

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

**NPMO ORDER NO. 2  
Series of 2022**

**SUBJECT : UPDATED 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.

Last 2021, the 4Ps National Program Management Office conducted its first OBSU-level PRAISE and the awardees were endorsed to the DSWD Central Office PRAISE.

For 2022, the 4Ps National Program Management Office will again 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 2022.

**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 are 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	Runner-up
<b>Individual Category:</b> 1. <b>Gawad Huwaran (Mahusay, wasto, at responsableng Lingkod Bayani)</b> 2. <b>Best Division Chief</b> 3. <b>Best Technical Staff (Contractual and MOA)</b> 4. <b>Best Supervisor (Contractual and MOA)</b> 5. <b>Best Administrative Staff (Contractual and MOA)</b>	Plaque of Recognition	Certificate of Recognition
<b>Group Category:</b> 1. <b>Best KM Initiative &amp; Innovations</b> 2. <b>*Best ARTA Division/Best EODB Compliance</b> 3. <b>*Best Division (Non-competitive) 1 support, 1 operations</b> 4. <b>OSH Kaya! Award</b> 5. <b>Sprint Award: Early Wins Initiative</b>	Plaque of Recognition	Certificate of Recognition
<b>Special Awards:</b> 1. <b>Gawad NPM (National Program Manager)</b> (extraordinary efforts amidst the pandemic) Winner: 1 Support, 1 Operation (Non-competitive) 2. <b>Pusong Magiting - (Outstanding staff / risked his/her life beyond call of duty)</b> 3. <b>*Pusong may Angking Kahusayan</b> (Expertise) 4. <b>Pusong may Tapat na Paglilingkod (Retiree - comitment)</b>	Plaque of Recognition	Certificate of Recognition
<b>NOTES:</b> * Internal 4Ps NPMO Awards Unique to 4Ps NPMO and not included in the DSWD National PRAISE award category  <b>Non-Competitive Awards</b> - These awards will automatically be given to Cluster-chosen awardees/ representatives - 1 support cluster awardee, 1 operation cluster awardee		



## 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
<b>Exemplary Ethical Behavior</b> - The extent to which the extraordinary value and/or achievements/contributions of the individual exemplify the eight (8) norms provided under RA 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living	<b>25</b>
<b>Quality and Consistency of Behavioral Performance</b> - the level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance in adherence to the three (3) core values of DSWD (maaagap at mapagkalingang serbisyo, serbisyong walang puwang sa katiwalian and patas na pagtrato sa komunidad)	<b>25</b>
<b>Exemplary Work Performance</b> - The degree to which the individual rendered excellent work performance and overall display of competence translated into unique, concrete, verifiable outputs	<b>25</b>
<b>Impact of Behavioral Performance</b> - 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	<b>25</b>
<b>TOTAL</b>	<b>100</b>

#### 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
<b>Exemplary Work Performance</b> - the degree to which the individual rendered excellent work performance; it is the overall	<b>40</b>

display of technical competence, translated into concrete, verifiable outputs that contributed to the attainment of the unit and/or office deliverables	
<b>Effective leadership qualities</b> - the degree of effectively engaging and inspiring those 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	<b>20</b>
<b>Technical Competence</b> - 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 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	<b>20</b>
<b>Collaborating and Networking</b> - 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	<b>10</b>
<b>Pursuit of Professional and Personal Development</b> – 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	<b>10</b>
<b>TOTAL</b>	<b>100</b>

### 3. Best Supervisor

This award is given to the unit/ section head of a division of those in acting capacity who is able to effectively collaborate with their division chief 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
<b>Exemplary Work Performance-</b> 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	<b>40</b>
<b>Effective leadership qualities-</b> the degree of effectively engaging and inspiring those 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	<b>20</b>
<b>Technical Competence-</b> 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 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	<b>20</b>
<b>Collaborating and Networking-</b> 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	<b>10</b>
<b>Pursuit of Professional and Personal Development-</b> 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	<b>10</b>
<b>TOTAL</b>	<b>100</b>

#### 4. 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
<b>Exemplary Work Performance</b> - 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	<b>40</b>
<b>Commendable and Unique Contributions</b> - 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	<b>20</b>
<b>Harnessing Interpersonal Relationships to deliver work results</b> - 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	<b>20</b>
<b>Pursuit of Professional and Personal Development</b> – 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	<b>20</b>
<b>Total</b>	<b>100</b>

