



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF BONGABONG**  
**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER**

**No. 7 Series of 2023**

**AN ORDER RECONSTITUTING  
THE PROGRAM ON REWARDS, AWARDS, AND INCENTIVES  
FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE  
OF THE LOCAL GOVERNMENT UNIT OF BONGABONG, ORIENTAL MINDORO**

**WHEREAS**, to encourage, recognize, and reward employees individually and in a group for their Contribution to efficiency, economy, and improvement in organizational productivity;

**WHEREAS**, to establish mechanism for identifying, selecting, rewarding and providing incentives to deserving employees;

**WHEREAS**, to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments, and other personal efforts;

**WHEREAS**, to identify outstanding accomplishments and best practices of employees on a continuing basis;

**WHEREAS**, to recognize and reward accomplishments and innovations periodically or as the need arises;

**NOW THEREFORE, I, ELEGIO A. MALALUAN, O.D.**, Municipal Mayor of Bongabong, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby reconstitute the composition of the Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee of LGU- Bongabong, Oriental Mindoro.

**SECTION 1. COMPOSITION**

The Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee of the Municipality of Bongabong shall comprise the following individuals listed below:

<b>NAME</b>	<b>DESIGNATION</b>
<b>Chairperson</b>	
Hon. Elegio A. Malaluan, O.D.	Municipal Mayor
<b>Vice Chairperson</b>	
Hon. Richard S. Candelario	Municipal Vice Mayor
<b>Secretary for the Council:</b>	
Office of the HRMO	Secretariat
<b>Members:</b>	
Ms. Areane Jazzel G. Benjamin, CPA	HRMO

Ms. Rechelle Anne S. Magsino, CPA	Municipal Accountant
Mr. Gregorio S. Reyes, ENP	MPDO
Hon. Jayson m. Barcelona	SB Member
Ms. Eden M. De Los Santos	Social Welfare Officer I Representative for 2 <sup>nd</sup> Level Employees
Mr. Alvin M. Jimenez	Construction and Maintenance Man Representative for 1 <sup>st</sup> Level Employees

## **SECTION 2. DUTIES AND FUNCTIONS**

The LGU- Bongabong PRAISE Committee shall be responsible for the development, administration, monitoring, and evaluations of the awards, rewards, and incentives system of the Local Government Unit of Bongabong. As such, the Committee shall meet periodically to perform the following task:

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
2. Formulate, adopt, and amend internal rules, policies, and procedures that shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
3. Determine the forms of awards and incentives to be granted;
4. Prepare plans, identify resources, and propose budget for the system on an annual basis;
5. Develop, produce, distribute a system policy manual, and orient the employees on the same;
6. Document best practices, innovative ideas, and success stories that will serve as promotional materials to sustain interest and enthusiasm;
7. Submit an annual report on the awards and incentives to the CSC on or before the thirtieth day of January.
8. Monitor and evaluate the system's implementation every year and make essential improvements to ensure its sustainability to the agency;
9. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

## **SECTION 3. REPEALING CAUSE**

All rules and regulations, executive orders, memoranda, or any part thereof, previously promulgated in conflict with or contrary to these Executive Order or any portion thereof, are hereby repealed or modified accordingly.

## **SECTION 4. SEPARABILITY CLAUSE**

If any portion or provision of this Executive Order is declared unconstitutional or invalid, the other portions or provisions hereof, which are not affected thereby shall continue in full force and effect.

## **SECTION 5. EFFECTIVITY**

This Executive Order shall take effect immediately and shall remain enforced unless revoked or amended. Let copies of this Order be furnished to all concerned for their information, guidance, and action.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the Municipality of Bongabong, Oriental Mindoro, done this 6<sup>th</sup> day of March 2023.

**ELEGIO A. MALALUAN, O.D.**  
**Municipal Mayor**