



Pls. Return to HRDD-NEAP-NCR

"I love You, Lord, my strength"

Thank You

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DNCR-F-ORD-033/RO/01112019

March 5, 2020


MEMORANDUM

No. 137 S. 2020

2020 CSC SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

To : *Schools Division Superintendents*

1. Attached is a letter from the **Civil Service Commission**, dated January 24, 2020, re: "**2020 Search for Outstanding Government Workers**", contents of which are self-explanatory for information and guidance of all concerned.
2. The Search aims to recognize deserving public servants who excel in their respective fields or serve as models of exemplary behavior. As part of the government's rewards and incentives mechanism under the Honor Awards Program, the prestigious Search aims to motivate and inspire state employees to improve the quality of their performance and instill deeper involvement in public service.
3. The Search culminates with the conferment of awards to deserving public servants during the Philippine Civil Service Anniversary celebration in September by the President of the Republic of the Philippines.
3. Immediate and wide dissemination of this Memorandum is desired.


MALCOLM S. GARMA
Director IV

Incl. : As stated
Reference : Letter from the CSC, dated January 24, 2020
Allotment : 1-2

To be indicated in the **PERPETUAL INDEX**
under the following subjects:

GOVERNMENT WORKERS PROGRAMS SEARCH



RMEMO2020-000014



A legacy as rich as excellence!

Misamis St, Bago Bantay, Quezon City
Tel. Nos.: 920-5824; 926-2213 loc. 801
Email Address: ncr@deped.gov.ph
Website: <http://www.deped.gov.ph/regions/ncr/>





Department of Education
National Capital Region

RECEIVED

Date: 04 MAR 2020 Time: 3 -

NATIONAL CAPITAL REGION

CIVIL SERVICE COMMISSION FIELD OFFICE – NIA / UP

4/F IEC Building, National Irrigation Administration, EDSA, Diliman, Quezon City
Room 107 G/F National Engineering Center Building, UP Campus, Diliman, Quezon City
Telephone Nos.: 926-1727; 929-6071 to 79 loc. 304 (NIA) / 981-8500 loc. 3022 (UP)

24 January 2020

Dr. MALCOLM S. GARMA

Director IV
Department of Education - National Capital Region
Misamis Street, Bago Bantay
Quezon City

Dear **Director Garma**:

We are now accepting nominations for the **2020 Search for Outstanding Government Workers** as mandated in the 1987 Philippine Constitution, Executive Order No. 292 or the 1987 Administrative Code, Executive Order No. 508, series of 1992, as amended by Executive Order No. 77, series of 1993, and Republic Act No. 6713.

The Civil Service Commission (CSC) conducts the annual Search for Outstanding Government Workers to recognize deserving public servants who excel in their respective fields or serve as models of exemplary behavior. As part of the government's rewards and incentives mechanism under the Honor Awards Program, the prestigious Search aims to motivate and inspire state employees to improve the quality of their performance and instill deeper involvement in public service.

These are the highest honors a government worker may receive in his or her lifetime. A special package of cash incentives, trophies, medals and plaques, and scholarship and promotion opportunities await the best of the best.

The Search culminates with the conferment of awards to deserving public servants during the Philippine Civil Service Anniversary celebration in September by the President of the Republic of the Philippines.

The Search covers three (3) award categories, namely: the **Presidential *Lingkod Bayan* Award**, the **Outstanding Public Officials and Employees Award** or the ***Dangal ng Bayan* Award**, and the **Civil Service Commission Pagasa Award**. Group nominations for the Presidential *Lingkod Bayan* Award and the CSC *Pagasa* Award are likewise encouraged.

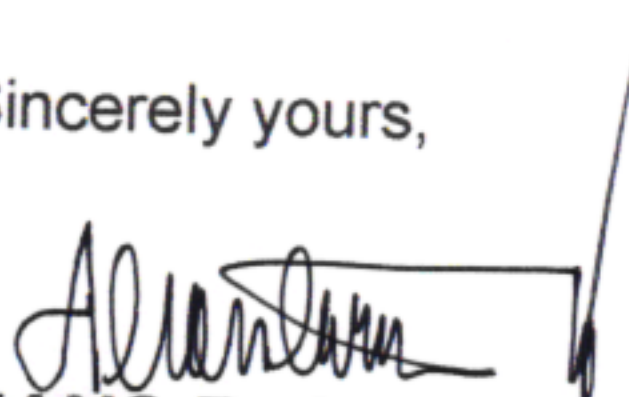
Bawat Kawani, Lingkod Bayani

We are providing you with copy of CSC Memorandum Circular No. 1, s. 2019, which contains the Guidelines and the enhanced nomination forms, via electronic mail, for easy reference. Deadline for submission of nominations is on **31 March 2020**.

We look forward to receiving the nominations of all deserving officials and employees from your agency.

Thank you and warm regards.

Sincerely yours,


HANS R. ALCANTARA
Director, CSCFO – NIA / UP

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

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

PASTE

1 ½" x 2"

(passport size)

Photo here

THE NOMINEE

Name (First Name, Middle Initial, Last Name):

Signature:

Position (per Service Record):

Gender:

Age:

Status of Appointment (per Service Record):

Date of Birth:

Residence Address:

Place of Birth:

Telephone/Cellphone Nos.

