

PRESCRIBING THE GUIDELINES FOR THE NOMINATION IN THE KASIPAGAN AWARD IN THE ANNUAL SEARCH FOR SUPREME COURT MODEL EMPLOYEES AND SPECIAL AWARDEES

SC ADMINISTRATIVE CIRCULAR NO. 17-2011, March 04, 2011

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WHEREAS, the Supreme Court Program on Awards and Incentives for Service Excellence (SC PRAISE) provides for the annual search for Model Employees and Special Awardees;

WHEREAS, under the existing program on awards and incentives, the model employee award has three (3) categories, namely: Supervisory, Non-Supervisory and Professional Levels, while the special awards consist of four (4), namely: the Commitment to Service Award, the Communications Excellence Award, the Innovation Award, and the Leadership Award;

WHEREAS, the SC PRAISE Committee is mandated to determine any other award to be conferred on employees and recommend the same to the Chief Justice for approval;

WHEREAS, as observed from experience on the conduct of annual search, employees performing actual manual labor or simple tasks and have demonstrated exemplary performance in their respective fields by the nature of their tasks, have little chances of winning when considered together with other employees occupying higher positions with more intricate job functions;

WHEREAS, to afford opportunity to deserving employees who belong under this class and to recognize their exemplary performance or service in their respective fields, it is high time that another award be added in the list of special awards to be conferred on employees, which shall be named, Kasipagan Award.

NOW, THEREFORE, the Guidelines proposed by the SC PRAISE Committee are APPROVED, viz.:

Section 1. Scope of the Special Award. - The Kasipagan Award is conferred on employees of the Supreme Court, Presidential Electoral Tribunal (PET), Philippine Judicial Academy (PHILJA), Judicial and Bar Council (JBC), and Mandatory Continuing Legal Education Office (MCLEO) performing actual manual labor or simple tasks, and who have demonstrated exemplary performance in their respective fields whether employed in a permanent, coterminous or casual capacity, except contractual employees.

Section 2. Qualifications. - Nomination to this award is open to all employees occupying positions with salary grade 5 and below, who must:

- (1) be employed in the Supreme Court for at least three years prior to the nomination;
- (2) have a Very Satisfactory rating for the last two rating periods prior to the nomination;
- (3) have not been found guilty of any administrative offense, regardless of nature, or of any criminal offense involving moral turpitude, both for the last three years prior to the nomination; and
- (4) have no pending criminal or administrative case at the time of the nomination.

Section 3. Criteria for Nomination. - The following are the criteria for nomination:

- (a) Reliability and effectiveness;
- (b) Quality of performance on the actual manual work and experience;
- (c) Integrity (possession of high moral principles and work standards);
- (d) Interpersonal Relationship; and
- (e) Punctuality and Attendance.

Section 4. Procedure, Requirements and Submission of Nomination; Evaluation by the SC PRAISE Committee.- The guidelines for the procedure, requirements and submission of nominations as well as the evaluation of the SC PRAISE Committee established under Administrative Circular No. 18-2009 shall be adopted in the grant of Kasipagan Award.

Section 5. Effectivity.-These Guidelines shall take effect upon its approval.

Issued this 4th day of March 2011.

(SGD.)RENATO C. CORONA
Chief Justice

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