



DepED MEMORANDUM  
No. 153, s. 2007

APR 02 2007

2007 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. Enclosed is a copy of Memorandum Circular No. 03, s. 2007 of Civil Service Commission (CSC) Chairperson Karina Constantino-David, encouraging the DepED to commence the periodic review of the performance of officials and employees, and identify those who deserve state recognition for the 2007 Search for Outstanding Public Officials and Employees.
2. The awards program is composed of the following categories:
  - Outstanding Public Officials and Employees Award or Dangal ng Bayan Award;
  - Presidential or Lingkod Bayan Award; and
  - Civil Service Commission or Pagasa Award.
3. A copy of the Guidelines for the Honor Awards Program is also enclosed. Attention is invited to the mechanics, requirements and procedures for nomination. All nominations must be duly signed by the Chairperson of the Regional/Division PRAISE Committee and must be approved/endorsed by the Regional Director.
4. For this year's search, nominations must be submitted using the enclosed forms with the complete set of nomination documents to the DepED PRAISE Committee, c/o the Employees Welfare and Benefits Division (EWBD), DepED Central Office, not later than **April 20, 2007** to give time for the PRAISE Committee to evaluate the nominations before endorsing the same to the CSC on or before **April 30, 2007**. Nominations submitted after said dates shall be included in next year's search.
5. For more details, contact the Civil Service Honor Awards Secretariat, Public Assistance and Information Office at tel. nos. (02) 931-7993/932-0381, TEXTCSC 0917-8398272 and fax no. 932-0179.
6. Immediate and wide dissemination of this Memorandum is desired.

*Franklin C. Sunga*  
FRANKLIN C. SUNGA  
Undersecretary

Encls.:

As stated

Reference:

DepED Memorandum: No. 68, s. 2006

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES

OFFICIALS

SEARCH

Reformatted by: Maricar/Sally - Public Officials/Employees  
03-21-07



Republic of the Philippines  
**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;  
Civil Service at Its Best.

*Mamamayan Muna*

MC No. 03, s. 2007

**MEMORANDUM CIRCULAR**

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

**SUBJECT :** 2007 Search for Outstanding Public Officials and Employees

The Civil Service Commission (CSC), as mandated by the Constitution to promote morale, efficiency, integrity, responsiveness and courtesy in the public service and strengthen the merit and rewards system, and pursuant to Republic Act 6713, s. 1989, Administrative Code of 1987, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, hereby announces the start of the **2007 Search for Outstanding Public Officials and Employees**.

The annual nationwide undertaking being administered by the CSC through the Honor Awards Program (HAP) aims to recognize and reward individuals and groups of individuals who have rendered outstanding contributions and achievements, and shown exemplary conduct and ethical behavior in the delivery of public service.

Nominations for the Search shall be accepted nationwide through the Civil Service Commission's Regional and Field Offices. Deadline for the submission of nominations is on March 31, 2007.

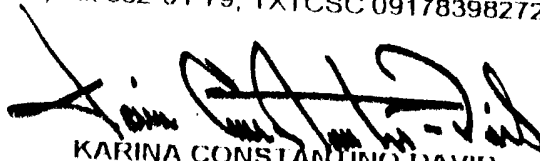
The following awards shall be bestowed:

- **Dangal Ng Bayan Award**
- **Lingkod Bayan Award; and**
- **Pagasa Award**

The entire bureaucracy is encouraged to participate by way of sending their nominations to the awards program and have their high flyers and public service exemplars be recognized and rewarded.

Search Guidelines, Nomination Forms and Flyer are hereto attached for the guidance of all concerned.

Additional information regarding the Honor Awards Program can be obtained from any of the CSC Regional and Field Offices nationwide. You may also contact the HAP Secretariat, Public Assistance and Information Office, this Commission at telephone numbers 931-79-93; 932-03-81; fax 932-01-79; TXTCSC 09178398272 or you can visit the website, [www.csc.gov.ph](http://www.csc.gov.ph).



