

Tanggapan ng Kalihim
Office of the Secretary

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DPCS Complex, Mesalao Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

March 10 2000

DEC's MEMORANDUM
No 98 s 2000

**SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES
FOR THE NEW MILLENNIUM**

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

1 Enclosed is a copy of Civil Service Commission Memorandum Circular No. 02, s. 2000 enjoining all heads of departments, bureaus, offices and agencies of the national and local governments, state colleges and universities, including government-owned and controlled corporations with original charters to send in nominations in the Search for Outstanding Public Officials and Employees for the New Millennium.

2 The search aims to give due recognition to officials and employees in government who have displayed outstanding work performance and ethical behavior in order to instill the bigger part of the government workforce the same quality of performance and commitment in public service.

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 implementing guidelines and nomination forms which may be reproduced are enclosed for the guidance and perusal of all concerned.

4 Nominations may be sent to The SIAC Secretariat, Employees Welfare and Benefits Division, HRDS-DECS Central Office, Pasig City. For this year's search, nominations may be sent on or before April 30. In the case of Dangal ng Bayan Award, any person may submit the nomination directly to the Civil Service Commission.

5 Immediate and wide dissemination of this Memorandum is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Encls

As stated

Reference

DEC'S Memorandum No 83, s 1998

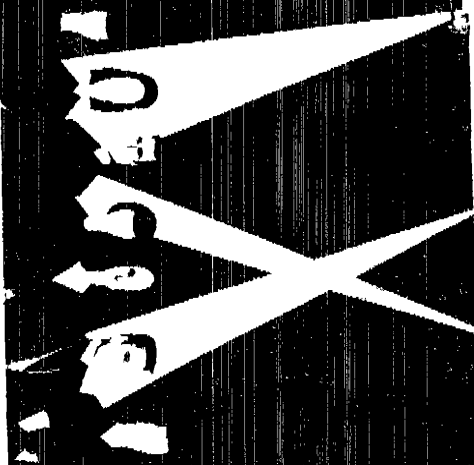
Allotment 1—(D O 50-97)

To be indicated in the Perpetual Index
under the following subjects

/EMPLOYEES

/OFFICIALS

/SEARCH



**SEARCH FOR
OUTSTANDING
PUBLIC OFFICIALS
AND EMPLOYEES**

To be conferred the
CIVIL SERVICE COMMISSION AWARD

Pagasa Award

**Award for Outstanding
Teams in the Government**

CIVIL SERVICE COMMISSION or PAGASA AWARDS

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

BASES FOR THE AWARDS

Civil Service Commission or Pagasa Awards is conferred on individuals or teams who has demonstrated outstanding achievement and cooperation which resulted in the successful achievement of its goals and greatly improved/facilitated the delivery of public services effected economic operation improved working condition or otherwise benefited the government.

REQUIREMENTS FOR NOMINATIONS

- The following documents shall be submitted in three (3) copies:
 - 1. Civilly accomplished nomination form
 - 2. Personal data sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMCO) in the employing agency
 - 3. Certification of Performance Rating (at least Very Satisfactory or its equivalent) for two consecutive rating periods prior to nomination duly signed by the highest HRMCO of the employing agency
 - 4. Certification that the accomplishment of the team/group was approved and implemented by the agency duly signed by the head of agency
 - 5. Certification of the highest HRMCO equal Officer in the Agency that the nominees have not been found guilty of any criminal offense involving moral turpitude and/or administrative offenses or has/have no pending case against them at the time of nomination
 - 6. NB clearance

Scanned photo of nominees with their names written at the bottom side of the picture

PROCEDURE FOR NOMINATION

1. The nominator (s) (personnel in government or any private person or organization) may submit nomination form to the HRMCO in the employing agency. The nomination form shall be submitted in triplicate (one for the nominator, one for the HRMCO, and one for the Chairperson of the SLAC). The SLAC, after evaluation, Department Agency nominations must be discussed by the Chairperson of the SLAC approved/endorsed by the Head Office.

SUBMISSION OF NOMINATIONS

All nominations must be submitted to any of the Civil Service Regional/Provincial/Field Offices covering your area.

THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR THE YEAR 2000 AWARDS IS MAY 15, 2000

NOTE

All documents submitted shall become the properties of the Commission and shall be retained or disposed of six (6) months after the date of the conferment of award.

FOR MORE DETAILS PLEASE SEE CAL.

The Secretariat
Committee on Awards
Human Resource Development Office
Civil Service Commission
Constitution Hills Diliman Quezon City
with Telephone Nos. 83-80-1919/31 80-4719/31-4-1-82
or
any of the Civil Service Regional/
Provincial/Field Offices covering your area

**AWARD FOR OUTSTANDING TEAM/S IN THE GOVERNMENT I
(Civil Service Commission Pagasa Award)**

NOMINATION FORM

1 Printed Name of Group/Team Nominee _____

2 Office/Agency _____ 3 Region _____

4 Agency Address _____ 5 Tel No(s) _____

6 No Group/Team Members _____

7 Name/s of Team Leader/Member/s and Position
Team Leader/Member/s

Position

(You may use extra sheets)

8 Summary of Outstanding Achievement/s (You may use extra sheets)

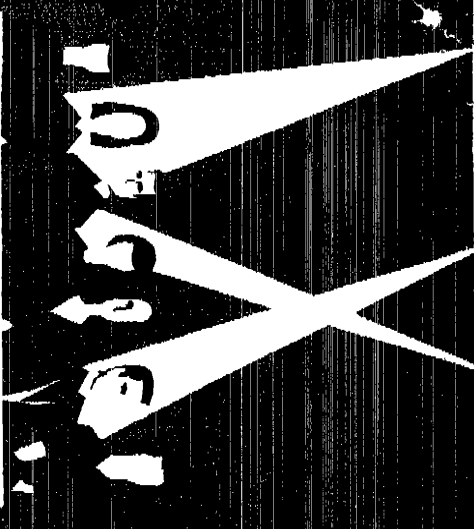
9 Significant effect of accomplishments (either government wide or department wide) You may use extra sheet

