

**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM ORDER NO. 60**

**AMENDING MEMORANDUM ORDER NO. 46 (s. 2020)  
“ADOPTING THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE  
EXCELLENCE IN THE OFFICE OF THE PRESIDENT PROPER”**

**WHEREAS**, Memorandum Order (MO) No. 118-B (s. 1993) provides for the implementation of the Employee Suggestions and Incentive Awards System (ESIAS) of the Office of the President (OP) Proper;

**WHEREAS**, the Civil Service Commission (CSC), pursuant to its Resolution No. 010112 dated 10 January 2001 and through its Memorandum Circular (MC) No. 1 (s. 2001), adopted the revised policies on Program on Awards and Incentives for Service Excellence (PRAISE);

**WHEREAS**, pursuant to CSC MC No. 1, the OP-PRAISE Committee was constituted through Memorandum Order (MO) No. 12 (s. 2011);

**WHEREAS**, under MO No. 12, the OP-PRAISE Committee is tasked, among others, to formulate the revised OP ESIAS;

**WHEREAS**, MO No. 12 was amended by MO No. 35 (s. 2012), and MO No. 69 (s. 2014) which reconstituted the OP-PRAISE Committee;

**WHEREAS**, upon the recommendation of the OP-PRAISE Committee, the OP-ESIAS provided under MO No. 118-B was amended by MO No. 46 (s. 2020) to adopt the PRAISE in the OP-Proper, referred to as OP-PRAISE;

**WHEREAS**, OP aspires to achieve better planning and implementation of specific functions for the four (4) Human Resource Management Systems (HRMS) which can lead to higher human resource and organization performance, through the application of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) indicators;

**WHEREAS**, the OP Proper Competency Tables and Logo/Framework that were approved by the Executive Secretary in August 2021, may enhance and strengthen the implementation of the HRMS on rewards and recognition;

**WHEREAS**, under MO No. 46, the OP-PRAISE Committee is also tasked to ensure that productivity, innovativeness, suggestions and exemplary behavior are identified, considered, managed and implemented on a continuing basis to cover employees at all levels;

**WHEREAS**, further under CSC MC No. 1, subsequent amendments to our agency's PRAISE shall be submitted to the CSC Regional or Field Office for proper implementation;

**NOW, THEREFORE**, upon the recommendation of the OP-PRAISE Committee, MO No. 46 (s. 2020), is hereby amended to read as follows:

## **I. OBJECTIVES**

### **1. General**

The OP-PRAISE is designed to encourage creativity, innovativeness, efficiency, integrity and productivity, by recognizing and rewarding employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, competencies, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest.

### **2. Specific**

- 2.1 To establish a mechanism for identifying, selecting and rewarding/providing incentives to deserving human resources;
- 2.2 To identify outstanding accomplishments and best practices of human resources on a continuing basis;
- 2.3 To provide incentives and interventions to motivate human resources who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts;
- 2.4 To acknowledge and provide awards and incentives to human resources who display exemplary behavior; and
- 2.5 To instill the drive for excellence among OP human resources by improving their competencies and encouraging them to pursue their own career development.

## **II. SCOPE**

The OP-PRAISE shall apply to all appointive OP Proper human resources.

In the provision of incentives and awards, this Program shall not discriminate against civil status, age, gender identity, sexual orientation, disabilities, religion and/or indigenous group membership.

## **III. DEFINITION OF TERMS**

1. **AWARD** - recognition which may be monetary or non-monetary conferred on individuals or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest that contribute to the efficiency, economy, and improvement in government operations, and to organizational productivity.
2. **INCENTIVE** - monetary or non-monetary motivation, privilege or reward given to a human resource or group of human resources for laudable/extraordinary performance or service, pursuance of career development, or long and dedicated service in government.
3. **CONTRIBUTION** - any input which can be in the form of an idea or performance.

