



DepED MEMORANDUM
No. **111**, s. 2009

MAR 20 2009

2009 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 the guidelines of the 2009 Honor Awards Program (HAP) and the 2009 Search for Outstanding Public Officials and Employees of the Civil Service Commission (CSC).
2. The mechanics, requirements and procedures for nominations are also enclosed. The HAP guidelines, forms and related materials may be downloaded at www.csc.gov.ph. All nominations must be duly signed by the Chairperson of the Regional/Division PRAISE Committee and must be approved/endorsed by the Regional Directors.
3. The 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 20, 2009 to give time for the PRAISE Committee to evaluate the nominations before endorsing the same to the CSC on or before March 31, 2009.
4. For more details, contact the Honor Awards Program Secretariat, Public Assistance and Information Office, Civil Service Commission at tel. nos. 931-7993/932-0381/932-0111; fax no. 932-0179, Text CSC 0917-8398272 and e-mail address: csc_pai@yahoo.com or hap@csc.gov.ph
5. Immediate and wide dissemination of this Memorandum is desired.

JESLI A. LAPUS
Secretary

Encls.: As stated
Reference: DepED Memorandum: No. 99, s. 2008
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

OFFICIALS

SEARCH

**GUIDELINES ON THE 2009 HONOR AWARDS PROGRAM
2009 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES**

I. SCOPE OF THE PROGRAM

The Honor Awards Program (HAP) shall apply to all officials and employees in the career and non-career service of the government. This also includes appointive *barangay* officials and employees recognized as government employees pursuant to CSC Resolution No. 01-1352 dated August 10, 2001 which provides, as follows: 1) their respective appointment papers are submitted to the CSC for records purposes; 2) their positions have fixed salary in accordance with the salary schedule provided for in the Local Budget Circular No. 63, s. 1996; 3) they meet the qualification requirements set in the Local Government Code of 1991; and 4) their attendance and service records are kept and maintained in the *barangay* office. However, employees, whose nature of employment fall either under job order or contract of services, as defined in *Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and Other Personnel Actions* are excluded from the coverage of the program.

II. CATEGORIES OF AWARD

A. Awards for Outstanding Work Performance

The awards for outstanding work performance are the following:

1. **Presidential *Lingkod Bayan* Award** is 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. **CSC *Pagasa* Award** is conferred on an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government though not of such extraordinary or exceptional degree to merit the Presidential *Lingkod Bayan* Award.

For the Presidential *Lingkod Bayan* and the CSC *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, a technical group or a special working team, formed/created or organized formally or informally to undertake certain projects/programs.

The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. For the Presidential *Lingkod Bayan* Award, the members of the group/team should not exceed fifteen.

B. Award for 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**. This award is 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 the eight norms of behavior provided under Republic Act No. 6713, otherwise known as the "*Code of Conduct and Ethical Standards for Public Officials and Employees*": Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.

III. QUALIFICATIONS

Nominated officials and employees, either in the individual or group category, must meet the following criteria:

1. Must be in the government service at the time of nomination. Posthumous nominations may be made only for those who died while in the government service and should be formalized within twelve months or one year from the death of the official and/or employee.
2. Have been rated at least *Very Satisfactory* or its equivalent for the last two consecutive performance rating periods prior to their nominations;
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 nomination; and

A group or team may be nominated in either the Presidential *Lingkod Bayan* or the CSC *Pagasa* Award even if there are members who fail to meet squarely the above qualification requirements. Said members, however, shall be excluded from the grant of award, should the team/group be selected as an awardee.

Except for elective and appointive *barangay* officials, all other elective officials are deemed nominated to either the Presidential *Lingkod Bayan* or the CSC *Pagasa* Award.

