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## Office of the President

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### MEMORANDUM CIRCULAR NO. 18

Series of 2016

**T O: All Concerned**

**R E: Nomination to the Honors and Awards Program (HAP) of the  
Civil Service Commission (CSC)**

Please be informed that the Search for Outstanding Public Officials and Employees under the Honors and Awards Program (HAP) of the Civil Service Commission (CSC) is open for nominations. The categories include the Presidential Lingkod Bayan (group or individual), Civil Service Pag-asa (group or individual) and the Dangal ng Bayan (individual) awards. Attached is a copy of the guidelines.

All concerned are encouraged to nominate individuals or groups (not more than 10) who have recognizable work performance and/or exemplary conduct and ethical behavior based on the 8 norms of conduct under RA 6713.

The deadline for submission to ODAHRD is on March 21, 2016 to give time for the University PRAISE committee to act on the nominations and submit the documents to the CSC Regional Office.

Forms and guidelines on the HAP 2016 can be downloaded from the CSC website.

Please be guided accordingly.

  
**EDGARDO E. TULIN**

 President

## HONOR AWARDS PROGRAM

### Guidelines for the 2016 Search for Outstanding Public Officials and Employees

#### I. Scope of the Program

The Honor Awards Program (HAP) shall cover all elective officials and appointive officials and employees holding permanent, temporary, coterminous, contractual and casual status of employment in the government, whether stationed in the Philippines or abroad.

Appointive barangay officials and employees may also be nominated provided they meet all the following conditions pursuant to Civil Service Commission (CSC) Resolution No. 01-1352 on the "Recognition of the Barangay Secretary and Barangay Treasurer as Government Employees", dated August 10, 2001 (Annex A):

1. Respective appointment papers are submitted to the CSC for records purposes;
2. Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
3. Meet the qualification requirements set in the Local Government Code of 1991; and
4. Attendance and service records are kept and maintained in the *barangay* office.

Those 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*, and those employed under extension of service are excluded from the coverage of the program.

Posthumous nominations may be made 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 time of death of the government official or employee.

#### II. Categories of Award

##### A. Awards for Outstanding Work Performance

The awards for outstanding work performance are the following:

1. Presidential *Lingkod Bayan* (PLB) Award is conferred to 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. Civil Service Commission *Pagasa* (Pagasa) Award is conferred to 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:

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. Maximum membership for both Presidential *Lingkod Bayan* and Civil Service Commission or *Pagasa* Awards group/team shall not exceed 10 members.



The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

### 3. Award for Exemplary Conduct and Ethical Behavior

Outstanding Public Officials and Employees Award or the *Dangal ng Bayan (DnB)* 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 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*", to wit:

1. Commitment to Public Interest
2. Professionalism
3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living

### **III. Qualification Requirements of Nominees**

A. Nominated officials and employees in the individual and group/team category must meet the following qualifications:

1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;
2. Have a performance rating of at least *Very Satisfactory* or its equivalent for four (4) semestral or two (2) annual rating periods prior to the nomination; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

B. A group or team may be nominated in either the Presidential *Lingkod Bayan* or the CSC *Pagasa* Award. Members who contributed to the group's outstanding work performance but did not meet the above qualification requirements (Items 1 to 3) shall not be included in the nomination.

Group nominees with more than ten (10) members should decide who shall be included in the nomination, otherwise said nomination shall be rendered ineligible for the Search.

### **IV. Criteria for Evaluation**

A. Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

1. Noteworthiness of Outstanding Performance/Contribution – 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 and its result; the number of persons who 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/improved service delivery.
4. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) – The extent the group members motivate and support each other or the degree to which group members positively influence each other.

**B. 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, as may be determined by the members of the Committee on Award for *Dangal ng Bayan*.

**V. Required Nomination Documents**

Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished HAP nomination form, original clearances and other documentary requirements (see Letters A-L); and five (5) additional copies of the original nomination folder.

**A. Completely filled-out HAP Nomination Form:**

**HAP Form No. 1** – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Individual Category)

**HAP Form No. 2** – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Group Category)

**HAP Form No. 2-A** - Information on the Members of the Group Nominee

**HAP Form No. 3** – Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award

Each completely filled up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Arial font #12.



B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo with name tag taken within the last six months prior to the nomination.

C. Certification from the Chairperson of the agency's local, provincial, regional or national Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.

D. Letter from the head of agency or highest official endorsing the nomination to the CSC.

E. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending administrative or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.

A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.

F. Detailed information on dismissed/decided case/s of the nominee, if any.

G. 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 four (4) semestral or two (2) annual rating periods prior to the nomination. Copy of the rating forms **should no longer** be attached to the nomination folder.

H. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant.

In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

I. Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency.

J. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).

K. Nominee's valid clearances to be secured from the following agencies in his/her locality:

- National Bureau of Investigation
- BIR Tax Clearance

The following clearances shall be secured by the CSC:

1. Clearance for Pendency or No Pendency of Administrative Case shall be issued by the CSC Regional Office, free of charge.
2. Clearances from Office of the Ombudsman, Sandiganbayan, CSC Central Office – Office for Legal Affairs, and the Commission on Human Rights shall be secured by the national HAP Secretariat for the semi-finalists of the Search.

3. Clearance from the Office of the President shall also be secured by the national HAP Secretariat for presidential appointees who shall be selected as semi-finalists of the Search.

L. 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.

The nomination form and documentary requirements should be placed in legal size folders. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition **should not be included** in the nomination folder.

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

## VI. Write-up of Accomplishments

A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three 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 or exemplary 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; and
- The nomination write-up of heads of offices, agencies and local government units should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency or local government unit.

