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Office of the President

8 February 2012

MEMORANDUM CIRCULAR NO. 5

Series of 2012

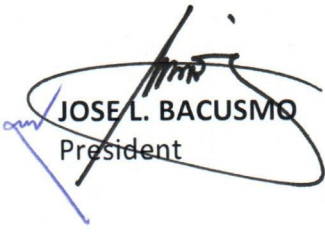
T O: All VSU Faculty and Staff Concerned

R E: 2012 Search for Outstanding Public Officials and Employees

Attached please find CSC Memorandum Circular No. 24, s. 2011 enjoining all agencies and state workers to participate in its 2012 Search for Outstanding Public Officials and Employees by submitting nominations to this prestigious award. Nomination forms are likewise attached.

VSU faculty and staff are encouraged to nominate qualified VSU employees (group or individual) nominee by submitting filled-up nomination forms with supporting documents to the ODAHRD not later than March 31, 2012 to give time to the said office to package the submitted supporting documents and convene the University PRAISE which will endorse the nomination to the Civil Service Commission.

For information and guidance.


JOSE L. BACUSMO
President



PH 11298
17/24

To: Dr. L. Bacusmo
For your action.
Thanks.

November 28, 2011

Dr. JOSE L. BACUSMO
President
Visayas State University
6521 Baybay City, Leyte

Dear President Bacusmo:

Greetings from the Civil Service Commission!

The **2012 Search for Outstanding Public Officials and Employees** has now commenced. Conducted under the auspices of the Honor Awards Program (HAP), the annual nationwide search is the highest and the most coveted recognition given by the government to individuals and/or group of individuals who have excelled or shown utmost dedication and commitment in the public service.

The conferment of these awards, the Presidential *Lingkod Bayan* Award and the CSC *Pagasa* Award both for outstanding work performance; and the Outstanding Public Official and Employee or the *Dangal ng Bayan* Award for exemplary conduct and ethical behavior highlights the annual celebration of the Philippine Civil Service Anniversary in September. The awards are conferred by no less than the President of the Philippines.

We believe that there are many deserving public servants in your agency, men and women who have shown commitment and dedication in serving our people. May we therefore invite you to nominate these deserving public service exemplars, guided by the 2012 Honor Awards Program Guidelines. Please find the attached CSC Memorandum Circular No. 24, s. 2011 announcing the start of the Search, for your guidance. Group nominations for the Presidential *Lingkod Bayan* and CSC *Pagasa* Awards are encouraged.

The Honor Awards Program Secretariat will be ready to assist your office relative to this matter. The Secretariat may be reached through telephone numbers 931-7993 and 932-0381; telefax 932-0179; CSC Hotline 932-0111 and TextCSC 0917-8398272 or at email address hap@csc.gov.ph or paio@csc.gov.ph. Deadline for submission of nominations is on April 30, 2012.

Thank you for being the Commission's partner in promoting public service excellence.

Very truly yours,

FRANCISCO T. DUQUE III, MD, MSc
Chairman

For the Chairman:

MARIA LUISA SALONGA-AGAMATA, Ph.D., CESO V
Director IV and Head
Honor Awards Program Secretariat
Public Assistance and Information Office

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



MC No. 24, s. 2011

MEMORANDUM CIRCULAR

TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS
AND AGENCIES OF THE NATIONAL GOVERNMENT;
LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED
OR CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES
AND COLLEGES

SUBJECT : 2012 Search for Outstanding Public Officials and Employees

The Civil Service Commission (CSC) announces the start of the 2012 Search for Outstanding Public Officials and Employees as mandated in the 1987 Philippine Constitution, Executive Order Nos. 292 and 508, s. 1992, as amended by Executive Order No. 77, s. of 1993 and Republic Act No. 6713. As provided by law, the Civil Service Commission shall act as the Honor Awards Program (HAP) Secretariat and shall conduct the annual search for public service exemplars.

Three awards categories are at stake: the Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award and the Civil Service Commission *Pagasa* Award. The conferment of the awards forms part of the Commission's advocacy of promoting excellence and of recognizing and rewarding civil servants for outstanding performance, contribution and achievements and/or consistent manifestation of exemplary ethical behavior in the public service.

