



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

**APPROVED REVISED GUIDELINES OF EMPLOYEE PERFORMANCE AWARDS  
 (PER BOARD RES.NO.30-14, S.2016)**

<b>NAME OF AWARD</b>	<b>CRITERIA</b>	<b>INCENTIVE</b>
<b>A. SERVICE AWARD</b> <b>1. Loyalty Award</b>	<ul style="list-style-type: none"> <li>Loyalty Award is granted to an employee who has completed at least ten (10) years of continuous and satisfactory service in the government based on CSC MC No. 06, s. 2002 "Revised Policies on Grant of Loyalty Award"</li> </ul>	<ul style="list-style-type: none"> <li>Cash incentive based on CSC MC No. 06, s. 2002 (PhP 10,000.00)+plaque and bouquet of flowers</li> </ul>
	<ul style="list-style-type: none"> <li>For retiree/s of the inclusive year the award is given.</li> </ul>	<ul style="list-style-type: none"> <li>A would be retiree shall be allowed 15 days "work free" to give time to transact clearances and other retirement related activities</li> <li>PhP 10,000.00+plaque and lei/bouquet</li> </ul>
<b>B.1. Academic Excellence Award</b>	<ul style="list-style-type: none"> <li>Based on scholarship guidelines IRR-NORMISIST Code, Article 82 "Scholarship, Fellowships and Training Grants Section 6, sections 13 and 14: Section 13.</li> <li>A scholar who completes his/her master's or doctoral program within the prescribed period of study as stipulated in the scholarship contract.</li> </ul>	<p>PhP 25,000.00 for Ph.D.+ plaque</p> <p>PhP 15,000.00 for MS+ plaque</p>
	<ul style="list-style-type: none"> <li>Section 14. The same incentives shall be granted to scholars whose GPA is at least 1.25 upon completion of the program within the prescribed period of study as stipulated in the scholarship contract.</li> </ul>	<p>Plaque plus P15,000.00</p>
<b>B.2. General Weighted Average (GWA) Award</b>	<ul style="list-style-type: none"> <li>Section 14. The same incentives shall be granted to scholars whose GPA is at least 1.25 upon completion of the program within the prescribed period of study as stipulated in the scholarship contract.</li> </ul>	<p>Plaque plus P15,000.00</p>
<b>C. Diploma Award (Self-Funded Study)</b>	<ul style="list-style-type: none"> <li>An employee has finished his/her degree within the specified period of graduate studies on his/her own.</li> <li>His/her specialized field is within the area of discipline as required for vertical articulation</li> <li>He/she must have an approved</li> </ul>	<p>PhP 25,000.00 for Ph.D. + plaque</p> <p>PhP 15,000.00 for MS + Certificate</p>

	program of study and study permit from the University President thru the UTDC.	
<b>D. Best Extension Project Award</b>	<ul style="list-style-type: none"> <li>• An extension project implemented by a group of faculty-extensionist must have been implemented at least for a year with significant impact/s to the community</li> <li>• Must have a MOA/MOU between the University and the community</li> <li>• Nominations shall be supported with a letter of endorsement from the community and the VPRE</li> <li>• Superior delivery of extension and community engagement outputs (profitable projects, number of trainees receiving competency certification, number of clients served with technical advice)</li> <li>• Timely submission of periodic reports</li> <li>• Project addresses topics in the CSU RDE Agenda</li> <li>• Total project cost of not less than Php200,000.00</li> <li>• Project implemented for at least 1 year</li> </ul>	Plaque plus P15,000.00
<b>E. Research Award</b>	<ul style="list-style-type: none"> <li>• for published research output/s bearing ISSN or ISBN, published in: <ul style="list-style-type: none"> <li>a) reputable publication/journal (publication in journal indexed by Scopus, ISI/Thompson Reuter),</li> <li>b) reputable international journal indexed by other indexing body such as CHED JAS and other acceptable indexing body</li> <li>c) Provided that the said research is recognized by the University through VPRE Office</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) Php 25,000.00 per paper + Certificate</li> <li>b) Php 15,000.00 per paper + Certificate</li> </ul>
<b>E.2 Best R&amp;D Project Award</b>	<ul style="list-style-type: none"> <li>• Superior delivery of R&amp;D outputs (published papers, patents, outputs utilized by industry/community)</li> <li>• Timely submission of periodic reports</li> <li>• Project addresses topics in the</li> </ul>	Php 15,000.00 + plaque

	<p>CSU RDE Agenda</p> <ul style="list-style-type: none"> <li>• Total project cost of not less than PhP 300,000.00</li> <li>• Project implemented for at least 1 year</li> </ul>	
<b>E.3 Innovation &amp; Patent Award</b>	<ul style="list-style-type: none"> <li>• Must have an approved patent</li> <li>• The project is duly recognized by the University through the ITSO &amp; VPRE Offices</li> </ul>	PhP 25,000.00 + plaque
<b>F. BOOK WRITING AWARD</b>	<p>The book written by an employee must be endorsed by the Instructional Materials Development Council (IMDC); may include the following:</p> <ol style="list-style-type: none"> <li>Certificate from a reputable Book Reviewer specialized in the subject</li> <li>Published with ISBN</li> <li>Has a certificate of utilization issued by the Department Chair, College Dean, VPAA and/or with outside Indorsement</li> </ol>	Plaque plus Php15,000.00
<b>G. SPECIAL AWARDS (Academic and Extra-Curricular)</b>	<ol style="list-style-type: none"> <li>An employee has won or coached a student or co-employee and rank first place in an academic or extra-curricular competition in either of the following levels: <ol style="list-style-type: none"> <li>Regional Level</li> <li>National Level</li> <li>International Level</li> </ol> </li> <li>Licensure Examination. The examinee/s from a particular College ranked top ten in a Licensure Examination. The award shall be given to the Department.</li> <li>For a minimum of 10 takers in a Licensure Examination, the Department has garnered 100% passing percentage.</li> <li>The Department has earned COE or COD Program granted by CHED and other accrediting Institutions during the year</li> </ol>	<ol style="list-style-type: none"> <li>Regional Level – framed certificate plus P 3,000.00</li> <li>National Level – framed certificate plus P 5,000.00</li> <li>International -Plaque plus P7,000 per placer</li> </ol> <p>Plaque plus P10,000.00</p> <p>Plaque plus P10,000.00</p> <ol style="list-style-type: none"> <li>COD - Plaque plus P10,000.00</li> <li>COE - Plaque plus P15,000.00</li> </ol>

<b>H. COST ECONOMY MEASURE AWARD</b>	<p>For Team or Individual – the team/employee has initiated/ contributed project/s, inventions, discoveries, performance or functions which result in savings of at least P100,000.00 in terms of man-hours, and cost or otherwise has benefited CSU and the government as a whole. Cost Effectiveness Certificate shall be issued by a Committee tasked to evaluate any of the above undertakings nominated for the award.</p>	<p>Plaque + Php 10,000.00.</p>
<b>J. BEST EMPLOYEE AWARD</b>	<p>An employee has excelled among peers in a functional group, position or profession. Ex. Best Driver, Best Unit Head, Best Faculty in AFNR, SSED, NSM and EIT, Best Project Leader (see attached criteria The criteria is based on the CSC guidelines:</p> <ol style="list-style-type: none"> <li>a. Noteworthiness of outstanding performance/contribution/s;</li> <li>b. Impact of performance/achievements</li> <li>c. Reliability and effectiveness</li> <li>d. Consistency of performance</li> <li>e. Client satisfaction</li> </ol>	<p>Plaque plus P25,000.00</p>