##### 5. 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
<b>Exemplary Work Performance</b> - 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	<b>40</b>
<b>Commendable and Unique Contributions</b> - 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	<b>30</b>



<b>Harnessing Interpersonal Relationships to deliver work results</b> - 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	<b>20</b>
<b>Pursuit of Professional and Personal Development</b> – 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	<b>10</b>
<b>Total</b>	<b>100</b>

## b. Group Awards

### 1. Best Division

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
<b>Exemplary Contribution to the achievement of 4Ps NPMO deliverables</b> - The degree to which the collective work performance of the division contributed to the achievement of the following: <ul style="list-style-type: none"> <li>• Performance Governance System (PGS) Commitments</li> <li>• Office Performance Contract (OPC)</li> <li>• DSWD Organizational Outcomes</li> <li>• <b><i>Vision, Mission, Goal</i></b></li> <li>• <b><i>Division Performance Contract (DPC),</i></b></li> <li>• <b><i>Ease of Doing Business (EODB)</i></b></li> </ul>	<b>50</b>
<b>Good Practice</b> - 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.	<b>20</b>
<b>Partnership Building and/or Internal and External Relations</b> - 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	<b>30</b>

### 2. Best EODB Compliant Division

This award is given to recognize a division under each cluster of the 4Ps NPMO that is able to establish good practices that complies with the EODB Law.

Criteria	Score
<b>Responsiveness</b> - the practice that contributes to achieving target/s or milestones and addresses organizational outcomes of the Department	35
<b>Innovativeness</b> - refers to the practice that challenges or reinvents the usual way of doing things and/or automation or computerization of applicable services/ processes	35
<b>Progressive reduction in the turn-around time</b> 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

### 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, learning, benchmarking, and knowledge sharing with its internal and external stakeholders.

Criteria	Score
<b>Responsiveness</b> - the practice that contributes to achieving target/s or milestones and addresses organizational outcomes of the Department	30
<b>Innovativeness</b> - refers to the practice that challenges or reinvents the usual way of doing things	20
<b>Sustainability and Replicability</b> - 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
<b>Monitoring and evaluation mechanism</b> - includes reporting and conduct of evaluation activities to determine the extent to which the initiative brings impact	25
<b>Documentation</b> - includes the distillation of key knowledge and transforming it into a knowledge product for easy access of potential users	15

### 4. OSH Kaya! Award

This award recognizes the outstanding achievement and performance of the division under each cluster (Support and Operations Clusters) of the 4Ps NPMO in responding to the safety, health, and wellbeing of the DSWD personnel in terms of its COVID-19 Response and Recovery Plan. This award puts primordial importance on the exemplary efforts at the workplaces that contribute in the protection of vulnerable and affected workers through responsive and appropriate provision of support and assistance programs and services.



Criteria	Score
<b>Prevention</b> - refers to the protocols in the workplace for the prevention and mitigation of the spread of COVID-19 infection through information and advocacy, provision of employee support mechanisms, and infection prevention and control measures responsive to the emergent health risks brought by the COVID-19 Pandemic	20
<b>Detection</b> - refers to the mechanisms in place for the immediate identification and monitoring of personnel affected by COVID-19 infection	20
<b>Coordination</b> - refers to the strategies to ensure that proper coordination, assistance, and immediate facilitation among affected personnel are made available and adequately provided through a support network, partnership with the community, and/or Local Government Unit (LGU)	20
<b>Treatment and Progress Monitoring</b> - refers to the provision of supportive care and assistance as well as monitoring among the affected personnel through medical ancillary service and/or with healthcare facilities	20
<b>Reintegration</b> - refers to the inoculation programs and initiatives provided among their personnel in boosting their resilience against the threats brought by the COVID-19 infection	20

### 5. Sprint Award: Early Wins Initiative

This award recognizes the outstanding achievement and performance of a technical working group/team/unit/division in completing and contributing to the strategic focus of the Department. This search pursues and guarantees the institutionalization of the DSWD Strategy 2020-2022 in accordance with PGS Pathways principle and to ensure identification of Early Gains of the DSWD Strategy Commitments.

