



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

22 February 2007

MEMORANDUM CIRCULAR NO. 7

Series of 2007

T O: All Concerned

R E: 2007 Search for Outstanding Public Officials & Employees

Please be informed that the Civil Service Commission's Annual Search for Outstanding Public Officials and Employees is on.

You are therefore encouraged to nominate qualified faculty and staff for the various award categories. College Deans are likewise requested to nominate qualified faculty members and employees in their respective colleges. Attached is a copy of the guidelines for your information and guidance.

Please be guided accordingly.


PACIENCIA P. MILAN

President

In the case of a group nominee 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, President or Chairman (for nominee in constitutional commissions, government financial institutions, other national government agencies and state colleges and universities), Governor or Mayor (in local government units). Heads of agencies also refer to the following officials:

- Supreme Court Chief Justice (for members/staff of the Judiciary)
- Senate President (for members/staff of the Senate)
- Speaker of the House of Representatives (for members/staff of the House of Representatives)
- Vice-Governor/Vice-Mayor (for members/staff of the local Sanggunian)

Where the nominee is the Department or agency Head, endorsement of the concerned official is required:

- Executive Secretary (for Department Secretaries)
- Department Secretary (for Heads of Bureaus and Agencies attached to or under the Department)
- Chairperson of the Board of Regents or Board of Trustees (for President of SUCs)
- Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is under/attached (for Presidents of Corporations/ Government Financial Institutions)
- DILG Secretary (for Governors/Mayors)
- City/Municipal Mayor (for Punong Barangay)

3. The following data or information must be adequately provided:

- a. List of all the names of team members, including disqualified member/s with their respective positions and contributions attached. For group nominee with member/s who failed to qualify, state the reason for his/her/their disqualification. Only members who squarely meet the qualification requirements shall be included in the grant of award if selected as awardee.
- b. Highlight of outstanding accomplishments/norms manifested within the last five years. Accomplishments for the previous years may also be presented to establish consistency of nominee's performance or behavior.
- c. Use English in accomplishing the nomination forms.

4. An employee or official may be qualified for any of the three (3) awards, however, he/she should be nominated to only one (1) award in a given year.

- Honor awardees can still be nominated to the same or to another award five (5) years after conferment of his/her award, provided that the nomination is based on new set of accomplishments and/or exemplary norms/behavior manifested.

Nominees who are recipients of national awards given by private organizations/institutions shall be automatically considered for the Search

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.

Submission of Nominations

Nominations for all the three (3) awards must be submitted duly accomplished and endorsed by the Agency Head, to any Civil Service Commission Regional Office or Field Office on or before March 30, 2007.

Disqualifications

1. Non-submission of the requirements enumerated in the guidelines;
2. Any misrepresentation of information made in the nomination form and documents submitted;
3. Non-compliance with the instructions in accomplishing the nomination form; and
4. Nominees requesting member/s of the Committee on Awards and/or the Honor Awards Program Secretariat directly or thru their intermediaries special favor or consideration.

Forms of Rewards and Incentives

Lingkod Bayan and Dangal ng Bayan Awardees.

The *Lingkod Bayan* Awardees, individual and group, shall receive a gold gilded medallion and a plaque containing the citation and signature of the President of the Philippines, P100,000.00 cash reward and other forms of awards 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 *Dangal ng Bayan* Awardees shall receive a trophy designed and executed by National Artist 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 6713 otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees" dated February 20, 1989.

Pagasa Awardees

The *Pagasa* Awardees shall each receive a gold gilded medallion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission and a cash incentive of P50,000.00.

Deadline for Submission of Nominations - March 30, 2007

You may contact the Honor Awards Program Secretariat at Tel. Nos. 931-7993 and 932-0381; Telefax 932-0179

CSC Hotline 932-0111; TextCSC 0917-8398272

e-mail: paio@csc.gov.ph or hap@csc.gov.ph, or visit the CSC Central Office or any CSC Regional or Field Office



2007 Search for Outstanding Public Officials and Employees

Required Nomination Documents

Six (6) nomination folders (long) containing the following documents shall be submitted:

Principal Document:

Properly accomplished nomination form (HAP Form No. 1) filled out in a brief and concise manner. Information should be complete as this will be the same form that will be provided to the members of the Committee on Award for evaluation. Authenticity of the summary of accomplishments should be certified by the nominee, nominator, chairman of the office, provincial, regional or central Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the agency head at the last page thereof.

Attachments:

1. Personal Data Sheet of the nominee/s with passport size (1 1/2" x 2") photo with nametag taken within the last six (6) months.

*Certification issued by the **nominee** 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. In case of posthumous nomination, the highest ranking Administrative Officer (AO) or Legal Officer shall issue the certification.*

2. Copy of the latest Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking AO in the employing agency. (For individual nominees)

3. Clearances issued by the following agencies in the nominee/s' locality:
 - Bureau of Internal Revenue
- Tax Clearance valid during the nomination period.
 - National Bureau of Investigation
 - Office of the Ombudsman

For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 011352 dated August 10, 2001.

For group nominations, information on the team members, including those who do not squarely meet the qualification requirements, certified by the highest ranking AO or the Chairperson of the office, provincial, regional or central PRAISE Committee of the agency. For this purpose, use HAP Form No. 1-A.

----- o o o -----

Misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/ authority.

All nomination documents submitted shall be considered as records of the Commission, thus,

CIVIL SERVICE COMMISSION Annual Search for Outstanding Public Officials and Employees

NOMINATION FORM For Outstanding Work Performance (Lingkod Bayan and 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 Numbers: _____

For Individual Nominee

Residence Address: _____

Position: _____

Level of Position: ☐ First Level ☐ Second Level ☐ Third Level

Agency: _____

Agency Address: _____

Telephone/Cellphone Numbers: _____

Region: _____

Performance Rating (January-December FY ____): J-J ____ J-D ____

Office/Regional Office Head: _____

(signature over printed name)

Position: _____

Telephone/Cellphone No. _____

Head of Department/Agency: _____

(signature over printed name)

Position: _____

Telephone/Cellphone No. _____

THE NOMINATOR

Name: _____

(signature over printed name)

Position: _____

Telephone/Cellphone No. _____

Agency: _____

Address: _____

INFORMATION ON TEAM/GROUP MEMBERS
(For Group/Team Nominations)

Name of Members	Position/Agency	Contribution/s of each nominee <i>(including those of disqualified member/s)</i>	Performance Rating <i>(for the last two (2) rating periods)</i>	Reason for disqualification of the member/s, if any

- THIS FORM MAY BE REPRODUCED

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