

TSU

PROGRAM on AWARDS
and **INCENTIVES** for
SERVICE EXCELLENCE
(TSU - PRAISE)



2021



Civil Service Commission Regional Office III

November 24, 2021

Dr. MYRNA Q. MALLARI
University President
Tarlac State University
Province of Tarlac

Dear **President MALLARI**:

Greetings from the Civil Service Commission!

We are pleased to inform you that the Program on Awards and Incentives for Service Excellence (PRAISE) of the Tarlac State University has been **APPROVED** for substantially complying with the policies in providing incentives and awards based on performance, innovative ideas and exemplary behavior.

To harmonize your PRAISE with the existing policies prescribed under CSC Memorandum Circular No. 1, s. 2001 and other related issuances on grant of incentives and awards, please be reminded of the following:

1. Monetary rewards shall only be granted to the deserving officials and/or employees when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated. Also, at least 5% of the HRD Funds shall be allocated for the PRAISE and incorporated in the Agency's annual Work and Financial Plan and Budget. The grant of these monetary incentives shall be subject to Commission on Audit (COA) Rules and Regulations.
2. Subsequent amendments on your PRAISE shall be submitted to the CSC Regional Office. *(Please see item 10 under Basic Policies of your PRAISE)*
3. Relevant guidelines/budget circular issued by the Department of Budget and Management shall be observed in the grant of Productivity Enhancement Incentive (PEI). *(Please see item 4 under Types of Incentives of your PRAISE)*

The Head of the Agency shall also issue an Office Order on the composition of the PRAISE Committee which enumerates the functions and responsibilities thereof.

We enjoin your agency to conduct an orientation on the new and revised policies of your Approved PRAISE to your officials and employees to promote awareness on the new rules.

In case of clarifications, you may coordinate closely with our CSC Field Office – Tarlac on matters concerning the implementation of your approved PRAISE.

Thank you for the usual support to the programs of the Commission.

Very truly yours,


FERNANDO O. MENDOZA
Director IV
PSED/FOM/RATO/DDO/pada

Bawat Kawani, Lingkod Bayani



Republic of the Philippines
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**EXCERPTS FROM THE MINUTES OF THE 123RD REGULAR MEETING OF
THE BOARD OF REGENTS OF THE TARLAC STATE UNIVERSITY
HELD VIA ZOOM ON OCTOBER 8, 2021**

Resolution No. 93, s. 2021

**APPROVING THE PROPOSED REVISION OF THE
GUIDELINES OF THE PROGRAM ON AWARDS AND
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) OF THE
TARLAC STATE UNIVERSITY.**

Certified True & Correct:


AURELIA S. VALENCIA
Board Secretary

CERTIFIED TRUE COPY


AURELIA S. VALENCIA
Board Secretary

TARLAC STATE UNIVERSITY
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE
(PRAISE) Implementing Rules and Regulations

I. RATIONALE

The Tarlac State University (TSU), as an academic institution, is geared towards strengthening its employee incentive programs by rewarding exceptional performance and behavior for reaching work goals, achieving milestones, or doing a great job. The TSU-PRAISE provides varied incentive programs that will motivate employees, which eventually leads to the improvement of the overall performance of the institution. An incentive program is an encouraging approach to show employees that the administration value their significant contribution while at the same time increasing their professional competence. All employees occupying plantilla items are entitled to be a candidate for PRAISE.

II. BASIC POLICIES

1. The TSU, as an academic institution, shall establish its own program on awards and incentives for service excellence (*PRAISE*) anchored on the existing CSC policies.
2. The TSU-PRAISE is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other improvement in government operations, or for other extraordinary acts or services in the public interest.
3. The TSU-PRAISE shall adhere to the principle of providing incentive and awards based on performance, innovative ideas and exemplary behavior and shall not discriminate based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its awards and incentives program.
4. The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of "*on-the-spot*" grant of recognition shall be institutionalized.
5. The TSU-PRAISE will adhere to giving monetary and non-monetary (*plaque of appreciation, certificates, rings, bracelets, necklace, etc.*) awards and incentives to recognize and reward creative, resourceful, loyal, responsible, productive, innovative, efficient employees exemplifying behavior par excellence.
6. Monetary awards shall be granted anchored on the specific guidelines and criteria exemplified in the nature of the specific award.
7. At least five percent (5%) of the Human Resource Funds shall be allocated for the TSU-PRAISE and incorporated in the Annual TSU Work Budget and Financial Plan.
8. The TSU-PRAISE shall be institutionalized through the creation of a TSU-PRAISE Committee.
9. The University President shall be responsible in overseeing the System's operation and the HRDMO shall provide technical support and designate an HR staff as Secretariat.

