

HON. JULIUS G. JAMERO
SB Member

Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of Dumingag
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HON. JO VINCENT J. MORPOS
SB Member

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 50th REGULAR SESSION OF THE 11th SANGGUNIANG BAYAN OF DUMINGAG, ZAMBOANGA DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON SEPTEMBER 11, 2023.

OFFICERS/MEMBERS:	POSITION	PRESENT	ABSENT	OB	OL
Hon. Edgardo G. Jamero	Municipal Vice Mayor	___/___	___	___	___
Hon. Julius G. Jamero	SB Member	___/___	___	___	___
Hon. Jo Vincent J. Morpos	SB Member	___/___	___	___	___
Hon. Dean Kaiser C. Tangalin	SB Member	___/___	___	___	___
Hon. Francis Joeray T. Gumban	SB Member	___/___	___	___	___
Hon. Jerson L. Cabahug	SB Member	___/___	___	___	___
Hon. Julito C. Mandac	SB Member	___/___	___	___	___
Hon. Percalixia Y. Bazar	SB Member	___/___	___	___	___
Hon. Efren A. Costanilla	SB Member	___/___	___	___	___
Hon. Ronie C. Gimeno	Ex - Officio Member	___/___	___	___	___
Hon. Leonel C. Dinawanao	Ex - Officio Member	___/___	___	___	___

Municipal Ordinance No. 11th-3-2023

AN ORDINANCE GRANTING INCENTIVES, REWARDS AND RECOGNITION FOR EXEMPLARY SERVICE, PROVIDING A SYSTEM OF PROMOTION FOR LOCAL GOVERNMENT UNIT OF DUMINGAG EMPLOYEES AND FOR OTHER PURPOSES.

ARTICLE I
GENERAL PROVISIONS

SECTION 1. TITLE

This Ordinance shall be known as the "Magna Carta for Dumingag Local Government Employees Ordinance" in the municipality of Dumingag, Zamboanga del Sur.

SECTION 2. LEGAL BASES

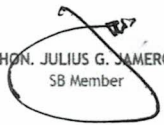
Section 447, (1)(viii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991 states that, "Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures."

Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees". An Act establishing a code of conduct and ethical standards for public officials and employees, to uphold the time-honored principle of public office being a public trust, granting incentives and rewards for exemplary service, enumerating prohibited acts and transactions and providing penalties for violations thereof and for other purposes.

2017 Omnibus Rules on Appointments and Other Human Resource Actions rev. 2018 of the Civil Service Commission (CSC).

2017 Rule on Administrative Cases in the Civil Service (RACCS) of the Civil Service Commission.

Ordinance No. 11th-3-2023
11th Sangguniang Bayan


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Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2020 - Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government.

Other pertinent laws and policies.

SECTION 3. DECLARATION OF POLICY

It is hereby declared the policy of the municipal government of Dumingag to promote the general welfare of its employees, being a major partner in the fulfillment of its mandate and in providing government services to the people.

It is also hereby recognized that employees are the true assets of the municipal government, being the ones who contribute immensely to the attainment of the LGU's mission and vision. The employees' well-being and motivation therefore are of paramount importance and will be considered as a primary responsibility of the municipal government.

SECTION 4. DEFINITION OF TERMS

1. Promotion means advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary.
2. Merit Selection Plan is a systematic method of selecting employees for advancement or promotion on the basis of merit and fitness to perform the duties and assume the responsibilities of the position to be filled.
3. Career Service is a category of service characterized by entrance to positions based on merit and fitness to be determined as far as practicable by competitive examinations or based on highly technical qualifications, and opportunity for advancement to higher career positions and security of tenure.
4. Next-in-Rank Position refers to a position which, by reason of hierarchical arrangement of positions in the department or agency or in government, is determined to be in the nearest degree of relationship to a higher position, taking into account the following:
 - (1) Organizational structure as reflected in the approved organization chart.
 - (2) Classification and/or functional relationships of position.
 - (3) Salary and/or range allocation.
5. First level shall include clerical, trade, craft and custodial service positions which involved sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of college studies.
6. Second level shall include professional, technical and scientific positions which involve professional, technical, or scientific work in a non-supervisory or supervisory capacity requiring at least four years of college studies, up to Division Chief Level.
7. Promotional Line-up is a formal chain of promotion listing all candidates, mostly next-in-rank, to each of the existing or resulting vacancies.
8. Superior Qualifications shall mean higher educational attainment, with more than the required number of years of experiences, and the required relevant trainings, based on the Qualification Standards.