KARINA CONSTANTINO-DAVID  
Chairman

24 January 2007

Sample Streamer Design for the  
2007 Honor Awards Program  
Campaign

black

red

blue

Be part of **The Annual Search for**

**OUTSTANDING PUBLIC OFFICIALS & EMPLOYEES**



*Lingkod Bayan Award*    *Dangal ng Bayan Award*    *Pagasa Award*  
Call 931-7993/932-0381, visit any CSC Service Center or Regional Office or Field Office, TEXTCSC 0917-8398272, or visit the CSC website, [www.csc.gov.ph](http://www.csc.gov.ph).

Green Logo

Green

Green

3 ft.

8 ft.

In the case of a group nominee composed of members from various agencies, the Chairperson of the PRAISE Committee and Agency Head of the lead agency shall approve/endorse the nomination.

- Department/Agency Head refers to the Department Secretary, President or Chairman (for nominee in constitutional commissions, government financial institutions, other national government agencies and state colleges and universities), Governor or Mayor (in local government units). Heads of agencies also refer to the following officials:
- Supreme Court Chief Justice (for members/staff of the Judiciary)
  - Senate President (for members/staff of the Senate)
  - Speaker of the House of Representatives (for members/staff of the House of Representatives)
  - Vice-Governor/Vice-Mayor (for members/staff of the local Sanggunian)

Where the nominee is the Department or agency Head, endorsement of the concerned official is required:

- Executive Secretary (for Department Secretaries)
- Department Secretary (for Heads of Bureaus and Agencies attached to or under the Department)
- Chairperson of the Board of Regents or Board of Trustees (for President of SUCS)
- Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is under/attached (for Presidents of Corporations/ Government Financial Institutions)
- DILG Secretary (for Governors/Mayors)
- City/Municipal Mayor (for Punong Barangay)

3. The following data or information must be adequately provided:

- List of all the names of team members, including disqualified members with their respective positions and contributions attached. For group nominee with members who failed to qualify, state the reason for his/her/their disqualification. Only members who squarely meet the qualification requirements shall be included in the grant of award if selected as awardee.
- Highlight of outstanding accomplishments/norms manifested within the last five years. Accomplishments for the previous years may also be presented to establish consistency of nominee's performance or behavior.
- Use English in accomplishing the nomination forms.

4. An employee or official may be qualified for any of the three (3) awards, however, he/she should be nominated to only one (1) award in a given year.

Honor awardees can still be nominated to the same or to another award five (5) years after conferment of his/her award, provided that the nomination is based on new set of accomplishments and/or exemplary norms/behavior manifested.

Nominees who are recipients of national awards given by private organizations/institutions shall be automatically considered for the Search

5. While agencies are expected to nominate their exemplars, there is no limit to the number of nominees which the agency may field in any of the award categories.

### Submission of Nominations

Nominations for all the three (3) award categories must be submitted duly accomplished and endorsed by the Agency Head, to any Civil Service Commission Regional Office or Field Office on or before March 30, 2007.

### Disqualifications

1. Non-submission of the requirements enumerated in the guidelines;
2. Any misrepresentation of information made in the nomination form and documents submitted;
3. Non-compliance with the instructions in accomplishing the nomination form; and
4. Nominees requesting members of the Committee on Awards and/or the Honor Awards Program Secretariat directly or thru their intermediaries special favor or consideration.

### Forms of Rewards and Incentives

#### Lingkod Bayan and Dangal ng Bayan Awardees

The Lingkod Bayan Awardees, individual and group, shall receive a gold gilded medalion and a plaque containing the citation and signature of the President of the Philippines, P100,000.00 cash reward and other forms of awards and incentives provided for under Section 5 of Executive Order No. 508 entitled "Instituting the Lingkod Bayan Award as the Presidential Award for Outstanding Public Service" dated March 2, 1992.

The Dangal ng Bayan Awardees shall receive a trophy designed and executed by National Artist Napoleon V. Abueva, P100,000.00 cash reward and other forms of incentives and rewards provided for under Section 6, paragraph 3 of Republic Act 6713 otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees" dated February 20, 1989.

#### Pagasa Awardees

The Pagasa Awardees shall each receive a gold gilded medalion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission and a cash incentive of P50,000.00.

