



Republic of the Philippines
Department of Education



16-2

Office of the Secretary

MAR 26 2009

DepED MEMORANDUM
No. **128**, s. 2009

2009 GAWAD CES AWARD

To: Undersecretaries
Assistant Secretaries
Bureau/Service/Centers Directors
Regional Directors
Schools Division/City Superintendents

1. For the information and guidance of all concerned, enclosed is a copy of the letter of Atty. Ma. Anthonette V. Allones, Executive Director of the Career Executive Service Board (CESB), announcing the "2009 GAWAD CES", a Presidential Award for outstanding career executive officials, is now open for nominations.
2. The code of procedure and nomination forms are hereto enclosed for ready reference. These documents are also available at the CESB website at www.cesboard.gov.ph. The deadline for nomination is on April 30, 2009.
3. For more information and concerns, you may contact the CESB at tel. no.: 951-4981 to 85 or e-mail at pmcd@cesboard.gov.ph.
4. Immediate dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encls.: As stated
Reference: None
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
PRIZES or AWARDS



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127
Tel. Nos. 951-4981 to 85 (Trunkline) / 951-3306 (Fax)
website: www.cesboard.gov.ph

GAWAD CES

CODE OF PROCEDURE

Pursuant to EO No. 715 signed by President Gloria Macapagal-Arroyo on March 28, 2008 that establishes the **GAWAD CES** Award, the Implementing Guidelines is hereby adopted:

TITLE I

Objectives of the Award

The **GAWAD CES** award aims to inspire Career Executive Service Officers and Third Level Eligibles to live up to the ideals of being accountable and development-oriented public managers who are willing to bring change where it is needed, expertise where it is missing, and leadership where it is wanting.

TITLE II

The GAWAD CES Award

Chapter I

Description of the Award

SEC. 1. Rationale for the Award. The Award highlights exceptional accomplishments not only to reward and encourage consistent superior performance, but most importantly to motivate government workers in the Third Level to give their best in public service and to promote excellence among their ranks.

SEC. 2. Award Categories. Outstanding CESOs or Third Level Eligibles shall be given recognition for their exemplary performance in any of the following fields of endeavor:

a. INNOVATION

This category is conferred to those who have introduced innovative processes/systems in the office that created a new dimension or higher level of organizational performance and productivity.

b. ICT/TECHNOLOGY-ENABLED REFORMS

This category is conferred to those who contributed or made achievements in the area of information and communication technology that significantly improved the systems, and processes of the nominee's office/organization, the improvements of which redounded to better or more efficient delivery of services to the public.

c. SOCIAL SERVICES

This category is conferred to those who contributed or have made significant achievements in the area of socio-economic development, social equity, anti-poverty, building self-reliant communities and rural development, including programs for the disadvantaged, women and children, and minorities.

d. ADMINISTRATIVE REFORMS

This category is conferred to those who introduced or executed changes/reforms in the structure or culture in their respective organizations that redounded to more efficient and effective operations in the bureaucracy.

e. PUBLIC POLICY/ADVOCACY

This category is conferred to those who have introduced or successfully advocated policies responsive to the requirements/need of the sector served and that are attuned to the requirements of modern societies including the advocacy for an idea for the purpose of policy and social development.

SEC. 3. Number. A maximum of five (5) CESOs or Third Level Eligibles may be declared as awardees, not necessarily one for each category.

SEC. 4. Award Components. Each Award shall carry a plaque of recognition and a prize money amounting to PhP 100,000.00.

Chapter II

Eligibility for Award

SEC. 5. Persons to Whom the Award is Open. The Award is open to all Career Executive Service Officers (CESOs) and Third-Level Eligibles (CEOE/CSEE/CESE) - occupying executive and managerial positions in the Third Level of the Philippine Civil Service.

The Third Level of the Philippine Civil Service includes all positions higher than Division Chief based on the Position Classification System of the Department of Budget and Management (DBM) in parallel systems covering or as may be applicable across the Executive, Legislative, and Judicial branches, including Constitutional Offices.

In addition to the above, a nominee must meet the following requirements:

1. Very Satisfactory Performance or its equivalent for the last two (2) consecutive annual rating periods prior to his/her nomination;
2. Has never been found guilty of any administrative or criminal offense involving moral turpitude, or conduct that is considered contrary to community standards of justice, honesty, or good morals i.e. graft and corruption, murder, rape, sexual harassment, embezzlement, forgery, extortion, perjury, et al, and has no pending administrative or criminal case at the time of the nomination.

Any one conferred the Gawad CES award three times shall be elevated to the Hall of Fame stature and may no longer be nominated subsequently.

However, previous winners who are nominated again shall not be evaluated or cited for the same five-year contribution or accomplishment which was the basis of his/her previous award/grant.

