



JAN 05 2012

DepED MEMORANDUM
No. **1**, s. 2012

2012 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
Heads, Public Elementary and Secondary Schools

1. The Civil Service Commission (CSC), under the auspices of the Honor Awards Program (HAP), announces the **2012 Search for Outstanding Public Officials and Employees**. The Search aims to recognize outstanding public officials and employees, individuals and/or group of individuals, who have shown excellent or utmost dedication and commitment in the public service.
2. Enclosed is a copy of the mechanics, requirements and procedures for nominations. The guidelines, forms and related materials may be downloaded at the CSC website www.csc.gov.ph. The Regional/Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall screen and evaluate all nominations for the different types of awards. The nominations must be duly signed by the Chairperson of the PRAISE Committee in conformity with DepED Order No. 9 s. 2002 and must be approved/endorsed by the Regional Director.
3. The 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 February 29, 2012** to give time for the PRAISE Committee to evaluate the nominees before endorsing the same to the CSC **on or before March 30, 2012**.
4. For more details, please contact the Honor Awards Program Secretariat, Public Assistance and Information Office, Civil Service Commission at telephone nos.: (02) 931-7993; (02) 932-0381; telefax no.: (02) 932-0179; CSC Hotline (02) 932-0111 and CSC mobile phone no.: 0917-8398-272 or through e-mail and social networking sites: hap@webmail.csc.gov.ph, paio@webmail.csc.gov.ph, www.honorawardsprogram.wordpress.com, www.facebook.com/HAP.
5. Immediate and wide dissemination of this Memorandum is desired.

BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

Reference: DepEd Memorandum No. 44, s. 2011

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

EMPLOYEES

OFFICIALS

PRIZES or AWARDS

PROGRAMS

SEARCH

**GUIDELINES ON THE 2012 SEARCH FOR
OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES
Honor Awards Program**

I. 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. This also includes appointive *barangay* officials and employees recognized as government employees pursuant to CSC Resolution No. 01-1352 dated August 10, 2001 which provides, 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 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. However, employees, 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 are excluded from the coverage of the program.

II. CATEGORIES OF AWARD

A. Awards for Outstanding Work Performance

The awards for outstanding work performance are the following:

1. Presidential or *Lingkod Bayan* Award is 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; and
2. Civil Service Commission *Pagasa* Award is 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;

The term "group" shall refer to the following:

For Presidential or *Lingkod Bayan* and CSC *Pagasa* Awards Category

1. Two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership for both Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards group/team shall not exceed 10 employees.

1. Noteworthiness of Outstanding Performance/Contribution/s – The degree of uniqueness and originality of outstanding performance or contribution/s.
 2. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used, whether it has far-reaching effect; the number of persons benefited; the paradigm shift it has caused and the amount of money saved.
 3. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
 4. Consistency of Performance – The degree of consistency of the individual/group nominee as manifested by consistent outstanding performance based on historical data/work record.
 5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness – The extent the group members motivate and support each other or the degree to which group members positively influence each other (for group/team nominee).
- B. For Exemplary Conduct and Ethical Behavior (Outstanding Public Officials and Employees or the *Dangal ng Bayan Award*)
1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
 2. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
 3. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.
 4. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
 5. Years of Service – the cumulative years of service that the nominee has rendered in the government *vis-à-vis* his/her accomplishments.
 6. Other similar circumstances or considerations in favor of the nominee.

V. WHO MAY NOMINATE

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.

- D. Certification issued by the nominee and in the case of posthumous nomination/s, certification issued by the highest ranking Administrative Officer or Legal Officer that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude, and in instances that the nominee/s has/have pending administrative case/s, there should be no final judgment/ruling on administrative or criminal case at the time of nomination.
- E. Detailed information on dismissed/decided case/s, if any.
- F. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2012) accountabilities secured from the Commission on Audit (COA).
- G. Copy of the 2010 or 2011 Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
- H. Clearances issued in the last three months from the following agencies in the nominee's locality:
 - National Bureau of Investigation;
 - Office of the Ombudsman;
 - 2011 BIR Tax Clearance (applicable for individual nominees only); and
 - Commission on Human Rights; (applicable for AFP, PNP, BFP & BJMP nominees only)

For appointive *Barangay* officials/employees, Certification issued by the *Barangay* Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

Any misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.

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

VII. PROCEDURE FOR NOMINATION

- A. For Presidential or *Lingkod Bayan*, *Dangal ng Bayan* and CSC *Pagasa Awards*
 1. Except those of Heads of Departments, Agencies and elective officials, all nominations must be submitted in the prescribed Nomination Form to the office,

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 | Executive Secretary Department Secretary Chairperson of the Board of Regents |
| President of Corporations | Chairperson of the Board of Trustees or the Secretary of the Department to which the the Corporation is attached |

B. The following information must be adequately provided:

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

Names of group or 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. Please refer to HAP Form No. 1-A for details.

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

On Summary of Accomplishments/Norms of Conduct Manifested, the following information should be provided:

2.1 Highlights of outstanding accomplishments or exemplary norms manifested for the last five years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and

- B. Any misrepresentation of information made in the Nomination Form and in any of the documents submitted;
- C. Non-compliance with the instructions in accomplishing the Nomination Form; and
- D. 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.

IX. SUBMISSION OF NOMINATIONS

Nominations to the 2012 Search for Outstanding Public Officials and Employees under the Presidential or *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 April 30, 2012.

X. FORMS OF REWARDS AND INCENTIVES

A. Presidential or *Lingkod Bayan* Awardees

The Presidential or *Lingkod Bayan* Awardees, individual and group, shall receive a gold-gilded medallion and a plaque containing the citation and signature of the President of the Philippines, P200,000.00 cash reward and other forms of rewards 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.

B. Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees

The Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees shall receive a trophy designed and executed by National Artist for Sculpture Napoleon V. Abueva, P200,000.00 cash reward and other forms of reward and incentives provided for under Section 6, Paragraph 3 of Republic Act No. 6713 otherwise known as "*Code of Conduct and Ethical Standards for Public Officials and Employees*" dated February 20, 1989.

C. CSC *Pagasa* Awardees

The CSC *Pagasa* Awardees, individual and group, shall receive a gold-gilded medallion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission, and P100,000.00 cash reward provided under Section 6 (b) of the Omnibus Rules Implementing Book V of Executive Order No. 292.

The awards for outstanding work performance are the following:

1. Presidential or *Lingkod Bayan* Award conferred on an individual or group of individuals (not to exceed 10 members) 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; and
2. Civil Service Commission *Pagasa* Award conferred on an individual or group of individuals (not to exceed 10 members) for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

Required Nomination Documents

Nomination folders should contain the following documents and must be submitted in six copies (one original and five certified photocopies):

1. Properly accomplished nomination form, filled out in a brief and concise manner.

Nomination for Outstanding Work Performance to be accomplished by nominator for the Presidential or *Lingkod Bayan* and CSC *Pagasa* Awards using HAP Form No. 1 for individual/group nominations as well as HAP Form No. 1-A for group nomination.

2. The summary of accomplishments should be certified by the nominee, nominator, and the PRAISE Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level. CS Form 212 or Personal Data Sheet with passport size (1 1/2" x 2") photo of the individual nominee and group/lean members with name tag taken in the last six months.

3. Certification, excerpts of the deliberation, and/or copy of the Minutes of the Deliberation on the nomination by the office, provincial, regional or central PRAISE Committee to be signed by the PRAISE Chairperson, except for nominations of Heads of Departments, Agencies, and Government Owned and Controlled Corporations, Chief Executive of Local Government Units and President of State Universities and Colleges.

4. Certification issued by the nominee and in the case of posthumous nomination/s, certification issued by the highest ranking Administrative Officer or Legal Officer that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude, and in instances that the nominee/s has/have pending administrative cases, there should be no final judgment/ruling on administrative or criminal case at the time of nomination.

5. Detailed information on dismissed/decided cases, if any.
6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2012) accountabilities secured from the Commission on Audit (COA).
7. Copy of the 2010 or 2011 Statement of Assets, Liabilities and Network of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
8. Clearances issued in the last three months from the following agencies in the nominee's locality:
 - * National Bureau of Investigation;
 - * Office of the Ombudsman;
 - * 2012 BIR Tax Clearance (applicable for individual nominees only);
 - * Commission on Human Rights (applicable for AFP, PNP, BFP & BJMP nominees only)

For Presidential or *Lingkod Bayan* and CSC *Pagasa* group nominees using HAP Form No. 1-A, names of team members, including those who do not squarely meet the qualification requirements, with the following information certified by the highest ranking Administrative Officer or Program on Awards and Incentives for Service Excellence (PRAISE) Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level, and the agency head:

- * Position and Agency (if nominees belong to different agencies)
- * Contributions of each nominee (including those of disqualified members to the group's accomplishments)
- * Performance rating for the last two rating periods; and
- * Reason for disqualification of the members, if there is/are any.

For appointive *Barangay* officials/employees, Certification issued by the *Barangay* Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

Any misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.