4. **DISCOVERY** - is the uncovering of something previously existing but found or learned of for the first time, which will improve public service delivery.
5. **IDEA TYPE CONTRIBUTION** - refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.
6. **INVENTION** - the creation of something previously non-existent which will benefit government.
7. **SUGGESTION** - idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
8. **GROUP** - shall refer to two or more individuals bound by a common objective, a task force, a technical working group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs.
9. **COMPETENCY** - refers to observable, measureable and vital behavioral skills, knowledge, and personal attributes deemed essential for organizational success.
10. **HEROIC DEED** - refers to the prompt and immediate courageous and selfless action that involves risking one's life or safety for the common good and/or that would benefit others.
11. **CONTINUOUS SERVICE** - for purposes of the grant of OP-PRAISE awards and incentives, refers to non-incurrence of leave without pay, for reasons other than illness, of not more than five (5) days per year.
12. **ONBOARDING** - refers to the process of integrating and acculturating newly hired employees, as indicated in the OP Onboarding Program, into the organization and providing them with the tools, resources and knowledge to become successful and productive OP Proper human resources. This process is done within six (6) months upon assumption to duty.

#### **IV. TYPES OF AWARDS**

##### **A. Honor Awards**

OP shall regularly undertake a search for deserving employees, for the purpose of granting awards administered by OP, and for nominating them for awards given by other government agencies, private entities, non-government organizations (NGOs) and other award giving bodies, such as the:

1. *Presidential Lingkod Bayan Award* – conferred to an individual or group of individuals comprised of five members for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment.
2. *Civil Service Commission Pagasa Award* – conferred to an individual or group of individuals comprised of five members for outstanding contribution/s resulting from an idea or performance that directly benefit

more than one department of the government which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.

For group nominations, the group/team should have demonstrated teamwork, cooperation, camaraderie and cohesiveness. Each group/team member should have verifiable/actual contribution in the attainment of the group's/team's accomplishment. This should be specified in the nomination.

3. *Outstanding Public Officials and Employees or "Dangal ng Bayan" Award* – conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act (RA) No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Government Officials and Employees". The application of this type of award in OP shall be operationalized under its Exemplary Behavior Award as detailed in B.2 of this MO.
4. *Other Awards* – given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

The OP-PRAISE Committee shall choose from among those nominated by the heads of offices as officially submitted to the Committee up to the month of February, for qualifications that had been met during the immediately preceding year. Nominations by the heads of offices shall include the following:

- Name and position of nominee;
- Nominated for what type of award; and
- Reason for nomination.

Nominees must meet the following qualifications, and such other qualifications/requirements as may be provided by CSC covering the period of nominations:

- Have rendered at least three (3) years of continuous government service as of the deadline of submission of nominations;
- Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semestral, or three (3) annual rating periods prior to the nominations; and
- Have not been found guilty of any administrative or criminal offense involving moral turpitude or do not have any pending case against them at the time of nomination.

## **B. OP Proper Awards**

The OP-PRAISE shall develop and initiate recognition of individuals or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds and other extraordinary acts or services that contribute to the efficiency, economy, and improvement in government operations, and to organizational productivity:

1. **Idea Type Contribution Award (ITCA)** – granted to a human resource who has contributed an idea, suggestion, or invention, which generated economic improvement in operation, increased productivity, improved working conditions or service, or otherwise benefited OP.
  - a. Qualifications - Must have rendered service for at least one (1) calendar year in OP, with a very satisfactory rating for the last two (2) regular rating periods
  - b. Criteria:
    - i. *Impact of Achievement (40%)*
      - the extent to which the idea has increased productivity and improved systems and procedures; the paradigm shift it has caused; and the number of persons that benefited from it;
    - ii. *Reliability and Effectiveness (20%)*
      - the extent to which the bright idea has effectively and efficiently addressed a pressing need and improved service delivery;
    - iii. *Economy in Operations (20%)*
      - the extent to which minimum amount of resources (people, time, etc.) have been used to achieve the resultant output; and
    - iv. *Relevance (20%)*
      - Addresses the improvement of working condition or services beneficial to OP
  - c. Documents Required – a nomination letter with details on the idea type contributed, addressed to the OP-PRAISE Committee, and/or Re-Entry Action Plan or Recommendations in the After Activity Report/Learning Application Plan that have been implemented, if applicable
  - d. Form of Award – a plaque of recognition and a cash award to be determined by the OP-PRAISE Committee will be given during the OP Anniversary, or in such other appropriate occasion as may likewise be recommended by the Committee.
2. **Exemplary Behavior Award (EBA)** in the form of a plaque or a Certificate of Recognition and/or Cash Award as may be determined by the OP PRAISE Committee, will be granted to a human resource who has exemplarily demonstrated any one of the eight (8) norms of conduct as provided under RA No. 6713 (Code of Conduct and Ethical Standards). The awardee shall be automatically nominated by the Executive Secretary to the Dangal ng Bayan Award.
  - a. Qualifications, criteria, and documents required for the said award shall be aligned with the guidelines set by the CSC for the Dangal ng Bayan Award.
  - b. Form of Award - a plaque of recognition and a cash award to be determined by the OP-PRAISE Committee will be given during the OP