SEC. 6. Qualified Nominators for the Award. Any of the following persons/organizations may nominate:

1. Government agencies, national and regional associations of career executive officers and non-government/civil society organizations, through their Heads of Offices or Chief Executive Officers; and
2. Nominee's superior/subordinate or any individual from the nominee's agency who has substantial knowledge of the nominee's leadership/ managerial attributes and accomplishments.

Preferably, each nominator must have the professional competence and credibility to recommend individuals for consideration to the Award.

Only candidates officially nominated in writing by a qualified nominator shall be considered for the Award. Self-nominations shall not be accepted nor considered. While agencies/organizations are expected to nominate only the best among their officials, there is no limit to the number of candidates who may be nominated by each nominator.

It is encouraged that the agency shall adopt their own selection and nomination system for identifying their agency nominee in time for the nomination period for the GAWAD CES. Nominations not subjected to the agency selection system shall still be processed.

SEC. 7. Submission of Nominations. Nominations for the Award must be forwarded to and received by the Career Executive Service Board on or before May 31 of a particular year or later as deemed necessary by the Board. There is no limit as to the number of candidates who may be nominated for the Award. Those who were nominated in previous years but were not chosen as winners may be nominated again.

SEC. 8. Validity of Nominations. Only nominations received from qualified validators shall be considered. Nominations must be accompanied by sufficient supporting documents to allow meaningful evaluation. Three (3) sets of the nomination package shall be submitted to the CESB Secretariat.

Each nomination package must contain the following:

A. To be Accomplished by the Nominator

1. Revised Nomination Form, which may be accompanied by supporting data (e.g. pictures, articles and other proof)

B. To be Accomplished by the Nominee

1. A fully accomplished Career Executive Service Personal Data Form (CES-PDF) duly sworn to before the highest-ranking Human Resource Management Officer (HRMO) of the employing agency.
2. A fully accomplished Abstract of Accomplishments of the nominee (Nomination Form B), which may be accompanied by supporting data (e.g. pictures, articles and other proof)
3. Passport size (4.5 x 3.5 cm.) ID photographs (computer print-out and photocopy not acceptable) taken within the last six (6) months.
4. Agency-issued official certification of the nominee's performance ratings for the last two (2) consecutive annual rating periods immediately prior to nomination.
5. Duly notarized nominee's self-certification of: a) never having been found guilty and convicted of any administrative or criminal offense involving moral turpitude, and b) no pending administrative or criminal case against him/her at the time of nomination.
6. Detailed information on dismissed case/s, if any.
7. Latest and duly notarized Statement of Assets, Liabilities and Net Worth.
8. Tax Clearance Certificate issued by the Bureau of Internal Revenue.

SEC. 9. Grounds for Disqualification. Any of the following circumstances shall constitute grounds for automatic disqualification of nominations:

1. Termination or voluntary separation from the service effective on or before the final deliberations of the Committee on Awards;
2. Any misrepresentation or falsification of information stated in the nomination form or in any of the supporting documents submitted; and
3. Conviction of any administrative or criminal offense involving moral turpitude or conduct that is considered contrary to community standards of justice, honesty, or good morals, and/ or being a respondent in a pending administrative or criminal case on or before final deliberations by the Committee on Awards.

TITLE III

Selection of Awardees

Chapter I



Evaluation of Candidates

SEC. 10. Committee on Awards. There shall be a Committee on Awards (CoA) composed of three (3) Members of the CES Board and four (4) others from either the public or private sector who shall be identified by the Board.

SEC. 11. Criteria for Selection. No work, achievement, accomplishment or performance shall merit an Award unless it has been determined to be outstanding in any particular sector or category.

A. Outstanding Accomplishments

The criteria for evaluating outstanding accomplishments are the following:

1. **Noteworthiness of the Outstanding Performance / Contributions** – the degree of uniqueness and originality of the outstanding performance or contributions;
2. **Innovativeness** – introduction of extraordinary or innovative ideas, systems or designs that have brought beneficial results to the work environment;
3. **Results / Impact of Performance / Contributions** – the extent to which the interventions or outputs are being used, the scope/ range of their effects, cost savings/ surplus generated, the kinds and numbers of stakeholders benefited, resulting qualitative improvements in the stakeholders' conditions, structures and systems improved and transactions/ processes facilitated, paradigm shifts it caused;
4. **Reliability and Effectiveness** – the extent to which the innovative interventions or outputs meaningfully addressed felt and/or prioritized needs and improved the efficiency and dependability of service delivery;
5. **Nominee's Specific Role / Personal Involvement in the Accomplishments Cited** – the extent of the nominee's participation/involvement in the accomplishments cited.

Only accomplishments within the five (5) years immediately preceding the granting of an Award shall be considered. However, performance prior to this five-year period may be considered if its significance or impact has become apparent within the period covered by the Awards.

