

**REVISED MANUAL ON REWARD AND
RECOGNITION SYSTEM OF THE MARIANO
MARCOS STATE UNIVERSITY**

October 2020

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REVISED MANUAL ON REWARD AND RECOGNITION SYSTEM OF THE MARIANO MARCOS STATE UNIVERSITY

I. GENERAL PROVISIONS

Section 1. Title - This Manual shall be known as Revised Manual on Reward and Recognition (R&R) System of the Mariano Marcos State University.

Section 2. Legal Bases – This Policy Manual is promulgated in line with the following legal bases of promulgation and related policies:

- 2.1 Executive Order No. 292, s. 1998. Administrative Code of the Philippines
- 2.2 Omnibus rules Implementing Book V of the Administrative Code of 1987
- 2.3 Section 1, CSC Rule X of Omnibus Rules implementing Book V of EO 292
- 2.4 CSC MC No. 07, s. 2007. Program on Awards and Incentives for Service Excellence (PRAISE)
- 2.5 Executive Order No. 8, s. 2012, directing the adoption of a Performance-based Incentive system for Government Employees
- 2.6 Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.
- 2.7 CSC-DBM Circular No. 1, s. 1990
- 2.8 DBM circular No. 2017-4 dated December 4, 2017. Guidelines on the grant of the Productivity Enhancement Incentive (PEI) to government employees for Fiscal year 2017 and years thereafter.
- 2.9 Memorandum Circular No. 2018-1 based on Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.
- 2.10 Budget Circular 2018-5 dated November 14, s. 2018 as stipulated in Administrative order No. 135, s. 2005.
- 2.11 CSC Resolution No. 1900138 dated 12 February 2019. Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter.
- 2.12 Budget Circular 2018-5 dated November 14, s. 2018 as stipulated in Administrative Order No. 135, s. 2005.
- 2.13 CSC-DBM Joint Circular No.2-A, s. 2005 and CSC-DBM Joint circular No. 2, s. 2004
- 2.14 CSC Memorandum Circular NO. 06, S. 2002. Revised Policies on the grant of Loyalty Award.

Section 3. Scope – This PRAISE System of the Mariano Marcos State University with Equal Opportunity Principle (EOP) policy shall apply to all officials and employees whether on permanent, temporary, casual or contractual status, to include those in external campuses who meet all the criteria for each award. The various campuses and/or organizational units, however, could enhance their localized policy should they propose for other reward and recognition, which they deemed applicable and significant.

Section 4. Definition of Terms – Notwithstanding the provisions in relevant laws, rules and regulations, the following terms are defined as used in the manual:

- 4.1. Award – a recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestion, 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.
- 4.2. Career - positions in the civil service characterized by: a) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; b) opportunity for advancement to higher career positions; and c) security of tenure.
- 4.3. Contribution - any input which can be in the form of an idea or performance.
- 4.4. Discovery - is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- 4.5. Discrimination - any distinction, exclusion or restriction made on the basis of sex, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing etc. with the purpose or intent of depriving, impairing the enjoyment or availment of right and opportunities.
- 4.6. Equal opportunity - refers to the non-discriminatory and non-bias treatment of all candidates/nominees to any of the categories in the availment of the R&R following the principle of equal opportunity to all regardless of sex, gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing etc.
- 4.7. External campus – refers to a college or group of colleges located outside the University Main Campus such as the MMSU Campuses in Laoag City, Currimao and Dingras.

- 4.8. Indirect discrimination - it occurs when a policy or requirement is imposed and someone with a particular attribute does not comply with the requirement or is unduly discriminated against.
- 4.9. 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 or service or otherwise benefit the government. Officials and employees who, by nature of their duties and responsibilities are required to make suggestions, formulate plans or make recommendations to achieve greater efficiency and economy in government operations or to improve working conditions shall not, however, be eligible for awards under this type of contributions.
- 4.10. Incentive – may either be monetary, motivation or privilege given to an official or employee for contribution, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- 4.11. Invention – the creation of something previously non-existence which will benefit the government.
- 4.12. Non-career – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by: a) entrance based other than those of the usual test of merit and fitness utilized for the career service; and b) tenure which is limited to the duration of a particular project for which purpose employment was made.
- 4.13. Organizational Unit – refers to an administrative division in the University organizational structure, which could be a college, directorate, division/department, or office.
- 4.14. Performance type contribution - refers to: a) performance of an extraordinary act or service in the public service in connection with, or related to one's official employment; b) outstanding community service or heroic acts in the public interest; or c) sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.
- 4.15. Suggestion – may be in the form of idea or proposal which improves work performance, systems and procedures and economic operations that will benefit the government.
- 4.16. System – refers to the University R&R program (PRAISE and non-PRAISE) for its officials and employees.

II. BASIC POLICIES

Section 5. Essential Features. This University R&R System is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding employees individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy or other improvement in the government service and operations or for other extra ordinary acts or services in the public interest. It values inclusivity as a way of life by embracing people of diverse background and treating all equitably and without discrimination to create an enabling environment free from barriers, prejudices or preferences incorporating Equal Opportunity Principle (EOP) policy in the System.

Section 6. Basis of Providing Incentives. The system shall adhere to the principles of providing incentives and awards based on performance, innovative ideas and exemplary behavior of University official and employees, regardless of age, appointment status, sex, gender, civil status, social status, family responsibility, income class, race, ethnicity, religion, political affiliation, or any other characteristic specified.

