



HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimpilan Tanod Baybayin ng Pilipinas)
139 25th Street, Port Area
1018 Manila

HPCG/DCS-HRM/CGA

15 October 2012

STANDING OPERATING PROCEDURES
NUMBER..... 12-12

**GUIDELINES ON THE GRANT OF AWARDS AND INCENTIVES TO
PCG NON-UNIFORMED PERSONNEL**

Pursuant to the provisions of CSC MC No. 01 S. 2001 re Program on Awards and Incentives for Service Excellence (PRAISE), this Agency shall establish a procedural guidelines which shall serve as basis for the grant of awards and incentives to deserving PCG non-uniformed officers and employees in the career and non-career service.

I. Objectives:

1. To encourage, recognize and reward employees, individually or in groups for their suggestions, innovative ideas, inventions and exemplary behavior.
2. To identify outstanding accomplishments/best practices of PCG non-uniformed officers and employees periodically or as the need arises.
3. To provide incentives and interventions to motivate employees who have contributed ideas, and other personal efforts which contribute to the efficiency, economy and improvement in government operation which lead to organizational productivity.

II. Purpose:

To prescribe the internal policies/procedures on the grant of awards and incentives to PCG non-uniformed personnel.

III. Basic Policies:

1. The PRAISE shall adhere to the principle of providing incentives and awards based on performance innovative ideas and exemplary behavior.
2. The PRAISE shall give emphasis on the timelines of giving awards 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.
3. The PRAISE shall provide monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees.

4. The creation of PRAISE Committee in the Philippine Coast Guard shall be institutionalized with the following composition:

- Chief of Coast Guard Staff - Chairman
- DCS for Human Resource Management - Member
- DCS for Comptrollership - Member
- Chief, Civilian Affairs - Member
- Two representatives from the first and second level positions chosen or designated by the registered union in the absence of an accredited union.
- Human Resource Management Unit - Secretariat

IV. Types of Awards:

1. National awards

The PCG shall participate in the search for deserving employees who maybe included in the screening of candidates for awards given by the Civil Service Commission, other government agencies, private entities, NGO's and other awards giving bodies such as:

- 1.1 Presidential or Lingkod Bayan Award – conferred on 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 is of significant effect to the public or principally affects national interest, security and patrimony.
- 1.2 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 in the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.
- 1.3 Civil Service Commission or the PAG-ASA Award-conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

2. Agency Level Awards

The Agency shall develop and initiate the search for deserving employees who maybe included in the screening of candidates for awards to be given such as:

PCG Non-Uniformed Personnel of the Year Award categorized as follows: Civilian Employee of the Year Award, Civilian Supervisor of the Year Award and Lighthouse Keeper of the Year Award. The awardees shall be awarded during the PCG Anniversary with a cash award equivalent to one (1) month basic salary of the current position being held, and Plaque of Appreciation.

- 2.1 Service wards – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.
- 2.2 Such other awards which the agency may decide to give.

3. Types of Incentives

- 3.1 Loyalty Incentives – granted to regular officers and employees who have served continuously and satisfactorily the Agency for at least ten (10) years. The recipient shall be entitled to cash award under the existing policy. Succeeding cash award shall be given every five years thereafter.
- 3.2 Length of Service Incentives – given to an employee who has rendered at least three (3) continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustment following the joint CSC-DBM Circular No. 1 s. 1990.
- 3.3 Productivity Incentive Bonus – given to all employees who have performed at least satisfactorily for the year covered in accordance with the Agency's approved PES.
- 3.4 Compensatory Time-Off – granted to an employee who has worked beyond his regular office hour on a project without overtime pay.

V. Funding:

Funding for this purpose is subject on the availability of DCS-HRM MOOE Fund.

BY COMMAND OF VICE ADMIRAL TAN:

OFFICIAL:


ALGIER D RICALFRENTE
LCDR PCG
Coast Guard Adjutant

AARON T RECONQUISTA
COMMO PCG
Chief of Coast Guard Staff