



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

14 May 1993

SPECIAL ORDER
NO. 646
Series of 1993

SUBJECT : Creation of a Committee to Select DENR Model Employees.

Pursuant to Department Order No. 1, Series of 1993, establishing the DENR Employee Suggestions and Incentive Awards System, and in accordance with the objective of this Department to recognize and reward employees who have demonstrated conduct and behavior worthy of mention and emulation by their co-employees, DENR Model Employees shall be selected and given P5,000.00 each as monetary award during the observance of the DENR Anniversary and Environment Month. For this purpose, a Committee is hereby created to select DENR Model Employees in the DENR Proper and Staff Bureaus to be composed of the following:

Chairman	-	RAMON J. P. PAJE Director, HRDS
Vice-Chairman	-	HERMECIO M. AGRAVIO OIC-Director Administrative Service
Members	-	COA Resident Auditor CSC Field Director Chief, Manpower Res. and Dve. Div. DENREU Representative

In the performance of their tasks, the Committee shall be assisted by the Personnel Division as its Secretariat, to be headed by Mr. Prisciliano Nazal.

The NAMRIA, NRDC and Regional Offices shall select their own Model Employees, and their respective Suggestions and Incentive Awards Committees (SIACs) shall be responsible therefor.

The Committee shall have the following functions:

1. Request the different Offices/Services/Divisions to nominate two (2) males and two (2) females each from the technical and support staff. Selection should be limited to holders of first and second level positions in the Career Service.

2. Evaluate the nominees and select the best qualified (2 technical- 1 male and 1 female; 2 support personnel- 1 male and 1 female) and recommend them to the Regional Executive Director or Head of Office concerned in the case of Regional Offices and Attached Agencies, or to the Secretary, thru the Assistant Secretary for Management Services, in the case of the DENR Proper and Staff Bureaus.
3. Finalize selection, together with the necessary justifications, on or before May 31, 1993.
4. Prepare the necessary awards to be given on June 10, 1993 in connection with the observance of the DENR Anniversary and Environment Month. Reckoning period shall be from June 1, 1992 to May 31, 1993.

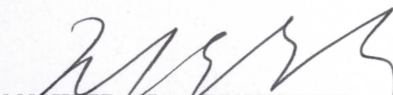
In the selection of the awardees, the following factors shall be considered:

<u>Factors</u>	<u>Percentage</u>
1. Performance	25%
2. Punctuality and Attendance	15%
3. Personal Appearance and Deportment	15%
4. Attitude Towards Work	15%
5. Attitude Towards Peers, Subordinates and Superiors	15%
6. Personal and Family Life	15%
	100%

Specific instances/events indicating display of above factors should be cited whenever necessary.

In the DENR Proper, funds for this purpose shall be secured by the Office of the Head Executive Assistant from solicitation or from any available savings on personal services.

This Order takes effect immediately and shall be effective for the duration of the Environment Month (June, 1993).


 MANUEL E. GONZALEZ, JR.
 Assistant Secretary for
 Management Services

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