



Tanggapan ng Kalihim
Office of the Secretary


FEB 03 2005

DepED MEMORANDUM
No. 27, s. 2005

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 the letter of Civil Service Commission (CSC) Chairperson Karina Constantino-David, encouraging the Department of Education (DepED) to commence the periodic review of the performance of officials and employees, and identify those who deserve state recognition for the Search for Outstanding Public Officials and Employees for 2005.
2. The awards program is composed of the following categories:
 - Presidential or Lingkod Bayan Award;
 - Civil Service Commission or Pagasa Award;
 - Outstanding Public Officials and Employees Award or Dangal ng Bayan Award.
3. Enclosed also is a copy of the Guidelines for the Honor Awards Program. 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 March 4, 2005 to give time for the PRAISE Committee to evaluate the nominations before endorsing the same to the CSC on or before March 30, 2005. Nominations submitted after said dates shall be included in next year's search.
5. For more details, please contact the Civil Service Honor Awards Secretariat, Public Assistance and Information Office at tel. nos. (02) 931-79-93/932-03-81 and fax no. 932-01-79.
6. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Encls.: As stated

Reference: DepED Memorandum: No. 104, s. 2004

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES
OFFICIALS
SEARCH

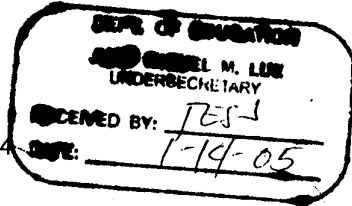
Reformatted by: Sally-Search Public Officials
Jan. 27, 2005 employees



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



December 20, 2004

Honorable **FLORENCIO B. ABAD**
Secretary
Department of Education
2/F, Rizal Bldg., University of Life
1600 Meralco Ave., Pasig City

RECEIVED
JAN 12 2005
OSBC
By: LED 4139V

Dear **Secretary Abad**:

We begin 2005 on a positive note as we highlight the bright spots of the bureaucracy through the search for its "high flyers" who serve as the exemplars in government.

The Search for Outstanding Public Officials and Employees is a major incentive program of the government through the Civil Service Commission. Administered nationwide, the program recognizes and rewards civil servants who have exhibited extraordinary dedication and honesty in performing their tasks, specifically those who exhibit excellence in innovations and inventions or who valiantly carry out duties mindless of the obstacles and difficulties.

The Commission looks forward to receiving nominations from your agency. Thus, this early, we encourage your agency to commence the periodic review of the performance of officials and employees, and identify those who deserve state recognition. The new deadline for submission of nomination is March 30, 2005. There is no limit to the number of nominees your agency may submit. To help drum up their interest, your agency may display a streamer the format of which is attached.

Your support and assistance in this quest are definitely essential for we are certain that there are officials and employees in your agency who are worthy of the recognition.

For more details, your staff may contact the Honor Awards Secretariat, Public Assistance and Information Office, this Commission, at telephone numbers 931-79-93/932-03-81; Fax 932-01-79.

Very truly yours,

KARINA CONSTANTINO-DAVID
Chairperson

Encl.: a/s

Suggested Colors:

green

orange

blue

Be part of

The Annual Search for

OUTSTANDING PUBLIC OFFICIALS & EMPLOYEES

Lingkod Bayan Award • Dangal ng Bayan Award • Pagasa Award

For details call 931-79-93/932-03-81/932-01-79 (Fax) or visit any Civil Service Commission Regional Office or Field Office near you.



Green Logo

Yellow

(Enclosure No. 3 to DepED Memorandum No. 27, s. 2005)



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.

Magandang Muna

MC No. 1, s. 2005

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 : Search for the 2005 Outstanding Public Officials and Employees

The Civil Service Commission announces the government-wide search for the 2005 *Lingkod Bayan*, *Dangal ng Bayan*, and *Pagasa* Awardees. The annual conferment of honor awards is pursuant to Republic Act No. 6713, Administrative Code of 1987, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993. The Honor Awards Program (HAP) seeks to recognize and reward public officials and employees for their outstanding contributions and achievements in the delivery of public service and to inspire and motivate those in government.

