



Republic of the Philippines
Province of Ilocos Norte
SOLSONA

OFFICE OF THE SANGGUNIANG BAYAN

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EXCERPTS FROM THE MINUTES OF THE 78TH REGULAR SESSION OF THE 7TH SANGGUNIANG BAYAN OF SOLSONA, ILOCOS NORTE HELD IN ITS SESSION HALL ON NOVEMBER 23, 2009 AT NINE O'CLOCK IN THE MORNING

PRESENT:

Hon. Jonathan L. de Lara,	Vice Mayor/Presiding Officer,
Hon. Ismael L. Agulay,	Member,
Hon. Christopher A. Curameng, Jr.,	Member,
Hon. Jose A. Martin,	Member,
Hon. Bob G. Sacro,	Member,
HON. Francis Gerald L. Ganotisi,	Member,
Hon. Dixie C. Miguel,	Member,
Hon. Andresito A. Luis,	Member,
Hon. Lorenzo M. Pascua,	Member,
Hon. Jovencio M. Pascua,	ABC President/Member,
Hon. Joselito T. Cabang,	SK President/Member.

ABSENT:

None.

MUNICIPAL ORDINANCE NO. 2009-577

AN ORDINANCE ESTABLISHING THE ANNUAL EMPLOYEES INCENTIVE AND AWARDS PROGRAM OF THE MUNICIPAL GOVERNMENT OF SOLSONA, ILOCOS NORTE.

WHEREAS, the establishment of the Annual Employees Incentive and Awards Program of the municipal government of Solsona, Ilocos Norte is a way of defining the importance of every employee in the success and development of the municipality;

WHEREAS, aside from regular bonuses and other benefits, there shall be an annual cash incentive granted to employees who will perform exceptional and commendable working attitude and professionalism that will encourage other employees to work even better which in turn become efficient and effective in rendering services to the organization;

WHEREAS, the program is intended to develop the physical, mental, psychological, spiritual and social well being of every employee;

NOW, THEREFORE, in the interest of public service and on motion of Hon. Ismael L. Agulay, duly seconded by Hon. Jose A. Martin and Hon. Christopher A. Curameng, Jr., be it

ORDAINED, by the Sangguniang Bayan in session assembled, that:

SECTION 1. TITLE. - This ordinance shall be known as the: "Annual Employees Incentive and Awards Program of the Municipal Government of Solsona, Ilocos Norte".

SECTION 2. PURPOSE. - There shall be established an Annual Employees Incentive and Awards Program in the municipal government of Solsona, Ilocos Norte. The guidelines and procedures hereto shall provide the process for the assessment of merits obtained by each employee at the end of each year. Employees garnering the highest merits shall be given due recognition and receive special awards.

SECTION 3. COVERAGE. - All municipal employees who are working at the local government of Solsona, Ilocos Norte. Municipal employee shall refer to employees regardless of

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employment status whether regular, contractual, or casual in nature, appointive or elective, on full-time or part-time basis who have rendered at least three (3) months of satisfactory service.

SECTION 4. PERSONNEL NOT COVERED BY THE PROGRAM. - Those with services hired without employee-employer relationships and funded from non-personal services appropriation or budget which include the following:

- i. consultants hired to perform specific activities or services in a limited period;
- ii. laborers hired through job contracts;
- iii. student, laborers, apprentices; and
- iv. others similarly situated who shall be continually compensated pursuant to applicable laws.

SECTION 5. - MUNICIPAL EMPLOYEES INCENTIVE AND AWARDS EVALUATION COMMITTEE. - There shall be created a Municipal Employees Incentive and Awards Committee composed of the following:

- Chairman - Sangguniang Bayan Member, Chairman, Committee on Laws & Ethics
- Members - Two (2) personnel from the 1st Level Position
Two (2) personnel from the 2nd Level Position &
The President of the United Government Servants Assn.

The Municipal Employees belonging to the 1st level position shall select two (2) employees from among themselves as their representatives to the Municipal Employees Incentive and Awards Evaluation Committee. Likewise, the Officials and Employees belonging to the 2nd level position shall select two (2) Officials and Employees from among themselves to represent them to the Municipal Officials and Employees Incentive and Awards Evaluation Committee. The secretariat, tasked to keep a record of the committee meetings, coordinate the administrative aspects of the program with the Municipal Personnel Office and compile accomplished employees assessment forms subject for review and consideration, shall be immediately formed by the committee after the composition of the same.

