



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE DEPUTY CHIEF, PNP FOR ADMINISTRATION
Camp BGen Rafael T Crame, Quezon City



PNP MEMORANDUM CIRCULAR
NO.: 2020 - 063

REVISED PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE
EXCELLENCE (PRAISE) FOR NON-UNIFORMED PERSONNEL (NUP) OF THE
PNP

1. REFERENCES:

- a. Section 6, Republic Act No. 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees";
- b. Rule V, "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act 6713)";
- c. Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292;
- d. Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2001 dated January 26, 2001, entitled: "Program on Awards and Incentives for Service Excellence (PRAISE)";
- e. CSC Resolution No. 1301977 dated August 28, 2013;
- f. Revised Guidelines on Civil Service Commission Program on Awards and Incentives for Service Excellence dated September 16, 2016;
- g. CSC Approved Revised Handbook on the Strategic Performance Management System (SPMS) of the Philippine National Police for Non-Uniformed Personnel dated July 20, 2017;
- h. CSC MC No. 01, s.2019 on the Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter dated February 13, 2019;
- i. CSC-DBM Joint Circular No. 1, s 2015 dated November 25, 2015 entitled: "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees";
- j. CSC-DBM Joint Circular No. 2, s 2004 dated October 4, 2004 entitled: "Non-Monetary Remuneration for Overtime Services Rendered";
- k. CSC-DBM Joint Circular No. 2-A, s. 2005 dated July 1, 2005 with the subject "Amendments to CSC-DBM Joint Circular No. 2, s 2004 re: Non-Monetary Remuneration for Overtime Services Rendered";
- l. NAPOLCOM Memorandum Circular No. 2012-002 dated December 3, 2012, entitled: "Prescribing the Authorized Awards to be Conferred to Non-Uniformed Personnel of the Philippine National Police";
- m. NMC No. 2012-002, entitled "Prescribing the Authorized Awards to be Conferred to Non-Uniformed Personnel of the Philippine National Police";

CERTIFIED TRUE COPY FROM ORIGINAL

Page 1 of 25

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

- n. PNP MC No. 2017-059 dated September 21, 2017, entitled: Revised "Salamat-Kapatid" Program in Honor of Retiring PNP Personnel;
- o. PNP MC No. 2012-017 dated December 4, 2012, entitled: "Philippine National Police Comprehensive Educational Assistance Program";
- p. PNP MC No. 2006-014, entitled "Rules and Regulations in the Conferment of Authorized Decorations, Service Medals, Ribbons and Badges to the Personnel of the Philippine National Police";
- q. PNP MC No. 2000-005, entitled "Guidelines and Procedures in the Grant of Study Leave on Official Time and Financial Assistance for PNP Personnel for Purposes of Taking Review Classes for Bar Examinations" dated April 12, 2000; and
- r. PNP P.A.T.R.O.L Plan 2030.

2. RATIONALE:

Pursuant to the provisions of Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292 and based on the Revised Policies on Employees Suggestion and Incentive Awards System (ESIAS) under Civil Service Commission (CSC) Memorandum Circular No. 1, s. 2001, every department or agency shall establish its own employee suggestions and incentives awards system to promote, encourage, and recognize creativity, innovativeness, efficiency, productivity, courage, and selflessness in the public service.

3. SITUATION:

Since October 2001, the Philippine National Police (PNP) has been implementing PNP Circular No. 2001-009, which is the Program on Awards and Incentives for Service Excellence (PRAISE) for NUP. Through this Circular, the organization continuously provides awards and incentives to deserving NUP for their significant contribution in performing administrative support services to the PNP. As the number of NUP in the PNP is increasing since 2014 and after 16 years of implementing the Circular, there is a need to enhance the program to further uplift the morale of the NUP by recognizing and rewarding excellence in the different administrative roles they render in the police service. Thus, it is but fitting that appropriate awards and incentives should be granted to the NUP.

4. PURPOSE:

This Memorandum Circular (MC) aims to:

- a. Identify outstanding accomplishments/performance and best practices of NUP on a continuing basis;
- b. Establish a mechanism for identifying, selecting, and rewarding awards incentives to deserving NUP at the start of each year;
- c. Provide the guidelines and procedures for the implementation of the PRAISE for NUP; and

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER,
CHIEF NUPAD

- d. Institutionalize the PRAISE System and reward of the NUP of the PNP.

5. **DEFINITION OF TERMS:**

The following terms used in this MC are defined as follows:

- a. **Award** – refers to recognition granted to NUP or group of NUP for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, and extraordinary acts or services in the public interest which contribute to the efficiency, economy, and improvement in government operations which lead to organizational productivity.
- b. **Committee** – refers to the PRAISE Committee.
- c. **Contribution** – refers to any input which can be in the form of an idea or performance.
 - 1) **Idea Type Contribution** – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production, and improve working conditions; and
 - 2) **Performance Type Contribution** – refers to performance of an extraordinary act of service in the public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.
- d. **Courage** – refers to the quality of mind which enables one to encounter danger and difficulties with firmness, valor, and boldness.
- e. **Discovery** – refers to the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- f. **Extraordinary Acts** – refer to courageous and selfless acts that involve risking one's life and safety for the common good and/or would benefit others.
- g. **First Level Positions** – are positions that involve duties requiring less than four years of collegiate studies and include sub-professional non-supervisory and sub-professional supervisory positions such as clerical, trades, crafts, and custodial service positions.
- h. **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. It shall not exceed ten members.

