**PROJECT PROPOSAL FORMAT**

**Group 11 - Human Resource Program**

1. **GENERAL INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Project Title** | | **:** | Revitalizing/Strengthening the National Commission on Indigenous Peoples (NCIP) Program on Awards and Incentives for Service Excellence (PRAISE) | | | | | | | | |
| **2.** | **Project Site** | |  |  | | | | | | | | |
|  |  | ***Sitio*** | **:** |  | | ***Barangay*** | | | | **:** |  | |
|  |  | ***Municipality*** | **:** |  | | ***Congressional District*** | | | | **:** |  | |
|  |  | ***Province*** | **:** |  | | ***Region*** | | | | **:** |  | |
|  |  | ***CADT/CALT*** | **:** |  | | ***Name of AD*** | | | | **:** |  | |
|  | |  | |
| **3.** | **Project Basis/es** | | **:** | 2023 PrExC; SWF | | | | | | | | |
|  | | | | | | | | |
| **4.** | **Total Project Cost** | | **:** |  | | | | | | | | |
|  |  | ***Direct*** | **:** |  | | | | | | | | |
|  |  | ***Indirect*** | **:** |  | | | | | | | | |
|  | | | | | | | | |
| **5.** | **Source of Fund/ Budget Year** | | **:** | GAA FUND | | | | | | | | |
| CY 2023 | | | | | | | | |
| **6.** | **Estimated Number of Partner Beneficiaries per IP Group** | | **:** | ***Direct Beneficiaries: NCIP EMPLOYEES*** | | | | ***Indirect Beneficiaries: CLIENT*** | | | | |
|  | |  |  |  |  | | --- | --- | --- | --- | | **Beneficiaries** | **Total** | **Male** | **Female** | | IP Group |  |  |  | | PWD |  |  |  | | Children |  |  |  | | PWD |  |  |  | | Youth |  |  |  | | PWD |  |  |  | | Adult |  |  |  | | PWD |  |  |  | | Older |  |  |  | | PWD |  |  |  | | | | | |  |  |  |  | | --- | --- | --- | --- | | **Beneficiaries** | **Total** | **Male** | **Female** | | IP Group |  |  |  | | PWD |  |  |  | | Children |  |  |  | | PWD |  |  |  | | Youth |  |  |  | | PWD |  |  |  | | Adult |  |  |  | | PWD |  |  |  | | Older |  |  |  | | PWD |  |  |  | | | | | |
| **7.** | **Core Program and Sub-program Addressed** | | **:** | Administration and General Services: Human Resource Management and Development Services | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **8.** | **Project Status** | | **:** | ( **x** ) Proposed | ( ) On-going | | ( ) Continuing | | ( ) Terminating | | | ( ) Coordinated |
| **9.** | **Project Stakeholders and Address** | | **:** | |  |  |  |  | | --- | --- | --- | --- | | Name | Office | Address | Contact Number | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | |
| **10.** | **Proponent/s and Address** | | **:** | |  |  |  |  | | --- | --- | --- | --- | | Name | Office | Address | Contact Number | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | |
| **11.** | **Project Duration** | |  |  | | | | | | | | |
|  |  | ***Target date of start*** | **:** |  | | | | | | | | |
|  | | | | | | | | |
|  |  | ***Target date of completion*** | **:** |  | | | | | | | | |
|  | | | | | | | | |
| **12.** | **Mode of Implementation** | | **:** | ( **x** ) by administration | | | ( ) by contract | | | | | |
| **13.** | **Implementer and Address** | | **:** | |  |  |  |  | | --- | --- | --- | --- | | Name | Office | Address | Contact Number | |  | National Commission on Indigenous Peoples-Central Office | 6th & 7th Floors Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon City |  | |  |  |  |  | |  |  |  |  | | | | | | | | | |

1. **BACKGROUND AND RATIONALE**

The National Commission on Indigenous Peoples (NCIP) is tasked for the formulation and implementation of policies, plans and programs to promote and protect the rights and well-being of the ICCs/IPs and the recognition of their ancestral domains as well as their rights thereto. In order to achieve this mandate, the Commission should be able to provide learning and development interventions to capacitate and continuously improve its employees’ capabilities and commitment to the Commission’s mandate.

