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Office of the President

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MEMORANDUM CIRCULAR NO. 13
Series of 2010

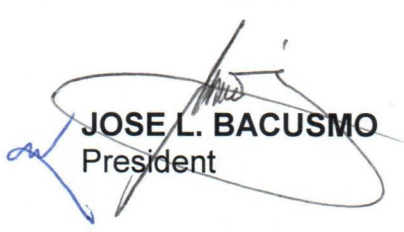
T O: All VSU Faculty and Staff

R E: Civil Service Commission's 2010 Search for Outstanding Public Officials and Employees

Please be informed that the CSC Search for Outstanding Public Officials and Employees 2010 is open for nomination. The categories of the award, the criteria for evaluation and the procedure for nomination are spelled out in the attached brochure.

You are therefore encouraged to nominate our qualified faculty and staff. Nominations should be received by the ODAHRD not later than April 15, 2010 in order to give time to our local PRAISE to evaluate nominations and package documents of qualified nominees for submission to the CSC Regional Office before April 30, 2010. Attached are HAP Form Nos. 1, 1-A & 2 to be used in the nomination.

Please be guided accordingly.


JOSE L. BACUSMO
President

3. The following data or information must be adequately

provided:
For Group nomination (Presidential Lingkod Bayan and CSC Pagasa Awards):

Names of group or team members, including disqualified members with their respective positions and contributions enumerated in detail. For group nominees with members 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 awardees. Please refer to HAP Form 1-A for details.

For individual nomination (all three award categories)

a. Highlights of outstanding accomplishments or exemplary norms manifested for the last five years.

b. 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.

c. 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 norms/

d. 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.

4. An employee or official may be qualified for any of the three awards, he/she should be nominated to only one award category.

Use English in accomplishing the Nomination Forms.

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 provided the nominees comply with the requirements.

1. Non-submission on the deadline set by the Commission, of any of the requirements enumerated in Items VI and VII of the Enhanced 2010 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 members of the Committee on Awards and/or the Honor Awards Program Secretariat directly or thru their intermediaries, special favor or consideration.

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.

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 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.

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.

The *CSC Pagasa* Awardees, individual and group, shall receive a gold gilded medalion, 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



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.

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

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. A posthumous nomination may be for a public servant who died in the line of duty or in the pursuit of his/her official duties and responsibilities

as a civil servant. Posthumous nominations should be formalized within 12 months from the death of the official and/or employee;

2. Have been rated at least VS or its equivalent for the last two 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 to either the Presidential *Lingkod Bayan* Award or the CSC *Pagasa* Award, member/s who fail to meet squarely the above qualification requirements. Said members, however, shall be excluded from the grant of such award, should the team/group be chosen as an awardee.

CRITERIA FOR EVALUATION

- A. For Outstanding Work Performance (Presidential *Lingkod Bayan* and CSC *Pagasa* Awards)
 - a. Noteworthiness of outstanding performance/contribution/s;
 - 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)
- B. For Exemplary Conduct and Ethical Behavior (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 Program.

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. 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 Office/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 HAP Secretariat.

In the case of group nomination 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, Chairperson or President (in national government agencies, constitutional commissions, government financial institutions, and state universities and colleges), 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
Vice-Governor/Vice-Mayor	Governor/Mayor
Punong Barangay	City/Municipal Mayor

Where the nominee is the Agency Head, endorsement by the supe-

Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies attached to or under the Department	Department Secretary
President of SUCs	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

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

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

Nomination for Outstanding Work Performance to be accomplished by nominator/s for the Presidential *Lingkod Bayan* and CSC *Pagasa* Awards using HAP Form No. 1 for individual nomination.

In group nomination, the nominator must additionally fill-up HAP Form No. 1-A (Names of team members, including those who do not meet the qualification requirements, with the following information: certified by the highest ranking Administrative Officer (AO) or Chairperson, Program on Awards and Incentives for Service Excellence (PRAISE) of the Office or Agency, whether in the national, provincial or regional level):

- Position and agency (if nominees belong to different agencies);
 - Detailed contribution/s of each nominee (including those of disqualified member/s to the group/s' accomplishments);
 - Performance rating obtained in the last two rating periods (January-June 2009 and July-December 2009);
 - Reason for disqualification of the member/s, if there is/are any; and
 - CS Form 212 or Personal Data Sheet (PDS) with passport size (1 1/2" x 2") photo of the nominee with name tag taken in the last six months.
- B. CS Form 212 or PDS of the nominee/s with passport size (1 1/2" x 2") photo with nametag taken within the last six months.
- C. Certification, excerpts of the deliberation, and/or copy of the Minutes of the Deliberation on the nomination by the office, provincial, regional or central PRAISE Committee Chairperson, except for nominations of Heads of Departments/Agencies, and Government-

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

- D. 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.
- 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 AO in the employing agency. *(For individual nominees)*
- H. 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.
- I. 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: _____

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

Significant Accomplishment/s within the Last Five Years <small>(Description of the Project/Work Accomplished, Strategies/ Activities Done and Problems Encountered)</small>	Impact of Accomplishment/s <small>Indicate problems addressed, savings generated, people/office benefitted 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.</small>	Other Information
		Major Awards/Citations Received:
		Membership in Organizations:

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)

Name of Team Members	Position/Status of Appt./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 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):

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

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.

- B. CS Form 212 or Personal Data Sheet (PDS) of the nominee/s with passport size (1 1/2" x 2") photo with nametag taken within the last six (6) months.
- C. Certification, excerpts of the deliberation and/or copy of the Minutes of the Deliberation on the nomination by the office, provincial, regional or central PRAISE Committee to be signed by the PRAISE Chairperson, except for nominations of Heads of Departments/Agencies, and Government-Owned and Controlled Corporations (GOCCs), Chief Executive of Local Government Units (LGUs) and President of State Universities and Colleges (SUCs).
- D. Certification issued by the nominee and in the case of posthumous nomination/s, certification issued by the highest ranking Administrative Officer (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.

- 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
- 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
 - 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.

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/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: _____