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales

CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

- t. **System** – pertains to the “Program on Awards and Incentives for Service Excellence for Non-Uniformed Personnel” of the PNP.

6. GUIDELINES:

This MC prescribes the guidelines and procedures governing the implementation of PRAISE for the NUP pursuant to CSC and NAPOLCOM issuances.

a. General Guidelines

- 1) The PRAISE shall be designed to encourage and recognize creativity, innovativeness, efficiency, productivity, integrity, courage, and selflessness in the public service by recognizing and rewarding the NUP, individually or in groups, for their suggestions, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy or other improvement in the PNP’s overall operations, or for other extraordinary acts or services in the public interest which lead to organizational productivity;
- 2) The PRAISE shall adhere to the principle of providing awards and incentives based on performance, innovative ideas, and exemplary ethical behavior;
- 3) The PRAISE shall give emphasis on the timeliness on giving awards or recognition to deserving NUP, aside from the conferment of awards during traditional or planned awarding ceremonies; the spirit of on-the-spot grant of recognition shall be institutionalized;
- 4) The PRAISE shall be institutionalized through the establishment of PRAISE Committee at the National Level, Directorial Staff (D-Staff), National Support Units (NSUs), Police Regional Offices (PROs), District Offices of the National Capital Region, and Provincial/City Police Offices;
- 5) The PRAISE Committee shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and exemplary ethical behavior of NUP through formal and informal mode;
- 6) The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed, and implemented on a continuing basis to cover NUP with permanent and temporary status at all levels; and
- 7) The PRAISE Committee at all levels shall be responsible for the development, administration, monitoring, evaluation of the awards, and incentives system of the PNP and documentation of the implementation of PRAISE.

CERTIFIED TRUE COPY FROM ORIGINAL


CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

b. Specific Guidelines

The following cover the types of awards and incentives that may be conferred to the NUP at the national, office, and unit levels and the mechanism for identifying, selecting, rewarding awards and incentives to deserving NUP:

1) TYPES OF AWARDS:

a) National Awards (Honor Awards)

The PNP through the National PRAISE Committee shall participate in the search for deserving NUP who may be included in the screening of candidates for the following Honor Awards in accordance with the requirements and revised guidelines set by the CSC.

- (1) **Presidential Lingkod Bayan (PLB) Award** is conferred to an individual or group comprised of five members for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security, and patrimony.
- (2) **Civil Service Commission Pagasa Award** is conferred to an individual or group comprised of five members for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government;
- (3) **Outstanding Public Official/Employee Award or Dangal ng Bayan (DnB) Award** is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his or her observance of the eight norms of behavior under Republic Act (RA) No. 6713, or the Code of Conduct and Ethical Standards for Government Officials and Employees; and
- (4) **Other Awards** are given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

b) PNP Level Awards:

The PNP shall develop and institutionalize the search for deserving NUP who may be included in the screening and selection of candidates for awards to be given, such as:

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

(1) National Level Award

The National Level Award shall be comprised of the PNP-Wide Best NUP of the Year and National Dangal ng PNP Award. The nominees for these awards shall be selected from the recommendations of the Command Group/D-Staff/NSUs/PROs/ District/Provincial/City Police Offices PRAISE Committees. The Awardee/s selected shall compete for the corresponding award at the National Level through the National PRAISE Committee/ Committee for the Selection of Awardees (in the case of the PNP Best NUP of the Year).

Accordingly, the selection of awardees at the Police Regional Office (PRO) Level shall commence from the District/Provincial/City Police Offices that shall emanate from the Police Station Level. Both awardees may be nominated by the National PRAISE Committee to the annual search for Outstanding Public Officials and Employees under the categories of Presidential Lingkod Bayan, CSC Pagasa and Dangal ng Bayan Awards.

- (a) PNP-Wide Best NUP of the Year** (both for the supervisory and non-supervisory levels) –shall be conferred by the Chief, PNP during the PNP Anniversary Celebration or Police Service Anniversary to NUP for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on police service, security and patrimony.

The specific guidelines and criteria for the selection of qualified candidates for this award shall be covered by a separate issuance or approved PNP Command Memorandum Circular issued every year. Attached is the PNP Command Memorandum Circular No. 18-2019 dated May 24, 2019 with the subject: Selection of Awardees for the Annual Police Service Anniversary Celebration (Annex – "A").

The Best NUP can only be conferred once per category. However, the Best NUP of the Year for Non-Supervisory can still be nominated for Best NUP of the Year under Supervisory Category.

