



Tanggapan ng Kalihim
Office of the Secretary

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MAR 03 2004

DepED MEMORANDUM
No. 104 s. 2004

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 Memorandum Circular No. 2, s. 2004 of the Civil Service Commission (CSC) prescribing the guidelines on the Search for Outstanding Public Officials and Employees. Please see attached flyers.
2. The awards program is composed of the following categories:
 - Presidential or Lingkod ng Bayan Award
 - Civil Service Commission or Pag-asa Award
 - Outstanding Public Officials and Employees Award or Dangal ng Bayan Award
3. Attention is invited to the mechanics, requirements and procedures for nomination. All nominations must be duly signed by the Chairperson of the PRAISE Committee and must be approved/endorsed by the Regional Director and the Department Secretary.
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 22, 2004 to give time to the PRAISE Committee to evaluate the nominations before endorsing the same to the CSC on or before April 15, 2004. Nominations submitted after said dates shall be included in next year's search.
5. For more details, contact the Civil Service Honor Awards Secretariat at tel. nos. (02) 931-6850/931-6851 or visit any CSC Regional Office or Field Office.
6. Immediate and wide dissemination of the Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encls.:

As stated

Reference:

DepEd Memorandum: No. 76, s. 2002

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

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

EMPLOYEES
OFFICIALS
PRIZES or AWARDS
SEARCH

Reformatted by: Maricar/dm-search outstanding officials
03-01-04



MC No. 2, s. 2004

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 AND
CONTROLLED CORPORATIONS WITH ORIGINAL
CHARTERS

SUBJECT : Search for the 2004 Outstanding Public Officials and Employees

As mandated by the Constitution and cognizant of its role as the central personnel agency to initiate measures that will underscore merit and rewards in the civil service, the Civil Service Commission announces the government-wide search for the 2004 Outstanding Public Officials and Employees. The awards are conferred pursuant to Republic Act No. 6713, the Administrative Code of 1987, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993.

The annual conferment of honor awards seeks to recognize and reward public officials and employees for their outstanding contributions and achievements in the delivery of public service and to inspire and motivate those in government.

The categories of honor awards are the following:

A. For Outstanding Work Performance

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 which directly benefits more than one department or the government though not of such

extraordinary or exceptional degree as to warrant the *Lingkod Bayan* Award.

B. For Exemplary Conduct and Ethical Behavior

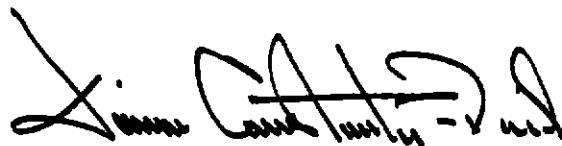
1. Outstanding Public Officials and Employees Award or *Dangal ng Bayan* Award: conferred on an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of one or more of the following eight (8) norms of behavior 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.

The bureaucracy has its share of workers who quietly but efficiently perform their tasks and who make the civil service proud. The Commission thus encourages everyone to participate in the program by recognizing and rewarding these exemplary officials and employees.

In this connection, departments, agencies and instrumentalities of the government are enjoined to conduct through their respective PRAISE Committees, a periodic and continuing review of the performance of their officials and employees, and submit to the Commission nominations of their top performing officials and employees for the conferment of the prestigious honor awards. The enhanced Honor Awards Program (HAP) guidelines are attached for the information and guidance of all concerned.

Starting this year, nominations must be submitted to any of the Civil Service Commission Regional Offices or Field Offices on or before April 15. Nominations submitted after said date shall be included in the succeeding year's evaluation.

For compliance.



KARINA CONSTANTINO-DAVID
Chairman

February 05, 2004

mc04

GUIDELINES ON THE HONOR AWARDS PROGRAM (2004 Revision)

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 and non-career service officials and employees of the government, whether or not they receive compensation.

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 which directly benefit more than one department or 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 basis of his/her observance of one or more of the following 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 *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 or more individuals bound by a common objective, a task force, technical group or special working team, formed/created or organized formally or informally to undertake certain projects/program. For the *Lingkod Bayan* award, the number of members of the group/team should not exceed fifteen (15).

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

III. Qualifications

Except for members of a group or team, nominated officials and employees must meet the following:

1. Be in the government service at the time of nomination (except posthumous);
2. Have been rated at least Very Satisfactory or its equivalent for the last two (2) consecutive rating periods prior to their nomination; 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.

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 the 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.

