



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336

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February 29, 2016

SUGAR REGULATORY ADMINISTRATION	
HUMAN RESOURCE SECTION	
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SPECIAL ORDER NO. 24
Series of 2016

Pursuant to the Civil Service Commission Memorandum Circular No. 1, series of 2001 and in accordance to the approved Sugar Regulatory Administration's **Program on Awards and Incentive for Service Excellence (SRA PRAISE)** dated August 27, 2002, a **PRAISE Committee** for Sugar Regulatory Administration is hereby reconstituted as follows:

Mr. JOSEPHINO M. AGOSTO Manager III, Administrative & Finance Department	-	Chairman
Atty. JERRY B. DELA CRUZ Attorney V, Legal Department	-	Member
Atty. JOHANO S. JADOC Attorney V, Legal Department	-	Member
Ms. ROSARIO F. MOTUS HRMO III, Human Resource- Visayas	-	Member
Ms. CAROLINA G. DUNTON Senior SPRO, Regulation Department	-	Member
Ms. ANNA ANGELA CAMILLE B. ANTONIO Chemist II, Research Development & Extension Department	-	Member

SUGAREAP REPRESENTATIVE:

Mr. MARCO D. SORIANO	-	Member
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SECRETARIAT:

Ms. ANITA C. MORTEGA
HRMO III

Mr. MELCHOR A. TAROY
HRMO I



The Committee is responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the Sugar Regulatory Administration (SRA) and perform the following tasks:

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- Determine the forms of awards and incentives to be granted;
- Monitor implementation of approved suggestion and ideas through feedback and reports;
- Prepare plans, identify resources and propose budget for the system on annual basis;
- Develop, produce, distribute a System policy and orient the employees on the same;
- Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- Submit an annual report on the awards and incentives system to the Civil Service Commission on or before the 30th of January;
- Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the SRA; and
- Address issues relative to awards and incentives within fifteen (15) days from the date of submission

Further, the Committee is likewise authorized, whenever necessary, to enlist the assistance of any or all officials or employees in the performance of its functions.

All other issuance inconsistent with or contrary to this Special Order are hereby revoked, amended or modified accordingly.



MA. REGINA BAUTISTA-MARTIN
Administrator