Criteria	Score
<b>Strategy Design</b> - refers to the presentation of how the division understands the DSWD Charter Statement (Vision, Mission, and Goals) to its strategy map and strategic position. Such understanding should be reflective of the identified Strategic Contributions as presented to its Scoreboard and Operations Review Protocol	10
<b>Strategy Execution</b> - refers to the mechanisms to ensure that the Division was able to cascade the strategy and align the same to the existing management processes	45
<b>Strategy Sustainability</b> - mechanisms are in place for sustaining and replicating the strategy across all level of the office	20
<b>Breakthrough Results</b> - a breakthrough result is a high level success indicator that quantifies an organization's transformation. Through the	25

successful execution of its given mandate, it is expected that the division is able to achieve its targets with respect to its identified strategic position	
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### c. Special Citations

#### A. Gawad NPM

This is a special citation conferred upon individual/s who have displayed extraordinary efforts and service 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 from Operations Cluster shall be awarded under this category.

#### B. Pusong Magiting

This is a special citation conferred upon **an individual** who has rendered 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.

#### C. 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.

#### D. Pusong may Tapat na Paglilingkod

This is a special recognition conferred upon those DSWD officials who have mandatorily retired or are retiring.

## 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 an 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 Supervisor** - Must hold a Unit/ Section Head position or those in an acting capacity for at least three (3) years prior to the time of nomination;
  - iv. **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.

The evaluation of the nominations shall entail the following: a.) document review, b. validation of entries and c.) final interview. These processes have corresponding weight allocation as indicated under Table1.

Further, the nominee must achieve a minimum score of **Eighty percent (80%)** to be able to qualify for the next stage of the selection process.

**Table 1. Weight Allocation**

Process	Percentage
Document Review	40%
Validation of Entries	50%



Final Interview	10%
<b>Total</b>	<b>100%</b>

In the event that the committee member shall be nominated under his/her respective committee assignment, he/she should inhibit from the evaluation procedure. The Sub-committee/ Committee Chairperson shall appoint a replacement through a proper endorsement to the 4PS NPMO PRAISE Chairperson subject for approval.

#### **A. Document Review**

1. The received nomination packets will be distributed by the 4Ps PRAISE Committee through the Secretariat to the Sub-committee Chairperson.
2. The 4Ps PRAISE Committee shall inform the Sub-committee Chairperson and members through the Secretariat on the schedule when to start the online review of the nominations.
3. 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.
4. Any misrepresentation made in the documents submitted shall be a ground for disqualification and for disciplinary action against the nominee and the nominator pursuant to Civil Service applicable laws and rule.
5. Upon acceptance of the nomination at the sub-committee level, the members shall begin to provide individual scores based on the set criteria and calibrated rating system.
6. Once all scores are completed, the Sub-committee Chairperson shall convene the members to discuss the merits and arrive at a consensus rating.
7. Respective clusters shall endorse two (2) nominees per cluster to the 4Ps NPMO PRAISE Chairperson who shall input the final score for the document review.

#### **B. Validation of Entries**

1. The list of "Semi-Finalist" nominees shall be cascaded to all 4Ps NPMO staff through an email advisory. It aims to gather both positive and negative feedback about the nominees for a period of five (5) days upon posting.
2. Sub-committee Chairperson per cluster shall present and justify the selected Semi-finalist nominees to the 4PS NPMO PRAISE Committee.
3. After the presentation, the 4PS NPMO PRAISE Committee members may raise queries and clarifications.
4. The sub-committee members may opt to interview or conduct Focus Group Discussions (FGD) with supervisors, supervisees, peers, partners (RPMO counterpart.), and beneficiaries, as applicable. The selection of interviewees or FGD participants will be randomly selected based on the list provided by the office.

5. Afterwhich, the sub-committee members shall provide their individual scores based on the set criteria and calibrated rating system.
6. Once all scores are completed, the sub-committee shall convene to discuss the merits and arrive at a consensus rating. The Chairperson shall input the final score of the validation.
7. 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 4Ps NPMO PRAISE Committee using a semi structured process and standard questionnaire. It shall constitute 10% of the total score.
2. The 4Ps NPMO PRAISE committee members shall provide their individual scores based on the set criteria and calibrated rating system.
3. Once all scores are completed, the Secretariat shall prepare the tally of these scores of the finalists per award category to be shared to the PRAISE Committee.
4. The result shall then be presented to the 4Ps NPMO PRAISE Chairperson for deliberation and ranking of winners. A PRAISE Resolution shall be drafted for the approval of the members and the National Program Manager as 4Ps NPMO PRAISE Chairperson.
5. Once approved, the PRAISE finalists shall be notified of the details and schedule of the awarding ceremony.