Anniversary, or in such other appropriate occasion as may likewise be recommended by the Committee.

3. **Extra Mile Employee Award** will be given to a human resource who extended prompt, courteous, and extra mile service to clients.

Feedback Mechanism – Each OP office shall develop a feedback form for accomplishment of its clients. The said form shall contain three (3) parts – i.e., type of transaction made, description of the service received by the client, and the compliment, complaint, or suggestion of the client.

Heads of offices are encouraged to give “on-the-spot” recognitions for human resources who were given a commendable remark in any part of the feedback form. Every end of the month, heads of offices may award human resources with at least three (3) commendable remarks from at least three (3) different clients. The commendable remark must indicate the extra mile done by the employee. Rewards may be in such forms as Certificate of Commendation or simple tokens.

a. Qualifications –

- i. Those with salary grades below 22, or whose equivalent positions/functions are below that of an Assistant Division Chief;
- ii. The commendable service must be beyond the employee's functions/duties and performed without additional form of compensation (e.g., compensatory overtime credit, overtime pay, honorarium); and
- iii. Must have rendered service for at least one (1) calendar year in OP, with a very satisfactory rating for the last two (2) regular rating periods.

b. Criteria –

The OP PRAISE Committee shall determine the top five (5) employees from among the list of employees who were given Certificates of Commendation submitted by the heads of offices to the OP PRAISE Committee. Criteria for judging shall be as follows:

- i. *Consistency (60%)*
  - the number of Certificates of Commendation or valid written commendations received in a calendar year
- ii. *Purpose of the Extra Mile (40%)*
  - the nature and work impact of the extra mile

- c. Form of Award – a plaque of recognition and a cash award to be determined by the OP-PRAISE Committee will be given during the OP anniversary celebration, or in such other appropriate occasion as may likewise be recommended by the Committee.

4. **Retirement Award** – conferred in recognition of the human resources' continuous dedicated and satisfactory service in the government, under the following criteria and types of awards:

CRITERIA	INCENTIVE	
	Monetary	Non-Monetary
Compulsory retirees with at least 15 years of creditable government service	₱20,000.00	Certificate of Appreciation signed by the President
At least 60 years of age, with at least 15 years of continuous creditable government service	₱15,000.00	Certificate of Appreciation signed by the Executive Secretary
Separated OP Proper human resources, at any age, with at least 30 years of creditable government service	₱15,000.00	
Retirees who do not fall under any of the aforesaid categories	₱10,000.00	

Satisfactory service shall be measured through the accomplished Individual Performance and Commitment Review Forms (IPCRF) for the last two (2) regular rating periods prior to awarding/nomination.

The Human Resource Management Office (HRMO) shall prepare a list from its database to identify retirement awardees (**Annex A**).

Retirement Awards will be given either during the OP Anniversary Month or the Civil Service Month, or in such other appropriate occasion as may likewise be recommended by the Committee.

- Such other awards that the OP-PRAISE Committee may decide to confer.

