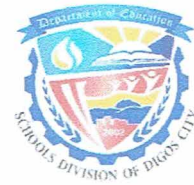




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 992 S. 2019

November 6, 2019

2020 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

TO: ASDS
CID and SGOD Chiefs
PUBLIC SCHOOLS DIVISION SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
DIVISION SECTION/UNIT HEADS
ELEMENTARY AND SECONDARY SCHOOL HEADS/SICS
ALL DIVISION PERSONNEL (TEACHING AND NON-TEACHING)

1. Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 01, s.2019 re. the "*Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter*" signed by Chairperson Alicia dela Rosa on February 13, 2019, the field is hereby informed about the "**2020 Search for Outstanding Government Workers**".
2. The abovementioned search is part of the CSC's Honor Awards Program (HAP) which recognizes the outstanding work performance and exemplary conduct and ethical behavior of government employees in its effort to motivate or inspire them to further improve the quality of their performance and instill deeper involvement in public service,
3. Relative to this, the Division PRAISE Committee (see attached list of members) is hereby directed to come up with a set of guidelines, for the identification and selection of Division nominees, to be disseminated to the field.
4. Deadline for the submission of the nominees' pertinent documents to the Personnel Section, Administrative Services Division, DepEd RO XI, F. Torres St., Davao City is on March 15, 2020.
5. AGILA and EAGLE Search Awardees are automatic nominees to the said Search.
6. Please see attachment for more details of the Search. These are accessible from the CSC website at www.csc.gov.ph.
7. Wide and immediate dissemination of this memo is desired.


CRISTY C. EPE, CESE

Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RECEIVED
45725
DATE: **NOV 12 2019** TIME: **9:48 AM**

BY: 

Encl: As Stated

References: none

To be indicated in the Perpetual Index under the following subject: SGOD HRD AWARDS & RECOGNITION SEARCH (HAP)
CUY: November 6, 2019: 2020 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

THE DIVISION PRAISE COMMITTEE

CHAIRPERSON: SDS
CO-CHAIR: ASDS
MEMBERS: CID CHIEF
SGOD CHIEF
BUDGET AND FINANCE HEAD
ACCOUNTING HEAD
ADMINISTRATIVE OFFICER V
HUMAN RESOURCE MANAGEMENT OFFICER
SECRETARIAT: HRD PERSONNEL



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.depedroxi.ph

MEMORANDUM

To : Schools Division Superintendents/ OIC-SDSs
This Region

Subject: 2020 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

Date : October 28, 2019

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED 45725
DATE: NOV 05 2019 TIME: 9:11 AM
BY: [Signature]

This has reference to the CSC Memorandum Circular No. 01, s. 2019, relative to the Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter, signed by Alicia Dela Rosa-Bala, Chairperson, Civil Service Commission.

The annual Search for Outstanding Government Workers forms part of CSC's Honor Awards Program (HAP), which recognizes government officials and employees who have displayed outstanding work performance and exemplary conduct and ethical behavior. The program aims to motivate or inspire government employees to improve the quality of their performance and instill deeper involvement in public service.

For 2020 Search for Outstanding Government Workers, the deadline for submission of nominations to Civil Service Commission is on March 31, 2020.

Anent to this, you are hereby directed to identify nominee/s through your respective Division PRAISE Committee and submit the pertinent documents to Personnel Section, Administrative Services Division, DepEd RO XI, F. Torres St., Davao City **not later than March 15, 2020**, for deliberation of Regional PRAISE Committee. Documents submitted beyond this date will not be considered.

AGILA and EAGLE Search Awardees will be automatically nominated for the Search for Outstanding Government Worker. The Search guidelines, including the qualification requirements, criteria for evaluation, and required nomination documents are attached, for reference. Electronic copy of the documents can also be accessed from the CSC website at www.csc.gov.ph.

