



NATIONAL CAPITAL REGION

December 15, 2017

MR. DOMINIC F. KABIGTING
OIC, Administrative Department
Light Rail Transit Authority
Line 2 Depot, Marcos Highway
Santolan, Pasig City

Dear Mr. Kabigting:

Thank you for resubmitting the Program on Awards and Incentives for Service Excellence (PRAISE) of the Light Rail Transit Authority (LRTA), for appropriate action, in compliance with our letter dated October 30, 2017.

Evaluation of the LRTA PRAISE shows its compliance with CSC Memorandum Circular No. 1, s. 2001. Hence, the same is hereby APPROVED.

We look forward to the successful implementation of the PRAISE in that agency.

Very truly yours,



JUDITH A. DONGALLO-CHICANO
Director IV

cc: Director II Laura D. Mangorangca
CSCFO-DFA

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praise/lrta*

Bawat Kawani, Lingkod Bayani

**LIGHT RAIL TRANSIT AUTHORITY
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)**

REVISED GUIDELINES FOR THE LRTA PRAISE

In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, series 2001, the Light Rail Transit Authority (LRTA) adopts the herein Guidelines for the Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as **LRTA PRAISE**.

I. OBJECTIVES

1. General

To encourage, motivate, recognize and reward officials and employees of the LRTA, individually and in groups, for their beneficial suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behaviors, extraordinary acts or services in the public interests, in their respective line of duty, and other personal efforts which, contribute to the efficiency, economy, and/or other improvements in the environment and operation of its mass railway transportation business towards more efficient satisfactory service to the riding public and for other exemplary acts or services beneficial to the interest of the public in general.

2. Specific

- 2.1 To establish a tool/mechanism for the regular/continuing identification, selection, rewarding and provision of incentives to deserving officials and employees for exemplary accomplishments and outstanding practices;
- 2.2 To identify outstanding accomplishments, best practices of employees and offices on a continuing basis;
- 2.3 To give proper recognition and rewards for accomplishments and innovations periodically; or as the need arises;
- 2.4 To motivate and encourage employees to continuously contribute ideas, suggestions, inventions, discoveries and deliver superior accomplishments for others to emulate;
- 2.5 To raise performance standards of employees in the LRTA through continuous recognition of exemplary performance, contributions and personal efforts.

II. SCOPE

The Program shall apply to all officials and employees of LRTA who are occupying career or non-career positions, whether their appointment is permanent, temporary, contractual or co-terminus.

III. BASIC POLICIES

1. Every Department or Agency such as the Light Rail Transit Authority (LRTA) shall establish its own employee suggestions and incentive awards system.
2. The System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees individually and/or in groups for their efforts which contribute to the efficiency, economy or other improvement in government operations, in the environment or for other extraordinary acts or services in the public interest.
3. The PRAISE shall adhere to the principle of providing incentives and awards based on meritorious performance, innovative ideas and exemplary behavior.
4. The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or scheduled awarding ceremonies, the spirit of on the spot granting of recognition shall be institutionalized.
5. The PRAISE 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 modes to the extent of putting themselves at risk or in danger of hazardous materials in the performance of their duties and functions.
6. At least five percent (5%) of the Human Resources Development (HRD) funds shall be allocated for the PRAISE and incorporated in the Agency's Annual Work and Financial Plan and Budget.
7. The LRTA PRAISE shall be institutionalized through the creation of a PRAISE Committee. LRTA shall ensure that women are represented in the PRAISE Committee and that gender equality principles are upheld in all its policies and programs.
8. The LRTA PRAISE Committee shall be established to be responsible for overseeing the System's installation, operation and administration and in ensuring that equal gender opportunities are granted for the men and women officers and employees of LRTA. Specifically, the PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior and shall not discriminate based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the implementation of its rewards and incentives program.