10. The TSU, as one of the SUCs in the country, shall submit its Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission (CSC) Field Office which shall provide technical assistance, if deemed necessary to ensure proper implementation.
11. The establishment of an approved TSU-PRAISE shall be the basis of the grant of other awards and incentives. The Annual TSU-PRAISE Report shall be submitted by the University to the Civil Service Commission Field Office concerned on or before the thirtieth day of January of every year to enable the plantilla TSU teaching and non-teaching personnel to qualify for nomination to the CSC-sponsored National Awards.
12. Issues concerning the awards and incentives shall be brought before the TSU-PRAISE Committee, which shall address the same within fifteen (15) days from the date of submission.
13. Accomplishment on Program Accreditation, Professional Regulatory Commission (PRC) Rating, International Organization for Standardization (ISO) Certification, Award on Center of Development or Center of Excellence can be awarded after the issuance of certification on any of these awards.
14. Individual and group awards will be selected every year and shall be formally recognized during the month of March of every year through a program to be formally known as "*Gawad TSU*".
15. The TSU-PRAISE Committee shall be responsible for evaluating all those recommended for a specific award and shall endorse the same to the University President for approval.

III. OBJECTIVES

1. To recognize, encourage and reward employees, individual or in group, for their outstanding performance, innovative ideas, discoveries, inventions, superior accomplishment on academic, socio-cultural, sports, socio-civic, altruistic deeds, exemplary behavior, extra-ordinary acts or services rendered in the interest of the public, loyalty in the government service, and other personal efforts which strengthen the efficiency, accountability and quality services in the operations of the thrusts of the University.
2. To design a standing institutional policy relative to the Program on Awards and Incentives for Service Excellence (PRAISE) anchored on the existing policies of the Civil Service Commission in recognizing meritorious services.

IV. SCOPE

The TSU-PRAISE shall apply to all teaching and non-teaching employees of the University occupying a plantilla item and in addition to already existing incentive programs.

V. DEFINITION OF TERMS

1. AACCUP ACCREDITATION AWARD – it refers to the award based on the accreditation of a program or institution by the Accrediting Agency for Chartered Colleges and Universities in the Philippines (AACCUP), which confers varied Levels and Phases based on quality standards and exemplary performance of the varied programs and curricular offerings of the whole institution.

2. ACCREDITATION – it is defined as a process by which an institution at the tertiary level evaluates its educational activities, in whole or in part, and seeks an independent judgment to confirm that it substantially achieves its objectives and is generally equal in quality to comparable institutions.
3. ACCREDITATION LEVELS - it is the way of classifying the degree of achievement of the University/Unit from level 1, being the lowest, and level 4, being the highest level of exemplary performance towards the attainment of quality service.
4. AGENCY- it refers to Tarlac State University which provides quality instruction, research and extension anchored on its thrusts to become the premier university in the ASIA Pacific Region.
5. AWARD – it is a specific form of recognition being conferred to personnel occupying plantilla items, whether individuals or group of employees of the University, which may be monetary or non-monetary in nature. It is given for outstanding performance, innovative ideas, discoveries, inventions, superior accomplishments in academic, cultural, socio-cultural, sports, socio-civic, altruistic deeds, exemplary behavior, extra-ordinary acts or services rendered in the interest of the public, loyalty in the government service, and other personal efforts which strengthen the efficiency, accountability and quality services in the operations of the thrusts of the University.
6. BEST FACULTY AWARD (Natatanging Guro ng TSU) – it is one of the types of awards being accorded to the plantilla teaching personnel for meritorious and exemplary performance manifested in the teaching-learning process based on punctuality, perfect attendance, best practices in instruction, innovative teaching strategies, outstanding performance in research and extension.
7. BEST NON-TEACHING PERSONNEL AWARD (Natatanging Kawani ng TSU) – it is the award given to plantilla non-teaching employees for outstanding performance as evidence from quality service and output in the delivery of targets of the office. The employee is assessed and evaluated based on punctuality, perfect attendance, best practices, innovations, and exemplary performance in the University.
8. CENTER OF DEVELOPMENT (COD) – this refers to a department within a higher education institution, which demonstrates the potential to become a Center of Excellence (COE) in the future.
9. CENTER OF EXCELLENCE (COE) – it refers to a department within a higher education institution which continuously demonstrates excellent performance in the areas of institution, research and extension, publication, and linkages and institutional qualifications.
10. DISCOVERY – it is the act of finding, learning, or discovering something for the first time that has a far-reaching impact to the University or to the public.
11. DUBLIN ACCORD – it is an agreement for the international recognition of Engineering Technician qualifications.
12. EXEMPLARY BEHAVIOR AWARD (Dangal ng TSU Award) – it is one type of award being accorded to a teaching and non-teaching personnel who manifested excellent attitude worthy of admiration and serving as models for others to emulate.
13. INCENTIVE – it is a monetary or non-monetary form of reward or privilege awarded to employees with plantilla items for a significant contribution, recognitions, inventions, ideas, accomplishments, as well as exemplary behavior displayed based on performance standards.

