

**Department of Social Welfare and Development
PANTAWID FAMILYANG PILIPINO PROGRAM
National Program Management Office**

**NPMO ORDER NO. 00/
Series of 2021**

SUBJECT : 4PS NPMO PRAISE GUIDELINES

I. RATIONALE

The DSWD Program on Awards and Incentives for Service Excellence (PRAISE) was created under Memorandum Circular No. 3, series of 2003, in compliance with the provisions of Civil Service Commission (CSC) Resolution No. 010112 and CSC Memorandum Circular No. 01, s. 2001, on the Program on Awards and Incentives for Service Excellence.

The PRAISE is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing the rewarding officials and employees, individually or in groups, by providing incentives and rewards for their accomplishments and other personal efforts which contribute to program enhancement, efficiency, or other improvement in government operations, or for extraordinary acts or services in the public interest, particularly that which leads to the program's achievements of its goals and strategic initiatives.

For 2021, the 4Ps National Program Management Office will be conducting the PRAISE within the program in an effort to continually recognize the 4Ps NPMO teams and individuals who have exhibited the DSWD core values while providing continuous and extraordinary efforts towards the program's improvement of implementation. The final awardees of the 4Ps NPMO PRAISE shall be later on endorsed as the finalists for the PRAISE NATIONAL to be conducted in the last quarter of CY 2021.

II. OBJECTIVES

The 4Ps-NPMO PRAISE Awards seek to:

- A. Recognize and reward 4Ps officials and personnel individually or in groups for their:
 - a. Outstanding accomplishments as public servants exhibiting DSWD employees' core competencies and exemplary ethical behavior; and
 - b. Exemplary performance as groups able to demonstrate a team approach towards the delivery of 4Ps' core programs, activities, and initiatives.
- B. Motivate employees to excel in the performance of their work whether as individuals or as part of a team, as has been espoused by the DSWD as an organization in recent years.

III. AWARD CATEGORIES

A. Award Categories and Incentive Prizes

4Ps NPMO PRAISE Awards have different categories which are mostly patterned from the applicable DSWD National PRAISE Awards categories. Moreover, there are unique 4Ps NPMO Awards that will be given to promote the relevant and important values and characteristics that the NPMO would like to uphold.

Most of the categories have one awardee each with two runner-ups. At the same time, there are two "Non-competitive" award categories namely: 1. Best Division (Group award); and 2. the Gawad NPM award. Non-competitive awards pertain to award categories that were chosen by their respective clusters. This award shall automatically be given to cluster-approved awardees.

4Ps NPMO PRAISE Award categories are enumerated below with their corresponding award incentives:

AWARD CATEGORIES	INCENTIVE PRIZE	
	Awardee	Number
Individual Category: 1. Gawad Huwaran (Mahusay, wasto, at responsableng Lingkod Bayani) 2. Best Technical Social Worker 3. Best Division Chief 4. Best Technical Staff 5. Best Administrative Staff	Php 5,000.00 each Php 5,000.00 each Php 5,000.00 each Php 5,000.00 each Php 5,000.00 each	Php2,000.00 x 2 Php2,000.00 x 2 Php2,000.00 x 2 Php2,000.00 x 2 Php2,000.00 x 2
Group Category: 1. Best KM Initiative & Innovations 2. *Best ARTA Division/Best EODB Compliance 3. *Best Division <i>(Non-competitive) 1 support, 1 operations</i>	Php 10,000.00 Php 10,000.00 Php 10,000.00 x 2	Php 5,000.00 x 2 Php 5,000.00 x 2 Php 5,000.00 x 2
Special Awards: 1. Gawad NPM (National Program Manager) <i>(extraordinary efforts amidst the pandemic)</i> <i>Winner: 1 Support, 1 Operation (Non-competitive)</i> 2. Pusong Magiting <i>(Outstanding staff/risked his/her life beyond call of duty)</i> 3. Pusong Tapat sa Paglilingkod <i>(Retiree - commitment)</i> 4. *Pusong may Angking Kahusayan <i>(Expertise)</i> 5. *Pusong may Disiplina <i>(Sense of Professionalism and Integrity: Punctual, Perfect Attendance, Timely/Early submission of Report, CSW)</i>	Php 3,000.00 each <i>(1 support, 1 operations)</i> Php 3,000.00 Php 3,000.00 Php 3,000.00 Php 3,000.00	N/A P1,000 x 2 P1,000 x 2 P1,000 x 2 P1,000 x 2
NOTES: * Internal 4Ps NPMO Awards <i>Unique to 4Ps NPMO and not included in the DSWD National PRAISE award category</i> Non-Competitive Awards - These awards will automatically be given to Cluster-chosen awardees/ representatives - 1 support cluster awardee, 1 operation cluster awardee <i>Fourth Placers to receive a recognition certificate</i>		