### Deadline for Submission of Nominations - March 30, 2007

You may contact the Honor Awards Program Secretariat at Tel. Nos. 931-7993 and 932-0381; Telefax 932-0179  
CSC Hotline 932-0111; TextCSC 0917-8398272  
e-mail: [paio@csc.gov.ph](mailto:paio@csc.gov.ph) or [hap@csc.gov.ph](mailto:hap@csc.gov.ph), or visit the CSC Central Office or any CSC Regional or Field Office



2007  
Search for  
Outstanding  
Public Officials  
and Employeess

## Scope of the Program

The Honor Awards Program shall apply to all officials and employees in the career service and non-career service of the government. This includes appointive barangay officials and employees recognized as government employees pursuant to the conditions set under existing CSC law and rules, as follows: 1) their respective appointment papers are submitted to the CSC for records 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.

## Categories of Award

### A. Awards for Outstanding Work Performance

**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 patriotism. The contribution may be a suggestion, innovation, invention or superior accomplishment.

**Pagasa Award** conferred on an individual or group of individuals for outstanding contributions resulting from an idea or performance that directly benefit more than one department of the government though not of such extraordinary or exceptional degree to merit the Lingkod Bayan Award.

### B. Award for Exemplary Conduct and Ethical Behavior

**Outstanding Public Officials and Employees Award or the Dangal ng Bayan Award** conferred on an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight (8) norms of behavior provided under Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees"; Commitment to Public Interest; Professionalism, Justice and Sincerity; Political Neutrality; Responsiveness to the Public; Nationalism and Patriotism; Commitment to Democracy; and Simple Living

For the Lingkod Bayan and Pagasa Awards, the term "group" shall refer to the following:

1. formal structures to include a section, division, office, service, regional office or even an agency; and
2. two or more individuals bound by a common objective, a task force, a technical group or a special working team formed/created or organized formally or informally to undertake certain projects/program. For the Lingkod Bayan Award, the members of the group/team should not exceed fifteen (15).

## Qualifications

Nominatee officials and employees either in individual or group category, must meet the following criteria:

1. Must be in the government service at the time of nomination. Posthumous nominations can be made only for those who died while in the government service and should be formalized within twelve (12) months or one year from the death of the official and/or employee.

2. Have been rated at least Very Satisfactory or its equivalent for the last two (2) consecutive performance rating periods prior to their nomination;
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude and have no pending administrative or criminal case at the time of the nomination; and
4. Except for elective and appointive barangay officials, all other elective officials are deemed nominated to either Lingkod Bayan or Pagasa Award.

A group or team may be nominated even if there are members who failed to meet squarely the above qualification requirements. Said members, however, shall be excluded from the grant of award, should the team/group be selected as an awardee.

## Criteria for Evaluation

### For Outstanding Work Performance (Lingkod Bayan and Pagasa Awards)

- a. Noteworthiness of outstanding performance/contributions;
- b. Impact of performance/achievement;
- c. Reliability and effectiveness;
- d. Consistency of performance; and
- e. Demonstrated teamwork, cooperation, camaraderie and cohesiveness (for group/team nominee).

### For Exemplary Conduct and Ethical Behavior (Dangal ng Bayan Award)

- a. Quality and consistency of behavioral performance;
- b. Impact of behavioral performance;
- c. Risk or temptation inherent in the work;
- d. Obscurity of the position;
- e. Years of service; and
- f. Other similar circumstances or considerations in favor of the particular nominee.

## Who may nominate

Any individual or organization with extensive knowledge of the performance and behavior of the official, employee or group/team may nominate for the Honor Awards.

## Nomination Documents for Submission

Six (6) nomination folders (long) containing the following documents shall be submitted:

### Principal Document

1. Properly accomplished nomination form (HAP Forms No. 1, 1-A & 2) filled out in a brief and concise manner. Information should be complete as this will be the same form that will be provided to the members of the Committee on Award for their evaluation. Authenticity of the summary of accomplishment, should be certified by the nominee, nominator, chairman of the office, provincial or regional Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the agency/branch at the last page thereof.

