



26 January 2024

MEMORANDUM CIRCULAR NO. 12
Series of 2024

T O: All Concerned

R E: 2024 Search for Outstanding Government Workers

The Civil Service Commission (CSC) is currently accepting nominations for the CY 2024 Search for Outstanding Government Workers through its Regional Offices, with the submission deadline set for 31 March 2024.

As part of the government's rewards and incentives mechanism under the Honor Awards Program (HAP), the annual search aims to recognize civil servants who have shown utmost dedication and commitment to their work, as well as to inspire other state employees toward deeper involvement in public service.

The following are the awards:

- 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.

Awardees will be entitled to rewards and incentives, including cash prizes, automatic promotion or salary increase equivalent to the next higher position, one-time executive check-up, and scholarship opportunities with any of CSC's partner educational institutions, among others.

VSU has been an active nominator and produced several awardees on these prestigious awards. This year, you are all enjoined to participate by sending nomination of deserving and qualified VSU employee/s or any interested qualified VSU employee may apply to the Program

OFFICE OF THE PRESIDENT

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on Rewards, Awards, and Incentives for Service Excellence (PRAISE) through Suggestions and Incentives Award Committee (SIAC).

Send-in your nomination portfolio to the Human Resource Management Office (HRMO) on or before March 1, 2024. Portfolio will be reviewed and evaluated by the PRAISE-Suggestion, Incentive and Awards Committee (SIAC) before endorsement to the CSC-Reg. VIII through the University President.

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

The complete guidelines and nomination forms are available and may be downloaded from the CSC website. (<https://csc.gov.ph/programs/honor-awards-program/search-for-outstanding-government-workers>).

Your participation is earnestly requested.



DANIEL LESLIE S. TAN
OIC President

Copy furnished: SIAC Members

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS Nomination Form

Select your award category (choose only one):

- ☐ Presidential *Lingkod Bayan* Award (Individual)
☐ Presidential *Lingkod Bayan* Award (Group)
☐ Civil Service Commission *Pagasa* Award (Individual)
☐ Civil Service Commission *Pagasa* Award (Group)
☐ Outstanding Public Officials and Employees (*Dangal ng Bayan*) Award

FOR INDIVIDUAL NOMINEES

PERSONAL INFORMATION

| | | |
|--|--------------------------------|---|
| Name (first, middle, last): Click or tap here to enter text. | | |
| Birthdate (date, month, year): Click or tap here to enter text. | | Age: Click or tap here to enter text. |
| Sex: Choose an item. | Gender: Choose an item. | Place of birth: Click or tap here to enter text. |
| Residential address: Click or tap here to enter text. | | |
| Email address: Click or tap here to enter text. | | |
| Contact number/s: Click or tap here to enter text. | | |

WORK-RELATED INFORMATION

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| Position title: Click or tap here to enter text. | Status of appointment: Choose an item. |
| Level: Choose an item. | |
| Status of appointment: Choose an item. | |
| Agency: Click or tap here to enter text. | |
| Agency address: Click or tap here to enter text. | |
| Agency contact number/s: Click or tap here to enter text. | |
| Agency email address/es: Click or tap here to enter text. | |

Were you awarded under the Honor Awards Program within the past five (5) years?

Choose an item.

If you answered yes, what was your award category? Choose an item.

Proceed to next sections: Nominee's References, Accomplishments and Impact/Results, Checklist

FOR GROUP NOMINEES*Maximum of five (5) members***Name of group nominee:** Click or tap here to enter text.

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| Agency*: Click or tap here to enter text. |
| Agency address: Click or tap here to enter text. |
| Agency contact number/s: Click or tap here to enter text. |
| Agency email address/es: Click or tap here to enter text. |

for group nominees with members coming from different departments/agencies, specify the lead agency*Team Leader**

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|--|---|
| Name (first, middle, last): Click or tap here to enter text. | |
| Birthdate (date, month, year): Click or tap here to enter text. | Age: Click or tap here to enter text. |
| Sex: Choose an item. | Gender: Choose an item. |
| Place of birth: Click or tap here to enter text. | |
| Residential address: Click or tap here to enter text. | |
| Email address: Click or tap here to enter text. | |
| Contact number/s: Click or tap here to enter text. | |
| Position title: Click or tap here to enter text. | Status of appointment: Choose an item. |
| Position level: Choose an item. | |

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| Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item. | If you answered yes, what was your award category? Choose an item. |
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Team Members**1**