B. AWARD CATEGORY CRITERIA

a. Individual Awards

1. Gawad HUWARAN (Mahuhusay, Wasto at Responsableng Lingkod Bayani)

This award is given to a 4Ps employee who is able to consistently demonstrate exemplary ethical behavior on the observance of eight (8) norms provided in RA 6713 and render extraordinary work performance or service based on the DSWD's three (3)

core values, thereby significantly contributing and making a positive impact in the workplace and outside the program.

CRITERIA	SCORE
Exemplary Work Performance - The degree to which the individual rendered excellent work performance; it is the overall display of technical and/or supervisory competence, translated into concrete, verifiable outputs that contributed to the attainment of the division's mandate	25
Effective Leadership Qualities - The degree of effectively engaging and inspiring those they lead toward a common goal and is passionate about people development, who naturally impacts and motivates the people and the lives around them; those who are making a difference with outstanding people management which includes implementation of programs that promote staff welfare, and the extent to which the individual was able to manifest good interpersonal relationships with co-workers and external partners; leveraged on this relationship in order to advance/deliver the requirements of the unit/office	25
Exemplary Work Performance - The degree to which the individual rendered excellent work performance and overall display of competence translated into unique, concrete, verifiable outputs	25
Impact of Behavioral Performance - The extent to which extraordinary behavior has created a powerful effect or impact within his/her own workplace, in the DSWD, and/or outside the Department	25
TOTAL	100

2. Best Division Chief

This award is given to the head of a division of those in acting capacity who is able to effectively collaborate with the upper management and employees in overseeing and maintaining work systems, procedures and policies that enable and encourage the optimum performance of its workforce and other resources, thereby significantly contributing to the achievement of the organizational outcomes of the Office.

CRITERIA	SCORE
Exemplary Work Performance - the degree to which the individual rendered excellent work performance; it is the overall display of technical competence, translated into concrete, verifiable outputs that contributed to the attainment of the unit and/or office deliverables	40
Effective leadership qualities - the degree of if effectively engage and inspire so they lead toward a common goal and it's passionate about people development, who naturally impacts and motivate the people and the lives around them; those who are making a difference with outstanding people management which includes implementation of programs that promote staff welfare, and the extent to which the individual was able to manifest good interpersonal relationship in order to advance/ deliver the requirements of the unit/office	20
Technical Competence - the in-depth knowledge of work to deliver excellent results that are accurate, timely, with quality, and consistent with DSWD mandates whilst being able to facilitate change and	20

innovation, plan and organize activities/ tasks in a strategic and systematic manner, and employ problem-solving and decision-making skills to resolve issues or concerns	
Collaborating and Networking - the degree of establishing and maintaining working arrangements with internal and external partners (individuals or groups) which have interest in or have an impact on the completion of work assignments or success of DSWD programs involving negotiating for resources, deliverables, timelines and balancing the needs of all stakeholders	10
Pursuit of Professional and Personal Development – the commitment to public service that is honest, trustworthy and with integrity as well as the commitment to create an environment for learning and growth, and the ability to master new technical knowledge for oneself and for his/her team members; recognizes own strengths and weaknesses and pursues self-development; is flexible and open to change; deals effectively with pressure, maintaining focus and intensity	10
TOTAL	100

3. Best Technical staff

This award is given to a technical staff/officer who is able to effectively use his/her knowledge, skills and attitude in collaborating with officials/employees in delivering exemplar output through comprehensive and completed staff work, thereby significantly contributing to the achievement of the organizational outcomes of the Office/Bureau/Service and DSWD.

