

NDA Embarks on the Search for Outstanding Employees for 2012

Adjunct to the celebration of NDA's 17th Anniversary, The Search for the Outstanding Employees, will be launched on March 13, 2012.



This is in line with the Civil Service Program on Awards and Incentives for Service Excellence or **** PRAISE ****. PRAISE is an incentive program designed to encourage creativity, innovativeness, efficiency, integrity, productivity and to improve the overall performance of NDA personnel. It shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

PRAISE is a mechanism to recognize and award NDA personnel who have outstanding performance and have excelled and made significant contributions towards achieving our institutional goals. NDA shall provide both monetary and non-monetary incentives to recognize, acknowledge and reward creative, productive, innovative and ethical behavior of employees.

The NDA PRAISE System has been crafted to create a positive work environment that encourages the staff to perform better and strive continuously to achieve institutional goals. It is geared towards enhancing productivity of each employee and official that will lead to achieving higher performance.

I. OBJECTIVES

General:

To encourage, recognize and reward NDA employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contributed to the increase in efficiency, economy and improvement in the operations of the NDA which led to better organizational productivity.

Specific:

1. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving NDA employees;
2. To identify outstanding accomplishments, best practices of employees on a continuing basis;
3. To periodically and systematically recognize and reward accomplishments and innovations;
4. To provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

II. BASIC POLICIES:

- Each NDA Department shall establish its own selection committee composed of 3 staff and headed by the Head of the Department;
- The PRAISE selection process shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior;
- The PRAISE shall give monetary and non-monetary awards and incentives to recognize and acknowledge productive, creative, innovative and ethical behavior among NDA employees.
- A fixed amount shall be allocated for the PRAISE awards and incentives and shall be incorporated into the NDA's annual Work and Financial Plan and Budget;
- A PRAISE Committee shall be created to supervise the implementation of the awards and incentives system.
- The PRAISE Committee shall be composed of the following:
 - NDA Administrator, who shall act as the Chairperson;
 - Head of the Administrative and Finance Department;
 - Head of the Planning and Management Services Department;
 - Head of the Operations Department;
 - Head of the Personnel Division (Admin & Finance Dept.);
 - Two (2) Rank-and-File Employees (second level and first level) who shall be designated by the employees union or chosen thru a special assembly of the entire rank and file employees of the NDA and who shall serve for a maximum period of two (2) years;
- The PRAISE Committee shall formulate its internal procedures and selection process to be followed;
- The PRAISE Committee shall submit an Annual Report on the PRAISE Awards and Incentives System to the NDA Board of Directors and to the Civil Service Commission on or before the 30th day of January of each year;
- The PRAISE Committee shall conduct periodic monitoring and a yearly evaluation on the implementation of the awards and incentives system and make the necessary recommendations to improve the system.

III. SCOPE: PRAISE shall apply to all employees in the career and non-career service of the NDA. This will include the different Departments namely: Operations, Planning and Management Services, Finance and Administrative, Visayas Field Office and Mindanao Field Office. The Operations Department includes all personnel directly working under the supervision of the

Operations Manager at the Central Office. Planning and Management Services Department includes personnel directly working under the supervision of the PMSD Manager. Finance and Administrative Department includes all those working directly under the supervision of the Finance and Admin Manager as well as those who are handling and rendering administrative services under the Office of the Administrator and Deputy Administrator.

IV. TYPES OF AWARDS

1. Most Outstanding NDA Employee of the Year: This annual award shall be given to NDA Employees, permanent or contractual, who have exhibited exemplary dedication to their work and loyalty to the NDA in terms of outstanding performance of their duties and responsibilities and behavioral dimensions, compliance to office rules and regulations, such as office attendance, cost-cutting measures, liquidation of cash advances, appropriate use of IT resources, among others.

Mechanics: This award is open to all NDA employees and is given in recognition of an extraordinary achievement i.e., successfully implemented an idea that contributed to the efficiency and economy of individual, department or agency's productivity, or improvement in operations or for the welfare of co-employees.

Nominations are open each year wherein any NDA employee can submit nominations to the NDA PRAISE Committee with the justification detailing why his/her nominee is deserving of the award. Deadline for submission of nominations is on December 15 of each year.