(a.1) Forms of Rewards and Incentives

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

a.1.a)	A cash award in the amount of at least Php25,000.00 shall be given each to the NUP awardee/s for Supervisory and Non-Supervisory Levels, plus a Plaque of Recognition from C, PNP;
a.1.b)	Educational Assistance in accordance with the existing PNP policy on the Educational Assistance Program;
a.1.c)	Scholarship grants or other appropriate learning and development opportunities to further enhance competencies of the awardees;
a.1.d)	Automatic promotion to the next higher position suitable to his/her qualifications and with commensurate salary. In case there is no next higher position immediately available, a salary increase equivalent to next higher position shall be given and incorporated in the base pay; and
a.1.e)	Other forms of rewards and incentives as the Committee may decide.

(b) **National Dangal ng PNP Award** – shall be conferred by the Chief PNP during the PNP Ethics Day Celebration for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of one or more of the eight norms of behavior under RA No. 6713, to wit:

- (b.1) Commitment to Public Interest
- (b.2) Professionalism
- (b.3) Justness and Sincerity
- (b.4) Political Neutrality
- (b.5) Responsiveness to the Public
- (b.6) Nationalism and Patriotism
- (b.7) Commitment to Democracy
- (b.8) Simple Living

The awardee shall be selected from the recommendations of the Office/Unit/Regional PRAISE Committee and shall be nominated by the National PRAISE Committee to the CSC Dangal ng Bayan Award in coordination with the Directorate for Human Resource and Doctrine Development, being the Office Primary Responsible for the said award.

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
 CHIEF ADMIN OFFICER
 CHIEF NUPAD

(b.1) Criteria for National Dangal ng PNP Award:

(b.1.a)	Quality and consistency of behavioral performance (40%) – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of individual performance;
(b.1.b)	Impact of behavioral performance (30%) – The extent to which the extraordinary act has created a powerful effect/impact on the organization or public;
(b.1.c)	Risk or temptation inherent in the work (20%) – The degree of risk and temptation substantially present in the work; and
(b.1.d)	Obscurity of the position (10%) – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.

(b.2) Forms of Rewards and Incentives:

(b.2.a)	An individual awardee shall receive a cash award in the amount of at least Php20,000.00 plus a Plaque of Recognition from the Chief, PNP;
(b.2.b)	The awardee shall be provided with appropriate learning and development opportunities such as local training/scholarship grant to further enhance competencies; and
(b.2.c)	Other forms of rewards and incentives as the Committee may decide.

(2) Command Group and Directorial Staff, NSUs, PROs, District, Provincial, and City Police Offices Level Awards

The Head of Office/Unit/Regional/District/Provincial/City Police Office may confer six types of awards to NUP in any of the following categories:

- (a) **Best NUP** – (both for the supervisory and non-supervisory levels) shall be given to the NUP who excelled among peers in a functional group, position or profession and demonstrated

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

exemplary performance on the assigned tasks. The award shall be conferred by the concerned Unit Commanders during their respective unit anniversaries.

The Best NUP awardees of the Command Group and D-Staff, NSUs, and PROs shall be recommended to the National PRAISE Committee to compete for the search for "PNP-Wide Best NUP of the Year."

The awardees at the District, Provincial and City Police Offices shall be recommended by the respective PRAISE Committees to the concerned PRO PRAISE Committee for the "Regional Best NUP of the Year."

(a.1) Criteria for the Best NUP:

- | |
|--|
| (a.1.a) Outstanding achievements of targets based on the IPCR (35%) |
| (a.1.b) Impact of the accomplishment to the office by indicating problems addressed, people/office benefitted and/or transactions facilitated (40%); and |
| (a.1.c) Exemplary performance and other criteria that the Committee may decide (25%). |

(a.2) Forms of Rewards and Incentives:

- | |
|--|
| (a.2.a) A cash award in the amount of at least Php10,000.00. The awardees of Best NUP of the Year at the District, Provincial, and City Police Offices shall receive a cash award in the amount of at least Php5,000.00; |
| (a.2.b) Plaque of Recognition; |
| (a.2.c) Appropriate learning and development opportunities such as seminar, forum or other similar activities to enhance his/her competencies; and |
| (a.2.d) Other forms of rewards and incentives as the concerned Committee may decide. |

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

- (b) **Office/Unit/Regional Dangal ng PNP Award** – shall be given to NUP who has demonstrated any of the eight norms of behavior under RA No. 6713 to be conferred during the Ethics Day Celebration.

The awardee at the Office/Unit/Regional Dangal ng PNP Award shall be recommended by the concerned PRAISE Committees to the National PRAISE Committee to compete for the National Dangal ng PNP Award.

(b.1) Criteria for the Office/Unit/Regional Dangal ng PNP Award:

(b.1.a) Quality and consistency of behavioral performance (20%);
(b.1.b) Impact of behavioral performance (50%);
(b.1.c) Risk or temptation inherent in the work (20%); and
(b.1.d) Obscurity of the position (10%).

(b.2) Forms of Rewards and Incentives:

(b.2.a) The awardee shall receive a cash award in the amount of at least Php5, 000.00. He/she shall receive Plaque of Recognition;
(b.2.b) The Awardee shall be provided with appropriate learning and development opportunities to further enhance his/her competencies; and
(b.2.c) Other forms of rewards and incentives as the Committee may decide.

- (c) **Gantimpala Agad Award** – an immediate award given to NUP commended by the internal and external clients for their courtesy, promptness, efficiency, and dedication to duty either in the form of Certificate of Recognition or other forms of awards and incentives as may be determined by the respective Office/Unit PRAISE Committee. The Office/Unit PRAISE Committee Secretariat shall establish their own respective mechanics for this type of award.