### Attachments

1. Personal Data Sheet with passport size (1 1/2" x 2") photo nominee's with nametag taken in the last six (6) months. Only the list, not copies nor photocopies, of training programs attended, awards/recognitions in publications and researches of the nominee shall be attached to the sheet.
  2. Certification or Copy of the Minutes of the Deliberation on the nominator office, provincial, regional or central PRAISE Committee (except for nominees of Departments/Agencies and elective officials).
  3. Certification issued by the nominee that he/she has not been found guilty administrative or criminal offense involving moral turpitude nor has any administrative or criminal case against him/her at the time of nomination. In posthumous nomination, the highest ranking administrative officer or legal shall issue the certification.
  4. Detailed information on dismissed cases, if any.
  5. Copy of the latest Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking Administrative Officer (AO) in the employing a (For individual nominees).
  6. Clearances issued by the following agencies in the nominee's locality:
    - Bureau of Internal Revenue
    - Tax Clearance valid during the nomination period.
    - National Bureau of Investigation
    - Office of the Ombudsman
  7. For group nominees, information on the team members, including those who do not squarely meet the qualification requirements, certified by the highest ranking Chairman of the PRAISE Committee of the agency. For this purpose HAP Form No. 1-A.
  8. For appointive Barangay officials/employees, Certification issued by the Barangay Chairman that the nominee meets the conditions provided under CSC Resol No. 011352 dated August 10, 2001.
- Misrepresentation made in any of the documents submitted shall be a ground disciplinary action against the certifying nominee/authority pursuant to applicable Civil Service laws and rules.
- All nomination documents submitted shall be considered as records of Commission, thus, shall no longer be returned to the nominee.

## Procedure for Nomination

1. All nominations must be submitted in the prescribed form to the nominees of provincial or regional PRAISE Committee for the Committee's resolution.
2. Nominations must be approved and endorsed by the office, provincial, regional or central PRAISE Committee to the Department/Agency Head which in turn endorse the nomination to the Honor Awards Program Secretariat through CSC Field/Regional Offices.

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

**Required Nomination Documents**

Six (6) nomination folders (long) containing the following documents shall be submitted:

**Principal Document:**

Properly accomplished nomination form (HAP Form No. 1) filled out in a brief and concise manner. Information should be complete as this will be the same form that will be provided to the members of the Committee on Award for evaluation. Authenticity of the summary of accomplishments should be certified by the nominee, nominator, chairman of the office, provincial, regional or central Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the agency head at the last page thereof.

**Attachments:**

1. Personal Data Sheet of the nominee/s with passport size (1 1/2" x 2") photo with nametag taken within the last six (6) months.

*Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude nor has any pending administrative or criminal case against him/her at the time of nomination. In case of posthumous nomination, the highest ranking Administrative Officer (AO) or Legal Officer shall issue the certification.*

2. Copy of the latest Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking AO in the employing agency. (For individual nominees)

3. Clearances issued by the following agencies in the nominee/s' locality:
  - Bureau of Internal Revenue
  - Tax Clearance valid during the nomination period.
  - National Bureau of Investigation
  - Office of the Ombudsman

*For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 011352 dated August 10, 2001.*

*For group nominations, information on the team members, including those who do not squarely meet the qualification requirements, certified by the highest ranking AO or the Chairperson of the office, provincial, regional or central PRAISE Committee of the agency. For this purpose, use HAP Form No. 1-A.*

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**Misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/ authority.**

**All nomination documents submitted shall be considered as records of the Commission, thus,**

HAP Form

**CIVIL SERVICE COMMISSION  
Annual Search for Outstanding  
Public Officials and Employees**

**N O M I N A T I O N F O R M**  
For Outstanding Work Performance  
(Lingkod Bayan and Pagasa Awards)

Nomination for:  
 Lingkod Bayan Award :  Individual  Group  
 Pagasa Award :  Individual  Group

**THE NOMINEE**

Name (Individual/Group Nominee): \_\_\_\_\_  
(Use HAP Form No. 1-A for names of group/team members)  
 No. of Team Members: \_\_\_\_\_  
 Name of Team Leader: \_\_\_\_\_  
 Telephone/Cellphone Numbers: \_\_\_\_\_

*For Individual Nominee*  
 Residence Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Level of Position:  First Level  Second Level  Third Level

Agency: \_\_\_\_\_  
 Agency Address: \_\_\_\_\_  
 Telephone/Cellphone Numbers: \_\_\_\_\_  
 Region: \_\_\_\_\_  
 Performance Rating (January-December FY \_\_\_\_\_): J-U \_\_\_\_\_ J-D \_\_\_\_\_

Officer/Regional Office Head: \_\_\_\_\_  
(Signature over printed name)

