

**DOJ-PPA GUIDELINES FOR THE PRAISE AWARD
FOR CY 2015**

I. RATIONALE

In line with CSC Resolution No. 010112 and CSC MC No. 01 S. 2001, the DOJ-PPA adopts the Program on Awards and Incentives for Service (PRAISE) 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 efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extra-ordinary acts or services in the public interest.

II. COMPOSITION OF THE NATIONAL PRAISE COMMITTEE

DA Lorna A. Yumul	- Chairperson
ROIC Benita L. Maramag	- Vice-Chairperson
Members:	
RD Josefina N. Singco	
ARD Judea P. Asuncion	
ARD Ruth Perucho	
ARD Shirley L. Fernandez	
FMD Chief Norhaya C. Guling	
CMRD Chief Mary Ann G. Navalta	
LID Chief Rey Daniel N. Gonzaga	
CAO Jose Bonifacio A. Orendain	
CSD OIC Hyacinth V. Castanos	
SAO Jasmin M. Diamel	
CPPO/SA Janette S. Padua	
PPOLPI President Cristina P. Vibar	
PPO I Aimy Amor Azarcon	} Member/Secretariat
AAIV Christy Joy Barrientos	

III. SCOPE OF COVERAGE

The PRAISE Awards is open to all employees/Units/Divisions/Regions of the Parole and Probation Administration.

IV. CATEGORIES OF AWARD

The categories of the awards shall be:

- A. Outstanding Unit/Division
- B. Outstanding Region

V. CRITERIA

	<u>Rating Scale</u>	<u>Percentage</u>	<u>TOTAL</u>
A. Outstanding Unit/Division			
1. SEVEN STRATEGIC PATHWAYS			35%
1.1 Building the Image of the Agency		5%	
10 or more activities/programs	5%		
7 – 9 activities	4%		
4 – 6 activities	3%		
2 – 3 activities	2%		
1 activity	1%		
1.2 Work Program Sustainability and Improvement		10%	
10 or more activities/programs	10%		
7 – 9 activities	8%		
4 – 6 activities	6%		
2 – 3 activities	4%		
1 activity	2%		
1.3 Benchmark Best Practices (BPP) in the Rehab and training across division/unit			3%
2 or more	3%		
Only 1	1%		
1.4 Linkages for Funding Support			5%
Total Fund Generation:			
100,000 or more	5%		
75,000 or more	3%		
50,000 or more	1%		
1.5 Develop IT Capability Factor to be rated:			2%
Presence or absence of a functional IT system (Email connectivity/electronic reporting) to support the various activities, projects and programs of the DOJ-PPA)			
Presence of a unit/division IT system (use of e-mail; submission of reports)	2%		
Any one (1)	1%		
1.6 Rationalize Structure and System Factor to be Rated			5%
2 or more strategies/process/programs	5%		
1 strategy/process/program	3%		

2. ZERO BACKLOG ON THE ASSIGNED TASKS/REPORTS PRIOR TO THE YEAR OF ASSESSMENT	35%
100% completed tasks/reports	35%
95% completed tasks/reports	25%
90% completed tasks/reports	15%
3. ALL STAFF COMPLEMENT MUST HAVE A PERFORMANCE RATING OF AT LEAST VERY SATISFACTORY ONE (1) YEAR PRIOR TO THE ASSESSMENT	5%
4. PROMPTNESS, COMPLETENESS AND ACCURACY OF REQUIRED REPORTS SUBMITTED ONE (1) YEAR PRIOR TO THE YEAR OF ASSESSMENT	10%
Punctual, complete and accurate required reports (3 indicators present)	10%
Only 2 indicators present	7%
Only 1 indicator present	5%
5. 100% COMPLIANCE WITH ALL MEMOs, CIRCULARs, ORDERs, INSTRUCTIONs, AND DIRECTIVES FROM CENTRAL OFFICE (CO TO ROs)	10%
Either CO or RO only	10%
CO or RO	5%
6. COMPLIANCE WITH RA 6713, THE CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES AND OTHER RELATED CSC LAWS AND REGULATIONS	5%
TOTAL POINTS	100%

