

### Office of the President

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18 January 2018

MEMORANDUM CIRCULAR NO. \_ 06
Series of 2018

TO:

All Concerned

SUBJECT:

2018 Search for Outstanding Government Workers

Please be informed that the Civil Service Commission is now accepting nominations to the 2018 Search for Outstanding Government Workers under its Honors and Awards Program. Everyone is encouraged to nominate deserving and qualified faculty member or staff to any of the three (3) award categories, namely: (1) Presidential *Lingkod* Bayan Award; (2) Outstanding Public Officials and Employees or *Dangal ng Bayan* Award; and (3) CSC *Pagasa* Award. Attached is a copy of CSC MC No. 32, s. 2017 and the HAP forms for your guidance.

The nomination should be submitted to CSC Regional Office not later than March 31, 2018. Since the nomination will be reviewed and evaluated for endorsement by the VSU's PRAISE committee, the deadline for submission of nominee's portfolio to the Office of the Director of Administration and Human Resource Development (ODAHRD) is on March 23, 2018. Should you need assistance in packaging and securing other supporting documents, please contact ODAHRD for assistance.

VSU has been a consecutive recipient of Lingkod Bayan award since 2014, and garnered a Pagasa award in 2017. Let us maintain this culture of excellence in public service by actively participating in this prestigious award.

Your cooperation is earnestly requested.

\* President

1/10/18



MC No. 32, s. 2017

#### MEMORANDUM CIRCULAR

TO

HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS;

AND STATE UNIVERSITIES AND COLLEGES

SUBJECT :

2018 Search for Outstanding Government Workers

The Civil Service Commission announces the acceptance of nominations to the 2018 Search for Outstanding Government Workers. The conduct of the annual Search is mandated in the 1987. Philippine Constitution, Executive Order No. 292, or the 1987 Administrative Code, Executive Order No. 508, series of 1992, as amended by Executive Order No. 77, series of 1993, and Republic Act No. 6713. As provided by law, the CSC shall act as the Honor Awards Program (HAP) Secretariat, and shall conduct the annual Search for public service exemplars.

The Search covers three (3) award categories, namely: the Presidential Lingkod Bayan Award, the Outstanding Public Officials and Employees or Dangal ng Bayan Award, and the Civil Service Commission Pagasa Award. The conferment of the awards forms part of the Commission's advocacy in promoting excellence, recognizing and rewarding civil servants for outstanding performance, contributions, and achievements, and/or consistent manifestation of exemplary ethical behavior.

Heads of agencies, and state workers are enjoined to participate actively in promoting the prestigious Search, and in submitting nominations. The guidelines through CSC Resolution No. 1600111, and promotional materials may be downloaded at www.csc.gov.ph.

For inquiries, the HAP Secretariat may be reached through telephone numbers (02) 931-7993 and (02) 932-0381, and e-mail address: hapsecretariat@yahoo.com. Nominations should be submitted to either the CSC Regional or Field Offices not later than March 31, 2018.

23 OUT 2017

Chairperson

Bawat Kawani, Lingkod Bayani



## SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential Lingkod Bayan and Civil Service Commission Pagasa Award)

For Outstanding Work Performance

Individual Category

HAP Form 1

**PASTE** 

1 1/2" x 2"

(passport size)

Photo here

☐ Presidential Lingkod Bayan	□ Civil Service Commission Pagasa
Name:	Signature:
Position:	Date of Birth:
Residence Address:	Place of Birth:
Telephone/Cellphone Nos:	
Agency/Region:	Level of Position: ☐ 1st Level
Agency Address:	☐ 2 <sup>nd</sup> Level (Executive Managerial)
	□ 2 <sup>nd</sup> Level □ 3 <sup>rd</sup> Level
	☐ Military ☐ Elective
Telephone/Cellphone Nos:	Email address:
OFFICE/RI	EGIONAL HEAD
Name:	
Position:	
Telephone / Cellphone Nos.:	
Email address:	
SECRETARY OF DEPA	RTMENT / AGENCY HEAD
Name:	
Position:	
Agency Address:	
Telephone/Cellphone Nos.:	
Email address:	
NOM	INATOR
Name:	Position:
Agency:	Telephone/Cellphone Nos.:
Agency Address:	total and the state of the stat
	Email add:
Additional Information about the Nominee:	
Were you a previous HAP Nominee?  Yes  No What	
Were you a previous HAP Semi-finalist?   Yes   No What	at year: What Award Category:
Were you a previous HAP Awardee?	nat year: What Award Category:







