

Intensified Program on Awards and Incentives for Service Excellence (Praise) Implementation: Proposed Gawad Tomasino Awards

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Abstract: This paper presents an overview on intensified program on awards and incentives for service excellence (praise) implementation: proposed gawad tomasino awards.

keywords: service excellence

1. Context and rationale

Pursuant to the Civil Service Commission (CSC) memorandum circular number 01, s.2001 that “every department or agency shall establish its own employee suggestions and incentive awards system 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 and this system was called Program on Awards and Incentives for Service Excellence (PRAISE)”. In the Regional level, Gawad Patnugot is the name of the incentive award program that recognizes exemplary performance of teachers, instructional leaders, and non-teaching personnel who brought honor to their place of work in the Region and to the Nation as a whole. Thus, in the Division of Batangas Province, GawadBalisong is its counterpart where teachers, school heads, education program supervisors, public schools district supervisors and non-teaching personnel were recognized based on the given guidelines and criteria. Best/Most effective programs and SBM implementers as well as most effective action researches were one of the awards category given to instill deeper commitment to public service.

Under the municipality of Sto.Tomas, Batangas are the districts of Sto.Tomas North and South in which there are 15 private schools and 28 public elementary and 5 public high schools. On its road to cityhood, our municipality headed by Hon. Mayor Edna P. Sanchez gives incentive awards yearly to recognize also exemplary performance and behaviors of Tomasinos. However, there is no municipal ordinance issued by the local government to intensify the Gawad Tomasino awards thus the researchers were prompted to make a proposed

Gawad Tomasino awards ordinance. The researchers believe that giving awards motivate and inspire people to continue improve the quality of Tomasino performance towards excellence.

2. Review of related literature

The importance of establishing an award incentive system has been considered in the review of related literature.

Garcia (2004) believes that rewards and incentives in the workplace have benefits for both employees and employers. When recognized for stellar performance and productivity, employees have increased morale, job satisfaction and involvement in organizational functions. As a result, employers experience greater efficiency and an increase in sales and productivity. Through workplace rewards and incentives, employers and workers enjoy a positive and productive work environment.

Schubert (2003) adds that monetary incentives reward workers for performance and productivity through money. These incentives include employee stock options, profit sharing plans, paid time off, bonuses and cash awards. Additional monetary incentives include annual or semi-annual bonuses, such as mid-year and end-of-year rewards. These incentives encourage friendly competition between associates when linked to job performance. Monetary rewards motivate employees to produce optimally.

Johnson (2015) states that non-monetary incentives reward employee performance through perks and opportunities. These rewards include flexible work hours, training opportunities and the ability to work independently. The rewards and incentives are valuable to an employee because they allow workers to learn new skills and pursue advancement opportunities. For example, a recent graduate may view an exemplary training program within an organization as more valuable than a higher base salary because he feels the learning opportunity will benefit his career.

The same view led Cromer (2003) to agree that employees who receive recognition for their work accomplishments tend to have increased morale and positive workplace attitudes. Employee recognition is an incentive employers utilize to offer

feedback and encouragement to employees. Employee recognition rewards include verbal praise, award ceremonies and public announcements for a job well done. Workplace recognition rewards occur frequently such as at the end of the day, week or at the conclusion of the sales month.

Along with this concern, De Leon (1997) points out that many employers offer rewards and incentives through employee assistance programs. These programs help workers maintain a balance between work and home life by supporting workers' mental and physical well-being. For example, many programs provide counseling services to help cope with stress, family issues and substance abuse. Employee assistance programs also offer discounts to join fitness centers to encourage an active and healthy lifestyle. Some programs help working parents find daycare and other activities for their children. The purpose of these programs is to support workers with their home responsibilities so they can remain focused on their jobs while they are at work. Small businesses can contract with an employee assistance firm to provide the services that workers need.

In particular, Millar et al (1995) reveals the 5 Reasons to use an employee incentive program specify the benefits of this practice. First is the "Mutual Employer/Employee Reward" -an employee incentive program instills a feeling of value to employees and in turn promotes motivation for employees to be more productive and committed to their work and the company. A business will reap the benefits of a more inspired, loyal employee...and as the employee's productivity peaks, the company's bottom line increases! Second, "Increased Motivation"-let's face it...it's not always easy to stay motivated all the time at work. Incentive programs give employees a reason to stay focused and productive. This also offers the opportunity to show your employees that your company cares about the acknowledgement of their achievements and their happiness.

