



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



DIVISION MEMORANDUM
No. 157, S. 2020

February 27, 2020

2020 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID & SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
SECTION/UNIT HEADS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
DICNHS DEPARTMENT HEADS**

1. In reference to the enclosed unnumbered Regional Memorandum dated February 24, 2020, and DepEd Memorandum from the Undersecretary for Field Operations, Atty. Revsee A. Escobido, dated February 17, 2020, the field is hereby informed of the Civil Service Commission's (CSC) 2020 Search for Outstanding Public Officials and Employees through its Honor Awards Program (HAP).
2. Relative to this, only AGILA and EAGLE awardees shall be endorsed as nominees to the Regional PRAISE Committee as per standing policy of ROXI, while Middle manager-nominees shall submit their application-documents directly to the said office also for the usual screening and evaluation process.
3. Deadline for submission is on February 28, 2020.
4. Please refer to the enclosures for the guidelines and other details of the Search.
5. For immediate and wide dissemination.

For and in the absence of me
Schools Division Superintendent

CRISTY C. EPE, CESE
Schools Division Superintendent

Handwritten signature: J. Oliver
JOLIEB OLIVER
Chief ES-SGD
OC

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED 55067

DATE: 28 FEB 2020 TIME: 12:24

BY: [Signature]

Encl: As stated

References: none

To be indicated in the Perpetual Index under the following subjects: SGOD HRD AWARDS AND RECOGNITION
CUY-HRD-SGOD: Feb. 27, 2020: 2020 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

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📠 553-8396/553-8376 🌐 www.depeddigoscitey.org ✉ digos.city@deped.gov.ph



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 : The Chiefs of ROXI Functional Divisions
Regional PRAISE Committee
All Schools Division Superintendents
This Region

Subject: 2020 SEARCH FOR OUTSTANDING PUBLIC
OFFICIALS AND EMPLOYEES

Date : February 24, 2020

DepEd Schools Division of Digos City
RECORDS SECTION

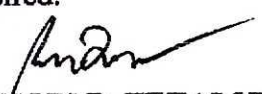
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This has reference to the attached DepEd Unnumbered Memorandum from the Undersecretary for Field Operations, HR-EWD, PD, and DEACO Atty. Revsee A. Escobido dated February 17, 2020 re: "2020 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES" under the auspices of the Honor and Awards Program of the Civil Service Commission.

Corollary to this, the Chiefs of functional divisions and Schools Division Superintendents are encouraged to disseminate this information to all public officials and employees of Region XI and endorse the nominees to the regional office PRAISE Committee for screening and evaluation on the different types of awards on or before February 28, 2020.

It has been a standing policy of the regional office as declared that only AGILA and EAGLE awardees will be endorsed while the Middle Managers shall automatically send their application to the regional office and go through the usual process of screening and evaluation.

Wide and immediate dissemination is desired.


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

DEPARTMENT OF EDUCATION - ROXI
RECORDS SECTION
RELEASE
2 Jan 2020
4:02 pm

HO3/jgv

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 1

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Date of Effectivity : July 15, 2019





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RECEIVED

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21 FEB 2020

Time: 2:15

MEMORANDUM

To: Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

FROM: *Escobedo*
ATTY. REYSEE A. ESCOBEDO
Undersecretary for Field Operations, HR-EWD & PD and DEACO

SUBJECT: **2020 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES**

DATE: February 17, 2020

1. The Civil Service Commission (CSC), under the auspices of the Honor Awards Program (HAP), announces the **2020 Search for Outstanding Public Officials and Employees** pursuant to CSC MC No.1, s. 2020.
2. The Search aims to recognize outstanding public officials and employees, individuals and/or group of individuals, who have shown excellent or utmost dedication and commitment in the public service.
3. The Regional Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall screen and evaluate all nominations for the different types of awards. The nominations must be duly signed by the chairperson of the Regional PRAISE Committee and the Secretary shall approve/endorse the nomination.
4. The accomplished forms must be submitted together with the complete set of nomination documents to the Department of Education (DepEd) through the **Employee Welfare Division** – Bureau of Human Resource and Organizational Development, DepEd Central Office at DepEd Complex, Meralco Avenue, Pasig City not later than **March 13, 2020**. This is to give time to evaluate nominees before endorsing the same to the CSC Regional and/or Field Offices on or before **March 31, 2020**.

Office of the Undersecretary for Field Operations, HR-EWD & PD, and DEACO
SF Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 8631-8492; Fax No.: (02) 8633-5313; Website: www.deped.gov.ph

5. For more information, enclosed are the CSC MC No. 1, s. 2020 and CSC MC No. 1, s. 2019 for the mechanics, requirements, and procedures for nominations. These documents and other related materials may be downloaded at the CSC website, www.csc.gov.ph.

6. For queries, all concerned may contact the HAP Secretariat through telephone numbers, (02) 8931-7993 and (02) 8932-0381; and email address, hapsecretariat@yahoo.com.