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HON. JULITO C. VUNDAC
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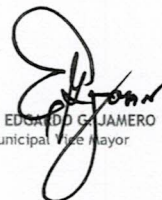

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HON. EFRENA A. COSTANILLA
SB Member


HON. RONIE C. GIMENO
Ex-Officio Member


HON. LEONEL O. DINAWANAO
Ex-Officio Member


JESSY L. PALON
Secretary to the Sanggunian


HON. EDUARDO G. JAMERO
Municipal Vice Mayor


HON. GERRY T. PAGINAWAN
Municipal Mayor

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SECTION 5. COVERAGE

This ordinance shall cover all employees who receive their salaries/compensations, regardless of the amount, from the municipal government of Dumingag, Zamboanga del Sur.

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ARTICLE II RIGHTS OF EMPLOYEES

SECTION 6. BASIC RIGHTS OF EMPLOYEES

All employees, regardless of their employment status shall have the following rights:

- Protection from discrimination by reason of sex, sexual orientation, age, political or religious beliefs, civil status, physical characteristics/disability, or ethnicity.*
- Protection from any form of interference, intimidation, harassment in the lawful performance of his duties and responsibilities.*
- Protection from punishment, to include, but not limited to, arbitrary reassignment or termination of service without due process.*
- Join, organize, or assist organizations or unions for lawful purposes.*
- Opportunities for continuing professional growth and development.*
- Freedom from unlawful interference or coercion in the performance of their duties and responsibilities as employees.*

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HON. JERSONLY CABAHUG
SB Member

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ARTICLE III

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

SECTION 7. ADOPTION OF THE CIVIL SERVICE COMMISSION'S PRAISE

In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, the LGU of Dumingag adopts the Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as LGU Dumingag PRAISE.

SECTION 8. BASIC POLICIES OF PRAISE

- The municipal government of Dumingag shall establish its own employee suggestions and incentive awards system.*
- The System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.*
- The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.*
- 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.*
- The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.*

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Municipal Mayor

SECTION 9. GENERAL OBJECTIVE

To encourage, recognize and reward 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 contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

SECTION 10. SPECIFIC OBJECTIVES

- To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year.
- To identify outstanding accomplishments, best practices of employees on a continuing basis.
- To recognize and reward accomplishments and innovations periodically or as the need arises.
- To provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees.

SECTION 11. PRAISE COMMITTEE

The PRAISE shall be institutionalized through the creation of a Praise Committee in the LGU of Dumingag. The Committee shall have the following composition;

- Municipal Mayor or his authorized representative - Chairperson
- Committee on Cooperatives Chairperson, Sangguniang Bayan - Vice Chairperson
- Municipal Accountant
- Highest ranking employee in-charge of the Municipal Planning and Development Office (MPDO).
- Highest ranking employee in-charge of the Human Resource Management Office (HRMO).
- Two (2) representatives from the LGU of Dumingag employee's organization, one from the first level and one from the second level.

SECTION 12. DUTIES AND RESPONSIBILITIES OF THE PRAISE COMMITTEE

The PRAISE Committee shall have the following duties and responsibilities, to wit;

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.
- Shall be responsible for the development, administration, monitoring and evaluation of the incentives and awards system of the municipal government.
- Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include guidelines in evaluating the nominees, the criteria for the selection and the mechanism for recognizing the awardees.

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- d. If necessary, prescribe additional awards and incentives in addition to what has already been outlined in the ordinance.
- e. Monitor implementation of approved suggestions and ideas through feedback and reports.
- f. Prepare plans, identify resources and propose budget for the incentives and awards on an annual basis.
- g. Develop, produce, distribute an incentive and awards policy manual and orient the employees on the same.
- h. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm.
- i. Submit an annual report on the incentives and awards system to the Civil Service Commission on or before the thirtieth day of January.
- j. Monitor and evaluate the incentive and awards system's implementation every year and make improvements to ensure its suitability to the municipal government.
- k. Address issues relative to incentives and awards within fifteen (15) days from the date of submission.
- l. Prepare a detailed criteria, based on the provisions of this Ordinance for each and every award given.
- m. Ensure that all productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels.

