



## **SLSU PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (SLSU-PRAISE)**

✓ In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 01-0112 and CSC MC No. 01, s. 2001, the SLSU adopts the herein Program on Awards and Incentives for Service Excellence to be referred to as SLSU-PRAISE.

### **A. POLICIES**

The SLSU shall be guided by the following policies:

1. The SLSU-PRAISE shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in group for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy or other improvements in the operations of Southern Luzon State University or for other extra-ordinary acts or services on the public interest.
2. The SLSU-PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
3. It shall give emphasis on the timeliness of giving award or recognition during the awarding ceremonies every Charter Day. The spirit of on-the-spot grant of recognition shall be institutionalized. The system shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.
4. It shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.
5. At least 5% of the HRD Funds shall be allocated for the PRAISE and incorporated in the SLSU's annual work and financial plan and budget.
6. The PRAISE shall be institutionalized through the creation of a PRAISE Committee in the University.
- ✓ 7. The PRAISE Committee shall preferably have the following composition:
  - a. University President or the authorized representative who will act as Chairperson
  - b. Vice President for Administrative and Financial Affairs as Co-Chair
  - c. Director for Planning
  - d. Human Resource Management Officer - *should be Secretary*
  - e. One representative from the Faculty Association; and
  - f. One representative from the Employee Association who shall serve for a period of two (2) years.

8. The University President or his/her authorized representative shall be responsible in overseeing the operation and the Human Resource Management Unit shall serve as the Secretariat.
9. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover faculty members and employees at all levels.
10. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.
11. The SLSU shall submit their Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Field Office concerned which shall likewise provide technical assistance, if deemed necessary to ensure proper implementation.
12. Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.
13. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The agency may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
14. The approved PRAISE shall be the basis of the grant of the Productivity Incentive Bonus (PIB); other awards and incentives. The annual PRAISE Report shall be submitted by the agency to the CSC Regional Office on or before the 30<sup>th</sup> day of January to enable the employees to qualify for nomination to the CSC sponsored national awards.

## B. OBJECTIVES

### 1. General Objective

To encourage, recognize and reward faculty members and employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, **heroic deeds**, exemplary behavior extraordinary services in the public interest and other personal efforts which contribute to the efficiency and improvement in government operations which lead to organizational productivity.

### 2. Specific Objectives

- a. To establish a mechanism for identifying selecting, rewarding and providing incentives to deserving employees at the start of each year.
- b. To identify outstanding accomplishments, best practices of employees on a continuing basis.
- c. To recognize and reward accomplishments and innovations periodically or as the need arises.

- d. To provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

## C. SCOPE

The system shall apply to all employees in the career and non-career service of Southern Luzon State University.

## D. DEFINITION OF TERMS

**AWARDS** – recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, and improvement in government operations which lead to organizational productivity.

**CAREER** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

**CONTRIBUTION** – any input which can be in the form of an idea or performance.

**DISCOVERY** – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

**IDEA TYPE CONTRIBUTION** – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

**INCENTIVE** – monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

**INVENTION** – the creation of something previously non-existent which will benefit the government.

**NON-CAREER** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests or merit and fitness utilized for the career service and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

**PERFORMANCE TYPE CONTRIBUTION** – refers to performance of an extraordinary act or service in the public interest in connection **with**, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

**SUGGESTION** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.

**SYSTEM** – the SLSU awards and incentives program for employees and faculty members.

## E. TYPES OF AWARDS

### 1. National Awards

The University shall participate in the search for deserving faculty members and employees who may be nominated as candidates for awards given by other government agencies, non-government agencies, and other award-giving bodies **such as the:**

- a. **Presidential or Lingkod-Bayan Award**
- b. **Outstanding Public Official/Employee or Dangal ng Bayan Award**
- c. **Civil Service Commission or the PAGASA Award**
- d. **Other Awards given by other bodies.**

### 2. SLSU Level Awards

SLSU shall develop and initiate the search for deserving faculty members and employees who may be included in the screening of candidates for awards to be given such as:

- a. **Best Faculty Member/Employee Award** – granted to an individual or individuals who excelled among peers in a functional group, position or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the Committee may decide, e.g., Best Division Chief, Best Driver, Best Utility Worker, Best Teacher, in the field of Science and Technology, Social Science, Language and Literature and other similar awards.
- b. **Gantimpala Agad Award** – given outright to faculty members and employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.
- c. **Exemplary Behavior Award** – based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardees will be automatically nominated by the SLSU-PRAISE Committee to the Dangal ng Bayan Award.
- d. **Best Organizational Unit Award** – granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other pre-determined criteria.
- e. **Cost Economy Measure Award** – granted to an employee or team 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 and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.
- f. **Service Award** – conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.
- g. **University Presidential Awards**
  - 1. Top Performer Courses in Board Examination
  - 2. Most Punctual Unit in Submitting Report
- h. Such other awards which the SLSU may decide to give.

