

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

**NPMO ORDER NO. 003**  
**Series of 2021**

**SUBJECT : AMENDMENT TO PERTINENT PROVISIONS OF  
THE 4PS NPMO PRAISE GUIDELINES**

**I. RATIONALE**

In line with the DSWD Program on Awards and Incentives for Service Excellence (PRAISE) under Memorandum Circular No. 3, Series of 2003 and pursuant to the provisions of Civil Service Commission (CSC) Resolution No. 010112 and CSC Memorandum Circular No. 01, Series 2001 on the Program on Awards and Incentives for Service Excellence, the 4Ps NPMO will conduct its own PRAISE program activity for this year.

To be able to achieve the objectives of 4PS NPMO PRAISE activity, a committee was created for this purpose through an approved Special Order 1439, Series of 2021. In addition, the 4PS NPMO PRAISE Guidelines was also established through an approved NPMO Order 1, Series of 2021 to serve as a guide on the implementation of the activity.

In view of the foregoing premises, the 4Ps NPMO PRAISE Committee saw the need and urgency to amend the NPMO Special Order No. 1 Series to adapt with the operational requirements and setting of the 4Ps NPMO. Hence, the amendment on the provisions under Evaluation Procedures and Timeline is hereby undertaken.

**II. EVALUATION PROCEDURES**

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**

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.

### **III. TIMELINE OF ACTIVITIES**

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

#### **IV. REPEALING CLAUSE**

This NPMO Order repeals the provisions of NPMO Order 1, Series of 2021 and other issuances that are inconsistent herewith.

#### **V. 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 July 2021 Quezon city, Philippines

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



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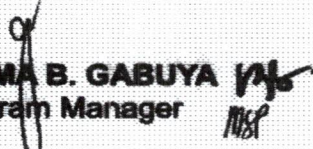
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For the guidance, information and compliance of the NPMO.

Issued this \_\_\_\_day of July 2021 Quezon city, Philippines

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





## ANNEX B

### 4PS NPMO PRAISE GUIDELINES CONSOLIDATED COMMENTS AND INPUTS As of 30 June 2021

<p><b>Validation of Entries</b></p> <p>Number 4: The 4Ps NPMO PRAISE Committee together with the sub-committee chairperson will conduct random validation/ probing through interview of supervisors, supervisees, peers, partners (RPMO counterpart), and beneficiaries, as applicable...</p>	<p>The designated sub-committee per award category shall conduct the Validation of Entries and not the NPMO PRAISE committee. Same process as the DSWD PRAISE.</p> <p>Explore other assessment methods for validation of entries aside from interviews.</p>	<p>Replace "4Ps NPMO PRAISE Committee" with sub-committee.</p> <p>Consider including focus group discussions (FGD) for relevant award category and assessments of work samples.</p>	<p>Incorporated in the amendment of Guidelines</p>
<p><b>Timeline</b></p>	<p>Since this guideline is not only for 2021 and the dates vary per year, the timeline should be generic.</p> <p>For the 2021 schedule, this may be termed as the 2021 4Ps PRAISE Calendar</p>	<p>For the Timeline in the Guideline, consider indicating the period or the number of days per step/ process for the timeline instead of identifying the date:</p> <p>PRAISE Campaign starts on the 2<sup>nd</sup> month every 2<sup>nd</sup> Quarter of the year (May based on the document)</p> <p>For the specific year's PRAISE schedule, consider having a PRAISE Calendar for the specific year: 2021 PRAISE Calendar Campaign – May to June 24, 2021</p>	<p>Incorporated in the amendment of Guidelines.</p> <p>Annex C reflects the 4Ps NPMO PRAISE calendar for CY 2021</p>
<p><b>Others</b> Additional Procedure and Adjustments on the Timeline</p>	<p>Establish an additional procedure to raise and hear grievance/s.</p>	<p>Consider providing at least (7) working days after the Deliberation of PRAISE winners to ensure grievance/s had been resolved prior to the Drafting of PRAISE Resolution.</p>	<p>Provided a total of Ten (10) Days for the Grievance period: Four (4) days to appeal and Six (6) Days for deliberation/investigation and resolution in the guidelines</p>



## ANNEX C

## 4PS NPMO PRAISE CALENDAR 2021

PRAISE Campaign	Secretariat	May to June 24, 2021
Submission of Nomination packets	All Divisions	June 25, 2021
Extension of Submission of Documentary Requirements	All Divisions	June 28, 2021
Screening and deliberation Document Review	Sub-committee level	July 5-9 2021
Submission of Finalists to 4PS NPMO PRAISE committee	Sub-committee level	July 9, 2021
Email semi-finalist to 4PS NPMO group email	Secretariat	July 12-16, 2021
Presentation of Finalist to the 4Ps NPMO PRAISE committee	Sub-committee Chairperson	July 20-21, 2021
Validation of Entries	4PS NPMO PRAISE Secretariat	July 22-29, 2021
Submission/ Presentation of Validation of Entries	Committee/ Secretariat	July 30, 2021
Conduct of Final Interview and Deliberation of PRAISE winners	PRAISE Committee Chairperson and Secretariat	August 2-5, 2021
Appeal Period	Concerned Personnel	August 6-11, 2021
Review, investigation and Resolution of the Appeal	PRAISE Committee	August 12-19, 2021
Drafting and Finalization of PRAISE Resolution	4PS NPMO PRAISE committee and Secretariat	August 20-24, 2021
Awarding Preparation	Secretariat	August 15-27, 2021
Awarding Ceremony	NPMO	August 31, 2021



