


**MEMORANDUM**
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TO : DEPUTY COMMISSIONERS  
DISTRICT COLLECTORS

FROM : REY LEONARDO D. GUERRERO  
Commissioner



BOC-03-11679

SEP 02 2021

SUBJECT : CREATION OF GROUPS AND COLLECTION  
DISTRICT PRAISE COMMITTEE

DATE : August 27, 2021

1. In accordance with the Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2001 with the subject: Program on Awards and Incentives for Service Excellence (PRAISE), the Bureau of Customs (BOC) shall institutionalize the program on employee suggestions and incentives awards system through the creation of a PRAISE Committee.
2. The PRAISE Committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the Bureau of Customs. As such, the Committee/s shall meet periodically to perform the following tasks:
  - a. Establish a system of incentives and awards to recognize and motivate employees for their optimum performance and best conduct;
  - b. Formulate, adopt and amend internal rules, policies, and procedures to govern the conduct of their activities which shall include the guidelines to be observed in evaluating the nominees and the mechanism for recognizing awardees;
  - c. Determine the appropriate forms of awards and incentives to be granted;
  - d. Monitor the implementation of approved suggestions and ideas through regular feedback and reports;
  - e. Prepare plans, identify resources and proposed budget for the System annually;
  - f. Develop, produce, and distribute a system policy manual and orient the employees on the same;
  - g. Document best practices, innovative ideas, and success stories which will serve as promotional materials to sustain interest and enthusiasm;



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- h. Submit an annual report on the awards and incentives system to the CSC, through HRMD, on or before 30<sup>th</sup> day of January;
    - i. Monitor and evaluate the System's implementation every year and make necessary improvements to ensure its suitability to the Bureau;
    - j. Address issues relative to the rewards and incentives within fifteen (15) days from the date of submission; and
    - k. BOC PRAISE Committee together with the HRMD shall maintain a database of the profiles of the awardees as well as the awards and corresponding demographics.
  3. In order to facilitate the implementation of PRAISE in the Bureau, all Groups and Collection Districts shall create their respective PRAISE Committees following the prescribed composition below, to be submitted to this Office and a soft copy to [hrmd@customs.gov.ph](mailto:hrmd@customs.gov.ph) with subject line: *PRAISE Committee – (Name of Group Collection District)* **not later than September 3, 2021.**
    - a. Group PRAISE Committee under the Central Office
 

Chairperson: Deputy Commissioner of the functional group

Members: All Service Directors  
All Division Chiefs  
Two representatives from the accredited employee association, one from the rank and file, and one from the second level

Secretariat: Employee designated by the Deputy Commissioner
    - b. Collection District PRAISE Committee
 

Chairperson: District Collector

Members: All Deputy Collectors or equivalent  
Two representatives from the accredited employee association, one from the rank and file, and one from the second level

Secretariat: Employee designated by the District Collector
4. For strict compliance.