



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila



AUG 18 2023

SPECIAL ORDER

NO. 182
Series of 2023

A 8/18/2023

**SUBJECT: Reconstitution of the DPWH
PRAISE Committee**

In the interest of the service and to ensure continuity of efficient implementation of the Revised Programs on Awards and Incentives for Service Excellence of the Department pursuant to Department Order No. 70, series of 2023, the DPWH-PRAISE Committee is hereby reconstituted as follows:

Chairperson**Vice-Chairperson****Members**

- : Undersecretary for Support Services
- : Assistant Secretary for Support Services
- : Director, Human Resource and Administrative Service
- Director, Information Management Service
- Director, Stakeholders Relations Service
- Director, Planning Service
- Director, Finance Service
- 2nd Level Representative from the DPWH CO-EU
- 1st Level Representative from the DPWH CO-EU
- 1st and 2nd level alternates from the DPWH CO-EU

The Committee shall perform the following functions and responsibilities:

- a. Ensure an effective Rewards and Recognition system that will attract, retain and motivate the right talent;
- b. Development, administration, monitoring and evaluation of the awards and incentive systems of the Department;
- c. Planning, preparation, coordination with external agencies whenever necessary and oversee the implementation of social affairs/activities in the Department;
- d. Provide the required transparency in using the procedural guidelines in evaluating employee's suggestions, innovations and accomplishments;
- e. Ensure that all Sub-Praise Committees (SPCs) are actively performing their functions and responsibilities and encourage them to suggest and develop employee engagement programs.

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- f. Responsible for addressing issues relative to awards and incentives within fifteen (15) days from the dates of submission.
- g. Ensures the implementation of the PRAISE system from the evaluation of the nominees' documents, validation, interview, awarding and the monitoring and evaluation of the system within the bounds of equal opportunity principles.
- h. Ensure to improve the program continuously and that equal opportunity principles are observed and promoted in the System
- i. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency

The DPWH PRAISE Committee shall be assisted with a **Secretariat** composed of the following members:

Team Leader : Chief, Corporate Planning & Management Division
Asst. Team Leader : Chief, Capacity Development Division, HRAS
Members : Chief, Human Resource Management Division, HRAS
: Section Chief, Employees Welfare and Benefits Section, HRMD
: Asst. Division Chief, Budget Division, FS
: Representative, Application Support Division, IMS
: Representative, DPWH-CO Employee Union

The Secretariat shall perform the following functions and responsibilities:

- a. Assist the DPWH PRAISE Committee in the conduct of its functions;
- b. Prepares plans, identifies resources, and proposes budget for the implementation of the PRAISE on an annual basis;
- c. Assist in formulating and amending 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;
- d. Determine the forms of awards and incentives to be granted;
- e. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- f. Coordinates and facilitates PRAISE meetings; and
- g. Maintain records of meetings and deliberations that are accessible for audit and documentation purposes.

To provide equal opportunity to every employee/personnel in the Department, a **Sub-PRAISE Committee (SPC)** shall be created in each of the Services, Bureaus and Regional Offices composed of the Division Chiefs, and identified Project Managers in the Unified Project Management Offices.



Service PRAISE Committee

Chairperson : Director IV of the Service concerned
Members : Division Chiefs
: Two (2) representatives from the DPWH-COEU: one (1) for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years.

Bureau PRAISE Committee

Chairperson : Director IV of the Bureau concerned
Members : Director III of the Bureau concerned
: Division Chiefs
: Two (2) representatives from the DPWH-COEU: one (1) for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years.

Unified Project Management Office PRAISE Committee

Chairperson : Project Manager IV of the UPMO concerned
Members : Project Manager III of the UPMO concerned
: Two (2) representatives from the DPWH-COEU: one (1) for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years

Regional PRAISE Committee

Chairperson : Regional Director
Members : Assistant Regional Director
: Chief, Financial Management Division
: Chief, Planning Division
: Chief, Human Resource and Administrative Division
: Two (2) representatives from the rank-and-file employees: one (1) for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years

District PRAISE Committee

Chairperson : District Engineer
Members : Assistant District Engineer
: Chief, Administrative Section
: Chief, Accounting Section
: Chief, Planning and Design Section
: Two (2) representatives from the rank-and-file employees: one (1) for the 1st level and one (1) for the 2nd level, who shall both serve for a period of three (3) years.

This Order shall take effect immediately and supersedes S.O. No. 67, Series of 2020, Reconstitution of the PRAISE Committee.


MANUEL M. BONOAN
Secretary

10.1.1 MCRNN/ZFF/MSV

Department of Public Works and Highways
Office of the Secretary



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