

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila



*Sama-Sama
sa DECS*

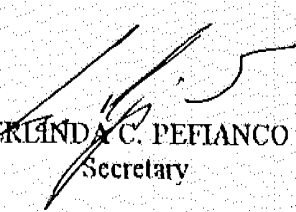
March 4, 1998

DECS MEMORANDUM
No. 83, s. 1998

**SEARCH FOR THE 1998 OUTSTANDING PUBLIC OFFICIALS
AND EMPLOYEES**

To: Undersecretaries
Assistant Secretaries
Bureau/Center/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents

1. Inclosed is a copy of Civil Service Commission Memorandum Circular No. 3, s. 1998, enjoining all heads of departments and agencies of the national and local government units including government-owned and controlled corporations with original charter and state colleges and universities, to send in nominations in the Search for the 1998 Outstanding Public Officials and Employees.
2. The search aims to give due recognition to officials and employees in government who have shown outstanding performance and achievements and/or demonstrated exemplary ethical behavior.
3. The regional/division offices shall conduct their own search and shall send in a maximum of two nominees to the Central Office. The flyers containing the guidelines and nomination forms, which may be reproduced are also inclosed for reference and guidance.
4. Nominations may be sent to: The SIAC Secretariat, Employees Welfare and Benefits Division, HRDS, DECS Central Office, Pasig City. For this years' search, nominations may be sent on or before April 30. In case of Dangal ng Bayan awardees, any person may submit the nominations directly to the Civil Service Commission.
5. Immediate and wide dissemination of this Memorandum is desired.


ERLINDA C. PEFIANCO
Secretary

Incls.:

As stated

Reference:

DECS Memorandum: No. 159, s. 1997

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES
PRIZES or AWARDS

OFFICIALS
SEARCH



Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 3, s. 1998

MEMORANDUM CIRCULAR

TO ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Search for the 1998 Outstanding Public Officials and Employees

Pursuant to Executive Order No. 508 as amended by Executive Order No. 77, Executive Order No. 292 and Republic Act No. 6713, the Civil Service Commission hereby announces the Search for the 1998 Outstanding Public Officials and Employees.

An annual nationwide undertaking, the Search aims to give due recognition to officials and employees in government who have shown outstanding performance and achievements and or demonstrated exemplary ethical behavior.

The awards to be conferred are the following:

A. Award for OUTSTANDING WORK PERFORMANCE pursuant to EO No. 508 as amended by 77 and Executive Order No. 292

- ⊕ **Presidential Lingkod Bayan Award** is conferred to an individual for consistent dedicated performance exemplifying the best in any of the profession or occupation resulting in the successful implementation of an idea or performance which is of significant effect to the public or principally affects national interest, security and patrimony.

The award is conferred by the President of the Philippines during the Philippine Civil Service Week anniversary every September of the year.

- ⊕ **Civil Service Commission Pagasa Award** is conferred to a group of individuals or team who has demonstrated outstanding teamwork and cooperation which resulted in the successful achievement of its goals and greatly improved and facilitated the delivery of public service, effected economy in operation, improved working conditions or otherwise benefited the government.

The award is conferred by the Chairman of the Civil Service Commission during the Philippine Civil Service Week Anniversary every September of the year.

B. Award for OUTSTANDING ETHICAL BEHAVIOR pursuant to RA 6713

⚡ **Outstanding Public Service Award or the Dangal ng Bayan Award** is conferred to officials and employees for his consistent observance of one or more of the eight (8) norms of conduct laid under RA 6713.

The award is conferred by the President of the Philippines during the Philippine Civil Service Week anniversary every September of the year.

The Presidential Lingkod Bayan and Dangal ng Bayan awardees are entitled to automatic promotion to the next higher position. In this connection and to ensure that all deserving officials and employees shall be rewarded, you are hereby enjoined to search for these selfless individuals in your respective agencies and to submit at least two (2) nominations from your workplace for the 1998 Outstanding Public Officials and Employees.

Nominations may be submitted to the Honor Awards Secretariat, Civil Service Commission or any of its Regional, Provincial, Field Offices on or before May 15, 1998. Nominations submitted after said date shall be included in the next year's Search. Acceptance of nominations is a continuing activity of the Commission and therefore, nominations may be submitted anytime of the year.

In this connection, you are hereby enjoined to convene your respective Agency/Department Suggestions and Incentive Awards (SIAC) created pursuant to Section 11, Rule X of the Omnibus Rules and Regulations Implementing Book V of EO 292. The SIAC shall recommend to the Agency Head the nominees to the Awards. In the case of Dangal ng Bayan awardees, any person may submit the nominations directly to the Civil Service Commission. All Departmental Awardees or "Kapwa" awardees may be nominated to the said Awards.