## V. INCENTIVES

The OP shall continuously reward deserving employees to motivate them to improve the quality of their work performance by demonstrating positive behavior, and pursuing career development/improve their competencies.

- Loyalty Incentive** - initially granted to a human resource who has completed at least ten (10) years of continuous service in government, and every five (5) years thereafter, with at least satisfactory performance rating for the last two (2) rating periods prior to the year of awarding.

A Loyalty Awardee shall be given monetary incentive of Ten Thousand Pesos (₱10,000.00) for the first 10 years of continuous government service, and ₱5,000.00 for every five (5) years thereafter, as prescribed in CSC MC No. 06, s. 2002.

In addition to the monetary incentive, an awardee shall receive the following:

No. of Years in Service	Token or an Equivalent Memorabilia/Item Bearing the Same Value	Certificate of Appreciation
10 and 15 years	Bronze OP watch	Signed by DESFA
20 and 25 years	Silver OP Watch	
30, 35, and 40 years	Gold OP Watch	Signed by ES

The HRMO shall prepare a list from its database to identify awardees for the incentive (**Annex B**).

The Loyalty Award will be given during the CSC Month, or in such other appropriate occasion as may likewise be recommended by the Committee.

2. **Career and Self-Development Incentive (CSDI)** - shall be granted in recognition of an individual who pursued his/her personal and career development, as detailed hereunder, during his/her employment in OP, without cost from the government (i.e., not a recipient of any scholarship grant, did not avail himself/herself of study leave, attendance to the program was not done during office hours), and with a very satisfactory performance rating in all the regular rating periods when he/she was enrolled/took the exam:
  - 2.1 Graduate of Doctoral or Master's Degree in a university/school accredited by the Commission on Higher Education (CHED); or
  - 2.2 Passed the Bar/Board Exams while employed in OP, and the license acquired must be relevant to the employee's functions in OP (e.g., lawyer, CPA, engineer)

It is understood that the inclusive period of study/exam/conferment must have started and ended during his/her employment in OP.

- a. Criteria and documents to be submitted:

The Documents that should be submitted to the OP-PRAISE Committee Secretariat at the beginning of the calendar year are as follows:

Criteria	Documents to be presented
Doctoral degree graduate	Authenticated copy of the Diploma and Transcript of Records, officially transmitted by the concerned employee and duly noted by his/her head of office
Master's degree graduate	
Bar/Board Passer	Authenticated Copy of Bar/Board Certificate/License, officially transmitted by the concerned employee and duly noted by his/her head of office

Only submissions with complete documentary requirements will be considered. However, those not considered for a certain year due to incomplete documentary requirements may still be nominated on the year the complete documentary requirements are submitted.

- b. Form of Reward

The monetary incentive shall be as follows:

Criteria	Monetary Incentive	Certificate of Recognition
Doctoral degree graduate	₱ 15,000.00	Signed by the Chair of OP PRAISE
Master's degree graduate	₱ 10,000.00	
Bar/Board Passer	₱ 10,000.00	



The incentives will be granted/conferred during the CSC Month, or in such other appropriate occasion as may likewise be recommended by the Committee.

3. **Punctuality and Best in Attendance Awards** will be given to an OP Proper human resource in recognition of his/her punctuality and best attendance in office for one full year, to include attendance in the Flag Raising Ceremonies.

a. Qualifications and Criteria

Only those who are using the regular fingerscan machine and observing the regular office hours are qualified to receive this award.

Qualified employees must have attained perfect office attendance for the whole calendar year, including perfect attendance in the regular flag raising ceremonies.

Perfect attendance means no incurrence of leaves of absence, tardiness, and undertime during the reference year. Leaves of absence incurred for purposes of Forced Leave are excluded in the count.

b. Nomination Procedure

Duly designated timekeepers will identify human resources who meet the above-mentioned qualifications/criteria and submit the names to the OP-PRAISE Committee Secretariat.

c. Form of Reward - Gift cards at popular malls, book stores, or drugstores, or its equivalent cash price, may be given to awardees, as may be determined by the OP-PRAISE Committee.