IV. CRITERIA FOR EVALUATION

A. For Outstanding Work Performance (Presidential *Lingkod Bayan* and CSC Pagasa Awards)

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, innovation or 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.
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 is manifested by a strong desire for outstanding performance based on historical work record.
5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness – The extent the group members motivate and support each other or the degree to which group members positively influence each other (for group/team nominee)

B. For Exemplary Conduct and Ethical Behavior (Outstanding Public Officials and Employees or the *Dangal ng Bayan Award*)

1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and 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-à-vis* the accomplishments.
6. Other similar circumstances or considerations in favor of the nominee/s.

V. WHO MAY NOMINATE

Any individual or organization with extensive knowledge of the outstanding work performance and/or exemplary ethical behavior of the official or employee or group/team may nominate an individual or group of individuals for a specific category in the Honor Awards.

VI. REQUIRED NOMINATION DOCUMENTS

Nomination folder should contain the following documents and must be submitted in six copies (one original and five certified photocopies):

1. Properly accomplished nomination form, filled out in a brief and concise manner.

There are two categories of nominations under the HAP:

- a. Nomination for Outstanding Work Performance to be accomplished by nominators for the Presidential *Lingkod Bayan* and CSC *Pagasa* Awards using HAP Form No. 1 for individual nomination and HAP Form No. 1-A for group nomination; and
- b. Nomination for Exemplary Conduct and Ethical Behavior to be accomplished by nominators for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award using HAP Form No. 2.

The summary of accomplishments should be certified by the nominee, nominator, the Program on Awards and Incentives for Service Excellence (PRAISE) Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level.

2. CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo of the nominee with name tag taken in the last six months.
3. Certification and/or copy of the Minutes of the Deliberation on the nomination by the office, provincial, regional or central PRAISE Committee, except for nominations of Heads of Departments/Agencies.
4. Certification issued by the nominee and in the case of posthumous nomination/s, certification issued by the highest ranking Administrative Officer or Legal Officer 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.
5. Detailed information on dismissed case/s, if any.

6. Copy of the 2007 or 2008 Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
7. 2009 BIR Tax Clearance (for individual nominees) valid during the nomination period.
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.
9. Clearances issued in the last three months from the following agencies in the nominee's locality:
 - National Bureau of Investigation
 - Office of the Ombudsman

For group nominees using HAP Form No. 1-A, list of names of team members, including those who do not squarely meet the qualification requirements, with the following information certified by the highest ranking Administrative Officer or Program on Awards and Incentives for Service Excellence (PRAISE) Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level, and the agency head:

- Position and Agency (if nominees belong to different agencies)
- Contribution/s of each nominee (including those of disqualified member/s) to the group's accomplishments
- Performance rating for the last two rating periods
- Reason for disqualification of the member/s, if there is/are any, and
- CS Form 212 or Personal Data Sheets of the group/team members

For appointive *Barangay* officials/employees, Certification issued by the *Barangay* Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

Any misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.

All nomination folders/documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee/s.

VII. PROCEDURE FOR NOMINATION

1. Except those of Heads of Departments, Agencies and elective officials, all nominations must be submitted in the prescribed nomination form to the office, provincial, regional or central Committee on Program on Awards and Incentives for Service Excellence (PRAISE) for the Committee's evaluation.

2. Nomination must be approved and endorsed by the office, provincial or regional PRAISE Committee to the Department/Agency head which, in turn, endorse the nomination to the Honor Awards Program Secretariat through the CSC Field Offices/Regional Offices.

In the absence of a duly constituted and operational PRAISE Committee, the department/agency (office/unit) cannot nominate or endorse nominations of its officials and employees to the Honor Awards Program.

In the case of group nominee composed of members from various agencies, the Chairperson of the PRAISE Committee and Agency Head of the lead agency shall approve/endorse the nomination.