B. Personal Attributes

Under this dimension, the nominee will be evaluated based on demonstrated exemplary leadership and managerial attributes and competencies, namely:

1. **Leading Change** – displays the highest levels of creativity and innovation, leads and implements well-planned and systematic change initiatives, and demonstrates maturity and skills in guiding people and the organization through change processes to produce meaningful and sustainable results relevant to the specific needs of the stakeholders and the community;

2. **Developing and Leading People** – demonstrates successful, innovative and acceptable practices in building, nurturing and sustaining goal and standards-focused, process-oriented, cohesive, disciplined, organized, highly-motivated and consistently productive work teams;
3. **Results-Driven** – consistently maintains an exceptional record for achieving strategically important results with meaningful impact on stakeholders;
4. **Business Acumen** – demonstrates exceptional competence in managing and optimizing human, technological, financial, capital and information resources in performing an organization's core businesses, accomplishing its mission, and in contributing to its strategic goals while cultivating public trust;
5. **Building Coalitions / Communication** – demonstrates key competencies in developing and sustaining alliances, partnerships and cooperative relations with various stakeholders;
6. **Integrity** – manifests unwavering conviction to uphold moral ethics and highest professional standards in all aspects of personal and social life; maintains living standards reasonably within visible means and limits of income as completely and accurately disclosed in tax returns, annual Statements of Assets and Liabilities; and has never indulged in extravagant or ostentatious displays of wealth in any form.
7. **Consistency of Performance** – the degree of consistency in manifesting a strong desire and working for outstanding performance based on historical work record;
8. **Self-Development** – refers to the nominee's educational attainment and attendance to training programs;
9. **Service Performance** – refers to the major awards/citations received by the nominee from his/her agency, from other offices (public or private), as well as from civic organizations and the community;
10. **Other Personal Qualities** – which includes, among others, membership in reputable organizations.

There shall be specific quantitative scales for particular dimensions in the areas of accomplishments and personal attributes, with some scale differentiations between line and staff functions performed by nominees.

SEC. 12. Pre-Screening. The Pre-Screening Committee (PSC) chaired by the CESB Executive Director and composed of the Management Committee (ManCom) of the CESB Secretariat shall conduct a preliminary evaluation of the nomination documents submitted. The PSC shall forward all nominations that are complete and in order to the Committee on Awards for evaluation and deliberation.

SEC. 13. First Screening. The Committee on Awards shall decide who among the nominees shall qualify for the validation stage. As a supplement to the validation process, the CESB Secretariat shall publish the names of the nominees with a request for feedback from the public on the integrity and competence of the nominees. Publication shall be done in three

ways: (1) in a newspaper of general circulation at least two (2) weeks before the conduct of the actual validation; (2) posting in various communication media (e.g. bulletin, newsletter, etc) of the agency where the candidate comes from which can be done through the help of the agency HR/personnel official; and (3) posting through the CESB website as well as that of the mother-agency of the candidate.

SEC. 14. Validation. Trained and competent CESB and deputized validators shall investigate and validate all data/information stated in the nomination forms, including all other documents submitted together with the nomination package. The validators shall prepare and submit individual Validation Reports for each nominee to the Committee on Awards.

SEC. 15. Second Screening. The Committee on Awards shall then evaluate and deliberate on the validation report submitted. Each nominee shall undergo a panel interview by all the Committee members before the final selection of the awardees.

Chapter II

Final Selection

SEC. 16. Responsibility for Selection. The Committee on Awards shall be responsible for the final selection of awardees.

SEC. 17. Proceedings on Final Selection. The deliberations on the final selection of awardees shall not be made public or otherwise revealed.

SEC. 18. Protest. Any selection made by the Committee on Awards shall be deemed final. No protest against any Award shall be considered.

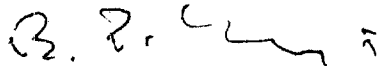
Chapter III

Presentation of Awards

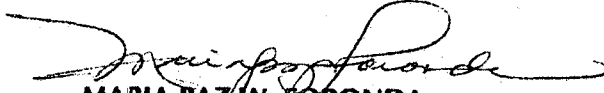
SEC. 19. Frequency. The Awards shall be made annually. However, the Committee on Awards has the option not to give out the Award in a given year, if it is considered that none of the nominees merit recognition or that further investigation is needed.

SEC. 20. Awarding Ceremonies. The Award shall be presented to the winner/s at a formal award presentation ceremonies to coincide with the CES Anniversary Celebration during the month of November.


APPROVED this 10th day of February 2009 in Quezon City, Philippines.




