



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF ROXAS**

**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPTS FROM THE JOURNAL OF THE 54<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 20 JULY 2026, 1:15 P.M. AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

|                                          |                          |
|------------------------------------------|--------------------------|
| Municipal Vice Mayor Robert S. Quiatchon | - Presiding Officer      |
| Councilor Lucille T. Bacay               | - Member                 |
| Councilor Marietta R. Pajila             | - Member                 |
| Councilor David D. De La Cruz            | - Member                 |
| Councilor King Philip B. Dimapilis       | - Member                 |
| Councilor Michael O. Pongyan             | - Member                 |
| Councilor Christopher Y. Carvajal        | - Member                 |
| Councilor Gualberto V. Magno             | - Member                 |
| Councilor Robert A. Baticos              | - Member                 |
| Councilor Sheikinah Grace C. Sanz        | - Member, MSKF President |

On Sick Leave:

|                              |                               |
|------------------------------|-------------------------------|
| Councilor Hermis S. Catapang | - President, Liga ng Barangay |
|------------------------------|-------------------------------|

**MUNICIPAL ORDINANCE NO. 28**  
Series of 2026

**ORDINANCE INSTITUTIONALIZING THE GRANT OF PERSONNEL BENEFITS SUCH AS ACHIEVEMENT, LOYALTY AND MILESTONE SERVICE RECOGNITION AWARDS TO QUALIFIED EMPLOYEES OF THE MUNICIPAL GOVERNMENT OF ROXAS, ORIENTAL MINDORO AND PROVIDING FUNDS THEREFOR .**

**AUTHOR:**

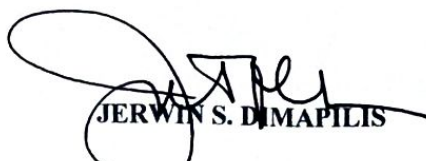
Councilor **MARIETTA R. PAJILA, PhD**

**CO-AUTHORS:**

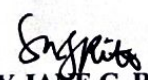
Councilor **LUCILLE T. BACAY**  
Councilor **DAVID D. DE LA CRUZ**  
Councilor **MICHAEL O. PONGYAN**  
Councilor **KING PHILIP B. DIMAPILIS**  
Councilor **CHRISTOPHER Y. CARVAJAL**  
Councilor **GUALBERTO V. MAGNO**  
Councilor **ROBERT A. BATICOS**  
Councilor **HERMIS S. CATAPANG**  
Councilor **SHEIKINAH GRACE C. SANZ**

**WHEREAS**, in consonance with CSC Resolution No. 10112 and CSC MC Mo. 1, s. 2001, a program on Award and Incentives for Service Excellence (PRAISE) was created with the objectives of encouraging and recognizing individual employees or group for their innovative, ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extra ordinary acts or services which contribute efficiency, economy and improve operations which lend to organizational productivity:

**WHEREAS**, the PRAISE Committee identified and recommended the most applicable awards and incentives for the employees of the LGU such as the Service Award, Loyalty Award, and Achievement Award.

  
JERWIN S. DIMAPILIS

  
ROBERT S. QUIATCHON

  
MARY JANE C. RITO

NOW THEREFORE: Be, it ordained by the Sangguniang Bayan of Roxas, in regular session assembled that:

**SECTION 1. SHORT TITLE** – This ordinance shall be known as “**MUNICIPAL EMPLOYEES INCENTIVE ORDINANCE.**”

**SECTION 2. PURPOSE OF GRANTING PERSONNEL BENEFITS SUCH AS ACHIEVEMENT, LOYALTY AND MILESTONE SERVICE RECOGNITION AWARDS.** This ordinance shall be applicable to the qualified employees of the Municipal Government of Roxas, Oriental Mindoro. The following are the purposes of the grant of the personnel benefits program:

- a. Encourage, recognize and reward employees, for their innovative ideas, superior-accomplishments and length of service, extraordinary acts or services which contribute efficiency to the organization;
- b. Provide incentives and interventions to motivate employees to work with diligence and enthusiasm.

**SECTION 3. DEFINITION OF TERMS.** For the purpose of this ordinance, the following terms are defined:

**Achievement Award** – shall be given to municipal employees who have demonstrated exemplary performance and received recognition in the regional or national level.

**Employees** – shall include elective, regular and casual employees or those who are in the plantilla positions of the Municipal Government of Roxas.

**Incentive** – shall be given to the qualified employees either in terms of cash or plaque or loyalty pin.

**Loyalty Award** – granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years.

**Milestone Service Recognition Award** – shall be conferred upon qualified officials and employees of the municipality who have completed significant threshold of continuous, satisfactorily, and exemplary public service, to be evaluated and endorsed by the Local PRAISE Committee.

**SECTION 4. CREATION OF A PROGRAM ON AWARDS FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE.** A Program on Awards and Incentive for Service Excellence (PRAISE) was created in compliance to CSC Resolution No. 10112 and CSC MC No. 1, s. 2001 and has the following functions.

- a. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behaviors can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels;
- b. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive system of the LGU;
- c. The PRAISE Committee shall establish its own internal procedures and strategies.