B. The following information must be adequately provided:

1. For Group Nomination (Presidential *Lingkod Bayan* and CSC *Pagasa* awards categories):

Name of team or group, names of qualified team members with their respective positions, status of appointment, length of government service and contribution/accomplishment of each member enumerated in detail. Please refer to HAP Form Nos. 2 and 2-A for details.

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. The impact of the contribution must be substantially elaborated:

- Nationwide impact of the exceptional/extraordinary contribution to public interest, security and patrimony (for Presidential *Lingkod Bayan* award category)
- Impact of the outstanding contribution to more than one department of the government (for CSC *Pagasa* award category)



3. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

#### C. Limitation on Nomination

1. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information.
2. While there are three award categories under the Search, an employee or official should be nominated to only one award category.
3. Honor awardees or those who have been previously conferred with **any** of the three awards: Presidential *Lingkod Bayan*, Outstanding Public Officials and Employees or *Dangal ng Bayan* and Civil Service Commission *Pagasa* can still be nominated to the same or to a different award category **after five years** from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

### VII. Procedure for Nomination

Nomination to the Search may be done by individuals or organizations from the government or private sector. The following are the steps on how to nominate outstanding public officials and employees:

#### A. For government agency-initiated nomination

Government agencies are expected to nominate their exemplars. There is no limit to the number of nominations which the agency may submit in any of the award categories provided the requirements are complied with. The HRMO of the agency shall be responsible for preparing the nomination of the official or employee or group/team.

1. The Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall review and recommend the nomination for approval of the head of agency. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee or its equivalent and the Agency Head of the lead agency shall approve/endorse the nomination.
2. Nominations of Heads of Departments, Agencies and elective officials need not be submitted to the PRAISE Committee. However, all other documentary requirements have to be complied with.
3. The Agency Head shall approve the nomination and shall issue an endorsement letter prior to submission of nomination to the CSC Field or Regional Offices.

Agency head refers to Department Secretary, Chairperson or President (in national government agencies, constitutional commissions, government financial institutions, and state universities and colleges), who has the power to appoint, as well as Governors or Mayors.

Heads of agencies also refer to the following officials:

<b>Nominee</b>	<b>Endorsing Head of Agency</b>
Members/Staff of the Judiciary	Chief Justice, Supreme Court
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
Governor/Mayor	DILG Secretary
Vice-Governor/Vice-Mayor	Governor/Mayor
<i>Punong Barangay/Kagawad</i>	City/Municipal Mayor

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

<b>Nominee</b>	<b>Endorsing Head of Agency</b>
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of State Universities and Colleges	Chairperson of the Board of Regents
President of Government-owned and Controlled Corporations	Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is attached
General Manager of Local Water District	Chairperson of the Board of Trustees



B. For nomination initiated by private individual/organization

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 Search.

1. Download nomination form from the CSC website: [www.csc.gov.ph](http://www.csc.gov.ph) or secure a copy from the nearest CSC Regional or Field Office.
2. Submit the accomplished form to the Agency PRAISE Committee of the nominee, through the Human Resource Management Office (HRMO).
3. Once submitted, Item A of this Section shall apply.

**VIII. Procedure for Screening and Evaluation**

A. Regional Level Screening

The CSC Regional Office shall create a five-member Regional Committee on Awards (RCA), preferably composed of the Regional Director, Assistant Regional Director, Public Assistance and Liaison Division (PALD) Chief, and two representatives of the Regional Multi-Sectoral Advisory Council (RMSAC).

The Regional Committee on Awards shall evaluate the qualified nominations based on Sections IV and V of the Guidelines and select the regional winners of the Search.

The PALD shall serve as the Regional HAP Secretariat. It shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V of the Guidelines and submit the folders to the Regional Committee on Awards for deliberation. Only those selected by the RCS as regional winners will advance to the second level screening.

B. National Level Screening

The Public Assistance and Information Office (PAIO) shall serve as the national HAP Secretariat. It shall convene the national Committees on Awards composed of the following:

1. Committee on the Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards
  - o Member of the Commission, CSC
  - o Chief Protocol Officer of the Office of the President
  - o Three (3) prominent Filipino citizens who are not in the government service
2. Committee on the *Dangal ng Bayan* Award
  - o Chairperson of the CSC
  - o Chairperson of the Ombudsman
  - o Chairperson of the Commission on Audit
  - o Two (2) government employees appointed by the President of the Philippines

The national Committee on Awards shall deliberate on the extraordinary accomplishments and exemplary ethical behavior of the regional winners and shall shortlist the semi-finalists of the Search. The said Committee shall also select the winners of the CSC *Pagasa* and *Dangal ng Bayan* awards, and the finalists of the Presidential or *Lingkod Bayan* award for decision/approval of the President.

**IX. Grounds for Disqualification of Nominations**

- A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents). Nominations with incomplete documents shall no longer be processed.
- B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.
- C. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.

**X. Submission of Nomination**

Nominations to the annual Search for Outstanding Public Officials and Employees under the Presidential or *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and CSC or *Pagasa* Awards categories must be submitted to any Civil Service Commission Field or Regional Office **not later than March 31 of each year.**

Below is the calendar of activities in relation to the Search:

PERIOD	ACTIVITY
January – March	Search for Outstanding Public Officials and Employees nomination period
April – May	Regional screening and selection of regional winners
June – August	National deliberation, background investigation/validation of accomplishments and selection of winners
September	Awards Rites for the Outstanding Public Officials and Employees
	(May be moved to a later month)