The Commission recognizes the pivotal role of departments, agencies and instrumentalities of the government in implementing the HAP. The success of the program is anchored on their participation and commitment in acknowledging bureaucracy's heroes.

Thus, we are enjoining all concerned to conduct, through their respective Program on Awards and Incentives for Service Excellence (PRAISE) Committees, a thorough review of the performance of their officials and employees, and to submit to the Commission nominations of their top performing officials and employees for the conferment of the prestigious honor awards. The HAP guidelines are attached.

Starting this year, nominations must be submitted to any of the Civil Service Commission Regional Offices or Field Offices on or before March 30. Nominations submitted after said date shall be included in the succeeding year's evaluation.

KARINA CONSTANTINO-DAVID
 Chairman

03 January 2005

mc05

In the absence of a duly constituted and operational PRAISE Committee in the department/agency, the highest ranking Human Resources Management Officer may sign the nomination.

Department/Agency Headquarters to the Department Secretary, President or Chairman (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 of the Judiciary);
- Senate President (for members 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);

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

- Executive Secretary (for Department Secretaries);
- Department Secretaries (for Heads of Bureaus and Agencies attached or under Departments);
- 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);
- DLG Secretary (for Governors/Mayors);

3. These required data or information must be adequately provided:
 - a. List of names of team members, their respective positions and contributions should be attached. Only those included in the list shall be recognized as official members of the team and shall be conferred the award if selected;
 - b. Highlight accomplishments for the last five years. Award list merits for the previous years may also be presented to establish consistency of nominee's performance or behavior.
 - c. Use either English or Filipino in accomplishing the nomination form.

4. Although an employee or official may be qualified for any of the three awards, he/she should be nominated to only one award in given year.

Post-honor awardees can still be nominated to the same or another award if a *Ligtadng Bayan* awardee can still be nominated to the same award provided that the said nomination is based on new accomplishments.

Recipients of national awards given by private organizations shall be considered in the evaluation of nominees for the Honor Awards, provided, however, that their respective agency/heads impose no objection to their nominations.

5. There is no limit to the number of agency nominees in any of the award categories.

Submission of Nominations

Nominations for all three awards must be forwarded to any City Service Commission Regional Office or Field Office on or before March 30. Those received after March 30 will automatically be evaluated for the succeeding year's award.

Disqualifications

Automatic disqualification of nominations shall be effected in any of the following circumstances:

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; or
4. Nominees requesting Members of the Commission on awards under the societal directly or thru their intermediaries special favor or consideration.

Forms of Reward and Incentives

The *Ligtadng Bayan* Awardees shall receive a gold (gilded) medallion and a plaque containing the date and signature of the President of the Philippines.

The *Dangalng Bayan* Awardees shall receive a trophy designed and executed by National Artist for Sculpture Napoleon V. Abueva.

Each recipient of both awards shall be given P100,000.00.

Except for elective and appointive Barangay officials, and group awardees, recipients of the *Ligtadng Bayan* and *Dangalng Bayan* Awards shall also be entitled to an automatic promotion or an increase in salary equivalent to the salary of the next higher position.

Ligtadng Bayan and *Dangalng Bayan* Awardees shall also be entitled to any of the following as may be determined by the Commissions on Award: bonus, citations, doctorate/trips in government-owned or controlled corporations, local and foreign scholarship grants, and paid vacations.

Forms of reward for group awardees shall be limited to P100,000.00 per group/team, plaque and individual medallion and other possible incentives.

The *Pagasa* Awardees shall each receive a gold (gilded) medallion, a plaque containing the date and signature of the Chairperson of the Civil Service Commission and P50,000.00.

In Search of the
BEST
Bureaucrats

Commission's
Annual Search for
Outstanding
Public Officials
and Employees

Scope of the Program

The Honor Awards Program shall apply to career and non-career service officials and employees of the government, whether or not they receive compensation.

