

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

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Department Order

No. **160** 10-23
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Subject: DPWH Incentives and Awards System

Pursuant to Sec. VI of R.A. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," and the Implementing Rules issued by the Civil Service Commission (CSC), the DPWH Incentives and Awards System is hereby established. While this System initially covers only specified personnel, it is understood that the coverage will eventually be expanded, and that this is only supplementary to other existing DPWH human resources development programs designed to motivate all officials and employees, and to give due recognition for meritorious achievements.

I. Types of Awards

Cognizant that the contributions of officials and employees from different work groups and ranks are varied but substantially equal in importance, the DPWH may confer any or all of the following types of awards under the DPWH Incentives and Awards System.

1. Regional Director of the Year Award. An award given to a Regional Director who has shown the most meritorious performance within his area of responsibility.
2. Project Manager of the Year. An award given to a Project Manager (levels I to V) who has shown meritorious performance within his area of responsibility.
3. 2nd Level Awards for Field Engineers
 - 3.1 District Engineer of the Year Award. An award given to a District Engineer who has shown the most meritorious performance within his area of responsibility.
 - 3.2 Planning & Design Engineer of the Year Award. An award given to a planning and design engineer in a field office who has shown the most meritorious achievement in the field of infrastructure design and planning.
 - 3.3 Construction Engineer of the Year Award. An award given to a construction engineer in a field office who has shown the most meritorious achievement in the field of infrastructure construction.

- 3.4 Maintenance Engineer of the Year Award. An award given to a maintenance engineer in a field office who has shown the most meritorious achievement in the field of infrastructure maintenance.
- 3.5 Materials & Quality Control Engineer of the Year Award. An award given to a materials and quality control engineer in a field office who has shown the most meritorious performance in the field of infrastructure materials and quality control.
- 3.6 Equipment Engineer of the Year Award. An award given to an equipment engineer in a field office who has shown the most meritorious achievement in the field of equipment management.
4. Staff Engineer of the Year. An award given to an engineer doing staff work in the Central Office or Office of a Regional Director, who has shown meritorious achievement in engineering staff work.
5. Model Employee Award. An award given to an employee in the Central or a field office who has shown the most meritorious performance and exemplary discipline.
6. Model Office Award. An award given to an office with the most healthy and pleasant working environment, outstanding team productivity, meritorious achievements, rock-like integrity, and exemplary office decorum. This award shall have the following sub-categories:
 - 6.1 Model Bureau/Service of the Year
 - 6.2 Model Regional Office of the Year
 - 6.3 Model Regional Equipment Service of the Year
 - 6.4 Model Area Equipment Service of the Year
 - 6.5 Model District Engineering Office of the Year
 - 6.6 Model Project Management Office of the Year
7. Special Citation Award. An award given to an individual or group of individuals, both from public and private sectors, in recognition of specific special contributions. E.g., the Service/Bureau which ranked first in attendance in the flag ceremonies for the whole year; an employee who has completed twenty, thirty or forty years of continuous and satisfactory service in the government; an individual or group who has made contributions beyond the call of duty towards the attainment of DPWH mission, goals and objectives.

II. DPWH Incentives and Awards Evaluation Committee

A DPWH Incentive and Awards Evaluation Committee which shall be responsible for the final selection of the awardees in accordance with the criteria specified in the attached document, is hereby established and shall be composed of the following:

Undersecretary Teodoro T. Encarnacion	- Chairman
Undersecretary Gregorio S. Alvarez	- Co-Chairman
Assistant Secretary for Administration & Manpower Management	- Vice-Chairperson
Assistant Secretary for Information & Monitoring	- Member
Assistant Secretary for Legal Affairs	- Member
Concerned Bureau Director (BOD Director for "Planning & Design Engineer of the Year"; BOC Director for "Construction Engineer of the Year"; BOM Director for Maintenance Engineer of the Year"; BRS Director for "Materials & Quality Control Engineer of the Year"; BOE Director for "Equipment Engineer of the Year")	- Member
President, Association of Project Managers & Engineers (APME)	- Member
President, District & City Engineers League (DACEL)	- Member
President, DPWH Employees Association	- Member
NGO Representatives	- Member

III. Regional Sub-Committees

There shall be a Regional Incentives & Awards Evaluation Sub-Committee in every region to select the most qualified from among the nominees in the region, in accordance with the attached selection criteria. The Sub-Committee shall be composed of the following:

Assistant Director for Services	- Chairman
All Division Chiefs	- Members
Regional Chapter President, DPWH Employees Association	- Member
NGO Representative	- Member

IV. Committee Secretariat

The Committee Secretariat shall be headed by the Chief of Administrative and Manpower Management Service, to be assisted by the Human Resource Planning Division, AMMS.