Section 7. Timeliness of Award or Recognition. The System shall give emphasis on the timeliness of giving award or recognition. Aside from the conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized in all University campuses applying the EOP.

Section 8. Monetary and Non-Monetary Awards. The System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal modes. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed 20 percent of the savings generated.

Section 9. Budgetary Allocation for R&R Program. The budgetary requirement for R&R program is included in the Annual General Appropriations Line Item Budget (LIB) for Awards. Allocation is based on R&R historical expenditures and the R&R Work and Financial Plan for the ensuring year.

III. OBJECTIVES

Section 10. General Objective. In general, the University R&R system aims to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, superior accomplishments, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

Section 11. Specific Objectives. The specific objectives of the University R&R system are as follows:

- 11.1. Establish a mechanism for identifying, selecting and rewarding providing incentives to deserving officials and employees and review guidelines and criteria annually;
- 11.2. Identify outstanding accomplishments and best practices of employees on a continuing basis;
- 11.3. Recognize and reward accomplishments and innovations periodically or as the needs arises; and
- 11.4. Provide incentives and interventions to motivate officials and employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

IV. INSTITUTIONALIZATION OF THE UNIVERSITY R&R SYSTEM

Section 12. Institutionalization. The University R&R System is hereby institutionalized for compliance/implementation of all concerned.

Section 13. Authority to Oversee the System. The University President shall be responsible in overseeing the University R&R System's operation. The system shall operate through duly constituted R&R Committees for the following types of awards and recognitions:

- 13.1 PRAISE Committee for the University Program on Awards and Incentives for Service Excellence (PRAISE);
- 13.2 Research Publication Award Evaluation Committee (RPAEC) for the grant of Research Publication Awards (RPA);
- 13.3 University Intellectual Property Board for the payment of Intellectual Property protected outputs such as copyrights, patents, and utility models;
- 13.4 Local Accrediting Body (LAB) for accrediting creative works developed by faculty as basis in granting points in NBC 461; and
- 13.5 Human Resource Management Office-Compensation and Awards Committee (HRM-CAC) for "On-the-Spot" (OTS) or Gantipala Agad Awards.

Section 14. The PRAISE Committee and the Secretariat shall be constituted to screen and recommend candidates to the Civil Service Commission (CSC) for regional awards as well as candidates for national awards. It shall also grant planned and unplanned PRAISE awards such as MMSU Outstanding Achievers and Presidential awards, respectively. The Committee shall ensure efficiency, wide participation and transparency in all processes.

14.1 Constitution and Composition of the PRAISE Committee and Secretariat. The PRAISE committee shall compose of the following:

- a. President of the University or authorized representative (usually a Vice President) as Chairman
- b. Director of Finance
- c. Director of Planning or Director of Research
- d. Director of Human Resource Management (HRM)
- e. President of the Faculty Association Inc. or authorized representative
- f. Two (2) representatives from the Association of Non-Teaching and Administrative Personnel (ANTAP), one from Level 1 and one from Level 2 and shall serve for a period of two (2) years.

The PRAISE Secretariat of the University shall be composed of the following:

- a. Chief of the University Manpower Development Program
- b. At least two staff of the HRM Office.

14.2 Duties and Functions of the PRAISE Committee. The duly constituted PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the University PRAISE. The Committee shall also make sure that the EOP is applied in the system. As such, the Committee shall meet periodically to perform the following tasks:

- a. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- b. Formulate, adopt and amend internal rules, policies and procedure to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- c. Determine the form of awards and incentives to be granted;
- d. Monitor implementation of approved suggestions and ideas through feedback and reports;
- e. Prepare plans, identify resources and propose budget for the System on annual basis;
- f. Develop, produce, distribute a system policy manual and orient the employees on the same;
- g. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- h. Submit an annual report on the University PRAISE awardees to the CSC on or before the 30th day of January;
- i. Monitor and evaluate the program's implementation every year and make essential improvement to ensure its suitability to the University;
- j. Address issues relative to awards and incentives within fifteen (15) days from date of submission;
- k. Incorporate EOP in the University PRAISE system from policy formulation to awarding; and
- l. Ensure to improve the program continuously and that EOP is observed and promoted.

Specifically the PRAISE Secretariat shall attend the PRAISE Committee meetings to coordinate, collaborate and perform the following tasks:

- a. Note down minutes of meeting; and
- b. Take part in the implementation of the PRAISE System in the evaluation of the nominee's documents, validation, interview, awarding, and monitoring and evaluation of the program.

14.3 Qualities of PRAISE Committee Members. To implement the program effectively, the PRAISE Committee members are expected to possess positive attitude, be capable of implementing submitted ideas, open-minded, decisive, have high tolerance for stress or pressure, and actively participate in all Committee meetings. To ensure that EOP is upheld, they must demonstrate fairness and acuity in implementing the program.

14.4 Committee Membership as a Regular and Priority Duty. To ensure proper, effective and efficient implementation of the University R&R system, calendar of activities must be set and given priority by them to ensure timeliness and avoid conflict of schedule with other activities.

- a. **Presiding Officer.** The Chair shall be the Presiding Officer in all PRAISE Committee meetings, and in his/her absence the Vice-Chair shall preside on a particular meeting subject to the specific instructions by the Chair.
- b. **Meetings.** The PRAISE Committee shall meet regularly every quarter or as the need arises, on the date and time determined by the Chairperson duly concurred by at least a majority of its members. The Chairperson and at least two (2) members may request the holding of a special meeting on the date and time so specified in the notice of meeting issued by the Chair or petitioned by the members, as the case may be.
- c. **Quorum.** The quorum of every meeting of the PRAISE Committee shall be 50 percent plus one of the total membership.

