



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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06 January 2022

MEMORANDUM NO. 03

Series of 2022

**TO: All Vice-Chancellors, Deans, Directors, Department Chairs
and Unit Heads**

**SUBJECT: Constitution of the College/School/Office Program on Awards and
Incentives for Service Excellence (PRAISE) Committee for
Administrative Staff**

Pursuant to Section VIII of CSC Memorandum Circular (MC) No. 1, s. 2001 and in compliance with Memorandum No. NGY 18-152, all UPLB Colleges/Schools and Offices must have the Program on Awards and Incentives for Service Excellence (PRAISE) Committee for administrative staff.

The College/School/Office PRAISE Committee shall be responsible for the evaluation of the nominees for the awards and incentive system of the university.

Specifically, the College/School/Office PRAISE Committee shall:

1. Adopt rules, policies, and procedures in evaluating the nominees and the mechanism for recognizing the awardees;
2. Deliberate on the nomination of the college/school/office awards program pursuant to the existing nomination guidelines
3. Submit the Nomination Forms No. 1 and 2 to the UPLB PRAISE Committee on or before 14 January 2022.

The composition of the College/School/Office PRAISE Committee shall be as follows:

Chair	Chancellor (or any designated official)/Vice Chancellor (Executive Office); Dean (College/School)
Members	College/School/Executive Offices Two (2) members of PMT Two (2) members HRMPSB - 1st & 2nd level positions Two (2) Workers Union Representative, 1st & 2nd level positions



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The composition of committee members will be from members of PMT and HRMPSB of all offices under each Executive Office/College/School. The selection process will be up to the head of the Executive Office/College/School.

Please submit your Colleges/School/Office's PRAISE Committee by accomplishing the Google Form link <https://tinyurl.com/UPLBPRAISE> on or before 13 January 2022.

For queries and assistance, please contact HRDO at hrdo.uplb@up.edu.ph.

For compliance.

ROLANDO T. BELLO
Vice Chancellor and
Chair, UPLB PRAISE Committee