



APR 08 2010

DepEd MEMORANDUM
No. **156**, s. 2010

2010 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Head of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Civil Service Commission (CSC) will launch the 2010 Search for Outstanding Public Officials and Employees to recognize 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.

2. The mechanics, requirements and procedures for nominations are also enclosed. The Honor Awards Program (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 National/Regional/Division PRAISE Committee and must be approved/endorsed by the Regional Directors/Bureau Directors/Directors of Services, Centers and Heads of Units.

3. The nominations must be submitted using the enclosed forms with the complete set of nomination documents to the DepED PRAISE Committee, attention: Employees Welfare and Benefits Division (EWBD), DepEd Central Office, not later than April 19, 2010 to give time for the PRAISE Committee to evaluate the nominations before endorsing the same to the CSC on or before April 30, 2010.

4. For more details, please contact the HAP Secretariat, Public Assistance Information Office, CSC at tel. nos.: (02) 931-7993/(02) 932-0381/(02) 932-0111; fax no.: (02) 932-0179; mobile phone no.: 0917-839-8272 and e-mail addresses: hap@csc.gov.ph or paio@csc.gov.ph.

5. Immediate and wide dissemination of this Memorandum is desired.

Y.
VILMA L. LABRADOR
Undersecretary
Officer-in-Charge



Encls.:
As stated

Reference:
DepED Memorandum: No. 111, s. 2009

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

EMPLOYEES
OFFICIALS
SEARCH:

R-Maricar/DM-Outstanding Officials/Employees
04-05-10

**ENHANCED GUIDELINES ON THE 2010 SEARCH FOR
OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES
Honor Awards Program**

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 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.

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/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

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 as manifested by consistent 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 or 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* his/her accomplishments.
 6. Other similar circumstances or considerations in favor of the nominee.

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 Program.

- D. 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.
- E. Detailed information on dismissed/decided case/s, if any.
- F. Certification or clearance of No Unliquidated Cash Advances and Disallowances secured from the Commission on Audit (COA).
- G. Copy of the 2008 or 2009 Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
- H. Photocopies of nominee's clippings, news items, pictures of the nominee/s at work and other documents to support the nomination.
- I. Clearances issued in the last three months from the following agencies in the nominee's locality:
 - National Bureau of Investigation;
 - Office of the Ombudsman; and
 - 2010 BIR Tax Clearance (applicable for individual nominees only)

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

VII. PROCEDURE FOR NOMINATION

- A. 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.
- B. Nominations must be approved and endorsed by the office, provincial or regional PRAISE Committee Chairperson to the Department/Agency head which, in turn, endorses the nomination to the Honor Awards Program Secretariat through the CSC Field/Provincial or Regional Offices.

C. The following information must be adequately provided:

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

- Names of group or 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 meet the qualification requirements shall be included in the grant of award if chosen 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 outstanding accomplishments or exemplary norms manifested for the last five years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
 - Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
 - State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and
 - Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.
2. For outstanding work accomplishment -- state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary.
3. For exemplary 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.
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.

X. FORMS OF REWARDS AND INCENTIVES

A. Presidential *Lingkod 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 rewards 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.

B. Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees

The Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees shall receive a trophy designed and executed by National Artist for Sculpture Napoleon V. Abueva, P100,000.00 cash reward and other forms of reward and incentives 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.

C. 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 Chairperson of the Civil Service Commission, and P50,000.00 cash reward provided under Section 6 (b) of the Omnibus Rules Implementing Book V of Executive Order No. 292.

(Enclosure No. 2 to DepEd Memorandum No. 156, s. 2010)

- Nominees requesting member/s of the Committee on Awards and/or the Honor Awards Program Secretariat directly or thru their intermediaries, special favor or consideration.

SUBMISSION OF NOMINATIONS

Nominations to all the three award categories must be submitted to any Civil Service Commission Provincial/Field or Regional Office on or before April 30, 2010.

FORMS OF REWARDS AND INCENTIVES

Presidential *Lingkod Bayan* Awardees

The *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 rewards 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.

Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees

The Outstanding Public Officials and Employees or *Dangal ng Bayan* Awardees shall receive a trophy designed and executed by the National Artist for Sculpture 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.