IV. PROCEDURE

The LRTA PRAISE shall adopt the following procedures in the selection of nominees to any of the awards/incentive:

1. The Human Resource Management Division (HRMD) shall accept nominations for awards and recognitions anytime subject to the cut-off period to be determined by the LRTA-PRAISE Committee.
2. Nominations may emanate from an individual, a group or a work unit. All nominations must be duly endorsed by the Department Manager, Division Manager or Head of the Office where the nominee is part of, and will be submitted to the LRTA PRAISE Committee Secretariat.
3. The nominees shall be screened and chosen based on the following documented information:
 - 3.1 Personal Data Sheet (PDS)
 - 3.2 Service Record
 - 3.3 Certificate of No pending Administrative or Criminal Case
 - 3.4 Approved Individual Performance Commitment Report (IPCR) or any applicable Performance Management mechanism available, for the last two (2) periods covered for the award
 - 3.5 Documentation/descriptions of outstanding performance, extraordinary acts, inventions, ideas, suggestions and exemplary behavior as maybe required to include circumstances within which such were manifested and the subsequent result or effect, which has direct benefit to the Agency.
 - 3.6 Commendations or similar documents that may be compiled to support the nomination.
 - 3.7 Any other information which may be required by the PRAISE Committee
4. The Committee shall sit en banc to deliberate on the nominations and shall choose based on the merits of the nominations and the criteria set by the committee for each award or incentive category.
5. The Committee shall submit to the Administrator the list of awardees for approval and confirmation.

6. The Secretariat shall prepare the incentives and rewards for each category and set the date for the awarding ceremonies.

V. LRTA PRAISE COMMITTEE

1. Composition

To be effective in implementation, the PRAISE Committee members are expected to possess positive attitude, are open minded, could translate contributed ideas into implementable actions, decisive and have high tolerance for stress and pressure, and should be able to attend committee meetings religiously.

The Committee shall be composed of:

- | | | |
|---------------|---|--|
| Chairman | - | Manager, Administrative Department
<i>as the Administrator's authorized representative</i> |
| Vice Chairman | - | Manager, Planning Department |
| Members | - | Manager, Finance Department
Manager, Human Resource Management Division
Two (2) representatives from the career rank and file employees who shall serve for a period of two (2) years and elected at large or designated by the registered union in the absence of an accredited union (one from the 1 st level and one from the 2 nd level) |

The Chairman is responsible in overseeing the System's operations and the HRM Division shall serve as the System's secretariat.

2. Duties

The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of LRTA. As such, the Committee shall meet periodically to perform the following task:

- 2.1 Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- 2.2 Formulate, adopt and amend internal rules, policies, procedures and strategies to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- 2.3 Determine the forms of awards and incentives to be granted;

- 2.4 Monitor implementation of approved suggestions and ideas through feedback and reports;
- 2.5 Prepare plans, identify resources and propose budget for the system on an annual basis;
- 2.6 Develop, produce, distribute a System Policy Manual and orient the employees on the same;
- 2.7 Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 2.8 Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth (30th) day of January;
- 2.9 Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability and;
- 3.0 Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

VI. AWARDS AND INCENTIVES

The Authority shall provide the following types of awards and incentives to deserving officers, employees or groups:

1. National Awards

The LRTA shall participate in the search for deserving employees who may be included in the Screening of candidates for awards given by other government agencies, private entities, NGOs and other award giving bodies such as the following:

Presidential or Lingkod Bayan Award – conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.

Outstanding Public Official/Employee or Dangal ng Bayan Award – granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

Civil Service Commission or the PAG-ASA Award – conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery,

economy in operation, improved working conditions or otherwise benefitted the government in many other ways.

Other Awards given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefitted the government.

2. Agency Level Awards

1. **Kapwa Award** – shall be given to an employee or group of employees of the LRTA in recognition of their valuable suggestions, inventions, innovations or outstanding performance, resulting in direct benefits to a single department or division. Nominations, for this category need not be submitted to the Civil Service Commission for screening and evaluation. The LRTA PRAISE shall evaluate the nominations for this category and recommend to the Administrator the most qualified among the nominees.

This award shall consist of a gold (gilded) medallion and a plaque containing the citation and signature of the Administrator and cash award to be presented during the LRTA Anniversary, the amount of which shall be determined by the PRAISE in accordance with the existing policies on the matter.