The Human Resource Management Office shall serve as the incentive and awards system's secretariat.

SECTION 13. NATIONAL AND OTHER AWARD-GIVING BODIES

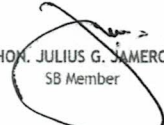
The LGU of Dumingag shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, non-government organizations and award giving bodies.

SECTION 14. LGU OF DUMINGAG EMPLOYEES' AWARDS

The LGU of Dumingag employees' awards shall be divided in two (2) categories, one for the regular employees and the other, for the job order and contract of service employees.

The following are the incentives and awards that will be given to regular employees of the municipal government, to wit;

- a. **Most Outstanding Employee Award** - granted to an individual or group of individuals in recognition to contributions from an idea or performance resulting to direct benefits for the municipal government. Consistently displays exceptional performance, unwavering dedication, and a significant positive impact in their role within the organization. This prestigious recognition celebrates an employee who consistently surpasses expectations, achieves outstanding results, and goes the extra mile in fulfilling their responsibilities. The recipient of this award exemplifies exemplary work ethic, demonstrates leadership qualities, and consistently contributes to the overall success of the organization. He serves as an inspiring role model to his peers and significantly enhance the performance and atmosphere of the workplace.


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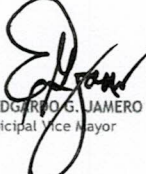

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Municipal Vice Mayor


HON. GERRY T. PAGLIAWAN
Municipal Mayor

- b. **Best Office Award** - The Best Office Award recognizes an outstanding workplace environment that promotes productivity, collaboration, and employee well-being. This accolade celebrates offices that excel in design, functionality, and overall ambiance. Determining factors include ergonomic features, efficient space utilization, innovative technology integration, sustainability practices, and aesthetic appeal. The winning office creates a harmonious balance between comfort and professionalism, fostering a positive atmosphere for employees to thrive and achieve their best work.
- c. **Best Head of Office Award** - is a recognition given to a head of office, officer in charge of an office or in charge of office in the LGU of Dumingag to acknowledge and appreciate their exceptional leadership and performance. This award is bestowed upon an individual who has demonstrated outstanding managerial skills, effective decision-making, and produce exceptional results in the management and administration of their respective office.
- d. **Best Support Staff** - recognizes the outstanding performance and contributions of support staff members in an office. It acknowledges their dedication, professionalism, and exceptional service in providing assistance and support to colleagues, customers, or clients. This award celebrates individuals who consistently go above and beyond their duties to ensure the smooth operation of the organization and enhance the overall experience for others.
- e. **Best Driver Award** - recognizes an individual who consistently demonstrates exceptional driving skills, professionalism, and a commitment to safety. This award celebrates a driver who consistently exhibits defensive driving techniques and adheres to traffic rules and regulations. The recipient of this award is someone who shows exemplary skills in maneuvering vehicles, displays excellent situational awareness, and consistently delivers outstanding performance in their role as a driver.
- f. **Best Utility Worker** - acknowledges an individual who consistently showcases exemplary performance and unwavering commitment in their role as a utility worker.
- g. **Exemplary Behavior Award** - recognizes an individual who consistently exhibit outstanding behavior and serve as a positive role model within the LGU of Dumingag. The selection of the candidate shall be based on the eight norms of conduct as provided under RA 6713, to wit;
1. Commitment to public interest
 2. Professionalism
 3. Justice and sincerity
 4. Political Neutrality
 5. Responsiveness to the public
 6. Nationalism and patriotism
 7. Commitment to democracy
 8. Simple living

The following are the incentives and awards that will be given to job order, contract of service and co-terminous employees of the municipal government, to wit;

- a. **Most Outstanding Performance Award** - This award recognizes job order employees who consistently demonstrate exceptional performance, go above and beyond their assigned tasks, and contribute significantly to the success of the organization.