The Regional Sub-Committee Secretariat shall be headed by the Senior Manpower Development Officer, who may request the services of other personnel in the Region.

The Secretariats shall be responsible for receiving all nominations, shall assist the Committee/Sub-Committee in the preliminary screening/evaluation of such nominations and shall be responsible for the custody/safekeeping of all relevant records.

V. Who Are Qualified

Any official or employee of the Department is eligible for nomination to any award relevant to his position or line of work, provided that he:

- 1.1 is a permanent employee for at least one year in the DPWH; and
- 1.2 has not been found guilty of any administrative or criminal offense, and has no pending formal charge at the time of the nomination.

VI. Who May Nominate

An official or employee may be nominated by anyone of the following:

- 2.1 his immediate supervisor;
- 2.2 his subordinate;
- 2.3 any other employee in the Department regardless of his official relationship with the nominee;
- 2.4 a private person or group.

VII. Documentary Requirements

Nominations must be made on the prescribed form (see attached "Nomination for DPWH Awards" form) together with the following supporting documents in five copies each:

- 3.1 Endorsement of the Head of Office of the nominee.
- 3.2 Personal Data Sheet (CS Form 212) of the nominee duly subscribed and sworn to.
- 3.3 Certification from the Legal Service for Central Office nominees and from the Administrative Officer for the nominees from the field offices, that the nominee has not been found guilty of any administrative or criminal offense, and that he has no pending formal charge at the time of the nomination.

3.4 Supporting documents such as clippings, citations, publications or accomplished performance appraisal system form, e.g., CESPES, PADE, MORE.

3.5 Copies of 5 cm. x 5 cm. photo of the nominee with his name printed on the back.

No nomination shall be considered without the above supporting documents.

VIII. Procedures (Please see attached procedural flowchart.)

1. Selection of Regional Candidates

1.1 The nominator of an official or employee from a field office submits the accomplished "Nomination for DPWH Awards" form, together with the required supporting documents to the concerned Regional Sub-Committee.

1.2 The Regional Sub-Committee evaluates all nominees and selects one candidate for every award, to compete with other regional candidates and, for non-field engineering awards, with the candidate of the Central Office.

1.3 The Regional Sub-Committee forwards to the DPWH Incentives and Awards Evaluation Committee in the Central Office, the nomination forms and other pertinent documents of the selected regional candidates. The Regional Director is automatically the region's candidate and shall compete with the other Regional Directors for the "Regional Director of the Year" award.

2. Selection of Central Office Candidates

2.1 The nominator of an official or employee from the Central Office submits the accomplished "Nomination for DPWH Awards" form, together with the required supporting documents, to the DPWH Incentives & Awards Evaluation Committee thru its Secretariat.

2.2 The Committee selects the Central Office candidate for every award (except the awards for field engineers), to compete with the regional candidates.

3. Selection of DPWH Awardees

The Incentives and Awards Evaluation Committee reviews the submitted nomination documents and, if necessary, conduct its own investigation to select the awardees for any or all of the DPWH awards.

4. Approval and Awarding Rites

- 4.1 The Committee recommends the awardees for the Secretary's approval.
- 4.2 The Secretary approves the recommendations of the Committee and confers the awards in fitting ceremonies, the details of which shall be announced yearly.
- 4.3 The Secretary, upon further recommendation of the Committee, may endorse any of the DPWH awardees for the CSC awards.