Position: \_\_\_\_\_  
 Telephone/Cellphone No. \_\_\_\_\_  
 Head of Department/Agency: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Telephone/Cellphone No. \_\_\_\_\_  
(Signature over printed name)

**THE NOMINATOR**

Name: \_\_\_\_\_  
(Signature over printed name)  
 Position: \_\_\_\_\_  
 Telephone/Cellphone No. \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_



Name of Nominee/Team Nominee: \_\_\_\_\_ Position: \_\_\_\_\_ Agency: \_\_\_\_\_ Division/Unit: \_\_\_\_\_  
 For individual nominee: Length of Service in the Position: \_\_\_\_\_ In Government: \_\_\_\_\_

<b>Significant Accomplishments within the Last Five Years</b> <small>(Description of the Project/Work Accomplished, Strategies Activities Done and Problems Encountered)            The nominations 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.</small>	<b>Impact of Accomplishments</b> <small>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 own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary.</small>	<b>Other Information</b>  <b>Major Awards/Citations Received:</b>  <b>Membership in Organizations:</b>

**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 we 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 \_\_\_\_\_  
 Nominee: \_\_\_\_\_  
 PRAISE Committee Chair/Highest HRMC \_\_\_\_\_  
 Head of Department/Agency \_\_\_\_\_

**Required Nomination Documents**

Six (6) nomination folders (long) containing the following documents shall be submitted:

**Principal Document:**

Properly accomplished nomination form (HAP Form No. 2) filled out in a brief and concise manner. Information should be complete as this will be the same form that will be provided to the members of the Committee on Award for evaluation. Authenticity of the summary of accomplishments should be certified by the nominee, nominator, chairman of the office, provincial, regional or central Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the agency head at the last page thereof.

**Attachments:**

1. Personal Data Sheet of the nominee/s with passport size (1 1/2" x 2") photo with nametag taken within the last six (6) months.

*Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude nor has any pending administrative or criminal case against him/her at the time of nomination. In case of posthumous nomination, the highest ranking Administrative Officer (AO) or Legal Officer shall issue the certification.*

2. Copy of the latest Statement of Assets, Liabilities and Networth of the nominee certified by the highest

ranking AO in the employing agency.

3. Clearances issued by the following agencies in the nominee/s' locality:
  - Bureau of Internal Revenue
  - Tax Clearance valid during the nomination period.
  - National Bureau of Investigation
  - Office of the Ombudsman

- National Bureau of Investigation
- Office of the Ombudsman

*For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 011352 dated August 10, 2001.*

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*Misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority.*

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

**CIVIL SERVICE COMMISSION**  
**Annual Search for Outstanding**  
**Public Officials and Employees**

HAP Fo

**NOMINATION FORM**  
 For Exemplary Conduct and Ethical Behavior  
 (Dangal ng Bayan Award)

**THE NOMINEE**

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Telephone/Cellphone Numbers: \_\_\_\_\_

Position: \_\_\_\_\_

Level of Position:     First Level     Second Level     Third Level

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Telephone/Cellphone Numbers: \_\_\_\_\_

Region: \_\_\_\_\_

Performance Rating (January-December FY \_\_\_\_\_) J-U \_\_\_\_\_ J-D \_\_\_\_\_

Office/Regional Office Head: \_\_\_\_\_ signature over printed name

Position: \_\_\_\_\_ signature over printed name

Head of Department/Agency: \_\_\_\_\_ signature over printed name

Telephone/Cellphone Numbers: \_\_\_\_\_

**THE NOMINATOR**

Name: \_\_\_\_\_ signature over printed name

Position: \_\_\_\_\_ signature over printed name

Telephone/Cellphone Numbers: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_ Position: \_\_\_\_\_ Agency: \_\_\_\_\_ Division/Unit: \_\_\_\_\_  
 Length of Service in the Position: \_\_\_\_\_ In Government: \_\_\_\_\_

<b>Exemplary Behavior/Conduct Displayed within the Last Five Years</b> <small>(Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances proving such norms, risks involved and problems encountered.)</small>	<b>Impact of Accomplishments</b> <small>Describe the extent to which the extraordinary achievement has created a powerful effect/impact on the organization or public. Justify why the norms displayed may be considered as exemplary or outstanding.</small>	<b>Other Information</b>  <b>Major Awards/Citations Received:</b>  <b>Membership in Organizations:</b>