Name of Agency:

Level of Position: 1st Level

Agency Address:

 2nd Level (Executive Managerial) 2nd Level 3rd Level (Presidential Appointee)

Region:

 Military ElectiveAgency Telephone Nos. (Active Contact Details):

Email Add:

REGIONAL OFFICE HEAD

Name:

Position:

Telephone / Cellphone Nos. (Active Contact Details):

Email address:

AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for proper endorsement)

Name:

Position:

Agency Address:

Telephone/Cellphone Nos. (Active Contact Details):

Email address:

NOMINATOR

Name:

Position:

Agency:

Telephone/Cellphone Nos.:

Agency Address:

Email add:

Additional Information about the Nominee:

Were you a previous HAP Nominee? Yes No What year: _____ What Award Category: _____Were you a previous HAP Semi-finalist? Yes No What year: _____ What Award Category: _____Were you a previous HAP Awardee? Yes No What year: _____ What Award Category: _____

Nomination Write-up:
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

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

I. Executive Summary
II. Exemplary Behavior/Conduct Displayed within the last 3 years (Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved and problems encountered.)
III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)
IV. Other Information (Major Awards/Citations Received/Membership in the Organization)

CERTIFICATION
We attest to all 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 grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee _____ Nominator _____ PRAISE Committee/Highest HRMO _____ Regional Office Head _____

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

HAP Form 1

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

PASTE
1 ½" x 2"
(passport size)
Photo here

Individual Category

Presidential *Lingkod Bayan*

Civil Service Commission *Pagasa*

Name (First Name, Middle Initial, Last Name):

Signature:

Position (per Service Record):

Gender:

Age:

Status of Appointment(per Service Record):

Date of Birth:

Residence Address :

Place of Birth:

Telephone/Cellphone Nos (Active Contact Details):

Name of Agency:

Level of Position: 1st Level

Agency Address:

2nd Level (Executive Managerial)

2nd Level 3rd Level (Presidential Appointee)

Region:

Military Elective

Agency Telephone Nos (Active Contact Details):

Email address:

REGIONAL OFFICE HEAD

Name:

Position:

Telephone / Cellphone Nos. (Active Contact Details):

Email address:

AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

Name:

Position:

Agency Address:

Telephone/Cellphone Nos. (Active Contact Details):

Email address:

NOMINATOR

Name:

Position:

Agency:

Telephone/Cellphone Nos.:

Agency Address:

Email add:

Additional Information about the Nominee:

Were you a previous HAP Nominee? Yes No What year: ____ What Award Category: ____

Were you a previous HAP Semi-finalist? Yes No What year: ____ What Award Category: ____

Were you a previous HAP Awardee? Yes No What year: ____ What Award Category: ____



Nomination Write-up:
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:
Position:
Length of Service in the Position:

Agency:
In Government:

Division/Unit:

<p>I. Executive Summary Click here to enter text.</p>
<p>II. Significant Accomplishments within the Last Three Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments) Click here to enter text.</p>
<p>III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) For Presidential Lingkod Bayan Category: What was the impact of the extraordinary contribution to national public interest? For CSC Pagasa Category: What was the impact of the Outstanding contribution to more than one department of the government? Click here to enter text.</p>
<p>IV. Other Information (Major Awards/Citations Received/Membership in the Organization) Click here to enter text.</p>

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Printed Name and Signature:

Nominee

Nominator

PRAISE Committee/Highest HRMO

Regional Office Head

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

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

Group Category

Presidential *Lingkod Bayan*

Civil Service Commission *Pagasa*

Name of Group Nominee:	Agency Name:
Telephone/Cellphone Nos <small>(Active Contact Details):</small>	Agency Address:
Email address:	Region:

Team Members Information

(First Name, Middle Initial, Last Name - Position Title per Service Record)

Name of Team Leader:	Name of Member 3:
Position Title:	Position Title:
Position Level: Choose an item. Sex: Choose an item.	Position Level: Choose an item. Sex: Choose an item.
Status of Appointment: Choose an item. Age:	Status of Appointment: Choose an item. Age:
Name of Member 1:	Name of Member 4:
Position Title:	Position Title:
Position Level: Choose an item. Sex: Choose an item.	Position Level: Choose an item. Sex: Choose an item.
Status of Appointment: Choose an item. Age:	Status of Appointment: Choose an item. Age:
Name of Member 2:	
Position Title:	
Position Level: Choose an item. Sex: Choose an item.	
Status of Appointment: Choose an item. Age:	

REGIONAL OFFICE HEAD

Name:
Position:
Telephone / Cellphone Nos <small>(Active Contact Details):</small>
Email address:

AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

Name:
Position:
Agency Address:
Telephone/Cellphone Nos <small>(Active Contact Details):</small>
Email address:

NOMINATOR

Name:	Position:
Agency:	Telephone/Cellphone Nos.:
Agency Address:	Email add:

Additional Information about the Nominee:

Were you a previous HAP Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year: _____	What Award Category: _____
Were you a previous HAP Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year: _____	What Award Category: _____
Were you a previous HAP Awardee? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year: _____	What Award Category: _____

Nomination Write-up:
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Agency:

Division/Unit:

Name of Nominee:

Position:

In Government:

Length of Service in the Position:

<p>I. Executive Summary Click here to enter text.</p>
<p>II. Significant Accomplishments/within the Last Three Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments) Click here to enter text.</p>
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