



JAN 10 2022

**REGIONAL MEMORANDUM ORDER**

No. 001 *reg*  
Series of 2022

**SUBJECT : REVISED REWARDS AND RECOGNITION MANUAL**

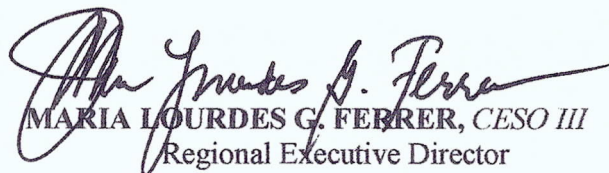
In the exigency of the service, and in compliance with the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), which aims to develop human resource management competencies, systems, and practices toward HR excellence, the **DENR MIMAROPA REWARDS AND RECOGNITION MANUAL** is hereby amended.

The amendments were based on the initial assessment of the CSC, as well as the discussions and agreements reached by the members of the PRAISE Committee during its meetings on September 6, 2021, and November 15, 2021.

The revised manual includes the observance of equal opportunity principle (EOP) in the selection of awardees, and clarifies the criteria and fund sources for the existing Loyalty and Retirement Awards. It also identifies the OPCR and DPCR ratings as bases on the grant of Best Performing PENRO, top three CENROs and Division awards in the region.

The amended manual likewise introduces the Work Innovation towards Service Excellence (WISE) Award, a new program that acknowledges personnel's innovative contributions that result in improved delivery of service.

This Order shall take effect immediately.

  
**MARIA LOURDES G. FERRER, CESO III**  
Regional Executive Director

Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
MIMAROPA REGION



# REWARDS and RECOGNITION MANUAL

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
MIMAROPA REGION  
Rewards and Recognition Manual**

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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**MIMAROPA REGION**  
**Rewards and Recognition Manual**

1. **Aim.** The DENR MIMAROPA Region principally aims to attract and retain the best talents in the agency. To achieve this, it is imperative to recognize the performance, attitude and achievements of deserving employees by establishing a policy on rewards and recognition.
2. **Purpose.** The DENR MIMAROPA Region rewards and recognizes high performing employees to build a culture where good work and exemplary performance are most valued and recognized.
3. **Scope.** The DENR MIMAROPA Region's rewards and recognition policy is applicable to all regular employees of the agency, without discrimination as to their physical disabilities, age, sex, gender preference, ethnicity, religious beliefs, culture and traditions.
4. **Definition of Terms.**
  - 4.1 **Rewards** - monetary or non-monetary rewards given to an employee for his/her exemplary or outstanding accomplishment or performance. The appreciation can be non-monetary.
  - 4.2 **Recognition** - appreciation given to an employee for his/her exemplary or outstanding accomplishment or performance. The appreciation can be non-monetary.
  - 4.3 **Rewards and Recognition** – approved rewards program developed and communicated by the Human Resource and Development Section (HRDS).
5. **Rewards Structure Component.** The performance of the employee to be recognized must be linked and aligned with the DENR vision, mission, mandate and development goals. The employees and officials of DENR-MIMAROPA must be capacitated for the implementation of the rewards and recognition program. Moreover, this program must be communicated properly at all levels of the agency. Further, the program must be regularly analyzed, assessed and evaluated to determine its effectiveness to the agency.
6. **Procedures on the Development of Effective Reward Structure.**
  - 6.1. **Spot the Employee.** The rewards and recognition program must be employee-focused to become effective. Every employee has his/her own motivating factor in specific assignment or workplace. What motivates one employee may not motivate the other. Considering the peculiarity of an individual employee, the following requirements shall be considered prior to designing an effective rewards and recognition policy.
    - 6.1.1 Types of jobs performed by employees.
    - 6.1.2 Total number of employees in DENR MIMAROPA Region.
    - 6.1.3 Motivating factors of every individual employee.
    - 6.1.4 Types of rewards and recognition to be provided by the Agency.
    - 6.1.5 Behavioral responses of employees to the Rewards and Recognition Program provided by the Agency.
    - 6.1.6 Communication of Rewards and Recognition Program to employees.
  - 6.2. **Select the Employee.** The Rewards and Recognition Program will carefully target the employees' assignment and level of significant contributions to the performance of the agency. The primary delivery unit that will uplift the status of the agency in relation to the major criteria set by the DENR Central Office in terms of giving award



to the best performing offices within the Department, like the EAGLE Award and the inclusion to the Performance-Based Bonus, will be given utmost consideration. The employees and the officials with crucial, significant outputs in delivering performance shall be the primary focus of this policy. The setting of targets in the Office Performance Commitment Review (OPCR), Division Performance Commitment Review (DPCR) and Individual Performance Commitment Review (IPCR) shall be rationalized for it to become attainable.