V. Who May Nominate

Any of the following persons may nominate officials, employees or groups/teams for the Honor Awards:

1. The immediate superior officer/supervisor of the official/employee or group/team;
2. His/her/their co-workers
3. A private person or organization

VI. Nomination Documents for Submission

Only one (1) nomination folder (long 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 *Pagasa* Awards; and
 - b. Nomination for Exemplary Conduct and Ethical Behavior to be accomplished by nominators for the *Dangal ng Bayan* Award.

Information required 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.

2. Personal Data Sheet of the nominee/s duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months, with name written at the bottom side of the picture. 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 this sheet;
3. Certification or copy of the Minutes of the Deliberation on the nomination by the Agency PRAISE Committee (for nominees occupying first level and second level positions);

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

4. Certification issued by the nominee 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 (for individual nominees). Any misrepresentation therein shall be a ground for disciplinary action against the certifying nominee;
5. Detailed information on dismissed case/s, if any;
6. Latest Statement of Assets and Liabilities (for individual nominees);
7. BIR Tax Clearance (for individual nominees); and
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.

VII. Procedure for Nomination

1. 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 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 in the department/agency, the highest ranking Human Resource Management Officer/Personnel Officer may sign the nomination.

Department/Agency Head refers to the Department Secretary, President or Chairman (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 of the Judiciary	Supreme Court Chief Justice
Members/staff of the Senate	Senate President

Members/staff of the House of Representatives
Members/staff of the local Sanggunian

Speaker of the House of Representatives
Vice-Governor/Vice-Mayor

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

Nominee	Endorsing Official
Department Secretaries Heads of Bureaus and Agencies Attached or Under Departments President of SUCs	Executive Secretary Department Secretary
President of Corporations	Chairperson of the Board of Regents or Board of Trustees Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is under/attached
Governors/Mayors	DILG Secretary

3. These required data or information must be adequately provided:
- a. List of names of team members, their respective positions and contributions should be attached. Only those included in the list shall be recognized as official members of the team and shall be conferred the award if selected.
 - b. On Summary of Accomplishments/Norms of Conduct Manifested
 - 1) Highlight 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

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. Disqualifications

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 this Guidelines;
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 forwarded to any Civil Service Commission Regional Office or Field Office on or before April 15. Those received after April 15 will automatically 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

- * 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.

- 2) For work accomplishment - state whether the accomplishments presented are part of the regular duties of the nominee. If so, present justifications on why the accomplishments are considered exemplary or extraordinary. If not, exclude them.
 - 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 given year.

Past honor awardees can still be nominated to the same or another award, i.e. a Lingkod Bayan awardee can still be nominated to the same award provided that the said nomination is based on new accomplishments.

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.

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.

The *Lingkod Bayan* and *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.

new-pol

Suggested Colors:

green

orange

blue

Be part of **The Annual Search for**

OUTSTANDING PUBLIC OFFICIALS & EMPLOYEES



Lingkod Bayan Award • Dangal ng Bayan Award • Pagasa Award

For details call 931-6850/51 or visit any Civil Service Commission Regional Office or Field Office near you.

Green Logo

Yellow

NOMINATION FORM

For Exemplary Conduct and Ethical Behavior

(Dangal ng Bayan Award)

Nominee: _____
 Position: _____
 Level of Position: First Level Second Level Third Level
 Telephone Numbers: _____
 Region: _____
 Sector: _____
 Performance Rating (January-December FY _____): J-J _____ J-D _____
 Residence Address: _____
 Nominator: _____
 Position: _____
 Signature: _____
 Agency: _____
 Agency Address: _____
 Office/Regional Office Head: _____
 Position: _____
 Signature: _____
 Head of Department/Agency: _____
 Position: _____
 Signature: _____

Nomination Documents for Submission



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

1. Properly accomplished nomination form. Information required 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 to 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 Human Resource Management Officer (HRMO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months with name written at the bottom side of the picture. 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 (for nominees occupying first level and second level positions).
4. Latest Statement of Assets and Liabilities.
5. Certification issued by the nominee 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 (for individual nominees). Any misrepresentation therein shall be a ground for disciplinary action against the certifying nominee.
6. Detailed information on dismissed case/s, if any.
7. BIR Tax Clearance (for individual nominees); and
8. Photocopies of nominee's clippings, news items pictures and other documents to support the nomination.