CRITERIA	SCORE
Exemplary Work Performance - the degree to which the individual rendered excellent work performance; it is the overall display of technical competence, translated into concrete, verifiable outputs that contributed to the attainment of the unit and/or office deliverables	40
Commendable and Unique Contributions - the extent to which the extraordinary value and/or uniqueness of the achievements/contributions of the individual made an impact within his/her own workplace, in the DSWD, and/or outside the Department	20
Harnessing Interpersonal Relationships to deliver work results - the extent to which the individual was able to manifest good interpersonal relationships with co-workers, external partners and clients/public; leverage on this relationship in order to advance/ delivered the requirements of the unit/office	20
Pursuit of Professional and Personal Development – the commitment to public service that is honest, trustworthy and with integrity as well as the commitment to create an environment for learning and growth, and the ability to master new technical knowledge for oneself and for his/her team members; recognizes own strengths and weaknesses and pursues self-development; is flexible and open to change; deals effectively with pressure, maintaining focus and intensity	20
Total	100

4. Best Administrative Staff

This award is given to an administrative staff who is able to effectively provide administrative support through a variety of tasks related to organization and communication to ensure the efficient operations of the Office/Bureau/Service and DSWD.

CRITERIA	SCORE
Exemplary Work Performance - the degree to which the individual rendered excellent work performance; it is the overall display of technical competence, translated into concrete, verifiable outputs that contributed to the attainment of the unit and/or office deliverables	40
Commendable and Unique Contributions - the extent to which the extraordinary value and/or uniqueness of the achievements/contributions of the individual made an impact within his/her own workplace, in the DSWD, and/or outside the Department	30
Harnessing Interpersonal Relationships to deliver work results - the extent to which the individual was able to manifest good interpersonal relationships with co-workers, external partners and clients/public; leverage on this relationship in order to advance/delivered the requirements of the unit/office	20
Pursuit of Professional and Personal Development - the commitment to public service that is honest, trustworthy and with integrity as well as the commitment to create an environment for learning and growth, and the ability to master new technical knowledge for oneself and for his/her team members; recognizes own strengths and weaknesses and pursues self-development; is flexible and open to change; deals effectively with pressure, maintaining focus and intensity	10
Total	100

b. Group Awards

1. Best Division (1 from Support Cluster and 1 from Operations Cluster)

This award is given to recognize a division under each cluster (Support and Operations Clusters) of the 4Ps NPMO that is able to significantly contribute to the deliverables of the office.

CRITERIA	SCORE
Exemplary Contribution to the achievement of 4Ps NPMO deliverables - The degree to which the collective work performance of the division contributed to the achievement of the following: <ul style="list-style-type: none">• Performance Governance System (PGS) Commitments• Office Performance Contract (OPC)• DSWD Organizational Outcomes	40
Partnership Building and/or Internal and External Relations - refers to collaboration initiatives of the division, joint efforts with other divisions and partnerships established that contributed to the achievement of their goals, and satisfaction of their stakeholders.	30

Good Practice - refers to the set of exemplary practices of the division in adherence to the DSWD AO 5 s. 2016 or the good practice documentation guidelines.	30
Total	100

