



1 February 2023

**MEMORANDUM CIRCULAR NO. 17**  
Series of 2023

**T O: All Concerned**

**R E: 2023 Search for Outstanding Government Workers**

Once again, CSC is embarking the annual Search for Outstanding Government Workers for 2023 through the issuance of CSC MC No. 1, series of 2023 for the following awards, namely:

- 1) **The Presidential Lingkod Bayan Award** - is conferred to an individual or group comprised of five members for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony.
- 2) **The Outstanding Public Official and Employees Award or the Dangal ng Bayan Award** - is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of the eight norms provided under Republic Act No. 6713 (*a. Commitment to Public Interest; b. Professionalism; c. Justness and Sincerity; d. Political Neutrality; e. Responsiveness to the Public; f. Nationalism and Patriotism; g. Commitment to Democracy; h. Simple Living*)
- 3) **The CSC Pagasa Award** - is conferred to an individual or group comprised of five members for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

VSU has been an active nominator and produced several awardees on these prestigious awards. This year, you are all enjoined to participate by sending nominations of deserving and qualified VSU employee/s or any interested qualified VSU employees to the Program on Rewards, Awards, and Incentives for Service Excellence (PRAISE) through Suggestions and Incentives Award Committee (SIAC).

Send-in your nomination portfolio to the Office of the Director for Human Resource Management (ODHRM) on or before March 1, 2023. The portfolio will be reviewed and evaluated by the SIAC and endorsed by the University President before submission to the CSC.

Let your commendable and remarkable achievements, innovations, and contributions be heard and recognized in this CSC Honor and Awards Program.

Attached are the CSC MC 1, s. 2023 and HAP guidelines for your reference.

Your participation is earnestly requested.

  
**EDGARDO E. TULIN**  
President

Cc: SIAC Members



# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa Award*)  
For Outstanding Work Performance

## Individual Category

HAP Form 1  
revised as of March 2022

PASTE

1 ½" x 2"

(passport size)

Photo here

☐ Presidential *Lingkod Bayan*

☐ Civil Service Commission *Pagasa*

Name (First Name, Middle Initial, Last Name)\*

Signature:

Position Title (per Service Record)\*

Sex :

Age:

Status of Appointment (per Service Record)\*

Date of Birth:

Residential Address :

Place of Birth:

Active Contact Details (Telephone/Cellphone Nos.)

Name of Agency:

Level of Position: ☐ 1<sup>st</sup> Level

Agency Address:

☐ 2<sup>nd</sup> Level (Executive Managerial)

☐ 2<sup>nd</sup> Level ☐ 3<sup>rd</sup> Level (Presidential Appointee)

Region:

☐ Military ☐ Elective

Active Contact Details (Telephone/Cellphone Nos.)

Email Address:

## AGENCY REGIONAL OFFICE HEAD

Name:

Position Title :

Active Contact Details (Telephone/Cellphone Nos.)

Email Address:

## AGENCY HEAD

(see Item V, Letter D of 2021 Search Guidelines for appropriate Endorsement)

Name:

Position Title :

Agency Address:

Active Contact Details (Telephone/Cellphone Nos.)

Email Address:

## NOMINATOR

Name:

Position Title :

Agency:

Telephone/Cellphone Nos.:

Agency Address:

Email Address:

Additional Information about the Nominee:

Were you a previous HAP Nominee? ☐ Yes ☐ No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_

Were you a previous HAP Semi-finalist? ☐ Yes ☐ No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_

Were you a previous HAP Awardee? ☐ Yes ☐ No What year: : \_\_\_\_\_ What Award Category: \_\_\_\_\_



Nomination Write-up:

(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:

Position Title :

Length of Service in the Position:

Agency:

In Government:

Division/Unit:

I. Executive Summary

Click here to enter text.

II. Significant Accomplishment/s within the Last Three Years

(Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered)

The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments)

Click here to enter text.

III. 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) For **Presidential Lingkod Bayan Category**: What was the impact of the extraordinary contribution to national public interest? For **CSC Pagasa Category**: What was the impact of the Outstanding contribution to more than one department of the government?

Click here to enter text.

IV. Other Information

(Major Awards/Citations Received/Membership in the Organization)

Click here to enter text.

CERTIFICATION

We attest to all 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:

Nominee

Nominator

PRAISE Committee/Highest HRMO

Agency Regional Office Head