4. **Rookie of the Year** - will be given to an "Onboarding" individual who obtained an "Outstanding" rating during the onboarding period, with submitted supporting documents for such rating.

a. Qualification - The HRMO will identify human resources who meet the above-mentioned qualifications/criteria.

b. Form of Award - a monetary incentive of ₱5,000.00 may be given to an awardee, as may be determined by the OP-PRAISE Committee. The Rookie of the Year Incentive will be given during the CSC month, or in such other appropriate occasion as may likewise be recommended by the Committee.

5. **Anniversary Bonus** - will be given to qualified human resource on OP's milestone anniversaries, to improve and enhance employee morale.

The human resources must have rendered at least one (1) year of satisfactory service in OP as of the date of the milestone year.

6. **On-the-Spot Incentives** - In support of the objectives of this Program, heads of offices are encouraged to establish their respective non-monetary and "on the spot" incentives following certain criteria that are consistent with this Order. "On-the-Spot" documentary evidence (i.e., Office Order containing the set criteria, certified photocopies of the certificates of

commendation/recognition, photographs of the awarding activity/ceremony) shall be officially endorsed by the concerned head of office to the OP-PRAISE Committee, through its Secretariat, for documentation purposes.

Heads of offices/delivery units are encouraged to give simple notes of appreciation, certificates of appreciation, simple tokens, free meals, simple "salu-salo" or any type of incentive to qualified employees within their office/delivery unit to motivate them to give prompt and quality service/performance.

7. **Other Incentives** that the OP-PRAISE Committee may recommend by virtue of special achievements, innovative approaches to assignments, exemplary service to the President, the public, and other interested parties.

## VI. SPECIAL RECOGNITIONS/REWARDS

1. **Special Recognition of Service** – OP employees/retirees from other government agencies who were not conferred any form of reward and/or loyalty incentives.

In the event that a retiree or an OP employee has not received any token/memorabilia for his/her loyal service to the government, either in OP or in the agency where he/she retired prior to joining OP, the retiree/OP employee may receive the token/memorabilia for the aforesaid calendar year, to be conferred on the year of the implementation of these guidelines and, thereafter, on the year following his/her joining OP, provided he/she complies with the following criteria:

No. of Years in Government Service	Token or an Equivalent Memorabilia/Item Bearing the Same Value
15 to 19 years	Bronze OP watch
20 to 29 years	Silver OP Watch
30 to 45 years	Gold OP Watch

2. **Pamana ng Paglilingkod** – given to the family of an OP human resource who died in the line of duty or in pursuit of his/her official duties and responsibilities as a civil servant. Said human resource should have rendered at least three (3) years of continuous government service with performance ratings of at least Very Satisfactory for all the regular rating periods, and had neither been found guilty of any administrative or criminal offense involving moral turpitude, nor had any pending case against him/her at the time of nomination.

CRITERIA	AWARD	
	Monetary	Non-Monetary
Those who died in the service at age 60 and above, with at least 15 years of continuous government service	₱15,000.00	Certificate of Appreciation signed by the President
Those who died in the service with at least 30 years of continuous government service	₱15,000.00	Certificate of Appreciation signed by the Executive Secretary
Those who died in the service not falling under any of the above-stated criteria	₱10,000.00	

This will be awarded before the end of the calendar year, or in such other appropriate occasion as may likewise be recommended by the Committee.

## **VII. GENERAL CONDITIONS**

Nominees to any form of award/incentive must have at least a satisfactory performance rating for the last two (2) regular rating periods prior to nominations, unless otherwise specified in this M.O. Thus, before the deliberations on official nominees, the HRMO must have submitted a report on the nominees without accomplished Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Forms (IPCRFs) and/or Division Performance Commitment and Review Forms (DPCRFs). The OPCRf and/or IPCRF and/or DPCRFs must have been submitted on or before the deadline of submission as specified in the OP Strategic Performance Management System Calendar.

The candidates/nominees must likewise have not been found guilty of an administrative case in the year prior to, and of, the conferment of the award, which shall be validated by the OP-PRAISE Committee Secretariat from the Office of the Deputy Executive Secretary for Legal Affairs.