2. Best EODB Compliant Division

CRITERIA	SCORE
Responsiveness - the practice that contributes to achieving target/s or milestones and addresses organizational outcomes of the Department	20
Innovativeness - refers to the practice that challenges are reinvents the usual way of doing things and/or automation or computerization of applicable services/ processes	30
Progressive reduction in the turn-around time in accordance to the set standards and completion of transaction within standard timelines (e.g. acted on or before the due date of Red Flag memorandum and 8888 concerns)	30
High Client Satisfaction feedback	20
Total	100

3. Best Knowledge Management (KM) Initiative

This award recognizes the Division with outstanding KM initiative that enhances the institutional capacity of the Department as a learning organization thereby providing an environment for continuing innovation comma learning comma benchmarking acknowledge share with its internal and external stakeholders

CRITERIA	SCORE
Responsiveness - the practice that contributes to achieving target/s or milestones and addresses organizational outcomes of the Department	30
Innovativeness - refers to the practice that challenges are reinvents the usual way of doing things	20
Sustainability and Replicability - mechanisms are in place for sustaining and replicating the practice; All stages of implementation are well documented with complete and up-to-date information	20
Monitoring and evaluation mechanism - includes reporting and conduct of evaluation activities to determine the extent to which the initiative brings impact	25
Documentation - includes the distillation of key knowledge and transforming it into a knowledge product for easy access of potential users	15
Total	100

c. Special Citations

1. Gawad NPM

This is a special citation conferred upon individual/s who have displayed extraordinary efforts and service amidst the response for the ongoing COVID-19 pandemic whilst demonstrating the agency's core values. The Gawad NPM shall be selected directly by the Undersigned, in her capacity as National Program Manager and Chairperson of 4Ps NPMO PRAISE Committee. One personnel from Support Cluster and One personnel from Operations Cluster shall be awarded under this category.

2. Pusong Magiting

This is a special citation conferred upon an individual who has rendered an outstanding service to a person, group of persons, or a community in pursuance of the program and services of the Department or the government as a whole, at the risk of his/her own life and beyond the Call of Duty, resulting in the safety of life and/or property. Nominations should be formalized within 12 months from the time of death, sickness, or injury of the DSWD official or employee as the case may be.

3. Pusong Tapat sa Paglilingkod

This is a special recognition conferred upon those 4PS NPMO officials who mandatorily retired/retiring and whose contributions made a significant impact on the organizational outcomes of the program.

4. Pusong May Angking Kahusayan

This is a special citation confirmed upon individual/s who have completed self/ career-development activities (e.g. degree programs, certifications, licensure) relevant to their role in the 4Ps NPMO. It must be evident that the self/career-development of the individual/s must have led to improvement of their performance, innovations in systems/ procedures or positive change in the program.

5. Pusong may Disiplina

This is a special citation confirmed upon individual/s who have consistently shown to have respected and obeyed the rules and regulations of the office and observed proper code of conduct. These individual/s must have exhibited professionalism, honesty and orderly behavior even when faced with extreme stress or pressure during the discharge of their duties and responsibilities. They must not have been sanctioned with any disciplinary actions even for minor offences (e.g. disobedience, habitual tardiness, undertime, etc.).

IV. NOMINATION PROCEDURES

A. Nominator

Any of the following individuals may nominate employees, or groups/teams for the different awards under the 4Ps NPMO PRAISE Awards:

1. Deputy Program Manager
2. Immediate Supervisor of the employee or groups/teams;
3. Supervisee; and
4. Any co-worker or peer

Said nominators are to accomplish the nomination forms for submission to the respective Cluster Award Sub-committee for screening of all the award categories.

B. Nominee

In adoption of the Equal Opportunity Principle (EOP), qualified 4Ps personnel regardless of age, sex, sexual orientation, gender identity, civil status, disability, religious affiliation, ethnicity or any other circumstances that has no correlation or effect with job performance or faithful adherence to laws and policies in the program may be nominated.

