



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

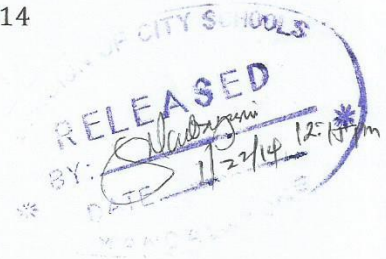
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20 January 2014

MEMORANDUM

To : OIC-ASDS
Education Program and District Supervisor(s)
Elementary and Secondary School Principals
AO V and HRMO



1. The 2014 Search for Outstanding Public Officials and Employees is on-going, as announced by the Civil Service Commission(CSC) through the Honor Awards Program (HAP). The HAP covers all officials and employees in the career and non-career service of the government, including appointive barangay officials and personnel, provided they meet the criteria/conditions set under CSC Resolution No. 01-1352 dated 10 August 2001.
2. Categories of Award include the Presidential Lingkod Bayad Award (group or individual); CSC Pagasa Award (group or individual) and the Outstanding Public Officials and Employees Award or the Dangal ng Bayan (for individuals).
3. All offices, including schools are requested to submit their nominations for groups/individuals who have exceptional contributions or performance that have impact on public interest. Deadline for submission of nominations is 31 March 2014.
4. For details, you may refer to the attached leaflet on the Search's criteria and processes and the different nomination forms. You may also visit CSC website at www.honorawardsprogram.wordpress.com or call the HAP Secretariat at telephone numbers 931-7993 and 9320381.
5. For wide dissemination


EVANGELINE P. LADINES, CESO VI
OIC-Schools Division Superintendent



2014 Search for Outstanding Public Officials and Employees

Deadline of
Submission of Entries
March 31, 2014

**JOIN THE SEARCH FOR
EXCEPTIONAL OFFICIALS
AND EMPLOYEES IN
GOVERNMENT**

For nomination procedures, contact
the Honor Awards Program (HAP) Secretariat at
telephone numbers (02) 931-7993 and (02) 932-0381,
email address hapsecretariat@yahoo.com; or
visit the nearest CSC Regional or Field Office.

www.csc.gov.ph • www.honorawardsprogram.wordpress.com • www.facebook.com/honorawardsprogram



SCOPE OF THE PROGRAM

The Honor Awards Program (HAP) shall cover all officials and employees in the career and non-career service of the government. Appointive barangay officials and employees may also be nominated provided they meet the conditions set under CSC Resolution No. 01-1352 dated August 10, 2001. However, those whose nature of employment fall either under job order or contract of services, as defined in Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and Other Personnel Actions, and who are not considered government employees, are excluded from the coverage of the program.

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 official and/or employee;

CATEGORIES OF AWARD

Presidential *Lingkod Bayan* Award - conferred on an individual or group of individuals 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* Award - conferred on an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

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

QUALIFICATIONS FOR NOMINATION

Nominated officials and employees in the individual, group/team category must meet the following qualifications:

1. Have rendered at least three (3) years of continuous government service. Accomplishments for which nominee is being recognized for should be made within the last three (3) years immediately prior to nomination. Said accomplishments should have been consistent and continuously carried out by the nominee during the said period;
2. Have a performance rating of at least Very Satisfactory or its equivalent for four (4) semestral or two (2) annual rating periods prior to the nomination; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

A group or team may be nominated in either the Presidential *Lingkod Bayan* or the CSC *Pagasa* Award, even if there are members who fail to meet squarely the above (Items 1 to 4) qualification requirements. Said members, however, shall automatically be excluded from the grant of award should the team/group be selected as a recipient.

CRITERIA FOR EVALUATION

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

1. Noteworthiness of Outstanding Performance/Contribution/s
2. Impact of Performance/Achievement
3. Reliability and Effectiveness
4. Consistency of Performance, and
5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group/team nominee)

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

1. Quality and Consistency of Behavioral Performance
2. Impact of Behavioral Performance
3. Risk or Temptation Inherent in the Work
4. Obscurity of the Position

5. Years of Service, and
6. 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.

PROCEDURE FOR NOMINATION

1. Except those of Heads of Departments, Agencies and elective officials, all nominations must be submitted in the prescribed Nomination Form to the office, provincial, regional or central Committee on Program on Awards and Incentives for Service Excellence (PRAISE) or its equivalent.
2. Nominations must be approved and endorsed by the office, provincial or regional PRAISE Committee or its equivalent which, in turn, endorses the nomination to the Honor Awards Program Secretariat through the CSC Field/Provincial or Regional Offices.

In the absence of a duly constituted and operational PRAISE Committee or its equivalent, the department/agency cannot nominate or endorse nominations of its officials and employees to the HAP Secretariat.

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.

The Agency Head shall refer to Department Secretary, Chairperson or President (in national government agencies, constitutional commissions, government financial institutions, and state 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 Members/Staff of the Senate Members/Staff of the House of Representatives Members/Staff of the Local Sanggunian Governor/Mayor Vice-Governor/Vice-Mayor Punong Barangay/Kagawad	Chief Justice, Supreme Court Senate President Speaker of the House of Representatives Vice-Governor/Vice Mayor DILG Secretary Governor/Mayor 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 Heads of Bureaus and Agencies attached to or under the Departments President of SUCs President of Corporations	Executive Secretary Department Secretary Chairperson of the Board of Regents Chairperson of the Board of Trustees or the Secretary of the Department to which the the Corporation is attached

3. The following information must be adequately provided:

For Group Nomination (Presidential *Lingkod Bayan* and CSC *Pagasa Awards*):

Names of team members, including disqualified member/s, with their respective positions and contributions enumerated in detail. For group nominee with member/s who failed to qualify, state the reason for his/her disqualification. Only members who meet the qualification requirements shall be included in the grant of award if chosen as awardee.