Section 15. Committees on Research-Based and other Scholarly Outputs (RBOSO). Cash incentives for RBOSO awards shall be awarded through the following evaluation committees:

- a. Research Publication Award Evaluation Committee;
- b. University Intellectual Property Board; and
- c. Local Accrediting Body for Creative works.

15.1. Research Publication Award Evaluation Committee (RPAEC). This shall be composed of the following:

- a. Vice President (VP) for Research, Extension and Business (Chair);
- b. VP for Academic Affairs (Vice-Chair)
- c. Director of Research (Member-Secretary);
- d. Chief, University Innovation and Technology services Office
- e. President, Faculty Association, Inc.

15.2. University Intellectual Property Board (UIPB). This shall be composed of the following:

- a. VP for Research, Extension and Business (Chair)

- b. Chief, University Innovations and Technology services Office (UITSO)
(Vice-Chair)

Regular Members

- c. Legal Officer
- d. Licensing Coordinators (2)
- e. Director of Business
- f. IP Valuation Member (2)

For Research-related IPs

- g. Director of Research
- h. Concerned Research Center Chief
- i. Dean/Head Unit of Applicant
- j. AdHoc Technical members (2 subject matter specialists)

For Instructional Materials

- k. Chief, Instructional Materials Development
- l. Dean/Head Unit of Applicant
- m. AdHoc Technical members (2 subject matter specialists)

15.3. Local Accrediting Body (LAB). This shall be composed of the following:

- a. Vice President for Research, Extension and Business (Chair)
- b. Director of Research (Co-Chair)
- c. Chief, University Innovation and Technology Services Office (Secretary)
- d. College Associate Dean/Research Coordinator
- e. Faculty Researcher (to be identified by the Chair based on the nature of creative work to be accredited)
- f. Dean, College of Teacher Education (Education AdHoc member)
- g. Dean, College of Engineering (Science and Technology)
- h. Chief, University Cultural Development (Cultural AdHoc member)

Additional AdHoc members (for national/international scale accreditation) -
Two representatives from the following:

- a. Department of Science and Technology or Department of Agriculture and its attached agencies (Science and Technology)
- b. DepED/CHED/TESDA (Education)
- c. Cultural Center of the Philippines/National Archives (Cultural)

Section 16. Human Resource Management Compensation and Award Committee (HRM-CAC). On-the-Spot or Gantimpala Agad awards shall be granted through the HRM-CAC which shall be composed of the following:

- a. Vice President for Administration and Finance (Chair)
- b. Director, Human Resource Management Office (Vice-Chair)
- c. One (1) representative from the Faculty Association, Inc. (FAI)
- d. Two (2) representatives from the Association of Non-Teaching/Academic Personnel (ANTAP)

V. TYPES OF AWARDS AND INCENTIVES

Section 17. National Awards. The University shall participate in the search for deserving University officials or employees who may be included in the screening of candidates for awards given by other government agencies, private entities, non-government organizations and other award-giving bodies such as:

17.1. Outstanding Work Performance

- a. **Presidential or Lingkod Bayan Award** - conferred on an individual or group comprised of five members for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony.
- b. **Civil Service Commission Pagasa Award** - conferred on an individual or group comprised of five members for outstanding contributions/resulting from an idea or performance that directly benefit more than one department of the government, .

17.2. Exemplary Ethical Behavior (Outstanding Public Officials/Employees or Dangal ng Bayan Award) - is conferred/granted to any public official or employee in government who has demonstrated an extraordinary act or public service and consistent demonstration of exemplary ethical behavior/conduct on the basis of observance of the eight (8) norms provided under RA 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees such as:

- a. Commitment to Public Interest,
- b. Professionalism,
- c. Justness and sincerity,
- d. Political Neutrality,
- e. Responsiveness to the Public,
- f. Nationalism and Patriotism,
- g. Commitment to Democracy, and
- h. Simple Living.

17.3. Other Awards given by other government agencies, private institutions or Non-government Organizations to an individual or group/team for contributions of an idea or performance that directly benefited the government.

Section 18. MMSU PRAISE Awards. The MMSU shall develop programs/guidelines and initiate the Search for deserving University officials and employees who may be included in the screening of candidates for awards to be given, including colleges and non-academic units, departments, and organizations such as the following categories, but not limited to:

18.1. Outstanding Achievers - aim to recognize outstanding officials and employees in the University on the following awards categories:

Individual Category:

- a Outstanding Teacher (faculty member)
- b Outstanding Researcher (a full-time or faculty researcher)
- c Outstanding Extension worker (a full-time extension worker or faculty engaged in extension activities)
- d Outstanding Business Auxiliary Service Worker (a full-time or designated staff of the Business Directorate)
- e Outstanding Support Staff for General Administration (academic and general administration staff)
- f Outstanding Support Staff for Research, Extension and Business (research, extension and business directorate staff)
- g "ULIDAN" Award (Exemplary Behavior Award) - given to University official(s) and or employee(s) based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards), nominated by the Dean/Director/Chief of the functional organizational unit. The awardee may be nominated by the MMSU PRAISE Committee to the Dangal ng Bayan Award (see Section 17, 17.2).

Group Category:

- "TIMPUYOG" (Best Organizational Unit) Award - granted to the top organizational unit which may be a college, directorate, section, division or office on the basis of meeting the organization's performance targets and other pre-determined criteria.