### **6.3. Types of Performance Qualified for Rewards and Recognition Program.**

#### **6.3.1. Loyalty and Long-term Employment**

Criteria: Employees who have served the government for 10, 15, 20, 25, 30, and 35 years pursuant to CSC MC No. 6, s. 2002

Awards: Certificates of Appreciation/Recognition and Loyalty Pay based on existing auditing and accounting rules and regulations

Frequency: Awarding of Certificates/Plaque shall be held during the Year-End Assessment Program, while the grant of Loyalty Pay shall be consistent with DBM and COA rules and regulations.

#### **6.3.2 “Salamat, Mabuhay” (Retirement)**

Criteria: Employees who have retired from the service

Awards: Plaque of Appreciation /Recognition

Frequency: Quarterly

#### **6.3.3 Outstanding Performance of an Office/Unit.** Recognition Program for Best Performing PENRO, CENROS and Divisions in DENR MIMAROPA

Adopted from the Best Organizational Unit Award enlisted in DENR PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (DENR- PRAISE), this program recognizes the concerted efforts of a specific unit or office in achieving its targets and how they significantly contribute to the improvement of the region’s service delivery as a whole. (Details on Annex A)

#### **6.3.4 Work Innovation towards Service Excellence (WISE) Award.** The WISE Award is anchored on the Cost Economy Measure Award enlisted in the DENR Central Office Program on Awards and Incentives Service Excellence (DENR PRAISE), which recognizes personnel whose contributions (e.g., ideas, suggestions, inventions, discoveries or performance of functions, etc.) result in savings in terms of person-hours, cost and/or otherwise benefit the agency and government as a whole.

The criteria for the selection of the awardees are adopted from the Career Executive Service Board (CESB)’s Very Innovative Person (VIP) Award. (Details on Annex B)

### **6.4. Budget Determination.** The rewards and recognition program shall be funded from the annual appropriation of the DENR MIMAROPA Region. An approved work and financial plan of the Rewards and Recognition Program shall be reflected in the

Human Resource Development Section of the Administrative Division of every year to sustain its implementation.

Loyalty pay, on the other hand, shall be charged against Personnel Services (PS) funds as provided under Commission on Audit (COA) Circular No. 2013-003A dated September 18, 2013, and Civil Service Commission (CSC) Memorandum Circular No. 6, dated March 1, 2002.

**6.5. The following shall be considered in the budget preparation:**

- 6.5.1.** Information Education and Communication Plan
- 6.5.2.** Number of recipients per year and category.
- 6.5.3.** Cost/expenses to be incurred in the Reward and Recognition Program.
- 6.5.4.** Manner of giving the rewards and recognition.
- 6.5.5.** Cost of capacity building of officers involved in the Program.

**6.6. Criteria Determination**

- 6.6.1.** The criteria shall be determined with due consideration, following guidelines on each specific awards program and is consistent with/anchored on the DENR performance Management System.
- 6.6.2.** The time frame to achieve the target shall be communicated to DENR MIMAROPA employees and officers.
- 6.6.3.** The determined criteria shall be fair and quantifiable.

**6.7. Type of Awards to be Given.** The types of awards and recognition will depend on the types of performance outlined in Section 6.3 (Types of performance qualified for rewards and Recognition Program).

**6.8. Communicating How the DENR MIMAROPA Region Rewards its Employees and Officers.** The channel of communication shall be from the top officers to the rank and file employees of the agency.

**6.9. Program Evaluation.** The Rewards and Recognition Program shall be evaluated in terms of effectiveness. This shall be done by understanding the employees and officers' reaction towards the rewards and recognition program, how the program was understood and how the behaviour of employees and officers has changed. Also, the overall effectiveness of the program shall be evaluated.

**7. Reasons for Rewarding Employees.** The following are the reasons for rewarding the employees in DENR MIMAROPA Region.

