integral part hereof), Effective Immediately Upon Evaluation or Approval by the Civil Service Commission (CSC), Regional Office No. VIII, Subject to the Provisions of CSC Resolution No. 010112 and CSC MC No. 01, S. 2001 and Subsequent Issuances Thereof, and Applicable Laws, Rules and Regulations.

Adopted this 1<sup>st</sup> day of March 2017 during the Regular Council Meeting of the EVSU-Academic Council held at the Auditorium, EVSU-Main Campus, Tacloban City.

**ATTESTED/APPROVED:**

**DOMINADOR O. AGUIRRE, JR., DM**  
*University President III*  
*Chair & Presiding Officer, EVSU-Academic Council*

Certified Correct:

**GREGORIA C. DE LA CRUZ, MAIS**  
*Associate Professor V*  
*University Registrar III*  
*Secretary, Academic Council*

## **Brief History of the University**

The Eastern Visayas State University had its humble beginnings in 1907, as a part of the Provincial school. It became a separate educational entity in 1915 and was renamed as the Leyte Trade School funded by the Provincial government. In 1953, after thirty-eight years, it was renamed as the National Provincial Trade School by virtue of R.A. 406 funded jointly by the National and Provincial Government to cover a wider curricular area. In 1961, the Congress of the Philippines passed Republic Act 1516 converting it into the Leyte Regional Arts and Trades and authorizing it to become a training institution, for vocational and industrial education in Eastern Visayas. Finally, Republic Act 4572 enacted by the congress of the Philippines which took effect in the school year 1965-1966 further converting the school into a chartered college. It was renamed the Leyte Institute of Technology, an institute of higher learning committed to the service of a larger academic area of responsibility.

For SY 1999-2000, LIT has its satellite campus, the Ormoc satellite Campus. In 1999, pursuant to the provisions of RA 7722, 8292 and 8745 and Board Resolutions No. 59, Series of 1999, two CHED Supervised institutions (CSIs) in Leyte, namely the Leyte College of Arts and Trades and the Burauen Polytechnic College were integrated to LIT. The LIT Dulag Campus started in SY 2000-20001. The Carigara School of Fisheries was integrated to LIT, the second phase of CSIs institution to SUCs.

In 2002-2003, LIT had continued accomplishing its significant role and responsibility to the people in the region. The introduction of new programs, technological and business, the realignment of courses, and high-passing percentage of the engineering and other professional programs established a great challenge and gigantic responsibility to the institution.

Finally, in 2004, Republic Act 9311 converted the Leyte Institute of Technology, into Eastern Visayas State University, a challenge to serve Eastern Visayas, through academic excellence and technological development.

## **Vision, Mission, Philosophy of the University**

### **VISION**

Leading State University in Technological and Professional Education

### **MISSION**

Develop a Strong Technologically and Professionally Competent Productive  
Human Resource Imbued with Positive Values Needed to Propel  
Sustainable Development

### **PHILOSOPHY**

EVSU addresses its academic endeavors towards the development of the socio economic condition of region VIII by emphasizing the development of human resources and necessary input to production and growth. It plays a major role in providing the human resources for industrial agri-business enterprises as well as for the small, medium, and large-scale industries, which are the components for regional development



## **The University Hymn**

**Lyrics:** BELINDA C. LORA  
**Music:** BIATO C. AMBE, JR.

There's a dawn of a new day breaking  
There's a ray of light reaching  
Every corner of the land  
It's radiance keeps on spreading  
Bringing hope and strength and life

There's a flame that keeps on burning  
Touching the mind, the heart and the soul  
Sending Knowledge truth, love, and wisdom  
abundant blessings from GOD above

### **Refrain:**

Beloved Eastern Visayas State University  
Your blessed flame shall forever burn in our hearts  
We give you outmost commitment and dedication  
You shall shine with pride throughout the nation

### **Coda:**

Shine with gladsome light  
Oh alma mater dear  
Lead our steps to path of excellence  
Success, fulfillment and glory awaits.

## **The EVSU March**

You're the shining glory of love,  
You're the light that comes from above,  
You're the precious gift I have,  
I will treasure you in my heart.

You're an utmost shelter of mind,  
You're the greatest pride of mankind,  
You have the golden fruits to reap,  
You're the sweetest hope of land.

Oh dear Alma Mater,  
Eastern Visayas State University,  
Your name is ringing in my heart,  
There is love and joy from the start,  
The abundance of your foundation,  
Is a great help of our nation,  
For in you is the fountain of wisdom  
And your light is our shining freedom.

You're the precious gift from heaven,  
You're the sweetest hope of land.

## **The ASEAN Hymn**

ASEAN, Oh ASEAN  
Our voices rise as one  
From land to land  
From sea to sea  
Reach out for everyone

ASEAN, Oh ASEAN  
Let's link our arms and stand  
Behold the sun has risen to  
The level of our eyes

Behold the sun has risen to  
The level of our eyes

## **Acknowledgement**

The Eastern Visayas State University (EVSU), through its Board of Regents and the University President, wishes to extend its deepest appreciation and thanks to all persons, who in one way or another, helped craft, review, evaluate and polish this noble EVSU-PRAISE System Manual.

Special thanks to the Civil Service Commission (CSC) Regional Office No. VIII under the leadership of Director Victoria F. Esber, Director IV, and special mention to Nila L. Filamor, Chief Human Resource Specialist and Lucille K. Lepasana of the Policies and Systems Evaluation Division, for painstakingly reviewing or evaluating, and immediate submission of inputs which were integrated to and surely made this Manual compliant to the provisions CSC Resolution No. 010112 and CSC MC No. 01, S. 2001.

The EVSU Family is also grateful to the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., for drafting the first ever EVSU-PRAISE System Manual and for steering the Stakeholders' Consultation and Sectoral Focus Group Discussion (FGD); the Board Committee on Finance Chaired by Director Bonifacio G. Uy, and Board Committee on Academic and Administration Chaired by Director Edgardo M. Esperancilla for their immediate review and providing inputs which further strengthened this Manual.

Vice Presidents, Campus Directors, College Deans, Heads, Chiefs, Chairpersons and Coordinators as well as Faculty Members, Non-Teaching Personnel, Students, Alumni, and Industry and Community Partners for their active participation during the Stakeholders' Consultation and Sectoral Focus Group Discussion, indeed, their inputs had contributed in shaping this Manual to be responsive and embodying the ideals and aspirations of the EVSU Family.

May the God Almighty Bless you all!

EVSU Family

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# **PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE SYSTEM OF EASTERN VISAYAS STATE UNIVERSITY (EVSU-PRAISE SYSTEM)**

## **Article I**

### **SHORT TITLE AND LEGAL BASES OF PROMULGATION**

Section 1. **Short Title.** – This Manual shall be known as the Program on Awards and Incentives for Service Excellence System of Eastern Visayas State University Manual, hereinafter referred to as the EVSU-PRAISE System Manual, *for brevity*.

Section 2. **Legal Bases of Promulgation.** – This EVSU-PRAISE System Manual is promulgated in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001<sup>1</sup>, Section 448, Article 104, Chapter XL, Title XVII, Book V of the University Code<sup>2</sup>, and pursuant to the powers and duties of the Board of Regents of the Eastern Visayas State University under Section 7(a & w) of Republic Act (R.A.) No. 9311<sup>3</sup>, Section 4(a & v) of Republic Act No. 8292<sup>4</sup> and its Implementing Rules and Regulations (IRR)<sup>5</sup>, and Executive Order (E.O) No. 292<sup>6</sup>.

## **Article II**

### **COVERAGE, CONSTRUCTION AND INTERPRETATION, AND DEFINITION OF TERMS**

Section 3. **Scope.** – This EVSU-PRAISE System Manual shall apply to all officials and officers, faculty members and non-teaching personnel or employees in the career and non-career service of the Eastern Visayas State University comprised of its Main Campus located in Tacloban City and its Integrated or External Campuses located in the City of Ormoc and Municipalities of Burauen, Carigara and Tanauan, Province of Leyte, and Community Satellite Campus in Dulag, Leyte.

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<sup>1</sup> "Revised Policies on Policies on Employee Suggestions and Incentive Awards System (ESIAS)".

<sup>2</sup> 2017 Revised Code of the Eastern Visayas State University approved per Board Resolution No. 115, s. 2017 by the EVSU-Board of Regents on April 19, 2017.

<sup>3</sup> "An Act Converting the Leyte Institute of Technology (LIT) in the Province of Leyte into a State University to be Known as the Eastern Visayas State University and Appropriating Funds Therefor."

<sup>4</sup> An Providing for the Uniform Composition, otherwise known as the Higher Education Modernization Act of 1997.

<sup>5</sup> CHED Memorandum Order No. 03, s. 2011 entitled, Implementing Rules and Regulations of Republic Act No. 8292.

<sup>6</sup> Section 35, Chapter 5-

"Section 35. **Employee Suggestions and incentive Award System.** - There shall be established a government-wide employee suggestions and incentive awards system which shall be administered under such rules, regulations, and standards as may be promulgated by the Commission.

In accordance with rules, regulations, and standards promulgated by the Commission, the President or the head of each department or agency is authorized to incur whatever necessary expenses involved in the honorary recognition of subordinate officers and employees of the government who by their suggestions, inventions, superior accomplishment, and other personal efforts contribute to the efficiency, economy, or other improvement of government operations, or who perform such other extraordinary acts or services in the public interest in connection with, or in relation to, their official employment.

Section 4. **Construction and Interpretation of the Manual.** – All doubts in the implementation of any of the provisions of this Manual shall be interpreted and resolved in favor to the University.

*Provided, further,* that in matters affecting the welfare of a Faculty Member or Non-teaching personnel of pertinent provisions of this Manual shall be resolved in favor to the Faculty Member or Non-teaching Personnel, as the case may be, subject to applicable laws, rules and regulations.

Section 5. **Definition of Terms.** – Notwithstanding as may be provided in relevant laws, rules and regulations, the following terms are hereby defined as used in this Manual:

- 5.1. *Agency* – refers to the Eastern Visayas State University.
- 5.2. *Award* – recognition which may be monetary or non-monetary conferred on the 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, and improvement in government operations which lead to organizational productivity.
- 5.3. *Academic Officers* – refers to the Deans of Colleges and their Heads or Chairpersons or Coordinators of various academic departments or units.
- 5.4. *Academic Rank* – refers faculty position prescribed under Section 3.1 of NBC No. 461 and its subsequent issuances.
- 5.5. *Administrative Services* – refer to the functions of the University which directly relates to the supervision and control of administration of the University other than academic in nature.
- 5.6. *Administrative Officials* – refers to the Chief Administrative Officer, Directors for Finance, Administration, Human Resource Development, IGP, research, extension and such other offices or units of the University.
- 5.7. *Board* – refers to the Board of Regents of Eastern Visayas State University.
- 5.8. *Board Committee* – refers to the Board Committee on Draft Writing and Review of Policies, Fees, Incentives and Assistance of Students and Employees composed of Regents duly created by the Board.
- 5.9. *Campuses* – refers to the Main Campus of the University located in Tacloban City, external or integrated Campuses in City of Ormoc and Municipalities of Burauen, Carigara, and Tanauan, Province of Leyte and a Community Satellite Campus in the Municipality of Dulag, Province of Leyte.