Department/Agency Head refers to the Department Secretary, President or Chairperson (in constitutional commissions, government financial institutions, other national government agencies and state colleges and universities), and Governor or Mayor (in local government units). Heads of agencies also refer to the following officials:

Nominee	Endorsing Head of Agency
Members/Staff of the Judiciary	Supreme Court Chief Justice
Members/Staff of the Senate	Senate President
Members/Staff of the House of Representatives	Speaker of the House of Representatives
Members/Staff of the Local Sanggunian	Vice-Governor/Vice Mayor
Governors/Mayors	DILG Secretary
<i>Punong Barangay</i>	City/Municipal Mayor

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

Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of SUCs	Chairperson of the Board of Regents
President of Corporations	Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is attached

3. The following data or information must be adequately provided:

For Group Nomination (Presidential *Lingkod Bayan* and CSC *Pagasa* Awards):

- List of all the names of team members, including disqualified member/s, with their respective positions and contributions enumerated in detail. For group nominee with member/s who failed to qualify, state the reason for his/her disqualification. Only members who squarely meet the qualification requirements shall be included in the grant of award if selected as awardee. Please refer to HAP Form No. 1-A for details.

For Individual Nomination (Outstanding Public Officials and Employees or *Dangal ng Bayan*, Presidential *Lingkod Bayan* and CSC *Pagasa* Awards):

On Summary of Accomplishments/Norms of Conduct Manifested, the following information should be provided:

- 1) Highlights of 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 in bullet form
 - present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.
- 2) For work accomplishment – state whether or not the accomplishments presented are part of the regular duties of the nominee/their own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exemplary or extraordinary.
- 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.

Use English in accomplishing the nomination forms.

4. Although an employee or official may be qualified for any of the three awards, he/she should be nominated to only one award category in a given year.

Honor awardees can still be nominated to the same or to another award category after five years from the conferment of his/her award, provided that the nomination is based on new set of accomplishments and/or exemplary norms/behavior manifested.

Nominees who are recipients of national awards given by private organizations/institutions, i.e. Metrobank Foundation's Search for Outstanding Teachers, Safety Organization of the Philippines, Inc.'s Search for Ten Outstanding Pilipino Firefighters, to name a few, shall be automatically considered for the Search.

5. While agencies are expected to nominate their exemplars, there is no limit to the number of nominees which the agency may field in any of the award categories.

VIII. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

1. Non-submission on the deadline set by the Commission, of any of the requirements enumerated under Items VI and VII of these 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; and
4. Nominees requesting Member/s of the Committee on Awards and/or the HAP Secretariat directly or thru their intermediaries special favor or consideration.

IX. SUBMISSION OF NOMINATIONS

Nominations for the Presidential *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and CSC *Pagasa Awards* categories must be submitted together with duly accomplished forms and required documents to any Civil Service Commission Regional Office or Provincial/Field Office on or before March 31, 2009.

X. FORMS OF REWARDS AND INCENTIVES

- A. Presidential *Lingkod Bayan* and *Dangal ng Bayan* Awardees

The Presidential *Lingkod Bayan* Awardees, individual and group, shall receive a gold-gilded medallion and a plaque containing the citation and signature of the President of the Philippines, P100,000.00 cash reward and other forms of awards and incentives provided for under Section 5 of Executive Order No. 508 entitled "*Instituting the Lingkod Bayan Award as the Presidential Award for Outstanding Public Service*" dated March 2, 1992.

The Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardee shall receive a trophy designed and executed by National Artist Napoleon V. Abueva, P100,000.00 cash reward and other forms of incentives and rewards provided for under Section 6, paragraph 3 of Republic Act No. 6713 otherwise known as "*Code of Conduct and Ethical Standards for Public Officials and Employees*" dated February 20, 1989.

B. *CSC Pagasa* Awardees

The *CSC Pagasa* Awardees, individual and group, shall receive a gold-gilded medallion, a plaque containing the citation and signature of the Chairman of the Civil Service Commission, and P50,000.00 cash reward.