## **F. TYPES OF INCENTIVES**

SLSU shall continuously search, screen and reward deserving faculty members and employees to motivate them to improve the quality of their performance and instill excellence in public service. As such the following types of incentives shall be regularly awarded:

1. **Loyalty Incentive** – granted to a faculty member or an employee who has served continuously and satisfactorily the University for at least ten (10) years. The recipients shall be entitled to a cash under existing policies. Succeeding awards shall be given every five years thereafter. Besides cash award, a lapel emblem loyalty pin shall be given:

10 and 15 years - Bronze  
20 and 25 years - Silver  
30, 35 & 40 years - Gold

2. **Length of Service Incentive** – given to a faculty member or an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1 s. 1990. (Step Increment).
3. **Productivity Incentive** – given to all employees who have performed at least very satisfactory for the year covered in accordance with the agency's CSC-approved PES. This incentive shall follow relevant existing guidelines. (Productivity Incentive Bonus {PIB})
4. **Career and Self-Development Incentive** – granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the SLSU's anniversary celebration.
5. **Other incentives** which the SLSU-PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

## **G. FORMS OF AWARDS AND INCENTIVES**

1. **Compensatory Time-Off** – granted to an employee who has worked beyond his regular office hours on a project without overtime pay.
2. **Flexiplace** – work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
3. **"Salu-salo" Together** – meal hosted by superiors or supervisors for employees who have made significant contributions.
4. **Personal Growth Opportunities** – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.
5. **Trophies, Plaques and Certificates** to be awarded during the celebration of the Charter Day, Retirement Party or during occasion to be determined by the administration.



## H. SLSU PRAISE COMMITTEE

The SLSU-PRAISE Committee shall have the following specific responsibilities and composition. It shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. As such the Committee shall meet periodically to perform the following tasks.

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 procedures 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 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 thirtieth day of January.
9. Monitor and evaluate the system's implementation every year and make essential improvements to ensure its suitability to the agency.
10. Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

To implement the system effectively, the SLSU-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.

The University President or his/her authorized representative shall be responsible in overseeing the system's operation and the Human Resource Management Unit shall serve as the System's Secretariat.

The agency may, however, employ an external or independent body to assist the SLSU-PRAISE Committee to judiciously and objectively implement the system of incentive and awards.

## I. FUNDING

The University shall allocate **at least 5% of the HRD** funds for the SLSU-PRAISE and incorporate the same in its annual Work and Financial Plan and budget.

**J. EFFECTIVITY**

The SLSU-PRAISE shall become effective after the Board of Regents' confirmation. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

**K. COMMITMENT**

I hereby commit to implement and abide by the provisions of this SLSU-PRAISE which shall be the basis for the grant of awards and incentives including Productivity Incentive Bonus.

The annual SLSU-PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the thirtieth day of January to enable our employees to qualify for nomination to the CSC-sponsored national awards.

  
CECILIA N. GASCON, Ph.D.

\_\_\_\_\_  
Date

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CSC Action:

I have evaluated the herein SLSU-PRAISE and found it to be in accordance with the provisions of CSC MC \_\_\_\_, s. 2001 and may now be implemented.