- 5.10. *Code* –refers to the 2017 Revised Code of the Eastern Visayas State University or the 2017 Revised University Code of EVSU approved per Board Resolution No. 115, s. 2017.
- 5.11. *Contribution* – any input which can be in the form of an idea or performance (see also idea type and performance type contribution).
- 5.12. *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.
- 5.13. *Discovery* – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- 5.14. *Employees* – refers to the officials or officers, faculty member or non-teaching personnel of the University.
- 5.15. *Executive Officials* – refers to University President, Vice Presidents and Campuses Directors whose primary duties and functions are to ensure proper, effective and efficient execution of policies and directions laid down by the EVSU Board of Regents and such competent authorities.
- 5.16. *Extension Services* – refers to a function of the University and the faculty members and non-teaching personnel comprised of programs, projects, studies or activities conducted in accordance with the policies of the University directed towards the improvement of the quality of life and target clients and further expand the social contributions of the University to the constituents in various localities of Leyte or its nearby localities. For this purpose, the University shall, after the occurrence of disaster or calamity and upon declaration of the State of Calamity by the President of the Philippines and/or invitation by an the DDRMC national, regional or local levels, or by LGU concerned or any organization, mobilize its personnel and students to constitute as volunteers in disaster or calamity hit areas pursuant to the provisions of Republic Act No. 10121<sup>7</sup>.
- 5.17. *EVSU* –refers to the Eastern Visayas State University.
- 5.18. *EVSU BOR* – refers to the Board of Regents of Eastern Visayas State University.
- 5.19. *Faculty Member* – is an employee or personnel of the University who is hired with the primary duties and functions to include instruction, research, extension services and production.

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<sup>7</sup> An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefor and for Other Purposes.

5.20. *Group* – refers to two or more individuals bound by a common objective, a task force, a technical group or a special working team or office/unit/section, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership for Awards group/team shall not exceed 25 employees.

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

5.21. *Governing Board* – refers to the EVSU Board of Regents.

5.22. *Head of the University* – refers to the President of the University.

5.23. *Head of the Campus* – refers to the Campus Director who is authorized to manage the administrative operations of the Campus. He/she is also tasked to coordinate the plans, programs, projects and activities of the campus in accordance with the overall vision, mission, goals and objectives of the University<sup>8</sup>.

5.24. *Head of the College* – refers to the Dean who is authorized to manage the administrative operations of the College. He/she is also tasked to coordinate the plans, programs, projects and activities of the campus in accordance with the overall vision, mission, goals and objectives of the University

5.25. *Head of the Department or Unit* – refers to the Director or head or coordinator, as the case may be.

5.26. *Heroic Deeds* – refer to act/s of a University official or officer, faculty member, or non-teaching personnel or employee voluntarily performed within or outside the call of duty characterized of supreme self-sacrifice and distinctive acts of heroism and gallantry<sup>9</sup> in circumstances or events such as, but not limited to, responding to and/or as a member of response team during calamity or disaster<sup>10</sup>, war, terrorism, or crime scene, regardless of the location, where the life and property of other persons are in imminent danger.

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

5.28. *Incentive* – monetary or non-monetary motivation or privilege given to a University official or officer, faculty member, non-teaching personnel or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary

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<sup>8</sup> Section 3(b), Article I of CHED Memorandum Order No. 20, s. 2011.

<sup>9</sup> **Ocampo, etal. v. Erniequez, etal.** (G.R. No. 225973, November 8, 2016).

<sup>10</sup> Republic Act No. 10121.

behavior based on agreed performance standards and norms of behavior.

- 5.29. *Instruction or Academic Services* – refers to a function of the University and faculty members which include among others, the pedagogy and academic activities necessary for the delivery of educational services and degree programs, or educational services to the students, professionals and other clients which are vital in the realization of the mandates, vision, mission, goals and objectives of the University.
- 5.30. *Invention* – the creation of something previously non-existent which will benefit the University and/or the government.
- 5.31. *Non-career* – positions expressly declared by laws to be in the non-career service; or those entrance in the service is characterized by (1) entrance on bases other than those 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.
- 5.32. *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 minimum period of one year which is over and above the normal position requirement of the individual or group.
- 5.33. *Personnel* – refers to the officials or officers, faculty members and non-teaching personnel of the University.
- 5.34. *Production Services* – is a function of the University and faculty members which covers the implementation of generating resources such as, but not limited to, instructional materials development and commercialization of technologies and other intellectual properties to augment the income and sustain sound financial condition of the University.
- 5.35. *Regent* – refers to the Chairperson, or Vice Chairperson or any Member of the Board.
- 5.36. *Research Services* – refers to the function of the University and faculty members directed to the development, transfer, utilization and commercialization and protection of new knowledge, technologies, methods, procedures, intellectual properties and scholarly works necessary for continuing improvement in the capacity of the University in the realization of its legal mandates, vision, mission, goals and objectives.
- 5.37. *Suggestion* – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the University or government. *Provided*, that any suggestion shall

have been endorsed by the proper Council of the University, reviewed by the appropriate Board Committee, and approved by the EVSU Board of Regents upon the recommendation of the University President.

- 5.38. *System* – the University awards and incentives program of its officials or officers, faculty members, non-teaching personnel or employees.
- 5.39. *University* – refers to Eastern Visayas State University or EVSU.

### Article III **BASIC POLICIES**

Section 6. ***Essential Features.*** – The EVSU-PRAISE System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees of the University, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in University or government operations, or for other extraordinary acts or services in the public interest.

Section 7. ***Basis of Providing Incentives.*** – The EVSU-PRAISE System shall adhere to the principles of providing incentives and awards based on performance, innovative ideas and exemplary behavior of the officials, faculty members and non-teaching personnel of the University.

Section 8. ***Timeliness of Award or Recognition.*** – The EVSU-PRAISE System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in the University<sup>11</sup>.

Section 9. ***Principles.*** – The EVSU-PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

Section 10. ***Monetary and Non-Monetary Awards.*** – The EVSU-PRAISE System shall provide both monetary and 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.

Section 11. ***Mandatory Five Percent (5%) Allocation for Human Resource Development (HRD).*** – At least 5% of the Human Resource Development (HRD) Funds shall be allocated for the EVSU-PRAISE System incorporated in the University's annual work and financial plan and budget.

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<sup>11</sup> Item 5 of CSC MC No. 01, s. 2001.

Article IV  
**OBJECTIVES**

Section 12. **General Objective.** – The EVSU-PRAISE’s general objective shall be to encourage, recognize and reward University officials and officers, faculty members and non-teaching personnel or 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 the University and government operations, which lead to organizational productivity.

Section 13. **Specific Objectives.** – The specific objectives of the EVSU-PRAISE System shall be as follows:

- 13.1. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving University officials or officers, faculty members and non-teaching personnel or employees at the start of each year;
- 13.2. To identify outstanding accomplishments, best practices of University officials or officers, faculty members, non-teaching personnel or employees on a continuing basis;
- 13.3. To recognize and reward accomplishments and innovations periodically or as the need arises; and
- 13.4. To provide incentives and interventions to motivate University officials and officers, faculty members, non-teaching personnel or employees of the University who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

Article V  
**INSTITUTIONALIZATION OF THE PRAISE SYSTEM, COMPOSITION,  
DUTIES AND FUNCTIONS OF THE PRAISE COMMITTEES  
AND PRAISE SECRETARIAT**

Section 14. **Institutionalization.** – The EVSU-PRAISE System is hereby institutionalized for proper compliance of all concerned.

Section 15. **Authority to Oversee the System.** – The University President through the Vice President for Administration and Finance shall be responsible in overseeing the EVSU-PRAISE’s operation.

Section 16. **Constitution and Composition of the PRAISE Committees.**  
– In order to ensure efficiency, wide participation and transparency in all processes, the following PRAISE Committees are hereby constituted with the following composition:



- 16.1. *University-wide PRAISE Committee.* – The University-wide PRAISE Committee shall be composed as follows:

Chairperson: University President  
Co-Chair: Vice President for Administration and Finance (VPAF)  
Vice-Chair: Director of PRAISE Center  
Members: Director for Finance Services  
Director for Administrative Services  
Two (2) representatives from the rank-and-file employees who shall serve for a period of two (2) years and chosen through a general assembly or by the officers or board of the association's concerned or designated by the union in the absence of an accredited union (one from the first level and one from the second level).

- 16.2. *University Campus PRAISE Committee.* – Each Campus of the University such as, but not limited to, the Tacloban City (Main Campus), Burauen, Carigara, Ormoc and Tanauan, shall have a PRAISE Committee composed of the following:

Chairperson: Campus Head or Campus Director or his/her authorized representative who shall hold at least a Department Head position  
Vice-Chair: Head of PRAISE of the Campus  
Members: Administrative Officer or Head for Administrative Services  
Accountant of the Campus  
Two (2) representatives from the rank-and-file employees who shall serve for a period of two (2) years and chosen through a general assembly or by the officers or board of the association's concerned or designated by the union in the absence of an accredited union (one from the first level and one from the second level).

*Provided,* that the composition of the PRAISE Committee for any subsequent Campuses as may be created by an enabling law shall be similar as provided above.

- 16.3. *College PRAISE Committee.* – Each College of Main Campus such as, but not limited to, College of Arts and Sciences, College of Business and Entrepreneurship, College of Engineering, College of Technology, Graduate School, College of Engineering, College of Architecture and Interior Design, and College of Education, shall have a PRAISE Committee composed of the following

Chairperson: College Dean or his/her authorized representative who shall hold at least Department Head position  
Vice-Chair: Head of PRAISE of the College

Members: Administrative Officer or Head for Administrative Services of the Campus or his/her authorized representative  
Accountant of the Campus or his/her authorized representative  
Two (2) representatives from the rank-and-file employees who shall serve for a period of two (2) years and chosen through a general assembly or by the officers or board of the association's concerned or designated by the union in the absence of an accredited union (one from the first level and one from the second level).