Third, "Increased Company Morale"- there's no question that rewards, incentives and recognition make for a happier, more positive workplace environment. Employee incentive programs instill goal setting and increased employee focus and purpose; thus, are highly conducive for morale. It's been proven that employee incentive programs positively impact employee morale and decrease absenteeism and overall company costs. Fourth, "Increased Productivity"- incentive programs are a terrific way to encourage productivity among employees, as it helps them keep track of the goals they're working towards. With the promise of incentives and clearly defined goals and targets, employees will be more productive and more motivated!

Lasty, "Employee Loyalty"- while company loyalty is not something you can buy from your employees, incentives for consistent good work and productivity go a long way to help secure dedication and commitment from employees. Employee incentive programs show employees the company values and appreciates their hard work...this will in turn help to form an

allegiance to the company. Affirming the value of an award incentive system, employee incentives can generate healthy competition between individuals or teams of employees within a company. If only a certain number of employees receives incentives based on individual or group performance, that can make everyone work harder, if the incentive is compelling enough. Concurrently, commission schemes, which are another type of incentive, can spur sales staff to work smarter and harder, because a significant portion of their pay depends on performance incentives.

3. Action research questions

The researchers aim at developing a proposed Gawad Tomasino ordinance in support to Department of Education (DepEd) Sto. Tomas South district awards program.

Specifically, the researcher would like to answer the following research questions:

- What are the Gawad Tomasino Awards given in Sto. Tomas South District?
- How may the municipal government of Sto. Tomas Batangas support the Gawad Tomasino Awards of DepEd?
- How may the proposed municipal ordinance be described in terms of:
- Format & Style; and
- Content?

4. Proposed innovation, intervention and strategy

This study establishes the standardized incentives and awards program in the municipality of Sto. Tomas, Batangas in which proposed Gawad Tomasino awards ordinance will be created for institutionalizing the guidelines, incentives and award title to be given to Tomasinos with exemplary performance and behavior. The scope of this research is the assessment of Gawad Tomasino Awards in Sto. Tomas South District and how can the local government of Sto. Tomas support the said program for successful implementation. This study aimed at producing a quality Gawad Tomasino awards ordinance.

5. Action research methods

The participants of the study were the fifteen (15) school heads from elementary department, three (3) junior high school principals and one (1) senior high school principal of Sto. Tomas South District. Self-made questionnaires were distributed to them for the annual award program given annually and their perceived idea on how the municipal government of Sto. Tomas Batangas support the Gawad Tomasino awards for DepEd for successful implementation of it. The study employed the descriptive and developmental approach (Borg & Gall, 1989). Descriptive approach gives vivid description of the Gawad Tomasino awards in Sto. Tomas South district and developmental approach since the study aimed in proposing

Gawad Tomasino awards ordinance. The researcher used the two (2) main instruments:

The documentary analysis on the Gawad Tomasino awards in Sto.tomas South district; and

- The research-made evaluation survey form for their perceived idea on how can the local government of Sto.Tomas support the Gawad Tomasino awards of the Department of education and further suggestions as to how to successfully implement the program with the support from the local government. For the review of the proposed municipal ordinance in terms of format and style and content, the questionnaire used the following rating scale:

Table 1
Rating

Rating	Verbal Interpretation	Weight Category Value
5	Excellent	95%-100%
4	Very Good	90%-94%
3	Good	85%-89%
2	Fair	80%-84%
1	Needs Improvement	75%-79%

The data on the Gawad Tomasino awards were taken from the nineteen (19) school heads of Sto.Tomas South District as well as their perceived idea on how the local government of Sto.Tomas Batangas can give support to the said award program for successful implementation of it. After which, the researcher retrieved the survey form and the results were tabulated, analyzed and interpreted with the comments and suggestions on the developed Gawad Tomasino ordinance.

The design of the Gawad Tomasino municipal ordinance followed three phases namely the input, throughput and output. The Input consists of the Gawad Tomasino Awards and perceived ideas on how can the local government of Sto.Tomas support the program of DepEd in Sto.Tomas South District taken from the nineteen (19) school heads. The Throughput consists of the process of writing the municipal ordinance in support to Deped’s Gawad Tomasino Awards. The Output is the end product or the result of the input and thought variables producing a developed Gawad Tomasino ordinance. The figure also contains Feedback loop showing the relationship of the Input as bases of the Output that the study has produced.