IX. 1990 Timetable

The selection of DPWH awardees for the period covering CY 1989 shall be done in 1990, with the following timetable:

<u>Date</u>	<u>Activity</u>	<u>Concerned Person/s</u>
Jan. 1-31	Submission of nomination documents to: a) the Evaluation Committee in the Central Office b) the concerned Regional Sub-Committee	a) Nominator of an official/employee from the C.O. b) Nominator of an official/employee from a field office.
Feb. 1-27	Evaluation and Selection of a) Central Office candidates b) Regional Candidate	a) Evaluation Committee b) Regional Sub-Committee
Feb. 28 (Deadline)	Submission of list and documents of regional candidates to the Evaluation Committee	Regional Sub-Committee
March 1- April 14	Evaluation and Selection of DPWH awardees from among the candidates from the C.O. and the regions	Evaluation Committee
April 15 (Deadline)	Recommendation of DPWH awardees for the Secretary's approval.	Evaluation Committee
Apr 16-30	a) Approval of recommended DPWH awardees	a) Secretary

b) Further evaluation of awardees and, if qualified, recommendation as DPWH candidates for CSC awards Evaluation Committee

May 15 Approval and endorsement of DPWH candidate/s for CSC awards Secretary
(Variable, depending on actual CSC deadline for 1990)

September Awarding of DPWH awards in fitting ceremonies Secretary
(during CSC week)

X. Incentives

The incentive and reward to a DPWH awardee shall take the form of a citation and may be accompanied by any of the following, as may be determined by the committee and subject to availability of funds:

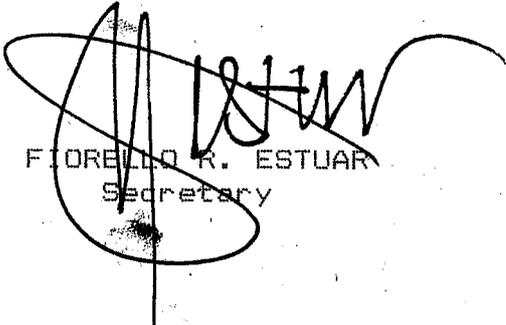
1. Bonus
2. Domestic travel
3. Salary grade step increase
4. Automatic promotion to the next higher position suitable to his qualifications, provided the position is vacant

XI. Tie-Up With Civil Service Commission (CSC) and Presidential Awards for Outstanding Public Service

Pursuant to Executive Order No. 334 and pertinent CSC issuances, qualified DPWH awardees may be nominated for the Kapwa Award to be given by the Department, the Pagasa Award to be awarded by the CSC, and the Lingkod Bayan and Silangan Awards to be conferred by the President.

The criteria and procedures in the selection and granting of the Kapwa, Pagasa, Lingkod Bayan and Silangan Awards shall be governed by rules and regulations issued by the CSC and the Office of the President.

This Department Order repeals or modifies other Orders inconsistent hereto, and shall take effect immediately.


FIORELLO R. ESTUAR
Secretary

EVALUATION CRITERIA FOR THE DPWH AWARDS

1. Regional Director of the Year Award

<u>Criteria/Indicators</u>	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE.....		40%
1.1 Accomplishment of targetted goals according to: Quantity (20) Quality/technical standards (20) Budget (10) Time Frame (10).....	60	
1.2 Innovativeness. Creativity in strategizing or operationalizing office programs and projects.....	25	
1.3 Responsiveness. Accomplishment of other tasks in answer to calamities and other urgent concerns.....	15	
	100	
2. MANAGERIAL EFFECTIVENESS.....		25%
2.1 Planning. Identifying projects and targetting goals to accomplish the mission and mandate of the Dep't.....	20	
2.2 Organizing. Properly assigning tasks to subordinates and appropriating other resources of his office.....	20	
2.3 Leadership & Personnel Management. Promoting personal amd professional growth of subordinates. Guiding/inspiring them to accomplish their tasks.....	20	
2.4 Management Control. Establishment and implementation of systems and procedures to monitor and regulate tasks of the office in relation to the effective implementation of planned projects and programs.....	20	
2.5 Inter-personal Relationship & Communication. Clear expression of ideas, orally and in writing. Establishment of effective inter-personal and institutional relationship and linkages within and outside his unit and the Dep't. which helped in the attainment of Dep't. goals.....	20	
	100	

3. INTEGRITY.....20%
 Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.

A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points.