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Municipal Mayor

- b. **Customer Service Excellence Award** - This award recognizes job order employees who consistently provide exceptional customer service, demonstrating professionalism, responsiveness, and going the extra mile to meet the needs of clients or customers.
- c. **Longevity and Dedication Award** - This award is presented to job order employees who have shown long-term dedication and commitment to their role and the organization, recognizing their loyalty and contribution over a significant period of time.
- d. **Best Support Staff** - recognizes the outstanding performance and contributions of support staff members in an office. It acknowledges their dedication, professionalism, and exceptional service in providing assistance and support to colleagues, customers, or clients. This award celebrates individuals who consistently go above and beyond their duties to ensure the smooth operation of the organization and enhance the overall experience for others.
- e. **Best LGU Paid Teacher** - honors the exceptional contributions and impact made by a paid teacher in a local community. This award recognizes a teacher who demonstrates outstanding teaching skills, dedication to their students' learning, and a commitment to their professional development. The recipient of this award is someone who consistently inspires and motivates their students, creates a positive and inclusive learning environment, and goes the extra mile to meet the educational needs of their students.
- f. **Best Driver Award** - recognizes an individual who consistently demonstrates exceptional driving skills, professionalism, and a commitment to safety. This award celebrates a driver who consistently exhibits defensive driving techniques and adheres to traffic rules and regulations. The recipient of this award is someone who shows exemplary skills in maneuvering vehicles, displays excellent situational awareness, and consistently delivers outstanding performance in their role as a driver.
- g. **Best Utility Worker** - acknowledges an individual who consistently showcases exemplary performance and unwavering commitment in their role as a utility worker.

The Most Outstanding Employee Award, being the most prestigious, shall be given in the form of a plaque containing the citation and cash amounting to ten thousand pesos (₱ 10,000.00). In addition, the awardee shall also receive an incentive in kind, in the form of merchandise such as a cellular phone, wristwatch, ring, etc., as may be determined by the PRAISE Committee.

All other awards given shall be in a form of a plaque containing the citation and cash amounting to ten thousand pesos (₱ 10,000.00).

SECTION 15. GUIDELINES FOR NOMINATIONS

The following are the guidelines in accepting the nominations for all awards, to wit;

- a. All nominations shall be accepted from November 15th until the 1st day of December only.
- b. Only regular employees of the municipality shall be eligible to nominate individuals for consideration for specific awards.
- c. All nominations must be submitted in writing, in Bisaya or in English and addressed to the chairperson of the PRAISE Committee.
- d. The nomination letter shall include the following information:

1. Full name, position and signature of the nominating employee.

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2. Full name and contact information of the nominee.
 3. The specific award for which the nomination is being made.
 4. Reasons and justifications for the nomination, including the nominee's qualifications, achievements, and contributions that make them suitable for the position or commendation.
- e. The PRAISE Committee reserves the right to request additional information or supporting documents related to the nomination.
 - f. All nominations and their supporting documents shall be treated with strict confidentiality.
 - g. The privacy and anonymity of the nominating employee shall be protected to the extent possible, unless the nominating employee explicitly requests otherwise.

SECTION 16. EXCLUSION OF MEMBERS OF THE PRAISE COMMITTEE

All members of the PRAISE Committee shall be excluded from being nominated or conferred with an award for impartiality reason.

SECTION 17. GIVING OF AWARDS AND CITATIONS

The presentation and giving of awards, rewards and citations to the deserving employees shall be done, depending on the decision of the PRAISE Committee, any day from December 14th to December 30th of every year.

SECTION 18. INCENTIVES AND REWARDS PROGRAM OF VARIOUS OFFICES

Nothing herein provided shall inhibit any offices from instituting its own rewards program in addition to those provided by, but not inconsistent with, these rules.

SECTION 19. BUDGETARY REQUIREMENTS

The budget to cover all expenses in the implementation of Incentives and Awards System shall be incorporated in the annual appropriations of the Human Resource and Management Office (HRMO).

SECTION 20. SERVICE AWARD

In recognition and appreciation to their valuable contribution as employees of the municipal government of Dumingag, Service Award shall be conferred to LGU employees who will retire from government service, whether optional or compulsory. The award shall be in the form of a Plaque of Appreciation and cash. It will be awarded to them in a fitting ceremony on or before their retirement date. Furthermore, the LGU of Dumingag will give to the retiree his 210/ 120 file which shall serve as his memoir during his tenure with the municipal government. The retiree shall thereafter assume responsibility of the file for safekeeping. A copy of the 210/ 120 file, however, shall be kept by the HRMO for record keeping purposes.

The requirements for the conferment of this meritorious award shall be as follows, to wit;

- a. A regular employee of the LGU of Dumingag.
- b. Submission of Letter of Intent addressed to the Municipal Mayor one (1) year prior to the date of his retirement. Exception to this rule is optional retirement due to terminal illness and other humane and altruistic reasons.

