MEMORANDUM

FOR : ALL POEA OFFICIALS AND EMPLOYEES

DATE : 22 November 1999

In order to give due recognition to POEA officials/employees and POEA auxiliary personnel who have excelled in the areas of leadership, human relations, social services and other personal efforts, the following awards shall likewise be given during the 1999 Employees Recognition Day:

1. **Best in Leadership** – This award shall be given to an official/employee who has exceptionally shown good qualities of a leader such as: has given proper guidance, right motivation and developed self-confidence of subordinates to work as a team towards achieving its goals and objectives.

2. **Best in Human Relations** – This award shall be given to an official/employee who has been proven to be very effective in dealing with fellow employees regardless of status and the public, gets along easily with the other members of the workforce.

3. **Best in Social Services** – This award shall be given to an official/employee who has consistently dedicated voluntary services for a worthy cause especially in times of crisis.

4. **Outstanding Housekeeping Personnel** – This award shall be given to the POEA Cooperative janitor who has performed his/her duties exceptionally well; has performed assigned tasks without being told; is polite, kind and considerate towards others.

5. **Outstanding Security Personnel** – This award shall be given to the security personnel who possess a polite and kind behavior towards POEA employees and clients; carried out his duties with utmost dedication and sincerity; provides the public with right information and/or directions.

6. **Ulrang Ama ng Taon** – This award shall be given to the official/employee who best exemplifies the true spirit of fatherhood despite financial/domestic constraints; is able to balance his time on work and family. The nominee should be between 50-64 years old and has at least two (2) children.

7. **Ulrang Ina ng Taon** – This award shall be given to the official/employee who best exemplifies the true essence of motherhood despite financial/domestic constraints; is able to balance her time on work and family. The nominee should be between 50-64 years and has at least two (2) children.
II. 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 nominee for each or any of the special awards. The name of the nominees shall be submitted to the POEA Employees Suggestion and Incentive Awards Committee (ESIAC) using the prescribed nomination form not later than 12 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;
   b. Duly accomplished Personal Data Sheet of the nominee with picture;
   c. Supporting documents such as citations/special commendations, etc..

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 per category;
   d. Those received with incomplete documents.
III. POEA-ESIAC DELIBERATION

The POEA-ESIAC shall deliberate on the nominations received and select one for each category. The names of awardees shall then be submitted to the Administrator on or before December 10, 1999.

IV. AWARDS

A certificate of recognition and special token shall be given to all the awardees.


REYNALDO A. REGALADO
Administrator