The OP-PRAISE Committee shall recommend to the Executive Secretary the human resource(s) who are nominated for both the Honor Awards and the OP Proper Awards, the Project Design for the other awards and incentives, and the proposed tokens/incentives.

## **VIII. FLOW CHART AND LINKS WITH THE OTHER SYSTEMS**

Attached (**Annex C**) is the flow chart on awards and recognition, from planning to awarding, which likewise shows the Program's link with the other HR Systems.

## **IX. FUNDING**

OP Proper shall set aside in its annual budget (i.e., Work and Financial Plan and Budget), not more than 5% of the HR development budget, to cover the necessary appropriations/expenses that may be incurred in granting both the monetary and non-monetary awards in accordance with the provisions of the OP PRAISE.

The Finance Office shall submit to the OP-PRAISE Committee, within the month of February of the succeeding year, a report on the following:

1. Budget utilization for the grant of the OP-PRAISE, which contains the estimated budgetary expense and the actual budgetary expense from the preceding year; and
2. Liquidation Report.

## **X. OP-PRAISE COMMITTEE**

The OP-PRAISE Committee, as reconstituted under MO No. 69, s. 2014, is comprised as follows:

- Chairperson - Deputy Executive Secretary for Finance and Administration
- Vice-Chairperson - Senior Official Designee of the Executive Secretary with the rank of at least an Assistant Secretary
- Members - Head, HRMO
- Head, Legal Office
- Head, Finance Office
- One (1) Representative from 3<sup>rd</sup> Level Officials to be assigned by the Executive Secretary
- One (1) Alternate Representative from 3<sup>rd</sup> Level Officials to be assigned by the Executive Secretary
- One (1) Representative from the Office of the President Employees' Network (OPEN) for 2<sup>nd</sup> level positions
- One (1) Alternate Representative from OPEN for 2<sup>nd</sup> level positions
- One (1) Representative from OPEN for 1<sup>st</sup> level positions
- One (1) Alternate Representative from OPEN for 1<sup>st</sup> level positions

The OP-PRAISE Committee shall:

1. Ensure that productivity, innovativeness, suggestions and exemplary behavior are identified, considered, managed and implemented on a continuing basis to cover employees at all levels;
2. Be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of OP;
3. Establish its own internal procedures and strategies;
4. Recommend to the Executive Secretary its proposed annual budget to cover whatever necessary expenses it will incur in granting both the monetary and non-monetary awards in accordance with the provisions of the revised OP PRAISE; and
5. Propose necessary guidelines to cover situations not specifically covered by this Order.

The HRMO shall provide secretariat and administrative support to the Committee.

## XI. SCHEDULES OF INCLUSION

In determining qualified nominees/candidates to OP Proper Awards, the following applicable schedules of inclusion shall be observed for the first round of implementation:

OP Internal Awards	Inclusion Schedule
Loyalty Award	October 2018 – December 2019  January 1, 2019 – December 31, 2019
Retirement Award	
Pamana ng Paglilingkod	
Idea Type Contribution Award	
Exemplary Behavior Award	
Extra Mile Employee Award	

Punctuality and Best in Attendance Award	January 1, 2021 – December 31, 2021
Career and Self-Development Award	
Rookie of the Year	

For succeeding years, the inclusion period shall be from January 1 to December 31 of the preceding year, unless otherwise recommended by the OP-PRAISE Committee and approved by the Executive Secretary.

**XII. REPEAL**

Other orders and circulars inconsistent with the foregoing provisions are hereby modified or repealed accordingly.

**XIII. SEPARABILITY**

If any provision of this Memorandum Order is declared invalid or unconstitutional, the other provisions not affected shall remain valid and subsisting.

**XIV. EFFECTIVITY**

This Memorandum Order shall take effect immediately.

DONE in the City of Manila this 23rd day of February, in the year of Our Lord, Two Thousand and Twenty-Two.

**By authority of the President:**



**SALVADOR C. MEDIALDEA**  
Executive Secretary