*Provided, that the composition of the PRAISE Committee for any subsequent Colleges, as the EVSU Board of Regents may create by any enabling law, shall be similar as provided above.*

Section 17. ***Duties and Functions of the EVSU-PRAISE Committees.*** – Notwithstanding as may be provided under existing laws, rules and regulations duly approved by the EVSU BOR and CSC, the EVSU-PRAISE Committees above shall have the following duties and functions:

- 17.1. *University-wide PRAISE Committee.* – The University-wide PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the University. As such, the Committee shall meet periodically to perform the following tasks:
  - a. Ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels of the University Campuses;
  - b. Establish a system of incentives and awards to recognize and motivate University officials or officers, faculty members, non-teaching personnel or employees for their performance and conduct;
  - c. 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 subject to the review and approval by the University-Wide PRAISE Committee;
  - d. Determine the forms of awards and incentives to be granted taking into considerations the provisions of this Manual and consistent with DBM, CSC and COA rules and regulations;
  - e. Monitor implementation of approved suggestions and ideas through feedback and reports;

- f. Prepare plans, identify resources and proposed budget for the system on an annual basis;
  - g. Develop, produce, distribute a System policy manual and orient the officials or officers, faculty members, non-teaching personnel or employees on the same;
  - h. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
  - i. Submit an annual report on the awards and incentives system to the CSC Regional Office No. VIII on or before the thirtieth day of January;
  - j. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the University subject to the approval by the EVSU Board of Regents upon the recommendation by the University President;
  - k. Address issues relative to awards and incentives within fifteen (15) days from the date of submission subject to the provisions of this Manual;
  - l. Develop, administer, monitor and evaluate the awards and incentives system of the University;
  - m. Review or validate the search or screening results generated from the different Campuses and Colleges of the University;
  - n. Submit to the University President the results of the PRAISE selections of the different types of awards and incentives;
  - o. Establish its own internal procedures and strategies;
  - p. Recommend amendments to and/or revision of this Manual to the University President subject to the provisions of CSC rules and regulations;
  - q. Recommend to the University President such measures deemed necessary to further improve the PRAISE System of the University; and
  - r. Perform such other duties and functions as may be determined by the EVSU Board of Regents and/or University President in accordance with applicable CSC laws, rules and regulations.
- 17.2. *Campus or College PRAISE Committee.* – The Campus or College PRAISE Committees shall perform the following duties and functions:
- a. To conduct the search or selection processes based on the criteria, standards and processes provided under this Manual and/or as the

University-wide PRAISE Committee may determine duly approved by the University President;

- b. Monitor implementation of approved suggestions and ideas through feedback and reports;
- c. Prepare plans, identify resources and proposed budget for the system on an annual basis;
- d. Develop, produce, distribute a System policy manual and orient the officials or officers, faculty members, non-teaching personnel or employees on the same;
- e. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- f. Submit and recommend the search or selection results generated from their respective Campuses and Colleges to the University-wide PRAISE Committee for review and validation;
- g. Establish its own internal procedures and strategies subject to the approval by the University-wide PRAISE Committee;
- h. Recommend to the University-wide PRAISE Committee such measures deemed necessary to further improve the PRAISE System of the University; and
- i. Perform such other duties and functions as may be determined by the University President and/or University-wide PRAISE Committee in accordance with applicable CSC laws, rules and regulations.

Section 18. **Qualities of PRAISE Committee Members.** – To implement the System effectively, the PRAISE Committee members are expected to continually 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.

Section 19. **Committee Membership as a Regular and Priority Duty.** – To ensure proper, effective and efficient implementation of the EVSU-PRAISE System, membership in the Committee shall be considered part of the member's regular duties and shall be prioritized over other responsibilities.

Section 20. **External or Independent Body or Committee.** – The EVSU Board of Regents may, upon the recommendation by the University President, employ or request any external or independent body or create such independent committee to assist the PRAISE Committees to judiciously and objectively implement the system of incentives and awards. Such external or independent body may include such as, but not limited to, the CSC, Development Academy of the Philippines (DAP), Department of Science and Technology (DOST), National

Economic Development Authority (NEDA), or such government agency or Civil Society Organization (CSO) whose expertise are in line with incentives and awards systems. Further, the EVSU Board of Regents may also create such committee composed of among the Regents thereof for this purpose.

*Provided*, that the composition of the External or Independent Body or Committee shall be prescribed by the EVSU Board of Regents upon recommendation by the University President and after consultation with the PRAISE Committee concerned.

Section 21. **Presiding Officer.** – The Chairperson shall be the Presiding Officer in all PRAISE Committee meetings and in his/her absence, the Co-Chairperson or Vice Chairperson shall preside on a particular meeting subject to the specific instructions by the incumbent Chairperson.

*Provided, however*, that this shall not preclude the University President to designate any of the Vice Presidents to preside in any of the scheduled PRAISE Committee meeting/s during the absence of the regular Chairperson.

Section 22. **Meetings.** – The PRAISE Committees shall meet regularly every month on the date and time duly determined by their respective Chairpersons duly concurred in by at least majority of its Members.

The Chairperson or at least two (2) members may request holding of a special meeting on the date and time so specified in the notice of meeting issued by the Chairperson or petition by the members, as the case may be.

Section 23. **Quorum.** – The quorum of every meeting of the PRAISE Committee shall be fifty percent plus one (50% + 1) of the total membership.

Section 24. **Secretariat.** – That the Human Resource Management Officer of the University and/or EVSU Campuses shall serve as the Committee Secretariat and shall perform specific duties as the Vice President for PRESEW may determine.

## Article VI

### **PRAISE AWARDS AND INCENTIVES**

Section 25. **PRAISE Awards.** – The University shall develop and initiate the search for deserving employees who may be included in the screening candidates for awards to be given, such as, but not limited:

25.1. *University Level.* – The awards under the University Level shall be as follows:

- a. Best Employees Award – granted to an individual or individuals who excelled among peers in various positions, academic ranks, professions, departments, units, colleges and campuses of the University. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the PRAISE Committee may determine subject to the

approval by the Board, upon recommendation by the University President, such as, but not limited to:

1. Executive and Administration Category

- a. University Leadership Award
- b. Best University Regent Awards
- c. Best Vice President Award
- d. Best Dean Award
- e. Best Campus Director Award
- f. Best Director Award
- g. Best Department Head Award
- h. Best Coordinator Award
- i. Best Chairperson Award
- j. Best University Registrar I-IV Awards
- k. Best Librarian I-IV Awards
- l. Best Security Guard Award
- m. Best Administrative Aide I-VI Awards
- n. Best Administrative Officer I-V Awards
- o. Best Chief Administrative Officer 1-V Awards
- p. Best Accountant Award
- q. Best University Registrar Staff Awards
- r. Best Library Staff Awards
- s. Best Accounting Staff Award
- t. Best Freedom of Information Receiving Officer (FRO) and Client Satisfaction Awards
- u. Best Maintenance Worker Awards
- v. Best College, Unit, Section and Office Secretary Award
- w. Best Utility Worker Award
- x. Best Driver I-IV Awards
- y. Best Non-Teaching Personnel Scholarship Academic Performance Awards
- z. Best Master's Thesis, and Dissertation of Non-Teaching Personnel Awards in the different mandates<sup>12</sup> and curricular offerings<sup>13</sup> of the University
- aa. Such awards related to the conceptualization, implementation, monitoring and evaluation of administrative services of the University.

2. Academic (Teaching) Category

- a. Best Instructor I-III Award
- b. Best Assistant Professor I-IV Awards
- c. Best Associate Professor I-V Awards
- d. Best Professor I-VI Awards
- e. Best College or University Professor Award

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<sup>12</sup> Section 3 of Republic Act No. 9311.

<sup>13</sup> Section 4 of Republic Act No. 9311.

- f. Best Professional Awards in the different mandates and curricular offerings of the University
  - g. Best Master's Thesis, and Dissertation of Faculty Awards in the different mandates and curricular offerings of the University
  - h. Best Thesis and Dissertation Advising Awards in the different mandates and curricular offerings of the University
  - i. Best AACUP Accreditor Awards for the different mandates and curricular offerings of the University
  - j. Best Student Counseling Awards
  - k. Best Student Consultation Awards
  - l. Best Student Organization Adviser's Awards
  - m. Such awards related to the conceptualization, implementation, monitoring and evaluation of instruction or academic programs, projects, and activities of the University.
3. Research Category
- a. Best Research Development Award
  - b. Best Research Program, Project or Activity Awards
  - c. Best Research Output Award
  - d. Best Research Presentor Award
  - e. Best Research Publication Award
  - f. Best Commercialization Award
  - g. Best Intellectual Property Award
  - h. Best Research Team Leader, Member, or Assistant Awards
  - i. Best Manufacturing Productivity Extension (MPEX) Assessor Awards
  - j. Best Cleaner Production Technology (CPT) Assessor Awards
  - k. Such awards related to the conceptualization, implementation, monitoring and evaluation of research and development programs, projects, and activities of the University.
4. Extension or Outreach Category
- a. Best Extension Development Award
  - b. Best Community Organizing Award
  - c. Best Extension Output Award
  - d. Best Extension Presentor Award
  - e. Best Extension Publication Award
  - f. Best Community Relations Award
  - g. Best Livelihood Program, Project, or Activity Awards
  - h. Best Out-School-Youth Program, Project or Activity Awards
  - i. Such awards related to the conceptualization, implementation, monitoring and evaluation of extension services or outreach programs, projects, and activities of the University.
5. Production and Resource Generation Category

- a. Best IGP Development Award
  - b. Best IGP Outputs Awards
  - c. Best Instructional Materials Awards
  - d. Best IGP Sales Awards
  - e. Best Resource Generation Awards (through donation, job placement of graduates, accommodation of OJT of students in various industries, etc.)
  - f. Such awards related to the conceptualization, implementation, monitoring and evaluation of Income Generating Projects (IGP) programs, projects, and activities of the University.
- b. Gantimpala Agad Award – given outright to faculty members and employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.
  - c. Exemplary Behavior Award –based on the eight norms of conduct as provided under Republic Act No. 6713<sup>14</sup>. The awardee will be automatically nominated by the University PRAISE Committee to the Dangal ng Bayan Award.
  - d. Best Organizational Unit Award – granted to the top organizational unit such as, Campuses, Colleges, academic and administrative sections, divisions or office on the basis of meeting the organization’s performance targets and other pre-determined criteria.
  - e. Cost Economy Measure Award – granted to individual or group/team 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 University and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.
  - f. Service Award – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony or before the date of their retirement.
  - g. Performance Incentive Award – shall be given to an employee who has obtained an Outstanding or Very Satisfactory rating based on University’s approved Performance Evaluation System for the last two successive evaluation periods. This award shall be in the form of step increments in accordance with the provisions of the Joint CSC-DBM Circular No. 1, s. 1990. *Provided*, that the total number of recipients of step increments based on merit in any one (1) calendar year shall not be more than ten percent (10%) of the total number personnel actually employed in University, *Provided*,

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<sup>14</sup> “Code of Conduct and Ethical Standards for Government Officials and Employees.”



*further*, that the total number of recipients of two step increments shall not exceed three percent (3%) thereof.

Sec. 5 of the Joint CSC-DBM Circular likewise provides that those granted step increments may still qualify for other existing incentives and awards, provided they meet the criteria of said awards.