B. Outstanding Region

1. SEVEN STRATEGIC PATHWAYS	35%
1.1 Building the Image of the Agency	5%
10 or more activities per programs	5%
7 – 9 activities	4%
4 – 6 activities	3%
2– 3 activities	1%
1.2 Program Sustainability and Improvement (SI) (10 or more per PSI, i.e 10 or more – RJ; 10 or more TC, 10 or more VPA)	10%

1.3 Benchmark Best Practices (BPP)	3%
2 or more	3%
Only 1	1%
1.4 Strengthening Funding Support	5%
Total Fund Generation:	
100,000++++	5%
75,000 +++++	3%
50,000 +++++	1%
Donations and other support to be converted to peso equivalent	
1.5 Develop IT Capability Factor to be rated:	2%
Presence or absence of a functional IT system (Email connectivity/electronic reporting) to support the various activities, projects and programs of the DOJ-PPA)	
Presence of functional IT system (connectivity to and from CO-RO-FO)	2%
Any one (1) (connectivity to and from CO-RO)	1%
1.6 Rationalize Structure and System Factor to be Rated	5%
The initiative of the office to formulate, adopt and implement structural changes and system adjustment to rationalize its services for a more responsive, effective and efficient delivery of Public Service	
2 or more strategies/process/programs	5%
1 strategy/process/program	3%
1.7 Enhance Personnel Capability (EPC)	5%
5 or more activities	5%
4 activities	4%
3 activities	3%
2 activities	2%
1 activity	1%
2. CASELOAD ADMINISTRATION	30%
100% completed in investigation and supervision	15%
95% completed in investigation and supervision	10%
90% completed in investigation and supervision	5%

3. SOUND FINANCIAL MANAGEMENT		10%
3.1 Budget Utilization	4%	
3.2 Submission of Financial Statement To COA on or before Feb.14	3%	
3.3 Liquidation of Cash advance within theprescribed period	3%	
4. ALL STAFF COMPLEMENT MUST HAVE A PERFORMANCE RATING OF AT LEAST VERY SATISFACTORY ONE (1) YEAR PRIOR TO THE ASSESSMENT		5%
100% of personnel with VS or more rating	5%	
75% of personnel with VS or more rating	3%	
50% of personnel with VS or more rating	2%	
5. PROMPTNESS, COMPLETENESS AND ACCURACY OF REQUIRED REPORTS SUBMITTED ON THE YEAR BEING ASSESSED		10%
Punctual, complete and accurate required reports		
All three (3) indicators present	10%	
Only 2 indicators present	7%	
Only 1 indicator present	5%	
6. COMPLIANCE WITH ALL MEMOs, CIRCULARs, INSTRUCTIONS, AND DIRECTIVES FROM CENTRAL OFFICE		5%
100% compliance	5%	
75% compliance	3%	
50% compliance	2%	
7. COMPLIANCE WITH RA 6713, THE CODE AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES AND OTHER RELATED CSC LAWS AND REGULATIONS		5%
No formal charge	5%	
1 – 2	4%	
3 – 4	3%	
5 – up	2%	
	TOTAL POINTS	100%

C. Outstanding Employee

1. SIGNIFICANT CONTRIBUTIONS FOR THE LAST

Clients will refer to all PPA personnel, VPAs, petitioners for probation, parole and executive clemency, probationers, parolees, pardonees and the public who seeks assistance from the Agency.

Community refers to the public, government and non-government entities.