7. Immediate dissemination of this Memorandum is desired.



MC No. 01, s. 2020

MEMORANDUM CIRCULAR

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

SUBJECT : 2020 Search for Outstanding Government Workers

The Civil Service Commission (CSC) announces the start of the 2020 Search for Outstanding Government Workers as mandated in the 1987 Philippine Constitution, Executive Order No. 292 or the Administrative Code of 1987, Executive Order No. 508, series of 1992, as amended by Executive Order No. 77, series of 1993, and Republic Act No. 6713. As provided under Section 35, Chapter 5, Book V of the Administrative Code of 1987 on the Civil Service Commission, the CSC shall act as the Honor Awards Program (HAP) Management Team and shall conduct the annual search for public exemplars.

The Search covers three (3) award categories, namely: the Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award, and the Civil Service Commission *Pagasa* Award. The conferment of the awards forms part of the Commission's advocacy of promoting excellence and recognizing as well as rewarding civil servants for outstanding performance, contribution and achievements, and/or consistent manifestation of exemplary ethical behavior in the public service. Group nominations for the Presidential *Lingkod Bayan* Award and the Civil Service Commission *Pagasa* Award are strongly encouraged.

Further, pursuant to CSC Memorandum Circular No. 2 dated February 21, 2019 on PRAISE Winners as Nominees to the Search for Outstanding Government Workers for 2019 and Years Thereafter, heads of agencies are encouraged to automatically nominate their PRAISE awardees to the Search.

The Search for Outstanding Government Workers Guidelines for 2019 and Years Thereafter issued through CSC Memorandum Circular No. 1 dated February 13, 2019 shall apply for the 2020 Search. Heads of agencies and state workers are enjoined to participate actively in promoting the prestigious Search and submitting nominations.

Bawat Kawani, Lingkod Bayani

Nominations shall be submitted to the CSC Regional and/or Field Offices. Deadline for submission of nominations is on **March 31, 2020**.

The soft copy of the promotional materials, guidelines and nomination forms are available in the CSC Regional and Field Offices nationwide and at www.csc.gov.ph.

For inquiries, the Honor Awards Program Secretariat may be reached through telephone numbers (02) 8931-7993; (02) 8932-0381; (02) 8932-0111; TextCSC 09178398272 or email address: hapsecretariat@yahoo.com


ALICIA dela ROSA-BALA
Chairperson



09 JAN 2020



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



HONOR AWARDS PROGRAM

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

Number: 1900138

Promulgated: 12 FEB 2019

X-----X

RESOLUTION

WHEREAS, 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;

WHEREAS, the CSC administers the annual Search to recognize government officials and employees who exemplified outstanding performance, to further motivate or inspire public servants to improve the quality of their performance and to instill excellence in public service;

WHEREAS, pursuant to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, Executive Order No. 292, otherwise known as the Administrative Code of 1987 and its Implementing Rules and Regulations, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, CSC, together with the Office of the President and the constituted Special Committee on Awards, shall confer the Presidential *Lingkod Bayan* and CSC *Pagasa*, two award categories given for outstanding work performance, and the Outstanding Public Officials and Employees or *Dangal ng Bayan* award for exemplary conduct and ethical behavior;

WHEREAS, the Guidelines for the Search requires enhancement for the program's effective implementation;

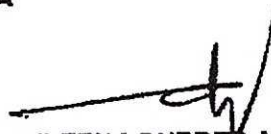
WHEREFORE, the Commission **RESOLVES** to adopt the attached Revised Guidelines on the Search for Outstanding Government Workers in 2019 and the years thereafter.

Quezon City.

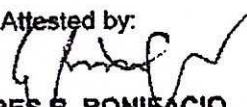

ALICIA dela ROSA-BALA
Chairperson

Official Business

LEOPOLDO ROBERTO W. VALDEROSA JR.
Commissioner


AILEEN LOURDES A. LIZADA
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office

Bawat Kawani, Lingkod Bayani



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

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.

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

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.

- 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.



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



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.

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.

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

- 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.

XI. Grounds for Disqualification of Nominations

- A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents).
- B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.
- C. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.
- D. Group members with lacking documentary requirements shall be automatically removed from the team and shall be considered ineligible to/disqualified from the Search.

XII. Submission of Nominations

Nominations to the annual Search for Outstanding Public Officials and Employees under the Presidential or *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and CSC or *Pagasa* Awards categories must be submitted to any Civil Service Commission Field or Regional Office not later than **March 31 of each year.**

Below is the calendar of activities in relation to the Search:

PERIOD	ACTIVITY
January – March	Search for Outstanding Government Workers nomination period
April – May	Regional screening and selection of regional winners
June – August	National deliberation, background investigation/validation of accomplishments and selection of winners
September	Awards Rites for the Outstanding Government Workers