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- c. Rendered at least fifteen (15) years of uninterrupted and continuous government service.
- d. The employee who is due to retire should be of good standing, which means that he has no pending or convicted of any administrative and criminal case. He shall also be cleared of all money and property accountabilities.

Below is a schedule of the amount of cash to be given to the retiree;

Number of Years in the Service	Amount
Fifteen years	₱ 50,000.00 for optional retirement
	₱ 60,000.00 for mandatory retirement
For every year of service rendered after fifteen years	₱ 1,000.00

ARTICLE IV
SYSTEM OF PROMOTION

SECTION 21. QUALIFICATIONS

The selection and appointment of LGU employees shall be in accordance with the merit and fitness principle.

SECTION 22. GENERAL GUIDELINES

- a. Whenever a plantilla position becomes vacant, employees who occupy positions next-in-rank shall be considered for promotion to the vacancy.
- b. All candidates to be considered for promotion shall possess the appropriate Civil Service eligibility, educational attainment, years of experience and training required of the position, in accordance with the Qualifications Standards.
- c. Specifically, selection for promotion shall start from employees holding next-in-rank positions, who are most competent and qualified, in the office where the vacancy exists.
- d. In the absence of a next-in-rank candidate from within who meets the prescribed qualifications required of the position, selection may be made either vertically or laterally. Vertical selection is selection from those below the employees occupying next-in-rank positions within the unit where the vacancy exists. Lateral selection is selection from qualified employees in other primary units either within the office or outside the office, if there are no qualified candidates from within the unit where the vacancy exists.
- e. Lack of confidence shall not be accepted as a valid reason for disqualifying an employee from promotion.
- f. The mere filing of an administrative charge shall not constitute a disqualification from promotion. When an employee who is slated for promotion had a pending administrative case, the position to which he shall have been promoted shall not be filled until after the case shall have been finally decided. However, when the exigencies of the service require immediate filling of the position, it may be filled by temporary appointment only. If he is found guilty, he shall be disqualified from promotion for a period based on the penalty imposed as prescribed by law.

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A pending administrative case shall be construed as follows:

1. When the disciplining authority has already filed a formal charge; or
2. In case a complaint is filed by a private person, a prima facie case is already found to exist by disciplining authority.

SECTION 23. MERIT SELECTION PLAN

The Human Resource Management Office (HRMO) shall, upon approval of this Ordinance, formulate and submit a Merit Selection Plan (MSP) to the Civil Service Commission for approval which shall cover positions in the first and second level and shall also include original appointments and other related human resource actions.

SECTION 24. OBSERVANCE OF OTHER PERTINENT RULES

Rules on promotion provided in the Civil Service laws not herein mentioned are hereby adopted as part of this Ordinance.

ARTICLE V

STREAMLINING OF THE LGU WORKFORCE AND REVIEW OF SALARIES AND WAGES FOR CONTRACT OF SERVICE AND JOB ORDER EMPLOYEES

Employees are generally considered as true assets in any organization in whatever capacity they serve. Their sense of duty, commitment, and dedication to their work, will have a huge impact in helping the LGU of Dumingag perform its given mandate. Thus, the municipal government of Dumingag shall strive hard to oversee to their welfare, including the adjustment of their salaries they so richly deserved, particularly for Contract of Service (COS) and Job Order (JO) employees so that they can lead a decent life together with their families, befitting a public servant.

SECTION 25. STREAMLINING THE LGU WORKFORCE

The municipal government of Dumingag shall endeavor to streamline the LGU workforce by making an inventory of all the required manpower in every office. Every office therefore shall review their functions, systems and procedures, organizational structure and staffing pattern to determine the appropriate manpower complement and submit their recommendations to the Human Resource Management Office (HRMO).

SECTION 26. REVIEW OF SALARIES AND WAGES

There shall be a yearly review of salaries and wages intended for Contract of Service (COS) and Job Order (JO) employees to determine if their current salaries and wages are commensurate to the prevailing economic conditions and the effects of inflation. If found inadequate, adjustments in the salaries and wages therefore have to be made.