- Clients, community and Agency 30%
Clients participation and community Involvement that builds/enhances the image of the agency
- Clients and Community 20%
Responsiveness/support of the Community to the program
 - No. of Community Resources tapped
 - 5 agencies up 10%
 - 4 – 3 5%
 - 2 below 2%
 - Amount (peso involved)
 - 100,000 above 10%
 - 50,000 5%
 - 45,000 2%
- Clients 10%

1.2 Sustainability of the initiated PAPs
(refers to the **lasting effect of the program** on the clients – dole outs or with MOA) 20%

- Length of support of **Community Resources**
 - 3 years 10%
 - 2 years 5%
 - 1 year 2%

2. PROFILE 50%

2.1 Performance Rating 35%

- 4.900 – 5 35%**
- 4.750 – 4.899 30%**
- 4.500 – 4.749 25%**
- 4.250 – 4.499 20%**
- 4.000 – 4.249 15%**

2.2 Length of Service 10%

- 15 years and up 10%
- 10 – 14 years 8%
- 5 – 9 years 6%

Additional Relevant Degree 1%

TOTAL POINTS 100%

D. Outstanding Livelihood Project

(Project existence must be on going and in existence for at least one (1) year with project proposal)

1. CLIENTS PARTICIPATION 25%

15 or more 25%
10 – 14 10%
5 – 9 5%
1 – 4 3%

2. IMPACT DERIVE FROM THE PROJECT TO COMMUNITY AND AGENCY 25%

2.1 Economic and Social Impact
2.2 Improved Quality of Life
2.3 Others

All Present 25%
Presence of Two (2) 10%
Presence of One (1) 5%

3. COMMUNITY RESOURCES GENERATED 20%

Php 100,000 or more 20%
75,000 or more 15%
50,000 or more 10%

4. PROJECT IMPLEMENTATION

4.1 Teamwork (clients, PPOs, VPA and Family Support) 10%

All Present 10%
Presence of Two (2) 8%
Presence of One (1) 5%

4.2 Sustainability 10%

Lasting Effect 10%
1 time benefit 5%

4.3 Innovativeness 10%

TOTAL POINTS 100%

1.2 Conferencing (at least 5 cases)	10%
1.3 Circle of Support (at least 1 COS)	10%
2. THERAPEUTIC COMMUNITY MODALITY	30%
2.1 80% of active clients enrolled (based on adjusted caseload per IQPR)	10%
2.2 Social Marketing and Outreached Programs	15%
2 or more activities	15%
Only 1 activity	10%
2.3 Organized family support group / family with officers; with meetings; with at least 1 activity	5%
3. VOLUNTEER PROBATION AIDE PROGRAM	30%
3.1 VPA appointed and sustained (1:3 ratio)	10%
3.2 VPA Utilized	10%
75% of VPA Utilized	10%
50% of VPA Utilized	5%
3.3 Organized/functional VPA Association	10%
VPA utilized (at least one (1) VPA Association with at least 2 activities)	
4. PROGRAM IMPACT	10%

TOTAL POINTS 100%

Submitted documentary proofs shall be verified with the concerned office/s.

F. GAWAD SAGIP KALIKASAN

1. PROJECT IMPACT	50%
1.1 Scope of Impact	5%
Provincial	5%

1.3 Responsiveness of the project to the prevailing environmental problem of the community where the project is being undertaken (Documented, quantifiable benefit)	20%	
1.4 Relevance of the project and its contribution to National Program on Environmental protection and preservation		20%
2. SUSTAINABILITY		20%
5	20%	
4 – 3		15%
2 – 0		10%
3. CLIENTS PARTICIPATION		15%
3.1 100% of supervised clients	15%	
3.2 75% of supervised clients		10%
3.3 50% of supervised clients		5%
4. NO. OF ACTIVITIES CONDUCTED		5%
5 or more	5%	
2 – 4		3%
5. PARTICIPATION/INVOLVEMENT OF PERSONNEL		5%
100% of personnel		5%
75% of personnel	3%	
6. PARTICIPATION OF VPAs		5%
50% or more	5%	
40% of VPAs	4%	
30% of VPAs	3%	
2% of VPAs	2%	
1% of VPAs	1%	
	TOTAL POINTS	100%

MEANS OF VERIFICATION : Pictorial Documentation, IQPR or Monthly Reports, Site visit; Certification issued by other agency, attendance sheet, Project proposal.