In relation to the aims of capacity building and opportunities, the Civil Service Commission emphasized Rule VIII of the CSC Omnibus Rules Implementing Book V of Executive Order 292 that each government agency should establish a continuing program for the development of its personnel. Part of which is also focused on the recognition of the performance of employees to ensure that proper recognition will be given.

Rewards and recognition are systems where people are acknowledged for their performance in both intrinsic and extrinsic ways. These can be said to be present in a workplace if there is appropriate acknowledgment and appreciation of employees' effort in a fair and timely manner.

Recognition helps employees see that their organization values them and their contributions to the success of their teams and the whole organization. This is particularly key when organizations grow or change. It helps employees build a sense of security in their value to the company while motivating them to continue their work with pride and passion.

Corollary hereof, the Civil Service Commission pursuant to Memorandum 01, series of 2001 introduced the concept of PRAISE (Program on Awards and Incentives for Service Excellence. Through this program, creativity, innovativeness, integrity and productivity in the public service is recognized as a valuable contribution to the efficiency, economy, and improvement of government services and extraordinary acts or services in the public service. To support its enforcement, the same memorandum mandated that at least 5% of the HRD funds shall be allocated for the PRAISE and incorporated in the agency's annual work and financial plan and budget.

At present, while there is an existing PRAISE guideline approved, there is a need to revisit the enforcement of which from the Central Office down to the field offices. This also includes the following activities:

1. Checking of the existence of PRAISE committees in respective NCIP offices;
2. study the existing PRAISE interim guidelines to confirm if still in adherence to the latest rules, regulations and provisions on rewards and recognition system provided by the Civil Service Commission and provide revisions if necessary;
3. ensuring that incentive programs are followed and criteria for selection of deserving employees are in place; and
4. institutionalize the review of nominated employees, annual recognition program and allocation of funds to ensure delivery of awards.

To be able to carry out the implementation of a proper employee recognition and rewards system and to ensure its continuity, revitalizing the program in place is necessary. Hence, this project is being proposed.

1. **OBJECTIVES**

The proposed project aims to promote and direct personnel on the way to fruitful inputs to all projects, activities and programs success and well-organized service delivery by providing options for awards, incentives, and/or recognitions for top performing employees.

Specifically, this aims to:

1. Improve the mechanism in identifying, selecting, rewarding and providing incentives to deserving employees;
2. Provide both monetary and non- monetary rewards and incentives to deserving employees;
3. Recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode; and
4. Improve human resources towards productive contributions and efficient service delivery.
5. **PROJECT IMPLEMENTATION AND MONITORING AND EVALUATION STRATEGIES**
   1. **Project Implementation**

This activity will be implemented by the Human Resource Office of the Regional Office with the endorsement from the Provincial Office identifying personnel who need such training based on the DATA BANK or PDS file of the employees.

This project proposal was anticipated to ensure that personnel structure, competence and approaches match the requirements of the program implementation and services delivery. The Central Office, Regional Offices, Provincial Offices and Community Service Centers are always faced with critical issues and challenges; thus, the said project will encourage the personnel to grow, develop their potential, and prepare for movement.

The commencement of this project will be marked by checking the existing PRAISE committees within the NCIP offices. This will be manifested by the preparation of an inventory of the PRAISE committee where the management can see the existence and update of the personnel assigned as members of the committee. This will be followed by implementation of various activities related to PRAISE as approved in the HR Development Plan or other relative resolutions governing the PRAISE activities. Orientation for the PRAISE Committee and NCIP employees are suggested to be emphasized since there were already resolutions from the Civil Service Commission that might trigger updates for modification of existing guidelines. Aside from the orientation, the recognition and rewarding ceremony should be religiously followed as this highlights the culminating of the PRAISE guidelines every calendar year.