The NDA PRAISE Committee can invite individuals from other agencies and representatives from NDA clients to assist in the evaluation of nominees.

Awards: The Administrator will recognize and award the most outstanding employee of the year during the NDA anniversary celebration in March of each year. A Certificate of Recognition signed by the NDA Administrator and Deputy Administrator, Plus a Plaque or trophy worth Php 1,000; A Monetary Award worth Php5,000.00; Training or Travel abroad (wherever available); And one (1) male calf to the Department where the most outstanding employee belongs;

Criteria for Selection:

- a. Impact of Achievement (40%) : The extent to which the employee has surpassed the achievement of his/her work targets and has consistently displayed a good work attitude; She/He has made work process innovations and improved systems and procedures that lead to his/her increased productivity and resulted to a significant number of NDA staff benefitting on his/her innovations;
- b. Reliability and Effectiveness (20%) : The extent to which the NDA personnel's contribution has effectively and efficiently led to the improvement of NDA's service delivery, including his/her good behavior and adherence to office rules and regulations;
- c. Economy on Operations (20%) : The extent to which the NDA personnel's contribution has resulted to significant time and resource savings to the NDA;
- d. Relevance (20%) : The significant contribution of the NDA personnel that has led to the adaption of important changes in working processes and conditions that resulted in better working conditions and better achievement of institutional goals and targets.

2. Outstanding NDA Employee of the Quarter

Mechanics: Recognition and awarding of the Most Outstanding Employee of the Quarter shall be done by the department managers of the said monthly outstanding employees and the Deputy Administrator on the second Monday of April, July, November and January of the succeeding year.

Awards: Certificate of Recognition signed by the Department Manager concerned and Deputy Administrator and Monetary Award worth 3,000.00 or a total of 12,000

3. Outstanding NDA Employee of the Month

Mechanics: Every month, each department thru the Department Manager will conduct its own monthly recognition and awarding of its "Most Outstanding Employee of the Department". The Department Managers and Regional Managers will then declare its Outstanding Employee of the Month and recognize the personnel on the Second Monday of the following month during the Monday ceremony or other occasions most appropriate.

Awards: Certificate of Recognition signed by the Department Manager and Monetary Award worth Php1,000.00 (Total Php5,000.00 x 12 = Php60,000.00)

4. Other Awards: Trainings and Trips Abroad (Thailand)

Top Performer from Operations Department
Top Performer from Visayas Field Office
Top Performer from Mindanao Field Office
Top 2 Performers from Planning and Management Services Department
Top 2 Performers from Finance and Administrative Department
Top 1 Division Chiefs

Management Representative from the Department of the Most Outstanding employee;

V. CRITERIA FOR SELECTION of QUARTERLY AND MONTHLY AWARDS:

a. Selection Process:

The awardees shall be selected by a PRAISE Committee to be created by the Department Manager and to be composed of representatives from the second and first levels and employee's union representative properly nominated by the members of the union in each department. The committee will then select from among themselves the Chairperson of the Search Committee. The Search Committee will then endorse and recommend the employee selected to the Department Manager for approval.

All five monthly awardees shall automatically qualify for the selection of the Most Outstanding Employee of the Quarter or a total of 15 nominees per quarter.

The PRAISE Committee for the Most Outstanding Employee for the Quarter will be composed of all the Chairpersons of the Department's PRAISE Committee who will then select from among themselves its chairperson. Same criteria indicated above will be used.

The PRAISE Committee will then endorse and recommend the selected personnel to the Deputy Administrator for approval. The four Most Outstanding Employee of the Quarter shall automatically be the nominees for the Most Outstanding Employee of the Year or a total of four finalists for the Most Outstanding Employee of the Year Award.

b. Criteria for Selection:

i. Most productive viz-a-vis outputs vs targets for the month-30% and fully supported by documents;

ii. Showed exemplary behavior and attitude-30%

iii. Most courteous-20%

iv. Best in attendance-20% (supported by documents)

c. The PRAISE Committee will be composed of the Chairperson of the Search for the Most Outstanding employee of the quarter, the managers of the nominees plus a union representative duly endorsed by the union and one other personnel who may either come from the second and first level. Should the union representative come from the first level, then the other personnel representative should be from the second level and vice versa.

d. The PRAISE Committee will then endorse and recommend to the Administrator the selected personnel for approval.