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales

CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

- (d) **Kabayanihan Award** – to an individual NUP or group of NUP for performance of courageous and selfless act involving the risk of one's life and safety for the common good and/or benefit of others which may either be work-related or non-work related. No less than the head of office/unit shall bestow the Kabayanihan Award during its special event.

(d.1) **Criteria for Kabayanihan Award:**

(d.1.a) Impact of Courageous and Selfless Act (35%);
(d.1.b) Nature/Extent/Hazard involved (35%). The nature and extent of danger or loss of life, health, career or personal safety which the employee has to face/ reckon with while in the situation; and
(d.1.c) Responsiveness (30%). The extent to which prompt and immediate action was provided or rendered.

(d.2) **Forms of Rewards and Incentives:**

(d.2.a) Plaque of Recognition;
(d.2.b) A cash award in the amount of Php20,000.00 shall be given to the individual or group awardee, respectively;
(d.2.c) The awardee/s shall be provided with appropriate learning and development opportunities to further enhance his/her competencies; and
(d.2.d) Other forms of rewards and incentives as the Committee may decide.

- (e) **Pamanang PNP Service (Posthumous) Award** – shall be conferred to the NUP who died in the line or call of duty whose impact of accomplishment in terms of creativity, innovation, efficiency, integrity and productivity during his/her stint in the PNP service benefitted the organization and/or resulted in the generation of

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
 CHIEF ADMIN OFFICER
 CHIEF NUPAD

savings. It shall be awarded to the declared legal beneficiary of the NUP.

(e.1) Forms of Rewards and Incentives:

(e.1.a) Plaque of Recognition;
(e.1.b) A cash award in the amount of Php20,000.00 shall be given to his/her Declared legal beneficiary; and
(e.1.c) Other forms of rewards and incentives as the Committee may decide.

(f) Other Office Awards

The other types of awards are those conferred by the PNP to the NUP under PNP Memorandum Circular 2006-014 and NAPOLCOM Memorandum Circular 2012-002, such as the Medalya ng Kasanayan and Medalya ng Papuri. As a form of incentive, each of these awards has corresponding number of days leave/service credit value that an NUP can apply/avail under NAPOLCOM MC 2012-002.

These awards can be initiated at the PROs. The criteria for availing said awards are contained in the two circulars mentioned above.

2) PROCEDURES FOR THE GRANT OF AWARDS:

a) Who May Be Nominated

Any rank and file NUP in permanent or temporary appointment and without pending administrative or criminal case may be nominated.

b) Who May Nominate

Any of the following may nominate an NUP for the different awards under the PNP NUP PRAISE:

- (1) Performance Management Team;
- (2) Immediate head of office/unit or supervisor of the NUP; and
- (3) A private person, a group or an organization in the private or government sector.

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

c) Screening, Evaluation and Submission of Nominations:

The following are the activities of the PRAISE Committees with the indicative timeline (Please see attached flowchart of the Procedures for the Grant of Awards: Screening, Evaluation and Submission of Nominations, Annex – "B"):

PRAISE COMMITTEE	ACTIVITY	INDICATIVE TIMELINE
National PRAISE Committee/ Committee for the Selection of Awardees	Prepare and disseminate the notice of invitation for the nominations of the PNP NUP Awards to Command Group, D-Staff, PROs and NSUs	January
Police Regional Office PRAISE Committee	Prepare corresponding notice of invitation for nominations to the NCRPO District, Police Provincial Offices (PPO)/City Police Offices(CPO)	
District/PPO/CPO PRAISE Committee	Prepare corresponding notice of invitation for nominations to different City/Municipal Police Stations (CPS/MPS)	February
NHQ-based Offices	Screen, deliberate and evaluate the nomination from their respective Division Command Group, Directorial Staff and National Support Units.	
Command Group/D-Staff/ NSUs PRAISE Committee		
Police Regional Office Level:	Search/recommend qualified NUP nominations for the Best NUP and Dangal ng PNP Award CPS/MPS Level	March
CPS/MPS/Police Station PRAISE Committee	Submit nominations to their respective Districts/PPO/CPO PRAISE Committees	
District/PPO/CPO PRAISE Committee	Screen, deliberate and evaluate nominations from their respective police stations (CPS/MPS)	April
	Submit nominations to their respective PRO PRAISE Committees on the selection of Awardees for District, PPO and CPO	
PRO PRAISE Committee	Screen, deliberate and evaluate nominations from their respective District, PPO and CPO	May
	Submit nominations to the National PRAISE Committee or Committee on the Selection of Awardees (CSA)	June
NHQ-based Offices:	Submit nominations for PNP Best NUP and National Dangal ng PNP Award to the NPC Secretariat	
Command Group/D-Staff/ NSU PRAISE Committee		

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
 CHIEF ADMIN OFFICER
 CHIEF NUPAD