Three Finalists for each of the above categories shall receive a Certificate of Recognition while the Outstanding Awardee shall receive a Plaque of Recognition and a monetary award (see Section 22).

"TAKUAT" (Cost Economy Measure Award) - granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions that result in monetary savings and/or efficiency of operation of the organizational unit or the University.

"RIMAT" Award - This is given to an individual employee or group of employees/unit commended by clients for their dedication, promptness, efficiency or dedication to duty. It differs from the "On-the-Spot" award since nominees will be evaluated based on the Evaluation Criteria for PRAISE awards and subject to competition among the nominees.

- 18.2. Presidential Awards** - shall be given to University official(s)/ employee(s), Organizational Unit(s), Technical Working Committee(s) or Academic/Administrative program(s) in recognition to an "extraordinary achievement" or an idea implemented that contributed to the efficiency and economy of individual organizational Unit's productivity, or improvement in operations or in the welfare of co-employees. These include, but not limited to, the following: Best

Academic Unit/Program, Research Paper Awards, Best Administrative Unit, and Best Program Implementer (e.g. Best 5S Implementer, ISO, ISA, AACUP Institutional/Program Accreditation).

Section 19. “On-the-Spot” or Gantimpala Agad Award. This is given outright to an individual employee or group of employees/unit commended by clients for their dedication, promptness, efficiency or dedication to duty. This may also be recommended by the HRM, the employee’s supervisor, or head of unit to recognize accomplishments that represent steps toward achievement of organization goals or purposes, but for which higher level recognition such as honor awards, performance awards, or superior accomplishment awards are not appropriate. OTS awards shall not be used in place of paying overtime or compensatory time, and is not meant to replace other traditional methods of recognition, but rather to increase supervisors’ options in rewarding and reinforcing employees’ excellence. Rather than recognizing overall performance, the award acknowledges one or more specific instances of exemplary performance. Receipt of such award shall not preclude the same employee from receiving honorary recognition, cash incentive, or a step increase based on performance when criteria for such recognition are otherwise met. Some examples are:

- a. Customer Commendation Feedback;
- b. Prompt submission of reports;
- c. Early Bird Award;
- d. Best presenter/resource speaker/trainer in in-house Research Review, University Review and Planning meeting, and training/seminars;
- e. Proponent of policies and guidelines approved by the Board of Regents;
- f. Active participation in University activities/conferences with complete attendance;
- g. Handling an unusually heavy workload, such as when co-workers are on leave or when vacant positions are not filled immediately;
- h. Helping a co-worker who has an unusually heavy workload or a project;
- i. Voluntary participation in support of efforts related to the mission of the University; and
- j. Completion of a special assignment that is outside of the normal job responsibilities, among others.

Section 20. Service Award. This shall be granted on retirees whether under optional or compulsory retirement scheme held during a fitting ceremony on or before the date of their retirement, who shall be given a Plaque of Recognition and any form of token the University or the FAI/ANTAP provides.

Section 21. Types of Incentives. The University shall continuously search, screen and reward deserving officials and employees and employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following types of incentives shall be regularly awarded:

- 21.1. Research-Based and Other Scholarly Outputs Incentives** – given to employees who produced research-based and other scholarly

outputs such as technologies, IP protected innovations, NSIC-registered plant cultivars, copyrighted research publications, research journal articles, and creative works. These include the following awards/grants:

- a. Research Publication Award (RPA) – The purpose of RPA is to promote research productivity in MMSU as well as improve the quality and visibility of its publications. It is likewise an initiative to encourage faculty and full-time researchers to contribute to the body of knowledge in their respective field/discipline by publishing in nationally and internationally respected journals and as whole book or chapter(s) of book published by reputable international publishers or institutions. The granting of this award is based on the RPA policies and guidelines approved by the BOR during its meeting on 24 August 2012 per Board Resolution No. 1224, s. 2012.
- b. Grant for Research Dissemination referred as Grant for Research Paper Presentation (GRPP) - is awarded to full-time and faculty researchers who receive invitations or gain acceptance to present their research papers in prestigious national and international, and to a limited extent, regional conferences. Further, referred research papers should be products of institutional research projects. The amount to be granted is based on BOR approved GRPP Guidelines through Board Resolution No. 1244, s.2013 during its 102nd regular meeting held on 13 March 2013.
- c. Monetary Incentive for Patents, Copyrights, Plant Registry and Commercialized Technologies - shall be given to faculty and full-time researchers after filing their Invention, Utility Model, or Industrial Design; Copyright; and Plant Registry at the Intellectual Property Office of the Philippines, National Library and National Seed Industry Council, respectively. Application must be under the name of MMSU. The amount of incentive is based on BOR approved Technology Transfer Protocol Guidelines through Board Resolution No. 1311, s. 2014 during its 107th regular meeting held on 09 May 2014.
- d. Accreditation of Creative Works - an accrediting body is constituted to evaluate products of research of an individual or group of faculty such as inventions, discoveries, creative works and innovations. Evaluation results are be forwarded to the University Evaluation and Review Committee (UERC) for NBC 461 as supporting documents in crediting points to such outputs.

21.2. Loyalty Cash Gift and Incentive - granted to an employee who has served continuously and satisfactorily for at least ten (10) years in the University recipient shall be entitled to a cash award of PhP 1000.00 per year during the first 10 years (CSC Memorandum Circular No. 06, s. 2002). Succeeding awards shall be given every five years thereafter. Besides cash

award, a certificate of recognition and loyalty memorabilia shall be given subject to availability of funds, given during the PRAISE Awards Program as an integral part of the University Foundation Anniversary Celebration.