  
LYDIA A. CASTILLO  
CSC Regional Director

2-19-09  
Date



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**GUIDELINES IN THE IMPLEMENTATION OF  
SLSU PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE  
(SLSU-PRAISE)**

**Rule 1        GENERAL PROVISIONS**

**Section 1    BASIC POLICIES**

- a. The University shall establish its own faculty/staff suggestions and incentive awards system
- b. It shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity among faculty and staff by recognizing and rewarding officials, faculty members and staff whether individual or in group for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other extraordinary acts or services in the public interest.
- c. The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
- d. It shall give emphasis on the timeliness of giving award or recognition, confer awards during the traditional or planned awarding ceremonies, or when deemed necessary.
- e. It shall provide monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members and employees.
- f. At least 5% of the HRD fund shall be allocated for the implementation of PRAISE and shall be incorporated in the University Financial Plan and Budget.
- g. The PRAISE shall be institutionalized through the creation of a PRAISE Committee in the University who shall be responsible to address issues and concerns relative to awards and incentives.
- h. The PRAISE Committee shall establish its internal procedure and shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the University.
- i. The University shall submit the PRAISE to the Civil Service Commission Regional Office **on or before the 30<sup>th</sup> day of January to enable employees to qualify for nomination to the CSC sponsored national award.**
- j. The approved PRAISE shall become the basis for the grant of Productivity Incentive Bonus and other awards and incentives.
- k. The University President or his/her representative shall oversee the operation of the system while the Human Resource Management Unit shall serve as the secretariat.



Rule 2        AWARDS FOR FACULTY MEMBERS AND STAFF

Section 1     OUTSTANDING FACULTY MEMBER (OFM) AWARD

There shall be an annual search for an Outstanding Faculty Member in the SLSU to encourage competency, creativity, innovations or researches and accomplishments in both professional and co-curricular activities in the University.

1.1        ELIGIBILITY CRITERIA FOR OFM

The following criteria must be observed:

- a.    The award shall be open to all faculty members whether permanent or part-time who have been actively teaching for the last five years.
- b.    Any faculty member may nominate a colleague for the award in the prescribed form and properly endorsed by the immediate supervisor.
- c.    Members of the PRAISE Committee are not eligible to the award.
- d.    A Faculty member with pending administrative case is not eligible to join.

1.2        SCREENING PROCEDURE - OFM

- a.    The official nomination form supported by original documents must be screened by the PRAISE Committee. A copy of the original documents shall then be certified true copy by the committee. Additional documents shall not be entertained once the nomination form has been submitted to the Committee unless otherwise a tie exists.
- b.    The first screening shall be undertaken by the Committee on the basis of documents presented.
- c.    The final screening shall be undertaken through interviews with those selected for final judgment.

1.3        CRITERIA - OFM

- |    |  |                    |
|----|--|--------------------|
| a. | Instructional Competence and Teaching Effectiveness<br>(Includes competence in teaching, produced instructional materials, educational attainment, professional advancement, trainings/seminars and the like, membership to professional organizations, licensure examinations passed, scholarship and grants, etc.) | 40%                |
| b. | Excellent contribution to the University<br>(Includes <u>research</u> , <u>creative outputs</u> , <u>leadership</u> , involvement to University co-curricular activities)  | 25%                |
| c. | Community Involvement<br>(Include community outreach programs, special projects, active participations in relevant community activities and public relations)  | 15%                |
| d. | Personality traits, attitudes, behavior towards superior, subordinates, clients and the public   | 10%                |
| e. | Latest Performance Evaluation  | <u>10%</u><br>100% |

#### 1.4 AWARDS - OFM

- a. Plaque and certificate of recognition issued and signed by the SLSU President
- b. Financial incentive chargeable to the Faculty and Staff Development Fund as follows:

1.	First Level	P	10,000
2.	Second Level		15,000
3.	Third Level		20,000
4.	Hall of Fame		30,000

#### Section 2 OUTSTANDING STAFF OR EMPLOYEE (OE)

There shall be an annual search for an Outstanding Employee in the SLSU to encourage competency, creativity, innovations or researches and accomplishments in both professional and co-curricular activities in the University.

##### 2.1 ELIGIBILITY CRITERIA FOR OUTSTANDING EMPLOYEE

The following criteria must be observed:

- a. The award shall be open to all non-teaching staff whether permanent or part-time who have been actively working for the last five years.
- b. Any staff member may nominate a colleague for the award in the prescribed form and properly endorsed by the immediate supervisor.
- c. Members of the PRAISE Committee are not eligible to the award.
- d. A staff member with pending administrative case is not eligible to join.

##### 2.2 SCREENING PROCEDURE - OE

- a. The official nomination form supported by original documents must be screened by the PRAISE Committee. A copy of the original documents shall then be certified true copy by the committee. Additional documents shall not be entertained once the nomination form has been submitted to the Committee unless otherwise a tie exists.
- b. The first screening shall be undertaken by the Committee on the basis of documents presented.
- c. The final screening shall be undertaken through interviews with those selected for final judgment.