Nominator's Name _____ Signature _____

Office/Address _____ Tel No(s) _____

SIAC Chairman _____ Signature _____

Head of Agency _____ Signature _____



SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

To be conferred the
PRESIDENTIAL HONOR AWARD

**Lingkod Bayan
Award**

**Award for Outstanding
Work Performance**

LINGKOD BAYAN AWARD (Presidential Award)

NOTE: It is the policy of the Department to give the award only to those who are national and local government employees and those who are state university employees. It is given to the best of controlled corporations with original charters.

BASES FOR THE AWARDS

Presidential or Lingkod Bayan Award is conferred on an individual for consistent 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 economy.

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 Resources 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.

Certification of the highest HRMO/legal Officer in the Agency that the nominee has not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has no pending case against him/her at the time of nomination.

NBI clearance

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

PROCEDURE FOR NOMINATION

The immediate supervisor, his/her co-worker or any other person or organization may nominate a public official/employee. Nominations must be submitted in the prescribed form of the Agency, suggestions and Incentive Awards Committee (SIAC) for evaluation. Department/Agency nominations must be duly scanned by the Chairman of the SIAC approved by the Director of the Department.

SUBMISSION OF NOMINATIONS

All nominations must be submitted to any of the Civil Service Regional/Provincial/Field Offices covering your area.

THE CUT OFF DATE FOR INCLUSION OF NOMINATION FOR THE YEAR 2000 AWARDS IS MAY 5 2000

NOTE

All documents submitted shall become the property of the Commission and shall be retained or disposed of six (6) months after the date of conferment of the award.

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.

**AWARD FOR OUTSTANDING WORK PERFORMANCE
(Presidential or Lingkod Bayan Award)**

NOMINATION FORM

1 Printed Name of Nominee

(Last) _____ (First) _____ (Middle) _____

2 Date of Birth _____ 3 Age _____

4 Position _____

5 Length of Service in Government _____

6 Office/Agency _____

7 Region _____

8 Agency Address _____

9 Tel No(s) _____

10 Residence _____

11 Tel No(s) _____

12 Educational Attainment _____

13 Summary of Outstanding Achievement/s (You may use extra sheets)

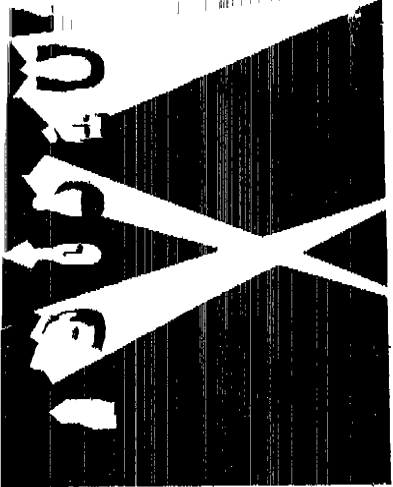
14 Significant effect of accomplishments (either government wide or department wide) You may use extra sheet.

Nominator's Name _____ Signature _____

Office/Address _____ Tel No(s) _____

SIAC Chairman _____ Signature _____

Head of Agency _____ Signature _____



**SEARCH FOR
OUTSTANDING
PUBLIC OFFICIALS
AND EMPLOYEES**

To be conferred by the
President of the Philippines

**Dangal ng Bayan
Award**

**Award for Exemplary
Ethical Behavior**

DANGAL NG BAYAN AWARD

The Award shall be granted to any official and employee who has demonstrated exemplary service and conduct on the basis of his/her observance of one or more of the following norms of behavior as provided for under Republic Act No. 6713:

- commitment to public interest;
- probationlessness;
- justice and sincerity;
- political neutrality;
- responsiveness to the public;
- nationalism and patriotism;
- commitment to democracy; and
- simple living.

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.

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;
- Certificate of 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.

d) Performance Rating (at least Very Satisfactory or its equivalent) for the last 400 consecutive working periods prior to nomination and

Change of status (if applicable) and support of the nomination.

PROCEDURE FOR NOMINATION

Any person may nominate a public official or employee using the prescribed form.

SUBMISSION OF NOMINATIONS

All nominations must be submitted directly to any of the Civil Service Regional/Provincial/Field Offices covering your area.

THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR THE YEAR 2000 AWARD IS MAY 15 2000

NOTE

All documents submitted shall become the properties of the Commission and shall be retained or disposed of six (6) months after the date of conferment of the award.

FOR MORE DETAILS PLEASE SEE/CALL

The Secretariat
Committee on Awards
Human Resource Development Office
Civil Service Commission
Constitution Hall, Diliman, Quezon City
with Telephone Nos. 931-98-19/931-80-47/931-41-82
or
any of the Civil Service Regional/
Provincial/Field Offices covering your area.

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

NOMINATION FORM

1 Printed Name of Nominee

(Last) _____ (First) _____ (Middle) _____

2 Date of Birth _____ **3 Age** _____

4 Position _____

5 Length of Service in Government _____

6 Office/Agency _____ **7 Region** _____

8 Agency Address _____ **9 Tel No(s)** _____

10 Residence _____ **11 Tel No(s)** _____

12 Educational Attainment _____

Attach
1 1/2 x 1 1/2
Color ID Picture
here

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)** _____