The membership of the committee maybe reorganized at least every year or upon the recommendation of the committee chairman to the Municipal Mayor.

SECTION 6. DUTIES AND FUNCTIONS OF THE MUNICIPAL EMPLOYEE INCENTIVE AND AWARDS EVALUATION COMMITTEE.

The committee shall hold a meeting every three (3) months to appraise the status of the program and make recommendations that may improve the execution and realization of the program. Any findings and observations that may contribute to the betterment of the program shall be submitted to the Mayor for consideration;

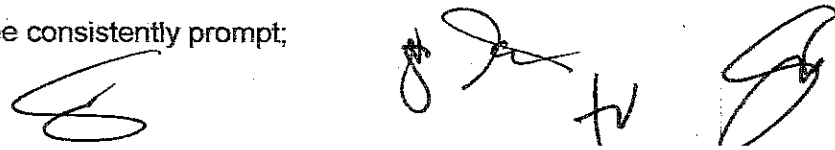
Discuss courses of action and measures to effectively review and evaluate employees documents for appropriateness and conformity with the prescribed guidelines and criteria; and

Prepare a quarterly and annual evaluation report to be submitted to the Municipal Mayor for approval through the Municipal Personnel Office.

SECTION 7. CRITERIA. - The employee evaluation tool or questionnaire for municipal employees which deal with issues and concerns relating to the consistency of work performance and personal behavior demonstrated for the period they render service shall be the following:

Punctuality in coming to work and use of leave on reasonable occasions. Issues and concerns are the following:

1. is the employee consistently prompt;



2. is there an impact on his/her job performance;
3. how often is the employee absent or late;
4. does the employee notify his/her supervisor promptly when absence or tardiness occurs; and
5. how is the employee's attendance compared with other employees.

ii. **Sustained high quality and quantity of work delivered on time if not ahead of time. Issues and concerns are the following:**

1. does the employee frequently make mistakes;
2. does employee's performance require constant supervision in order to ensure accuracy;
3. does employee take pride in his/her work and strive for excellence;
4. is employee's rate of production adequate;
5. how is the employee's production compared with other employees;
6. does employee display efficient use of time.

iii. **Initiative and innovativeness. The issues and concerns herein are the following:**

1. does employee volunteer for new assignments and responsibilities;
2. how much follow-up is required when given certain tasks to accomplish;
3. does employee initiate new methods or techniques;
4. does employee do constant seeking of new ways to improve performance and work process; and
5. does employee help and participate in government undertakings, i.e. programs, fiestas, meetings, seminars, sports activities, etc.

iv. **Willingness to stay beyond regular workday/hour whenever the service so required it. The issues and concerns herein are the following:**

1. does the employee report for duty in case of emergency calls in the occurrence of untoward events or disasters, special occasions, unannounced influx of visitors and other similar situations; and
2. did the employee happen to work in office beyond regular hours without receiving extra payment in return.

v. **Dependability/responsibility. The issues and concerns herein are the following:**

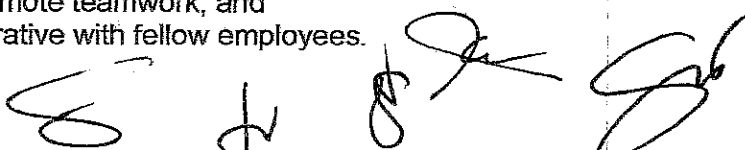
1. does employee consistently fulfill responsibilities;
2. how much follow-up is required; and
3. how reliable is the employee.

vi. **Supervisory ability. The issues and concerns herein are the following:**

1. does employee exert a positive influence on others;
2. does employee demonstrate fair and equal judgment to subordinates;
3. does the employee demonstrate the ability to make sound decisions; and
4. does the employee attempt to resolve problems in the local level.

vii. **Quality of interpersonal relationship. The issues and concerns herein are the following:**

1. does employee create level-headedness in fellow employees;
2. how tactful is employee when communicating with other employees;
3. does employee promote teamwork; and
4. is employee cooperative with fellow employees.



viii. **Knowledge of work.** The issues and concerns herein are the following:

1. how well does the employee know his/her job;
2. what level of technical knowledge does the employee demonstrate; and
3. what is the ability of employee to make good use of limited resources to accomplish work targets.

ix. **Quality costumer service.** The issues and concerns herein are the following:

1. is the employee prompt, cheerful, courteous and effective in the delivery of services to clients; and
2. does the employee provide technical assistance to come across the needs and expectations of clients without expecting any considerations.

x. **Morality and others.** The issues and concerns hereof are the following:

1. does the employee show genuine concern for the good of the municipality;
2. does the employee possess truthfulness and sincerity in words and in actions in dealing with the public;
3. does the employee attend weekly flag raising ceremonies, monthly Friday masses, 4:00 o'clock clean and green habit and other office related activities; and
4. does the employee wear prescribed and proper uniform and I.D. tags.