14. INSTITUTIONAL ACCREDITATION – it provides a license for a university to operate based on its mandates. It is usually based on evaluation of whether the institution meets specified minimum standards as to the varied areas from one to ten, namely: governance and management, teaching, earning and evaluation, faculty and staff, research, extension, consultancy and linkages, international linkages, support to students, library infrastructure and learning resources, quality assurance culture.
15. INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO) – is an association composed of representatives of several national standards bureaus, founded in London in 1947 and based in Geneva Switzerland. It establishes and maintains international standards in varied areas of the organization. Similarly, it is a non-governmental organization established to promote the development of standardization and related activities in the world with a view to facilitating the international exchange of goods and services and to developing cooperation in the spheres of intellectual, scientific, technological, and economic activity.
16. INVENTIONS – it refers to the creative works exemplifying the unique artistry, inventiveness, and productive imagination as evident in its material form which could be utilized for the common good of the people.
17. LEVEL 2 CERTIFICATE- refers to a certificate awarded to a department/program within a higher education institution which has passed the standards set at a higher level of quality.
18. MERITORIUS – it means deserving of honor or praise or esteem on work performance, exemplary behavior and outstanding accomplishments.
19. MONETARY AWARD – it is a form of reward made in monetary form based on exemplary performance, behavior and accomplishments deserving of recognition from the University.
20. NON-MONETARY AWARD - it is a type of reward which does not involve cash. It consists of certificates, trophies, merit increase and symbolic jewelries with the University seal given to employees with plantilla items for outstanding performance and exemplary behavior.
21. OUTSTANDING PERFORMANCE – it is a form of commendation for excellent work of the teaching and non-teaching personnel in the delivery of quality and efficient service as evident from the IPCR.
22. PERFECT ATTENDANCE AWARD (Maagap Award) – it is the award accorded to plantilla teaching and non-teaching personnel who was never late and never been absent for one academic year and has not filed leaves except for Special Privilege Leave and Force Leave.
23. PERFORMANCE-BASED BONUS (PBB) - It is a new incentive given to government employees based on their performance. This is different from existing bonuses in government, which are given to employees across the board, regardless of their performance.
24. PHILIPPINE QUALITY AWARD (PQA) - it is a global competitiveness template that aims to encourage and engage public and private organizations and other stakeholders to strive for and attain performance excellence. It is a national award program that recognizes achievements of public and private sector organizations in their journey towards performance excellence.

25. PROGRAM ACCREDITATION – Accreditation in state colleges and universities by program. A program is a course, or a group of related courses packaged in a curriculum and leading to a graduate or undergraduate degree.
26. PROGRAM EXPENDITURE CLASSIFICATION OR PREXC PERFORMANCE INDICATOR RESULT – it is the logical continuation of Performance-Informed Budgeting (PIB). It reflects in the budget the link between strategies, budgets and results and facilitates the monitoring and evaluation of programs with the performance indicators attached to each program. It is used as one of the indicators in the grant of Performance-Based Bonus for State Universities and other government agencies.
27. REWARDS SYSTEM – it pertains to the overall organizational mechanism that reinforces the probability or increased frequency of desirable work attitude, behaviors and performance through recognition and giving of monetary and non-monetary incentives to plantilla teaching and non-teaching personnel.
28. SEOUL ACCORD – it is an international accreditation agreement for professional computing and information technology academic degrees. Established in 2008, the signatories are Australia, Canada, and Chinese Taipei.
29. SERVICE AWARD – it is a recognition of the permanent teaching and non-teaching personnel for their longevity or tenure in the University.
30. TSU-PRAISE – it refers to Tarlac State University Program on Awards and Incentives for Service Excellence.
31. TSU-SPMS – it is the Strategic Performance Management System of the University.
32. WASHINGTON ACCORD- it is an international accreditation agreement for professional engineering academic degrees established in 1989 between the signatory countries, Australia, Canada, Taiwan, Hong Kong, India, Ireland, Japan, Korea, Malaysia, New Zealand, Russia, Singapore, South Africa, Sri Lanka, Turkey, the United Kingdom, and the United States.