4Ps-ASD-A-21-05-76557-S

**MEMORANDUM**

**TO :** ALL 4PS NPMO PERSONNEL

**FROM :** NATIONAL PROGRAM MANAGER  
Pantawid Pamilyang Pilipino Program

**SUBJECT :** CALL FOR NOMINATIONS FOR CY 2021 4Ps NPMO PRAISE AWARDS

**DATE :** 25 MAY 2021

This has reference to the conduct of the 1st 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:

- 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 behaviour; 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.

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

**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

**Group Category:**

1. Best KM Initiative & Innovations
2. \*Best ARTA Division/Best EODB Compliance
3. \*Best Division

**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

Nomination packets should be submitted to the PRAISE TWG Secretariat at [PRAISE4PS@dswd.gov.ph](mailto:PRAISE4PS@dswd.gov.ph) until **June 14, 2021**.

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

Thank you.

  
**DIRECTOR GEMMA B. GABUYA**



## CY 2021 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 **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;

#### **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 (2018-2020)
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



## CY 2021 4PS NPMO PRAISE AWARDS

### AWARDS AND INCENTIVES

AWARD CATEGORIES	INCENTIVE PRIZE	
	Awardee	1st Runner-up
<b>Individual Category:</b> <ol style="list-style-type: none"> <li>Gawad Huwaran (Mahusay, wasto, at responsableng Lingkod Bayani)</li> <li>Best Technical Social Worker</li> <li>Best Division Chief</li> <li>Best Technical Staff</li> <li>Best Administrative Staff</li> </ol>	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  Php2,000.00 Php2,000.00 Php2,000.00 Php2,000.00
<b>Group Category:</b> <ol style="list-style-type: none"> <li>Best KM Initiative &amp; Innovations</li> <li>*Best ARTA Division/Best EODB Compliance</li> <li>*Best Division (Non-competitive) 1 for Support Cluster 1 for Operations Cluster</li> </ol>	Php 10,000.00 Php 10,000.00  Php 10,000.00 Php 10,000.00	Php 5,000.00 Php 5,000.00  Php 5,000.00 Php 5,000.00
<b>Special Awards:</b> <ol style="list-style-type: none"> <li>Gawad NPM (National Program Manager) (extraordinary efforts amidst the pandemic) Winner: 1 Support, 1 Operation</li> <li>Pusong Magiting (Outstanding staff/risked his her life beyond call of duty)</li> <li>Pusong tapat sa Paglilingkod (Retiree)</li> <li>*Pusong may Angking Kahusayan (Expertise)</li> <li>*Pusong may Disiplina (Sense of Professionalism and Integrity: Punctual, Perfect Attendance, Timely/Early submission of Report, CSW)</li> </ol>	Php 3,000.00 each (1 support, 1 operations)   Php 3,000.00 Php 3,000.00 Php 3,000.00	N/A   P1,000 P1,000 P1,000
<b>NOTES:</b>  * Internal 4Ps NPMO Awards- these Awards are <u>unique</u> 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		



**FOR :** **DIRECTOR GEMMA B. GABUYA** *g 7/5/21*  
National Program Manager  
Pantawid Pamilyang Pilipino Program

**RECOMMENDING: APPROVAL :** **DIRECTOR ERNESTINA Z. SOLLOSO**  
Deputy Program Manager for Support

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

**DATE :** **1 JULY 2021**

**SUBJECT :** **REQUEST FOR THE APPROVAL OF THE REVISED  
4PS NPMO PRAISE GUIDELINES**

---

May we respectfully submit the Revised 4Ps NPMO PRAISE Guidelines incorporating the applicable and necessary comments and inputs from the ManCom Members and PRAISE Committee members following the NPM-signed memorandum released on 25 June 2021 with a set deadline on 28 June 2021.

- Revised 4Ps NPMO PRAISE Guidelines (Annex A)
- Consolidated Comments and Inputs (Annex B)
- 4Ps NPMO PRAISE Calendar of Activities (Annex C)

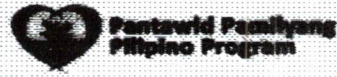
For the National Program Manager's consideration and approval.

Thank you.

*M. S. Pasia*

**MIZIEL S. PASIA**





FOR : **DIRECTOR GEMMA B. GABUYA**  
National Program Manager  
Pantawid Pamilyang Pilipino Program

RECOMMENDING: **DIRECTOR ERNESTINA Z. SOLLOSO** *MS*  
APPROVAL Deputy Program Manager for Support

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

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For the National Program Manager's consideration and approval.

Thank you.

*M. S. Pasia*

**MIZIEL S. PASIA**