3. The following data or information must be adequately provided:

- a. List of all the names of team members, including disqualified member/s with their respective positions and contributions attached. For nominations with member/s who failed to qualify, state the reason for his/her/their disqualification. Only members who squarely meet the qualification requirements shall be included in the grant of award if selected as awardee. (For group nomination)
- b. Highlights of outstanding accomplishments/norms manifested within the last five years. Accomplishments for the previous years may also be presented to establish consistency of nominee's performance or behavior. (For individual nomination)
- c. Use English in accomplishing the nomination forms.

4. An employee or official may qualify for any of the three awards. However, he/she should be nominated to only one award category in a given year.

Honor awardees can still be nominated to the same or to another award five years after conferment of his/her award provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

Nominees who are recipients of national awards given by private organizations/institutions shall be automatically considered for the Search.

5. While agencies are expected to nominate their exemplars, there is no limit to the number of nominees which the agency may field in any of the award categories.

SUBMISSION OF NOMINATIONS

Nominations for all the three awards must be submitted together with duly accomplished forms and required documents to any Civil Service Commission Regional or Field Office on or before March 31, 2009.

DISQUALIFICATION

1. Non-submission of the requirements enumerated in the guidelines;
2. Any misrepresentation of information made in the nomination form and documents submitted;
3. Non-compliance with the instruction in accomplishing the nomination form; and
4. Nominees requesting member/s of the Committee on Awards and/or the Honor Awards Program Secretariat directly and thru their intermediaries special favor or consideration.

FORMS OF REWARDS AND INCENTIVES

Presidential Lingkod Bayan and Outstanding Public Officials and Employees or the Dangal ng Bayan Awardees

The Lingkod Bayan Awardees, individual and group, shall receive a gold gilded medalion and a plaque containing the citation and signature of the President of the Philippines, P100,000.00 cash reward and other forms of awards and incentives provided for under Section 5 of Executive Order No. 508 entitled "Instituting the Lingkod Bayan Award as the Presidential Award for Outstanding Public Service" dated March 2, 1992.

The Outstanding Public Officials and Employees or Dangal ng Bayan Awardees shall receive a trophy designed and executed by the National Artist Napoleon V. Abueva, P100,000.00 cash reward and other forms of incentives and rewards provided for under Section 6, paragraph 3 of Republic Act No. 6713 otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees" dated February 20, 1989.

CSC Pagasa Awardees

The CSC Pagasa Awardees shall each receive a gold gilded medalion, a plaque containing the citation and signature of the Chairman of the Civil Service Commission and a cash incentive of P50,000.00.

You may contact the Honor Awards Program Secretariat at Tel. Nos. 931-7993 & 932-0381; Telefax 932-0179
CSC Hotline 932-0111; TextCSC 0917-8398272
Website: www.csc.gov.ph E-mail: hap@csc.gov.ph,
csc_paic@yahoo.com or visit the
CSC Central Offices or any CSC Regional or
Field Office nationwide

Learn the stories and achievements of past awardees on:



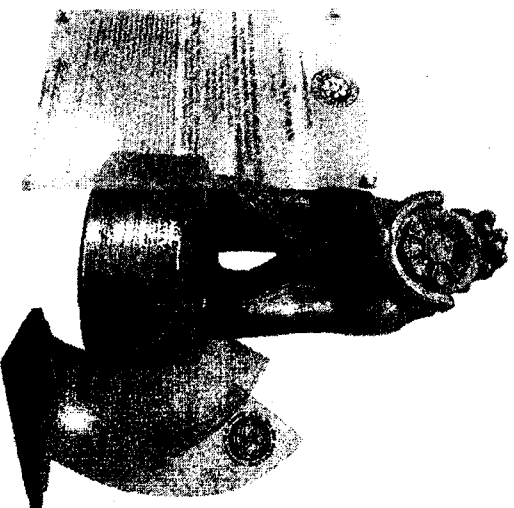
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Fridays, 5:00 p.m.
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2009 Search for Outstanding Public Officials and Employees



SCOPE OF THE PROGRAM

The Honor Awards Program shall apply to all officials and employees in the career service and non-career service of the government. This includes appointive barangay officials and employees recognized as government employees pursuant to the conditions set under CSC Resolution No. 01-1352 dated August 10, 2001. However, employees whose nature of employment fall either under job order or contract of service are excluded from the coverage of the program.