Immediate dissemination of this memorandum is desired.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: [Signature]
Date: 11-4-19 Time: 2:28

Enclosed: As Stated. 1911-5583

ROA3/PS/jig

Empowerment Adaptability Goal-oriented Leadership Excellence

[Signature]
EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Page 1 of 1

Document Number : ROXI-114
Version Number : 2.0
Revision Number : 0
Date of Effectivity : July 15, 2019



Join the

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS 2020

Deadline of submission of nominations: 31 March 2020

For nomination procedures,
contact the Honor Awards Program (HAP) Secretariat
at telephone numbers (02) 9317993 and (02) 9320381,
email address pafo.hap@csc.gov.ph,
hapsecretariat@gmail.com
or hapsecretariat@yahoo.com,
or visit the nearest CSC Regional or Field Office.



www.facebook.com/civilservicegovph



www.csc.gov.ph



www.youtube.com/cscphmedia



MC No. **01**, s. 2019

MEMORANDUM CIRCULAR

TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter

In accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers.

The annual Search started in 1965 through the Employee Suggestions and Incentives Awards System (ESIAS) implemented under Section 27 of Republic Act No. 2260 or the Civil Service Act of 1959 to award public servants for extraordinary acts or services that contributed to the efficiency, economy and improvement of government operations.

In 1975, by virtue of Presidential Decree No. 807, new rules and guidelines of the ESIAS modified the types of honor awards as follows: Presidential *Lingkod Bayan* and the Civil Service Commission *Pagasa* Award.

Republic Act No. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees vested in the CSC the administration of the nationwide Search for Outstanding Public Officials and Employees or *Dangal ng Bayan* Award.

The annual Search for Outstanding Government Workers is administered under the HAP in order to recognize government officials and employees who exemplified outstanding performance, to motivate or inspire public servants to improve the quality of public service delivery, and to instill deeper involvement in public service.

To maintain the integrity of the Search and sustain its effective implementation, the Commission revised the Guidelines on the Search for Outstanding Government Workers in 2019 and the years thereafter. Heads of agencies are enjoined to adopt said guidelines.

For queries and concerns, please contact the HAP Secretariat through (02) 931-7993 and (02) 932-0381; and email address: hapsecretariat@yahoo.com.


ALICIA dela ROSA-BALA
Chairperson

13 FEB 2019

Bawat Kawani, Lingkod Bayani

Office of the Chairman

M.C. No. 18, s. 2001

TO: DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT,
DEPARTMENT OF BUDGET AND MANAGEMENT, GOVERNMENT
SERVICE INSURANCE SYSTEM AND ALL LOCAL GOVERNMENT
UNITS

In recognition of the vital role of the barangay secretary and barangay treasurer in public service and in response to the numerous requests from the local government units relative to the recognition of the barangay secretary and barangay treasurer as government employees, the Commission, under Resolution No. 01-1338 ruled as follows:

1. Their respective appointment papers are submitted to the CSC for record purposes;
2. Their positions have fixed salary in accordance with the salary schedule provided for in the Local Budget Circular No. 63, s. 1996;
3. They meet the qualification requirements set in the Local Government Code of 1991; and
4. Their attendance and service records are kept and maintained in the barangay office.

Please be guided accordingly.

13 August 2001

Colvin, D. A. M. *Engineering Transactions*

Certified True Copy

ARTHUR F. SALONGA
Chief Human Resources Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

Republic of the Philippines
CIVIL SERVICE COMMISSION



Serbisyo Sibil: Isang Daang Taong Paglilingkod

Recognition of the Barangay Secretary and
Barangay Treasurer as Government Employees

X-----X

RESOLUTION NO. 011352

WHEREAS, Section 384, Chapter 1, Book III of RA 7160 (Local Government Code of 1991) provided for the creation of the barangay "as the basic political unit and as such serves as the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the communities, and as forum wherein the collective views of the people may be expressed, crystallized and considered, and where disputes may be amicably settled";

WHEREAS, pursuant to Sections 394 and 395, Book III of RA 7160, the barangay secretary and barangay treasurer shall be appointed by the punong barangay with the concurrence of the majority of all the sangguniang barangay members but shall not be subject to attestation by the Civil Service Commission;

WHEREAS, Article 118, Rule XVIII of the Rules and Regulations Implementing RA 7160 provided for the mandatory appointment of the barangay secretary and barangay treasurer;