Other possible points are:

- Integrity generally acceptable - 80
- Never had any formal charge but with doubtful integrity - 60
- Exonerated of previous charge/s but with doubtful integrity - 40
- Integrity generally undesirable - 20
- Notoriously undesirable - 0

4. PUBLIC ACCOUNTABILITY.....15%

4.1 Promotion of transparency in the operations of his office.....50

4.2 Making himself accessible to hear requests and complaints of the public, including the media.....

	50		
	100		100%
	TOTAL		

2. Project Manager of the Year Award

Criteria/Indicators

	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE.....		50%
1.1 Accomplishment of targetted goals according to: Quantity (20) Quality/technical standards (20) Budget (10) Time Frame (10).....	60	
1.2 Innovativeness. Creativity in strategizing or operationalizing office programs and projects.....	25	
1.3 Responsiveness. Accomplishment of other tasks in answer to calamities and other urgent concerns.....	15	
	100	
2. MANAGERIAL EFFECTIVENESS.....		20%
2.1 Planning. Identifying projects and		

	targetting goals to accomplish the mission and mandate of the Dep't.....	20	
2.2	Organizing. Properly assigning tasks to subordinates and appropriating other resources of his office.....	20	
2.3	Leadership & Personnel Management. Promoting personal and professional growth of subordinates. Guiding/inspiring them to accomplish their tasks.....	20	
2.4	Management Control. Establishment and implementation of systems and procedures to monitor and regulate tasks of the office in relation to the effective implementation of planned projects and programs.....	20	
2.5	Inter-personal Relationship & Communication. Clear expression of ideas, orally and in writing. Establishment of effective inter-personal and institutional relationship and linkages within and outside his unit and the Dep't. which helped in the attainment of Dep't. goals.....	<u>20</u>	
		100	
3.	INTEGRITY.....		15%
	Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.		
	A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points. Other possible points are:		
	Integrity generally acceptable -	80	
	Never had any formal charge but with doubtful integrity -	60	
	Exonerated of previous charge/s but with doubtful integrity -	40	
	Integrity genrally undesirable -	20	
	Notoriously undesirable -	0	
4.	PUBLIC ACCOUNTABILITY.....		15%
4.1	Promotion of transparency in his office...	50	
4.2	Making himself accessible to hear requests and complaints of the public, including the media.....	<u>50</u>	
		100	
	TOTAL		100%

3. District Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE.....		50%
1.1 Construction Program.....	20	
1.2 Maintenance Program.....	20	
1.3 Materials Quality Control.....	15	
1.4 Project Design.....	15	
1.5 Equipment Utilization & Management.....	10	
1.6 Plans and Programs.....	10	
1.7 Funds Utilization & Control.....	10	
	100	
2. MANAGERIAL EFFECTIVENESS.....		20%
2.1 Planning. Identifying projects and targetting goals to accomplish the mission and mandate of the Dep't.....	20	
2.2 Organizing. Properly assigning tasks to subordinates and appropriating other resources of his office.....	20	
2.3 Leadership & Personnel Management. Promotion of personal and professional growth of subordinates. Guiding/inspiring them to accomplish their tasks.....	20	
2.4 Management Control. Establishment and implementation of systems and procedures to monitor and regulate tasks of the office in relation to the effective implementation of planned projects and programs.....	20	
2.5 Inter-personal Relationship & Communication. Clear expression of ideas, orally and in writing. Establishment of effective inter-personal and institutional relationship and linkages within and outside his unit and the Dep't. which helped in the attainment of Dep't. goals.....	20	
	100	
3. INTEGRITY.....		15%
Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.		

A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points. Other possible points are:

- Integrity generally acceptable - 80
- Never had any formal charge but with doubtful integrity - 60
- Exonerated of previous charge/s but with doubtful integrity - 40
- Integrity generally undesirable - 20
- Notoriously undesirable - 0

4. PUBLIC ACCOUNTABILITY.....	15%
4.1 Promotion of transparency in the operations of his office.....	50
4.2 Making himself accessible to hear requests and complaints of the public, including the media.....	50
	<u>100</u>
TOTAL	100%

4. Planning & Design Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE.....		60%
1.1 Appropriateness and compatibility of the design concept, analysis, and calculations with actual field conditions and requirements of the project.....	35	
1.2 Comprehensiveness of the survey/ investigation work, and accuracy of the field data derived therefrom.....	30	
1.3 Completeness, accuracy and clarity of drawings, and absence of misinterpretation/ controversy arising therefrom during construction.....	20	
1.4 Innovative contributions towards more economical operations.....	<u>15</u>	
	100	
2. WORK ATTITUDE.....		20%
2.1 Hard work, initiative, resourcefulness, and devotion to service.....	60	
2.2 Attendance and punctuality.....	<u>40</u>	
	100	

3. INTEGRITY.....10%
 Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.

A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points.

