



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

June 3, 2003

CUSTOMS MEMORANDUM ORDER

NO. 16-2003

To: All Bureau Officials and Employees

Subject: Specific Guidelines in the Implementation of Section IV.2.2. of
CMO 24-2002, Program on Awards and Incentives for Excellence
(PRAISE)

One of the types and nature of awards provided under CMO 24-2002 is the Gantimpala Agad Award (Section IV.2.2) which may be given by the Service Director or District Collector. It is defined as an award given outright to employees commended for courtesy, promptness, honesty, efficiency, dedication to duty, **such as for apprehensions made by CHS/ESS personnel**, meeting monthly collection targets by assessment personnel, etc.

The said CMO further provides that there shall be created a District level Praise Committee who, among others, is tasked to determine the appropriateness of the award, to evaluate nominees and to establish the mechanism for recognizing awardees. In order to ensure uniform application in the giving of awards by District Collectors/Service Directors under Section IV.2.2, the following guidelines are hereby prescribed:

1. The action subject of an award should not be a routine or normal function of the individual employee, e.g. A Special Agent tasked to apprehend shipments for violation of tariff and customs laws should not be given an award for exactly doing this job. Likewise, a Customs Operation Officer III who is tasked to collect duties and taxes through correct examination and appraisal should not be given an award for simply meeting his collection target. To be eligible for award there should be an extraordinary effort exerted/or beyond normal call of duty performance, which must be properly justified by the recommending authority.

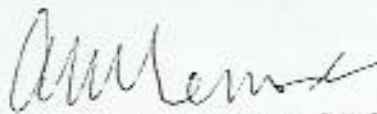
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2.

2. The award in any form as defined in Section IV.3 should be given within 30 calendar days from the consummation of the action. Otherwise, we can say that the impact to the service is not that great to merit the giving of an award.
3. No award under this category shall be given unless properly evaluated, deliberated and recommended by the District Praise Committee. It is therefore incumbent upon the concerned Division Chief to submit recommendation/s for the giving of award with complete documentation to the District Praise Committee.
4. The signatory for the Gantimpala Agad Award shall be the District Collector/Service Director only, hence, this does not need approval of the Commissioner of Customs, who may, however, be invited for the ceremonial giving of awards.
5. Inasmuch as this is a Service/District Award, neither the District Collector nor the Service Director is qualified for award under this category.

For all other types of awards, the provisions of CMO 24-2002 dated May 14, 2002 shall be strictly implemented.

For information and guidance.


ANTONIO M. BERNARDO
Commissioner