WHEREAS, Article 122 of the Rules and Regulations Implementing RA 7160 provided for the qualifications of the barangay secretary and barangay treasurer positions, the respective duties and responsibilities, and the prohibition on nepotism;

WHEREAS, the CSC received numerous requests from the local government sector relative to the recognition of the barangay secretary and barangay treasurer as government employees for purposes of entitlement to benefits;

WHEREAS, the CSC, in response to the said requests, reviewed the duties and functions of the barangay secretary and barangay treasurer under the Local Government Code of 1991 and established that they are the counterpart in the barangay of the sangguniang bayan secretary and municipal treasurer who are both appointive government employees holding permanent appointments in the municipal level;

WHEREAS, the CSC deemed it proper to recognize the vital role of the barangay secretary and barangay treasurer in public service;

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Chief Human Resources Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

A handwritten signature in dark ink, appearing to be a stylized 'A' or similar character.

NOW, THEREFORE, foregoing premises considered, the Civil Service Commission **RESOLVES** as it is hereby **RESOLVED** that the barangay secretary and barangay treasurer who are covered by the provisions of the Local Government Code of 1991 may be recognized as government employees provided the following conditions are satisfied:

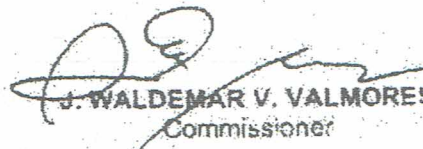
1. Their respective appointment papers are submitted to the CSC for record purposes;
2. Their positions have fixed salary in accordance with the salary schedule provided for in the Local Budget Circular No. 63, s. 1996;
3. They meet the qualification requirements set in the Local Government Code of 1991; and
4. Their attendance and service records are kept and maintained in the barangay office.

The Commission further resolved that the services rendered by the barangay secretary and barangay treasurer prior to and after the promulgation of the Local Government Code of 1991 may be accredited by the CSC as government service provided that the said barangay secretary and barangay treasurer were paid fixed salary and subject to compliance with the other requirements for accreditation of services prescribed under CSC MC 8 and 8-A, s. 1997 and CSC MC 5, s. 1999.

Quezon City, AUG 10 2001


KARINA CONSTANTINO-DAVID
Chairman


JOSE F. ERESTAIN, JR.
Commissioner


J. WALDEMAR V. VALMORES
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III

Office of the Commission Secretary


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ARTHUR P. SALONGA
Chief Human Resource Specialist
Commission Secretariat and Liaison Office
Civil Service Commission



HONOR AWARDS PROGRAM

Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter

I. Introduction

In accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers. The program seeks to recognize and reward state officials and employees for their outstanding contributions and achievements in the delivery of public service.

The annual Search started in 1965 through the Employee Suggestions and Incentives Awards System (ESIAS) implemented under Section 27 of Republic Act No. 2260 or the Civil Service Act of 1959 to award public servants for extraordinary acts or services that contributed to the efficiency, economy and improvement of government operations.

In 1975, by virtue of Presidential Decree No. 807, new rules and guidelines of the ESIAS modified the types of honor awards as follows: Presidential or *Lingkod Bayan* and Silangan Awards, the Civil Service Commission or *Pagasa* Award, and the Agency or *Kapwa* Award.

Meanwhile, Republic Act No. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees vested in the CSC the administration of the nationwide Search for Outstanding Public Officials and Employees *Dangal ng Bayan* Award.