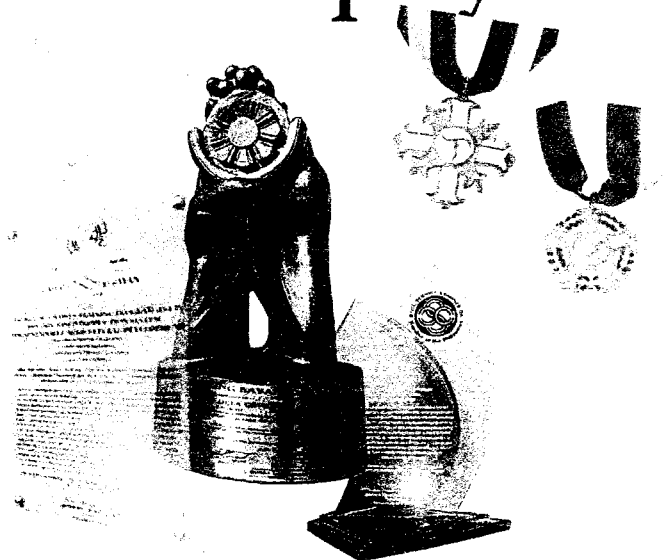
CSC *Pagasa* Awardees

The CSC *Pagasa* Awardees, individual and group, shall receive a gold gilded medallion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission and P50,000.00 cash reward provided under Section 6 (b) of the Omnibus Rules Implementing Book V of Executive Order No. 292.

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,
or visit the
CSC Central Office or any CSC Regional or
Field Office nationwide

2010

Search for Outstanding Public Officials and Employees



Owned and Controlled Corporations (GOCCs), Chief Executive of Local Government Units (LGUs) and Presidents of State Universities and Colleges (SUCs).

Certification issued by the nominee and in the case of posthumous nomination/s, certification issued by the highest ranking AO 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.

Detailed information on dismissed/decided case/s, if any.

Certification or clearance of No Unliquidated Cash Advances and Disallowances secured from the Commission on Audit (COA).

Copy of the 2008 or 2009 Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking AO in the employing agency. *(For individual nominees)*

Clearances issued in the last three months from the following agencies in the nominee's locality:

- National Bureau of Investigation;
- Office of the Ombudsman; and
- 2010 BIR Tax Clearance (applicable for individual nominees only)

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

Photocopies of nominee's clippings, news items, pictures of the nominee/s at work and other documents to support the nomination.

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

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

CIVIL SERVICE COMMISSION
2010 Search for Outstanding
Public Officials and Employees

NOMINATION FORM

For Outstanding Work Performance

(Presidential *Lingkod Bayan* and CSC Pagasa Awards)

Nomination for:

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/Cellphone Nos.: _____

FOR INDIVIDUAL NOMINEE

Residence/Address: _____

Position Title: _____

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

Agency: _____

Agency Address: _____

Telephone/Cellphone Nos.: _____ Region: _____

Performance Rating (Jan.-Dec. 2009): J-J _____ J-D _____

FOR ENDORSING OFFICIALS

Office/Regional Office Head: _____

(Signature over printed name)

Position Title: _____

Telephone/Cellphone Nos.: _____

Head of Department/Agency: _____

(Signature over printed name)

Position Title: _____

Telephone/Cellphone Nos.: _____

THE NOMINATOR

Name: _____

(Signature over printed name)

Position: _____

Telephone/Cellphone Nos.: _____

Agency/Organization: _____

Address: _____

- THIS FORM MAY BE REPRODUCED -

- E. Detailed information on dismissed case/s, if any.
- F. Certification or clearance of No Unliquidated Cash Advances and Disallowances secured from the Commission on Audit (COA).
- G. Copy of the 2008 or 2009 Statement of Assets, and Networth of the nominee certified by the highest ranking AO in the employing agency.

H. Photocopies of nominee's clippings, news items, pictures of the nominee/s at work 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
- 2010 BIR Tax Clearance

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.

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

CIVIL SERVICE COMMISSION
2010 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 Title: _____

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

THE ENDORSING OFFICIALS

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 Title: _____

Telephone/Cellphone Nos.: _____

Head of Department/Agency: _____
(Signature over printed name)

Position Title: _____

Telephone/Cellphone Nos.: _____

THE NOMINATOR

Name: _____
(Signature over printed name)

Position Title: _____

Telephone/Cellphone Nos.: _____

Agency: _____

Address: _____

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

/Agency	Outstanding Contribution/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 authorize the Committee on Awards to conduct background investigation and validate the accuracy of the information in this form. My signature shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

 Chair, PRAISE Committee
 Signature over printed name