VI. TYPES OF AWARDS

1. **Honors and Awards from Reputable Institutions** – The University shall participate in the search for outstanding performance, innovative ideas and inventions, exemplary behavior and extra-ordinary acts and services in the public interest, and other pre-determined criteria of prestigious award-giving bodies in relevant areas of specialization/profession and/or assignment of its employees. Employees who are awarded by reputable institutions as follows shall be likewise recognized and rewarded by the University.
 - 1.1. **International Awards** – a type of award given to a plantilla employee who has been recognized internationally by prestigious organization for his/her outstanding performance, innovative ideas and inventions, exemplary behavior and extra-ordinary acts and services in the public interest and other pre-determine criteria of such organization.
 - 1.2. **National Awards** - the University shall also participate in the search for deserving public servants who may be included in the screening of candidates for national awards given by other government agencies, private entities, NGOs, and other award giving bodies such as but not limited to the following:

1.2.1. **Presidential Lingkod Bayan Award** – conferred to an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which has significant effect to the public or principally affects national interest, security and patrimony.

1.2.2. **Civil Service Commission or the PAGASA award** – is conferred to an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

The term “group” shall refer to two or more individuals bound by a common objective, a task force, a technical group, or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership for both Presidential Lingkod Bayan and Civil Service Commission or Pagasa Awards group/team shall not exceed 10 members.

The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team’s accomplishment.

1.2.3. **Outstanding Public Official/Employee or Dangal ng Bayan Award** – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his/her observance of one or more of the eight (8) norms of behavior described under Republic Act. 6713 or the Code of Conduct and ethical standards for government officials and employees.

1.3. **Regional Awards** – any award that a TSU employee receives in a regional level for his/her excellent public service, exemplary behavior, and other significant contributions.

1.4. **Local Awards** – an accord to a plantilla teaching and non-teaching personnel who has received an award, honor and citation within the province, city or at one’s own municipality in recognition of his/her outstanding community service, exemplary behavior and conduct, and significant contributions in his/her field of specialization/profession.

1.5. **Other Awards** – given by other government agencies, private institution, or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

1.6. **Criteria for Evaluation:**

- a. For National, Regional and Local levels, the award is conferred by a reputable institution or society such as the Local Government Units, Civil Service Commission, Metrobank, Palanca, Professional Regulatory Commission and its Accredited Professional Organizations. For International level, organizations such as UN, ASEAN, WHO, UNESCO, UNICEF, USAID, ILO, World Economic Forum, and Nobel Prizes.
- b. The award-giving institution should have gained reputation for giving highly competitive awards for the last five (5) years;

- c. The award is open to the public for nomination or application; and
- d. The selection process is transparent.

1.7. Forms of Awards:

- a. For International Award – 50,000.00 Php and a Certificate of Recognition;
- b. For The National Award – 30,000.00 Php and a Certificate of Recognition;
- c. For the Regional Award – 20,000.00 Php and Certificate of Recognition;
- d. For the Local Award – 10,000 Php and Certificate of Recognition; and
- e. The same amount shall be awarded for each group achievements above regardless of the number of its members.

2. University Award – is a type of award to recognize personnel who embody service excellence, dedication, admirable qualities and conduct or whose achievements and contributions has resulted for successful attainment of the University’s goals and accomplishing the college/office targets.

2.1. Best Faculty Award (Natatanging Guro ng TSU Award) – The committee will select among all the awardees of the same award in college category to determine who has demonstrated the deepest commitment to teaching, has shown great enthusiasm in participating in institution’s extra-curricular activities, and had made notable contributions to his/her field of study/specialization. Awardee may be nominated by the University to the Presidential Lingkod Bayan and/or the Civil Service Commission Pagasa Award.

2.1.1. Criteria for Evaluation:

Category	Definition	Percentage
Reliability and Effectiveness of Performance and Contribution/s	The degree of consistency of the individual as manifested by consistent outstanding performance in instruction, research and community extension and the extent to which the innovation/ idea has effectively and efficiently addressed a pressing need/ improved service delivery. This will be based on the IPCR rating for the past two (2) years.	50%
Teaching Effectiveness based on Student Evaluation	The degree of effectiveness of teaching as shown in the evaluation of students (10%) and College Dean (10%) using the QCE Instrument facilitated through Automated Faculty Evaluation (AFES) for the past (2) years. The faculty should be evaluated by minimum 80% of the total students he/she handled. The Dean’s evaluation shall include attendance and punctuality as well as support to University/College activities.	20%
Noteworthiness of Outstanding Performance or Contribution/s	The degree of uniqueness and originality of outstanding performance or contribution/s.	15%
Impact of Performance Achievement	The extent to which the idea, suggestion, innovation or invention is being used, whether it has far-reaching effect; the number of persons benefitted; the paradigm	15%

	shift it has caused and the amount of money saved.	
TOTAL		100%

2.1.2. Qualification for Nomination:

Any plantilla faculty member who meets the following:

- a. Have rendered at least three (3) years of continuous government service in the University as of deadline of nominations' submission. Accomplishments for which nominee is being recognized for should also be made with the last three (3) years immediately prior to nomination and have been consistent and continuously carried out by the nominee during the said period;
- b. Have a performance rating of at least Very Satisfactory or its equivalent for four semester or two (2) annual rating periods prior to the nomination; and
- c. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

2.1.3. Forms of Awards:

- a. Awardee for the Best Faculty of TSU shall receive 20,000.00 Php cash; and
- b. Plaque of Recognition

2.2. Best Non-Teaching Staff Award (*Natatanging Kawani ng TSU*) – granted to a non-teaching personnel who has excelled among all the winners from office/unit category in terms of excellent service, exemplify key components of the University mission and foster admiration and leadership among colleagues. Awardee may be nominated by the University to the Presidential Lingkod Bayan and/or the Civil Service Commission Pagasa Award.

2.2.1. Criteria for Evaluation:

Category	Definition	Percentage
Reliability and Effectiveness of Performance and Contribution/s	The degree of consistency of the individual as manifested by consistent outstanding performance and the extent to which the innovation/ idea has effectively and efficiently addressed a pressing need/ improved service delivery. This will be based on the IPCR rating for the past two (2) years.	50%
Consistency and Quality of Public Service Delivery	The degree of effectiveness of public service delivery as shown in the client/peer evaluation (10%) and Director's rating (10%) for the past two (2) years. A minimum of 100 client/peer evaluation forms shall be accomplished during each year of covered period. The Director's rating shall include attendance and punctuality as well as support to University/Office activities.	20%

Noteworthiness of Outstanding Performance or Contribution/s	The degree of uniqueness and originality of outstanding performance or contribution/s.	15%
Impact of Performance Achievement	The extent to which the idea, suggestion, innovation or invention is being used, whether it has far-reaching effect; the number of persons benefitted; the paradigm shift it has caused and the amount of money saved.	15%
TOTAL		100%

2.2.2. Qualification for Nomination:

Any plantilla employee who meets the following:

- a. Have rendered at least three (3) years of continuous government service in the University as of deadline of nominations' submission. Accomplishments for which nominee is being recognized for should also be made with the last three (3) years immediately prior to nomination and have been consistent and continuously carried out by the nominee during the said period;
- b. Have a performance rating of at least Very Satisfactory or its equivalent for four semester or two (2) annual rating periods prior to the nomination; and
- c. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

2.2.3. Forms of Awards:

- a. Awardee for the Best Non-Teaching Staff of TSU shall receive 20,000.00 Php cash; and
- b. Plaque of Recognition

2.3. Best Office/College Award (*Natatanging Opisina o Kolehiyo ng TSU*) – It is granted to the top performing organizational unit which may be an office, unit, department, or college on the bases of meeting the organization's policies and targets, outstanding services and accomplishments, productivity, teamwork and cooperation and significant contributions for the improvements of the university.

2.3.1. Criteria for Evaluation:

Department Performance Commitment Review Rating (DPCR) for the past two (2) years	70%
Office Overall Client/Customer Satisfaction Survey (Minimum of 100 client/customer satisfaction survey shall be accomplished during each year of covered period prior to nomination).	30%
Total	100%

2.3.2. Qualification for Nomination:

The Unit/College must meet the following:

- a. All members should have rendered at least one (1) year of continuous government service in the University as of deadline of nominations' submission. Accomplishments for which nominee is being recognized for should also be made with the last one (1) year immediately prior to nomination and have been consistent and continuously carried out by the nominee during the said period;
- b. The office/college must have a performance rating (DPCR) of at least Very Satisfactory or its equivalent for four semester or two (2) annual rating periods prior to the nomination;
- c. The office/college must not be isolated in the Performance-Based Bonus; and
- d. All members must have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

2.3.3. Forms of Awards:

- a. Group Awardee regardless of the number of its member shall receive 50,000.00 Php cash; and
- b. Plaque of Recognition

2.4. Exemplary Behavior Award (*Dangal ng TSU Award*) – This award will be granted to an employee who have exemplified the eight (8) norms of conduct of a public servant as provided for under Republic Act 6713 (Code of Conduct and Ethical Standards). An employee may be nominated by the University through the PRAISE Committee to the Dangal ng Bayan Award.