##### 2.3 CRITERIA - OE

- a. Work Competence and Professional Advancement 40%  
(Includes effectiveness and efficiency as well as accuracy in work, educational qualification, professional examination passed, attendance to trainings/seminars and the like, membership to professional organizations, licensure examinations passed, scholarship and grants, etc.)

- b. Excellent contribution to the University  
(Includes research, creative outputs, leadership, involvement to University co-curricular activities) 25%
- c. Community Involvement  
(Include community outreach programs, special projects, active participations in relevant community activities and public relations) 15%
- d. Personality traits, attitudes, behavior towards superior, subordinates, clients and the public 10%
- e. Latest Performance Evaluation 10%  
100%

#### 2.4 AWARDS - OE

- a. Plaque and certificate of recognition issued and signed by the SLSU President
- b. Financial incentive chargeable to the Faculty and Staff Development Fund as follows:
  - 1. First Level P 10,000
  - 2. Second Level 15,000
  - 3. Third Level 20,000
  - 4. Hall of Fame 25,000

### Section 3 ANNOUNCEMENT OF WINNERS

- a. Winners shall be notified in writing to attend the awarding ceremonies during the University Charter Day Celebration
- b. The HRMO shall enter into the personal file of the awardees the award received

### Section 4 NOMINATION

- a. A nomination form must be secured from the HRMO.
- b. The form must be accomplished in triplicate with a copy of 2 x 2 picture of the nominee in every form and submitted at the PRAISE Committee for endorsement to the University President.
- c. The nomination form shall bear the signature of the immediate supervisor endorsing the nomination.

### Section 5 COST ECONOMY MEASURE AWARD

Granted to faculty/ staff or team whose contributions such as ideas, suggestions or performances of function result in savings in terms of man hours and cost or otherwise benefits the University and government as a whole.

#### 5.1 IDEAS

These are thoughts translated into action by an individual or a group of person that created beneficial effects for the University or its constituents.

## 5.2 CRITERIA

- a. The idea or suggestion must have formal proposal/feasibility study screened by the Committee and adopted by the University.
- b. The outcome of the idea/suggestion must pass the evaluation to be conducted by the Committee to validate the value derived from it
- c. The idea/suggestion is a product of the SLSU faculty member or staff's ingenuity.

## 5.3 INCENTIVE

A plaque of Recognition and a financial incentive of P 10,000 shall be awarded

## Section 6 SERVICE AWARD (SLSU)

Award conferred to retirees whether under optional or compulsory retirement scheme held during a fitting ceremony.

### 6.1 CRITERIA FOR SERVICE AWARD

- a. A faculty/ staff to qualify for the Service Award shall have rendered at least 10 years of satisfactory service in the University.
- b. Must be of good moral character and have no pending administrative/ criminal case(s) in any court.

### 6.2 AWARD

- a. The award shall be given during the Foundation Day of the University. The cut-off period shall be January 1 to December 31, immediately preceding year.
- b. The awardees will receive a plaque of recognition and other incentive to be determined by the administration subject to availability of fund and usual accounting and auditing procedure.

## Section 7 LOYALTY AWARD

Award conferred to faculty and staff members who has completed ten (10) or more years of satisfactory performances.

### 7.1 CRITERIA

- a. A loyalty award is granted to all faculty members and staff of the University who rendered ten (10) years of continuous and satisfactory service of the government.
- b. Faculty members and staff who incurred an aggregate of not more the fifty (50) days authorized vacation leave without pay within ten (10) years period shall be considered as having rendered continuous service for purposes of granting the loyalty award.

## 7.2 AWARD

- a. The recipient shall be entitled to a cash award of ONE THOUSAND PESOS (P1,000.00) per year during the first ten years.
- b. Succeeding awards shall be given every five years thereof.
- c. The awardees shall also receive a loyalty memorabilia/ souvenir as follows:

10 & 15 years	- bronze service pin, plaque and token
20 & 25 years	- silver service ring, plaque and token
30, 35 and 40 years	- gold service medallion, plaque and token

## Section 8 POSTHUMOUS AWARD

Any faculty or staff members, who died while in active service regardless of number of years served, shall be entitled to posthumous award, provided that the death was not due to participation or any act of crime punishable by law; or self destruction or similar attempt.

