



DepED MEMORANDUM
No. 68, s. 2006

FEB 17 2006

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, 2006 to give time for the PRAISE Committee to evaluate before endorsing the same to the CSC on or before March 31, 2006. 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) 931-7993/932-0381, TEXTCSC (0917-8398272) and fax no. 932-01-79.

6. Immediate dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encls.:
As stated

Reference:
DepED Memorandum: No. 27, s. 2005

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES
OFFICIALS
SEARCH

Madel:c:outstanding employee
2-10-06



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

January 6, 2006

Hon. Fe Hidalgo
Secretary
Department of Education
2nd Floor, Rizal Bldg. I, University of Life
Meralco Ave., Pasig City

2/8/06
6849

Franklin / OSEC - 55021

Dear **Secretary Hidalgo**:

In its ardent strides towards strengthening the integrity of the civil service and restoring pride in working for the government, the Civil Service Commission commences its **2006 Search for Outstanding Public Officials and Employees**.

As the oversight agency for the nationwide implementation of the rewards and incentives programs for government employees, the CSC takes pride in recognizing exemplars of public service - women and men who quietly carry out their day-to-day tasks with fervor; they who have significantly made a difference in the lives of others and kept their integrity facing all forms of difficulties and discouragement in government service.

Thus, the Commission looks forward to your active support to this undertaking by sending nominations from your agency. Said nominations shall represent your agency's best--high flyers and exemplars worthy of state recognition and emulation. There is no limit to the number of nominations to be submitted and we hope to receive them **on or before March 31, 2006**.

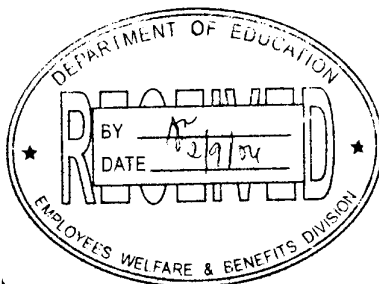
Enclosed herewith are the Memorandum Circular on the 2006 Search, the Honor Awards Program Guidelines, nomination forms and sample streamer design to be used in generating awareness for the undertaking among your co-workers and clients. We encourage you to disseminate the information on the Search in any possible manner to further promote this noble quest.

We will be glad to answer queries and provide additional materials if need be. You may coordinate with us through the Honor Awards Program Secretariat, Public Assistance and Information Office, this Commission, at telephone numbers 931-7993/932-0381/932-0111 and TEXTCSC (0917-8398272).

Thank you.

Very truly yours,

KARINA CONSTANTINO-DAVID
Chairman





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

100 Years of Service;
Civil Service of Its Best.

Mamamayan Muna

MC No. 01, s. 2006

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 2006 Outstanding Public Officials and Employees

In its continuing advocacy for the recognition of public service exemplars and high flyers, the Civil Service Commission (CSC) announces the commencement of the **2006 Search for Outstanding Public Officials and Employees**. This annual conferment of the highest and most prestigious honor awards to the bureaucracy's best is mandated by Republic Act No. 6713, Administrative Code of 1987, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993.

Nominations for the Presidential or *Lingkod Bayan* Award, the Outstanding Public Officials and Employees or *Dangal ng Bayan* Award and the CSC or *Pagasa* Award are now being accepted by the Commission through its central, regional, and field offices throughout the country. Said nominations must be received by any CSC unit on or before March 31, 2006.

The Commission encourages all government units to participate in recognizing women and men who have made a difference in rendering public service by 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. Results of the review may then be submitted as their respective agencies' nominations to the CSC Honor Awards Program (HAP). The guidelines and nomination forms for the 2006 Search are attached to this Circular for all agencies' perusal.

HAP nomination forms and additional information on the CSC Honor Awards Program may be downloaded via the website, www.csc.gov.ph. You may also coordinate with the CSC Honor Awards Program Secretariat, Public Assistance and Information Office, this Commission, at telephone numbers 931-7993/932-038/9320111 and TEXTCSC (0917-8398272)


KARINA CONSTANTINO-DAVID
Chairman

03 January 2006

**REVISED GUIDELINES
ON THE HONOR AWARDS PROGRAM (HAP)
2006**

The administration of the Honor Awards Program shall observe these guidelines:

I. Scope of the Program

The Honor Awards Program shall apply to all career service and non-career service officials and employees 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 record 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.

II. Categories of Award

A. Outstanding Work Performance

The awards for outstanding work performance are the following:

1. Presidential or *Lingkod Bayan* Award conferred on an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment; and
2. Civil Service Commission or *Pagasa* Award conferred on an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government though not of such extraordinary or exceptional degree to merit the *Lingkod Bayan* Award.

B. 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 conferred on an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the

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Board Secretary IV

Commission Secretariat and Liaison Office
Civil Service Commission



basis of his/her observance of one or more of the eight (8) norms of behavior provided under Republic Act No. 6713: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.

For the *Lingkod Bayan* and the *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 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).

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

III. Qualifications

Nominated officials and employees, either in the 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 for officials and employees who died while in the government service and within the year prior to the nomination.
2. Have been rated at least *Very Satisfactory* or its equivalent for the last two (2) consecutive performance rating periods prior to their nominations; and
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.

A group or team may be nominated even if there are members who fail 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.

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NOEMI A. BRILLO
Board Secretary IV
Commission Secretariat and Liaison Office
Civil Service Commission

IV. Criteria for Evaluation

A. For Outstanding Work Performance (*Lingkod Bayan* and *Pagasa Awards*), the criteria for evaluation are:

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, 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 and improved service delivery.
4. Consistency of Performance – The degree of consistency of the nominee in manifesting a strong desire for outstanding performance based on historical work record.
5. Demonstrated Teamwork, Cooperation and Camaraderie, Cohesiveness – The extent the group members motivate and support each other, and the degree to which group members positively influence each other (for group/team nominee)

B. For Exemplary Conduct and Ethical Behavior (*Dangal ng Bayan Award*), the evaluation criteria are:

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/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.

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5. Years of Service – The cumulative years of service that the nominee has rendered in the government *vis-à-vis* the accomplishments.
6. Other similar circumstances or considerations in favor of the nominee/s.

V. 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.

VI. Nomination Documents for Submission

Only one (1) nomination folder containing the following documents shall be submitted:

1. Properly accomplished nomination form. There are two (2) categories of nomination under the HAP:
 - a. Nomination for Outstanding Work Performance to be accomplished by nominators for the *Lingkod Bayan* and the *Pagasa* Awards; and
 - b. Nomination for Exemplary Conduct and Ethical Behavior to be accomplished by nominators for the *Dangal ng Bayan* Award.

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 PRAISE Committee and the agency head at the last page thereof.

2. Personal Data Sheet with passport size (1 ½" x 1 ½") photo of the nominee/s duly subscribed and sworn to before the highest ranking Administrative Officer in the employing agency. 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, except for nominations of Heads of Departments/Agencies.

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Commission Secretariat and Liaison Office
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VII. Procedure for Nomination

1. Except those of Heads of Departments and Agencies, 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 its evaluation.
2. Nominations must be duly signed by the Chairperson of the Central Office PRAISE Committee, and approved/endorsed by the Office/Regional Office Head and Department/Agency Head.

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.

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 Chairperson (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:

Nominee	Endorsing Head of Agency
Members/Staff of the Judiciary	Supreme Court Chief Justice
Members/Staff of the Senate	Senate President
Members/Staff of the House of Representatives	Speaker of the House of Representatives
Members/Staff of the Local Sanggunian	Vice-Governor/Vice-Mayor

Where the nominee is the Agency Head, endorsement by the superior official is required:

Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies Attached to or under the Departments	Department Secretary
President of SUCs	Chairperson of the Board of

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Board Secretary IV

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4. Certification issued by the nominee (or the highest ranking AO or Legal Officer in the employing agency in the case of posthumous nominations) 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.
5. Detailed information on dismissed case/s, if any.
6. Copy of the latest Statement of Assets and Liabilities of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
7. BIR Tax Clearance (for individual nominees).
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.
9. For group nominees, list of 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 the Chairperson of the PRAISE Committee of the agency:
 - Position and Agency (if nominees belong to different agency)
 - Contribution/s of each nominee (including those of disqualified member/s) to the group's accomplishment/s (including those of disqualified member/s)
 - Performance rating for the last two (2) rating periods
 - Reason for disqualification of the member/s, if there is any.
10. 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.

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.

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Commission Secretariat and Liaison Office
Civil Service Commission

President of Corporations	Regents or Board of Trustees
Governors/Mayors	Chairperson of the Board of Trustees or the Secretary of The Department to which the Corporation is attached DILG Secretary

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

a. List of all the names of team members, including disqualified member/s, with their respective positions and contributions attached. For group nominee with member/s 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.

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

1) Highlight of outstanding accomplishments/norms manifested for the last five years. Presentation of accomplishments/norms manifested should be in order of significance, complete with descriptions, justifications and proofs and dates and should adhere to the following pointers:

- use specific terms. Define/clarify terms such as "assisted," "contributed" or "facilitated";
- state accomplishments/norms displayed and impact in brief, factual and bullet form
- present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.

Accomplishments for the previous years may also be presented to establish consistency of nominee's performance or behavior.

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- 2) For work accomplishment – state whether or not the accomplishments presented are part of the regular duties of the nominee/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, cite justifications on why the accomplishments are considered exemplary or extraordinary.
 - 3) For conduct and ethical behavior – in addition to the presentation of the summary of exemplary norms of conduct manifested/displayed, give justifications why the norm/s displayed are considered exemplary or outstanding.
 - 4) The nominations of heads of offices, agencies, and local government units should present their individual accomplishments or behavioral norms, not the accomplishments of the entire unit or agency.
- 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 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.

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

5. While agencies are expected to nominate the best among their employees, there is no limit to the number of agency nominees in any of the award categories.

VIII. Disqualification

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

1. Non-submission of the requirements enumerated under Item No. VII of these Guidelines;

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NOEMI A. BRILLO
Board Secretary IV

Commission Secretariat and Liaison Office
Civil Service Commission

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President of Corporations	Regents or Board of Trustees
Governors/Mayors	Chairperson of the Board of Trustees or the Secretary of The Department to which the Corporation is attached DILG Secretary

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

a. List of all the names of team members, including disqualified member/s, with their respective positions and contributions attached. For group nominee with member/s 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.

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

1) Highlight of outstanding accomplishments/norms manifested for the last five years. Presentation of accomplishments/norms manifested should be in order of significance, complete with descriptions, justifications and proofs and dates and should adhere to the following pointers:

- use specific terms. Define/clarify terms such as "assisted," "contributed" or "facilitated";
- state accomplishments/norms displayed and impact in brief, factual and bullet form
- present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.

Accomplishments for the previous years may also be presented to establish consistency of nominee's performance or behavior.

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Board Secretary IV

Commission, Secretariat and Liaison Office
Civil Service Commission

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 Member/s of the Committee on Awards and/or the Secretariat directly or thru their intermediaries special favor or consideration.

IX. Submission of Nominations

Nominations for all the three (3) awards 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 31**. Those received after **March 31** will be evaluated for the succeeding year's award.

X. Forms of Reward and Incentives

A. *Lingkod Bayan* and *Dangal ng Bayan* Awardees

The *Lingkod Bayan* Awardee shall receive a gold (gilded) medallion and a plaque containing the citation and signature of the President of the Philippines.

The *Dangal ng Bayan* Awardee 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 *Lingkod Bayan* and the *Dangal ng Bayan* Awards shall also be entitled to an automatic promotion or an increase in salary equivalent to the salary of the next higher position. The automatic promotion shall be granted subject to the availability of the position in the organization's plantilla and the awardee's meeting the qualification requirements of the position. If there is no vacancy in the organization or the awardee does not meet the required qualification standards, he/she will still be entitled to the salary of the next higher position.

Pursuant to CSC Resolution No. 010636 dated March 20, 2001, the grant of promotion or salary increase for purposes of the *Lingkod Bayan* or *Dangal ng Bayan* Awards to awardees who are on secondment shall be based on the awardee's latest appointment or salary received in the mother agency.

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Board Secretary IV
Commission Secretariat and Liaison Office
Civil Service Commission

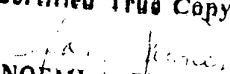
The *Lingkod Bayan* and the *Dangal ng Bayan* awardees shall also be entitled to any of the following as may be determined by the Committees on Award: bonus, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, and paid vacations.

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

B. *Pagasa* Awardees

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

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Board Secretary IV
Commission Secretariat and Liaison Office
Civil Service Commission



CIVIL SERVICE COMMISSION'S ANNUAL SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

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

HAP Form No. 1

Nomination for:
 1. Lingkod Bayan Award: _____ Individual _____ Group

2. Pagasa Award: _____ Individual _____ Group

Information About the Nominee

Name (Individual/Group/Nominee): _____
(Use HAP Form No. 3 for names of group/team members)

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/Celiphone Numbers: _____

Region: _____

Performance Rating (January-December FY _____): J-J _____ J-D _____

Residence Address: _____

Office/Regional Office Head: _____

Position: _____ Signature: _____

Head of Department/Agency: _____

Position: _____ Signature: _____

Information about the Nominator

Name: _____

Position: _____ Signature: _____

Agency: _____

Agency Address: _____

Nomination Documents for Submission

Only one (1) nomination folder containing the following documents shall be submitted:

1. Properly accomplished nomination form (HAP Form No. 1). 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 Administrative Officer (AO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo. 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 (except for nominations of Heads of Departments/Agencies).
4. Certification issued by the **nominee** (or the highest ranking AO/Legal Officer in the employing agency in the case of posthumous nominations) 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.
5. Copy of the latest Statement of Assets and Liabilities of the nominee certified by the highest ranking AO in the employing agency. (For individual nominees)
6. Detailed information on dismissed case/s, if any.
7. BIR Tax Clearance (for individual nominees).
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.
9. 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 PRAISE Committee on the agency. For this purpose, use HAP Form No. 3.
10. 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.

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.

Nomination Documents for Submission

Only one nomination 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 duly subscribed and sworn to before the highest ranking Administrative Officer in the employing agency, with passport size (1 1/2" x 1 1/2") photo. 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 (except for nominations of Heads of Departments/Agencies).
 4. Certification issued by the **nominee** (or the highest ranking AO/Legal Officer in the employing agency in the case of posthumous nominations) 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.
 5. Detailed information on dismissed cases, if any.
 6. Copy of the latest Statement of Assets and Liabilities of the nominee certified by the highest ranking Administrative Officer in the employing agency.
 7. BIR Tax Clearance.
 8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.
 9. 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.
- Misrepresentations 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.

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/Cellphone numbers:	_____	_____	Num-
Region:	_____		
Performance Rating (January-December FY _____) J-J _____ J-D _____	_____		
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: _____ Agency: _____ Division/Unit: _____
 Length of Service in the Position: _____ In Government: _____ Agency Address: _____

Exemplary Behavior/Conduct Displayed within the Last Five Years
 (Describe nominee's adherence to 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.

Impact of Behavior
 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.

Other Information
 Major Awards/Citations Received:
 Membership in Organizations:
 Description of the nominee:
 - As a Person
 - As a Worker
 - As a Family Member
 - As a Citizen

----- 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

 Nominator

 PRAISE Committee Chair

 Head of Department/Agency

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

HAP Form No. 3

Name of Members	Position/Agency <i>(if nominees belong to different agency)</i>	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 the member/s, if there's 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.

Highest Ranking AO/Chair, PRAISE Committee

Suggested Colors:

green

orange

blue

**Sample Streamer Design for the
2006 Honor Awards Program
Campaign**

Be part of The Annual Search for

OUTSTANDING PUBLIC OFFICIALS & EMPLOYEES

Lingkod Bayan Award • Dangal ng Bayan Award • Pagasa Award

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Green Logo

Yellow