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| Name (first, middle, last): Click or tap here to enter text. | | |
| Age: Click or tap here to enter text. | Sex: Choose an item. | Gender: Choose an item. |
| Agency: Click or tap here to enter text. | | |
| Position title: Click or tap here to enter text. | Status of appointment: Choose an item. | |
| Position level: Choose an item. | | |

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| Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item. | If you answered yes, what was your award category? Choose an item. |
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| Name (first, middle, last): Click or tap here to enter text. | | |
| Age: Click or tap here to enter text. | Sex: Choose an item. | Gender: Choose an item. |
| Agency: Click or tap here to enter text. | | |
| Position title: Click or tap here to enter text. | Status of appointment: Choose an item. | |
| Position level: Choose an item. | | |

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| Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item. | If you answered yes, what was your award category? Choose an item. |
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| Name (first, middle, last): Click or tap here to enter text. | | |
| Age: Click or tap here to enter text. | Sex: Choose an item. | Gender: Choose an item. |
| Agency: Click or tap here to enter text. | | |
| Position title: Click or tap here to enter text. | Status of appointment: Choose an item. | |
| Position level: Choose an item. | | |

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| Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item. | If you answered yes, what was your award category? Choose an item. |
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| Name (first, middle, last): Click or tap here to enter text. | | |
| Age: Click or tap here to enter text. | Sex: Choose an item. | Gender: Choose an item. |
| Agency: Click or tap here to enter text. | | |
| Position title: Click or tap here to enter text. | Status of appointment: Choose an item. | |
| Position level: Choose an item. | | |

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| Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item. | If you answered yes, what was your award category? Choose an item. |
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Proceed to next sections: *Nominee's References, Accomplishments and Impact/Results, Checklist*

NOMINEE'S REFERENCES

| |
|---|
| Name of regional office head: Click or tap here to enter text. |
| Position: Click or tap here to enter text. |
| Landline and mobile number/s: Click or tap here to enter text. |
| Email address/es: Click or tap here to enter text. |

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| Name of head of agency: Click or tap here to enter text. |
| Position: Click or tap here to enter text. |
| Landline and mobile number/s: Click or tap here to enter text. |
| Email address/es: Click or tap here to enter text. |

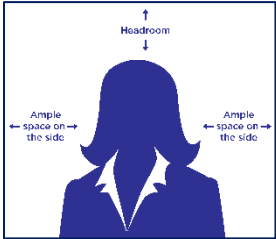
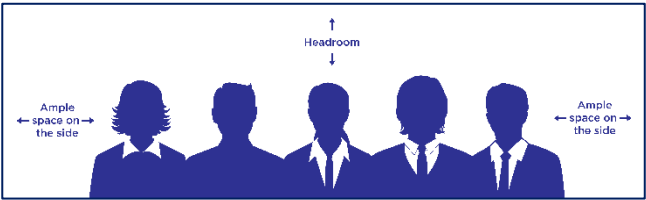
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| Name of nominator: Click or tap here to enter text. |
| Nominator's contact number/s: Click or tap here to enter text. |
| Nominator's email address/es: Click or tap here to enter text. |
| Affiliation/agency: Click or tap here to enter text. |

CHECKLIST OF DOCUMENTS SUBMITTED WITH THIS NOMINATION FORM

- ☐ Updated Personal Data Sheet (with photo, signatures of employee and the person administering oath)
- ☐ Certificate from the Chairperson of the agency's local, provincial, regional, or national Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent
- ☐ Letter from the Agency Head endorsing the nomination to the CSC (when the nominee is the Agency Head, endorsement from the superior official is required)

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

- ☐ Certification signed by the nominee that he or she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending case at the time of nomination (for posthumous nominations, Certificate of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required)
- ☐ Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least *Very Satisfactory* (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination
- ☐ Certification of No Unliquidated Cash Advance signed by the agency's Financial Officer/Accountant as of 31 December of the year prior to nomination
- ☐ Certification of No Disallowance issued by the Commission on Audit (COA) Resident Auditor for previous accountabilities as of 31 December of the year prior to the nomination (in case of a Notice of Disallowance, the certification from COA needs to show 1) the specific grounds or bases for the disallowance; and 2) an update on whether or not the nominee has started paying the refund or is acknowledging his/her obligation under the law, should the decision be executory)
- ☐ Copy of the Statement of Assets, Liabilities and Net Worth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, signed by the authorized officer administering the oath
- ☐ For career and non-career employees - copy of nominee's Appointment Paper;
For elective officials - copy of Commission on Election or COMELEC Certification of Elected Candidate
For military - Designation Order
- ☐ Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)
- ☐ Nominee's valid clearances to be secured from the following agencies in the locality: National Bureau of Investigation, BIR Tax Clearance, Police Clearance
- ☐ Clearance for Pendency or No Pendency of Administrative Case issued by the CSC Regional Office
- ☐ Digital photo of the nominee taken using a DSLR or smart phone (scanned photo from a printout is not recommended) following the specifications below:

| Individual Nominees | Group Nominees |
|--|---|
|  <ul style="list-style-type: none"> • One (1) portrait shot (from chest up, showing the subject clearly, with adequate lighting) • Subject should face the camera at eye level, with the head not tilting up or down • With plain background (white or beige are recommended), and with no other elements showing behind the nominee or blocking the face of the nominee • Photo size is at least 4x6 inches • Photo resolution is at least 1600x1200 (or 2-3 megapixels, or 300 DPI) • With adequate head room and spaces on each side |  <ul style="list-style-type: none"> • One (1) portrait shot of each member, and one (1) group shot • For individual photos of each member, please follow the specifications for individual nominees on the left column • Additional specifications for the group photo: <ul style="list-style-type: none"> - Landscape orientation (at least 6x4 inches) |

Note: Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies.

Please fill out the details of the nominee's accomplishments below:*(maximum of 10 pages, A4-size bond paper, Arial #12)***Executive Summary***(maximum of **350 words only** – consider that this may also be used as the citation should the individual or group nominee become an awardee)*

Start typing here

Accomplishments and Impact/Results*Please only fill out the sections applicable to your award category:***For Presidential *Lingkod Bayan* and CSC *Pagasa* Individual Nominees**

| <p align="center">Significant Accomplishments within the last three (3) years</p> <p>Describe the project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the nominee's regular functions, or the product of his/her own initiative. If the accomplishments are part of the nominee's regular or mandated duties, justify why the accomplishments are considered extraordinary. Accomplishments of heads of offices or agencies and that of local chief executives should reflect their individual accomplishments.</p> | <p align="center">Impact of Accomplishments</p> <p>For <u>each</u> accomplishment identified on the left column, indicate results/impact of each project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.</p> <p>For Presidential <i>Lingkod Bayan</i> nominees, identify the impact of the extraordinary contribution to national public interest.</p> <p>For CSC <i>Pagasa</i> nominees, identify the impact of the outstanding contribution to one or more department of government.</p> |
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*Add more rows if necessary**Please submit this form with the duly signed certification page along with HAP Form No. 1 (rev. 2023)*

For Presidential *Lingkod Bayan* and CSC Pagasa Group Nominees

| Significant Accomplishments within the last three (3) years Describe the group's project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the group's regular functions, or the product of his/her own initiative. If the accomplishments are part of the group's regular or mandated duties, justify why the accomplishments are considered extraordinary. | Impact of Accomplishments Indicate results/impact of <u>each</u> project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable. | Contribution of Team Members For each accomplishment and results/impact stated in the first two columns, identify the team member/s directly involved or with the most contribution. |
|---|---|--|
| Start typing here | Start typing here | List the name/s of team members involved for each accomplishment and corresponding impact |
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*Add more rows if necessary***For Outstanding Public Officials and Employees (*Dangal ng Bayan*) Nominees**

| Exemplary behavior/conduct displayed within the last three (3) years Describe the nominee's adherence to one or more of the following norms 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. Cite specific circumstances providing when on or more of the norms were displayed by the nominee, the risks involved, and the problems encountered. | Impact of Accomplishments For <u>each</u> behavioral norm identified in the first column, discuss the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable. |
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| Start typing here | Start typing here |
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Add more rows if necessary

Additional Information

List major awards and/or citations received, membership in other organizations, and other relevant information on the individual/group nominee

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CERTIFICATION

We attest to all facts contained in the HAP Forms and authenticity of all required documents attached, 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

Highest HRMO

The CSC is committed to handle and protect all personal information in accordance with the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations, issuance of the National Privacy Commission, and CSC's own internal policies on data protection and security. We commit to use and process all personal data fairly and lawfully, with utmost consideration to the rights of all subjects including their (i) right to be informed, (ii) right to access, (iii) right to object to data processing, (iv) right to erasure or blocking, and (v) right to lodge a complaint. For any concerns on data privacy, please contact the CSC's Data Privacy Officer at dop@csc.gov.ph.

Please submit this form with the duly signed certification page along with HAP Form No. 1 (rev. 2023)