National PRAISE Committee	- Review, deliberate and evaluate nominations for PNP-wide Best NUP of the Year - Submit result of deliberation to C, PNP for his approval	July
	Awarding Ceremony during the Annual Police Service Anniversary	August
	- Review, deliberate and evaluate nominations for National Dangal ng PNP Award (In consultation with DHRDD) - Submit result of deliberation to C, PNP for his approval	November
	PNP Ethics Day Celebration: Awarding of National Dangal ng PNP Award	January
	Endorsement/recommendation of C, PNP to the CSC PRAISE Committee for the NUP nominations for the National Awards (Honor Awards)	February - March

d) Disqualifications:

Automatic disqualification from nomination shall be effected in any of the following circumstances:

- 1) Non-submission or late submission of the requirements to the National PRAISE Committee as mentioned in the procedures for the grant of awards as stated in the guidelines;
- 2) Any misrepresentation of information made in the nomination form and documents submitted; or
- 3) Any request from the PRAISE Committee Secretariat/members and or through intermediaries for special favor or consideration of award.

e) Number of Awardees

PRAISE Committee at the different levels shall only have one recommendee for each award category.

f) Nominees Who Do Not Make it to the Shortlist

In order to recognize the accomplishments of NUP who were nominated in the PNP National PRAISE Committee but did not make it to the finals, an appropriate recognition in a form of Plaque or "Medalya ng Kasanayan" from the National PRAISE Committee through the PRAISE Secretariat shall be given to them.

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
 CHIEF ADMIN OFFICER
 CHIEF, NUPAD

The finalists of the Office/Unit/Regional/District/ Provincial/City Police Office shall be conferred with a "Medalya ng Papuri" by the concerned Head of Office.

g) Request for Reconsideration or Appeal

NUP who are dissatisfied with the outcome or result of the nominations may file a request for reconsideration from the PRAISE Committee Chairman of their respective levels within five working days after publication/posting of the list of qualified nominees. The Committee shall decide the aforesaid request within 5 working days from receipt thereof. If in any case the request for reconsideration or appeal comes from the Head of Office, it shall be directed to the National PRAISE Committee.

3) TYPES OF INCENTIVES

- a) **Loyalty Incentive** – granted to the NUP who has served continuously and satisfactorily the PNP for at least 10 years. The NUP shall be entitled to a cash award of Php1,000.00 per year during the first 10 years. Succeeding awards shall be given every five years thereafter.

To properly guide the concerned Offices/Units, a separate issuance or fiscal directive shall be prepared by the Directorate for Comptrollership in consultation with the Directorate for Personnel and Records Management on the guidelines and procedures for the grant of loyalty pay to NUP.

Besides cash award, a lapel emblem/loyalty pin shall be given:

- 10 years – Bronze
- 20 years – Silver
- 30 years – Gold

- b) **Service Leave Credit** – a maximum of 15-day service leave credits shall be granted every calendar year to NUP who will be conferred with appropriate medals, based on the existing directives of the PNP and the National Police Commission.
- c) **Career and Self- Development Incentive** – shall be given to the NUP who excelled in their field of study. This incentive is categorized into two types, namely:

- (1) **Academic Excellence Incentive** – granted in recognition of the NUP who completed a Doctoral, Master's or Bachelor's degree within or outside the country at their own expense.

CERTIFIED TRUE COPY FROM ORIGINAL.


CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

Criteria:

The degree obtained must be relevant to the NUP's duties and responsibilities as determined by the plantilla position and has been completed with the period specified as shown in the table.

Course	Duration
a. Completion of Doctoral Degree	Within six years
b. Completion of Master's Degree	Within four years
c. Completion of Bachelor's degree for those who have already completed two studies in college	Within four years
d. Completion of Bachelor's degree for those who need four years' college studies to complete a degree/ course (including Bachelor of Law)	Within six years

The NUP must serve the PNP for a period of not less than five years and has obtained at least Very Satisfactory performance rating for two rating periods immediately prior to the completion of the Degree.

The NUP who completed the Degree shall receive a cash award of at least Php5, 000.00 and other forms of incentives as the Committee may decide.

- (2) **Bar or Board Passer (Ang Galing Mo) incentive** – given to the NUP who passed the Bar or Board Examinations. Provided that, he/she must have been in the PNP for at least five years holding plantilla position. The NUP must have obtained Very Satisfactory performance rating for the last two rating periods prior to conferment of incentive.

The NUP shall receive a cash award of at least Php10, 000.00 and Php5, 000.00 for bar and board passer, respectively, and other forms of incentives as the Committee may decide.

- d) **NUP Retirees incentive (Salamat-Kapatid)** – is conferred to NUP retirees whether under optional or compulsory retirement scheme, to recognize the dedication, valuable services and contributions in the realization of the goals of the Office/Unit, provided the NUP is not imposed a penalty of suspension during the period of the grant. This program is in accordance with PNP Memorandum Circular No. 2017-059.

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

"NUP availing of either the optional or compulsory retirement scheme must have rendered at least 15 consecutive continuous years of service prior to their optional or compulsory retirement."

The following incentives shall be given to those who optionally or compulsorily retired from the service:

- (1) Php10, 000.00 cash;
- (2) Token;
- (3) Plaque of Appreciation, and bouquet of flowers;
- (4) ATM Replica;
- (5) Long Service Pin; and
- (6) Retiree's ID.