DSWD 4Ps NPMO personnel, whether individual or group, must meet the following eligibility criteria covering the years 2018 to 2020:

1. Individual Awards

- a. Must hold a contractual or COS/MOA status of employment within 4Ps NPMO;
- b. Have rendered at least three (3) years of continuous service in the program as of deadline of nomination's submission
- c. Must have accomplishments, which the nominee is being recognized for within at least three (3) years prior to the nomination, and have been consistently and continuously carried out by the nominee during the said period;
- d. Have at least Very Satisfactory performance rating or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination;
- e. 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;
- f. Have no overdue unliquidated cash advances, suspensions, and/or disallowances as of the time/date of submission of nominations; and
- g. Additional eligibility requirements for individual awards;
 - i. **Best Division Chief** - Must hold a Division Chief position or those in acting capacity for at least three (3) years prior to the time of nomination;
 - ii. **Best Technical Staff** - Must be performing tasks, which usually require the exercise of a particular profession or application of knowledge acquired through formal training in a particular field or involved in research and application of professional knowledge and methods;
 - iii. **Best Administrative Staff** - Must be involved in structured work those engaged in clerical, crafts, trades or manual work.

2. Group Awards

- a. All members of the team must hold a contractual or COS/MOA status of employment within the program.
- b. All members have least Very Satisfactory performance rating or its equivalent for a maximum of six (6) semestral or three (3) annual rating periods prior to the nomination;
- c. All members 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;
- d. Must have accomplishments, which the group is being recognized for, within the last three (3) years prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;

C. **Nomination Form**

1. Each nomination requires the submission of one (1) hard copy nomination packet neatly packaged in a folio size clearbook containing the fully accomplished DSWD PRAISE Nomination Form and other documentary requirements. All accomplished nomination forms and all supporting documents should be scanned as a PDF file and saved into a zip folder.
2. Attachment of documentary requirements, as applicable to support the eligibility criteria:
 - a. Updated CS Form 212 or Personnel Data Sheet for individual nominee with passport size photo with name tag taken within the last six (6) months prior to the nomination; or certification to be signed by the highest HR Officer as to length in service/stay with DSWD of each member for the group nominee;
 - b. Certified true copy of Special Order on the current designation; if applicable;
 - c. Certification issued by the highest HR Officer that the individual nominee or each member of the group nominee has obtained at least Very Satisfactory (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination; plus copy of DPCR for the Best Division Chief.
 - d. Certification to be signed by the highest HR/ Legal Officer that the nominee/s has not been found guilty of any administrative or criminal case involving moral turpitude; does not have any pending case at the time of nomination; or have not been a subject.

3. Write-up of nomination:

- a. The write-up must highlight outstanding accomplishments of exemplary norms of conduct manifested within the last three years
- b. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justification and should adhere to the following pointers:
 - i. Use specific terms;
 - ii. State outstanding accomplishments or exemplary norms displayed and impact in brief, factual and in bullet form;
 - iii. Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transactions facilitated.

4. Limitation on Nomination

- a. The nomination write-up must only be for a maximum of 10 pages (A4 size bond paper, Arial #11 font) to include the summary of accomplishments, impact and other information except for documentary evidence.
- b. An employee or official should be nominated for only one individual award category.
- c. An employee, official or group who have been previously conferred with any PRAISE awards can be nominated to a different award category or after three years from the conferment of his/her/their award. Re-nomination after such period should be based on the new set of accomplishments and/RF or exemplary norms/behavior manifested.

V. EVALUATION PROCEDURES

The evaluation of the nominations shall entail the following process with its corresponding weight allocation:

Document Review	40%
Validation of Entries	50%
Final Interview	10%
Total	100%

To qualify for the next stage of the selection process, the nominees should maintain a minimum score of eighty percent(80%).