- 7.1. Boost Employee Morale.** The appreciation of the employees' performance boosts their morale and they tend to work better and with sincerity.
- 7.2. Increase on Productivity.** Rewarded employees are dedicated to work with utmost efficiency resulting in increased productivity.
- 7.3. More Engaged Employees.** The level of engagement of employees increases when their efforts are rewarded and recognized.
- 7.4. Reduced Wastage.**
- 7.5. Better Retention in the Agency.** The recognition and rewarding of employees' performance attract and retain high quality talents and high-quality performers.
- 7.6. Greater Employee Satisfaction.** Giving value to the employees and their work results in employees satisfaction and productivity increase. This further results in their motivation to improve their work.
- 7.7. Reduce Stress.** Good reward and recognition program increases positive atmosphere in the working environment.
- 7.8. Increase Loyalty.** The sense of loyalty of the employees towards the agency will improve.

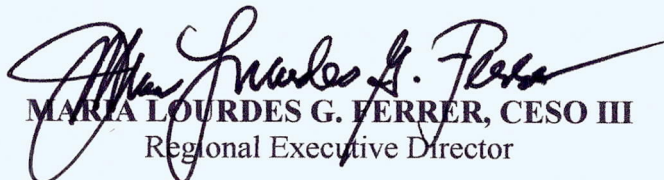


- 7.9. Teamwork is Enhanced.** The spirit to work together as a team is enhanced by rewarding their performance and overall output.
- 7.10. Reduced Absenteeism.** Employees tend to be present always in the work as they get motivated from the rewards and recognition program.
- 8. Paramount Procedures for Rewards and Recognition.**
- 8.1.** All regular employees of the DENR MIMAROPA Region are eligible for the program on rewards and recognition, without discrimination as to their physical disabilities, age, sex, gender preference, ethnicity, religious beliefs, culture and traditions.
- 8.2.** The parameters specified in item No. 8 will be translated into specific information as the basis for rewards and recognition. The guide on giving incentives under the Program on Awards and Incentive for Service Excellence (PRAISE) shall be harmonized in this policy on rewards and recognition.
- 8.3** The criteria for selecting the employees for rewards and recognition shall be categorized into individual (employee, Division Chief, Section or Unit Chief, Project Manager or Project Coordinator, Provincial Environment and Natural Resources Officer, Community Environment and Natural Resources Officer, Protected Area Superintendent/Supervisor) and office (Division, Section, Project or Unit).
- 8.4** The rewards and recognition program shall be disseminated to all employees.
- 8.5** The rewards and recognition program shall be done regularly depending on the guidelines set for a specific Awards program.
- 9. Primary Responsibilities.** The following are the primary responsibilities that must be met by employees and officials nominated in the awards and recognition program:
- 9.1 Officials and Employees.** The employees must exhibit the values of the agency in their day to day work. The essence of the Environment Management System (EMS 14001:2015) and Quality Management System (QMS 9001:2015) must be manifested in the performance of their respective tasks. The IPCR must be accomplished on the prescribed period and fulfilled in terms of timeliness, quantity and quality.
- 9.2 Division Chiefs.** The chiefs of division must exhibit fair and just treatment to their staff. The section chiefs and employees' efforts must be recognized by the head of the division. The chief must monitor the employees under his/her division. The DPCR must be accomplished in terms of timeliness, quantity and quality.
- 9.3 Assistant Division Chiefs/Section Chiefs.** The chiefs of the sections must exhibit the same characteristics of the division chiefs.
- 9.4 Project Coordinator/Heads of Office.** The coordinator must accomplish all the activities of the project based on quantity, quality and timeliness. As coordinator, the staff must be recognized for outstanding accomplishments.
- 9.5 PENROs.** The OPCR must be accomplished according to the prescribed time, quantity and quality. The officers must also recognize their staff and employees for outstanding accomplishment.
- 9.6 CENROs.** The OPCR must be accomplished according to the prescribed period and the quality and quantity must be delivered. The officers must recognize the staff for outstanding performance.



