

REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES

KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

DECS Complex, Meralco Avenu e Pasig City Philippines



Sama-Sama an DECS

Tanggapan ng Kalihim Office of the Secretary

No

May 11 2000 **DECS MEMORANDUM** 230, s 2000

SEARCH FOR OUTSTANDING SKILLED WORKERS IN GOVERNMENT

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

- The Civil Service Commission is conducting the search for outstanding skilled workers in government for this year. The program alms to recognize exceptional skills, exemplary values and work attitudes of blue collar-workers develop dignity and pride in one s job, and serve as model to other blue-collar employees
- The flyer containing the implementing guidelines and nomination form, which may be reproduced is enclosed for the guidance of all concerned
- The immediate supervisor or the Head of the Agency may nominate a candidate The nomination may be submitted together with the required documents to any of the Civil Service Commission Regional Offices not later than June 30 2000
- Immediate and wide dissemination of this Memorandum is desired

Secretary

Encl As stated

Reference None

Allotment 1---(D O 50-97)

To be indicated in the Perpetual Index under the following subjects

> **EMPLOYEES** SEARCH

E-Mail Address OSEC @SKYINET NET

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Together Let Us Build This Nation Through Education '

Tel # 02-633 7228 or 7208 Fax # 02-632-0805

(Enclosure to JECS Memorandum to 230, s 2000)

Awards Program for Juts andue, Smilled Withers a Government

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The annuments should be submitted together with the showing documents

- 1 Accompaished norman in form
- 2 Documentation of nonunees exceptional work performance and achievemens
- 3 Performance Appraisa. Report for the last 2 rating periods

4 Personal data sheet of the nominee drives substribed and sworm to before the higher riching Human Resource 'Varagement Officer (HRMO) in the employing agency Certification of highest HRMO/Legal officer sating that the nor lines has no pending administration. 'ase

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FOR MORE DETAILS PLEASE SEE CALL

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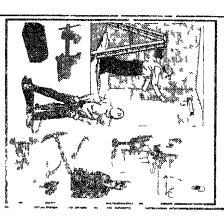
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The Search for Outstanding Skilled Workers in Government

Year 2000



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NOMINATION FORM

1 Printed Nume of Nominee (First) (Middle) (Last) Attach 2 Date of Buth ____ 3 Age ___ $1.1/2 \times 1.1/2$ Color ID Picture 4 Position _____ 5 I enoth of Service in here Governemnt 6 Office/Agency ____ 7 Region 8 Agency Address _____ 9 Tel No(s) _____ _ _ II I¢l No(b) ____ 10 Residence _____ 12 Highest Education il Attainment 13 Years of service as a blue collar worker Tor items No 14 16 please 1 se a separate sheet 14 Nominee's contribution /as hieve neit that have made in impact to the total operation of the nomince a department/as new or office 15 Nominee's technical computence in terms of peed in d in 3 the job proper procedure economy in materials qualit, of work and aftery which is distinctively exceptional 16 (ite the iisks inho rt in the worl (This refers to the dangerous element/factor or tempt from substantially present in the work) Nomin itor's name Signatine Position little

Office Address _____ Tel No(s) _____

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