



REPUBLIC OF THE PHILIPPINES
METROPOLITAN NAGA WATER DISTRICT
40 J. MIRANDA AVENUE, NAGA CITY

ADMINISTRATIVE SERVICES DEPARTMENT

PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM) (ASDPW08) REWARDS AND RECOGNITION



1. PURPOSE

1.1. This document describes the procedures for rewards and recognition as one of the support processes of the MNWD.

1.2. The objectives of the rewards and recognition process are:

1.2.1. To recognize and reward employees based on their performance.

1.2.2. To motivate workers in ways that increases the level of engagement with their job and their employer.

2. SCOPE

This procedure will apply to the MNWD-Quality Management System on one support process which is the rewards and recognition, that focuses on the:

2.1. Rewards and recognition

3. DEFINITION OF TERMS AND ACRONYMS

Refer to "[Annex A](#)" for the ACRONYMS.

4. RESPONSIBILITIES

4.1. HUMAN RESOURCE DIVISION

4.1.1. Performs activities that provide support to the Rewards and Recognition Committee.

4.1.2. Helps determine the kinds of monetary and non-monetary rewards.

5. PROCEDURES

This section describes the procedures involved in one of the support processes of the District which is the Rewards and Recognition.

5.1. PROCEDURE DETAILS: Rewards and Recognition ([Figure 3](#))

5.1.1. GM approves list of employee rewards and recognition programs.


5.1.2. List of nominated employees submitted to HRD.

5.1.3. HRD consolidates the list & submit to PRAISE Committee.


5.1.4. PRAISE Committee reviews, deliberates and validates the list.

5.1.5. GM approves the list of nominated employees.

5.1.6. PRAISE Committee awards.

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	ACRONYMS		Effectivity Date:	March 2017
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ACRONYM	DEFINITION
MNWD	METROPOLITAN NAGA WATER DISTRICT
OGM	OFFICE OF THE GENERAL MANAGER
PSB	PERSONNEL SELECTION BOARD
HRD	HUMAN RESOURCE DIVISION
QS	QUALIFICATION STANDARD
BEI	BEHAVIORAL EVENTS INTERVIEW
BOD	BOARD OF DIRECTORS
PDS	PERSONAL DATA SHEET
GM	GENERAL MANAGER
PRAISE	PROGRAM ON AWARDS INCENTIVES OF SERVICE EXCELLENCE
OPCR	OFFICE PERFORMANCE COMMITMENT AND REVIEW
DPCR	DEPARTMENT PERFORMANCE COMMITMENT AND REVIEW
IPCR	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

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