10. **Rewards, Recognition and Incentive.** The benefits of the program are beneficial for both the employees and the agency. Rewards and recognition will boost the morale of the employees to continue performing their best in achieving the targets of the agency.
- 10.1 **Monetary.** The reward involves cash given to the awardees. Also included is a recommendation for salary increase based on applicable rules and regulations.
- 10.2 **Non-monetary.** This involves the awarding of plaques or certificates of appreciation or recognition to the awardee, and/or whenever applicable, sending him/her to local or international training programs and conferences to enhance the capabilities and acquire advance skills in relation to present work assignment.  
Any official or employee who shall receive an award in the same category for three consecutive years shall receive a Hall of Fame Award and shall no longer be qualified in the succeeding award programs.
11. **Nomination.** The nomination shall be based on criteria as stipulated and in accordance with this Rewards and Recognition Manual, including its Annexes.
12. **Selection.** The selection criteria must be based on the criteria/guidelines set for a specific Awards program and proper documentation shall be done. The selection shall be done by the existing members of the PRAISE Committee. The process shall be done in complete transparency.
13. **Effectiveness of the Policy.** The Administrative Division through the Human Resource and Development Section and in coordination with the PRAISE Committee shall monitor the implementation as well as the effectiveness of the Rewards and Recognition Program policy. A guideline for impact evaluation of the program in relation to its ultimate objective wherein organizational outstanding performance as well as meeting its mandate, shall be developed for the purpose.
14. **Review of the Policy.** This policy on rewards and recognition shall be reviewed annually to determine if it is still relevant and whether it is serving the purpose or needs improvement.
15. **Effectivity.** This Manual shall take effect fifteen (15) days after its posting in the official website of the DENR MIMAROPA Region.

APPROVED:

  
MARIA LOURDES G. FERRER, CESO III  
Regional Executive Director

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Regional Executive Director





## **GUIDELINES ON DENR MIMAROPA RECOGNITION PROGRAM FOR BEST PENRO, CENROs AND DIVISION**

The Department of Environment and Natural Resources-MIMAROPA Region grants annual recognition to best performing units in its regional and field offices on the basis of meeting the organization's performance targets and other pre-determined criteria.

Adopted from the Best Organizational Unit Award enlisted in DENR PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (DENRPRAISE), this program recognizes the concerted efforts of a specific unit or office in achieving its targets and how they significantly contribute to the improvement of the region's service delivery as a whole.

### **A. Awards**

1. One (1) Best Provincial Environment and Natural Resources Office
2. Top three (3) Best Community Environment and Natural Resources Offices
3. One (1) Best Division from among the eight divisions under the Management Services and Technical Services
4. Certificate of Recognition to all PENROs, CENROs and Divisions should the Region improve its Performance Based Bonus (PBB) ranking.

### **B. Criteria**

1. The performance rating of each unit or office shall be based on the results of the assessment of the Sub-Performance Management Team (PMT) using the approved DENR Strategic Performance Management System (SPMS).
2. The scores of PENROs and CENROs shall be based on their Office Performance Commitment and Review (OPCR) ratings; while the scores of Divisions in the Regional Office shall be based on their respective Division Performance Commitment and Review (DPCR) ratings. All generated scores/ratings shall be calibrated based on the OPCR (Rating) of the Regional Executive Director for the period assessed
3. The PENRO with highest OPCR score/rating shall receive the Best PENRO Award.
4. The top three (3) CENROs with the highest OPCR scores shall receive the Best CENRO (Top 1, Top 2, Top 3) Award.



5. The Division with the highest DPCR score shall receive the Best Division Award.

**C. Prizes**

1. Each of the winners shall receive a Certificate of Appreciation and monetary reward as follows:

Best PENRO	Php 50, 000. 00
Best CENRO (Top 1)	Php 50, 000. 00
Best CENRO (Top 2)	Php 40, 000. 00
Best CENRO (Top 3)	Php 30, 000. 00
Best Division	Php 30, 000. 00

2. The rating period covers completed physical and financial accomplishments for one calendar year.
3. The Awarding Ceremony shall be made on the succeeding year, during DENR MIMAROPA's First Regional Management Conference.

**D. Funding**

1. All monetary rewards shall be charged against the approved Work and Financial Plan (WFP) of the Regional Office.
2. All expenses related to the Awarding Ceremony shall be charged against Human Resources Development Section (HRDS) funds, subject to existing accounting and auditing rules and regulations.



**DENR MIMAROPA**  
**Work Innovation towards Service Excellence (WISE) Award**

The Work Innovation towards Service Excellence (WISE) Award, anchored on the Cost Economy Measure Award enlisted in the DENR Central Office Program on Awards and Incentives Service Excellence (DENR PRAISE), seeks to recognize individuals and groups working in DENR MIMAROPA whose innovative ideas significantly contribute to the improvement of the agency’s delivery of public service. It encourages the workforce to employ creativity in performing their tasks especially now that the COVID-19 pandemic has prompted a shift in the way the government fulfill its mandates.