- e) **HERO (Here Always and Regularly On time) Incentive** – is given to NUP with perfect attendance for ten months within the year, without any record of tardiness or late in the Office/Unit and who had been performing his/her functions very satisfactorily for the same period of time, as attested by his/her immediate supervisor.

An individual awardee shall receive a cash award of Php3, 000.00 and a Certificate of Recognition or other forms of incentives as the Committee may decide.

- f) **"Salu-salo" together** – meal hosted by superiors or supervisors for NUP who have made significant contributions.
- g) **Personal Growth Opportunities** – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, giving of books, journals, travel packages, and other learning opportunities.
- h) **Compensatory Time Off (CTO)** – shall be granted to NUP who are required to work overtime or beyond the regular working hours. They shall be allowed to offset the number of overtime hours that they have rendered by taking a time off corresponding to the number of overtime hours rendered.

In availing the CTO by the NUP, the heads of offices shall be guided by the (3.0) General Policies on Overtime Services on the CSC-DBM Joint Circular No. 1, s. 2015 with the subject: "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees" which states that, "As a general rule, the remuneration for overtime services shall be through CTO, in accordance with the guidelines under the CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A, s. 2005." (3.0 General Policies on Overtime Services, para 3.2)

CERTIFIED TRUE COPY FROM ORIGINAL


CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

4) PROCEDURES IN THE GRANT OF INCENTIVES

The concerned NUP Supervisor or the Administrative Officer of the Section/Division in the Office/Unit at all levels shall inform/coordinate/consult their respective PRAISE Committees of the NUP who are entitled to receive the different forms of incentives. The PRAISE Committee at all levels, after receiving the notice, shall evaluate the qualifications of the NUP who are entitled to receive the incentives. The Secretariat shall inform the concerned NUP of the approved appropriate incentive. The grant of incentives can be arranged at a fitting ceremony of the Office/Unit such as during Anniversary, Christmas and other special events.

5) ESTABLISHMENT OF PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEES:

To institutionalize the PRAISE, there shall be established PRAISE Committees at the National Level, Command Group, Directorial Staff, National Support Units, Police Regional Offices, District, and Provincial/City Police Offices.

a) The PRAISE Committee shall be composed of the following:

(1) National PRAISE Committee

The Chief Directorial Staff	Chairperson
Director I, FS	Vice-Chairperson
Chief, Non-Uniformed Personnel Affairs Division, ODPRM	Member
Chief, Morale and Welfare Division, ODPRM	Member
Asst. Chief, Organizational Development Division, ODPL	Member
*NUP Representative (First Level Position)	Member
*NUP Representative (Second Level Position)	Member
**Chief, Human Resource Rewards and Benefits Section, NUPAD, DPRM	Head Secretariat

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

(2) **Command Group PRAISE Committee**

Senior Executive Assistant (SEA)	Chairperson
Chief, Administrative Officer	Vice Chairperson
*NUP Representative (First level position)	Member
*NUP Representative (Second level position/Ranking NUP)	Member
**NUP Supervisor	Head Secretariat

(3) **D-Staff PRAISE Committee**

Executive Officer	Chairperson
Chief, Administrative Officer	Vice Chairperson
*NUP Representative (First level position)	Member
*NUP Representative (Second level position/Ranking NUP)	Member
**NUP Supervisor	Head Secretariat

(4) **PRO PRAISE Committee**

Regional Chief Directorial Staff	Chairperson
Chief, RPRMD	Vice Chairperson
*NUP Representative (First level position)	Member
*NUP Representative (Second level position/Ranking NUP)	Member
**NUP Supervisor	Head Secretariat

(5) **NSU PRAISE Committee**

Chief Directorial Staff	Chairperson
C. ARMD	Vice Chairperson
*NUP Representative (First level position)	Member
*NUP Representative (Second level position/Ranking NUP)	Member
**NUP Supervisor	Head Secretariat

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

(6) NCR Police District PRAISE Committee

Deputy District Director for Administration (DDDA)	Chairperson
C, DPHRDD	Vice Chairperson
* NUP Representative (First level position)	Member
*NUP Representative (Second level position/Ranking NUP)	Member
**NUP Supervisor	Head Secretariat

(7) Provincial/City Police Office PRAISE Committee

Assistant Provincial Director for Administration	Chairperson
C, PPRMB	Vice Chairperson
*NUP Representative (First level position)	Member
*NUP Representative (Second level position/Ranking NUP)	Member
**NUP Supervisor	Head Secretariat

*The two regular and alternate representatives of the rank and file NUP in all levels of the PRAISE Committees, from the first level and second level, shall be chosen by the duly registered/accredited NUP Association subject to the approval of the Head of Office/Unit. In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternative representative. Any other mode of selection may be conducted for the purpose.

*The NUP Representatives or alternates shall participate in the meetings/deliberations of the award. The first level representative shall participate in the deliberation of award for the holder of non-supervisory positions; while the second level representative shall participate in the deliberation of award for the holder of supervisory positions and they shall serve for a period of two years.