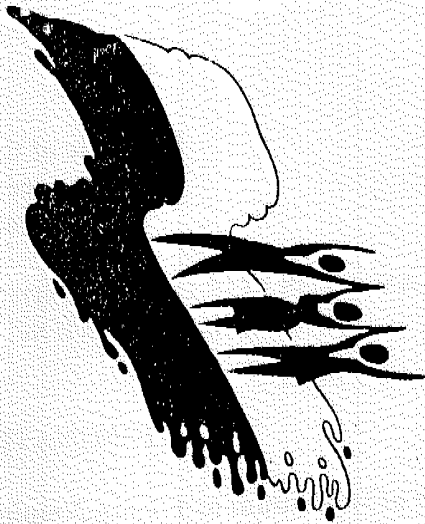
The flyers containing the implementing guidelines and nomination forms, which you may reproduce, are attached for your reference and guidance.


CORAZON ALMA G. DE LEON
Chairman

January 29, 1998
mrtd98-1:98-mc
LRDO

SEARCH

FOR THE



1998 OUTSTANDING PUBLIC OFFICIALS and EMPLOYEES

LINGKOD BAYAN
AND PAGASA AWARDS

*Awards for Outstanding
Work Performance*

LINGKOD BAYAN AND PAGASA AWARDS (Presidential and Civil Service Commission Awards)

Nomination is open to all officials and employees in the career or non-career service of the national and local governments, including those in the state universities and colleges, and government-owned or controlled corporations with original charters.

BASES FOR THE AWARDS

Presidential or Lingkod Bayan Award is conferred to an individual for consistent dedicated performance exemplifying the best in any of the profession or occupation resulting in the successful implementation of an idea or performance which is of significant effect to the public or principally affects the national interest, security and patrimony.

Civil Service Commission or Pagasa Award is conferred to a group of individuals or team who has demonstrated outstanding teamwork and cooperation which resulted in the successful achievement of its goal and greatly improved/facilitated the delivery of public service, effected economy in operation, improved working condition or otherwise benefited the government.

REQUIREMENTS FOR NOMINATIONS

The following documents shall be submitted in three (3) copies:

Duly accomplished nomination form.

Personal data sheet of the nominee/nominees duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency.

Certification of Performance Rating (at least Very Satisfactory or its equivalent) for the last two (2) consecutive rating periods prior to nomination duly signed by the highest HRMO of the employing agency. In the case of nomination for the Pagasa Award, a certification that the accomplishment of the team/group was approved and implemented by the agency duly signed by the head of agency.

Certification of the highest HRMO/Legal Officer in the Agency

that the nomineee has/have not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has/have no pending case against him/them at the time of nomination.

NBI clearance.

5 cm. x 5 cm. photo of nomineee with his/her name's written at the bottom side of the picture.

PROCEDURE FOR NOMINATION

The immediate supervisor, his/her co-worker or any private person or organization may nominate a public official/employee or group. Nominations must be submitted in the prescribed form to the Agency Suggestions and Incentive Awards Committee (SIAC) for evaluation. Department/Agency nominations must be duly signed by the Chairman of the SIAC approved/endorsed by the Head of Office.

WHERE TO SUBMIT NOMINATIONS

All nominations must be submitted to the Secretariat Committee on Awards, Civil Service Commission, Constitution Hills, Diliman, Quezon City, or to any of the Civil Service Regional/Provincial/Field Offices.

THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR
THE 1998 AWARDS IS MAY 15, 1998.

FOR MORE DETAILS PLEASE SEE/CALL

The Secretariat

Committee on Awards

Human Resource Development Office

Civil Service Commission

Constitution Hills, Diliman, Quezon City

with Telephone Nos. 931-80-19/931-80-47/931-41-82

or

any of the Civil Service Regional/

Provincial/Field Offices covering your area

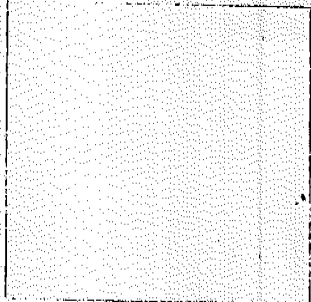
Republic of the Philippines
Civil Service Commission
Quezon City

AWARDS FOR OUTSTANDING WORK PERFORMANCE
(Presidential and Civil Service Commission Awards)

NOMINATION FORM

1. Printed Name of Individual or Group Nominee:

(Surname) _____ (First Name) _____ (M.I.) _____



2. Date of Birth : _____ 3. Age: _____

4. Position: _____

5. Office/Agency: _____ 6. Tel. No(s): _____

7. Office Address: _____ 8. Region: _____

9. Nomination for (Please check the appropriate box):

PRESIDENTIAL OR LINGKOD BAYAN AWARD (Individual)