Name of Nominee: _____

Position: _____

Agency: _____

Division/Unit: _____

Length of Service in the Position: _____

In Government: _____

Agency Address: _____

<p>Exemplary Behavior/Conduct Displayed for the Last Five Years (Describe nominee's adherence to the following norms: <i>Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.</i> Cite circumstances proving such norms, risks, involved and problems encountered.</p>	<p>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.</p>	<p>Other Information</p>
<p><u>Major Awards/Citations Received:</u></p>		
<p><u>Membership in Organizations:</u></p>		
<p><u>Description of the nominee:</u> - As a Person</p>		
<p>- As a Worker</p>		
<p>- As a Family Member</p>		
<p>- As a Citizen</p>		

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

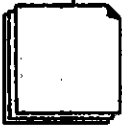
FRAISE Committee Chair/Highest HRMO

Head of Department/Agency

NOMINATION FORM

For Outstanding Work Performance (Lingkod Bayan and Pagasa Awards)

Nomination Documents for Submission



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

1. Properly accomplished nomination form. Information required 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 to 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 Human Resource Management Officer (HRMO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months with name written at the bottom side of the picture. 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 (for nominees occupying first level and second level positions).
4. Latest Statement of Assets and Liabilities.
5. Certification issued by the nominee 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 (for individual nominees). Any misrepresentation therein shall be a ground for disciplinary action against the certifying nominee.
6. Detailed information on dismissed case/s, if any.
7. BIR Tax Clearance (for individual nominees); and
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.

Nomination for:

1. Lingkod Bayan Award
 Individual Group

2. Pagasa Award
 Individual Group

Nominee/Group Nominee: _____
(Use extra sheet for the names of group members and respective positions)

No. of team members in case of group nominee: _____

For Individual Nominee

Position: _____

Level of Position: First Level Second Level Third Level

Telephone/Cellphone Numbers: _____

Region: _____

Sector: _____

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

Residence Address: _____

Nominator: _____

Position: _____ Signature: _____

Agency: _____

Agency Address: _____

Office/Regional Office Head: _____

Position: _____ Signature: _____

Head of Department/Agency: _____

Position: _____ Signature: _____

Distributed 7/19/04
Postcard

In the absence of a duly constituted and operational PRAISE Committee in the department/agency, the highest ranking Human Resource Management Officer may sign the nomination.

Department/Agency Head refers to the Department Secretary, President or Chairman (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:

- Supreme Court Chief Justice (for members of the Judiciary)
- Senate President (for members/staff of the Senate)
- Speaker of the House of Representatives (for members/staff of the House of Representatives)
- Vice-Governor/Vice-Mayor (for members/staff of the local Sanggunian)

Where the nominee is the Department or agency Head, endorsement of the concerned official is required.

- Executive Secretary (for Department Secretaries)
- Department Secretaries (for Heads of Bureaus and Agencies attached or under Departments)
- Chairperson of the Board of Regents or Board of Trustees (for President of SUCs)
- Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is under/attached (for Presidents of Corporations/Government Financial Institutions)
- DILG Secretary (for Governors/Mayors)

3. These required data or information must be adequately provided:

- List of names of team members, their respective positions and contributions should be attached. Only those included in the list shall be recognized as official members of the team and shall be conferred the award if selected.
- Highlight accomplishments for the last five years. Accomplishments for the previous years may also be presented to establish consistency of nominee's performance or behavior.
- 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 given year.

Post honor awardees can still be nominated to the same or another award i.e. a Lingkod Bayan awardee can still be nominated to the same award provided that the said nomination is based on new accomplishments.

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

5. There is no limit to the number of agency nominees in any of the award categories.

Submission of Nominations

Nominations for all three awards must be forwarded to any Civil Service Commission Regional Office or Field Office on or before April 15. Those received after April 15 will automatically be evaluated for the succeeding year's award.

Disqualifications

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

- Non-submission of the requirements enumerated in the guidelines;
- Any misrepresentation of information made in the nomination form and documents submitted;
- Non-compliance with the instructions in accomplishing the nomination form; or
- Nominees requesting Members of the Committee on awards and/or the secretariat directly or thru their intermediaries special favor or consideration.

Forms of Reward and Incentives

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

The Dangal ng Bayan Awardees shall receive a trophy designed and executed by National Artist for Sculpture Napoleon V. Abueva.