2. **Valor Award** – shall be conferred to an employee or group of employees for a courageous or selfless act which involves the risking of one's life and safety for the benefit of others, or for the common good, which may either be work or non-work related. This award shall be in the form of a Plaque of Appreciation, a token gift and cash incentive to be determined by the LRTA PRAISE Committee and shall be rated based on the following criteria:

- a. Criteria

- a.1. *Impact of Courageous & Selfless Act (35%)*

The extent to which the act has powerful or striking effect at the precise moment of the situation/condition

- a.2. *Nature/Extent of Danger/Hazard involved (35%)*

The nature and extent of the danger or loss of life, health, career or personal safety which the employee had to face/reckon with while in the situation.

- a.3. *Responsiveness (30%)*

The extent to which prompt and immediate action was provided or rendered.

3. **Posthumous Award** – shall be conferred to any employee who died during incumbency or in the call of duty. This award shall be in the form of a Plaque of Appreciation, a token gift and cash incentive to be determined by the LRTA PRAISE Committee.
4. **Best 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 Department Manager, Best Division Chief, Best Secretary, Best Driver and other similar awards.
5. **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 predetermined criteria.
6. **Length of Service Incentive Award** – shall be given to officials and employees who have rendered at least three (3) years of continuous satisfactory service in a particular position and which shall consist of step increments in accordance with the provisions of Joint CSC-DBM Circular No. 1, s. 2012.
7. **Most Courteous Employee Award** – shall be given to an employee in accordance with the criteria and standards established under CSC MC no. 15, s. 1990 which instituted the Courtesy Campaign Program in the Civil Service, known as the "Ang Magalang, Bow."
8. **Loyalty Incentive Award** – shall be granted to officials and employees who have completed at least ten (10) years of continuous and satisfactory service in the government. The recipient shall be entitled to the following, to be awarded during the celebration of the LRTA's Annual Founding Anniversary:

No.	Length of Service	Cash incentive	Other Tokens/Memorabilia
1.	First ten (10) years of service	P 10,000.00	Plaque and wristwatch in lieu of the bronze pin
2.	Fifteen (15) years of service	P 5,000.00	Plaque and wristwatch in lieu of the bronze pin or its cash equivalent
3.	Twenty (20) years of service	P 5,000.00	Plaque and Silver Service ring or its cash equivalent
4.	Twenty five (25) years of service	P 5,000.00	Plaque and Silver Service ring or its cash equivalent

5.	Thirty (30) years of service	P 5,000.00	Plaque and Gold Service ring or its cash equivalent
6.	Thirty five (35) years of service	P 5,000.00	Plaque and Gold Service ring or its cash equivalent
7.	Forty (40) years of service and every five years thereafter	P 5,000.00	Plaque and Gold Service ring or its cash equivalent

9. **Retirement Incentive Award** – shall be given to an employee who has retired under optional or compulsory retirement, who has on the average rendered satisfactory performance for the last two (2) rating periods prior to retirement. An employee availing of the incentive shall have rendered at least fifteen (15) years of service in the Authority.

Employees formally charged with administrative and/or criminal cases, which are still pending for resolution, shall be entitled to the grant of incentive/s until found guilty by final and executory judgment, provided that:

1.1 Those employees found guilty shall not be entitled to the incentive/s in the year of finality of the decision. Any incentive received shall be refunded by the employee.

1.2 If the penalty meted out is only reprimand, the employee concerned shall be entitled to the incentive/s.

A fitting Ceremony on or before the date of retirement shall be held to confer the award. This award shall be in the form of a Plaque of Appreciation, a token gift and cash incentive to be given in proportion to the employee's retirement scheme, as follows:

No.	Retirement scheme	Cash Incentive	Other Incentives
1	Optional retirement with at least fifteen (15) years of service but not reaching the age of sixty (60) years old	P 10,000.00	Plaque and token gift
2	Optional retirement at the age of sixty (60) ~ sixty four (64) years old	P 20,000.00	Plaque and token gift
3	Compulsory retirement at the age of sixty five (65) years old	P 30,000.00	Plaque and token gift