CIVIL SERVICE COMMISSION OR PAGASA AWARD (Group)

10. Summary of Outstanding Achievement/s (You may use extra sheets):

11. Significant effect of accomplishments: (either government wide or department wide)

SIAC Chairman: _____ Signature: _____

Head of Agency: _____ Signature: _____

Endorsement by: _____ Signature: _____

SEARCH

FOR THE



1998 OUTSTANDING PUBLIC OFFICIALS and EMPLOYEES

DANGAL NG BAYAN AWARD

**Awards for Exemplary
Ethical Behavior**

DANGAL NG BAYAN AWARD

Nomination is open to all officials and employees in the government, elective and appointive, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

BASES FOR THE AWARDS

The Award shall be granted to all officials and employees in the government who have demonstrated exemplary service and behavior on the basis of their observance of one or more of the following norms of conduct:

- Commitment to public interest
- Professionalism
- Justness and sincerity
- Political neutrality
- Responsiveness to the public
- Nationalism
- Commitment to democracy
- Simple living

REQUIREMENTS FOR NOMINATIONS

The following documents shall be submitted in three (3) copies:

- Duly accomplished nomination form;
- Personal data sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the department, office or agency;
- Certification by the head of the department, office or agency on the nominee's:
 - a) Length of government service
 - b) Latest salary received; and

- c) Record of criminal and/or administrative offense or pending case against the nominee, if any. If none, state so; and

Clippings, citations, publications, pictures, if any, in support of the nomination.

PROCEDURE FOR NOMINATION

Any person may nominate a public official or employee using the prescribed form. Nomination may be submitted directly to the Secretariat Committees on Awards.

WHERE TO SUBMIT NOMINATIONS

All nominations must be submitted to the Secretariat Committee on Awards, Civil Service Commission, Constitution Hills, Diliman, Quezon City, or to any of the Civil Service Regional/Provincial/Field Offices.

THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR
THE 1998 AWARDS IS MAY 15, 1998.

FOR MORE DETAILS PLEASE SEE/CALL

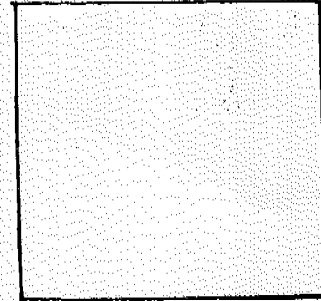
The Secretariat
Committee on Awards
Human Resource Development Office
Civil Service Commission
Constitution Hills Diliman, Quezon City
with Telephone Nos. 931-80-19/931-80-47/931-41-82
or
any of the Civil Service Regional/
Provincial/Field Offices covering your area.

Republic of the Philippines
Civil Service Commission
Quezon City

AWARDS FOR EXEMPLARY ETHICAL BEHAVIOR
(Dangal ng Bayan Award under RA 6713)

NOMINATION FORM

Name _____
Last First Middle
Date of Birth _____
Position _____
Length of Service in Government _____
Agency _____ Region _____
Agency Address _____
Tel. No(s). _____



A. Answer the following questions in separate sheets. Indicate by number where each answer belongs. Answers must be brief and factual and typewritten double-spaced.

1. Describe the behavioral performance, conduct or achievement of the nominee in the observance of the norms of conduct which has been consistently outstanding or exemplary. (Please refer to MC No. 56, s. 1989).
2. Justify why the achievement is extraordinary and easily distinguishable for its uniqueness and originality.
3. Cite the risk or the factor inherent in the work.
(This refers to the dangerous element/factor or temptation substantially present in the work)

Nominator's Name _____ Signature _____
Office Address _____ Tel. No(s). _____

B. Endorsement by three persons of reputable status in the community, and/or by the religious, civic or government organizations.

1. Name _____ Signature _____
Occupation _____ Tel. No(s). _____
2. Name _____ Signature _____
Occupation _____ Tel. No(s). _____
3. Name _____ Signature _____
Occupation _____ Tel. No(s). _____

C. Attach to the accomplished nomination form the following:

1. Personal Data Sheet (including service record) of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Office in the department, office or agency.
2. Certification by the Head of the Legal or Administrative Office of the department, bureau or agency that the nominee has no record of criminal offense or any pending case against him at the time of nomination.
3. Clippings, citations, publications, pictures, if any, in support of the nomination.

D. Submit three (3) copies of the nomination form, picture and attachments, to the Secretariat, Committee on Awards, Civil Service Commission, Batasan Complex, Diliman, Quezon City.