PERIOD COVERED : Within 5 years from its launching

a. FORMAT OF REPORTING

TITLE OF THE PROJECT :

Development of the Project / Initiative :

Situation before the initiative began (maximum of 50 words)

Formulation of the objective and strategies (maximum of 100 words)

What were you trying to accomplish? How were they established?

By Whom?

Mobilization of Resources (maximum of 200 words)

Where was the initiative carried out (province / city / town / barangay)

Geographic scope covered

Process (how was the project carried out? Who were the stakeholders?

How were they involved?)

Character references (pls. provide at least 5 or more)

Name/occupation/complete address/fax/phone/mobile/email/website

Describe the results, achievements, impact and relevance of the initiative (maximum of 200 words)

- b. Results and achievement
- c. Impact indicators
- d. Relevance

Replicability of the project (maximum of 200 words)

Sustainability in the following fields: financial / institutional / social capital / cultural / environment (maximum of 200 words)

Evidence of success (maximum of 200 words)

CONTACT DETAILS:

Name / designation / mobile / phone / email

REFERENCES:

What publication were used and/or produces in the development and implementation of the initiative project.

VI. SUBMISSION OF ENTRIES

1. All entries shall be submitted in hard copies including a 3-minute audio visual presentation. Supporting documents must be clear and readable. Complete requirements shall be submitted on the set deadline and late submissions shall not be processed anymore and deemed disqualified.
2. Deadline of entries shall be specified through the issuance of a Memorandum from the Administrator.
3. There shall only be one (1) entry per category per region. It shall be assessed and processed as agreed by members of the committee to determine the qualifying score for all categories, **which is 75%**.
4. All entries must be recommended by the Regional PRAISE Committee and endorsed by the Regional Director to the National PRAISE Committee, otherwise the same shall be deemed invalid.
5. All entries must be submitted to the Secretariat of the National PRAISE Committee c/o Ms. Hyacinth Castaños of the Community Services Division, DOJ-PPA Agencies Bldg., NIA Road, Quezon City

VII. ASSESSMENT, EVALUATION AND VALIDATION

1. The Chairperson and/or any member of the National PRAISE Committee shall inhibit himself/herself from deliberation in any category where he/she may have an entry. In case the Chairperson may have entries in all categories he/she shall recommend to the Administrator any member as an Acting Chairperson.
2. Entries shall be evaluated by ALL members of the committee to get the average score. To maintain the integrity of the awards, any misrepresentation made by the nominee shall mean his/her perpetual disqualification from the PRAISE Awards in any category.
3. Shortlisted finalists for the award **may** be validated, if and when necessary, through ocular inspection by the members.

VIII. AWARDS AND INCENTIVES

1. Cash awards and plaques of recognition shall be given to the following awardees:

CATEGORIES OF AWARD	CASH AWARDS		
	1 st	2 nd	3 rd
a. Outstanding Unit/Division	Php 5,000.00	3,000.00	2,000.00
b. Outstanding Region	Php 5,000.00	3,000.00	2,000.00

Special citations shall be given to other participating entries who did not receive major awards.

2. The Awarding shall be held during the DOJ-PPA Anniversary Celebration **or any date designated by the National PRAISE Committee.**

IX. BUDGET ALLOCATION

As provided under paragraph No.7 of CSC Resolution No. 010112 dated 10, January, 2001:

“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.”

X. FINALITY OF RESULTS

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.

The decision of the PRAISE Committee shall be final upon the approval of the Administrator.

XI. RECORDS KEEPING

Records of the winning entries shall be turned over by the PRAISE Committee to the Chief, Administrative Division who shall deposit the same at the DOJ-PPA Library for safekeeping and reference purposes.