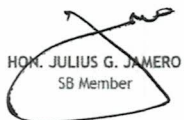
ARTICLE VI

OTHER EMPLOYEE BENEFITS

SECTION 27. MANDATORY PHILHEALTH COVERAGE

To ensure that Contract of Service and Job Order employees engaged by the municipal government have access to adequate health insurance coverage, they shall be required to obtain and maintain adequate health coverage from Philippine Health Insurance Corporation (PhilHealth) for themselves and their dependents during their employment

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HON. JULIUS G. JAMERO
SB Member

period. The LGU of Dumingag shall give assistance by providing information and guidance regarding PhilHealth, including its benefits, enrollment process, and its associated costs.

The LGU may grant exemptions from the mandatory health coverage requirement in cases where an alternate health coverage arrangement, such as coverage through a spouse's plan, are proven to be in place.

SECTION 28. MATERNITY LEAVE

Pursuant to Republic Act No. 11210, otherwise known and cited as the "105-Day Expanded Maternity Leave Law", all LGU regular female employees are entitled to a maternity leave. All provisions of RA No. 11210, including its implementing rules and regulations and other pertinent laws and issuances are hereby adopted and will be implemented in the municipal government of Dumingag.

SECTION 29. PATERNITY LEAVE

In compliance to Republic Act No. 8187, otherwise known as the Paternity Leave Act of 1996, all married male employees of the LGU of Dumingag, regardless of their employment status shall be entitled to a paternity leave of seven (7) working days with full pay for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting. The male employee applying for paternity leave shall notify the Human Resource Management Office of the pregnancy of his legitimate spouse and the expected date of such delivery.

This is to enable the male employee to effectively lend support to his wife in her period of recovery, to care for the newly-born child and in the processing of appropriate legal documents.

SECTION 30. SPECIAL LEAVE PRIVILEGES

In addition to the vacation, sick, maternity and paternity leave, officials and employees are granted the following special leave privileges subject to the conditions hereunder stated:

- a. Funeral / Mourning Leave
- b. Graduation Leave
- c. Enrollment Leave
- d. Wedding / Anniversary Leave
- e. Birthday Leave
- f. Hospitalization Leave
- g. Accident Leave
- h. Relocation Leave
- i. Government Transaction Leave
- j. Calamity Leave

The guidelines for the availment of these special leave privileges are, to wit;

1. That the official/employee may be granted a maximum of three (3) days within a calendar year of any or combination of special leave privileges of his choice which he would opt to avail.
2. That such privileges shall be non-cumulative and non-commutative.

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HON. JULIUS G. JAMERO
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HON. JO VINCENT J. MORPOS
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HON. FRANCIS JOSEPH T. GUMBAN
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HON. JERON L. CABAHUG
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HON. JULITO C. MANDAC
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HON. PERCALIXIA Y. BAZAR
SB Member

HON. EFREN A. COSTANILLA
SB Member

HON. RONIE C. GIMENO
Ex-Officio Member

HON. LEONEL O. DIMAWANAO
Ex-Officio Member

JESSIE B. PALON
Secretary to the Sanggunian

HON. EDUARDO B. JAMERO
Municipal Vice Mayor

HON. GERRY T. PAGLINAWAN
Municipal Mayor

3. That the official/employee shall submit the application for the said special leave privileges for at least one (1) week prior to its availment except on emergency cases.
4. Special leave privilege may be availed of by the official/employee when the occasion is personal to him and that of his immediate family.

SECTION 31. COMPENSATION FROM INJURIES

All employees shall be protected against work-related injuries in accordance with the Labor Code, appropriate Civil Service issuances and Republic Act No. 11058, also known as the "Occupational Safety and Health Standards Law, as the case may be. Injuries incurred while doing overtime work shall be presumed work-connected.

Under RA No. 11058, it is the employer's duty to provide a safe and healthy workplace through the following, to wit;

- a. Furnish the workers a place of employment free from hazardous conditions that are causing or are likely to cause death, illness or physical harm to the workers.
- b. Give complete job safety instructions or orientation to all the workers especially to those entering the job for the first time, including those relating to familiarization with their work environment.
- c. Inform the workers of the hazards associated with their work health risks involved to which they are exposed to, preventive measures to eliminate or minimize the risks, and steps to be taken in cases of emergency.
- d. Use only approved devices and equipment for the workplace.
- e. Comply with Occupational Safety and Health (OSH) standards including training medical examination and where necessary, provision of protective and safety devices such as personal protective equipment (PPE) and machine guards.
- f. Allow workers and their safety and health representatives to participate actively in the process of organizing, planning, implementing and evaluating the safety and health program to improve safety and health in the workplace.
- g. Provide, where necessary, for measures to deal with emergencies and accidents including first-aid arrangements.