- h. Productivity Incentive – shall be given to an employee or group of employees who has exceeded their targets or has incurred incremental improvement over existing targets, subject to the prevailing policy on the matter.
- i. Most Courteous Employee Award – shall be given to an employee in accordance with the criteria and standards established under CSC MC No. 15, s. 1990 dated March 5, 1990<sup>15</sup>.
- j. Year-End Benefits or Thirteenth Month Bonus Plus One Thousand Cash Gift – shall be granted to officials, faculty members, non-teaching personnel or employees in the University in recognition of their dedication to government service and in keeping with the spirit of Christmas. Said grant shall be governed by the DBM Compensation Circular in accordance with the provisions of Republic Act No. 6686.
- k. Most Punctual Award and Perfect Attendance Award – shall be given to an official, faculty member, non-teaching personnel or employee in various University Campuses, offices or units in recognition of his/her punctuality and perfect physical attendance in office.
- l. Best Intervening Performer Award – shall be given to a University official, faculty member, non-teaching personnel or employee for extraordinary and vital participation in contributing to the overall success of an intervening activity, special event, program or undertaking such as, but not limited to, periodic accreditation process or surveillance audits of various curricular offerings of the University, SUC Leveling<sup>16</sup>, IQUAME<sup>17</sup>, and academic, research, extension and production activities and services in the Freedom of Information implementation as may be recommended by the Vice Presidents concerned duly approved by the University President.

These award shall consist of a mini plaque of recognition each signed by the University President and Chairperson of the PRAISE Committee concerned.

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<sup>15</sup> Courtesy Campaign Program in the Civil Service otherwise known as the “Ang Magalang, Bow.”

<sup>16</sup> DBM-CHED Joint Circular No. 1, s. 2003 dated May 24, 2003, entitled, “SUC Leveling Instrument and Guidelines for Implementation Thereof,” as amended.

<sup>17</sup> CHED Memorandum Order (CMO) No. 15, s. 2005 entitled, “Institutional Monitoring and Evaluation for Quality Assurance of all Higher Education Institutions in the Philippines.”

- m. "7S" of Good House-Keeping Award – shall be given to employee or employees whose physical areas of responsibility are well maintained and follow good office-keeping practices as defined by the principles of "7S" of good house-keeping, such as, Sort, Systematize, Sweep, Sanitize, Sustain, Safety, Security which have been consistently observed within the screening period.
  - n. Hall of Fame Award – shall be given to individuals or groups who have won awards from the EVSU-PRAISE (regardless of category) at least three (3) times in the span of five (5) years. Conferment of this award shall be on the succeeding year after receiving the third award in any of the categories. However, Halls of Fame awardees may again be qualified to view for and receive any award from the EVSU-PRAISE three (3) years after begin conferred of said award.
  - o. CSC's Honor Awards Program (HAP) Finalist Award – shall be given to any official or officer, faculty member or non-teaching personnel or employee who advanced or considered as finalist and has not been selected in any of the CSC's Honor Awards Program (HAP). The award is in recognition of the dignity and honor that the finalist has afforded the University given the very competitive nature of the HAP screening and selection process.
  - p. Such other awards which the University may decide to give duly approved by the EVSU Board of Regents, upon the recommendation by the PRAISE Committee and the by the University President.
- 25.2. *National Awards.* – The University shall participate in the search for deserving officials or officers, faculty members, non-teaching personnel or 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:
- a. Presidential or Lingkod Bayan Award – conferred on 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.
  - b. Outstanding Public Official/Employee or Dangal ng Bayan Award – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

- c. Civil Service Commission or the PAGASA 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 public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.
- d. Other Awards – given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

Section 26. **Types of Incentives.** – The University shall continuously search, screen and reward deserving faculty members and non-teaching personnel 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:

- 26.1. *Loyalty Incentive* – granted to an employee who has served continuously and satisfactorily in the different Campuses of the University for at least ten (10) years. The recipient shall be entitled to a cash award of not less than Php500.00 but not more than Php1,000.00 per year during the first ten (10) years. Succeeding awards shall be given every five years thereafter. Besides cash award, a lapel emblem/loyalty pin shall be given:

| <b>Number of Years of Services</b> | <b>Lapel Emblem or Loyalty Pin</b> | <b>Market Value of the Lapel Emblem or Loyalty Pin</b> |
|------------------------------------|------------------------------------|--------------------------------------------------------|
| 10 and 15 years                    | Bronze                             | Php 10,000.00                                          |
| 20 and 25 years                    | Silver                             | Php 20,000.00                                          |
| 30, 35, & 40 years                 | Gold                               | Php 30,000.00                                          |

The University may also give other tokens such as wrist watch, ring, laptop with complete accessories, cellular phone, and others, subject to the proper determination by the PRAISE Committee duly approved by the University President. *Provided*, that the amount of these tokens shall not be more than the market value of the lapel emblem or loyalty pin provided above.

- 26.2. *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 salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.
- 26.3. *Productivity Incentive* – given to all faculty members and non-teaching personnel who have a performance of at least satisfactorily for the year covered in accordance with the University’s CSC-approved Strategic Performance Management System (SPMS). This incentive shall follow relevant existing guidelines in so far as

authorized by the EVSU Board of Regents upon the recommendation by the University President.

- 26.4. *Career and Self-Development Incentive* – granted in recognition of a faculty member or non-teaching personnel who has satisfactorily completed a course or degree within or outside the country at one’s own expense. A plaque of recognition may be given to qualified individuals during the University’s anniversary celebration.
- 26.5. *Other Incentives* which the University’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.

Section 27. **Forms of Awards and Incentives.** – The awards and incentives under the PRAISE System of the University shall be as follows:

- 27.1. *Compensatory Time-Off* – granted to a faculty member or non-teaching personnel who has worked beyond his/her regular office hours on a project without overtime pay.
- 27.2. *Flexiplace* – work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to the guidelines as the University President may determine upon consultation with the immediate supervisors concerned of the beneficiary.
- 27.3. *“Salu-salo” Together* – meal hosted by the Board or University President, Vice Presidents, Campus Directors, Deans, or Directors for faculty members and non-teaching personnel who have made significant contributions.
- 27.4. *Personal Growth Opportunities* – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, industry immersion, travel packages and other learning opportunities.
- 27.5. *Trophies, Plaques and Certificates* – personalized trophy or plaque or certificate based on the design the PRAISE Committee may determine duly approved by the University President.
- 27.6. *Monetary Award* – based on the rates provided under this Code and/or in applicable CSC or DBM rules and regulations.
- 27.7. *Travel Packages* – comprised of a one-week travel abroad with free of travelling expenses and allowances the total amount of which shall be more than the expected monetary award of the grantee as determined by the PRAISE Committee duly approved by the University President.

27.8. *Other Incentives* – incentives in kind which may be in the form of merchandise, computers, pagers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in University publication or PRAISE Publications or Newsletter, and others.

**Section 28. Schedule of Amounts of the PRAISE Monetary Incentives.**

– In addition to as may be expressly provided under this Manual, University Code, applicable laws, rules and regulations, and subject to the availability of funds, and usual accounting rules and regulations, the Schedule of the Monetary Incentives to be provided annually shall be as follows:

| <b>Type of Awards</b>                                   | <b>Amount of Incentives (Php)</b> | <b>Remarks/Conditions</b>                                                                                                                                                                |
|---------------------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Best Employee                                        |                                   | By administrative position, academic rank, profession, major functions (research, extension and production), etc. as provided under Section 25.1.a of this Manual.                       |
| - First Place                                           | 25,000.00                         |                                                                                                                                                                                          |
| - Second Place                                          | 20,000.00                         |                                                                                                                                                                                          |
| - Third Place                                           | 18,000.00                         |                                                                                                                                                                                          |
| - Fourth Place                                          | 15,000.00                         |                                                                                                                                                                                          |
| - Fifth Place                                           | 12,000.00                         |                                                                                                                                                                                          |
| - Sixth-Tenth Places                                    | 5,000.00                          |                                                                                                                                                                                          |
| b. Best Organizational Unit Award                       |                                   | Campuses or Colleges, Administrative Departments or Units.<br>(To be divided among the officials and personnel of the unit).                                                             |
| - First Place                                           | 100,000.00                        |                                                                                                                                                                                          |
| - Second Place                                          | 80,000.00                         |                                                                                                                                                                                          |
| - Third Place                                           | 70,000.00                         |                                                                                                                                                                                          |
| - Fourth Place                                          | 60,000.00                         |                                                                                                                                                                                          |
| - Fifth Place                                           | 50,000.00                         |                                                                                                                                                                                          |
| c. Gantimpala Agad Award                                | 20,000.00                         |                                                                                                                                                                                          |
| d. Cost Economy Measure Award-Group Category (Php)      |                                   | 1. The exact amount shall not be more than 20% of the total savings.<br>2. The total amount award shall be divided among the officials and personnel of the unit based on participation. |
| If savings is more than 5M                              | 1,000,000.00                      |                                                                                                                                                                                          |
| If savings is 4M-4.999M                                 | 999,800.00                        |                                                                                                                                                                                          |
| If savings is 3M-3.999M                                 | 799,800.00                        |                                                                                                                                                                                          |
| If savings is 2M-2.999M                                 | 599,800.00                        |                                                                                                                                                                                          |
| If savings is 1M-1.999M                                 | 399,800.00                        |                                                                                                                                                                                          |
| If savings is 999K and below                            | 199,800.00                        |                                                                                                                                                                                          |
| e. Cost Economy Measure Award-Individual Category (Php) |                                   | The exact amount shall not be more than 20% of the total savings.                                                                                                                        |
| If savings is 800K-999K                                 | 199,800.00                        |                                                                                                                                                                                          |
| If savings is 600K-799K                                 | 159,800.00                        |                                                                                                                                                                                          |
| If savings is 500K-599K                                 | 119,800.00                        |                                                                                                                                                                                          |
| If savings is 400K-499K                                 | 99,800.00                         |                                                                                                                                                                                          |
| If savings is 300K-399K                                 | 79,800.00                         |                                                                                                                                                                                          |
| If savings is 200K-299K                                 | 59,800.00                         |                                                                                                                                                                                          |
| If savings is 199K and below                            | 39,800.00                         |                                                                                                                                                                                          |
| f. Exemplary Behavior Award                             |                                   | Must comply the requirements                                                                                                                                                             |
| - First Place                                           | 25,000.00                         |                                                                                                                                                                                          |
| - Second Place                                          | 20,000.00                         |                                                                                                                                                                                          |
| - Third Place                                           | 18,000.00                         |                                                                                                                                                                                          |