21.3. Length of Service Incentive - shall be 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 adjustment following the joint CSC-DBM Circular No. 1, s. 1990.

21.4. Productivity Enhancement Incentive (PEI) - shall be given to all qualified employees not earlier than December 15 of every year for the purpose of improving government employees' productivity as stipulated in DBM circular No. 2017-4 dated December 4, 2017.

21.5. Performance-based Bonus (PBB) - is a form of additional compensation paid to an employee as a reward for achieving specific goals or hitting predetermined target, provided in Memorandum Circular No. 2018-1 based on Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

21.6. Collective Negotiation Agreement (CNA) - is an incentive granted to the employees of the University who are members of the FAI and ANTAP in recognition of their efforts in accomplishing performance targets at lesser cost and in attaining more efficient and viable operation through cost cutting measures and systems improvement, subject to availability of funds. This is in compliance to Budget Circular 2018-5 dated November 14, s. 2018 as stipulated in Administrative order No. 135, s. 2005.

21.7. Other Forms of Awards and Incentives. Other forms of awards and incentives under the University R&R system are as follows:

- a. Career and Self-Development Incentive - shall be granted in recognition of a University official or employee who has satisfactorily completed a degree program within or outside the country at his/her own expense. The awardee shall receive a plaque of recognition during the University Foundation Anniversary Celebration.
- b. Retirement Award - shall be given to a retiree who had rendered at least fifteen (15) years of satisfactory government service, the last five (5) years of which was spent with MMSU. This award shall be in the form of either a plaque or certificate of recognition to be given by the FAI or ANTAP during the formal retirement program for a retiree.
- c. Professional Growth Opportunities (Inclusive Manpower Development Fund or IMDF) - incentive/grant in the form of attendance on official business in trainings and other skills enhancing opportunities on official business. The grant is awarded annually and may be availed in full in one venue or on a staggered basis.

- d. Salu-salo Together – in the form of meals/snacks hosted by the University President, Deans/Directors/Chiefs or rank and file personnel for employee(s) who made significant contributions in the attainment of the unit’s goals and targets usually tendered during the awardee’s birthday celebration.
- e. Other incentives – incentives in kind which may be in the form of University tokens, cellphone card, recognition posted in the University website/FEM Hall, or newsletter to University officials/employees who perform significant contribution to the Organizational Unit appropriate for the position held.

Section 22. Schedule of Amounts of the R&R Monetary Incentives - In addition to the Plaque/Certificate of Recognition provided for under this Manual, subject to availability of funds, and accounting and auditing rules and regulations, the schedule of monetary incentives to be provided annually shall be as follows:

Type of Award	Amount of Incentive (PhP)/Reward
MMSU Outstanding Awards <ul style="list-style-type: none"> - Individual Awards (Outstanding Teacher, Outstanding Researcher, Extension Worker, Outstanding Support Staff, ULIDAN Award, RIMAT Award) - Group Award (Timpuyog Award) - Takuat Award 	10,000 each awardee and Plaque of Recognition 20,000 and Plaque of Recognition 7,500 and Plaque of Recognition
<ul style="list-style-type: none"> - RIMAT Award (Individual or Group) 	5,000 and Plaque of Recognition
Presidential Awards <ul style="list-style-type: none"> - Program/Project proposals granted funding support from external sources - Best Academic Unit/Program - Research Paper Awards (National Level) - Best Program Implementer (e.g. Best 5S Implementer, etc.). 	1% of total released MOOE 5,000 and Certificate of Recognition 5,000 and Certificate of Recognition 5,000 per paper if award also provides research grant to the University (e.g. AFMA Gold paper award); 3,000 otherwise 3,000 and Certificate of Recognition
Loyalty Cash Gift and Incentive	Please refer to Section 21, 21.2
Length of Service Incentive	Cash award is incorporated in the salary adjustment
Productivity Enhance Incentive	5,000 or as the GAA provides
Performance-based Bonus	Determined based on each unit’s performance or ranking

Type of Award	Amount of Incentive (PhP)/Reward
Collective Negotiation Agreement	Not exceeding 25,000 per employee
Research Publication Award <ul style="list-style-type: none"> - Thomson Reuters-listed (formerly ISI), Citation indexed - Other Refereed Journals - Book or chapter of a book published by reputable international publishers (e.g. CAB International) - Book or chapter of a book published by nationally and internationally recognized research institutions (e.g. SEARCA, IRRI, ICRISAT) - MMSU S&T Journal 	Per publication subject to guidelines on the value of award based on authorship: 50,000 30,000 Whole book – 50,000 Chapter – 30,000 Whole book – 15,000 Chapter – 7,500 5,000
Monetary Incentive for Patents, Copyrights, Plant Registry and Commercialized Technologies	5,000 for every filed patent, utility model, industrial design, copyright, or plant registry. An additional monetary incentive of 10,000, 20,000 and 100,000 for granted industrial design, utility model and invention, respectively and 20,000 for every technology adopted for commercialization.
Research Dissemination Grant (Grant for Research Paper Presentation) <ul style="list-style-type: none"> - National/Regional conferences - International Conferences 	The grant covers the following allowable expenses (excluding participant's membership fee) Per diem, transportation expenses and registration fee Endorsement to funding agency/organization (FA) plus local transportation not covered by the fellowship grant and official time; if not granted funding by FA, daily allowable amount of 1,200 per day and official time.
Research grant to MS/PhD graduates (proposal based)	150,000.00
Accredited creative works	Supporting document in crediting points to such outputs in NBC 461. Each creative work may earn a maximum of 7 points depending on the level of recognition (local, regional/national or international)

