



AUG 29 2003

MEMORANDUM CIRCULAR
No. 2003- 16

SUBJECT: **GUIDELINES ON THE RECOGNITION OF OUTSTANDING DENR EMPLOYEES/OFFICES FOR CY 2003**

To give due recognition and reward those who have excelled and have given the best of their service for CY 2003 in pursuing the DENR mandate, the guidelines for the Search for Outstanding DENR Employees/Organization for CY 2003 in the Central Office is hereby set.

The search shall have the following categories:

A. Best Employee Award

Granted to employees who excelled among peers in a functional group, position or profession.

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|-----|---------------------|---|----------|
| a.a | Best Employee Award | - | SG 23-25 |
| a.b | Best Employee Award | - | SG 11-22 |
| a.c | Best Employee Award | - | SG 04-10 |
| a.d | Best Employee Award | - | SG 01-03 |

Criteria

1. Impact of Achievement (30%)

The performance has substantial effect on the programs of the Department.

2. Contribution to Productivity (30%)

a. Economy of Operation

Performance results in cost-cutting measures, maximize use of available office time, manpower and other resources.

b. Improvement

Performance improves systems and procedures, work-place and working conditions; and enhances knowledge and skills.

3. Timeliness (15%)

The performance meets the present demands and needs of the Department.

4. Sustainability (15%)

The performance can adequately keep up with the continuing expectations, demands and needs of the Department.

5. Consistency of performance (10%)

The performance of regular functions/targets is at least very satisfactorily met/accomplished for the last two (2) rating periods.

B. Gantimpala Agad Award

Given outright to employee/s commended by clients for their courtesy, promptness, efficiency and dedication to duty.

Criteria:

- a. Courteousness to clientele (30%)
- b. Promptness of service rendered (30%)
- c. Effectiveness and Dedication to duty (30%)
- d. Recommendation from Clients (10%)

C. Exemplary Behavior Award

This award shall be based on the eight (8) norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards).

Criteria

1. Degree and consistency of behavior (35%)
2. Unique quality behavior (30%)
3. Risk of temptation inherent in the work (20%)
4. Obscurity of the position and level of salary (10%)
5. Years of service (5%)

D. Cost Economy Measure Award

Granted to employees or teams whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of man hours and cost or otherwise benefit the agency.

Criteria

1. Originality/uniqueness (30%)
2. Feasibility (30%)
3. Relevance (40%)

E. Most Outstanding Office

Granted to the top organizational unit which may be a section, division, or office based on its performance against its Work and Financial Plan as well as other critical factors.

Criteria

1. **Physical Accomplishment** (actual accomplishment against its approved Work Plan – **25 points**)
 - a. 150% up - 25 pts.
 - b. 125% - 149% - 20 pts.
 - c. 100% - 124% - 15 pts.
 - d. 75% - 100% - 10 pts.
 - e. 74% and below - 05 pts.
2. **Compliance to assignments given by top management** (timeliness, quantity and quality of output shall be the basis of rating – **15 pts**)
3. **Presence of an office work and financial plan and awareness of personnel of such plan and its contents - 5 pts**
4. **Financial – 10 pts**
 - a. Ability to monitor its financial performance (telephone bills, supplies and materials, 02, etc.)
 - b. Ability to secure funds from other sources whenever there is an urgent need.
 - c. Untouched funds shall be a basis for deduction of points.
5. **Compliance to Regulations – 20 pts**
 - a. Punctuality of staff (5 pts)
 - b. Attendance of staff (presence at work to complete assigned responsibilities – 5 pts)
 - c. Attendance in Flag Ceremony – 5 pts
 - d. Wearing of Uniforms/Proper Office Attire & ID – 5 pts
6. **Good Relations with Others – 15 pts**
 - d. No record of complaints at Grievance Committee
 - e. No record of quarrel or dispute within and/or outside its office
 - f. No stress displayed in office
7. **Innovations** (strategies and initiatives undertaken to improve service efficiency and efficacy as committed in good governance and government – **10 pts**)

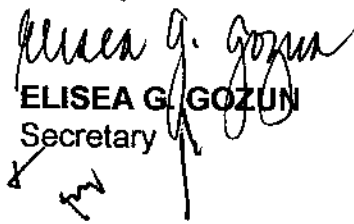
The attached prescribed nomination and nominator forms shall be used. All nominations should be submitted to the DENR PRAISE Committee, through its Secretariat, the Human Resource Development Service. Deadline for the submission of nominations is November 15, 2003. The PRAISE Secretariat shall assess/evaluate all nominations and submit the results to the Committee for deliberation.

Each individual awardee shall receive an amount of ₱5,000.00 and a Plaque of Recognition. Team/group/unit awardees shall receive ₱10,000.00 and Plaque of Recognition each. Awards shall be conferred during the DENR Christmas Party 2003.

All expenses for this purpose shall be chargeable against the DENR-PRAISE appropriations.

The PRAISE Committees in Regional Offices, Bureaus and Attached Agencies are likewise encouraged to launch their activity.

This Circular shall take effect immediately.


ELISEA G. GOZUN
Secretary