|                                                                               |                                                                                                                                                                                                     |                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Fourth Place                                                                | 15,000.00                                                                                                                                                                                           | provided under this Manual.                                                                                                                                                                                                |
| - Fifth Place                                                                 | 12,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Sixth-Tenth Places                                                          | 5,000.00                                                                                                                                                                                            |                                                                                                                                                                                                                            |
| g. "7S" of Good Housekeeping Award                                            |                                                                                                                                                                                                     | Must comply the requirements provided under this Manual.                                                                                                                                                                   |
| - First Place                                                                 | 25,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Second Place                                                                | 20,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Third Place                                                                 | 18,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Fourth Place                                                                | 15,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Fifth Place                                                                 | 12,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Sixth-Tenth Places                                                          | 5,000.00                                                                                                                                                                                            |                                                                                                                                                                                                                            |
| h. "Salu-salo" Together                                                       | 15,000.00                                                                                                                                                                                           | At least Php300.00 per person                                                                                                                                                                                              |
| i. CSC's Honor Awards Program (HAP) Finalist Award                            |                                                                                                                                                                                                     | Must submit the certified copy of duly accepted nomination and certificate of points earned during the selection process.                                                                                                  |
| - National Level                                                              | 25,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Regional Level                                                              | 20,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| j. Career and Self-Development Award                                          |                                                                                                                                                                                                     | Must submit the following:<br><br>1. Duly approved and hard bound copy of the dissertation or thesis, as the case may.<br>2. Certificate of graduation or diploma, TOR or certification of completion, as the case may be. |
| - Doctoral Degree                                                             | 50,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Masteral Degree                                                             | 30,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Baccalaureate Degree                                                        | 20,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| - Highly specialized training and short-term courses needed by the University | 10,000.00                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| k. Service Award                                                              | Please refer to Section 26.1 of this Manual                                                                                                                                                         |                                                                                                                                                                                                                            |
| l. Professional Growth Opportunities                                          |                                                                                                                                                                                                     |                                                                                                                                                                                                                            |
| - Attendance in Conferences                                                   | One each fully paid attendance in foreign and local conferences.                                                                                                                                    |                                                                                                                                                                                                                            |
| - Industry Immersion                                                          | At least one (1) month paid industry immersion or on-the-job-training or skills enhancement either in the Philippines or abroad.                                                                    |                                                                                                                                                                                                                            |
| - Books, journals & tapes                                                     | Whole year subscriptions with free delivery.                                                                                                                                                        |                                                                                                                                                                                                                            |
| - Travel Packages                                                             | One week fully paid travel to any of the ASEAN countries.                                                                                                                                           |                                                                                                                                                                                                                            |
| - Membership in Professional Organizations                                    | Both foreign and local with three (3) in a year paid attendance of related activities.                                                                                                              |                                                                                                                                                                                                                            |
| - Learning Opportunities                                                      | Fully paid attendance in short-term courses (not more than one month) for technical enhancement, managerial upgrading and supplementary intervention to further improve capability to serve better. |                                                                                                                                                                                                                            |
| m. Other Awards                                                               | Monetary awards or benefits shall be determined by the University-wide PRAISE Committee duly approved by the EVSU Board of Regents upon the Recommendation by the University President.             |                                                                                                                                                                                                                            |

*Provided,* that the PRAISE monetary incentives shall be released as provided below, except as may be expressly prescribed by relevant laws, rules and regulations, to wit:

- a. Fifty percent (50%)- Not later than fifteen (15) days after the completion of the search or screening process.
- b. Fifty percent (50%)- During the ceremonies organized for the purpose.

*Provided, further,* that the University President may adopt such schedules on the release of the PRAISE monetary incentives upon the recommendation by the PRAISE Committee duly approved by the Board Committee.

Section 29. **Productivity Incentive Bonus (PIB) and EVSU-PRAISE Incentives and Awards.** – The EVSU-PRAISE System Manual duly approved by the CSC shall be the basis of the grant of the Productivity Incentive Bonus (PIB), other awards and incentives and revocation of accreditation to take final action on appointments.

Section 30. **Automatic Adjustment of the Value or Amount of the Monetary and Non-Monetary Awards and Incentives by Indexation to Inflation and Such Mechanism.** – The value or amount of monetary and non-monetary awards and incentives provided under this Manual, University Code and applicable laws, rules and regulations shall be automatically adjusted using by indexing the same to the inflation rate in the national level.

*Provided,* that any adjustment of the value or amount of the monetary and non-monetary awards and incentives shall be recommended by the PRAISE Committee concerned duly reviewed by the University President and the Board Committee on Draft Writing, Review of Policies, Fees, Incentives and Assistance to Students and Employees, and Board Committee on Finance and duly approved by the EVSU-Board of Regents upon the recommendation by the University President.

*Provided, further,* that the approved adjustments shall be submitted to the CSC-Regional Office No. VIII for further review within fifteen (15) days from receipt thereof. Should the CSC Regional Office No. VIII interposes no objection in writing within the said period of review, the adjustments submitted by the University President shall become executory and the same be granted to the qualified awardees or recipients subject to the provisions of this Manual, University Code and applicable laws, rules and regulations.

*Provided, furthermore,* that the adjusted amount shall not be less than the prevailing value or amounts of the awards or incentives as provided under this Manual, University policies and applicable laws, rules and regulations.

## Article VII

### **SEARCH/SCREENING PROCEDURES**

Section 31. **General Conditions.** – The following conditions shall strictly be followed:

- 31.1. *Competition among Candidates or Nominees.* – Candidates/nominees for any of the awards, whether by individual or group categories, shall compete among themselves and be screened based on the criteria or standards, requirements and process provided under this Manual and/or as the PRAISE Committee may determine subject to the approval by the University President and EVSU Board of Regents.
- 31.2. *Grounds for Disqualification.* – Notwithstanding as may be provided in pertinent provisions of this Manual and CSC circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending and/or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the University.
- Provided,* that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charged has been filed against a candidate or nominee before a competent tribunal before thirty (30) days the official acceptance of letter of intent or nomination. *Provided, further,* that a pending case that has already been considered dismissed and awaiting a formal resolution shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by Secretary of the investigation committee or body.
- 31.3. *Prohibition of Multiple Claims of Incentives for Best Employees Award and Best Organizational Unit Award.* – Given the multi-tasking mechanism observed in the University, multiple claims of incentives by any awardee for Best Employees Award and Best Organization Unit Award in a given year are strictly prohibited in whatever form and conditions. The awardee or awardees shall be entitled to the incentive whichever is higher.
- 31.4. *Entitlement of Incentives for Awards Other Than Best Employees Award and Best Organizational Unit Award.* – University officials or officers, faculty members, non-teaching personnel or employees shall be entitled to incentives for awards other than Best Employees Award and Best Organizational Unit Award as provided under this Manual based on the criteria, standards and requirements prescribed under existing laws, rules and regulations.

Section 32. ***Submission of Intent and Nomination of Candidates or Nominees.*** – On or before every tenth (10<sup>th</sup>) day of January starting Fiscal Year 2017 and every year thereafter, an official or officer, faculty member or non-teaching personnel shall submit to the PRAISE Committee through the Vice President for Administration and Finance (VPAF) through the Director of PRAISE Center letter of intent (**Annex A**) containing the list of not more than five (5) awards categories where he/she wants to participate in the search or screening process.

*Provided,* that should any official or officer, faculty member or non-teaching personnel fails to submit his/her letter of intent, their respective immediate



supervisors shall, after proper consultation, submit the list of not more than five (5) awards categories (**Annex B**) to which their respective official or officer, faculty members and non-teaching personnel shall be screened.

*Provided, further,* that any candidate or nominee may waive his/her right to participate in the screening for any award categories for such reason he/she deem consider.

Section 33. **Criteria and Standards.** – The following criteria shall be used:

33.1. **Best Employee Award** (*Individual Category*):

| <b>Indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Weight Allocations</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Quality and Consistency of Behavioral Performance</b> – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance has exceeded individual performance targets or Individual Performance Commitment and Review (IPCR) based on the Strategic Performance Managements System (SPMS).                                                                           | 20%                       |
| <b>Impact of Performance/Achievement</b> – The extent to which the idea, suggestion, innovation or invention is being used, whether it has far-reaching effect; the number of persons benefited; the paradigm shift it has caused and the amount of money saved, or<br><b>Impact of Behavioral Performance</b> – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public. | 20%                       |
| <b>Risk or Temptation Inherent in the Work</b> – The degree of risk and temptation substantially present in the work.                                                                                                                                                                                                                                                                                                             | 20%                       |
| <b>Obscurity of the Position or Work Assignment</b> – The lowliness or insignificance of the position work assignment in relation to the degree of performance and extraordinary norm/s manifested.                                                                                                                                                                                                                               | 20%                       |
| <b>Years of Service</b> – the cumulative of at least three (3) years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.                                                                                                                                                                                                                                                                | 20%                       |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>100%</b>               |

33.2. **Best Organizational Unit Award** (*Campus, College, Department, Unit, Section of Office*):

| <b>Indicators</b>                                                                                                                                                                | <b>Weight Allocations</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Performance</b> – Exceeded the Unit’s performance Targets or the Office Performance Commitment and Review (OPCR) based on the Strategic Performance Managements System (SPMS) | 20%                       |

|                                                                                                                                                                                                                                                                  |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Quality and Consistency of Performance</b> – Exceeded the Unit’s performance Targets or the Office Performance Commitment and Review (OPCR) for the last based on the Strategic Performance Managements System (SPMS)                                         | 20%         |
| <b>Impact of Performance/Achievement</b> – The extent to which the idea, suggestion, innovation or invention is being used, whether it has far-reaching effect; the number of persons benefited; the paradigm shift it has caused and the amount of money saved. | 20%         |
| <b>Cost Efficiency</b> – The extent to which minimum amount of resources (people, time, etc.), has been used to achieve the result or output.                                                                                                                    | 20%         |
| <b>Team Spirit</b> – The extent to which performance was achieved through teamwork, shared responsibility, commitment and dynamic leadership and management.                                                                                                     | 20%         |
| <b>TOTAL</b>                                                                                                                                                                                                                                                     | <b>100%</b> |

33.3. *Criteria and Standards for Other PRAISE Awards.* – The criteria and standards for other PRAISE awards shall be consistent with applicable laws, rules and regulations promulgated by competent authority/ies and/or as the PRAISE Committee may prescribe duly approved by the University President and the Board Committee concerned.

33.4. *Other Considerations.* – Other similar circumstances or considerations in favor of the nominee, as may be determined by the PRAISE Committee concerned duly approved by the University President.

Section 34. **Rating and Ranking Scheme for the Various Awards.** – A five (5)-point scale shall be used in the scoring with adjectival description and ranking scheme, to wit:

34.1. *For Best Employees Award and Best Organizational Unit Award:*

| <b>Rating Ranges</b> | <b>Percentage Equivalent</b> | <b>Adjectival Description</b> | <b>Ranking Scheme</b><br><i>(based on the chronology of rating)</i> |
|----------------------|------------------------------|-------------------------------|---------------------------------------------------------------------|
| 4.1-5.0              | 90-100%                      | Outstanding                   | First Place                                                         |
| 3.1-4.0              | 80- 89.9%                    | Very Satisfactory             | Second-Fifth Place                                                  |
| 2.1-3.0              | 70-79.9%                     | Satisfactory                  | Sixth-Tenth Place                                                   |
| 1.1-2.0              | 60-69.9%                     | Unsatisfactory                | Disqualified                                                        |
| 0-1.0                | 50-59.9%                     | Poor                          | Disqualified                                                        |

34.2. *For Other Awards.* – The rating and ranking scheme in Section 34.1 above shall be applied to the search or screening of candidates or nominees for the conferment of other awards and incentives which shall be competitive as provided under this Manual and/or in applicable laws, rules and regulations.

Section 35. **Requirements.** – Except as may be expressly prescribed under applicable laws, rules and regulations, the following requirements shall be submitted to the Office of the Vice President for Administration and Finance (VPAF) through the Director of PRAISE Center, to wit:

- 35.1. Duly accomplished Updated Personal Data Sheet (PDS);
- 35.2. Duly accomplished EVSU-PRAISE Form No. 1 (Letter of Intent) or EVSU-PRAISE Form No. 2 (Nomination by the immediate supervisor);
- 35.3. Duly accomplished and approved IPCR for individual category, and both the IPCR and OPCR for group category;
- 35.4. Proposal or Concept Paper or Brief Description of the idea, suggestion, innovation or invention duly approved by the University President;
- 35.5. Impact Assessment Report idea, suggestion, innovation or invention conducted by an appropriate Team created by the Office of the Vice President for Administration and Finance (VPAF);
- 35.6. Relevant documentary evidence/s of the claim for an award as may be determined by the PRAISE Committee concerned;
- 35.7. Resolution by the PRAISE Committee on the classification or category of award search or screening; and
- 35.8. Such documents as may be required by the PRAISE Committee concerned duly approved by the University President.

Section 36. **Screening Period.** – The screening period shall start on every 21<sup>st</sup> day of January and be completed until on 31<sup>st</sup> day of December and every year thereafter.

*Provided,* that a preliminary search or screening shall be held on or before every 15<sup>th</sup> day of July and every year thereafter to generate indicative results such that the candidates or nominees shall be given adequate information of the awards they have applied for or been nominated, and for purposes of budget preparation whether regular or supplemental such that the projected budget for the PRAISE awards and incentives shall be obligated on or before every 31<sup>st</sup> day of December and every year thereafter.

*Provided, further,* that the screening for the second phase shall be completed no later than every 15<sup>th</sup> day of January and every thereafter such the final results shall be consolidated, ratified, reviewed and approved pursuant to the provisions of this Manual and such applicable laws, rules and regulations in so far expressly authorized by the EVSU-Board of Regents upon the recommendation by the University President.

Section 37. **Duty of the Candidates or Nominees to Submit Documentary Evidences.** – It shall be the duty of every candidate or nominee, whether individual or group, to submit the required documentary evidences of the

award he/she is being screened and considered for conferment every month or as periodic as the PRAISE Committee concerned may prescribe.

Section 38. **Grounds for the Deferment and Cancellation of the Screening Process of a Candidate or Nominee.** – The PRAISE Committee shall defer or cancel the screening process for a candidate or nominee, whether individual or group, for any of the following grounds:

- 38.1. Failure of the candidate or nominee to submit the required documentary evidence/s on the date prescribed by the PRAISE Committee concerned;
- 38.2. Material misrepresentation on accounts of forgery, tampering and such act/s directed to misleading and confusing the PRAISE Committee's screening process;
- 38.3. Issuance of a charged sheet or final judgment for any administrative, civil or criminal case before an appropriate tribunal or competent authority;
- 38.4. Violation/s of any of the provisions of the policies of the University, CSC and ethical standards that shall undermine his/her integrity and sanctity as candidate or nominee and of the screening process; and
- 38.5. Such act/s that the PRAISE Committee may consider prejudicial in the discharge of its duties and functions.

Section 39. **Notification of Search/Screening Results.** – On or before every twentieth (20<sup>th</sup>) day of January on the following year and every year thereafter, the PRAISE Committee concerned shall notify the candidates or nominees the search or screening results on the awards categories to which they were considered.

Section 40. **Notification of Deferred and Cancelled Letter of Intent or Nomination.** – The PRAISE Committee concerned shall notify the candidate or nominee in case of deferment and cancellation of his or her letter of intent or nomination or in case of any protest filed against him or her within seven (7) days from the decision thereof (**Annex C**).

Section 41. **Consent of the Candidates or Nominees on the Screening Results.** – Within fifteen (15) days after a candidate or nominee has been served of the appropriate notice, he/she shall submit a letter of consent of the award (**Annex D**) for further deliberations and verifications by the PRAISE Committee concerned.

Should a candidate or nominee intentionally or unintentionally failed to submit the letter of consent; the PRAISE Committee shall determine of his/her award based on the screening results whichever the incentive is higher.

Section 42. **Prohibition on the Change of Awards.** – A change of awards by any candidate or nominee is prohibited after the final screening results shall

have been submitted by the PRAISE Committee concerned and duly approved by the EVSU Board of Regents upon the recommendation by the University President.

Section 43. **Forms of Decisions by the PRAISE Committee.** – All decisions by the PRAISE Committee shall be in the form of a Resolution which shall be adopted by at least majority of its members, there being a quorum.

*Provided, however,* that the PRAISE Committee may also adopt any Resolution via referendum in urgent matters that its Chairperson or the University President may determine from time to time: *Provided,* that such resolution shall be submitted to the PRAISE Committee en banc in the immediate next meeting.

#### Article VIII

### **PUBLICATIONS OF THE FINAL SCREENING RESULTS, PROTEST, AWARDING CEREMONIES, TECHNICAL ASSISTANCE, AND SUBMISSION OF PRAISE REPORT**

Section 44. **Publications of the Final Screening Results.** – On or before every fifth (5<sup>th</sup>) day of February and every year thereafter, the final screening results shall be published in the PRAISE Newsletter of the University and in the bulletin boards and conspicuous places of the different University Campuses.

Section 45. **Protest.** – A protest for a particular award and awardee shall be filed at the Office of the Director of the PRAISE Center within seven (7) working days after publications of the final screening results. The PRAISE Committee concerned shall dispose of the protest within ten (10) days upon receipt thereof and its decision may be appealed of by any aggrieved party by filing a petition for review before the Board Committee.

*Provided, however,* that the Board Committee shall have the exclusive jurisdiction to resolve appeal or petition for reviews and its decision thereof shall be final and executory.

Section 46. **Disposition of Issues.** – Issues relative 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<sup>18</sup>.

Section 47. **Awarding Ceremonies.** – The Vice President for Administration and Finance (VPAF) through the Director of PRAISE Center shall be directly responsible in organizing and undertaking appropriate awarding ceremonies as periodic as possible.

Section 48. **Technical Assistance.** – The CSC Regional Office VIII shall provide technical assistance, if deemed necessary, to ensure proper implementation of the EVSU-PRAISE System<sup>19</sup>.

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<sup>18</sup> Item 16 of CSC MC No. 01, s. 2001.

<sup>19</sup> Item 14 of CSC MC No. 01, s. 2001.

Section 49. **Submission of Annual PRAISE Report.** – The Annual PRAISE Report should be submitted by the University to the CSC Regional Office No. VIII on or before the thirtieth (30<sup>th</sup>) day of January to enable its employees to qualify for nomination to the CSC sponsored national awards<sup>20</sup>.

## Article IX

### **POINT RECOGNITION AND EQUIVALENCY OF PRAISE AWARDS**

Section 50. **Point Equivalency and Recognition for Faculty Members under NBC No. 461<sup>21</sup> and Merit Promotion Plan for Faculty Members<sup>22</sup>.** – The awards conferred to the faculty members shall be automatically recognized with the corresponding point equivalent in their corresponding academic ranks' evaluation subject to the allowable points under NBC No. 461 dated June 1, 1998 and Merit Promotion Plan for Faculty Members per CSC Circular No. 03, s. 2001 dated January 26, 2001 in so far as authorized by the EVSU Board of Regents.

Section 51. **Point Equivalency and Recognition for Non-Teaching Personnel under the Merit Promotion Plan for Non-Teaching Personnel per CSC Circular No. 03, s. 2001.** – The awards conferred to the Non-Teaching Personnel shall be automatically recognized with the corresponding point equivalent in their promotions' evaluation subject to the allowable points under Merit Promotion Plan for Non-Teaching Personnel per CSC Circular No. 03, s. 2001 dated January 26, 2001 in so far as authorized by the EVSU Board of Regents.

## Article X

### **FUNDING REQUIREMENTS**

Section 52. **Sources of Funds.** – Subject to pertinent provisions in this Manual and CSC circulars, rules and regulations, the following conditions shall strictly be observed in the determination of the PRAISE incentives and sources of funds thereof, to wit:

- 52.1. The amount of the PRAISE incentives shall be determined by the PRAISE Committee duly approved by the Board upon the recommendation by the University President.
- 52.2. The University shall allocate at least five percent (5%) of the Human Resource Development (HRD) Funds for the PRAISE and incorporate the same in its Annual Work and Financial Plan and budget. In addition, the budget allocations for Human Resource Development from income may also be utilized subject to the provisions of CHED Memorandum Order No. 20, s. 2011 adopted by the EVSU Board of Regents per Board Resolution No. 93, s. 2016<sup>23</sup>.

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<sup>20</sup> Item 15 of CSC MC No. 01, s. 2001.

<sup>21</sup> Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular (NCC) No. 69.

<sup>22</sup> Revised Policies on Merit Promotion Plan.

<sup>23</sup> Board Resolution No. 93, s. 2016 entitled, "Adopting/Approving CHED Memorandum Order No. 20, s. 2011."

52.3. The grant of the PRAISE incentives shall be subject to the availability of funds, and usual auditing and accounting rules and regulations.

Section 53. **Fund Augmentation.** – Taking into consideration pertinent provisions of existing laws, rules and regulations, augmentation of funds from savings and other sources of funds for the grant of PRAISE incentives may be resorted subject to the proper clearance or authority from the EVSU Board of Regents, CSC and DBM.

## Article XI

### **MISCELLANEOUS PROVISIONS**

Section 54. **Establishment and Operations of PRAISE Center.** – There shall be an established EVSU-PRAISE Center in each Campus which shall be under the direct supervision of the Vice President for Administration and Finance (VPAF) through the Director of PRAISE Center, subject to the following rules:

- 54.1. The PRAISE Center shall be exclusively used for the proper safekeeping, custody and security of the forms, documents and properties used in the search or screening of candidates or nominees;
- 54.2. The specific locations of the PRAISE Center shall be prescribed by the University President upon the recommendation by the Campus Director concerned.
- 54.3. The Center must have adequate officers and staff duly designated or hired by the University President consistent with existing laws, rules and regulations.
- 54.4. The PRAISE Center shall properly be equipped with facilities and security gadgets.
- 54.5. The PRAISE Center shall serve as the venue for committee meetings and PRAISE related activities.
- 54.6. The funds necessary for the operations of the PRAISE Center shall be charged from the 5% of the HRD Funds and/or income of the University subject to usual accounting and auditing rules and regulations.

Section 55. **Preparation and Approval of PRAISE Screening Criteria, Forms and Designs.** – The duly constituted PRAISE Committees shall prepare all the PRAISE forms and designs within thirty (30) days from its first organizational meeting and the same be submitted to the University President for review and approval.

Section 56. **First Screening of the PRAISE Candidates.** – For the purpose of this Manual, the First Screening of the PRAISE Candidates shall start after the PRAISE Committees shall have been constituted by the University President within seven (7) days from the approval of this Manual.