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

CSC HAP Secretariat
 hap@webmail.csc.gov.ph / hapsecretariat@yahoo.com
 (632) 931-79-93; telefax (632) 932-01-79
 TXCSC 0917-839-8272



2012 Search for Outstanding Public Officials and Employees



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

Nomination for:
 Lingkod Bayan Award: _____ Individual _____ Group
 CSC 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 Member/s: _____

Name of Team Leader: _____

Telephone/Celphone Nos.: _____

Agency: _____

Agency Address: _____

Residence/Address: _____

Position: _____

Level of Position: 1st Level 2nd Level 3rd Level

Agency: _____

Agency Address: _____

Telephone/Celphone Nos.: _____ Region: _____

Performance Rating (Jan.-Dec. FY _____): J-J _____ J-D _____

Office/Regional Office Head: _____ (Signature over printed name)

Position: _____ (Signature over printed name)

Telephone/Celphone Nos.: _____

Head of Department/Agency: _____ (Signature over printed name)

Position: _____

Telephone/Celphone Nos.: _____

Head of Department/Agency: _____ (Signature over printed name)

Position: _____

Telephone/Celphone Nos.: _____

Head of Department/Agency: _____ (Signature over printed name)

Position: _____

Telephone/Celphone Nos.: _____

Head of Department/Agency: _____ (Signature over printed name)

Position: _____

Telephone/Celphone Nos.: _____

Head of Department/Agency: _____ (Signature over printed name)

Position: _____

Telephone/Celphone Nos.: _____

Head of Department/Agency: _____ (Signature over printed name)

Position: _____

Telephone/Celphone Nos.: _____

Head of Department/Agency: _____ (Signature over printed name)

Position: _____

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

| Name of Team Members | Position/Status of Appt./Agency | Contributions of each member (Including those of disqualified members) | Performance Rating (for the last two (2) rating periods) | Reason for disqualification of the Team Members, if any |
|----------------------|---------------------------------|---|---|---|
| | | | | |

CERTIFICATION

I hereby attest to all the facts herein, authorize the Committee on Awards to validate the accuracy of the information contained in this form and grant our consent to the conduct of background investigation. 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

Award for Exemplary Conduct and Ethical Behavior

The award for exemplary conduct and ethical behavior is the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award. This award is 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 norms of behavior provided under Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards of Public Officials and Employees". Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.

Required Nomination Documents

Nomination folders should contain the following documents and must be submitted in six copies (one original and five certified photocopies):

1. Properly accomplished nomination form, filled out in a brief and concise manner.

Nomination for Exemplary Conduct and Ethical Behavior to be accomplished by nominators for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award using HAP Form No. 2.

The summary of accomplishments should be certified by the nominee, nominator, and the PRAISE Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level.

2. CS Form 212 or Personal Data Sheet with passport size (1 1/2" x 2") photo of the individual nominee and group/team members with name tag taken in the last six months.

3. Certification, excerpts of the deliberation, and/or copy of the Minutes of the Deliberation on the nomination by the office, provincial, regional or central PRAISE Committee to be signed by the PRAISE Chairperson, except for nominations of Heads of Departments, Agencies, and Government Owned and Controlled Corporations, Chief Executive of Local Government Units and President of State Universities and Colleges.

4. Certification issued by the nominee and in the case of posthumous nominations, certification issued by the highest ranking Administrative Officer or Legal Officer that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude, and in instances that the nominee's has/have pending administrative cases, there should be no final judgment ruling on administrative or criminal case at the time of nomination.

5. Detailed information on dismissed/decided cases, if any.

6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2012) accountabilities secured from the Commission on Audit (COA).

7. Copy of the 2010 or 2011 Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).

8. Clearances issued in the last three months from the following agencies in the nominee's locality:
 - * National Bureau of Investigation;
 - * Office of the Ombudsman; and
 - * 2012 BIR Tax Clearance (applicable for individual nominees only); and
 - * Commission on Human Rights (applicable for AFP, PNP, BFP & BJMP nominees only)

For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

Any misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.

All nomination folders and documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominees/.

CSC HAP Secretariat

hap@webmail.csc.gov.ph / hapsecretariat@yahoo.com

(632) 931-79-93; telex (632) 932-01-79

TkCSC 0917-839-8272



2012 Search for Outstanding Public Officials and Employees

NOMINATION FORM

(Outstanding Public Officials and Employees or *Dangal ng Bayan* Award)

For Exemplary Conduct and Ethical Behavior

THE NOMINEE

Name: _____

Residence/Address: _____

Telephone/Cellphone Nos.: _____

Plantilla Position: _____

Level of Position: 1st Level 2nd Level 3rd Level

Agency: _____

Agency Address: _____

Telephone/Fax Nos.: _____ Region: _____

Performance Rating (Jan.-Dec. FY ____): J-J ____ J-D ____

Office/Regional Office Head: _____ (Signature over printed name)

Position: _____ (Signature over printed name)

Telephone/Cellphone Nos.: _____

Head of Department/Agency: _____ (Signature over printed name)

Position: _____

Telephone/Cellphone Nos.: _____

THE NOMINATOR

Name: _____

Position: _____ (Signature over printed name)