

**COMMISSION RESOLUTION NO. 12 -2019**

**ESTABLISHING THE BEST EMPLOYEE AWARD FOR MERITORIOUS  
PERFORMANCE PENDING THE ADOPTION OF THE PCC PROGRAM ON  
AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)**

**WHEREAS**, it is the policy of the Philippine Competition Commission (PCC) to encourage, recognize and reward employees for their meritorious performance which contribute to the efficiency, economy and improvement in agency operations, which lead to organizational productivity;

**WHEREAS**, recognizing and rewarding deserving employees will enhance workforce productivity and agency performance, improve overall employee morale and welfare, and inculcate meritocracy and excellence in the PCC;

**WHEREAS**, there is a need to establish a mechanism for identifying, selecting, rewarding and providing incentives to employees who have exhibited meritorious performance based on agreed performance standards;

**NOW, THEREFORE**, the Commission has **RESOLVED**, as it hereby **RESOLVES**, to establish the "Best Employee Award" for meritorious performance, pending the adoption of the PCC Program on Awards and Incentives for Service Excellence (PRAISE), and to approve the following guidelines in the selection and recognition of this award:

1. Plantilla employees who have rendered at least six (6) months of service in the PCC with a performance rating of Very Satisfactory or higher shall be qualified for consideration for this award. The performance ratings shall be based on the individual performance rating using the agency Strategic Performance Management System approved by the Civil Service Commission.
2. PCC units shall be classified into two (2) functional groups:

Operations Group: Office of the Chairman and Commissioners  
Office of the Executive Director  
Mergers & Acquisitions Office  
Enforcement Office  
Economics Office  
Communications and Knowledge Management Office

Support Group: Administrative Office  
Finance, Planning and Management Office



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3. The "Best Employee" for each functional group shall be selected based on the following process:

- a. **Round 1:** Employees shall be ranked based on their performance ratings. The Top 20 employees of each functional group shall qualify for the next round.
- b. **Round 2:** For each functional group, the Chairman, Commissioners and Executive Director ("Committee Members") shall each select their Top 3 nominees based on the general criteria below. All selected nominees shall qualify for the next round.

**Quality of Work**

Produces quality output that demonstrates accuracy and thoroughness; works with diligence; identifies opportunities to streamline or improve processes

**Work Ethic**

Achieves goals and performs beyond expectations; shows high degree of professionalism and integrity; manifests positive attitude towards work and co-workers; adheres to appropriate office norms, rules and regulations; acknowledges mistakes and moves forward in a positive way

**Dependability/Reliability**

Performs assigned tasks on time; follows through with commitments; responds to internal and external requests timely; available to assist; punctual in meetings and engagements; good attendance

**Teamwork**

Works cooperatively with others; tactful in dealing with supervisors or staff, peers and others; makes the most out of collaboration

**Flexibility**

Adjusts and adapts behavior to new information or changing circumstances; open to new ways of doing things and experiments with new methods

- c. **Round 3:** For each functional group, the Committee Members shall each rank the nominees from 1 to the total number of nominees, with 1 being the highest. The nominee receiving the lowest total numerical score shall be chosen as the "Best Employee".

4. The "Best Employee" awardees shall receive plaques of recognition. The awards shall be given in:

- a. October – 1<sup>st</sup> Semester Awardees
- b. January – 2<sup>nd</sup> Semester Awardees



5. The costs for the plaques and other expenses incurred for the selection and awarding of "Best Employee" shall be chargeable against the funds of the Administrative Office, subject to accounting, budget and audit rules and regulations.

**DONE**, this 30<sup>th</sup> day of September 2019 in Quezon City, Philippines.





  
**ARSENIO M. BALISACAN**  
Chairman

  
**JOHANNES BENJAMIN R. BERNABE**  
Commissioner

  
**AMABELLE C. ASUNCION**  
Commissioner

  
**MACARIO R. DE CLARO, JR.**  
Commissioner

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