The criteria for the selection of the awardees are adopted from the Career Executive Service Board (CESB)’s Very Innovative Person (VIP) Award.

**A. Who can be nominated for the award?**

All employees (permanent, casual and contractual) of DENR MIMAROPA Region, who:

- Have at least Very Satisfactory performance rating or its equivalent for the last two rating periods
- Have not been found guilty of any administrative or criminal offense involving moral turpitude,
- Have no pending administrative or criminal case at the time of nomination; and
- Without discrimination as to their physical disabilities, age, sex, gender preference, ethnicity, religious beliefs, culture and traditions.

**B. Who can nominate?**

Nominators may come from the general public, including the nominee’s peers, superiors and subordinates.

**C. What period will be covered?**

The award shall be made annually, and in the event that none of the nominees merit recognition, the DENR MIMAROPA PRAISE Committee may decide that no winners shall be declared that given year.

The announcement and acceptance of nominations shall be held in the whole month of October. All nominations shall be deliberated upon the members of

the Committee in November and the results or awarding ceremony shall be held in December during the Yearend Assessment and General Assembly Program.

**D. Is there a limitation on the number of times one can be nominated?**

Qualified employees may be nominated more than once, however those who would receive the DENR Wise Award for three consecutive times shall be granted with the Hall of Fame Award, and shall no longer be eligible to be nominated in the succeeding years.

**E. What is at stake?**

- A plaque of recognition from DENR-MIMAROPA
- Cash prize amounting to Php 5,000.00
- Invitation to conduct lecture/talk in DENR MIMAROPA's training programs on a subject related to the achievement for which the award has been made (internal)





**N O M I N A T I O N   F O R M**  
**Work Innovation towards Service Excellence (WISE) Award**

This Award seeks to recognize officials and employees of DENR MIMAROPA who initiated a novel policy, program or project that improved operational processes or methods, and have assisted in meeting organizational sustainability and/or wellness.

Name of Nominee : \_\_\_\_\_  
Position : \_\_\_\_\_  
Office : \_\_\_\_\_  
Date Innovation was implemented/Adopted : \_\_\_\_\_

(You may use additional sheets if necessary.)

**QUESTIONNAIRE**

**I. Briefly describe the nominee's innovation (program/project, process, policy or others) using the STAR Framework below:**

- **SITUATION:** (Challenges/situations that the nominee faced)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **TASK** (Tasks involved in those challenges/situations; what the nominee tried to achieve from the situation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **ACTION** (Actions the nominee took and why, what were the alternatives)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **RESULT** (Outcome of the nominee's actions, were the objectives met?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Please check the appropriate boxes that best describe the nominee's innovative initiatives**

**1. Novelty (Uniqueness of the accomplishment)**

- ☐ It is a new and original concept
- ☐ It is a variation of an existing idea
- ☐ It was developed independently
- ☐ It was developed in collaboration with others
- ☐ It is unique to the agency
- ☐ It is unique to a corresponding field or area of expertise

Others: \_\_\_\_\_

**2. Creativity: (Ability to make new things or think of new ideas, to think outside of the box, ability to find hidden patterns and generate solutions)**

- ☐ It significantly improved services
- ☐ It significantly improved processes
- ☐ It achieved the stated goals
- ☐ It overcame or circumvented constraints in acceptable way
- ☐ It continued to work over time with a high degree of reliability
- ☐ It is well designed, well-crafted and well executed

Others: \_\_\_\_\_

**Relevance: (Innovation/Accomplishment is logical, useful, systematic, understandable, doable for the intended benefits; simple and direct as possible for the desired outcome)**

- ☐ It is applicable or useful to a greater number of employees/stakeholders
- ☐ It is applicable/useful only to employees/stakeholders belonging to a particular area of expertise
- ☐ It is applicable or can be integrated into existing operations in the agency or department
- ☐ It is applicable only to a separate operating system in the workplace

Others: \_\_\_\_\_

**2. Impact: (Significance or major effect)**

- ☐ Reduced costs/improved cost savings or increased revenue
- ☐ Enhanced internal or external communications
- ☐ Resolved a long-standing problem
- ☐ Highly recommended by the agency head
- ☐ Replicated by other agency's stakeholders
- ☐ Elicited positive feedback both from internal and external publics

Others: \_\_\_\_\_

Nominator : \_\_\_\_\_  
Position : \_\_\_\_\_  
Office : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Signature \_\_\_\_\_