10. **Cost Economy Measure Award** – shall be in cash and shall be granted to an employee or group whose contribution in terms of suggestions or inventions or performance of functions results in monetary savings to LRTA. The amount shall be determined by the PRAISE Committee in accordance with existing policies on the matter.
11. **Cost – Cutting Incentive**– given to the employees of an office/unit for realizing the biggest savings through cost-cutting measures pursuant to AO 103 (Austerity Program). The winning office/unit shall receive P 15,000.00 in cash, to be given during the LRTA Anniversary celebration.
12. **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, with a performance rating of at least Very Satisfactory. A plaque of recognition or certificate and cash incentive may be given to qualified employees during LRTA's anniversary celebration.
13. **Gantimpala Agad Award** – given outright to employees commended by clients/customers for their honesty, courtesy, promptness, efficiency and/or dedication to duty.
14. **Perfect Attendance Award** – given to officials and employees who achieved perfect attendance for one (1) year. A plaque of recognition or certificate and cash incentive may be given to qualified employees during LRTA's anniversary celebration.
15. **Exemplary Behavior Award** – based on the eight norms of conduct as provided under RA6713 (Code of Conduct and Ethical Standards for Public Officials and employees). The awardee will be automatically nominated to the Dangal ng Bayan Award.
16. **Makakalikasan Award** - given to officials and employees whose initiatives and efforts contributed to the protection, preservation and enhancement of the environment or to those who risks their self in hazardous materials and elements in the performance of their duties and functions. A plaque of recognition or certificate and cash incentive may be given to qualified employees.
17. Eligibility (CES, Career Service, RA 1080, etc.) and related government examination passers (Career professional, sub-professional, etc.) may be given an incentive in the form of plaque or certificate and a token gift or its cash equivalent.
18. *Commendation, other awards and incentives*, which the LRTA PRAISE Committee may decide to give 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 subject to the approval of the Administrator.

The Committee shall modify, enhance or expand the afore-cited events, awards and incentives, as the need arises.

VII. TYPES AND FORMS OF REWARDS AND INCENTIVES

The LRTA shall continuously search, screen and reward deserving officials and employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following are the possible types and forms of incentives and rewards that may be granted but shall not be limited to the following, as may be determined by the PRAISE Committee in recognition of superior performance, innovation and other exemplary effort:

1. **"Salu-salo" Together** – meal hosted and sponsored by LRTA officials, superiors or supervisors on a monthly basis for employees who have birthday for the applicable month. Token/s may also be given to qualified employees, if needed.
2. **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 that shall enhance the employee's career growth and development.
3. Trophies, Plaques and Certificates
4. Monetary Rewards
5. Tokens/memorabilia/souvenirs
6. Travel Packages
7. Stay in Hotels, Resorts, etc.
8. Meal Treat/s at restaurants, etc.
9. Gift Card rewards, Gift Certificates at popular mall, bookstores, drugstores, supermarkets, etc.
10. Grocery Baskets, Fruit Baskets, etc.
11. Other Incentives – incentives in kind which may be in the form of merchandise, computers, gadgets, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in agency publication and others.

VIII. FUNDING

The LRTA shall include in its annual budget at least 5% of the HRD funds for the PRAISE and incorporate the same in its annual Work and Financial Plan and budget.

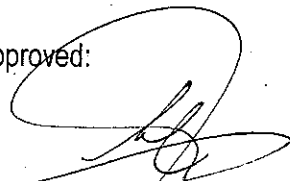
IX. APPROVAL

The Revised Guidelines of the LRTA PRAISE shall be approved by the LRTA Administrator subject to the ratification of the LRTA Board of Directors and the submission of a copy to the CSC. For its smooth implementation, the corresponding Implementing Rules and Regulations (IRR) shall be issued by the Committee.