Other possible points are:

- Integrity generally acceptable - 80
- Never had any formal charge but with doubtful integrity - 60
- Exonerated of previous charge/s but with doubtful integrity - 40
- Integrity generally undesirable - 20
- Notoriously undesirable - 0

4. PUBLIC RELATIONS.....10%
 Refers to harmonious relationships with peers, subordinates, and the public.

TOTAL 100%

5. Construction Engineer of the Year Award

Criteria/Indicators

	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE.....		60%
1.1 Adherence to all construction quality/ specifications in all projects.....	35	
1.2 Completion of programmed construction projects according to approved schedules..	20	
1.3 Completion of programmed construction projects according to budget.....	20	
1.4 Innovative contributions towards more economical operations.....	15	
1.5 Timeliness of preparation of Programs of Work (POW's) and approval of POW's with minimum corrections.....	10	
	<u>100</u>	
2. WORK ATTITUDE.....		20%
2.1 Hard work, initiative, resourcefulness, and devotion to service.....	60	
2.2 Attendance and punctuality.....	40	
	<u>100</u>	

3. INTEGRITY.....10%
 Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.

A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points.

- Other possible points are:
 Integrity generally acceptable - 80
 Never had any formal charge but with doubtful integrity - 60
 Exonerated of previous charge/s but with doubtful integrity - 40
 Integrity generally undesirable - 20
 Notoriously undesirable - 0

4. PUBLIC RELATIONS.....10%
 Refers to harmonious relationships with peers, subordinates, and the public.

TOTAL 100%

6. Maintenance Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE.....		60%
1.1 Accomplishment of programmed maintenance infrastructure projects according to: Quantity (20) Quality/technical standards (20) Budget (10) Time Frame (10).....	60	
1.2 Innovativeness. Creativity in strategizing or operationalizing office programs and projects.....		25
1.3 Responsiveness. Accomplishment of unprogrammed infrastructure projects in answer to calamities and other urgent concerns.....	15	
	100	
2. WORK ATTITUDE.....		20%
2.1 Hard work, initiative, resourcefulness, and devotion to service.....	60	
2.2 Attendance and punctuality.....	40	
	100	

3. INTEGRITY.....10%
 Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.

A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points.

- Other possible points are:
 Integrity generally acceptable - 80
 Never had any formal charge but with doubtful integrity - 60
 Exonerated of previous charge/s but with doubtful integrity - 40
 Integrity generally undesirable - 20
 Notoriously undesirable - 0

4. PUBLIC RELATIONS.....10%
 Refers to harmonious relationships with peers, subordinates, and the public.

TOTAL 100%

7. Materials & Quality Control Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE.....		60%
1.1 Adherence to standard sampling and testing methods.....	30	
1.2 Reliability of samples and authenticity of test reports.....	30	
1.3 Compliance with required minimum number of tests per project.....	15	
1.4 Innovative contributions towards more economical operations.....	15	
1.5 Timeliness of testing relative to the actual use of materials in the project.....	<u>10</u>	
	100	
2. WORK ATTITUDE.....		20%
2.1 Hard work, initiative, resourcefulness, and devotion to service.....	60	
2.2 Attendance and punctuality.....	<u>40</u>	
	100	

3. INTEGRITY.....10%
 Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.

A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points.

- Other possible points are:
 Integrity generally acceptable - 80
 Never had any formal charge but with doubtful integrity - 60
 Exonerated of previous charge/s but with doubtful integrity - 40
 Integrity generally undesirable - 20
 Notoriously undesirable - 0

4. PUBLIC RELATIONS.....10%
 Refers to harmonious relationships with peers, subordinates, and the public.

TOTAL 100%

8. Equipment Engineer of the Year Award

<u>Criteria/Indicators</u>	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE.....		60%
1.1 Optimum utilization of equipment.....	30	
1.2 Proper preventive maintenance and repair of equipment.....	30	
1.3 Innovative contributions towards more economical utilization, maintenance, repair, and disposal of equipment.....	25	
1.4 Proper and timely disposal of unserviceable equipment.....	<u>15</u>	
	100	
2. WORK ATTITUDE.....		20%
2.1 Hard work, initiative, resourcefulness, and devotion to service.....	60	
2.2 Attendance and punctuality.....	<u>40</u>	
	100	

3. **INTEGRITY**.....10%
 Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.