Type of Award	Amount of Incentive (PhP)/Reward
Career and Self Development Incentive	Plaque of Recognition
Retirement Award	Plaque of Recognition
Professional Growth Opportunities (Inclusive Manpower Development Fund)	
- Permanent	15,000
- Temporary	10,000
- Casual/Contractual	7,500
- Contract of service, Job Order and Part time	Participation is internal trainings and seminars plus certificate of participation
Salu-salo Together	No specific amount for any person in an organizational unit who will share for a salu-salo among colleagues
"On-the-Spot" and other Awards	Certificate of Recognition or Commendation; monetary awards or benefits shall be governed by policies on Presidential Awards under the PRAISE Committee

VII. SEARCH/SCREENING PROCEDURES

Section 23. Search for National Awards – For the national awards such as Presidential or Lingkod, Dangal ng Bayan and CSC Pagasa Awards, the following qualifications and processes are followed:

23.1. Qualification Requirements of Nominees:

- Have rendered at least three (3) years of continuous service at MMSU as of deadline of nomination. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;
- Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semesters or three (3) annual rating periods prior to the nomination; and
- Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.

Team members who did not meet the abovementioned qualification requirements should not be included in the nomination.

23.2. Evaluation Criteria for the Lingkod Bayan and CSC Pagasa Awards

- a. Noteworthiness of Outstanding Performance/Contribution - The degree of uniqueness and originality of outstanding performance or contribution(s), implemented breakthroughs in the structures, system and procedures in the delivery of services.
- b. Sustainability of Contribution - The extent to which the accomplishment led to innovation/contribution which has been adopted; number of individuals, communities, offices who benefited; and evidence of sustained use or continuous implementation for at least three years or longer;
- c. Impact of Performance/Achievement - The extent to which the idea, suggestion, innovation or invention is being used and its result; positive outcomes; the resulting paradigm shift; and the amount of money saved.
- d. Reliability and Effectiveness - The extent to which the innovation/idea has effectively and efficiently addressed a pressing need /improved service delivery.
- e. Consistency of Performance- The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
- f. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) - The extent the group members positively influence each other.

Each group/team members should have verifiable/actual contribution in the attainment of the group/team's accomplishment. This should be specified in the nomination.

23.3. Evaluation Criteria for the Dangal ng Bayan Award

- a. Quality and Consistency of Behavioral Performance - the level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance;
- b. Impact of behavioral Performance - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public;
- c. Risk or Temptation Inherent in the work - The degree of risk and temptation substantially present in the work;
- d. Obscurity of the Position - The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm(s) manifested;
- e. Years of Service - The cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments; and
- f. Other similar circumstances or considerations in favor of the nominee as may be determined by the members of the Committee on Award for Dangal ng Bayan.

23.4. Required Nomination Documents

Each nomination requires the submission of one (1) original nomination folder containing the fully accomplished HAP nomination form,

original clearances and other documentary requirements; and five (5) additional copies of the original nomination folder certified as true copies.

a. Completely filled-up HAP Nomination Form

- HAP Form No.1 - Nomination for the for the Lingkod Bayan Award and CSC Pagasa Award (Individual Category)
- HAP Form No. 2 - Nomination for the Presidential Lingkod Bayan Award and CSC Pagasa Award (Group Category)
- HAP Form No. 2-A - Information on the members of the Group Nominee
- HAP Form No. 3 – Nomination for the Outstanding public Officials and Employees Award or the Dangal Ng Bayan Award.

Each completely filled-up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable 10 pages of A4 bond paper, using Arial Font 12.

- b. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination.
- c. Certification from the Chair PRAISE Committee that the nomination has undergone deliberation by the committee.
- d. Letter from the head of agency or highest official endorsing the nomination to the Civil Service Commission (SC).
- e. Other requirements indicated in the CSC's call for HAP awards.

23.5. Procedure for Nomination

Government agencies are expected to nominate their exemplars. There is no limit to the number of nominations which the agency may submit in any of the award categories provided the requirements are complied with. The PRAISE Committee Chair and the HRMO Chief of the agency shall be responsible in preparing the nomination of the official or employee or group/team.

Section 24. Search for MMSU PRAISE Awards - The awards recognize those who strive to create deep and meaningful developments anchored on the principle of equitable service for the greater good of MMSU and/or the communities it serves. The search adheres with the EOP policy and follows processes and documentary requirements indicated in HRM-PFC-009) with supplemental description below:

24.1. Procedure for Nomination for the Outstanding Achiever Awards

- a. Submission of Nomination from the Organizational Units – The organizational units shall create Local PRAISE Committee to screen

nominees within the Unit and, as much as possible should recommend one (1) nominee for each of the categories. The Local PRAISE Committee shall submit the accomplished nomination forms, write-ups, consolidated summary of outstanding accomplishments, and documents of all nominees duly signed by the College Dean or Unit Director to the PRAISE Secretariat on or before 15th day of November.

Nominees shall prepare two folders containing all required and supporting documents to be properly endorsed to the University PRAISE Committee. For special cases, such as physical submission of the documents is not possible, the online submission shall be done. All required and supporting documents of nominees shall be scanned and properly endorsed to the University PRAISE Committee through its Secretariat.