Again, for this year's search, **group nominations** for the Presidential *Lingkod Bayan* and the Civil Service Commission *Pagasa* Award are **strongly encouraged**. Nominations' form/s, flyers, 2012 HAP Guidelines and other promotional and campaign materials may be secured from any of CSC's regional and field offices nationwide or downloaded at the CSC website www.csc.gov.ph. Inquiries may be sent to the HAP Secretariat at telephone numbers (02) 931-7993, (02) 932-03-81, hotline (02) 932-01-11, TextCSC 0917-839-8272 or the following email and social networking sites: hap@webmail.csc.gov.ph, paio@webmail.csc.gov.ph, www.honorawardsprogram.wordpress.com, www.facebook.com/HAP.

Nominations for the Search may be submitted to any of the Commission's Regional and Provincial/Field Offices or to the HAP Secretariat, Public Assistance and Information Office, Constitution Hills, Diliman, Quezon City.

Heads of agencies and state workers are enjoined to participate actively by submitting nominations to this prestigious Search. Deadline for submission of nominations is on **April 30, 2012**. The Commission will not extend the deadline.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

18 NOV 2011

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

Award for Exemplary Conduct and Ethical Behavior

The award for exemplary conduct and ethical behavior is the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award. This award is conferred on an individual for performance of 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 of Public Officials and Employees". Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.

Required Nomination Documents

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

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

Nomination for Exemplary Conduct and Ethical Behavior to be accomplished by nominators 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 by the nominee, nominator, and the PRAISE Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level.

2. CS Form 212 or Personal Data Sheet with passport size (1 1/2" x 2") photo of the individual nominee and group/team members with name tag taken in the last six months.
3. 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, Chief Executive of Local Government Units and President of State Universities and Colleges.

4. Certification issued by the nominee and in the case of posthumous nomination/s, certification issued by the highest ranking Administrative Officer or Legal Officer that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude, and in instances that the nominee/s has/have pending administrative case/s, there should be no final judgment/ruling on administrative or criminal case at the time of nomination.
5. Detailed information on dismissed/decided case/s, if any.
6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2012) accountabilities secured from the Commission on Audit (COA).
7. Copy of the 2010 or 2011 Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
8. 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
 - * 2012 BIR Tax Clearance (applicable for individual nominees only); and
 - * Commission on Human Rights (applicable for AFP, PNP, BFP & BJMP nominees only)

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 pursuant to applicable CS laws and rules.

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

CSC HAP Secretariat
hap@webmail.csc.gov.ph / hapsecretariat@yahoo.com
(632) 931-79-93; telefax (632) 932-01-79
TxtCSC 0917-839-8272



2012 Search for Outstanding Public Officials and Employees

NOMINATION FORM (Outstanding Public Officials and Employees or *Dangal ng Bayan* Award)

For Exemplary Conduct and Ethical Behavior

THE NOMINEE

Name: _____

Residence/Address: _____

Telephone/Cellphone Nos.: _____

Plantilla Position: _____

Level of Position: ☐ 1st Level ☐ 2nd Level ☐ 3rd Level

Agency: _____

Agency Address: _____

Telephone/Fax Nos.: _____ Region: _____

Performance Rating (Jan.-Dec. FY ____): J-J ____ J-D ____

Office/Regional Office Head: _____
(Signature over printed name)

Position: _____

Telephone/Cellphone Nos.: _____

Head of Department/Agency: _____
(Signature over printed name)

Position: _____

Telephone/Cellphone Nos.: _____

THE NOMINATOR

Name: _____
(Signature over printed name)

Position: _____

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

— CERTIFICATION —

Printed Name and Signature: _____

Individual Nominee/Group or Team Leader Nominator PRAISE Committee Chair/Highest HRMO Head of Department/Agency

Name of Nominee/Team Nominee: _____ Position _____ Agency _____ Division/Unit: _____

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

<p>Exemplary Behavior/Conduct Displayed within the last 5 years (Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism & Patriotism, Commitment to Democracy and Simple Living. Cite circumstances proving such norms, risks involved and problems encountered)</p>	<p>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.</p>	<p>Other Information</p>
		<p><u>Major Awards/Citations Received:</u></p> <p><u>Membership in Organizations:</u></p>

— 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 _____