**The Head Secretariat shall prepare and cause the issuance of appropriate orders for the principal and representative/alternate members, who shall be identified by the Office/Unit concerned. The CSC Regional/Field Office shall be provided with a copy of the orders including the selected

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

members of the secretariat from MWD and NUPAD, DPRM for the National PRAISE Committee. The personnel from the Admin Division/RPRMD/ARMD/ DPHRDD/PPRMB shall provide technical support to the Head Secretariat while the next-in-rank NUP shall assist the Head Secretariat.

In the deliberation of the nominee for the National Dangal ng PNP Award, the Director for Human Resource and Doctrine Development or his duly representative shall sit with the National PRAISE Committee as a member, being the key personnel involved in the planning and preparation for the PNP Ethics Day Celebration.

b) Functions and Responsibilities of the PRAISE Committees

(1) National PRAISE Committee

- (a) Responsible in overseeing the implementation of the Program;
- (b) 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;
- (c) Determine the forms of awards and incentives to be granted;
- (d) Prepare plans, identify resources and propose budget for the implementation of the Program on an annual basis;
- (e) Review the criteria, parameters, other requirements and recommendation submitted for the award;
- (f) Sign/approve the notice of invitations to the different Offices/Unit PRAISE Committee for the nominations of candidates for the PNP awards
- (g) Deliberate and evaluate the recommendations for the PNP-Wide Best NUP of the Year, National Dangal ng PNP Award and other PNP-National Level Awards that the Committee may determine;
- (h) Submit to the Chief, PNP the result of the final deliberation of nominees for each category of the PNP Awards for his approval;

- (i) Recommend/endorse to Chief, PNP the PNP NUP nominees for the Outstanding Public Officials and Employees or the National Honor Awards to the CSC PRAISE Committee;
- (j) Employ (if necessary) an external or independent body to assist the Committee to judiciously and objectively implement the system of awards and incentives;
- (k) Monitor and evaluate the Program's implementation and make essential improvements to ensure its suitability to the PNP; and
- (l) Take appropriate action on the complaint or protest of the NUP, Office/Unit on the recommendation for awards.

(2) **Command Group/D-Staff/NSUs PRAISE Committee**

- (a) Disseminate to their respective Divisions/Sections the notice of invitation for the nomination to the awards;
- (b) Screen, deliberate and evaluate, among others, the accomplishments of the NUP and other requirements, with proper endorsement from Division Chief or immediate head of office/unit of the candidate, using the criteria stated herein;
- (c) Recommend to the National PRAISE Committee the corresponding award with proper endorsement from the head of office/unit;
- (d) Confer the award to deserving NUP during the Office/ Unit Anniversary;
- (e) Monitor and evaluate the Program's implementation through feedback and reports and make essential improvements;
- (f) Prepare plans, identify resources and propose budget for the implementation of the Program on an annual basis; and
- (g) Take appropriate action on the complaint/protest of the NUP on the result of their deliberations for awards.

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

(3) PROs/District/Provincial/City Police Offices
PRAISE Committee

- (a) Prepare and cause the widest dissemination to their respective Offices/Units down to the Police Stations the notice of invitation for the nomination to the awards;
- (b) Screen, deliberate and evaluate, among others, the accomplishments of the NUP and other requirements with proper endorsement from Division Chief or immediate head of office/unit of the candidate, using the criteria stated herein;
- (c) The Police Station Level shall recommend its nominees to the next higher PRAISE Committee (District/Provincial/City Police Office Level) for its selection;
- (d) At the regional level, recommend to the National PRAISE Committee the corresponding award with proper endorsement from the head of office/unit;
- (e) In all levels, confer the award to deserving NUP during its Anniversary;
- (f) Monitor and evaluate the implementation of the Program through feedback and reports and make essential improvements;
- (g) Prepare plans, identify resources and propose budget for the implementation of the Program on an annual basis; and
- (h) Take appropriate action on the complaint/protest of the NUP on the result of their deliberations for awards.

(4) PRAISE Secretariat

- (a) Prepare and disseminate to the different offices/units, PRAISE Committees the notice of invitation for the nomination of candidate to the PNP awards;
- (b) Screen all nominations with complete requirements submitted by the different PRAISE Committees;

CERTIFIED TRUE COPY FROM ORIGINAL


CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

- (c) Schedule the convening of the PRAISE Committee for the deliberation and evaluation of the recommendations for awards;
- (d) Document best practices, innovative ideas, success stories which can be used or serve as promotional materials to sustain interest and enthusiasm;
- (e) Document the proceedings of deliberations of the PRAISE Committee; and
- (f) Maintain the records/file of the proceedings, resolution, and other materials/requirements submitted by the different PRAISE Committees.

7. FUNDING SOURCE

The funds for the implementation of this Circular shall be charged to the Annual General Appropriations Act (GAA). All PNP Offices/Units shall allocate at least 5% of their Personnel Resource Management Services fund for the purpose. The PRAISE Committees at the different levels shall include the funding requirements of all PRAISE related activities in their Annual Operations Plans and Budget.

8. REPEALING CLAUSE

All existing PNP policies and issuances inconsistent with this MC are hereby rescinded.

9. EFFECTIVITY

Upon approval of the Civil Service Commission and after the filing of a copy hereof with the University of the Philippines Law Center, this MC shall take effect after 15 days in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.