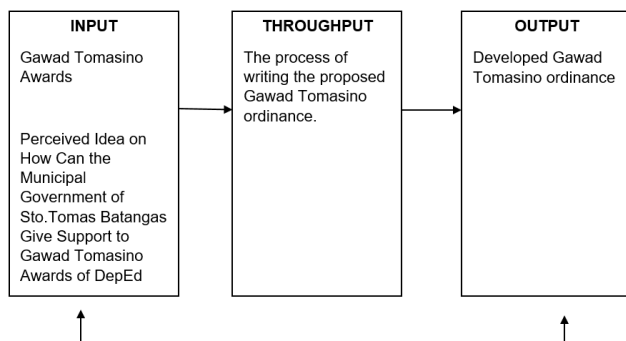


Fig. 1. System Requirements, Burke Model (1997): An Adoption

Table 2
Work plan

Activity	Duration	
	From	To
Gathering literature	June 3, 2017	June 30, 2017
Formulating objectives		
Analyzing and drafting literature	July 1, 2017	July 5, 2017
Drafting the introduction	July 6, 2017	July 7, 2017
Identifying research design and methodology	July 8, 2017	July 9, 2017
Drafting and peer validation of questionnaire	July 10, 2017	July 15, 2017
Distribution and retrieval of questionnaire	July 16, 2017	July 18, 2017
Tallying and interpretation of responses	July 19, 2017	July 20, 2017
Drafting results and discussion	July 21, 2017	July 25, 2017
Drawing conclusions and writing the recommendation	July 26, 2017	July 27, 2017
Finalizing the introduction, review of related literature, results and discussion, bibliography	July 28, 2017	July 31, 2017
Drafting the problem solving blueprint	August 1, 2017	August 5, 2017
Encoding and polishing the entire paper and peer validation of the problem solving blueprint.	August 6, 2017	August 11, 2017
Submission of the action research to the division office and presentation to peers	August 18, 2017	August 30, 2017

Table 3
Timetable for the preparation of action research

Target Dates		
End of Project	First Draft	Final Report
September 1, 2017	August 30, 2017	September 1, 2017

Table 4
Cost estimates

Budget Item	Budget Requirement
*Bond paper for printing of survey questionnaires, research study and module	reams x Php 200.00 = 4,000.00
*Binding of module	60 pcs x Php 80.00 = 4,800.00
*Food of the municipal head/officer-in-charge for the review of module	17 person X Php 60.00 = 1,020.00
*Ink for printing	8 bottles X Php 295.00 = 2,360.00
*Transportation for the retrieval of survey questionnaires and review of module	Php 500.00
TOTAL	Php12,680.00

Table 5
Action plan

Research Output	Scheme of Dissemination	Resources Needed
*The developed Gawad Tomasino ordinance in support of local government to DepEd Sto.Tomas South District	The Developed Gawad Tomasino ordinance is an official document support of the local government to DepEd Sto.Tomas South District which guidelines, incentive awards, committee and suggested activities were stated in the said ordinance.	Gawad Tomasino ordinance Writing and Printing Materials

6. Results and discussion

The presentation of results covered three (3) areas: First, the Gawad Tomasino awards conducted by DepEd Sto.Tomas South District annually. Second, the survey form on the perceived support of the local government of Sto.Tomas Batangas to DepEd Tomasino awards and it’s suggestions on how to continuously improve the implementation of the program and Lastly, the review of the school heads on the proposed municipal ordinance in terms of format and style and content.

For problem 1, the Gawad Tomasino Awards were Outstanding Teacher (Elementary and secondary), Outstanding ALS Mobile Teacher, Outstanding SPED Teacher (Elementary and Secondary), Outstanding Multigrade Teachers, Outstanding School Head, Outstanding Non-Teaching Personnel, Most Effective School Reading Program (Elementary and Secondary), Best SBM Implementer (Elementary and Secondary), Outstanding School Sports Program, Outstanding Campus Journalism Program, Most Effective Action Research, Most Effective School Brigada Eskwela Implementers and Most Effective Gulayan sa Paaralan.