A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points.

- Other possible points are:
 Integrity generally acceptable - 80
 Never had any formal charge but with doubtful integrity - 60
 Exonerated of previous charge/s but with doubtful integrity - 40
 Integrity generally undesirable - 20
 Notoriously undesirable - 0

4. **PUBLIC RELATIONS**.....10%
 Refers to harmonious relationships with peers, subordinates, and the public.

TOTAL 100%

9. Staff Engineer of the Year

<u>Criteria/Indicators</u>	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE		60%
1.1 Accomplishment of assigned tasks according to: Quality (30) Time Frame (30) Quantity (25).....	85	
1.2 Innovative contributions towards more effective staff work.....	<u>15</u>	
	100	
2. WORK ATTITUDE		20%
2.1 Hard work, initiative, resourcefulness, and devotion to service.....	60	
2.2 Attendance and punctuality.....	<u>40</u>	
	100	
3. INTEGRITY		10%
Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.		

A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points.

Other possible points are:

- Integrity generally acceptable - 80
- Never had any formal charge but with doubtful integrity - 60
- Exonerated of previous charge/s but with doubtful integrity - 40
- Integrity generally undesirable - 20
- Notoriously undesirable - 0

4. PUBLIC RELATIONS.....10%
 Refers to harmonious relationships with peers, subordinates, and the public.

TOTAL 100%

10. Model Employee of the Year

<u>Criteria/Indicators</u>	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. WORK PERFORMANCE.....		60%
1.1 Accomplishment of assigned tasks according to: Quality (30) Time Frame (30) Quantity (25).....	85	
1.2 Innovative contributions towards more economical operations.....	<u>15</u>	
	100	
2. WORK ATTITUDE.....		20%
2.1 Hard work, initiative, resourcefulness, and devotion to service.....	60	
2.2 Attendance and punctuality.....	<u>40</u>	
	100	
3. INTEGRITY.....		10%
Refers to adherence to laws, rules, regulations, policies, and moral values in the discharge of official duties; simple living; absence of financial and material interest in any transaction requiring his approval.		

A nominee whose reputation for integrity is beyond reproach is given the maximum 100 points. Other possible points are:

Integrity generally acceptable - 80
 Never had any formal charge but
 with doubtful integrity - 60
 Exonerated of previous charge/s
 but with doubtful integrity - 40
 Integrity generally undesirable - 20
 Notoriously undesirable - 0

4. PUBLIC RELATIONS.....10%
 Refers to harmonious relationships with peers,
 superiors, and the public.
- TOTAL 100%

11. Model Office of the Year

<u>Criteria/Indicators</u>	<u>Maximum Points</u>	<u>Percentage Weight</u>
1. TEAM PRODUCTIVITY.....		25%
1.1 Accomplishment of targetted goals of the whole office according to Action Plan.....	40	
1.2 Innovative contributions of office towards more economical operations.....	40	
1.3 Equitable contribution of employees to the group output.....	<u>20</u>	
	100	
2. OFFICE INTEGRITY.....		25%
Refers to the general integrity of the Office, as defined in the criteria for individual awards.		
3. OFFICE DISCIPLINE		25%
3.1 General attendance & punctuality of employees.....	50	
3.2 Group observance of office decorum, e.g., wearing of uniform and courtesy in dealing with the public....	<u>50</u>	
	100	
4. OFFICE ORDERLINESS AND SAFETY.....		25%
Refers to the group effort in the cleanliness of office premises and maintenance of conducive physical and socio-psychological work environment.		
		TOTAL 100%

12. Special Citation Award

The Special Citation Award shall be conferred to individuals or group of individuals, both from private and public sectors, in recognition of his/their specific special contributions such as the following:

1. For rendering continuous and satisfactory service in the government for twenty, thirty, or forty years.
2. For ranking first in attendance in the flag ceremonies.
3. For contributions towards attainment of DPWH mission, goals, and objectives.