MEMORANDUM ORDER NO. 15
Series of 1993

In line with the Administration's objective to give due recognition to deserving POEA employees who have shown exemplary performance within a given period of time, the Administration hereby announces the modified rules and incentive on the search for Model Employees of the month. Hereunder are the rules of the program:

I. QUALIFICATIONS

1. Must be a regular employee and has been in the service for at least one year;

2. Must have exceeded the number and quality of work targets within the month being considered;

3. Must be nominated by his immediate supervisor with the concurrence of the Branch Manager concerned;

4. Must not incur more than 10 times tardiness within the nomination month;

5. Must not incur more than five times absences excluding authorized sick leave within the nomination month;

6. Must not have a pending case at the time of nomination;

II. MANNER OF SELECTION

Each division or unit is entitled to submit the name of their Model Employee of the past immediate month to HRDD every fifth day of the incoming month. Nomination forms shall be distributed to all units which is enough to cover the whole year so as to avoid missing the deadlines. Unit head must appoint one of their staff to remind him/her of the submission for the model employee.
III. INCENTIVES

1. Grant of proportionate number of points in the outstanding accomplishment factor of the promotion scheme;

2. If declared model employee for three consecutive months within a year or six times within a year, shall be automatically included in the annual search of POEA Outstanding Employee in December;

3. Shall be treated for lunch by the Director concerned if declared Model Employee for two or more times within the year or by the Deputy Administrator for Mgt Services in cases of OASS Model employees;

4. The picture of the employee chosen as Model Employee of the month shall be posted at the Groundfloor Bulletin Board.

IV. RESPONSIBILITY OF UNIT HEAD CONCERNED

Selection of Model Employee for the Month must be done in an objective manner. Unit heads must refrain from playing favoritism in selecting the Model Employee of the Month. If found unduly selecting the employee, unit head concerned shall be held responsible for such action.

V. RESPONSIBILITY OF HRDD

It shall be the duty of the Human Resources Development Division to monitor compliance of all units and to keep record of all employees declared Model Employee of the Month.

FELICISIMO J. JOSDON, JR.
Administrator

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23 July 1993