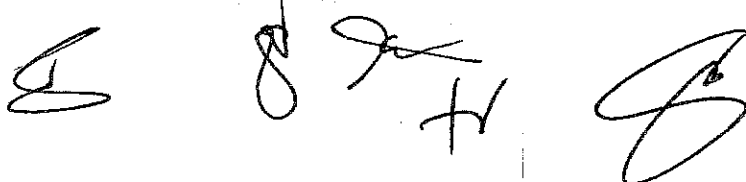
SECTION 8. GUIDELINES. The evaluation tool shall serve as the database in determining the performance of municipal employees in a quarterly basis. Each employee is entitled to grade his/her performance which shall serve as the impartial result of his/her merit. The performance rating of a certain employee maybe contested by any employee, by submitting a dissenting report to the Incentive and Awards Evaluation Committee. Employees found to have offensively overestimated his/her performance rating shall be a ground for the imposition of demerits.

The grading system of the evaluation tool shall be categorized into five (5) levels with the equivalent rating prescribed in the following manner.

Outstanding	-	9.50 – 1.00
Very Satisfactory	-	7.51 – 9.49
Satisfactory	-	4.01 – 7.50
Unsatisfactory	-	2.01 – 4.00
Poor	-	2.00 and below.

The final individual score garnered by any employee shall be adjudged by the Incentive and Awards Evaluation Committee based on the result of all the evaluation tools done every year. A clear, constant and specific approach of totaling each performance rating maybe formulated by the committee to give the employees equal opportunity of obtaining appropriate award or incentive.

SECTION 9. AWARDS. All employees regardless of performance rating shall receive a one time cash incentive before the termination of each year. The cash incentive awarded to any employee shall be the maximum cash incentive fixed by the Incentive and Awards Evaluation Committee multiplied by the performance rating achieved within the period he/she rendered service.



The Incentive and Awards Evaluation Committee shall recommend the top five (5) employees of the year who will receive special citation. The Employee of the Year are recognized and given the awards as herein prescribed:

- i. certificate of recognition;
- ii. free photographic coverage during the awarding ceremony;
- iii. picture shall be mounted in the bulletin board at the municipal hall; and
- iv. a plaque of recognition and full cash incentive.

SECTION 9. ALLOCATING AMOUNT AS FUNDS FOR THE AWARDS AND CASH INCENTIVES. - The Municipal Government shall appropriate funds annually based on a budget presented by the Local Finance Committee.

SECTION 6. OFFICE RESPONSIBLE IN THE IMPLEMENTATION OF THE PROGRAM. - The implementation of this program shall be the responsibility of the Office of the Personnel Officer. The office should continually coordinate with the different offices together with the Incentive and Awards Evaluation Committee to ensure that the schedule of the program is within the provisions stipulated herein.

SECTION 8. SEPARABILITY CLAUSE. - The provisions of this ordinance are hereby declared separable. In the event that certain provisions of this ordinance are held unconstitutional or illegal in nature, the other provisions shall not be affected.

SECTION 9. REPEALING CLAUSE. - Existing ordinances and other local laws are hereby repealed and rescinded.

SECTION 10. - EFFECTIVITY. - This ordinance shall take effect immediately upon approval and upon complying with the provisions stipulated in the Local Government Code of 1991.

Copies of this Municipal Ordinance be forwarded to the Sangguniang Panlalawigan, Provincial Capitol, Laoag City for their review and other offices and authorities concern for their information, favorable and appropriate action.

CARRIED UNANIMOUSLY, with the following votes:

Infavor - Hons. Agulay, Curameng, Martin, Sacro, Ganotisi, Miguel, Luis, L. Pascua, J. Pascua & Cabang;

Against - None.

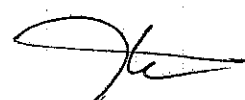
CERTIFIED TRUE & CORRECT:


GLORIA S. ESPIRITU
Administrative Assistant II

ATTESTED:


HON. JONATHAN L. DE LARA
Vice Mayor/Presiding Officer

APPROVED:


HON. JOSEPH E. DE LARA
Municipal Mayor
Date 12-23-09