Categories of Award

A. Awards for Outstanding Work Performance

President of the Lighthof Bryan 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. The contribution may be a suggestion, innovation, invention or superior accomplishment.

Civil Service Commission or Pagasa Award conferred on an individual or group of individuals for outstanding contributions resulting from an idea or performance which directly benefit more than one department or the government through not of such extraordinary or exceptional degree to merit the Lighthof Bryan 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 their observance of one or more of the following eight (8) norms of behavior provided under Republic Act No. 6713: 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 Lighthof Bryan 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, technical group or special working team, formed/created or organized formally or informally to undertake certain projects/program. For the Lighthof Bryan Award, the number of members of the group/team should not exceed fifteen (15).

The group should have demonstrated teamwork/commitment shown by constant communication among its members, coordination, cooperation and adhesiveness.

Qualifications

Except for members of group or team, nominees: officials and employees must meet the following:

1. Be in the government service at the time of nomination (except post-umous);
2. Have been rated at least *Very Satisfactory* or its equivalent for the last two (2) consecutive rating periods prior to their nomination; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude and have no pending criminal or administrative case at the time of the nomination.

Criteria for Evaluation

For Outstanding Work Performance (*Lighthof Bryan* and *Pagasa* Awards)

- a. Noteworthiness of Outstanding Performance/Contributor's Impact of Performance/Act/Service/Act
- b. Feasibility and Effectiveness
- c. Consistency of Performance
- d. Demonstrated Teamwork, Cooperation and Camaraderie (for group nominees)

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
- f. Other similar circumstances or considerations in favor of the particular nominee.

Who may nominate

Any of the following persons may nominate officials, employees or groups/teams for the Honor Awards:

1. The immediate superior officer/supervisor of the official/employee or group/team;
2. Higher/rank co-workers
3. A private person or organization

Nomination Documents for Submission

Only one nomination folder (orng folder) containing the following documents shall be submitted:

1. Properly accomplished nomination form. Information required 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 accomplishment should be certified to by the nominee, nominator, chairman of the PRAISE Committee and the agency head at the last page thereof.
2. Personal Data Sheet of the Nominee duly subscribed and sworn to before the highest Human Resource Management Officer (RHMO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months with name written at the bottom side of the picture. Only the full set actual copies not photocopies of training programs attended, awards/medals received, publications and researches of the nominee shall be attached to the sheet.
3. Certification or Copy of the Minutes of the Deliberation on the nomination by the Agency PRAISE Committee (for nominees occupying final level and second level positions).
4. Latest Statement of Assets and Liabilities.
5. 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 (for individual nominees). Any administrative action taken shall be a ground for disciplinary action against the certifying nominee.
6. Detailed information on dismissed cases, if any.
7. BIR Tax Clearance (for individual nominees); and
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.

Procedure for Nomination

1. All nominations must be submitted in the prescribed form to the Central Office Committee on Program on Awards and Incentives for Service Excellence (PRAISE) of the Department/Agency for evaluation.
2. Nominations must be duly signed by the Chiefperson of the Central Office PRAISE Committee approved/endorsed by the Office/Regional Office Head and Department/Agency Head.

NOMINATION FORM

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



Nomination Documents for Submission

Only one nomination folder (long folder) containing the following documents shall be submitted:

1. Properly accomplished nomination form. 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 PRAISE Committee and the agency head at the last page thereof.
2. Personal Data Sheet of the nominee's duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMCO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months with name written at the bottom side of the picture. Only the list, not actual copies nor photocopies, of training programs attended, awards/citations received, publications and researches of the nominee shall be attached to the sheet.
3. Certification or copy of the Minutes of the Deliberation on the nomination by the Agency PRAISE Committee (for nominees occupying first level and second level positions).
4. Latest Statement of Assets and Liabilities. (For individual nominees)
5. 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 (for individual nominees). Any misrepresentation therein shall be a ground for disciplinary action against the certifying nominee.
6. Detailed information on dismissed cases, if any.
7. BIR Tax Clearance (for individual nominee), and
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.