## Section 9 EXEMPLARY BEHAVIOR AWARD

### 9.1 CRITERIA

Exemplary Behavior Award shall be awarded to faculty and staff members who, in the course of duties, demonstrated one of the eight norms of conduct as provided under R.A 6713 (Code of Conduct and ethical Standards for Public Officials and Employees)

### 9.2 AWARD

A Plaque of recognition and P 10,000.00 financial incentive shall be awarded. The awardees shall be nominated to the Civil Service Commission Exemplary Conduct and Ethical Behavior (Dangal ng Bayan Award).

## Section 13 "GANTIMPALA AGAD" AWARD

Award given outright to faculty and staff members who were commended by the clients for their honesty, courtesy, promptness, efficiency and dedication to work.

## Rule 3 BEST ORGANIZATIONAL UNIT AWARD

### Section 1 BEST COLLEGE AWARD

#### 1.1 CRITERIA

- a. Top Performer in Board Examinations and Other Government Examinations.
- b. Must be given to a college which offers a regulated course where graduates passed the licensure examination given by the Professional Regulation Commission (PRC) or TESDA.

- c. For Professional Examinations, percentage of passers must be greater than 85% for courses with less than 20 graduate examinees and 65% for courses greater than 20 examinees.
- d. For Philippine TESDA Qualification Certification Standards (PTQCS), 75% for courses with less than 20 graduate examinees and 65% for courses greater than 20 examinees.

## 1.2 INCENTIVE

- a. First and Second Level Award (One and Two Year Performance in an Examination) Certificate of Recognition given to each member of the faculty of the College
- b. Third Level Award (Three Consecutive Performance in an Examination), Plaque of recognition given to each member of the faculty of the College plus P 20,000.00 financial incentive for the College fund for the facilities and/ or faculty development program or individual cash incentive for the College as determined by the administration.

## Section 2 TOP PERFORMER IN COURSE ACCREDITATION

Award given to College for every course accredited as Third Level by recognized accrediting bodies (e.g. AACCUP)

### 2.1 INCENTIVE

- a. For one course being accredited as Third Level – a Certificate of Recognition for each member of the College and Plaque of Recognition for the College.
- b. For more than one course accredited as Third Level – Plaque of Recognition for each member of the College and P 10,000.00 financial incentive for the College facilities and/ or for faculty development.

## Section 3 BEST ADMINISTRATIVE UNIT

Award given to Administrative Unit with exemplary performance in their field of service as reflected in the performance set by the Performance Evaluation Review Committee (PERC). *SPMS*

### 3.1 INCENTIVE

- a. First Level Award – Certificate of Recognition for the unit and each of the member of the Unit.
- b. Second Level Award – Certificate of Recognition for the Unit and each of the member of the unit plus P 10,000.00 financial incentive for the unit's facilities and/ or for staff development program.
- c. Third Level Award – Plaque of Recognition given to each member of the unit and P 20,000.00 financial incentive for the unit's facilities and/ or for staff development program
- d. Hall of Fame (Four Consecutive Years of Performance) Plaque of recognition given to each member of the unit plus P 25,000.00 financial incentive for the Unit's facilities and/ or staff development program.



- b. Second Level Award – Certificate of Recognition for the Unit and each of the member of the unit plus P 10,000.00 financial incentive for the unit's facilities and/ or for staff development program.
- c. Third Level Award – Plaque of Recognition given to each member of the unit and P 20,000.00 financial incentive for the unit's facilities and/ or for staff development program
- d. Hall of Fame (Four Consecutive Years of Performance) Plaque of recognition given to each member of the unit plus P 25,000.00 financial incentive for the Unit's facilities and/ or staff development program.

Rule 4      AMENDMENTS


Subsequent amendments shall be submitted to the Civil Service Commission for Evaluation and shall take effect immediately.

Rule 5      EFFECTIVITY

This implementing rules and regulation shall take effect upon approval of the SLSU Board of Regents and the concurrence of the Civil Service Commission-Region IV.

  
CECILIA N. GASCON, Ph. D.  
University President

APPROVED BY:

  
LYDIA A. CASTILLO  
OSC Regional Director

2-19-09

Date