**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 we 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: \_\_\_\_\_  
 DRAISE Committee Chairperson: HRWC  
 Head of Department/Agency: \_\_\_\_\_

**INFORMATION ON TEAM/GROUP MEMBERS**  
 (For Group/Team Nominations)

Name of Members	Position/Agency	Contributions of each nominee <i>(including those of disqualified members)</i>	Performance Rating <i>(for the last two (2) rating periods)</i>	Reason for disqualification of member/s, if any

**CERTIFICATION**

I hereby attest to all the facts contained herein and authorize the Committee on Awards to conduct background investigation and validate the accuracy of the information in this form. Any misrepresentation made by the signatory shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

\_\_\_\_\_  
 Chair, PRAISE Committee  
 Signature over printed name

**Required Nomination Documents**

Six (6) nomination folders (long) containing the following documents shall be submitted:

**Principal Document:**

Properly accomplished nomination form (HAP Form No. 1) filled out in a brief and concise manner. Information should be complete as this will be the same form that will be provided to the members of the Committee on Award for evaluation. Authenticity of the summary of accomplishments should be certified by the nominee, nominator, chairman of the office, provincial, regional or central Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the agency head at the last page thereof.

**Attachments:**

1. Personal Data Sheet of the nominee/s with passport size (1 1/2" x 2") photo with nametag taken within the last six (6) months.

*Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude nor has any pending administrative or criminal case against him/her at the time of nomination. In case of posthumous nomination, the highest ranking Administrative Officer (AO) or Legal Officer shall issue the certification.*

2. Copy of the latest Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking AO in the employing agency. (For individual nominees)

3. Clearances issued by the following agencies in the nominee/s' locality:
  - Bureau of Internal Revenue
  - Tax Clearance valid during the nomination period.
  - National Bureau of Investigation
  - Office of the Ombudsman

*For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 011352 dated August 10, 2001.*

*For group nominations, information on the team members, including those who do not squarely meet the qualification requirements, certified by the highest ranking AO or the Chairperson of the office, provincial, regional or central PRAISE Committee of the agency. For this purpose, use HAP Form No. 1-A.*

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**Misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/ authority.**

**All nomination documents submitted shall be considered as records of the Commission, thus,**

**CIVIL SERVICE COMMISSION  
Annual Search for Outstanding  
Public Officials and Employees**

**NOMINATION FORM**  
For Outstanding Work Performance  
(Lingkod Bayan and Pagasa Awards)

Nomination for:  Lingkod Bayan Award :  Individual  Gr  
 Pagasa Award :  Individual  Gr

**THE NOMINEE**

Name (Individual/Group Nominee): \_\_\_\_\_  
(Use HAP Form No. 1-A for names of group/team members)  
No. of Team Members: \_\_\_\_\_  
Name of Team Leader: \_\_\_\_\_  
Telephone/Cellphone Numbers: \_\_\_\_\_

**For Individual Nominee**

Residence Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
Level of Position:  First Level  Second Level  Third Level  
Agency: \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
Telephone/Cellphone Numbers: \_\_\_\_\_  
Region: \_\_\_\_\_  
Performance Rating (January-December FY \_\_\_\_ ) : J-J \_\_\_\_ J-J \_\_\_\_

Officer/Regional Office Head: \_\_\_\_\_

(signature over printed name)

Position: \_\_\_\_\_  
Telephone/Cellphone No. \_\_\_\_\_

Head of Department/Agency: \_\_\_\_\_

(signature over printed name)

Position: \_\_\_\_\_  
Telephone/Cellphone No. \_\_\_\_\_

**THE NOMINATOR**

Name: \_\_\_\_\_  
(signature over printed name)

Position: \_\_\_\_\_  
Telephone/Cellphone No. \_\_\_\_\_  
Agency Address \_\_\_\_\_

Name of Nominee/Team Nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Agency: \_\_\_\_\_

Division/Unit: \_\_\_\_\_

For individual nominee, Length of Service in the Position: \_\_\_\_\_

In Government: \_\_\_\_\_

<b>Significant Accomplishments within the Last Five Years</b> <i>(Description of the Project/Work Accomplished, Strategies/ Activities Done and Problems Encountered)</i> The nominations 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	<b>Impact of Accomplishments</b> 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.	<b>Other Information</b>  <b>Major Awards/Citations Received:</b>  <b>Membership in Organizations:</b>