The LGU of Dumingag also need to ensure the rights of their employees to be informed of work safety conditions and protocols and to provide feedback:

- a. Right to know the different types of hazards in the workplace.
- b. Right to be provided with training, education and orientation.
- c. Right to refuse unsafe work without threat or reprisal from the employer in cases of imminent danger. Affected workers may be temporarily assigned to other work areas.
- d. Right to report accidents and dangerous occurrences to DOLE-Regional Offices and other government agencies in the most convenient way. Employees shall be free from retaliation for reporting any accident.

SECTION 32. REHABILITATION LEAVE

All regular employees may avail themselves of up to six (6) months Rehabilitation Leave privilege during their employment with LGU Dumingag in accordance with the appropriate guidelines set forth by CSC and DBM Joint Circular No. 1, s. 2006 and its amendment.

HON. JULIUS G. JAMERO
SB Member

HON. JO VINCENT A. SARPOS
SB Member

HON. DEAN KAISER C. TANGBAN
SB Member

HON. FRANCIS JOSEPH T. GUMBAN
SB Member

HON. JERSON L. CABAHIUG
SB Member

HON. JULITO C. MANDAC
SB Member

HON. PERCILIAXIA Y. BAZAR
SB Member

HON. EFREN A. COSTANILLA
SB Member

HON. RONIE S. CIMENO
Ex-Officio Member

HON. LEONEL C. DINAWANAO
Ex-Officio Member

JESSIE PALON
Secretary to the Sanggunian

HON. EDUARDO G. JAMERO
Municipal Vice Mayor

HON. GERRY T. PAGLIHAWAN
Municipal Mayor

Consultants and those hired under contract of service or job order cannot avail themselves of the privilege because they are not government employees.

Officials and employees may be entitled to the Rehabilitation Privilege for wounds and/or injuries sustained while in the performance of official duties. The duration of this privilege shall depend on the recommendation of a competent medical authority.

SECTION 33. OVERTIME WORK

Where the exigencies of the service so require, any employee of the municipal government may be required to render service beyond the normal eight hours a day, inclusive of Saturdays, Sundays or nonworking holidays. In such a case, the employee shall be paid an additional compensation. However, if no funds are available for this purpose, compensatory time-off shall be given in its stead. Compensatory time-off is a non-monetary remuneration for overtime services rendered and the guidelines for its implementation shall be governed by CSC and DBM Joint Circular No. 2, s. 2004 and its subsequent amendment.

The normal hours of work of any employee shall not exceed eight hours a day or forty (40) hours a week. Hours of work shall include:

- The time during which an employee is required to be on active duty or to be at a prescribed workplace.
- The time during which an employee is permitted to work.
- The time during which an employee is required in a place other than the prescribed workplace.

The Local Chief Executive and/or the head of office shall determine the need for overtime services. In this regard, the office concerned shall issue an office order specifying the date and time for the rendition of overtime and its purpose.

SECTION 34. LOYALTY AWARD

In recognition to the continuous and satisfactory service rendered in the LGU of Dumingag, Loyalty Award is given to employees upon reaching ten (10) years of service and every five (5) years thereafter. Guidelines are provided as follows, to wit:

- A loyalty award is granted to all officials and employees in the LGU of Dumingag who rendered ten (10) years and every five years thereafter of continuous and satisfactory service in the government.
- An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award. In the same way, an official or employee who incurred an aggregate of not more than 25 days authorized vacation leave without pay within the 5-year period may qualify for five years thereafter Loyalty Award.
- The Loyalty Award shall be in the form of a Certificate and ten thousand pesos (₱ 10,000.00) for the ten-year milestone award and a Certificate and five thousand pesos (₱ 5,000.00) for every five years thereafter Loyalty Award.

10 th Year	₱10,000.00
15 th Year	5,000.00
20 th Year	5,000.00
25 th Year	5,000.00
30 th Year	5,000.00
35 th Year	5,000.00
40 th Year	5,000.00


HON. JULIUS G. JAMERO
SB Member

SECTION 35. PROVISION FOR ADDITIONAL BENEFITS

Nothing herein shall inhibit the municipal government of Dumingag from instituting benefits to its employees in addition to what is already provided in this Ordinance.