II. Award Categories

A. Outstanding Work Performance

- Presidential *Lingkod Bayan* (PLB) Award is conferred to an individual or group 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.
- Civil Service Commission *Pagasa* (Pagasa) Award is conferred to an individual or group comprised of five members for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

B. Exemplary Ethical Behavior

- Outstanding Public Officials and Employees or the *Dangal ng Bayan* (DnB) Award is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of the eight norms provided under Republic Act No. 6713:

1. Commitment to Public Interest
2. Professionalism

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Chief Human Resource Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

Bawat Kawani, Lingkod Bayani

3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living

III. Who are Qualified

- A. All appointive officials and employees holding permanent, temporary, coterminous, contractual and casual status of employment in the government, whether stationed in the Philippines or abroad.
- B. Elective officials.
- C. Elective and appointive barangay officials and employees may also be nominated provided they meet all the following conditions pursuant to Civil Service Commission (CSC) Resolution No. 01-1352 dated August 10, 2001 on the "Recognition of the Barangay Secretary and Barangay Treasurer as Government Employees" (Annex A):
 - Respective appointment papers are submitted to the CSC for records purposes;
 - Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
 - Meet the qualification requirements set in the Local Government Code of 1991; and
 - Attendance and service records are kept and maintained in the *barangay* office.
- D. Posthumous nominations may be made for a public servant who died in the line of duty or in the pursuit of his/her official duties and responsibilities as a civil servant. Posthumous nominations should be formalized within 12 months from the time of death of the government official or employee.
- E. Those who are under extension of service are not qualified.

IV. Qualification Requirements of Nominees

- A. Nominated officials and employees must meet the following qualifications:
 1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;
 2. 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 nomination; and
 3. Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.
- B. Team members who did not meet the abovementioned qualification requirements (Items 1 to 3) shall not be included in the nomination.

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 Chief Human Resource Specialist
 Commission Secretariat and Liaison Office
 Civil Service Commission

3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
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 - Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
 - Meet the qualification requirements set in the Local Government Code of 1991; and
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 3. Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.
- B. Team members who did not meet the abovementioned qualification requirements (Items 1 to 3) shall not be included in the nomination.

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 Chief Human Resource Specialist
 Commission Secretariat and Liaison Office
 Civil Service Commission

V. Criteria for Evaluation

A. Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

1. Noteworthiness of Outstanding Performance/Contribution – The degree of uniqueness and originality of outstanding performance or contribution/s; implemented breakthroughs in the structure, system and procedures in the delivery of services.
2. Sustainability of Contribution – The extent to which the accomplishment led to innovation/contribution which has been adopted; number of individuals, communities, offices who benefited; and evidence of sustained use or continuous implementation for at least three years or longer.
3. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used and its result; positive outcomes; the resulting paradigm shift; and the amount of money saved.
4. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
5. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
6. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) – The extent the group members motivate and support each other or the degree to which group members positively influence each other.

Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment. This should be specified in the nomination.

B. Outstanding Public Officials and Employees or the *Dangal ng Bayan* Award

1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.
4. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. Years of Service – The cumulative years of service that the nominee has rendered in the government *vis-à-vis* his/her accomplishments.

C

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Commission Secretariat and Liaison Office
Civil Service Commission

6. Risk or temptation inherent in the work; and
7. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for *Dangal ng Bayan*.

VI. Required Nomination Documents

Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished HAP nomination form, original clearances and other documentary requirements (see Letters A-L); and five (5) additional copies of the original nomination folder **certified as true copies.**

A. Completely filled-out HAP Nomination Form:

HAP Form No. 1 – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Individual Category)

HAP Form No. 2 – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Group Category)

HAP Form No. 2-A – Information on the Members of the Group Nominee

HAP Form No. 3 – Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award

Each completely filled-up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Arial font #12.

- B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination.
- C. Certification from the Chairperson of the agency's local, provincial, regional or national Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- D. Letter from the head of agency or highest official endorsing the nomination to the CSC.

Agencies with nominations endorsed by Agency Heads who are OIC-designates should also submit a letter or a copy of their designation order.

Agencies may submit to the Commission an endorsement for all their nominees and NEED NOT endorse them individually.

Group nominations with team members from two or more departments/agencies shall be separately endorsed by their respective agency heads.

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Chief Human Resource Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

3. Clearance from the Office of the President shall also be secured by the HAP Secretariat for presidential appointees who shall be selected as semi-finalists of the Search.
- L. Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies.

The nomination form and documentary requirements should be placed in legal size folders. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should not be included in the nomination folder.

All nomination folders and documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee/s.

