



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
SGOD-2024-081

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisor
Public School Heads

Subject : **PROVISION OF TECHNICAL ASSISTANCE TO THE 2024 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS**

Date : February 12, 2024

1. This is in reference to Division Memorandum SGOD-2024-042 dated January 22, 2024 re: **Call for nominations to the 2024 Search for Outstanding government Workers** on February 15, 2024, 2:00 -5:00PM at the IT Room of SDO-Digos City.
2. The following participants for the said activity are the following:

Stephen R. Pascual	SDO - Nominee
Ronald B. Dedace	SDO - TWG
Brynel Espina	Don Mariano Marcos ES - TWG
Analyn Manapol	Digos City Central ES - TWG
Ma. Regina Robante	Aplaya ES -TWG

3. You are hereby directed to attend the said activity.
4. For information, guidance, and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent

Enclosed: As stated
SGOD/jsa

RELEASED
24-15430
FEB 13 2024
TIME: 2:04 PM
BY: *[Signature]*



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2024- 042

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisor
Public School Heads
PRAISE Committee

Attention: **STEPHEN R. PASCUAL**

Subject : **CALL FOR NOMINATIONS TO THE 2024 SEARCH FOR
OUTSTANDING GOVERNMENT WORKERS**

Date : January 22, 2024

This is in reference to Regional Memorandum HRDD-2024-017 dated January 15, 2024 signed by Allan G. Farnazo, Director IV, re: **Call for Nominations to the 2024 Search for Outstanding Government Workers.**

The qualifications and other documentary requirements can be accessed through <https://bit.ly/HAP> 2024.

Immediate dissemination of this memorandum is desired.

M. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC – Schools Division Superintendent

Schools Division of Digos City

RECORDS SECTION

24-115470
DATE: JAN 24 2024 TIME: 1:12pm
BY: *[Signature]*

Enclosed. As stated
SGOD/jsa



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
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Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division Office - Davao City

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2024-017

To : Schools Division Superintendents

Subject: **CALL FOR NOMINATIONS TO THE 2024 SEARCH FOR
OUTSTANDING GOVERNMENT WORKERS**

Date : January 15, 2024

Attached is the basic communication from the Civil Service Commission on the **Call for Nominations to the 2024 Search for Outstanding Government Workers**. In view of the foregoing, qualifications and other documentary requirements can be accessed through https://bit.ly/HAP_2024.

Corollary to this, in adherence to Equal Employee Opportunity Principle, it is hereby advised that the pool of Regional Awardees for the AGILA and EAGLE, and other performing personnel in the Schools Division Offices and Schools, with Outstanding Accomplishments shall be considered. Submit nominations directly to roll@csc.gov.ph, copy furnished honorawardsprogramxi@gmail.com, and accomplish online form at <https://forms.gle/Acm2TFJA3f3EC23p7>.

For further information, contact (082) 299-1724/27/28 local 18.

Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By:

Date: JAN. 17, 2024

Enclosed: As Stated.

ROH2/ibd



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph



DepEd XI Davao Region <region11@deped.gov.ph>

Call for Nominations - 2024 Search for Outstanding Government Workers

1 message

CSC RO XI - Public Assistance And Liaison Division <ro11.pald@csc.gov.ph>

Date: Tue, Jan 9, 2024 at 5:27 PM

Greetings from CSC RO XI!

As we look ahead to the promising year of 2024, Civil Service Commission Regional Office XI is excited to launch the **Search for Outstanding Government Workers** who embody excellence, dedication, and innovation in their roles pursuant to CSC MC No. 11, s. 2023.

We believe that recognizing and celebrating the achievements of exceptional employees is essential for fostering a culture of excellence in the bureaucracy. The Honor Awards Program aims to shine a spotlight on individuals or groups who consistently go above and beyond in their responsibilities, contribute significantly to the organization and the community, and demonstrate the values that contribute to the positive workplace environment within your agency.

We invite you to nominate individuals or groups consisting of 5 members within your organization who have demonstrated outstanding performance, leadership, and a commitment to excellence. Nominees can come from any department or level within your organization, as we believe that exceptional contributions can be found in every corner of the workplace.