CATEGORIES OF AWARD

A. **Presidential 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 contributions may be a suggestion, innovation, invention or superior accomplishment.

B. **CSC Pagasa Award** conferred on an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government though not of such extraordinary or exceptional degree to merit the Presidential Lingkod Bayan Award.

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, a technical group or a special working team formed/created or organized formally or informally to undertake certain projects/programs.

For the Presidential Lingkod Bayan Award, the members of the group/team should not exceed fifteen.

C. **Outstanding Public Officials and Employees Award or the Dangal ng Bayan Award** conferred on an individual for performance or extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under Republic Act No. 6713.

Qualifications

Nominated officials and employees, either in individual or group category, must meet the following criteria:

1. Must be in the government service at the time of nomination. Posthumous nominations may be made only for those who died while in the government service and should be formalized

within twelve months or one year from the death of the official and/or employee;

2. Have been rated at least VS or its equivalent for the last two consecutive performance rating periods prior to their nominations; 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 nomination.

A group or team may be nominated in either the Presidential Lingkod Bayan or the CSC Pagasa Award even if there are members who failed to meet squarely the above qualification requirements. Said members, however, shall be excluded from the grant of award, should the team/group be selected as an awardee.

Except for elective and appointive barangay officials, all other elective officials are deemed nominated to either the Presidential Lingkod Bayan or the CSC Pagasa Award.

CRITERIA FOR EVALUATION

- a. Noteworthiness of outstanding performance/contributions;
- b. Impact of performance/achievement;
- c. Reliability and effectiveness;
- d. Consistency of performance; and
- e. Demonstrated teamwork, cooperation, camaraderie and cohesiveness (for group/team nominee)

Outstanding Public Officials and Employees or the Dangal ng 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; and
- f. Other similar circumstances or considerations in favor of the particular nominee.

WHO MAY NOMINATE

Any individual or organization with extensive knowledge of the outstanding work performance and/or exemplary ethical behavior of the official, employee or group/team may nominate an individual or group of individuals for a specific category in the Honor Awards.

PROCEDURE FOR NOMINATION

1. Except those of heads of departments, agencies and elective officials, all nominations must be submitted in the prescribed nomination form to the office, provincial, regional or central Committee on Program on Awards and Incentives for Service Excellence (PRAISE) for the Committee's evaluation.

2. Nomination must be approved and endorsed by the office, provincial or regional PRAISE Committee to the Department, Agency head which, in turn, endorses the nomination to the Honor Awards Program Secretariat through the CSC Field Office/Regional Office.

In the absence of a duly constituted and operational PRAISE Committee, the department/agency (office/unit) cannot nominate or endorse nominations of its officials and employees to the Honor Awards Program.

In the case of group nominee composed of members from various agencies, the Chairperson of the PRAISE Committee and Agency Head of the lead agency shall approve/endorse the nomination.

Department/Agency Head refers to the Department Secretary President or Chairperson (in constitutional commissions government financial institutions, other national government agencies and state colleges and universities), and Governor or Mayor (in local government units). Heads of agencies also refer to the following officials:

Nominee	Endorsing Head of Agency
Members/Staff of the Judiciary	Supreme Court Chief Justice
Members/Staff of the Senate	Senate President
Members/Staff of the House of Representatives	Speaker of the House of Representatives
Members/Staff of the Local Sanggunian	Vice-Governor/Vice Mayor
Governors/Mayors	DILG Secretary
Punong Barangay	City/Municipal Mayor

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

Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies attached to or under the Department	Department Secretary
President of State Universities and Colleges	Chairman, Board of Regents
President of Corporations	Chairman, Board of Trustees or Secretary of the Dept. to which the Corporation is attached