VII. Write-up of Accomplishments

A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- The nomination write-up of heads of offices, agencies and local government units should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency or local government unit.

B. The following information must be adequately provided:

1. For Group Nomination (Presidential *Lingkod Bayan* and CSC *Pagasa* awards categories):

Name of team or group, names of qualified team members with their respective positions, status of appointment, length of government service and contribution/accomplishment of each member enumerated in detail. Please refer to HAP Form Nos. 2 and 2-A for details.

2. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if

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Chief Human Resource Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated:

- Nationwide impact of the exceptional/extraordinary contribution to public interest, security and patrimony (for Presidential *Lingkod Bayan* award category)
 - Impact of the outstanding contribution to more than one department of the government (for CSC *Pagasa* award category)
3. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

C. Limitation on Nomination

1. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information.
2. While there are three award categories under the Search, an employee or official should be nominated to only one award category.
3. Honor awardees or those who have been previously conferred with any of the three awards: Presidential *Lingkod Bayan*, Outstanding Public Officials and Employees or *Dangal ng Bayan* and Civil Service Commission *Pagasa* can still be nominated to the same or to a different award category after five years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

VIII. Procedure for Nomination

Nomination to the Search may be done by individuals or organizations from the government or private sector. The following are the steps on how to nominate outstanding public officials and employees:

A. For government agency-initiated nomination

Government agencies are expected to nominate their exemplars. There is no limit to the number of nominations which the agency may submit in any of the award categories provided the requirements are complied with. The HRMO of the agency shall be responsible for preparing the nomination of the official or employee or group/team.

1. The Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall review and recommend the nomination for approval of the head of agency. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee or its equivalent and the Agency Head of the lead agency shall approve/endorse the nomination.

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Chief Human Resource Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

2. Nominations of Heads of Departments, Agencies and elective officials need not be submitted to the PRAISE Committee. However, all other documentary requirements have to be complied with.
3. The Agency Head shall approve the nomination and shall issue an endorsement letter prior to submission of nomination to the CSC Field or Regional Offices.

Agency head refers to Department Secretary, Chairperson or President (in national government agencies, constitutional commissions, government-owned and controlled corporations, government financial institutions, and state/local universities and colleges), who has the power to appoint, as well as Governors or Mayors.

Heads of agencies also refer to the following officials:

Nominee	Endorsing Head of Agency
Members/Staff of the Judiciary	Chief Justice, Supreme Court
Members/Staff of the Senate	Senate President
Members/Staff of the House of Representatives	Speaker of the House of Representatives
Members/Staff of the Local Sanggunian	Vice-Governor/Vice Mayor
Governor/Mayor	DILG Secretary
Vice-Governor/Vice-Mayor	Governor/Mayor
Punong Barangay/Kagawad	City/Municipal Mayor

Where the nominee is the Agency Head, endorsement by the superior official is required, as follows:

Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of State/Local Universities and Colleges	Chairperson of the Board of Regents
President of Government-owned and Controlled Corporations	Chairperson of the Board of Directors/Trustees or the Secretary Of the Department to which the Corporation is attached
General Manager of Local Water District	Chairperson of the Board of Directors

B. For nomination initiated by private individual/organization

Any individual or organization with extensive knowledge of the outstanding work performance and/or exemplary ethical behavior of the officials or employee or group/team may nominate an individual or group of individuals for a specific category in the Search.

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 Chief Human Resource Specialist
 Commission Secretariat and Liaison Office
 Civil Service Commission

- E. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case at the time of nomination.

A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.

- F. Detailed information on dismissed/decided case/s of the nominee, if any.
- G. Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least *Very Satisfactory* (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination. Copy of the rating forms need not be attached to the nomination folder.
- H. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 of the year prior to nomination.
- I. Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified by the head of the SALN Review Committee of the agency.

All individual and group nominees MUST submit their SALN.

- J. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).

The service record should indicate the PLANTILLA POSITION of the nominee NOT the designation or rank. The PLANTILLA POSITION indicated in the service record of the nominee shall be the basis of the position to be indicated in the nomination form.