2.4.1. Criteria for Evaluation:

Category	Definition	Percentage
Quality and Consistency of Behavioral Performance	It is the level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.	20%
Impact of Behavioral Performance	It is the extent to which the extraordinary act has a powerful effect or impact on the organization or public.	20%
Risk or Temptation Inherent in the work	It is the degree of risk and temptation substantially present in the work.	20%
Obscurity of the Position	It is the lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.	20%

Years of Service	It is the cumulative years of service that the nominee has rendered in the government vis-à-vis his or her accomplishments.	20%
Other similar circumstance or considerations in favor of the nominee, as may be determined by the members of the Committee.		
Total		100%

2.4.2. Qualification for Nomination:

Any plantilla employee who meets the following:

- a. Have rendered at least three (3) years of continuous government service in the University as of deadline of nominations' submission. Accomplishments for which nominee is being recognized for should also be made with the last three (3) years immediately prior to nomination and have been consistent and continuously carried out by the nominee during the said period;
- b. Have a performance rating of at least Very Satisfactory or its equivalent for four semester or two (2) annual rating periods prior to the nomination; and
- c. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

2.4.3. Forms of Awards:

- a. Exemplary Behavior Awardee shall receive 20,000.00 Php cash; and
- b. Plaque of Recognition

2.5. On-the-Spot Award (*Gantimpala Agad Award*) – given outright to any plantilla personnel noteworthy to be commended for their courtesy, promptness, efficiency, and dedication to duty. The University President may recommend anytime within the year to the PRAISE Committee personnel to be rewarded.

2.5.1. Forms of Awards:

- a. Certificate of Recognition for Gantimpala Agad Award

2.6. Perfect Attendance Award (*Maagap Award*) – It is the award accorded to any plantilla personnel who was never late and consistently arrives in the University earlier or on time and had not been absent nor on leave of absence within one year.

2.6.1. Criteria of Evaluation:

- a. The biometrics record of the employee is evaluated as basis for the award;
- b. A recommendation from the Immediate Supervisor; and
- c. The record of the employee's leave will be checked by the HRDMO for further verification as basis of no absences or leave; and
- d. Excused absences due to required quarantine as a result of one's performance of official duty or other analogous events shall be considered.

2.6.2. Forms of Awards:

- a. Perfect attendance awardee shall receive 10,000 Php cash; and
- b. Plaque of Recognition for Perfect Attendance

3. Office/Unit/College Award

- 3.1. **Best College Faculty Award (*Natatanging Guro ng Kolehiyo*)** – granted to a plantilla faculty member of each college who has demonstrated an outstanding teaching initiative that inspires student learning through innovative pedagogy, and whose contributions in the attainment of the thrusts of the university as to instruction, research and extension directly benefited significant numbers of people in the department, institution, and community. The criteria for evaluation and qualification for nomination in the University award for best faculty shall be applied in this category. Awardees shall receive a Plaque of Recognition.
- 3.2. **Best Office Non-Teaching Staff Award (*Natatanging Kawani ng Opisina*)** – this award is being given to an outstanding plantilla non-teaching personnel of each office for exemplary performance in the delivery of services and exemplifying positive work attitude and values. The criteria for evaluation and qualification for nomination in the University award for best non-teaching staff shall be applied in this category. Awardee shall receive a Plaque of Recognition.
- 3.3. Nominees shall garner a minimum total score of ninety percent (90%) in the overall criteria for the Best College Faculty Award and Best Office Non-Teaching Staff Award.
- 3.4. Recipients of above awards will be automatically nominated by the Committee for the same award in University category.

4. Other Awards and Recognitions

Any achievement of an individual or group of employees that does not fall in any category stated above that is worthy of recognition from the institution for bringing honor to the University shall receive a special citation during the ceremony without monetary form of award.

VII. TYPES OF INCENTIVES

1. **University Accomplishments Incentive** – this type of incentive is accorded to all faculty and non-teaching personnel with plantilla items for satisfactorily accomplishing the targets for the preceding year on:
- a. Institutional Accreditation
 - b. Institutional Sustainability Assessment
 - c. Philippine Quality Award
 - d. Program Accreditation
 - e. International Organization for Standardization (ISO)
 - f. Professional Regulation Commission Passing Percentage
 - g. Center of Excellence / Center of Development
 - h. Other International and National Accreditation or Awards
 - i. Program Expenditure Classification or PREXC Performance Indicator Result
- 1.1. **Criteria of Evaluation:**
- a. The attainment of the target is certified by the award-giving body. i.e. the case of Institutional Accreditation or accreditation of colleges to be certified by AACUP, or ISO and other award giving body;
 - b. The awardees who are directly involved in the preparation will be identified by the respective College Dean/Director accomplishing the target, either in the

memorandum form and based on the Dean’s Certification. Direct involvement must be supported with evidence; and

- c. Permanent Faculty of Colleges/Departments with topnotchers, a passing percentage 33% higher than the National Passing Rate or belonging to Top Performing Schools on any PRC board examination shall be awarded with PRAISE.
- d. For PREXC Performance Indicator Result, every individual who directly contributed for each indicator shall be given incentive once according to the PBB Performance Rating of the criteria where they directly contributed.
- e. Provided however, that in the granting of item d above, the employee shall be Very Satisfactory in IPCR/DPCR and not also considered isolated in any of the Performance Based Bonus (PBB) indicators and Good Governance Indicator.