Required Nomination Documents

HAP Form No. 1

Nomination folders should contain the following documents and must be submitted in six copies (1 original and 5 certified photocopies):

1. Properly accomplished nomination form, filled out in a brief and concise manner. There are two categories of nomination under the HAP:
 - a. Nomination for Outstanding Work Performance to be accomplished by nominator for the Presidential Lingkod Bayan and CSC Pagasa Awards using HAP Form No. 1 for individual nomination and HAP Form No. 1-A for group nomination; and
 - b. Nomination for Exemplary Conduct and Ethical Behavior to be accomplished by nominator for the Outstanding Public Officials and Employees Award or the Dangal ng Bayan Award using HAP Form No. 2.

The summary of accomplishments should be certified /signed by the nominee, nominator, the Program on Awards and Incentives for Service Excellence, whether in the national, provincial or regional level and the agency head.

7. highest ranking AO in the employing agency. (For individual/nominees)
8. 2009 BIR Tax Clearances (for individual nominees) valid during the nomination period
9. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination Clearances issued in the last three months from the following agencies in the nominee's locality:
 - National Bureau of Investigation
 - Office of the Ombudsman

For group nominees using HAP Form No. 1-A, list of names of team members, including those who do not squarely meet the qualification requirements, with the following information certified by the highest ranking Administrative Officer or Program on Awards and Incentives for Service Excellence (PRAISE) Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level, and the agency head:

- Position and Agency (if nominees belong to different agencies)
- Contribution/s of each nominee (including those of disqualified member/s) to the group's accomplishments
- Performance rating for the last two rating periods
- Reason for disqualification of the member/s, if there is/are any, and

For appointive *Barangay* officials/employees, Certification issued by the *Barangay* Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

Any misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority.

All nomination documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee.

CIVIL SERVICE COMMISSION
2009 Search for Outstanding
Public Officials and Employees

NOMINATION FORM
 For Outstanding Work Performance
(Presidential Lingkod Bayan and CSC Pagasa Awards)

Nomination for: Individual Group
 Lingkod Bayan Award Individual Group
 Pagasa Award Individual Group

THE NOMINEE

Name (Individual/Group Nominee): _____
 (Use HAP Form No. 1-A for names of group/team members)
 No. of Team Members: _____
 Name of Team Leader: _____
 Telephone/Celphone Nos.: _____

For Individual Nominee

Residence/Address: _____
 Position: _____
 Level of Position: 1st Level 2nd Level 3rd Level
 Agency: _____
 Agency Address: _____
 Telephone/Celphone Nos.: _____ Region: _____
 Performance Rating (Jan.-Dec. FY _____): J-J _____ J-D _____
 Office/Regional Office Head: _____
 (Signature over printed name)

Position: _____
 Telephone/Celphone Nos.: _____
 Head of Department/Agency: _____
 (Signature over printed name)

Position: _____
 Telephone/Celphone Nos.: _____

THE NOMINATOR
 Name: _____
 (Signature over printed name)

Position: _____
 Telephone/Celphone Nos.: _____
 Agency: _____
 Address: _____

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

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

<p>Significant Accomplishments within 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 reflect their own individual accomplishments rather than the accomplishments of the entire unit or agency</p>	<p>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.</p>	<p>Other Information Major Awards/Citations Received: Membership in Organizations:</p>
<p> </p>	<p> </p>	<p> </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 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: _____ Individual Nominee/Group or Team Leader

Nominator _____ PRAISE Committee Chair/Highest HRMO

Head of Department/Agency _____

INFORMATION ON TEAM/GROUP MEMBERS
(For Group/Team Nominations)

HAP Form No. 1-A

Name of Team Members	Position/Status of Appl./Agency	Contributions/s of each member <i>(including those of disqualified members)</i>	Performance Rating <i>(for the last two (2) rating periods)</i>	Reason for disqualification of the member/s, if any

