



EXECUTIVE ORDER NO. 04-A
SERIES OF 2021^{and}

AN ORDER RECONSTITUTING THE COMMITTEES / TEAMS ON THE
**PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
(PRAISE) OF THE LOCAL GOVERNMENT UNIT OF ISABELA, BASILAN**

WHEREAS, Article IX-B, Section 3 of the Philippine Constitution mandates the Civil Service Commission to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service as well as strengthen the merit and rewards system;

WHEREAS, Section 35, Book V of the Executive Order No. 292, otherwise known as the Administrative Code of 1987 requires the establishment of a government-wide Employee Suggestions and Incentive Awards System;

WHEREAS, the Civil Service Commission (CSC), as the central personnel agency of the government, in line with the aforesaid constitutional mandate, issued Resolution No. 010112 on January 10, 2001, establishing Program on Awards and Incentives for Service Excellence (PRAISE) Revised Policies on Employees Suggestions and Incentives Awards System (ESIAS);

NOW THEREFORE: By virtue of the powers vested in me, **I, SITTI DJALIA A. TURABIN-HATAMAN, City Mayor** of Isabela, Basilan hereby creates the committees/teams on the **PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) OF THE LOCAL GOVERNMENT UNIT OF ISABELA, BASILAN**:

Section 1. The PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE in the City Government of Isabela, Basilan, be composed of the following:

- Chairperson : SITTI DJALIA A. TURABIN-HATAMAN
City Mayor
- Co-Chairperson: AR-JHEMAR K. AJIBON
City Councilor
Chairman on Labor, Employment, Personnel and
Administrative Matter
- Vice-Chairman: ALAN RITCHIE LUIS B. BIEL
City Councilor
Chairman Committee on Finance, Ways and Means
- Members : MS. ESTRELLA S. DUNDAIN
City Budget Officer
- : ENGR. EDGARDO C. HALASAN
City Planning and Development Coordinator
- : MS. ROSELLA T. LUNA
Acting City Human Resource Management Officer





REPUBLIC OF THE PHILIPPINES

CITY OF ISABELA

Province of Basilan

Office of the City Mayor

Isabela City Hall Complex, Sunrise Village, Isabela City, Basilan, Philippines

: MOJAHEDEN S. COSAIN
Representative, Second Level Employees

: ALEXANDER T. GARCIA
Representative, First Level Employees

Secretariat : Human Resource Management Office

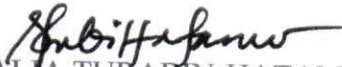
Section 2. The PRAISE Committee shall have the following functions and responsibilities:

- h) Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- i) Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- j) Determine the forms of awards and incentives to be granted;
- k) Prepare plans, identify resources and propose budget for the system on an annual basis;
- l) Develop, produce, distribute a system policy manual and orient the employees on the same;
- m) Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- n) Submit an annual report on the awards and incentives to the CSC on or before the thirtieth day of January;

Section 3. All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.


Section 4. This Executive Order takes effect immediately.

Done this 15th day of FEBRUARY 2021, in the City of Isabela, Basilan.


SITTI DJALIA TURABIN-HATAMAN
City Mayor

OFFICE OF THE MAYOR

RELEASED

BY: 
DATE: 02/15/2021