* 1. **Monitoring and Evaluation Strategies**

The Human Resource Officer is tasked to monitor the implementation of the project and determine what progress has been made. The HR Officer is also tasked to ascertain whether the project is on track.

As per NCIP SPMS, the PMT is responsible for identifying potential PRAISE awards nominees for various awards categories and the PRAISE Committee in determining top performers of the agency who qualify for awards and incentives.

Likewise, as part of the monitoring and evaluation, the following strategies are adopted to come up with reliable, effective and credible determination of priority list of interventions for implementation and future action planning:

1. Survey Questionnaires- will be used as baseline data for the determination of perceived training needs and interventions. It also tries to determine strengths and weaknesses of individual staff. These shall be consolidated and matched with the positions, skills, strengths and weaknesses of the employees.
2. Focus Group Discussion (FGD) (per division/department/province)-to determine the individual need of employees based on their perceived weakness and strength.
3. Performance Evaluation (with the department/division heads and the concerned employee) - to validate the need of employees for skills enhancement based on the result of their performance evaluation through the SPMS.
4. Staff meetings- to determine the general perception of employees in terms of improving the performance of the agency.
5. Annual Work and Financial Plans – Since the Annual WFP considers the priority projects, programs, and activities of the different units for implementation, these are considered in determining the interventions for HRD purposes.
6. **POTENTIAL RISK**

It is given that NCIP has limited human resources causing most, if not all, to perform beyond what is in their PDS. As such, one potential risk during implementation especially if the criteria are not clear is for the possibility of not recognizing all the efforts of all performing employees. Thus, the need to clearly set out the criteria for the PRAISE.

If the project is not implemented, the potential risk is our office will violate the NCIP SPMS and the CSC Memorandum as indicated in the background and rationale of this proposal.

The praise committee may not actually function if its members are holding different designations because they will be preoccupied with other concerns and duties

1. **SUSTAINABILITY PLAN**

The HRM Office shall consolidate and coordinate developmental interventions that will form part of the HR plan. The HRM shall continue to encourage

1. **BUDGET REQUIREMENTS**

Civil Service Commission Memorandum Circular No. 1, series of 2001 provides that at least 5% of the Human Resource Development funds should be allocated to PRAISE.

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| OBJECT OF EXPENDITURES | COMPUTATION | TOTAL |
| TRANSPORTATION EXPENSES |  |  |
| SUPPLIES AND MATERIALS |  |  |
| TRAINING EXPENSES (MEALS AND ACCOMMODATION) |  |  |
| COMMUNICATION |  |  |
| HONORARIUM OF FACILITATOR (CSC) |  |  |

1. **ATTACHMENTS**
   1. Project Procurement Management Plan (PPMP)– PPF 1a (Annex B)
   2. Project Implementation Plan/Gantt Chart – PPF 1b (Annex C)
   3. Summary of Expenditures – PPF 1c (Annex D)
   4. List of Beneficiaries – PPF 1d (Annex E)
   5. Other attachments – page/portion of the plan as project basis; plan, bills of materials and vicinity map for Infrastructure, Return of Investments for livelihood and other similar projects

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| --- | --- | --- | --- | --- |
| Prepared by: |  | Evaluated by: |  | Confirmed by: |
|  |  |  |  |  |
| **CSC Staff** |  | **Provincial Officer** |  | **IPS/IPO Heads/IP Leader/Elder** |

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| --- | --- | --- |
| Validated by: |  | Endorsed by: |
|  |  |  |
| **Regional Staff** |  | **Regional Director** |

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| Recommending approval: |
| ROGELIO FRANCISCO BANTAYAN, JR. |
| **Executive Director** |

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| Approved: |
| ALLEN A. CAPUYAN |
| **Chairperson** |