Anybody shall be allowed to nominate anyone without fear of judgment provided that he/she is given such right in accordance with the provisions of this Manual. All nominations in accordance with the guidelines shall be duly recorded and no filtering whatsoever to the prejudice of the nominee or nominator shall be allowed. Otherwise, any violation shall be dealt with accordingly.

b. Qualification Requirements of a Nominee - Nominated officials and employees must meet the following qualifications:

- Have rendered at least three (3) years of continuous service in the University as of the deadline of nominations' submission. Accomplishments for which the nominee is being nominated for should also be made within the last three years immediately prior to the nomination, and have been continuously carried out by the nominee during the period;
- Have a performance rating of at least Very Satisfactory or its equivalent for three (3) rating periods prior to the nomination. For those who availed of any scholarship/study grant, their performance for the previous three (3) rating periods are considered. For nominees who availed of a scholarship during the subject rating period, their ratings in the recent rating periods shall be considered;
- Have not been awarded in any National Search or similar Regional Search recognized by the University for the last three (3) years.

c. Stages of the Search for the Outstanding Achievers. The MMSU PRAISE Committee shall conduct a thorough evaluation and search for each category following the three stages, namely:

- Screening and Evaluation of Documents Stage - The various Colleges/Directorates of the University shall conduct their Organizational Unit's Search for Outstanding officials and employees. They shall nominate them to the MMSU PRAISE Committee. Each Organizational Unit will have to nominate their candidates to the Search. The Top three nominees for each category

who obtained at least 80 points shall qualify for the validation stage. No nominee shall be removed at any stage of screening or selection for any reason other than he/she can no longer proceed to the next stage based on the guidelines and criteria set in this manual. The PRAISE Committee shall deliberate the results of the evaluation of documents prior to the validation stage. If necessary, the PRAISE Committee may create Review and Evaluation Teams for the various awards category. The team for each category will meet to discuss criteria and evaluate documents.

- Validation Stage - The MMSU PRAISE Committee will spearhead the validation of the Top Three nominees for each category. The Outstanding Teacher and Researcher Categories shall, respectively, involve actual classroom demonstration teaching and research paper pitching during this stage. Points obtained by the nominees may change after the validation of documents which shall comprise 90 percent of the overall rating. In a case where a candidate fails to meet the required 80 points after the validation of documents, the next qualified nominee shall be considered for validation. After the validation of documents, the PRAISE Committee shall meet to deliberate on the results, especially those points which either decrease or increase. The Committee will have to identify the top three candidates who are considered as finalists for each category.
- Interview of the Finalists Stage - The PRAISE Committee will conduct the interview of the finalists at a designated venue. Structured interview questions shall be prepared prior to the interview. Rating achieved during the interview shall comprise 10 percent of the overall rating of each finalist.

For special cases, when a qualifier(s) is/are not physically available during the interview or the validation team cannot proceed with on-site validation and interview, the validation and interview of qualifiers shall be conducted through video calls, teleconferencing and other platforms.

- Consolidation of Evaluation Ratings and Endorsement to the University President – The Committee shall sign in the consolidated Rating Sheet, by category and shall treat with utmost confidentiality the final results which shall be forwarded to the University President for approval. Once approved, a resolution containing the list of awardees shall be prepared for the approval of the Board of Regents as supporting document for the release of the monetary incentive to be given during the Awarding Ceremony.

24.2. Nomination and Screening for the Presidential Awards – The nomination procedure for the Presidential Awards shall follow the supplemental guidelines for the OTS or Gantimpala Agad Awards. However, nominations shall be submitted to the PRAISE Committee through the

Secretariat on or before the 15th day of November. Nominations will be evaluated based on the evaluation tool for Outstanding Achievers.

Section 25. Procedures for Granting Research-Based and Other Scholarly Outputs Incentives/Awards – These incentives are awarded through application by concerned faculty or full-time researchers (RD-PFC 005, RD-PFC 007 and RD-PFC-008). Applications are evaluated by the concerned duly constituted committee for this purpose:

25.1. Research Publication Award - The article must be a solid piece/output of research and with MMSU faculty/full-time researchers as the main author. Articles such as tribute/testimonial to a known figure, book review, letter to the editor, editorial commentary shall not qualify. The RPAEC shall evaluate all articles as to their eligibility. Authors eligible for the award may receive it as often as they publish in the covered publication types. However, an article shall be eligible for RPA only once but should the same article be published in a higher category journal/book, authors are eligible for the difference in the RPA.

Application is done by accomplishing the following forms:

- a. RD-TEMP-008 (Research Publication Award - Citation and Abstract)
- b. RD-TEMP-009 (Research Publication Award - Popular Article)
- c. RD-FRM-004 (Research Publication Award Journal Article – Application and Information Form)

Application can be submitted on line at anytime to the RPAEC through the Director of Research. All applications as well as the value of the award shall be evaluated based on the BOR approved guidelines on RPA during its regular meeting on 06 September 2012 per Board Resolution No. 1224, s. 2012.

25.2. Research Dissemination Grant or Grant for Research Paper Presentation (GRPP) in National/Regional and International Conferences - The GRPP is one strategy undertaken by the university in its quest for recognition as a research university. Applicants should apply in writing to the University President through the Director of Research for a certification that the paper was at least presented in the Agency In-House Research Review and selected for external presentation subject to the following conditions:

- a. An applicant must be the first author of the paper.
- b. The grant is given to a paper once only.
- c. Eligible papers should be related to a completed or on-going research with publishable results or results from the applicant's research recently published in a research journal. Research papers from results of undergraduate theses or faculty/full-time researcher graduate theses/dissertations or subject research are not eligible to the award.