10. STATEMENT OF COMMITMENT

The PRAISE for PNP NUP shall be considered as a valid contract binding among the Head of Agency, the NUP and the CSC. Thus, the Head of Agency hereby commits to implement and abide by the provisions of this Program on Awards and Incentives for Service Excellence for PNP NUP. It is understood that this PRAISE for NUP shall be the basis for recognizing outstanding accomplishments and/or performances and best practices of the NUP.

APPROVED

JUDITH A. DONGALLO-CHICANO
Director IV



Archie Francisco F. Gamboa
ARCHIE FRANCISCO F. GAMBOA
Police Lieutenant General
Officer-In-Charge, PNP

CERTIFIED TRUE COPY FROM ORIGINAL

Cynthia S. Rosales
CYNTHIA S. ROSALES
CHIEF ADMIN OFFICER
CHIEF NUPAD

CPNP Ltrs 19 3080342



3080342

PROCEDURES FOR THE GRANT OF AWARDS: Screening, Evaluation and Submission of Nominations

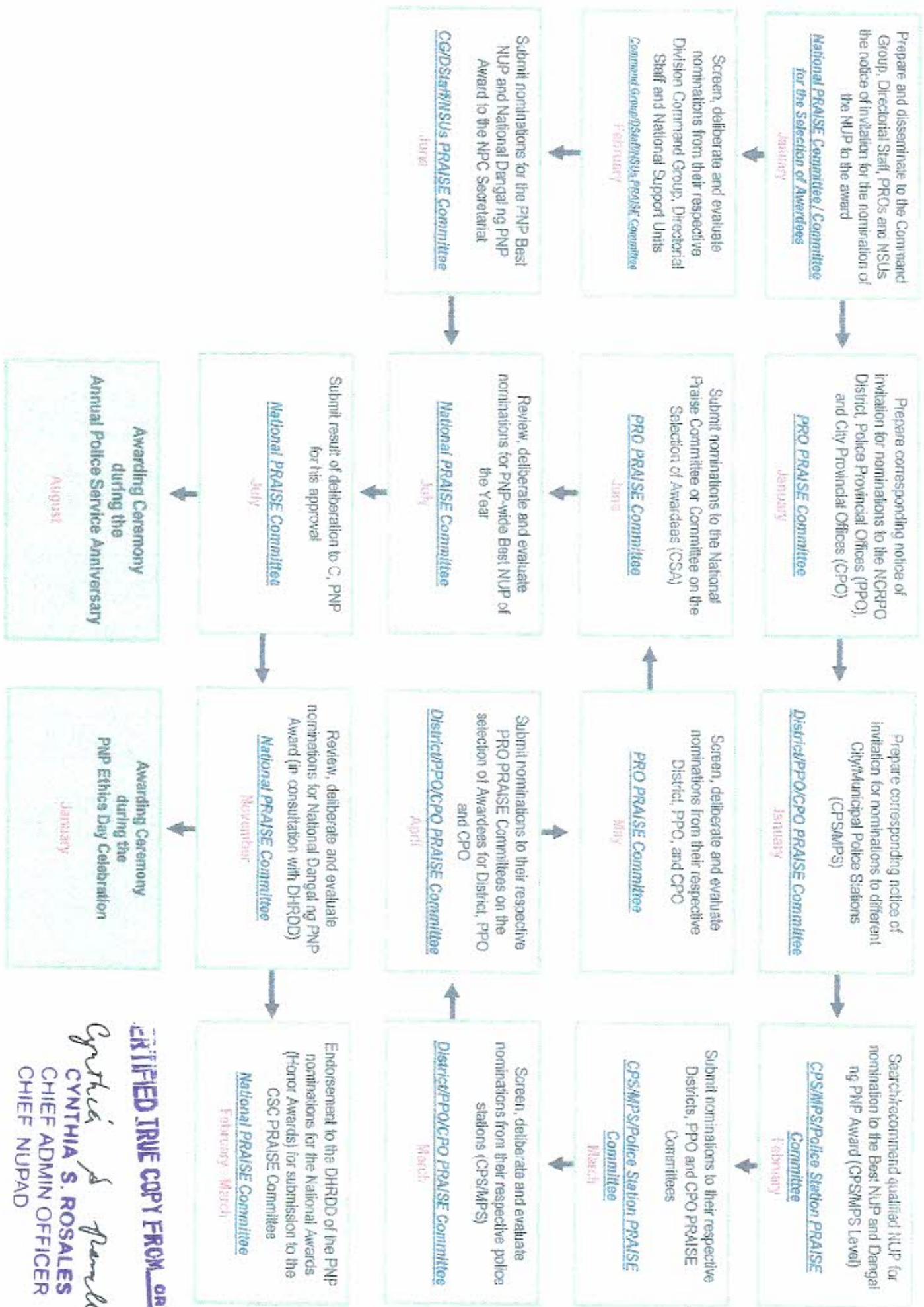


EXHIBIT TRUE COPY FROM ORIGINAL
 Cynthia S. Rosales
 CHIEF ADMIN OFFICER
 CHIEF NUPAD