**SECTION 5. IMPLEMENTING RULES AND REGULATIONS.** The following rules and regulations shall be implemented during the annual grant of personnel benefits.

  
JERWIN S. DIMAPILIS

  
ROBERT S. QUIATCHON

  
MARY JANE C. RITO

**Loyalty Incentive**

- a. Loyalty Incentive shall be granted to an employee every end of the year who has served continuously-and satisfactorily the agency for at least ten (10) years;
- b. The qualified employee shall be 10 years in service within the fiscal year;
- c. Qualified employee shall be entitled to a cash award of P1,000.00 per year during the first ten years and succeeding awards shall be given every five years thereafter with a loyalty pin categorizing 10 to 19 years- bronze, 20 to 29 years- silver and 30 and above -gold:
- d. The awardee shall also receive a plaque or recognition (Loyalty Award).

**Milestone Service Recognition Award**

- a. A Milestone Service Recognition Award shall be conferred upon qualified officials and employees of the municipality who have completed significant threshold of continuous, satisfactorily, and exemplary public service, to be evaluated and endorsed by the Local PRAISE Committee;
- b. The presentation of the award shall be held during a fitting institutional ceremony, such as the annual LGU Recognition Day or prior to an employee's official separation from service;
- c. Qualified personnel shall be granted a one-time milestone cash token based on their cumulative years of dedicated service to the municipality, subject to the availability of local funds and the following thresholds:

| Number of Years in Service | Amount of Incentive                                                                                                                                                                                 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 to 14 years in service  | Twenty Thousand Pesos (P20,000.00)<br>(Note: For elective officials, a full completion of three (3) consecutive terms totaling nine (9) years shall be deemed equivalent to this initial threshold) |
| 15 to 19 years in service  | Forty Thousand Pesos (P40,000.00)                                                                                                                                                                   |
| 20 to 24 years in service  | Sixty Thousand Pesos (P60,000.00)                                                                                                                                                                   |
| 25 to 29 years in service  | Eighty Thousand Pesos (P80,000.00)                                                                                                                                                                  |
| 30 years and above         | One Hundred Thousand (P100,000.00)                                                                                                                                                                  |

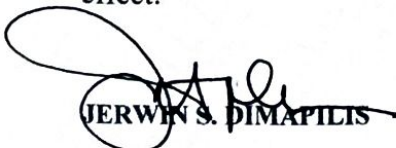
- d. The awardee shall also receive a plaque of recognition (Service Award).

**Achievement Award**

- a. Achievement Award shall be conferred upon any municipal employee who has demonstrated exemplary performance and has received an official recognition, award, or distinction at the regional or national level;
- b. Qualified employee shall be entitled to a cash incentive of Five Thousand Pesos (P5,000.00) for a regional-level award and Ten Thousand Pesos (P10,000.00) for a national-level award;
- c. In addition to the cash incentive, the awardee shall be presented with a Plaque of Recognition as a symbol of the Municipality's appreciation and acknowledgment of the employee's outstanding achievement and contribution to public service.

**SECTION 6. FUNDING.** Funding for the grant of personnel benefits and awards shall be taken from the General Fund and to be allocated under the Human Resource Development PRAISE funds. For its implementation, there shall be an allocated amount commensurate to the number of qualified employees for each award to be determined by the PRAISE Committee.

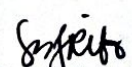
**SECTION 7. SEPARABILITY CLAUSE.** If any part of this Ordinance is declared not valid, unconstitutional or unlawful, such declaration shall not affect or Impair the remaining provisions, sections or parts thereof, which shall remain or continue to be in full force and effect.



JERWIN S. DIMAPILIS



ROBERT S. QUITCHON



MARY JANE C. RITO

**SECTION 8. REPEALING CLAUSE.** All ordinances, resolutions, executive orders, rules, and regulations inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

**SECTION 9. EFFECTIVITY.** This Ordinance shall take effect upon approval and after compliance with the publication and posting requirements prescribed by law.

On motion of Councilor Marietta R. Pajila seconded by all this Ordinance is hereby ENACTED.

Adopted: 20 July 2026

CERTIFIED CORRECT:

  
**MARY JANE C. RITO**  
Acting Secretary to the Sangguniang Bayan

ATTESTED:

  
**ROBERT S. QUIATCHON**  
Municipal Vice Mayor

APPROVED:

  
**JERWIN S. DIMAPILIS**  
Municipal Mayor  
Date: \_\_\_\_\_

mp rito 07 20 2026

  
LUCHIANO G. BICO  
08-06-26

  
STEPHANIE P. PANER  
8-06-26

MTD  
8-6-26  
9:00 AM

OFFICE OF THE MUNICIPAL MAYOR  
**RECEIVED**  
DATE: 8/6/26 TIME: 8:30  
BY: SA  
LGT - ROXAS

**MUNICIPALITY OF ROXAS**  
HUMAN RESOURCE MANAGEMENT OFFICE  
**RECEIVED**  
BY: \_\_\_\_\_  
DATE: 8-06-26  
TIME: \_\_\_\_\_