



Republic of the Philippines  
**MUNICIPALITY OF BALAOAN**  
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*Office of the Mayor*

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**EXECUTIVE ORDER NO. 2018-01-002A**  
**Series of 2018**

**ON-THE-SPOT (OTS) AWARD PROGRAM OF THE MUNICIPALITY OF  
BALAOAN, LA UNION**

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**WHEREAS**, pursuant to CSC Resolution No. 010112 and CSC MC No. 01 s. 2001, the Municipal Government of Balaoan, La Union adopts the PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE);

**WHEREAS**, the PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized;

**WHEREAS**, PRAISE shall promote equal opportunity for employees in the nomination and identification of awards regardless of gender, status, disability, religion, ethnicity and political affiliation pursuant to RA 7277 otherwise known as the "Magna Carta for Disabled Persons, and for their Purposes",

**WHEREAS**, the document describes the policies and procedures of the Municipality of Balaoan, La Union Program of On-The-Spot (OTS) Awards.

**PURPOSE:** To recognize employees for their day-to-day efforts that contribute in a special way to getting the job done. Under the non-monetary award program, supervisors may give immediate recognition to recognize and reward employee excellence.

**ELIGIBILITY:** All employees are eligible for consideration for awards under this program. Individual and group contributions may be recognized.

**GENERAL POLICY/ GUIDELINES:**

As On-the Spot (OTS) award is granted by supervisors to recognize accomplishments that represent steps toward achievement of organizational goals or purposes, but for which higher level recognition such as honor awards, performance awards, or superior accomplishment awards are not appropriate. An OTS should not be used in place of paying





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overtime or compensatory time, and is not meant to replace other traditional methods of recognition, but rather to increase supervisors' overall performance; the OTS acknowledges one or more specific instances of exemplary performance. Receipt of an OTS in this program does not preclude the same employee from receiving honorary recognition, a cash award, or a Step Increase based on performance when criteria for such recognition are otherwise met.

**TYPES OF CONTRIBUTIONS ELIGIBLE FOR RECOGNITION:**

The following are some examples of the types of contributions best suited for an On-The-Spot Award:

- Completion of a short-term project in less time than expected or where there were unusual difficulties to overcome.
- Planning a special event which is particularly successful because of the employee's personal efforts.
- Handling an unusually heavy workload, such as when co-workers are absent or when vacant positions are not filled immediately.
- Development of new or revised procedures or other contributions toward improvement of office productivity.
- Completion of significant special assignment that is outside of normal job responsibilities.
- Contributions that enable the municipality to make more effective use of its resources.
- Contributions that improve the public awareness and/or understanding of Department and LGU programs.
- Helping a co-worker who has an unusually heavy workload or a crash project.
- Volunteer participation in support of efforts related to the mission of the LGU.

**DELEGATION OF AUTHORITY:**

Nominations must be submitted by a Department Head and approved by the Local Chief Executive.





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#### **HOW TO GIVE AN ON-THE-SPOT AWARD:**

Step 1: The PRAISE Committee should decide that a contribution is worthy of recognition and determine the award.

Step 2: The Department Head prepares and signs Recommendation for Recognition to the PRAISE Committee for approval.

Step 3: Upon approval, the PRAISE Committee should notify the employee that he or she is the recipient of an OTS award.

Step 4: Awards will be received during the regular flag raising ceremony.

#### **FREQUENCY:**

There is no limitation on the number of OTS awards that an employee is eligible to receive.

This Executive Order shall take effect immediately.

Done in the Municipality of Balaoan, La Union this 12<sup>th</sup> day of January, 2018.

  
**ATTY. ALELI U. CONCEPCION**  
*Municipal Mayor*