A. Document Review

1. With the signal from the 4Ps PRAISE committee, the sub-committee members shall commence with the online review of the nominations
2. Non-compliance to the eligibility requirements and completeness of the information required shall render the nominee ineligible. It should be considered as grounds for non-acceptance of nomination.
3. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the nominee, and nominator pursuant to civil service applicable laws and rule.
4. Upon acceptance of the nomination by the subcommittee, the members shall commence with the individual scoring based on the criteria set and calibrated rating system.
5. Once all scores are in, the subcommittee shall convene to discuss the merits and come to a consensus as to the rating.
6. Respective cluster shall endorse two nominees per cluster to the 4Ps NPMO PRAISE Chairperson which shall input the final score for the documentary review.

B. Validation of Entries

1. The validation of entries shall be done in two ways: (a) posting of the "Semi-Finalists" and (b) presentation of his/her/their outstanding accomplishments, exemplary behavior or initiatives.
2. The list "Semi-Finalists" shall be emailed and maybe posted at conspicuous places of the 4Ps NPMOI office and social media sites. It aims to gather both positive and negative feedback about the nominees for a period of five (5) days upon posting.
3. Identified semi-finalists shall be notified by the 4Ps PRAISE secretariat for the schedule of their presentation.
4. Each semi-finalist, accompanied by the nominator, shall deliver a video or PowerPoint presentation for a minimum of 5 minutes at maximum of 10 minutes to the sub-committee members. For the group awards, the team leader shall do the presentation.
5. After the presentation, the sub-committee members shall raise queries and clarifications.
6. The sub-committee members may opt to interview supervisors, supervisees, peers, partners (RPMO counterpart.), and beneficiaries, as applicable. The selection of interviewees will be randomly selected based on the list provided by the office.
7. Afterwhich, the sub-committee members shall provide their individual scores based on the criteria set and calibrated rating system.
8. Once all scores are in, the sub-committee shall convene to discuss the merits and come to a consensus as to the rating. The chairperson shall input the final score of the validation.
9. The result of the validation, which constitutes 50% of the total score, shall be presented to the PRAISE committee for the conferment of the "Finalists".

C. Final Interview and Deliberation of PRAISE winners

1. All "Finalists" Shall be scheduled for a panel interview by the PRAISE committee using a semi structured process and standard questionnaire. It shall constitute 10% of the total score.
2. The PRAISE national committee members shall provide their individual scores based on the criteria set and calibrated rating system.
3. Once all scores are in, the system shall provide the summation of scores of all finalists per award category.
4. The result should be presented to the PRAISE national committee for deliberation and ranking of winners. A PRAISE resolution should be drafted for the approval of the members and the secretary.
5. Once approved, the PRAISE finalists should be notified of the details and schedule of the award rites.

VI. TIMELINE

Activity	Responsible Person	Target Date
PRAISE Campaign	Secretariat	May 30, 2021
Submission of Nomination packets	All Divisions	June 1-15, 2021

Screening and deliberation Document Review	Sub-committee level	June 15-30,2021
Submission and Presentation of Finalists	Sub-committee level	July
Validation of Entries	TWG	July
Presentation of Validation of Entries	TWG/ Secretariat	July
Conduct of Final Interview and Deliberation of PRAISE winners	NPM and Secretariat	July
Drafting of PRAISE Resolution	TWG and Secretariat	July
Awarding Preparation	Secretariat	August
Awarding Ceremony	NPMO	Last week of August 2021

VII. 4PS NPMO PRAISE Technical Working Group

A Technical Working Group shall be created for this purpose. The National Program Manager will be the Chairperson while the Deputy Program Manager for Support will be the Vice-Chairperson. Other members will be upon the discretion of the 4Ps NPMO PRAISE Chairperson or the National Program Manager which shall be formalized through a Special Order.