Nomination Write-up: (Maximum of 10 pages, A4 size band paper, Arial	#17 foot including everythin every		
Name of Nominee:			
	Age	ency;	Division/Unit:
Position:			
Length of Service in the Position:	ln C	Government:	
I. Executive Summary			
	2		
II. Significant Accomplish: The nomination of heads of offices an	ment/s within the Last Three Yea d agencies including that of the Local Chief Execution	ITS (Description of the Project/Work Accomplished, Stratives should reflect their individual accomplishments)	egies/Activities Done and Problems Encountered)
	The Local Chief Executive	ves should reflect their individual accomplishments)	,
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IV. Other Information (Maior Aug			
Other miormation (Major Awa	ards/Citations Received/Membership in the Organiza	stion)	
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We attest to all facts contained herein of the information contained in this facts of the information contained in this facts of the information contained in this facts of the information of the informat	and authorize the use of these information and grant our consent to the conduction.	ERTIFICATION on for publication. We understand that the Co of of a background investigation. Any misrepresuant to applicable Civil Service laws and rules.	m mittee on Awards will validate the accuracy sentation made by the signatories shall be a
Nominee	Nominator		
	HOMMISTOF	PRAISE Committee/Highest HRMO	Regional Office Head

## SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential Lingkod Bayan and Civil Service Commission Pagasa Award)

For Outstanding Work Performance

**Group Category** 

**HAP Form 2** 

PASTE

1 1/2" x 2"

(passport size)

Photo here

☐ Presidential Lingko	od Bayan
Name of Group:	Name of Team Leader:
	Position:
Telephone/Cellphone Nos:	Email address:
Agency/Region:	Level of Position: ☑ 1st Level ☐ 2nd Level ☐ 3rd Level
Agency Address:	☐ 2 <sup>nd</sup> Level (Executive Managerial)
	☐ Military ☐ Elective
Telephone/Cellphone Nos:	
Team Members (Name - Position title in Service )	Record)
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.
	OPPICE/REGIONAL HEAD
Name:	
Position:	
rosterott.	
Telephone / Cellphone Nos.:	WAY OF DEPARTMENT AGENCY (154)
Telephone / Celiphone Nos.: Email address:	NAME OF THE PARTY AND THE PARTY OF THE PARTY
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### HAP FORM 2

For Group Nomination only

HAP Form No. 2-A

### INFORMATION ON TEAM/GROUP MEMBERS

Name of Team Members	Position/Status of Appt./Agency	Contribution/s of each member	Reason for disqualification of the Team Members, if any.
		,	
	,		

### CERTIFICATION

I hereby attest to all the facts herein, authorize the Committee on Awards to validate the account of the facts herein, authorize the Committee on Awards to validate the	
I hereby attest to all the facts herein, authorize the Committee on Awards to validate the accuracy of the information contained in this form and grant our consent to the	
conduct of background investigation. Any misrepresentation made by the signatory shall be ground for disciplinary action pursuant to applicable Civil Service laws and rules	

CHAIR, PRAISE Committee
Signature over printed name

Y



(Maximum of 10 pages, A4 size bond paper, A Name of Nominee:					
		Agency:			Division/Unit:
Position:					
Length of Service in the Position:		In Govern	ment:		
I. Executive Summary					
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# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Outstanding Public Officials and Employees or Dangal ng Bayan Award) HAP Form 3

PASTE

1 1/2" x 2"

(passport size)

Photo here

Name:	Signature:
Position:	Date of Birth:
Residence Address:	Place of Birth:
Telephone/Cellphone Nos:	
Agency/Region:	Level of Position: ☐ 1st Level
Agency Address:	☐ 2 <sup>nd</sup> Level (Executive Managerial)
	□ 2 <sup>nd</sup> Level □ 3 <sup>rd</sup> Level
	☐ Military ☐ Elective
Telephone/Celiphone Nos:	Email Add:
(a) 11	GEY REGIONALIHEAD
Name:	
Position:	
Telephone / Cellphone Nos.:	
Email address:	
	DEPARTMENT / AGENCY HEAD
Name:	
Position:	
Agency Address:	
Telephone/Celiphone Nos.:	
Email address:	
	NOMINATOR
Name:	Position:
Agency:	Telephone/Cellphone Nos.:
Agency Address: ,	
_1	Email add:
Additional Information about the Nominee:	
	What year: What Award Category:
Were you a previous HAP Nominee?   Yes   No	
Were you a previous HAP Nominee? ☐ Yes ☐ No Were you a previous HAP Semi-finalist? ☐ Yes ☐	





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	Executive Summa	ry			
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