HON. JO VINCENT D. DORPOS
SB Member

ARTICLE VII

OTHER HUMAN RESOURCE ACTIONS

SECTION 36. REASSIGNMENT OF EMPLOYEES

Except in the interest of public service, no transfer or geographical reassignment shall be made or effected without written notice to a regular employee. Provided, written notice, stating the reasons for the reassignment, shall be made at least thirty (30) days prior to the date of transfer or reassignment. Provided, further, that, if the employee believes that there is no justification for the transfer and/or reassignment, he/she may appeal his/her case to the Civil Service Commission, which shall cause his/her transfer and/or reassignment to be held in abeyance. Provided, furthermore, that reassignment coinciding with any local or national election shall be made in compliance with Election Code and other existing laws and rules.


HON. DEAN KAISER C. TANGALIN
SB Member


HON. FRANCIS JOYRAY T. GUMBAN
SB Member


HON. JERON L. CABAUG
SB Member

ARTICLE VIII

EMPLOYEE'S ORGANIZATION

SECTION 37. EMPLOYEE'S ORGANIZATION

There shall be an independent LGU of Dumingag employee's organization with their own set of officers duly elected by its members. The organization shall abide in its own constitution and by-laws and shall apply for accreditation to the Sanggunian for proper recognition.


HON. JULITO C. MANDAC
SB Member


HON. PERCALIXIA Y. BAZAR
SB Member


HON. EFREN A. COSTANILLA
SB Member

ARTICLE IX

SUGGESTIONS, FEEDBACKS AND COMPLAINTS MECHANISM

SECTION 38. ESTABLISHMENT OF SUGGESTIONS, FEEDBACKS AND COMPLAINTS MECHANISM

The municipal government of Dumingag shall establish its own suggestions, feedbacks and complaints mechanism. This mechanism will play a vital role in citizen engagement, accountability, transparency, policy improvement, efficient problem resolution, public trust, and decision making. It is an essential tool for fostering effective governance and promoting active citizen participation in local affairs.

The LGU of Dumingag also encourages suggestions, feedbacks and complaints from its employees. It is essential for promoting employee engagement, improving the work environment, identifying and resolving problems, fostering learning and development, encouraging innovation, enhancing employee satisfaction, and boosting overall organizational performance. By valuing and integrating employee perspectives, the LGU can create a positive and productive workplace culture.


HON. RONIE C. GIMENO
Ex-Officio Member


HON. LEBEL C. DINAWAN
Ex-Officio Member


JESSY B. PALON
Secretary to the Sanggunian


HON. EDMUNDO G. JAMERO
Municipal Vice Mayor

ARTICLE X

OTHER STATUTORY PROVISIONS

SECTION 39. SEPARABILITY CLAUSE

If any portion of this ordinance is declared invalid or unconstitutional, other portions hereof not affected by such declaration shall remain in full force and effect.

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11th Sangguniang Bayan


HON. GERRY T. MAGLIMAWAN
Municipal Mayor

SECTION 40. REPEALING CLAUSE

Any portion of an ordinance, order or memorandum of local effect inconsistent with the provision/s of this ordinance is hereby repealed or modified accordingly.

SECTION 41. EFFECTIVITY CLAUSE

This ordinance shall take effect upon approval.

Enacted: September 11, 2023

SANGGUNIANG BAYAN MEMBERS:

Hon. Julius G. Jamero

Hon. Dean Kaiser C. Tangalin

Hon. Jerson L. Cabahug

Hon. Percalixia Y. Bazar

Hon. Ronie C. Gimeno

Hon. Jo Vincent J. Morpos

Hon. Francis Joeray T. Gumban

Hon. Julito C. Mandac

Hon. Efren A. Costanilla

Hon. Leonel C. Dinawanao

ATTESTED AND CERTIFIED
TO BE DULY ADOPTED

EDGARDO G. JAMERO
Presiding Officer/Municipal Vice Mayor

APPROVED: October 25, 2023

GERRY T. PAGLINAWAN
Municipal Mayor

I hereby certify that the foregoing Ordinance is true and correct.

JESSYL B. PALON
Secretary to the Sanggunian