## VI. TIMELINE

Activity	Responsible Person	Timeline
PRAISE Campaign	Secretariat	To start on the Second month of the 2nd Quarter of the year
Submission of Nomination packets	All Divisions	Last month of First Semester
Screening and deliberation Document Review	Sub-committee level	Ten (10) Days
Submission of Finalists to 4PS NPMO PRAISE committee	Sub-committee level	One (1) Day
Email semi-finalist to 4PS NPMO group email	Secretariat	Five (5) Days
Presentation of Finalist to the 4Ps NPMO PRAISE committee	Sub-committee Chairperson	Three (3) Days



Validation of Entries	4PS NPMO PRAISE subcommittee and committee	Seven (7) Days
Submission/ Presentation of Validation of Entries	Committee/ Secretariat	One (1) Day
Conduct of Final Interview and Deliberation of PRAISE winners	PRAISE Committee Chairperson and Secretariat	Four (4) Days
Appeal Period	Concerned Personnel	Four (4) Days
Review, investigation and Resolution of the Appeal	PRAISE Committee	Six (6) Days
Drafting and Finalization of PRAISE Resolution	4PS NPMO PRAISE committee and Secretariat	Three (3) Days
Awarding Preparation	Secretariat	One (1) Month
Awarding Ceremony	NPMO	End of August 2021

## VII. 4PS NPMO PRAISE Committee

A Committee 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 Committee shall have the following tasks and responsibilities:

1. 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;
2. Conduct screening of the nominees of the 4Ps NPMO PRAISE and recommendation to the 4Ps PRAISE Committee;
3. Ensure timely submission of the list of their nominees to the different award categories including relevant nomination/ documentary requirements for the evaluation of the PRAISE Committee;
4. Coordinate facilitate and prepare necessary arrangements relative to the validation and further assessment of their shortlisted nominees, e.g. persons to be interviewed and other logistics;
5. Submit to the 4Ps PRAISE Secretariat critical incidents and /or documents relevant experiences relative to PRAISE implementation that may become basis or inputs for policy enhancement/ modification;
6. Formulation and approval of PRAISE resolutions governing the conduct of the NPMO's activities and initiatives;
7. Conduct deliberation of the PRAISE finalists; and recommend the results of PRAISE winners to the National Program Manager for approval;
8. Determine the forms of awards and incentives to be granted;

9. Monitor the implementation of approved suggestions and ideas through feedback and reports;
10. Preparation of plans identify resources and proposed budget for the system on an annual basis;
11. Development production and distribution of rewards and incentives system policy manual and orient the employees on the same;
12. Documentation of best practices innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm in the culture of rewards and recognition;
13. Monitoring and evaluating the systems processes and procedures every year in order to make essential improvements
14. Addressing issues relative to awards and incentives that shall be brought before it within 15 days from the date of submission;
15. Create a sub-committee/s or similar mechanisms, as appropriate to evaluate/assess nominees for the different award categories; and
16. Performing other tasks related to the implementation of the 4PS NPMO awards and incentives system

#### **VIII. GRIEVANCE/APEAL 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 2022 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 9th day of June 2022 Quezon city, Philippines

  
**DIRECTOR GEMMA B. GABUYA**  
National Program Manager





DRN: 4Ps-ASD-A-COMM-22-06-25914-S

**MEMORANDUM**

**FOR : THE DIRECTOR IV & NATIONAL PROGRAM MANAGER**  
Pantawid Pamilyang Pilipino Program

**FROM : THE SUPERVISING ADMINISTRATIVE OFFICER**  
Pantawid Pamilyang Pilipino Program

**SUBJECT : PRAISE DOCUMENTS FOR APPROVAL: GUIDELINES, CALL  
FOR NOMINATION AND 2ND 4PS NPMO PRAISE MINUTES OF  
THE MEETING**

**DATE : 9 JUNE 2022**

This has reference to the conduct of the CY 2022 Pantawid Pamilyang Pilipino Program National Program Management Office Program on Awards and Incentives for Service Excellence ( 4Ps NPMO PRAISE) Award. This program aims to:

- Recognize and reward 4Ps officials and personnel individually or in groups for their:
  - Outstanding accomplishments as public servants exhibiting DSWD employees' core competencies and exemplary ethical behavior; and
  - Exemplary performance as groups able to demonstrate a team approach towards the delivery of 4Ps' core programs, activities, and initiatives.
- 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 provide an update to the National Program Manager on the recommendations of the PRAISE Committee during its 2nd PRAISE Committee meeting held on June 2, 2022 subject for the National Program Manager's approval.