Table 6
The Gawad Tomasino Awards of DEPED Sto.Tomas South District

No.	Awards Category
1	Outstanding Teacher (Elementary and Secondary)
2	Outstanding ALS Mobile Teacher
3	Outstanding SPED teacher (Elementary and Secondary)
4	Outstanding Multigrade Teachers
5	Outstanding School Head
6	Outstanding Non-Teaching Personnel
7	Most Effective School Reading Program (Elementary and Secondary)
8	Best SBM Implementer (Elementary and Secondary)
9	Outstanding School Sports Program
10	Outstanding Campus Journalism Program
11	Most Effective Action Research
12	Most Effective School Brigada Eskwela Implementers
13	Most Effective Gulayan sa Paaralan

Table 7
Percieved Idea on DepEd Gawad Tomasino Awards Support of the Municipality of Sto.Tomas Batangas

Indicators	N	%
Allocate Special Education Fund (SEF) Across Schools	1	5.26
Gather and orient school heads and Gawad Tomasino awards committee on the possible LGU support	1	5.26
Issue a municipal ordinance indicating the best possible LGU support on fundings, committee and guidelines to DepEd Sto.Tomas	17	89.48
TOTAL	19	100

The table above revealed that 17 out of 19 (89.49%) school heads believed on the issuance of a municipal ordinance from the local government is the best support that the Department of Education (DepEd) can expect from the municipality of Sto.Tomas, Batangas. For problem 3, in the preparation and development of the municipal ordinance for Gawad Tomasino awards, review was made by the nineteen school heads of Sto.Tomas South district in terms of format & style and content.

Comments and suggestions were given to further improve the designing of the material.

Table 8
Evaluation by the School Heads of Sto.Tomas South District on the Proposed Municipal Ordinance in terms of Format & Style and Content

School Head No.	Format & Style		Content		Mean	
	%	VI	%	VI	%	VI
1	87.78	G	85.38	G	90.23	VG
2	90.52	VG	90.52	VG	91.16	VG
3	92.43	VG	92.43	VG	93.20	VG
4	95.83	E	85.83	G	92.85	VG
5	86.36	G	96.36	E	90.26	VG
6	92.31	VG	92.31	VG	91.43	VG
7	93.45	VG	93.45	VG	94.43	VG
8	92.43	VG	92.43	VG	92.57	VG
9	87.21	G	87.21	G	90.09	VG
10	92.10	VG	90.10	VG	90.66	VG
11	90.11	VG	90.21	VG	91.03	VG
12	92.32	VG	91.32	VG	92.17	VG
13	90.34	VG	90.34	VG	91.32	VG
14	90.42	VG	91.42	VG	90.29	VG
15	91.23	VG	91.33	VG	92.82	VG
16	90.12	VG	90.13	VG	92.21	VG
17	92.31	VG	91.31	VG	91.76	VG
18	92.32	VG	91.32	VG	92.17	VG
19	90.34	VG	90.34	VG	91.32	VG
Average of Relative Frequencies	91.01	VG	90.71	VG	91.67	VG

LEGEND: Evaluation Rating Scale
Excellent (E): 95-100%; Very Good (VG): 90-94%; Good (G): 85-89%; Fair (F): 80-84%; Needs Improvement (NI): 75-79%

Table 8 shows the evaluation of the municipal ordinance for the DepEd Gawad Tomasino awards made by the school heads and principals in terms of format & style and content. In terms of the format and style of the municipal ordinance, majority of the school heads indicated that the ordinance is “Very Good” (91.01%) which followed consistent format and style. The content (90.71%) are “Very Good” which observed the proper order and complete information. The overall review of school heads on the developed municipal ordinance for DepEd Gawad Tomasino awards is (91.67%) “Very Good”.

For comments and suggestions, the school heads in Sto.Tomas South district believed that the municipal ordinance is the best support that the local government unit which is the municipality of Sto.Tomas can give to the department’s program on awards – GAWAD TOMASINO AWARDS and it is an answer to needs of making our agency award system standardized and aligned with the CSC PRAISE.

7. Conclusions and Recommendations

The proposed municipal ordinance for DepEd’s Gawad Tomasino awards is well-designed and tailored-fit to the needs of teachers and administrators of Sto.Tomas South district in the Department of Education in support to the Civil Service Commission’s (CSC) mantra that every agency shall establish its own employee incentive awards system-PRAISE.

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