BERNARDO P. ABESAMIS
Chair



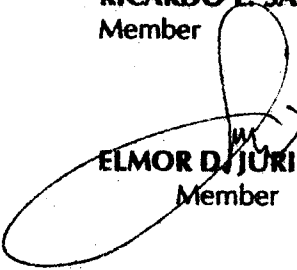
MARIA PAZ W. FORONDA
Vice-Chair



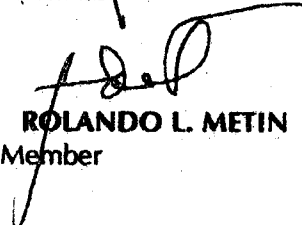
RICARDO L. SALUDO
Member



ANTONIO D. KALAW JR.
Member



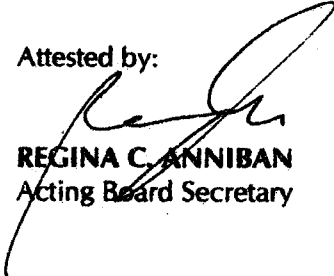
ELMOR D. JURIDICO
Member



ROLANDO L. METIN
Member

(ABSENT)
JAIRUS D. PAGUNTALAN
Member

Attested by:



REGINA C. ANNIBAN
Acting Board Secretary



GAWAD CES REVISED NOMINATION FORM

Instruction : This FORM shall be filled out by the **NOMINATOR**

PART I: Basic Information

NOMINEE'S INFORMATION				
Recently taken passport size photo of NOMINEE	Name of the NOMINEE			
		(Last)	(First) (Middle)	
	Date of Birth:		Place of Birth:	
	Position:			
	Department/Agency/Region:			
	Mailing Address:			
	Eligibility/Rank Status:			

NOMINATOR'S INFORMATION	
Name of the NOMINATOR	
Position/Title:	
Agency/Organization/Institution Represented	
Relation to the Nominee	
Mailing Address:	
Phone (Landline):	
(Mobile):	
(Fax):	
Email:	
Signature of Nominator/Date:	

How long and in what capacity have you known the Nominee? _____

Has the Nominee been nominated in the CES Recognition Program before? _____

If yes, by whom and when?

**In case of re-nomination, is the nominee being cited for the same contributions/
accomplishments?**



GAWAD CES REVISED NOMINATION FORM

Instruction : Please provide as complete, concrete and concise answers as possible

PART II: Abstract of Nominee's Accomplishment

- Please list and describe three most outstanding accomplishments/contributions of the NOMINEE in the last five years.**

1.1 _____

1.2 _____

1.3 _____

- Why would you consider each of the above accomplishments REMARKABLE and WORTHY of recognition in the GAWAD CES?**

Accomplishment # 1 _____

Accomplishment # 2 _____

Accomplishment # 3 _____

- Describe the IMPACT of each accomplishment. (What problems/needs each of his/her accomplishment addressed/ solved/minimized? How did it improve the beneficiaries, the sector served, delivery of services; what was their condition before the NOMINEE's intervention? How did it result to higher level of organizational performance/productivity /efficiency/effectiveness? How did it enhance policy-making and governance? How much savings/income generated?)**

Accomplishment # 1 _____

Accomplishment # 2 _____

Accomplishment # 3 _____



GAWAD CES REVISED NOMINATION FORM

PART III: Description of the Nominee's Personal Attributes

1. What other awards, recognition and citations received by the NOMINEE in the department, community, region? _____

2. How would you describe the traits of the NOMINEE:
 - 2.1 As a LEADER _____

 - 2.2 As a MEMBER of the community of CESOs/Eligibles _____

 - 2.3 As a FAMILY MEMBER (if information is available) _____

3. How has the NOMINEE been described or is regarded by his/her peers in the region/department, by subordinates, LGU officials, private sector, NGOs, etc?

4. How would you describe the NOMINEE's integrity?

5. Other information that demonstrate NOMINEE's ability in leading people, driving results, optimizing resources, building coalitions/linkages.

PART IV: LIST OF REFERENCES

Instruction: Please list TWO REFERENCES who are very familiar with the NOMINEE's accomplishments/contribution and personal attributes. Include their Name, Position, Affiliation/Organization, Address, Telephone, Fax, Mobile Numbers, and Email address.

I attest to the COMPLETENESS, TRUTHFULNESS and ACCURACY of all facts and claims stated herein.

NOMINATOR
Signature and Printed Name/Date

GAWAD CES REVISED NOMINATION FORM



4. What was the distinct/critical ROLE performed by the NOMINEE in carrying out each accomplishment? (*How would the outcome be different without the NOMINEE's participation?*)

Accomplishment # 1 _____

Accomplishment # 2 _____

Accomplishment # 3 _____

5. Would you consider the NOMINEE's accomplishments sustainable? How/Why?

Accomplishment # 1 _____

Accomplishment # 2 _____

Accomplishment # 3 _____