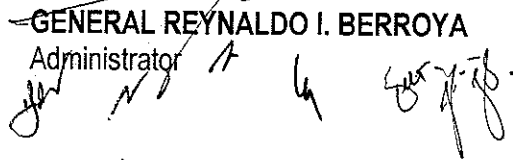
X. EFFECTIVITY

The Revised Guidelines of the LRTA PRAISE together with its Implementing Rules and Regulations (IRR) shall take effect upon receipt of notice of approval from the CSC Regional Office. Any subsequent amendments to the personnel mechanism shall be submitted to the CSC Regional Office for approval.

Approved:



GENERAL REYNALDO I. BERROYA
Administrator



ANNEX A – DEFINITION OF TERMS

- **Exemplary Performance-** extremely good and commendable performance and deserving or worthy to be admired and imitated/copied; serving as an example to other employees to imitate/emulate
- **Award** - recognition which maybe monetary or non-monetary conferred on Individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behaviors, heroic deeds, extraordinary acts or services in the public interests which contribute to the efficiency, economy, improvement in environment and government operations which lead to organizational productivity.
- **Contribution-** any input which can be in the form of an idea or performance.

Types of Contribution/s

Under the LRTA PRAISE, any of the following types of contribution shall be entitled to an award:

A. Idea type

Contribution- this shall refer to an idea, a suggestion or an invention or discovery for improvement to effect economy in operations, to increase productivity and improve working conditions.

B. Performance type contribution -

this shall refer to:

1. performance of an extraordinary act or service in the interest of public service in connection with or related to one's official employment/function, or
2. outstanding public service or heroic acts in the public interest, or
3. sustained work performance for a minimum of one (1) year which is above and over the normal position requirement of the individual or group, and
4. exemplary service and conduct.

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

- **Incentive** - monetary or non-monetary motivation or privilege given to an Individual official or employee for contributions, suggestions, inventions, ideas, exemplary accomplishments or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- **Invention** - the creation of something previously non-existing which will benefit the government.
- **Suggestion-** idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
- **Career** - positions in the government service are 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.
- **Non-career -** positions are expressly declared by the law to be in the non-career service; or those whose entrance in the service characterized by (1) entrance on bases other than those of the usual tests of 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.

**LIGHT RAIL TRANSIT AUTHORITY (LRTA)
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)**

COMMITMENT

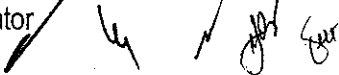
I hereby commit to implement and abide by the provisions of this LRTA PRAISE, which shall be the basis for the grant of awards and incentives including Productivity Incentive Bonus.

As the LRTA's Gender and Development (GAD) Champion, I shall ensure that LRTA will uphold the laws and principles on gender equality and equal employment opportunities in the implementation of the LRTA PRAISE.

The Annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the 30th day of January to enable our employees to qualify for nomination to the CSC-sponsored national awards.



GENERAL REYNALDO I. BERROYA
Administrator



**LIGHT RAIL TRANSIT AUTHORITY
PROGRAM ON AWARDS AND INCENTIVE FOR SERVICE EXCELLENCE (PRAISE)**

**IMPLEMENTING RULES AND REGULATIONS OF THE REVISED GUIDELINES FOR THE
LRTA PRAISE**

The following Implementing Rules and Regulations shall be adopted for strict implementation relative to the grant of Awards and Incentives to officials and employees as set forth in the **LRTA PRAISE**:

1. The PRAISE Committee, with concurrence of its officers and members, shall have the sole authority to recommend to the Administrator the grant of awards and incentives to qualified officials and employees.
2. The grant of national awards shall be governed by the criteria being followed by the Civil Service Commission (CSC) or other award-governing bodies concerned.
3. The **Length of Service Incentive** shall be governed by the CSC-DBM Joint Circular No. 1 series of 1990 or its existing equivalent prevailing law, rules and regulations.
4. The cash incentive for recipients of the **Perfect Attendance Award** is **Three Thousand Pesos (P 3,000.00)**. To be entitled to the **Perfect Attendance Award**, an employee must not have any absence/s, have not availed any Leave of Absence (excluding Special Leave, CNA Leave) has not incurred any tardiness/late/under time within the one (1) year period. Employees who have availed of the following are not qualified to be given the said award:
 - Forced/Mandatory Leave
 - Solo Parent Parental Leave
 - Maternity Leave
 - Paternity Leave
 - Special Leave in connection with Magna Carta for Women
 - Rehabilitation Leave
 - Calamity Leave
 - Study Leave
 - Employees' Association - related Leave except CNA Leave
5. The cash incentive for recipients of the **Career and Self Development Incentive** is **Two Thousand Pesos (P 2,000.00)**. To be entitled to the **Career and Self Development Incentive**, the following shall be the basis:
 - a. The course, which was taken, must have been completed after the employee was hired and during the time that said employee is still with the Authority.