1. **Removal of Best Technical Social Worker Award** for CY 2022 4Ps NPMO PRAISE Awards given that the functions of 4Ps NPMO Registered Social Workers are Social work-related.
2. **Add Best Supervisor Award** under the Individual Awards and adapt the criteria used for Best Division Chief. This is to recognize supervisors that will not fall under Best Division Chief and since the best technical staff is only open for non-supervisory technical positions.
3. All **Special Disbursing Officers** will be recognized under **Pusong Magiting** but only one main awardee that may not be one of the SDOs will be identified for endorsement to Central Office PRAISE.
4. A **posthumous award** will be given to Ms. Elvie Umpad during the awarding ceremony.

5. All these are already reflected in the updated **4Ps NPMO PRAISE guidelines** attached for NPM's approval.
6. Memo for all NPMO staff **calling for nominations** until June 24, 2022 is attached for NPM's signature.
7. 4Ps NPMO PRAISE Committee **Minutes of the Meeting**.

For the National Program Manager's consideration and further instructions.



**MIZIEL S. PASIA**

Recommending Approval;



**ALEXANDRA MARLAY Y. MONTEJO-TIPAY**

Director III and Deputy Program Manager for Support

MSP/GTRP/10103



**MEMORANDUM**

**TO :** ALL 4PS NPMO STAFF

**FROM :** THE DIRECTOR IV & NATIONAL PROGRAM MANAGER  
Pantawid Pamilyang Pilipino Program

**SUBJECT :** CALL FOR NOMINATIONS FOR CY 2022 4PS NPMO  
PRAISE AWARDS

**DATE :** 9 JUNE 2022

This has reference to the conduct of the CY 2022 Pantawid Pamilyang Pilipino Program National Program Management Office Program on Awards and Incentives for Service Excellence ( 4Ps NPMO PRAISE) Award. This program aims to:

- 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.
- 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.

In view of this, everyone is enjoined to nominate exemplary 4Ps NPMO staff/official regardless of employment status under the following categories:

**A. Individual Category:**

1. Gawad Huwaran (Mahusay, wasto, at responsableng Lingkod Bayani)
2. Best Division Chief
3. Best Supervisor
4. Best Technical Staff
5. Best Administrative Staff

**B. Group Category:**

1. Best KM Initiative & Innovations
2. \*Best ARTA Division/Best EODB Compliance
3. \*Best Division
4. OSH Kaya! Award
5. Sprint Award: Early Wins Initiative

**Special Awards:**

1. Gawad NPM (National Program Manager)
2. Pusong Magiting
3. Pusong Tapat sa Paglilingkod
4. \*Pusong may Angking Kahusayan
5. \*Pusong may Disiplina
6. Pusong may malasakit sa larangan ng pampublikong impormasyon

Nomination packets should be submitted to the 4Ps NPMO PRAISE TWG Secretariat at [4pspraisesecretariat@dswd.gov.ph](mailto:4pspraisesecretariat@dswd.gov.ph) until **June 24, 2022**.

Attached herewith are the copies of the 4Ps NPMO PRAISE Guidelines, Eligibility requirements and other details and information for your ready reference.

Thank you.

  
**GEMMA B. GABUYA**

MSP/GITRP/10103

**MEMORANDUM**

**TO : ALL 4PS NPMO STAFF**

**FROM : THE DIRECTOR IV & NATIONAL PROGRAM MANAGER**  
Pantawid Pamilyang Pilipino Program

**SUBJECT : CALL FOR NOMINATIONS FOR CY 2022 4PS NPMO  
PRAISE AWARDS**

**DATE : 9 JUNE 2022**

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2. Best Division Chief
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1. Best KM Initiative & Innovations
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Thank you.

**GEMMA B. GABUYA**

  
MSP/GITRP/0103



## CY 2022 4PS NPMO PRAISE AWARDS

### ELIGIBILITY REQUIREMENTS

As part of the general guidelines for 4Ps NPMO PRAISE nominations, 4Ps NPMO personnel, whether individual or group, must meet the following eligibility criteria covering the years **2019 to 2021**:

- 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 an 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 Supervisor** - Must hold a Unit/ Section Head position or those in an acting capacity for at least three (3) years prior to the time of nomination;
    - iv. **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;

### DOCUMENTARY REQUIREMENTS

1. Filled-out nomination form
2. Updated PDS (within 6 months)
3. Copy of signed IPCR for 3 years or 6 semestral periods (2019-2021)
4. Certificate of No Pending Case or CENOPAC (Requested via HRMIS)
5. Certificate of no overdue unliquidated cash advances, suspensions and/or disallowances as of the time/date of submission of nominations