1.2. The monetary incentive for the University Accomplishment (Items a-h) is amounting to ten thousand pesos (10,000.00 Php) each employee regardless of number of accomplished targets as enumerated above.

1.3. The monetary incentive for PREXC Performance Indicator results (Item i) is as follows:

PBB Performance Rating	Monetary Incentive
4 (Four) Points	10,000 Php
5 (Five) Points	20,000 Php

2. **Innovation Incentive** – The University encourages all its employees to innovate through development and implementation of programs, projects, systems, and practices that aims to enhance the quality of public service delivery as manifested in terms of its financial impact, streamlined process and outstanding performance results. This type of incentive is given to an employee or group of employees who authored and executed the programs, projects, systems, and practices upon meeting the following criteria:

2.1. **Criteria for Judging:**

Criteria	Definition	Percentage
Consistency and Reliability	The office/s consistently executed the program, project, system and/or practices in the past 3 years showing consistent Very Satisfactory Results as reflected in their IPCR/DPCR	25%
Quality	The program, project, system and/or practices were rated as Very Satisfactory by the customers/clientele	25%
Noteworthiness or Uniqueness	The degree of uniqueness and originality of program, project, system and/or practices.	25%
Financial Impact	The program, project, system and/or practices has generated increase in income or savings in the past 3 years	25%
Total		100%

- 2.2. The innovation program, project, system and/or practices should obtain an overall rating of 90%
- 2.3. The employee or group of employees shall receive 10,000 Php each.
- 3. **Loyalty Service Incentive** – this is a type of incentive presented to permanent personnel by virtue of the length of service they have rendered in the University. The University shall continue granting incentives and award to all deserving employee using the Civil Service Commission guidelines.

Number of Continuous Years in Service	Service Award Token
10 years	18k Gold TSU Pin worth 10,000.00 Php
15 years	18k Gold TSU Pin worth 15,000.00 Php
20 years	18k Gold TSU Ring worth 20,000.00 Php
25 years	18k Gold TSU Bracelet worth 25,000.00 Php
30 years	18k Gold TSU Necklace worth 30,000.00 Php
35 years	18k Gold TSU 35-years engraved Pendant worth 35,000.00 Php
40 years	18k Gold TSU 40-years engraved Pendant worth 40,000.00 Php

All loyalty service awardees shall also receive plaque or certificate of appreciation and their corresponding Loyalty Service Cash Incentive in accordance with Civil Service and COA rules and regulations.

- 4. **Productivity Enhancement Incentive (PEI)** – given to all employees who have performed satisfactorily for the year covered in accordance with the TSU SPMS.
- 5. **Professional Development Incentive** – granted in recognition of an individual who has completed a course or degree obtained within or outside the country at one’s own expense within a reasonable time, provided that the employee meets the following:
 - 5.1. The degree is vertically articulated and aligned with his/her degree specialization or program;
 - 5.2. The degree is in-line with the professional development plan of the college/office;
 - 5.3. The degree is earned outside TSU; and
 - 5.4. The degree is earned from a College/University/Program that is any of the following:
 - 5.4.1. Level III in Institutional or Program Accreditation,
 - 5.4.2. Center of Excellence or Center of Development,
 - 5.4.3. Internationally Accredited, or
 - 5.4.4. Belonging to the Top 1,000 Universities in the World.

The employee shall receive the following:

Degree	Period Finished	Amount of Incentive
Bachelor’s Degree	5 years	10,000
Master’s Degree	3 years	20,000
Doctorate Degree	4 years	30,000

6. **Professional Board and Bar Examination Incentive** – granted in recognition of an employee who placed in the top ten (10) of the (PRC) Professional Board or Bar Examination. Awardees shall receive their incentive as follows:

Accomplishment	Amount of Cash Incentive
PRC/Bar Rank 1	100,000
PRC/Bar Rank 2-3	70,000
PRC/Bar Rank 4-5	50,000
PRC/Bar Rank 6-10	30,000
Bar Passer	10,000