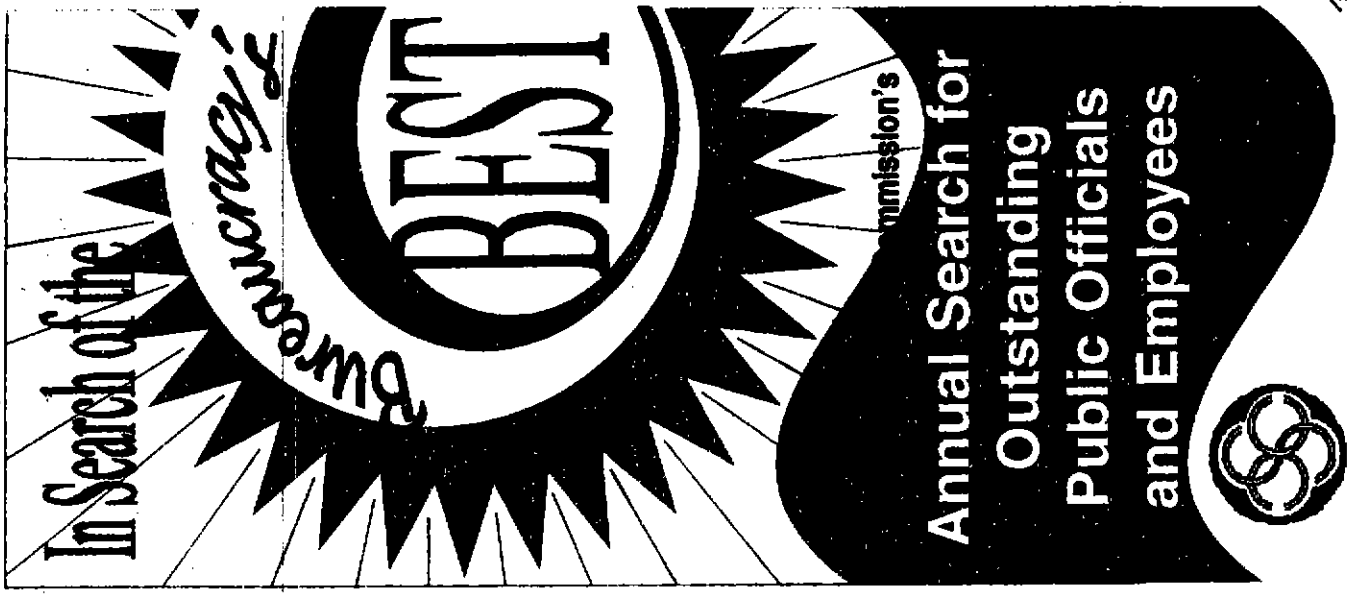
Each recipient of both awards shall be given P100,000.00.

Except for elective and appointive Barangay officials, and group awardees, recipients of the Lingkod Bayan and 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.

Lingkod Bayan and 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.

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.



Scope of the Program

The Honor Awards Program shall apply to career and non-career service officials and employees of the government, whether or not they receive compensation.

Categories of Award

A. Awards for Outstanding Work Performance

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.

Civil Service Commission or Pagasa Award conferred on an individual or group of individuals for outstanding contribution's resulting from an idea or performance which directly benefit more than one department or the government through not of such extraordinary or exceptional degree to merit the *Lingkod Bayan Award*.

B. Award for Exemplary Conduct and Ethical Behavior

Outstanding Public Officials and Employees Award or the Dangkal Bayan Award conferred on an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of one or more of the following eight (8) norms of behavior provided under Republic Act No. 6713: Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.

For the *Lingkod Bayan* and *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 or more individuals bound by a common objective, a task force, technical group or special working team, formed/created or organized formally or informally to undertake certain projects/program. For the *Lingkod Bayan Award*, the number of members of the group/team should not exceed fifteen (15).

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

Qualifications

Except for members of group or team, nominated officials and employees must meet the following:

1. Be in the government service at the time of nomination (except posthumous);
2. Have been rated at least *Very Satisfactory* or its equivalent for the last two (2) consecutive rating periods prior to their nomination; and
3. Have not been found guilty of any administrative or criminal offenses involving moral turpitude and have no pending criminal or administrative case at the time of the nomination.

Criteria for Evaluation

For Outstanding Work Performance (Lingkod Bayan and Pagasa Awards)

- a. Noteworthiness of Outstanding Performance/Contributions
- b. Impact of Performance/Achievement
- c. Reliability and Effectiveness
- d. Consistency of Performance
- e. Demonstrated Teamwork, Cooperation and Camaraderie (for group nominees)

For Exemplary Conduct and Ethical Behavior (Dangkal Bayan Award)

- a. Quality and Consistency of Behavioral Performance
- b. Impact of Behavioral Performance
- c. Risk or Temptation Inherent in the Work
- d. Obscurity of the Position
- e. Years of Service
- f. Other similar circumstances or considerations in favor of the particular nominee.

