



Republic of the Philippines  
Province of Laguna  
**Municipality of Los Baños**  
*Special Science and Nature City*  
**OFFICE OF THE MAYOR**

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030  
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 3003 or 3004  
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**EXECUTIVE ORDER NO. 0047**  
**Series of 2025**

**REORGANIZING THE MUNICIPAL PROGRAM ON AWARDS AND  
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE OF  
THE MUNICIPAL GOVERNMENT OF LOS BANOS**

**WHEREAS**, Civil Service Commission (CSC) Memorandum Circular No. 1, s 2001 provided the policies for the Program on Awards and Incentives for Service Excellence (PRAISE) and the organization of the PRAISE Committee;

**WHEREAS**, national and local government agencies, state colleges and universities including government-owned or controlled corporations are mandated to establish its own employee suggestion and incentive awards system;

**WHEREAS**, PRAISE is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments, and other personal effort which contribute to the efficiency, economy or other improvement in government operations, or for other extra-ordinary acts or services in the public interest;

**WHEREAS**, PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior, give emphasis on the timeliness of giving awards or recognition and shall provide both monetary and non-monetary incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode;

**NOW THEREFORE, I NEIL ANDREW N. NOCON**, Municipal Mayor of the Municipality of Los Banos, Province of Laguna, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. ORGANIZATION.** The Municipal PRAISE Committee is hereby reorganized.

**Section 2. COMPOSITION AND DESIGNATION.** The following shall compose the Municipal PRAISE Committee:

**Chairperson:**

Hon. Neil Andrew N. Nocon

Municipal Mayor

**Members:**

Atty. Virgilio A. Tiongson Jr.

Municipal Administrator

Mr. Anatoly M. Guinto

Chief of Staff

Authorized representative of the  
Municipal Mayor

Mr. Ronell B. Alcachupas

Municipal Accountant

Ms. Joyce Ann Mae L. Del Valle

Acting Municipal Budget Officer

Ms. Twila T. Torres

MPDC



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Ms. Maria Luisa G. Diaz  
Ms Miraflor O. Tado

Municipal Treasurer  
MGDH I (HRMO)

Association of Municipal Employees of Los Banos, Laguna  
(AMELBA-UNA), Inc Representatives:

Engr. Rosemarie L. Vibar  
Ms. Althea Mae D. Deomano

Engineer II/2<sup>nd</sup> Level  
Bookbinder II/1<sup>st</sup> Level

### **Section 3. DUTIES AND RESPONSIBILITIES.**

The Local Chief Executive or his authorized representative shall be responsible in overseeing the System's operation.

While, the Municipal PRAISE Committee shall perform the following:

1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.
2. Formulate, adopt and amend internal rules, policies and procedure to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees.
3. Determine the forms of awards and incentives to be granted.
4. Monitor implementation of approved suggestions and ideas through feedback and reports.
5. Prepare plans, identify resources and propose budget for the system on an annual basis.
6. Develop, produce, distribute a system policy manual and orient the employees on the same.
7. Document best practices, innovative ideas and success stories which will serve as a promotional materials to sustain interest and enthusiasm.
8. Submit an annual report on the awards and incentives system to the CSC on or before the 30<sup>th</sup> of January.
9. Monitor and evaluate the System's implementation every year and make essential improvements to ensure suitability to the LGU.
10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

To effectively implement the System, the Municipal PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings.





#### **Section 4. MEETING, QUORUM AND BUDGET.**

The Municipal PRAISE Committee shall meet regularly as agreed upon by members or as often as may be necessary.

A majority of the members of the Committee shall constitute a quorum, but the Chairperson or his duly authorized representative must be present during meetings where budgetary proposals are being prepared or considered. The affirmative vote of all the majority of the members shall be necessary to approve such proposals.

Funding for programs and projects of the Committee shall be chargeable against existing local funds.

**Section 5. SECRETARIAT.** The Secretariat of the Municipal PRAISE Committee shall be the Human Resource Management Office. The Secretariat shall be responsible for providing technical support and secretariat services such as sending out of notices of meetings, documentation of proceedings, preparation of reports and such other assistance as may be required in the discharge of its functions.

**Section 6. EFFECTIVITY.** This order shall take effect immediately.

**DONE this 13<sup>th</sup> day of November, 2025 at Los Banos, Laguna.**

  
**HON. NEIL ANDREW N. NOCON**  
Municipal Mayor