Section 57. **Suppletory Application of Laws, Rules and Regulations.** – Notwithstanding as explicitly adopted or provided under this Manual, all laws, rules and regulations promulgated by competent authorities such as, but not limited to, the President of the Republic of the Philippines, Congress of the Philippines, Civil Service Commission (CSC, Department of Budget and Management (DBM), Commission on Audit (COA), jurisprudence laid down by the Supreme Court of the Philippines and such other government agencies, shall apply suppletorily to this Manual, in so far as authorized by EVSU Board of Regents.

## Article XII

### **PARITY CLAUSE AND PROHIBITION AGAINST DIMINUTION AND ELIMINATION**

Section 58. **Parity Clause.** – All other powers, functions and privileges, responsibilities and limitations to government agencies and/or their officials or PRAISE Committees under existing laws shall be deemed granted to or imposed upon the University and/or its officials whenever appropriate.

Section 59. **Prohibition Against Diminution and/or Elimination.** – Nothing in this Manual shall be construed to eliminate or in any way diminish rights, benefits, privileges, powers, duties and functions, as the case may be, being enjoyed by the officials, faculty members, non-teaching personnel or employee of the University at the time of the effectivity of this Manual.

## Article XIII

### **IMPLEMENTING GUIDELINES**

Section 60. **Rule-Making Authority.** – The University President shall, upon the recommendation by the proper EVSU-PRAISE Committee, formulate such implementing guidelines deemed necessary and incidental to ensure proper, effective and efficient implementation of the provisions of this Manual.

Section 61. **Review and Ratification of Implementing Guidelines.** – All implementing guidelines of any and/or all of the provisions of this Manual shall be submitted to the Board for review and ratification.

## Article XIV

### **AMENDMENT, REVISION, SEPARABILITY, AND EFFECTIVITY**

Section 62. **Amendment, Revision, Review and Updating of the Manual.** – Any and/or provisions of this Manual may be amended or revised, as the case may be, by the EVSU Board of Regents upon the recommendation by the University President after due consultation with and/or endorsement by the EVSU-PRAISE Committees. *Provided*, that any amendment or revision of this Manual shall be submitted to the CSC Regional Office No. VIII for evaluation and approval.

*Provided, further*, that it shall be the responsibility of the University President with the assistance of the Secretariat to ensure periodic updating of this Manual taking into account the subsequent policies approved by the EVSU Board



of Regents and such rules and regulations promulgated by CSC and competent authorities in so far as expressly adopted or authorized by the Board. *Provided, furthermore,* that this Manual shall be reviewed every three (3) years by the EVSU PRAISE Committee and the Board Committee concerned and the results of which shall be submitted to the EVSU Board of Regents for approval upon the recommendation by the University President.

Section 63. **Repealing Clause.** – All Board Resolutions, orders, issuances, rules and regulations and policies of the University, or parts thereof, inconsistent with the provisions of this Manual are hereby amended or repealed accordingly.

Section 64. **Separability Clause.** – The provisions of this Manual are hereby declared separable. In the event that any provision hereof is rendered unconstitutional, those that are not affected shall remain valid and effective.

Section 65. **Effectivity Clause.** – This EVSU-PRAISE System Manual shall become effective upon approval by the EVSU Board of Regents and final evaluation by the CSC-Regional Office No. VIII.

**Adopted/Approved** this 19<sup>th</sup> day of April 2017 pursuant to Board Resolution No. 116, s. 2017 approved during the 2017 Second Special Board Meeting held at the 5<sup>th</sup> Floor, Conference Room, Ironwood Hotel, P. Burgos St., cor. Juan Luna St., Barangay 34, Tacloban City.

**APPROVED:**

**J. PROSPERO E. DE VERA III, DPA**  
*Commissioner*  
*Commission on Higher Education*  
**Chair, EVSU-Board of Regents**

**DOMINADOR O. AGUIRRE, JR., DM**  
*University President III*  
**Vice Chair, EVSU-Board of Regents**

**FRANCIS JOSEPH G. ESCUDERO**  
*Chair, Committee on Education*  
*Senate of the Philippines*  
**Member**

**ANN K. HOFER**  
*Chair, Committee on Higher*  
*& Technical Education*  
*House of Representatives*  
**Member**

*Represented by:*

*Represented by:*

**FRANCES ANN BASILIO PETILLA**

**FLORENCIO "BEM" GABRIEL NOEL**

**EDGARDO M. ESPERANCILLA, CESO II**  
Regional Director, DOST-Region VIII  
**Member**

**BONIFACIO G. UY, CESO IV**  
Regional Director, NEDA-Region VIII  
**Member**

**ROGELIO D. BASAS**  
President, Federation of EVSU Faculty  
Association, Inc.  
**Member**

**MICHAEL L. MUZONES**  
President, Federation of Student  
Councils of EVSU  
**Member**

**RAUL S. SOLIVA**  
President, Federation of Alumni  
Associations of EVSU, Inc.  
**Member**

**PACIENTE A. CORDERO, JR.**  
Private Sector Representative  
**Member**

**DANIEL A. ARIASO SR., CESO II**  
Private Sector Representative  
**Member**

**I hereby certify to the correctness of the foregoing Resolution No. 116, s. 2017 as duly adopted by affirmative vote by the EVSU Board of Regents during the 2017 Second Special Board Meeting held on April 19, 2017, as indicated above.**

Certified Correct:

**MA. BELINDA C. LORA, MAIS**  
Associate Professor III  
**Board/University Secretary**

## **COMMITMENT**

I hereby commit to implement and abide by the provisions of this EVSU-PRAISE System Manual which shall be the basis for the grant of awards and incentives including Productivity Incentive Bonus.

The annual PRAISE Report of the University shall be submitted to the CSC Regional Office No. VIII on or before the thirtieth day of January enable our officials or officers, faculty members, non-teaching personnel or employees to qualify for nomination to the CSC-sponsored national awards.

**DOMINADOR O. AGUIRRE, JR., DM**  
University President III

\_\_\_\_\_  
(Date)

## **CIVIL SERVICE COMMISSION (CSC) ACTION:**

**I have evaluated the herein EVSU-PRAISE System Manual and found it to be in accordance with the provisions of CSC MC No. 01, s. 2001 and may now be implemented as having approved by the CSC.**

**VICTORIA F. ESBER**  
*Director IV*  
**Civil Service Commission**  
*Regional Office No. VIII*

\_\_\_\_\_  
(Date)

**Annex A**

**EVSU-PRAISE Form No. 1**  
Approved per Board Reso. No. 116, s. 2017  
Approval Date: April 19, 2017  
Revision No. 0



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**Program on Awards and Incentives For Service Excellence  
of Eastern Visayas State University System  
(EVSU-PRAISE SYSTEM)**

January \_\_\_\_, 20\_\_

**THE EVSU-PRAISE COMMITTEE**  
*Eastern Visayas State University*

**Attention: Vice President for Administration and Finance  
Through: Director of PRAISE Center**

**SUBJECT: LETTER OF INTENT FOR INCLUSION IN THE SEARCH OR  
SCREENING OF THE 201\_\_ PRAISE OF THE UNIVERSITY**

Dear Sirs/Madame:

Season's Greetings!

Pursuant to the EVSU-PRAISE System Manual approved per Board Resolution No. 116, s. 2017 and in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 and other pertinent laws, rules and regulations, I wish to express my intent for inclusion in the Search or Screening of the 20\_\_ PRAISE of the University on the following Awards and Categories:

| <b>Awards and Categories</b> | <b>Justification Brief Description</b> |
|------------------------------|----------------------------------------|
|                              |                                        |
|                              |                                        |
|                              |                                        |

In connection thereof, I am aware of my duties and obligations to provide the PRAISE Committee with the documents and information that are necessary for the said awards and categories on the schedule as the PRAISE Committee may determine from time to time.

Thank you very much and God bless.

Most respectfully yours,

\_\_\_\_\_  
*Signature over printed name of Candidate*  
*Position/Academic Rank*

**Annex B**

**EVSU-PRAISE Form No. 2**  
Approved per Board Reso. No. 116, s. 2017  
Approval Date: April 19, 2017  
Revision No. 0



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**Program on Awards and Incentives For Service Excellence  
of Eastern Visayas State University System  
(EVSU-PRAISE SYSTEM)**

January \_\_\_\_, 20\_\_

**THE EVSU-PRAISE COMMITTEE**  
*Eastern Visayas State University*

**Attention: Vice President for Administration and Finance  
Through: Director of PRAISE Center**

**SUBJECT: NOMINATION FOR INCLUSION IN THE SEARCH OR  
SCREENING OF THE 20\_\_ PRAISE OF THE UNIVERSITY**

Dear Sirs/Madame:

Season's Greetings!

Pursuant to the EVSU-PRAISE System Manual approved per Board Resolution No. 116, s. 2017 and in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 and other pertinent laws, rules and regulations, and after proper consultation with the employees concerned, I hereby nominate for their inclusion in the Search or Screening of the 201\_\_ PRAISE of the University on the following Awards and Categories:

| <b>Name of Employees</b> | <b>Awards and Categories</b> | <b>Justification Brief Description</b> |
|--------------------------|------------------------------|----------------------------------------|
|                          |                              |                                        |
|                          |                              |                                        |
|                          |                              |                                        |

In connection thereof, they are aware of their duties and obligations to provide the PRAISE Committee with the documents and information that are necessary for the said awards and categories on the schedule as the PRAISE Committee may determine from time to time.

Thank you very much and God bless.

Most respectfully yours,

\_\_\_\_\_  
*Signature over printed name  
Position/Academic Rank*



**Annex C**

**EVSU-PRAISE Form No. 3**  
Approved per Board Reso. No. 116, s. 2017  
Approval Date: April 19, 2017  
Revision No. 0

Republic of the Philippines

**EASTERN VISAYAS STATE UNIVERSITY**

Tacloban City

**Program on Awards and Incentives For Service Excellence  
of Eastern Visayas State University System  
(EVSU-PRAISE SYSTEM)**

January \_\_\_\_, 20\_\_

*Eastern Visayas State University*

**SUBJECT: NOTICE OF DEFERMENT OR CANCELLATION OF SEARCH OR  
SCREENING RESULTS OF THE 20\_\_ PRAISE OF THE  
UNIVERSITY**

Dear Sir/Madame:

Season's Greetings!

Pursuant to Resolution No. \_\_\_\_, s. 20\_\_, adopted by the majority of the EVSU-PRAISE Committee pursuant to its duties and functions under the EVSU-PRAISE System Manual approved per Board Resolution No. 116, s. 2017 and in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 and other pertinent laws, rules and regulations, you are hereby informed that the Search or Screening Results of the 201\_\_ PRAISE of the University on the Awards and Categories to which you have applied for and/or has been nominated has been deferred or cancelled due to the following findings and grounds:

1. \_\_\_\_\_
2. \_\_\_\_\_

In view thereof, kindly send to us your verified reply to the said findings or grounds within seven (7) days from receipt hereof. Please take note that, should you fail to submit the required reply within the said period, the EVSU-PRAISE Committee shall consider in disqualifying you from participating in subsequent stages and hence you shall not be entitled with any award and incentive for Fiscal Year 20\_\_.

Thank you very much and God bless.

Most respectfully yours,

\_\_\_\_\_  
*Chairperson, PRAISE Committee*

**Attested:**

\_\_\_\_\_  
*Director of PRAISE*

\_\_\_\_\_  
*Vice President for Administration and Finance*

**Annex D**

**EVSU-PRAISE Form No. 4**

Approved per Board Reso. No. 116, s. 2017

Approval Date: April 19, 2017

Revision No. 0



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**Program on Awards and Incentives For Service Excellence  
of Eastern Visayas State University System  
(EVSU-PRAISE SYSTEM)**

January \_\_\_\_, 20\_\_

Eastern Visayas State University

**SUBJECT: NOTICE ON THE SEARCH OR SCREENING RESULTS OF THE  
201\_\_ PRAISE OF THE UNIVERSITY**

Dear Sir/Madame:

Season's Greetings!

Pursuant to Resolution No. \_\_\_\_, s. 20\_\_, adopted by the majority of the EVSU-PRAISE Committee pursuant to its duties and functions under the EVSU-PRAISE System Manual approved per Board Resolution No. 116, s. 2017 and in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 and other pertinent laws, rules and regulations, you are hereby inform on the Search or Screening Results of the 201\_\_ PRAISE of the University on the Awards and Categories, for the period of \_\_\_\_\_, to which you have applied for and/or has been nominated to wit:

| <b>Awards and Categories</b> | <b>Total Points</b> | <b>Adjectival Description</b> | <b>Rank/ Place</b> | <b>Amount of the Incentive</b> |
|------------------------------|---------------------|-------------------------------|--------------------|--------------------------------|
|                              |                     |                               |                    |                                |
|                              |                     |                               |                    |                                |
|                              |                     |                               |                    |                                |
|                              |                     |                               |                    |                                |

In view thereof, kindly send to us your Letter of Consent (LoC) of the specific Award and Categories you want to be conferred with the corresponding incentive specified above. Please take note that, should you fail to submit the LoC within fifteen (15) days from receipt hereof, the EVSU-PRAISE Committee shall consider the award with the highest incentive above to be conferred upon you.

Thank you very much and God bless.

Most respectfully yours,

\_\_\_\_\_  
Chairperson, PRAISE Committee

**Attested:**

\_\_\_\_\_  
Director of PRAISE

\_\_\_\_\_  
Vice President for Administration and Finance

**Annex E**

**EVSU-PRAISE Form No. 5**

Approved per Board Reso. No. 166, s. 2017

Approval Date: April 19, 2017

Revision No. 0



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**Program on Awards and Incentives For Service Excellence  
of Eastern Visayas State University System  
(EVSU-PRAISE SYSTEM)**

January \_\_\_\_, 20\_\_

**THE CHAIRPERSON**

**EVSU-PRAISE COMMITTEE**

*Eastern Visayas State University*

**Attention: Vice President for Administration and Finance  
Through: Director of PRAISE Center**

**SUBJECT: LETTER OF CONSENT (LoC) TO THE SEARCH OR SCREENING  
RESULTS OF THE 20\_\_ PRAISE OF THE UNIVERSITY**

Dear Sir/Madame:

Season's Greetings!

In reply to your letter dated \_\_\_\_\_ and in view of pertinent provisions of EVSU-PRAISE System Manual approved per Board Resolution No. 116, s. 2017 and in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 and other pertinent laws, rules and regulations, I hereby express my consent to be conferred with the \_\_\_\_\_ Award and the incentive thereof.

I shall be grateful to be notified on the schedule of the Conferment Ceremonies.

Thank you very much and God bless.

Most respectfully yours,

\_\_\_\_\_  
*Signature over printed name of Awardee  
Position/Academic Rank*

Noted:

\_\_\_\_\_  
*Signature over printed name  
of the Immediate Supervisor*



**Annex F**

**EVSU-PRAISE Form No. 6**  
Approved per Board Reso. No. 116, s. 2017  
Approval Date: April 19, 2017  
Revision No. 0



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**Program on Awards and Incentives For Service Excellence  
of Eastern Visayas State University System  
(EVSU-PRAISE SYSTEM)**

**PRAISE Resolution No. \_\_\_\_\_**  
Series of 20\_\_\_\_

**RESOLUTION ADOPTING THE SEARCH OR SCREENING RESULTS OF  
\_\_\_\_\_ ON HIS/HER APPLICATION OR NOMINATION  
FOR THE 20\_\_\_\_ PRAISE OF THE UNIVERSITY**

**WHEREAS,** \_\_\_\_\_ has applied for and/or has been nominated of five (5) Awards in various categories for 20\_\_\_\_ PRAISE Search and Screening of the University and has obtained the following:

| <b>Awards and Categories</b> | <b>Total Points</b> | <b>Adjectival Description</b> | <b>Rank/ Place</b> | <b>Amount of the Incentive</b> |
|------------------------------|---------------------|-------------------------------|--------------------|--------------------------------|
|                              |                     |                               |                    |                                |
|                              |                     |                               |                    |                                |
|                              |                     |                               |                    |                                |
|                              |                     |                               |                    |                                |
|                              |                     |                               |                    |                                |

**WHEREAS,** the PRAISE Committee is mandated to notify the said candidate or nominee for his/her consent of the said results;

**NOW, THEREFORE:** Pursuant to the duties and functions under the EVSU-PRAISE System Manual approved per Board Resolution No. 116, s. 2017 and in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 and other pertinent laws, rules and regulations, the PRAISE Committee resolved as it hereby resolves to Adopt the Search or Screening Results of \_\_\_\_\_ on His/Her Application or Nomination for the 20\_\_\_\_ Praise of the University as indicated above.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**Certified Correct:**

**Attested:**

\_\_\_\_\_  
Director, HRMO/Secretary

\_\_\_\_\_  
Vice President for Administration and Finance

**Annex G**

**EVSU-PRAISE Form No. 7**

Approved per Board Reso. No. 116, s. 2017

Approval Date: April 19, 2017

Revision No. 0



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**Program on Awards and Incentives For Service Excellence  
of Eastern Visayas State University System  
(EVSU-PRAISE SYSTEM)**

**PRAISE Resolution No. \_\_\_\_\_**  
Series of 20\_\_\_\_

**RESOLUTION RECOMMENDING TO THE EVSU-BOARD OF REGENTS THROUGH THE  
UNIVERSITY PRESIDENT FOR THE CONFERMENT OF \_\_\_\_\_  
WITH THE \_\_\_\_\_ AWARD AND  
ITS CORRESPONDING INCENTIVE IN THE AMOUNT OF \_\_\_\_\_  
FOR THE 20\_\_\_\_ PRAISE OF THE UNIVERSITY SUBJECT TO THE AVAILABILITY OF  
FUNDS AND USUAL ACCOUNTING AND AUDITING RULES AND REGULATIONS**

**WHEREAS,** \_\_\_\_\_ has applied for and/or has been  
nominated of five (5) Awards in various categories for 20\_\_\_\_ PRAISE Search and  
Screening of the University and has obtained the total points, adjectival description, rank  
and the corresponding incentive per PRAISE Resolution No. \_\_\_\_;

**WHEREAS,** \_\_\_\_\_ has expressed of his/her consent to be  
conferred with \_\_\_\_\_ and its corresponding incentive;

**NOW, THEREFORE:** Pursuant to the duties and functions under the EVSU-PRAISE  
System Manual approved per Board Resolution No. 116, s. 2017 and in line with CSC  
Resolution No. 010112 and CSC MC No. 01, s. 2001 and other pertinent laws, rules and  
regulations, the PRAISE Committee resolved as it hereby resolves to Recommend to the  
EVSU-Board of Regents through the University President for the Conferment of  
\_\_\_\_\_ with the \_\_\_\_\_ Award and its  
Corresponding Incentive in the Amount of \_\_\_\_\_ for the 20\_\_\_\_ Praise  
of the University.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**Certified Correct:**

**Attested:**

\_\_\_\_\_  
*Director, HRMO/Secretary*

\_\_\_\_\_  
*Vice President for Administration & Finance*

**Approved and Endorsed to EVSU-BOR:**

**DOMINADOR O. AGUIRRE, JR., DM**  
University President III

**Annex H**

**EVSU-PRAISE Form No. 8**

Approved per Board Reso. No. 116, s. 2017

Approval Date: April 19, 2017

Revision No. 0



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**Program on Awards and Incentives For Service Excellence  
of Eastern Visayas State University System  
(EVSU-PRAISE SYSTEM)**

# Conferment of Award

(Sample only)

\_\_\_\_\_  
(Name of the awardee)

is hereby conferred as

## Best Instructor I

**Best Employee Award-Individual Category**  
**20\_\_\_\_\_ Search or Screening for PRAISE of the University**

As such, he/she shall be entitled to the corresponding PRAISE incentive in the amount of \_\_\_\_\_.

Conferred this \_\_\_\_\_ day of \_\_\_\_\_ pursuant to Board Resolution No. \_\_\_\_\_, s. 20\_\_\_\_.

\_\_\_\_\_  
*University President III*

We hereby attest that this Conferment of Award has been properly deliberated and adopted by the PRAISE Committee in accordance with the EVSU-PRAISE System Manual approved per Board Resolution No. 116, s. 2017 and in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and other pertinent laws, rules and regulations.

\_\_\_\_\_  
*Chairperson, PRAISE Committee*

\_\_\_\_\_  
*Director of PRAISE Center*

\_\_\_\_\_  
*Vice President for Administration and Finance*

**Annex I**

**EVSU-PRAISE Form No. 9**

Approved per Board Reso. No. 116, s. 2017

Approval Date: April 19, 2017

Revision No. 0



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**Program on Awards and Incentives For Service Excellence  
of Eastern Visayas State University System  
(EVSU-PRAISE SYSTEM)**

# **Certificate of Recognition**

**is hereby awarded to**

**(Sample only)**

\_\_\_\_\_  
*(Name of the awardee)*

**for his/her invaluable services rendered as \_\_\_\_\_  
during the \_\_\_\_\_.**

As such, he/she shall be entitled to the corresponding credit equivalency and recognition under the NBC No. 461 and Merit Promotion Plan as provided in the EVSU-PRAISE System Manual, University Code, and applicable laws, rules and regulations.

Conferred this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
*University President III*

We hereby attest that this Conferment of Award has been properly deliberated and adopted by the PRAISE Committee in accordance with the EVSU-PRAISE System Manual approved per Board Resolution No. 116, s. 2017 and in line with CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, and other pertinent laws, rules and regulations.

\_\_\_\_\_  
*Chairperson, PRAISE Committee*

\_\_\_\_\_  
*Director of PRAISE Center*

\_\_\_\_\_  
*Vice President for Administration and Finance*

**Annex J**

**EVSU-PRAISE SYSTEM FLOWCHART**



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