- K. Nominee's valid clearances to be secured from the following agencies in the locality:
- National Bureau of Investigation
 - BIR Tax Clearance
 - Police Clearance

The following clearances shall be secured by the CSC:

1. Clearance for Pendency or No Pendency of Administrative Case shall be issued by the CSC Regional Office.
2. Clearances from Office of the Ombudsman, Sandiganbayan, CSC Central Office — Office for Legal Affairs, and the Commission on Human Rights shall be secured by the HAP Secretariat for the semi-finalists of the Search.

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Civil Service Commission

Download nomination form from the CSC website: www.csc.gov.ph or secure copy from the nearest CSC Regional or Field Office and submit the nomination.

IX. Procedure for Screening and Evaluation

A. Regional Level Screening

The CSC Regional Office shall create a five-member Regional Committee on Awards (RCA) composed of the Regional Director, Assistant Regional Director, Public Assistance and Liaison Division (PALD) Chief, and two representatives of the Regional Multi-Sectoral Advisory Council (RMSAC).

The Regional Committee on Awards shall evaluate the qualified nominations based on Sections IV and V of the Guidelines and select the regional winners of the Search.

The PALD shall serve as the Regional HAP Secretariat. It shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V of the Guidelines and submit the folders to the Regional Committee on Awards for deliberation.

The CSCROs are responsible for coordinating with the agencies regarding submission of the nominee's lacking documents and for ensuring completion of the same prior to submission to the Regional Committee on Awards for deliberation.

Nominations received by the CSCROs which are not under their jurisdiction shall be forwarded to the CSCRO concerned, not to the National HAP Secretariat.

Only those selected by the RCS as regional winners will advance to the second level screening.

Nomination folders of regional winners should be officially transmitted by the CSCROs to the HAP Secretariat together with the complete list of all the nominations received for the three award categories with complete or incomplete documentary requirements. The list should include the nominee's name, plantilla position, level of position, agency and award category. A soft copy of the list should likewise be submitted.

B. National Level Screening

The Public Assistance and Information Office (PAIO), this Commission shall serve as the national HAP Secretariat. It shall convene the national Committees on Awards composed of the following:

1. Committee on the Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

- o Member of the Commission, CSC

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- o Chief Protocol Officer of the Office of the President
- o Three (3) prominent Filipino citizens who are not in the government service

2. Committee on the *Dangal ng Bayan* Award

- o Chairperson of the CSC
- o Ombudsman of the Office of the Ombudsman
- o Chairperson of the Commission on Audit
- o Two (2) government officials/employees appointed by the President of the Philippines

The National Committee on Awards shall deliberate on the extraordinary accomplishments and exemplary ethical behavior of the regional winners and shall shortlist the semi-finalists of the Search. The said Committee shall also select the winners of the CSC *Pagasa* and *Dangal ng Bayan* awards, and the finalists of the Presidential or *Lingkod Bayan* award for decision/approval of the President.

X. Definition of Regional Winners, National Qualifiers and Semi-finalists

Regional Winners	Nominees whose nominations have complete documentary requirements, including agency endorsement, have been shortlisted by the Regional HAP Secretariat based on Sections III and V of the Guidelines and have been selected by the Regional Committee on Awards to advance to the national search. Regional winners are not entitled or will not receive any cash reward as they shall still vie for the national search. They shall be given a Certificate of Participation signed by the CSC Regional Director and members of the Regional Committee on Awards. Nominations of Regional Winners submitted to the HAP Secretariat but have been identified to lack documents (e.g. no agency endorsement, expired clearances or nominees did not meet the qualifications, among others) are NOT eligible for the national search.
National Qualifier	Documentary requirements submitted to the HAP Secretariat were evaluated and determined as complete, thus were endorsed to the National Committee on Awards for consideration.
National Semi-finalist	Semi-finalists are those who were shortlisted by the National Committee on Awards from among the qualified national qualifiers and who will be subjected to background investigation.
Presidential <i>Lingkod Bayan</i> Finalist	Finalists are those who were selected by the National Committee on Awards from among the semi-finalists and endorsed to the Office of the President for confirmation.

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