For Individual Nomination (Outstanding Public Officials and Employees or *Dangal ng Bayan*, Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa Awards*):

- Highlights of outstanding accomplishments or exemplary norms manifested within the last three years.
- 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.
- For exemplary conduct and ethical behavior – in addition to the presentation of the summary of exemplary norms of conduct manifested/displayed, give justifications why the norm/s displayed are considered exemplary.
- The nominations of heads of offices, agencies and local government units should present their individual accomplishments or behavioral norms, not the accomplishments of the entire unit or agency.

4. Additional Reminders on Nomination

- An employee or official should be nominated to only one award category. The CSC Regional Directors shall review and evaluate the nomination and shall have the option to reclassify the nominations based on the appropriate award category prior to submission to the HAP Secretariat.
- Honor awardees or those who have been previously conferred with any of the three award categories can still be nominated to the same or to another 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.
- There is no limit to the number of nominees which the agency may file in any of the award categories provided the nominees comply with the requirements.

GROUNDINGS FOR DISQUALIFICATION OF NOMINATIONS

1. Non-submission on the deadline set by the Commission, of any of the requirements enumerated under Items VI and VII of these Guidelines;
2. Any misrepresentation of information made in the Nomination Form and in any of the documents submitted; Non-compliance with the instructions in accomplishing the Nomination Form; and
3. 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.

SUBMISSION OF NOMINATION

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

Nominations to the 2014 Search for Outstanding Public Officials and Employees under the Presidential *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and CSC *Pagasa Awards* categories must be submitted to any Civil Service Commission Provincial/Field or Regional Office on or before **March 31, 2014**.

The 2014 Annual Search
for Outstanding Public Officials and Employees

HERO ANG PUBLIC SERVANT!

NOMINATION FORM

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(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Award)
For Outstanding Work Performance
INDIVIDUAL CATEGORY

Nomination for:

Presidential *Lingkod Bayan* Award:

Civil Service Commission *Pagasa* Award:

The Nominee

Name:

Position:

Level of Position:

1st Level

2nd Level

Residence Address:

2nd Level (Executive & Managerial) positions

Telephone/Cellphone Nos.:

3rd Level

Military

Elective

Agency/Region:

Agency Address:

Telephone/Cellphone Nos.:

E-mail Address:

Office/Regional Office Head

Name (*signature over printed name*):

Position:

Telephone/Cellphone Nos.:

Secretary of Department/Agency Head

Name (*signature over printed name*):

Position:

Agency Address:

Telephone/Cellphone Nos.:

For the Nominator

Name (*signature over printed name*):

Position:

Agency:

Telephone/Cellphone Nos.:

Agency Address:



The 2014 Annual Search
for Outstanding Public Officials and Employees

HERO ANG PUBLIC SERVANT!

NOMINATION FORM

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(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa Award*)
For Outstanding Work Performance
GROUP CATEGORY

Nomination for:

Presidential *Lingkod Bayan* Award:

Civil Service Commission *Pagasa Award*:

The Nominee

Name of Group: _____ Team Leader: _____

Position: _____ Level of Position: 1st Level 2nd Level

Residence Address: _____ 2nd Level (Executive & Managerial) positions

Telephone/Cellphone Nos.: _____ 3rd Level Military Elective

Agency/Region: _____

Agency Address: _____

Telephone/Cellphone Nos.: _____ E-mail Address: _____

Office/Regional Office Head

Name (*signature over printed name*): _____

Position: _____

Telephone/Cellphone Nos.: _____

Secretary of Department/Agency Head

Name (*signature over printed name*): _____

Position: _____

Agency Address: _____

Telephone/Cellphone Nos.: _____

For the Nominator

Name (*signature over printed name*): _____ Position: _____

Agency: _____ Telephone/Cellphone Nos.: _____

Agency Address: _____



Name of Group: _____ In Government: _____
 Length of Service in the Position: _____

Significant Accomplishments within the Last Three Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their own individual accomplishments rather than the accomplishments of the entire unit or agency	Impact of Accomplishments Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary.	Other Information

CERTIFICATION

We attest to all the facts contained herein 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: _____

Individual Nominee/Group or Team Leader _____ Nominator _____ PRAISE Committee Chair/Highest HRMO _____ Head of Department/Agency _____

The 2014 Annual Search
for Outstanding Public Officials and Employees

HERO ANG PUBLIC SERVANT!

NOMINATION FORM

(Outstanding Public Officials and Employees or *Dangal ng Bayan* Award)
For Exemplary Conduct and Ethical Behavior

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Nominee Information

Name: _____

Position: _____

Level of Position:

1st Level

2nd Level

Residence Address: _____

2nd Level (Executive & Managerial) positions

Telephone/Cellphone Nos.: _____

3rd Level

Military

Elective

Agency/Region: _____

Agency Address: _____

Telephone/Cellphone Nos.: _____

E-mail Address: _____

Office/Regional Office Head

Name (*signature over printed name*): _____

Position: _____

Telephone/Cellphone Nos.: _____

Secretary of Department/Agency Head

Name (*signature over printed name*): _____

Position: _____

Agency Address: _____

Telephone/Cellphone Nos.: _____

For the Nominator

Name (*signature over printed name*): _____

Position: _____

Agency: _____

Telephone/Cellphone Nos.: _____

Agency Address: _____