Nomination for:
 1. Lingkod Bayan Award: ___ Individual ___ Group
 2. Pagasa Award: ___ Individual ___ Group

Information About the Nominee
 Name (last, first, middle initial): _____
 (Use extra sheet for the names of group members and respective positions)

No. of team members in case of group nominee: _____

For Individual Nominee
 Position: _____
 Level of Position: First Level Second Level Third Level
 Agency: _____
 Agency Address: _____
 Telephone/Cellphone Numbers: _____
 Region: _____
 Performance Rating (January-December FY _____) _____
 Residence Address: _____
 Office/Regional Office Head: _____
 Position: _____ Signature: _____
 Head of Department/Agency: _____
 Position: _____ Signature: _____

Information about the Nominator
 Name: _____
 Position: _____ Signature: _____
 Agency: _____
 Agency Address: _____

Name of Non-Federal Team Nominee: _____ Position: _____ Agency: _____ Division/Unit: _____
 For group nominees, no. of team members: _____ Agency Address: _____
 For individual nominee, length of Service in the Position: _____ In Government _____

Significant Accomplishments for the Last Five Years <small>(Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nominees 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>	Impact of Accomplishments <small>Indicate problems addressed, savings generated, performance improved and resources facilitated Indicate whether or not the accomplishments are part of the regular functions. If so, justify why these accomplishments are considered exemplary or extraordinary</small>	Other Information <small>Major Awards/Challenges Received: Membership in Organizations: Description of the nominee: - As a Person - As a Worker - As a Family Member - As a Citizen</small>

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.

Printed Name and Signature _____

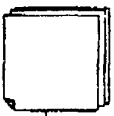
Nominee _____

Nominating _____

NAME OF THE CHIEF EXECUTIVE OFFICER _____

Head of Department/Agency _____

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



Nomination Documents for Submission

Only one nomination folder (long folder) containing the following documents shall be submitted:

1. Properly accomplished nomination form. 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 PRAISE Committee and the agency head at the last page thereof.
2. Personal Data Sheet of the nominee/s duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months with name written at the bottom side of the picture. Only the list, not actual copies nor photocopies, of training programs attended, awards/citations received, publications and researches of the nominee shall be attached to the sheet.
3. Certification or copy of the Minutes of the Deliberation on the nomination by the Agency PRAISE Committee (for nominees occupying first level and second level positions).
4. Latest Statement of Assets and Liabilities. (For individual nominees)
5. 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 (for individual nominees). Any misrepresentation therein shall be a ground for disciplinary action against the certifying nominee.
6. Detailed information on dismissed cases, if any.
7. BIR Tax Clearance (for individual nominees); and
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.

Information about the Nominee	
Name:	_____
Position:	_____
Level of Position:	<input type="checkbox"/> First Level <input type="checkbox"/> Second Level <input type="checkbox"/> Third Level
Agency:	_____
Agency Address:	_____
Telephone/Celphone Numbers:	_____
Region:	_____
Performance Rating (January-December FY _____):	_____
Residence Address:	_____
Office/Regional Office Head:	_____
Position:	_____
Signature:	_____
Head of Department/Agency:	_____
Position:	_____
Signature:	_____
Information about the Nominator	
Name:	_____
Position:	_____
Signature:	_____
Agency/Address:	_____

Name of Nominee: _____ Position: _____
 Length of Service in the Position: _____ In Government: _____ Agency Address: _____
 Division/Unit: _____

Exemplary Behavior/Conduct Displayed for the Last Five Years <small>(Describe nominee's adherence to the following norms: Commitment to Public Interest, Professionalism, Justice and Integrity, 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>	Impact of Behavior <small>Describe the extent to which the nominee's 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>	Other Information
<p style="text-align: center;">CERTIFICATION</p> <p>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.</p>		<u>Major Awards/Options Received:</u>
		<u>Memberships in Organizations:</u>
		<u>Description of the nominee:</u>
		<u>As a Person</u>
		<u>As a Worker</u>
		<u>As a Family Member</u>
		<u>As a Citizen</u>

Printed Name and Signature: _____

Nominee: _____