To know about the qualifications and documentary requirements, you can visit the link https://bit.ly/HAP_2024 ; submit your nominations directly to ro11@csc.gov.ph , copy furnished honorawardsprogramxi@gmail.com; and accomplish the online form <https://forms.gle/Acm2TFJA3f3EC23p7> .

We appreciate your support in identifying and celebrating the outstanding workers who contribute to the success and positive culture of your organization. Together, let's make the 2024 Search for Outstanding Government Workers a testament to the incredible talent and dedication within your collective workforce.

Should you have any questions or require further information, please feel free to contact Ms. Ivy Lou E. Sarmiento at (082) 299-1724/27/28 local 18.

Looking forward for your support and participation.

Very truly yours,

(SGD) CYRIL-NATHAN SM. EAMIGUEL
Director IV

Reference No. CSCROXIPALD2L01042024-001



CIVIL SERVICE COMMISSION
Republic of the Philippines

IVY LOU E. SARMIENTO**SENIOR HUMAN RESOURCE SPECIALIST**

Public Assistance and Liaison Division (PALD)

Regional Office XI (Davao Region)

Ecoland Drive, Matina, Davao City, Philippines 8000

GAWING LINGKOD BAYANI ANG BAWAT KAWANI

(082) 299 - 17-24/25/27 local 18

<https://www.facebook.com/cscregion11>iesarmiento@csc.gov.ph
ro11.pald@csc.gov.ph<http://csc.gov.ph>
<http://ro11.csc.gov.ph>

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SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

Nomination Form

Select your award category (choose only one):

- ☐ Presidential *Lingkod Bayan* Award (Individual)
- ☐ Presidential *Lingkod Bayan* Award (Group)
- ☐ Civil Service Commission *Pagasa* Award (Individual)
- ☐ Civil Service Commission *Pagasa* Award (Group)
- ☐ Outstanding Public Officials and Employees (*Dangal ng Bayan*) Award

FOR INDIVIDUAL NOMINEES

PERSONAL INFORMATION

Name (first, middle, last): Click or tap here to enter text.		
Birthdate (date, month, year): Click or tap here to enter text.		Age: Click or tap here to enter text.
Sex: Choose an item.	Gender: Choose an item.	Place of birth: Click or tap here to enter text.
Residential address: Click or tap here to enter text.		
Email address: Click or tap here to enter text.		
Contact number/s: Click or tap here to enter text.		

WORK-RELATED INFORMATION

Position title: Click or tap here to enter text.	Status of appointment: Choose an item.
Level: Choose an item.	
Agency: Click or tap here to enter text.	
Agency address: Click or tap here to enter text.	
Agency contact number/s: Click or tap here to enter text.	
Agency email address/es: Click or tap here to enter text.	

Were you awarded under the Honor Awards Program within the past five (5) years?

Choose an item.

If you answered yes, what was your award category? Choose an item.

Proceed to next sections: Nominee’s References, Accomplishments and Impact/Results, Checklist

FOR GROUP NOMINEES
Maximum of five (5) members

Name of group nominee: Click or tap here to enter text.

Agency*: Click or tap here to enter text.
Agency address: Click or tap here to enter text.
Agency contact number/s: Click or tap here to enter text.
Agency email address/es: Click or tap here to enter text.

*for group nominees with members coming from different departments/agencies, specify the lead agency

Team Leader

Name (first, middle, last): Click or tap here to enter text.	
Birthdate (date, month, year): Click or tap here to enter text.	Age: Click or tap here to enter text.
Sex: Choose an item.	Gender: Choose an item.
Place of birth: Click or tap here to enter text.	
Residential address: Click or tap here to enter text.	
Email address: Click or tap here to enter text.	
Contact number/s: Click or tap here to enter text.	
Position title: Click or tap here to enter text.	Status of appointment: Choose an item.
Position level: Choose an item.	