- b. The course completed is the employee's second or additional course and is taken at one's own expense.
6. The criteria for the grant of the **Loyalty Incentive Award** shall be the following:
 - a. The official or employee must have completed ten (10) years of continuous (uninterrupted) satisfactory service.
 - b. The official or employee must not have been penalized administratively for that ten (10) year period and succeeding years to be awarded.
7. The **token** gift for recipients of **Retirement Incentive Award** may be in the form of Lifetime Access Card in LRT Lines, HMO Card, etc.
8. **"Salu-salo" Together** – meal hosted and sponsored by LRTA officials, superiors or supervisors on a monthly basis for employees who have birthday for the applicable month. Token/s may also be given to qualified employees, if needed.
9. An office/ employee who received three (3) Certificate of Commendation/s within a twelve (12) month period shall be entitled to half (1/2) sack of rice.
10. An office/ employee who received five (5) Certificate of Commendation/s within a twelve (12) month period shall be entitled to one (1) sack of rice.
11. An office/ employee who received six (6) or more Certificate of Commendation/s within a twelve (12) month period shall be entitled to one (1) night and two (2) days stay in a hotel or resort for two.
12. Employees formally charged with administrative and/or criminal cases which are still pending for resolution, shall be entitled to the grant of incentive/s until found guilty by final and executory judgment, provided that:
 - a. Those employees found guilty shall not be entitled to the incentive/s in the year of finality of the decision. Any incentive received shall be refunded by the employee.
 - b. If the penalty meted out is only reprimand, the employee concerned shall be entitled to the incentive/s
13. For the awards and incentives in the LRTA-PRAISE be granted, the following qualification should be met:
 - a. Appropriate procedures and guidelines of the PRAISE Committee are adhered to, followed and complied with

- b. Awardees passed the evaluation and favorable recommendation from the LRTA-PRAISE Committee
- c. The PRAISE Committee shall issue a certification on the evaluation conducted including all data/documents necessary and subsequent confirmation on the type and form of award to be granted to an official or employee.
- d. Availability of funds in the budget
- e. The PRAISE Committee is hereby given the discretion to grant the awards and incentives but in no case the fund intended for the incentives adversely affect the financial viability of the Authority.
- f. The PRAISE Committee are committed to uphold the above provisions of the Implementing Rules and Regulations of the LRTA PRAISE which are set forth for the implementation of the LRTA PRAISE.

RE: LIGHT RAIL TRANSIT AUTHORITY'S REVISED GUIDELINES FOR THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

APPROVED:



MR. DOMINIC F. KABIGTING
Chairman


*OIC, Administrative Department (as the Administrator's authorized representative)
Manager, MIS Division*



MS. ELEANORE T. DOMINGO
Vice Chairman


Manager, Planning Department

RE: LIGHT RAIL TRANSIT AUTHORITY's REVISED GUIDELINES FOR THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

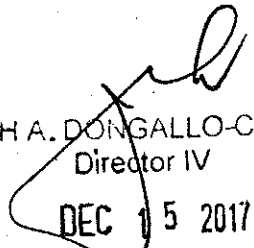

MS. MARILOU B. LISCANO
Member
Manager, Finance Department


MS. DIVINA J. GUISON
Member
Manager, HRM Division


MR. PLARIDEL N. DELA TORRE
Member
President, LRTA Employees Association
(2nd level)


PETER O. OANDASAN
Member
LRTA Employees Association
(1st level)

APPROVED


JUDITH A. DONGALLO-CHICANO
Director IV
DEC 15 2017