VIII. Other Guidelines and Procedures for the Grant of Awards

1. The call for nomination shall commence every **December 16** of the current year to **January 15** of the following year. Nominations can be made by the supervisor, co-employee, client, or any member of the TSU-PRAISE committee.
2. The coverage of nomination shall be from **January** to **December**.
3. Nominations must be accompanied by an endorsement or cover letter and nomination form. Attached therewith shall be certified copies of supporting evidence.
4. Nominations shall be submitted to the TSU-PRAISE Committee through its secretariat, the HRDMO, within the nomination period.
5. The initial screening of qualified nominees shall commence every **January 16 – 31** of each year by the PRAISE Committee. The committee shall initially screen the completeness and veracity of supporting documents.
6. The committee may inquire/inform the nominee or his/her nominator of any verification, clarification and/or submission of additional documents as deemed necessary by the members of the committee.
7. Following the initial screening, the committee shall issue resolution and the shortlist of qualified nominees on the **first day of February**. The shortlist must be posted in three (3) conspicuous places within fourteen (14) calendar days.
8. Nominees who were not included in the shortlist may submit their appeal in writing within the fourteen (14) day period. The committee shall judiciously determine the merit of the appeal.
9. On **February 15-28**, a resolution of final qualified nominees shall be issued by the committee to be posted in three conspicuous areas within the University.
10. The final screening shall commence following the issuance of final list. The committee shall select among the finalists the deserving winners for each award and issue resolution.
11. Formal awarding ceremony will be during **March** of every year.
12. Employees shall only be awarded three times for the same category in their entire service in the University and will be pronounced thereafter as hall of famer in that category. Also, an employee shall only be given one type of University award in a year.

IX. PRAISE COMMITTEE

1. Composition of Praise Committee

The TSU PRAISE Committee shall have the following composition:

- Vice President for Planning and Quality Assurance as Chairperson
- Vice President for Academic Affairs as Vice-Chairperson
- Vice President for Administration and Finance as Member
- Director of the HRDM Office as Member
- Director of Student Affairs and Services
- Director, Finance Office
- Head, Budget Management Unit
- TSUFPU Representative
- TSU NASA Representative

2. Functions of PRAISE Committee

The TSU Praise Committee shall have the following specific responsibilities. As such, the Committee shall meet periodically to perform the following tasks:

- 2.1. Ensure that outstanding performance, innovative ideas and exemplary behavior can be evaluated and assessed on a continuing basis to cover all employees with plantilla items both teaching and non-teaching;
- 2.2. Responsible for ensuring the regular administration, delivery, monitoring and evaluation of the awards and incentives system of the University;
- 2.3. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- 2.4. Determine the forms of awards and incentives to be granted;
- 2.5. Recommend the awardees and the amount of financial award and other related incentive to grantees;
- 2.6. Address issues relative to awards and incentives within 15 days from the date of submission; and
- 2.7. Perform other functions related to the main purpose of the committee.

3. Secretariat

The HRDMO shall provide technical support and assistance and appoint a HR Staff as Secretariat who will perform the following functions:

- 3.1. Prepare notices of meetings, minutes of meetings, reports and other documentation relative to the TSU-PRAISE;
- 3.2. Maintain records and files of PRAISE documents;
- 3.3. Prepare memos, correspondence and forms and disseminate information to the concerned offices/personnel;
- 3.4. Submit an annual report on the awards and incentives system to the CSC; and
- 3.5. Perform other function as assigned by the PRAISE Committee.

X. FUNDING

The University shall allocate at least 5% of the Human Resource Development Funds for the TSU-PRAISE and incorporate the same in its Annual Work and Financial Plan and budget.

XI. EFFECTIVITY

The TSU PRAISE as amended shall become effective after review and approval by the Civil Service Commission (CSC) Regional Office No. 3. Subsequent amendments shall likewise to be submitted to the Civil Service Commission (CSC) Regional Office No. 3 for review and approval and shall take effect immediately.

ENDORSED TO THE ADMINISTRATIVE COUNCIL BY:

CHAIRPERSON:


DR. NIÑO B. CORPUZ

VP for Planning and Quality Assurance

VICE-CHAIRPERSON:


DR. ERWIN P. LACANLALE

VP for Academic Affairs

MEMBERS:


DR. MARLON V. GAMIDO

VP for Administration and Finance


MR. MARLON C. DELA CRUZ

Director, HRDMO


PROF. FABIAN P. SEGUIRA

Dean, Student Affairs and Services


MR. JOHN ERWIN C. PANLILIO

Director, Finance Office


MR. RYAN R. RONQUILLO

OIC-Head, Budget Management Unit


DR. MURPHY P. MOHAMMED

President, TSU Faculty and Personnel Union


MS. WILMA D. SALAK


President, TSU Non-Academic Staff Association

APPROVED:


DR. MYRNA Q. MALLARI

PRESIDENT

APPROVED


FERNANDO O. MENDOZA
Director IV

NOV 24 2021