Who may nominate

Any of the following persons may nominate officials, employees or groups/teams for the Honor Awards:

1. The immediate superior official/supervisor of the official/employee or group/team;
2. His/her/their co-workers
3. A private person or organization

Nomination Documents for Submission

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

1. Properly accomplished nomination form. Information required 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 accomplishment should be certified to 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 Human Resource Management Officer (HRMO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months with name written at the bottom side of the picture. 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 (for nominees occupying first level and second level positions).
4. Latest Statement of Assets and Liabilities.
5. Certification issued by the nominee 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 (for individual nominees). Any misrepresentation therein shall be a ground for disciplinary action against the certifying nominee.
6. Detailed information on dismissed cases, if any.
7. BIR Tax Clearance (for individual nominees); and
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.

Procedure for Nomination

1. 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 evaluation.
2. Nominations must be duly signed by the Chairperson of the Central Office PRAISE Committee approved/endorsed by the Office/Regional Office Head and Department/Agency Head.

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

<p>Exemplary Behavior/Conduct Displayed for the Last Five Years (Describe nominee's adherence to the following norms: <i>Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.</i> Cite circumstances proving such norms, risks, involved and problems encountered.</p>	<p>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.</p>	<p>Other Information</p>
<p><u>Major Awards/Citations Received:</u></p>		
<p><u>Memberships in Organizations:</u></p>		
<p><u>Description of the nominee:</u></p>		
<p><u>As a Person</u></p>		
<p><u>As a Worker</u></p>		
<p><u>As a Family Member</u></p>		
<p><u>As a Citizen</u></p>		

--- 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-Highest HRMO

Head of Department/Agency

NOMINATION FORM

For Exemplary Conduct and Ethical Behavior (Dangal ng Bayan Award)

Nominee:	_____		
Position:	_____		
Level of Position:	<input type="checkbox"/> First Level	<input type="checkbox"/> Second Level	<input type="checkbox"/> Third Level
Telephone Numbers:	_____		
Region:	_____		
Sector:	_____		
Performance Rating (January-December FY _____):	____	____	____
Residence Address:	_____		
Nominator:	_____		
Position:	_____		
Signature:	_____		
Agency:	_____		
Agency Address:	_____		
Official/Regional Office Head:	_____		
Position:	_____		
Signature:	_____		
Head of Department/Agency:	_____		
Position:	_____		
Signature:	_____		

Nomination Documents for Submission



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

1. Properly accomplished nomination form. Information required 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 to 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 Human Resource Management Officer (HRMO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months with name written at the bottom side of the picture. 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.
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6. Detailed information on dismissed case/s, if any.
7. BIR Tax Clearance (for individual nominees); and
8. Photocopies of nominee's clippings, news items pictures and other documents to support the nomination.

Name of Nominee/Team Nominees: _____ Position: _____ Agency: _____ Division/Unit: _____

For group nominee, no. of team members: _____ Agency Address: _____

For individual nominee, length of Service in the Position: _____ In Government: _____

Significant Accomplishment/s for the Last Five Years
 (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered)
 The nominations of heads of offices and agencies including that of the local chief executives should present their own individual accomplishments rather than the accomplishments of the entire unit or agency

Impact of Accomplishment/s

Indicate problems addressed, savings generated, people/offices benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the regular functions. If so, justify why these accomplishments are considered exemplary or extraordinary.

Other Information

Major Awards/Cladons 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-Highest HRMO

Head of Department/Agency

NOMINATION FORM

For Outstanding Work Performance (Lingkod Bayan and Pagasa Awards)

Nomination for:

1. Lingkod Bayan Award Individual Group

2. Pagasa Award Individual Group

Nominee/Group Nominee: _____
(Use extra sheet for the names of group members and respective positions)

No. of team members in case of group nominee: _____

For Individual Nominee

Position: _____

Level of Position: First Level Second Level Third Level

Telephone/Cellphone Numbers: _____

Region: _____

Sector: _____

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

Residence Address: _____

Nominator: _____

Position: _____ Signature: _____

Agency: _____

Agency Address: _____

Office/Regional Office Head: _____

Position: _____ Signature: _____

Head of Department/Agency: _____

Position: _____ Signature: _____



Nomination Documents for Submission

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

1. Properly accomplished nomination form. Information required 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 to 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 Human Resource Management Officer (HRMO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months with name written at the bottom side of the picture. 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.
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7. BIR Tax Clearance (for individual nominees); and
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.