MEMORANDUM

FOR: ALL POEA OFFICIALS AND EMPLOYEES

DATE: 22 November 1999

In line with the government's thrust to provide public servants with a system that will motivate and encourage them to work efficiently and productively, the Philippine Overseas Employment Administration (POEA) hereby launches the Search for the 1999 Outstanding Employee/s.

Hereunder are the guidelines for the 1999 Outstanding Employee/s:

I. WHO ARE QUALIFIED?

All POEA employees who:

1. have served the Administration for at least one year regardless of employment status and position;
2. have not been found guilty or liable of any criminal or administrative offense or does not have any pending case against them;

II. CRITERIA FOR SELECTION

The criteria for selection shall be any or all of the following:

1. Idea, suggestion, innovation or invention that has been adopted resulting in direct benefits to his unit or department, and which has become instrumental in carrying out the functions of his office and this Administration.
2. Exemplary service rendered to the public in connection with or related to one's official function.

III. NOMINATION

1. Any bonafide employee, group of employees or the employees association or clients of the Administration may nominate.
2. All nominations shall be formally endorsed to the Office of the Director concerned with the corresponding justification and supporting documents, if any. For GASS and POEA Regional Centers,
nominations shall be endorsed to the Office of the Deputy Administrator for Management Services.

3. Office Directors and/or the Deputy Administrator for Management Services shall create a screening committee within their respective offices to deliberate on the nominations to be composed of the following:

   Chairman : Office Director
   Members : one Branch Manager
   : one Division Chief
   : two from the rank & file

4. From the nominations received, the screening committee shall select only one employee. The name of the office nominee shall be submitted to the POEA Employees Suggestion and Incentive Awards Committee (ESIAC) using the prescribed nomination form not later than 12:00 noon of December 6, 1999 duly endorsed by the Office Director and the respective screening committee members.

5. The nominations to be submitted to the POEA-ESIAC must include the following:

   a. Written justification prepared by the Screening Committee stating the detailed accomplishment/s of the nominee; and
   b. Duly accomplished Personal Data Sheet of the nominee with picture;

6. The POEA-ESIAC will disqualify nominations on the following grounds:

   a. Those received after the deadline;
   b. Those received without the formal endorsement of the Office Director and screening committee members;
   c. Those with more than one nominee.
   d. Those received with incomplete documents.

IV. POEA-ESIAC DELIBERATION

   The POEA-ESIAC shall deliberate on the nominations and validate the achievement/s of nominees. The names of awardees shall then be submitted to the Administrator on or before December 10, 1999. From the awardees, the POEA-ESIAC may recommend to the Administrator the Administration's nominee for the DOLE Kapwa Awards.
V. AWARDS

A certificate of recognition and cash gift shall be given to all the awardees. The amount of cash gift shall be not lower than P2,000.00.

VI. AWARDING RITES

The awarding rites shall be held on December 22, 1999 during the traditional recognition day and year end assessment program for POEA employees.

REYNALDO A. REGALADO
Administrator