

**DENR Memorandum Order
No. 99-19
June 02, 1999**

**SUBJECT : Guidelines In The Selection Of
DENR Model Employee Awardees
And The Grant Of Cash Incentive
Per Awardee**

Pursuant to the Civil Service Law and Rules, Book V of Executive Order 292, specifically Chapter 5, Sec. 35 and in the celebration of Environment Month and the DENR Anniversary in June 1999, all Bureaus, Regional Offices and the Central Office through respective office's Suggestion Incentives Awards Committee (SIAC) are authorized to select and award "DENR Model Employee Award" to technical and non-technical employees and the grant of cash incentive in the amount of ₱ 5,000.00 per awardee chargeable to respective office's fund.

I. COVERAGE

The selection shall only be limited to cover all permanent employees with Salary Grade 22 and below. There shall be only one (1) awardee from the technical group and one (1) awardee from the non-technical group in each- region, bureau and in the Central Office.

II. SELECTION PROCEDURE AND CRITERIA

1. Nomination/endorsement shall be submitted to the Bureau/Regional SIAC for its respective final selection.
2. Names and pertinent documents relative to the selection of the awardees from the regional offices and bureaus shall be submitted to the Chairman, DENR Central Office SIAC on or before June 15, 1999 for final

selection of DENR-Wide Model Employee Awardee which shall be selected from among the awardees from the bureaus, regional offices and in the Central Office. The Plaque of Recognition of all awardees shall be prepared by the Central Office.

3. Awardees from the Bureaus/Regional Offices shall receive their plaque of recognition from the Secretary during the culmination of the Environment Month Celebration on June 30, 1999 at the Protected Areas and Wildlife Bureau (PAWB) in Quezon City. The cash award for awardees shall be given not later than June 30, 1999. The Awardees shall be accommodated at PAWB Cottages.
4. Awardees must meet the following criteria/requirements:

<u>CRITERIA</u>	<u>PERCENTAGE</u>
Introduced an innovation that enhanced office operation in relation to technical/policy concerns (technical awardee) and administrative concerns (non-technical awardee)	30%
outstanding performance ratings for two (2) consecutive rating periods	30%
Harmonious working relationship with fellow workers per nomination/endorsement from officemates	20%

No pending administrative/
civil/criminal cases 10%

At least five (5) years
continuous service in the DENR 10%

III. FUNDING SOURCE

The cash incentive herein authorized and other expenses to be incurred by the awardees' attendance to the awarding ceremony to be held at PAWB shall be charged strictly to the respective funds of each Bureau/Regional Offices.

This Order shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary