



Republic of the Philippines
DEPARTMENT OF HEALTH
Regional Office XI
Southern Philippines Medical Center
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February 14, 2024

HOSPITAL MEMORANDUM

No. 75, s. 2024

TO : ALL CONCERNED

SUBJECT : Reconstitution of the SPMC Program on Awards and Incentives for Service Excellence (PRAISE) Committee

The Civil Service Commission (CSC) Memorandum Circular No. 1, s. 2001, and the DOH Administrative Order No. 87, s. 2002, mandates the creation of a PRAISE Committee to encourage, recognize and reward employees for their suggestions, innovative ideas, inventions, discoveries, superior accomplishment, heroic deeds, exemplary behavior, extraordinary act or services in the public interest, and other personal efforts which contribute to the efficiency, economy, and improvement in government operations, and lead to organizational productivity. In view of this, SPMC has established the PRAISE Committee of the hospital, the membership of which is hereby reconstituted:

Chairperson : Ms. **Ms. Cecil B. Japson** - Financial and Management Officer, II, Finance Service
Vice-Chairperson : Mr. **Emmanuel R. Driz** - Supervising Administrative Officer, HRMO
Members : Ms. **Lani P. Paler** - Chief Health Program Office, AHPS
Dr. **Ma. Elinore A. Concha** - Medical Specialist IV, PETD
Dr. **Seurinane Sean B. Española** - Medical Specialist III, PETD
Ms. **Charity L. Mata** - Nurse VI, Nursing Service
Ms. **Joy C. Villanueva** – Physical Therapist IV, PT-Rehab
Ms. **Winvic Faith O. Suclan** – Administrative Assistant I, MCC Office
SPMCEA Representative

Secretariat : Ms. **Janice C. Cabilogan** - Administrative Officer II, HRMO
Ms. **Keziah R. Dacuno** - Administrative Officer II, HRMO

Based on the aforementioned memorandum circular of the Civil Service Commission, the committee is responsible for:

1. Establishing a mechanism for identifying, selecting, rewarding and / providing incentives to deserving employees at the start of each year;
2. Identifying outstanding accomplishments, best practices of employees on a continuing basis;
3. Recognizing and rewarding accomplishments and innovations periodically or as the need arise;
4. Providing incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

The PRAISE Committee shall also perform the following additional functions:

1. To ensure the strict observance of the Equal Opportunity Principle (EOP) in all the rewards and recognition activities.
2. To utilize information generated from other HR systems such as Recruitment, Selection and Placement (RSP), Performance Management (PM), and Learning and Development (L&D) in the relevant rewards and recognition activities.
3. To produce and disseminate information materials about rewards and recognition.
4. To judiciously utilize their access to, and preserve the confidentiality of all information acquired from, the Human Resource Information System (HRIS).

This order shall take effect immediately and shall subsist until revoked, superseded or amended accordingly.


RICARDO B. ADUAN, MD, FPAFP, MPA, CHA
Medical Center Chief II