The Technical Working Group shall have the following tasks and responsibilities:

- A. Formulation, adoption and amendment of internal rules, policies and Procedures to govern the conduct of its incentives and rewards system which shall include but not be limited to the guidelines in evaluating the nominees, the categories by which 4Ps NPMO exemplars will be nominated to, as well as the mechanism for recognizing its awardees;
- B. Formulation and approval of PRAISE resolutions governing the conduct of the NPMO's activities and initiatives;
- C. Monitoring the implementation of approved suggestions and ideas through feedback and reports;
- D. Preparation of plans identify resources and proposed budget for the system on an annual basis;
- E. Development production and distribution over rewards and incentives system policy manual and orient the employees on the same;
- F. Documentation of best practices innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm in the dfw this culture of rewards and recognition;
- G. Monitoring and evaluating the systems processes and procedures every year in order to make essential improvements
- H. Addressing issues relative to awards and incentives that shall be brought before it within 15 days from the date of submission; and
- I. Performing other tasks related to the implementation of the for peace and pmo awards and incentives system

VIII. GRIEVANCE/APPEAL PROCEDURES

- A. Grounds for grievance/appeal may include issues/concerns arising from nomination, screening and evaluation process, and conflict of interest with the committee members, among others.

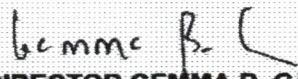
- B. The grievance/appeal shall be made in writing by the nominee or nominator addressed to the PRAISE national chairperson to be submitted to the HRMDS, as the PRAISE national secretariat. Anonymous grievance/appeal shall not be entertained.
- C. The PRAISE National secretariat shall review the grievance/appeal within three (3) working days and prepare all necessary documents.
- D. The PRAISE national committee shall convene to discuss the merits of the grievance/ appeal within seven (7) working days. If needed to conduct further investigation, a fact finding team shall be created.
- E. The PRAISE National committee shall render appropriate recommendations to the PRAISE national chairperson.
- F. The decision of the 4Ps PRAISE chairperson should be final and executory.

IX. Effectivity

Effective immediately this CY 2021 until further Orders or issuances revoking Or amending pertinent provisions hereof which may be deemed inconsistent with the intents and purposes of disorder and other future pertinent issuances of the department's relative thereto.

For the guidance, information and compliance of the NPMO.

Issued this ___ day of May 2021 Quezon city, Philippines


DIRECTOR GEMMA B. GABUYA
National Program Manager





MEMORANDUM		DATE:	May 21, 2021
FOR:	DIRECTOR GEMMA B. GABUYA National Program Manager		
RECOMMENDING APPROVAL	DIRECTOR ERNESTINA Z. SOLLOSO Deputy Program Manager for Support		
FROM:	THE CHIEF ADMINISTRATIVE OFFICER Pantawid Pamilyang Pilipino Program		
SUBJECT:	REQUEST FOR THE APPROVAL OF THE GUIDELINES ON THE CONDUCT OF 4PS NPMO PRAISE		

This has reference to the conduct of the Pantawid Pamilyang Pilipino Program National Program Management Office Program on Awards and Incentives for Service Excellence (4Ps NPMO PRAISE) Awards for 2021. This program aims to:

- A. Recognize and reward 4Ps officials and personnel individually or in groups for their:
 - o Outstanding accomplishments as public servants exhibiting DSWD employees' core competencies and exemplary ethical behavior; and
 - o Exemplary performance as groups able to demonstrate a team approach towards the delivery of 4Ps' core programs, activities, and initiatives.
- B. Motivate employees to excel in the performance of their work whether as individuals or as part of a team, as has been espoused by the DSWD as an organization in recent years.

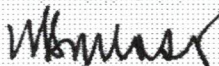
Relative thereto, may we respectfully request for the approval of the Director on the attached National Program Management Office (NPMO) Order containing the guidelines for the conduct of the 4Ps NPMO PRAISE Awards.

For your consideration and approval. Thank you.



GRACE R. BERNARDO

RECOMMENDING APPROVAL



DIRECTOR ERNESTINA Z. SOLLOSO
Deputy Program Manager for Support

APPROVED/DISAPPROVED:

DIRECTOR GEMMA B. GABUYA
National Program Manager