**----- 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 we 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

**Required Nomination Documents**

Six (6) nomination folders (long) containing the following documents shall be submitted:

**Principal Document:**

Properly accomplished nomination form (HAP Form No. 2) filled out in a brief and concise manner. Information should be complete as this will be the same form that will be provided to the members of the Committee on Award for evaluation. Authenticity of the summary of accomplishments should be certified by the nominee, nominator, chairman of the office, provincial, regional or central Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the agency head at the last page thereof.

**Attachments:**

1. Personal Data Sheet of the nominee/s with passport size (1 1/2" x 2") photo with nametag taken within the last six (6) months.

*Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude nor has any pending administrative or criminal case against him/her at the time of nomination. In case of posthumous nomination, the highest ranking Administrative Officer (AO) or Legal Officer shall issue the certification.*

2. Copy of the latest Statement of Assets, Liabilities and Networth of the nominee certified by the highest

ranking AO in the employing agency.

3. Clearances issued by the following agencies in the nominee/s' locality:
  - Bureau of Internal Revenue
  - Tax Clearance valid during the nomination period.
  - National Bureau of Investigation
  - Office of the Ombudsman

*For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 011352 dated August 10, 2001.*

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***Misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority.***

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

<b>CIVIL SERVICE COMMISSION</b> Annual Search for Outstanding Public Officials and Employees  <b>NOMINATION FORM</b> For Exemplary Conduct and Ethical Behavior (Dangal ng Bayan Award)	
<b>THE NOMINEE</b>	
Name:	_____
Residence Address:	_____
Telephone/Cellphone Numbers:	_____
Position:	_____ <input type="checkbox"/> First Level <input type="checkbox"/> Second Level <input type="checkbox"/> Third Level
Level of Position:	_____
Agency:	_____
Agency Address:	_____
Telephone/Cellphone Numbers:	_____
Region:	_____
Performance Rating (January-December FY _____):	J-J _____ J-D _____
Officer/Regional Office Head:	_____ (signature over printed name)
Position:	_____ (signature over printed name)
Telephone/Cellphone Numbers:	_____ (signature over printed name)
Head of Department/Agency:	_____ (signature over printed name)
Position:	_____ (signature over printed name)
Telephone/Cellphone Numbers:	_____ (signature over printed name)
<b>THE NOMINATOR</b>	
Name:	_____ (signature over printed name)
Position:	_____ (signature over printed name)
Telephone/Cellphone Numbers:	_____ (signature over printed name)
Agency Address:	_____ (signature over printed name)

Name of Nominee: \_\_\_\_\_ Position: \_\_\_\_\_ Agency: \_\_\_\_\_ Division/Unit: \_\_\_\_\_  
 Length of Service in the Position: \_\_\_\_\_ In Government: \_\_\_\_\_

<b>Exemplary Behavior/Conduct Displayed within the Last Five Years</b> <small>(Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances proving such norms, risks involved and problems encountered)</small>	<b>Impact of Accomplishments</b> <small>Describe the extent to which the extraordinary act/behavior has created a powerful effect/impact on the organization or public. Justify why the norms displayed may be considered as exemplary or outstanding</small>	<b>Other Information</b>  <b>Major Awards/Citations Received:</b>  <b>Membership in Organizations:</b>

**----- 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 we 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 \_\_\_\_\_ PRAISE Committee Chair/Highest HRMO \_\_\_\_\_ Head of Department/Agency \_\_\_\_\_



**INFORMATION ON TEAM/GROUP MEMBERS**  
(For Group/Team Nominations)

HAP Form N

Name of Members	Position/Agency	Contributions of each nominee <i>(including those of disqualified member/s)</i>	Performance Rating <i>(for the last two (2) rating periods)</i>	Reason for disqualification of members, if any

**CERTIFICATION**

I hereby attest to all the facts contained herein and authorize the Committee on Awards to conduct background investigation and validate the accuracy of the information in this form.  
Any misrepresentation made by the signatory shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

\_\_\_\_\_  
Chair, PRAISE Committee  
Signature over printed name