CERTIFICATION _____

I hereby attest to all the facts contained herein and authorize the Committee on Awards to conduct background investigation and validate the accuracy of the information in this form.
Any misrepresentation made by the signatory shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Chair, PRAISE Committee
Signature over printed name

Required Nomination Documents

Nomination folders should contain the following documents and must be submitted in six copies (1 original and 5 certified photocopies):

1. Properly accomplished nomination form, filled out in a brief and concise manner. There are two categories of nomination under the HAP:

- a. Nomination for Outstanding Work Performance to be accomplished by nominator for the Presidential *Lingkod Bayan* and CSC *Pagasa Awards* using HAP Form No. 1 for Individual nomination and HAP Form No. 1-A for group nomination; and
- b. Nomination for Exemplary Conduct and Ethical Behavior to be accomplished by nominator for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan Award* using HAP Form No. 2.

The summary of accomplishments should be certified/ signed by the nominee, nominator, the Program on Awards and Incentives for Service Excellence, whether in the national, provincial or regional level and the agency head.

- 2. CS Form 212 or Personal Data Sheet of the nominee/s with passport size (1 1/2" x 2") photo with nametag taken within the last six (6) months.
- 3. Certification and/or copy of the Minutes of the Deliberation on the nomination by the office, provincial, regional or central PRAISE Committee, except for nominations of Heads of Departments/ Agencies.
- 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. In case of posthumous nomination, the highest ranking Administrative Officer (AO) or Legal Officer shall issue the certification.
- 5. Detailed information on dismissed case/s, if any.
- 6. Copy of the 2007 or 2008 Statement of Assets, and Networth of the nominee certified by the highest

ranking AO in the employing agency. (For individual nominees)

- 7. 2009 BIR Tax Clearances (for individual nominees) valid during the nomination period
- 8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination
- 9. Clearances issued in the last three months from the following agencies in the nominee's locality:
National Bureau of Investigation
Office of the Ombudsman

For group nominees using HAP Form No. 1-A, list of names of team members, including those who do not squarely meet the qualification requirements, with the following information: certified by the highest ranking Administrative Officer or Program on Awards and Incentives for Service Excellence (PRAISE) Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level, and the agency head:

- Position and Agency (if nominees belong to different agencies)
- Contribution/s of each nominee (including those of disqualified member/s) to the group's accomplishments
- Performance rating for the last two rating periods
- Reason for disqualification of the member/s, if there is/are any, and

For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

Any misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority.

All nomination documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee.

CIVIL SERVICE COMMISSION
2009 Search for Outstanding
Public Officials and Employees

NOMINATION FORM
For Exemplary Conduct and Ethical Behavior
(Outstanding Public Officials and Employees or
Dangal ng Bayan Award)

THE NOMINEE

Name: _____

Residence/Address: _____

Telephone/Cellphone Nos.: _____

Position: _____

Level of Position: 1st Level 2nd Level 3rd Level

Agency: _____

Agency Address: _____

Telephone/Cellphone Nos.: _____ Region: _____

Performance Rating (Jan-Dec. FY _____): J-J _____ J-D _____

Office/Regional Office Head: _____
(Signature over printed name)

Position: _____

Telephone/Cellphone Nos.: _____

Head of Department/Agency: _____

Position: _____
(Signature over printed name)

Telephone/Cellphone Nos.: _____

THE NOMINATOR

Name: _____
(Signature over printed name)

Position: _____

Telephone/Cellphone Nos.: _____

Agency: _____

Address: _____

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

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

Exemplary Behavior/Conduct Displayed within the last 5 Years (Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism & Patriotism, Commitment to Democracy and Simple Living. Cite circumstances proving such norms; risks involved and problems encountered)	Impact of Accomplishment/Ethical 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.	Other Information <u>Major Awards/Citations Received:</u> <u>Membership in Organizations:</u>

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 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: _____ Individual Nominee/Group or Team Leader _____ Nominator _____ PRAISE Committee Chair/Highest HRMO _____ Head of Department/Agency _____