In addition to the request letter, application is done by accomplishing the RD-FRM-003 (Grant for Research Paper Presentation in Scientific Conference Application and Information Form).

The nature and amount of grant is subject to BOR approved guidelines on Research Dissemination Grant per Board Resolution No. 1224, s. 2013 during its meeting held on 13 March 2013.

25.3. Monetary Incentive for Patents, Copyrights, Plant Registry and Commercialized Technologies - This research-based incentive is given to patentable research outputs that had been identified during the Agency In-House Research Review (AIHRR) and applied for Intellectual Property protection as invention, utility model, industrial design, copyright or NSIC registration through the UITSO (see Annex RD-PFC-003). All IP and plant registration should be under the name of MMSU.

The amount of incentive to be given is determined and processed by the University Intellectual Property Board (UIPB) based on the Schedule of Amounts of the R&R Monetary Incentives in Section 22 of this Manual.

Section 26. Conduct of the Awarding Ceremony for Outstanding Achievers and Presidential Awards - Finalists for each of the categories are recognized and formally introduced on stage during the PRAISE Awards Recognition Program as part of the University Foundation Anniversary Celebration every 6th of January. The winners for each of the categories shall be informed at least a day before the awarding ceremony to give them time to prepare for such a formal and important occasion. The finalists will be issued a Certificate of Recognition while the winner also receives a Plaque and a cash prize (Refer to Section 22). A Souvenir Program shall also be prepared, and a copy will be provided to the Awardees and the Organizational Units during the Awarding Ceremony.

Section 27. Publication of Award Results - The official results of the MMSU PRAISE Awards shall be disseminated through a memorandum from the Office of the University President not more than five (5) working days from the awarding ceremony. The annual report of the PRAISE Implementation shall be prepared by the PRAISE Committee and submitted to the CSC Regional Office through the provincial Field Office on or before the 30th of January.

Section 28. Policy Review and Enhancement - The PRAISE Committee shall meet within two weeks after the awarding ceremony to evaluate the PRAISE implementation of the University and review the policy to continuously improve the process and guidelines

Section 29. Criteria And Standards – In the evaluation of nominees' documents for the MMSU PRAISE Awards, criteria by category, Rating Sheet for Professionalism and Personal Characteristics and consolidated rating Sheet shall be used with emphasis on the EOP policy.

Section 30. Criteria and Standards for OTS Awards - The criteria and standards for OTS shall be in accordance with the specific requirements as may be indicated in the Certificate of Recognition which will be presented during Monday flag raising ceremony and or other forms of University gathering, team building, conferences and celebration. These shall be consistent with applicable laws, rules and regulations promulgated by the HRM-CAC which may be prescribed/duly approved by the University President.

The nomination form shall be accomplished by the immediate head of the nominee along with 1-2 paged (A4) write-up about the latter, highlighting his/her accomplishments and support to learning/service and contribution to the community.

Section 31. Certification of Authenticity and Veracity of Documents - The certification of authenticity and veracity of documents is a legal document executed by the nominee swearing the authenticity and veracity of the documents he/she submitted in support of his/her nomination in one of the PRAISE Awards categories.

Section 32. Prohibition on the Change of Awards - A change of Awards by any of the nominee is prohibited after the final screening and deliberation of results have been undertaken by the PRAISE Committee duly approved by the University President.

Section 33. Point Recognition and Equivalency of PRAISE Awards - The awards conferred to the awardees shall be credited under Outstanding Accomplishment for future possible promotion/reclassification/conversion to higher position, subject to the allowable points under the Merit Selection and Promotion Plan of the University.

VIII. FUNDING SOURCE/REQUIREMENTS

Section 34. Source of Funds - Subject to pertinent provisions in the Manual and CSC circulars, rules and regulations, the following conditions shall be strictly observed in the determination of the PRAISE incentives and sources of funds:

- 34.1. The amount of PRAISE Awards incentives shall be determined by the PRAISE Committee duly approved by the University President upon recommendation by the Director of Finance and certified as to fund availability by the Chief Accountant.
- 34.2. For Research-Based Outputs Incentives, the amount shall be determined by the concerned committees such as the RPAEC and the UIPB based on BOR approved guidelines.
- 34.3. The University shall allocate in its General Appropriations the necessary appropriations to cover whatever necessary expenses will be incurred in the granting of both monetary and non-monetary awards. The MMSU PRAISE Committee shall come up with a consolidated Annual R&R Plan with accompanying Project Procurement Management Plan (PPMP) for submission within the prescribed deadline.

IX. IMPLEMENTING GUIDELINES

Section 42. Rule-Making Authority - The University shall upon the recommendation of the R&R Committees such as the PRAISE Committee, RPAEC and UIPB, formulate such implementing guidelines deemed necessary and incidental to ensure proper, effective and efficient implementation of the provisions of this Enhanced Policy Manual of R&R System.

X. EFFECTIVITY

This Revised Manual on R&R System of the University shall become effective after final evaluation by the CSC. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

XI. COMMITMENT

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

The annual PRAISE Committee report shall be submitted to the CSC Regional Office 01 through the CSC Ilocos Norte Field Office on or before the 30th day of January to enable our employees for nomination to the CSC-sponsored national and regional awards.


SHIRLEY C. AGRUPIS
SUC President IV

Date: _____

CIVIL SERVICE COMMISSION Action:

CSC Regional Director
(Signature over Printed Name)

(Date)