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
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Team Members

1

Name (first, middle, last): Click or tap here to enter text.		
Age: Click or tap here to enter text.	Sex: Choose an item.	Gender: Choose an item.
Agency: Click or tap here to enter text.		
Position title: Click or tap here to enter text.	Status of appointment: Choose an item.	
Position level: Choose an item.		

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
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2

Name (first, middle, last): Click or tap here to enter text.		
Age: Click or tap here to enter text.	Sex: Choose an item.	Gender: Choose an item.
Agency: Click or tap here to enter text.		
Position title: Click or tap here to enter text.	Status of appointment: Choose an item.	
Position level: Choose an item.		

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
--	---

(first, middle, last): Click or tap here to enter text.	
. Click or tap here to enter text.	Sex: Choose an item. Gender: Choose an item.
Agency: Click or tap here to enter text.	
Position title: Click or tap here to enter text.	Status of appointment: Choose an item.
Position level: Choose an item.	

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
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4

Name (first, middle, last): Click or tap here to enter text.	
Age: Click or tap here to enter text.	Sex: Choose an item. Gender: Choose an item.
Agency: Click or tap here to enter text.	
Position title: Click or tap here to enter text.	Status of appointment: Choose an item.
Position level: Choose an item.	

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
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Proceed to next sections: *Nominee's References, Accomplishments and Impact/Results, Checklist*

NOMINEE’S REFERENCES

Name of regional office head: Click or tap here to enter text.
Position: Click or tap here to enter text.
Landline and mobile number/s: Click or tap here to enter text.
Email address/es: Click or tap here to enter text.

Name of head of agency: Click or tap here to enter text.
Position: Click or tap here to enter text.
Landline and mobile number/s: Click or tap here to enter text.
Email address/es: Click or tap here to enter text.

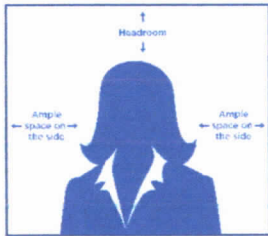
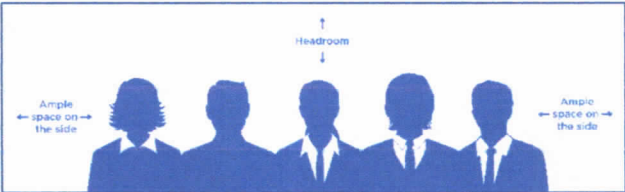
Name of nominator: Click or tap here to enter text.
Nominator’s contact number/s: Click or tap here to enter text.
Nominator’s email address/es: Click or tap here to enter text.
Affiliation/agency: Click or tap here to enter text.

CHECKLIST OF DOCUMENTS SUBMITTED WITH THIS NOMINATION FORM

- ☐ Updated Personal Data Sheet (with photo, signatures of employee and the person administering oath)
- ☐ Certificate from the Chairperson of the agency’s local, provincial, regional, or national Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent
- ☐ Letter from the Agency Head endorsing the nomination to the CSC (when the nominee is the Agency Head, endorsement from the superior official is required)

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

- ☐ Certification signed by the nominee that he or she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending case at the time of nomination (for posthumous nominations, Certificate of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required)
- ☐ 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
- ☐ Certification of No Unliquidated Cash Advance signed by the agency's Financial Officer/Accountant as of 31 December of the year prior to nomination
- ☐ Certification of No Disallowance issued by the Commission on Audit (COA) Resident Auditor for previous accountabilities as of 31 December of the year prior to the nomination (in case of a Notice of Disallowance, the certification from COA needs to show 1) the specific grounds or bases for the disallowance; and 2) an update on whether or not the nominee has started paying the refund or is acknowledging his/her obligation under the law, should the decision be executory)
- ☐ Copy of the Statement of Assets, Liabilities and Net Worth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, signed by the authorized officer administering the oath
- ☐ For career and non-career employees - copy of nominee's Appointment Paper;
For elective officials - copy of Commission on Election or COMELEC Certification of Elected Candidate
For military - Designation Order
- ☐ Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)
- ☐ Nominee's valid clearances to be secured from the following agencies in the locality: National Bureau of Investigation, BIR Tax Clearance, Police Clearance
- ☐ Clearance for Pendency or No Pendency of Administrative Case issued by the CSC Regional Office
- ☐ Digital photo of the nominee taken using a DSLR or smart phone (scanned photo from a printout is not recommended) following the specifications below:

Individual Nominees	Group Nominees
 - One (1) portrait shot (from chest up, showing the subject clearly, with adequate lighting) - Subject should face the camera at eye level, with the head not tilting up or down - With plain background (white or beige are recommended), and with no other elements showing behind the nominee or blocking the face of the nominee - Photo size is at least 4x6 inches - Photo resolution is at least 1600x1200 (or 2-3 megapixels, or 300 DPI) - With adequate head room and spaces on each side	 - One (1) portrait shot of each member, and one (1) group shot - For individual photos of each member, please follow the specifications for individual nominees on the left column - Additional specifications for the group photo: - Landscape orientation (at least 6x4 inches)

Note: Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies.

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

Please fill out the details of the nominee's accomplishments below:
(maximum of 10 pages, A4-size bond paper, Arial #12)

Executive Summary

(maximum of **350 words only** – consider that this may also be used as the citation should the individual or group nominee become an awardee)

Start typing here

Accomplishments and Impact/Results

Please only fill out the sections applicable to your award category:

For Presidential *Lingkod Bayan* and CSC *Pagasa* Individual Nominees

Significant Accomplishments within the last three (3) years Describe the project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the nominee's regular functions, or the product of his/her own initiative. If the accomplishments are part of the nominee's regular or mandated duties, justify why the accomplishments are considered extraordinary. Accomplishments of heads of offices or agencies and that of local chief executives should reflect their individual accomplishments.	Impact of Accomplishments For <u>each</u> accomplishment identified on the left column, indicate results/impact of each project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable. For Presidential <i>Lingkod Bayan</i> nominees, identify the impact of the extraordinary contribution to national public interest. For CSC <i>Pagasa</i> nominees , identify the impact of the outstanding contribution to one or more department of government.
Start typing here	Start typing here

Add more rows if necessary

For Presidential *Lingkod Bayan* and CSC *Pagasa Group* Nominees

Significant Accomplishments within the last three (3) years Describe the group's project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the group's regular functions, or the product of his/her own initiative. If the accomplishments are part of the group's regular or mandated duties, justify why the accomplishments are considered extraordinary.	Impact of Accomplishments Indicate results/impact of <u>each</u> project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.	Contribution of Team Members For each accomplishment and results/impact stated in the first two columns, identify the team member/s directly involved or with the most contribution.
Start typing here	Start typing here	List the name/s of team members involved for each accomplishment and corresponding impact

Add more rows if necessary

For Outstanding Public Officials and Employees (*Dangal ng Bayan*) Nominees

Exemplary behavior/conduct displayed within the last three (3) years Describe the nominee's adherence to one or more of the following norms under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living. Cite specific circumstances providing when on or more of the norms were displayed by the nominee, the risks involved, and the problems encountered.	Impact of Accomplishments For <u>each</u> behavioral norm identified in the first column, discuss the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.
Start typing here	Start typing here

Add more rows if necessary

Additional Information

List major awards and/or citations received, membership in other organizations, and other relevant information on the individual/group nominee

Start typing here

CERTIFICATION

We attest to all facts contained in the HAP Forms and authenticity of all required documents attached, and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable civil service laws and rules.

Printed name and signature:

Nominee

Nominator

Highest HRMO

The CSC is committed to handle and protect all personal information in accordance with the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations, issuance of the National Privacy Commission, and CSC's own internal policies on data protection and security. We commit to use and process all personal data fairly and lawfully, with utmost consideration to the rights of all subjects including their (i) right to be informed, (ii) right to access, (iii) right to object to data processing, (iv) right to erasure or blocking, and (v) right to lodge a complaint. For any concerns on data privacy, please contact the CSC's Data Privacy Officer at dop@csc.gov.ph.