



MC No. 18, s. 2012

MEMORANDUM CIRCULAR

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

SUBJECT : 2013 Search for Outstanding Public Officials and Employees

The Civil Service Commission (CSC) announces the launch of the **2013 Search for Outstanding Public Officials and Employees** as mandated in the 1987 Philippine Constitution, Executive Order Nos. 292 and 508, and as amended by Executive Order No. 77 and Republic Act No. 6713. The annual search for public service exemplars is administered by the CSC's Honor Awards Program (HAP) Secretariat.

Three awards categories, namely: the Presidential *Lingkod Bayan* Award, the Outstanding Public Official and Employee or the *Dangal ng Bayan* Award and the CSC *Pagasa* Award are at stake. The conferment of the awards form part of the Commission's advocacy of promoting a culture of excellence and of recognizing and rewarding women and men for outstanding work performance, contribution and superior accomplishments or for consistent manifestation of exemplary ethical behavior in public service.

For 2013, apart from individual nominations for the Presidential *Lingkod Bayan* and the CSC *Pagasa* Awards, **group/team nominations are strongly encouraged.**

The Outstanding Public Officials and Employees Awards Rites serve as the centerpiece of the month-long celebration of the Philippine Civil Service anniversary in September of every year.

Nomination forms and the documentation requirements are contained in the 2013 Enhanced HAP Guidelines and the brochures. Nomination form/s may be secured at any of the CSC's regional and field offices nationwide or downloaded at the CSC website, www.csc.gov.ph. Inquiries may also be sent to the HAP Secretariat at telephone numbers (02) 931-7993 and 932-0381, hotline (02) 932-0111, TextCSC 0917-839-8272 or via hap@webmail.csc.gov.ph or paio@webmail.csc.gov.ph.

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

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 public servants are enjoined to participate actively by submitting nominations to this prestigious Search. **Deadline for the submission of nominations is on March 29, 2013.**


FRANCISCO T. DUQUE III, MD, MSc
Chairman

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HONOR AWARDS PROGRAM
2013 Search for Outstanding Public Officials and Employees

I. SCOPE OF THE PROGRAM

The Honor Awards Program (HAP) shall cover all officials and employees in the career and non-career service of the government. This also includes appointive *barangay* officials and employees recognized as government employees pursuant to CSC Resolution No. 01-1352 dated August 10, 2001 which provides, as follows:

- 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.

However, employees, 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* are excluded from the coverage of the program.

II. CATEGORIES OF AWARD

A. Awards for Outstanding Work Performance

The awards for outstanding work performance are the following:

1. Presidential or *Lingkod Bayan* Award is 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 contribution may be a suggestion, innovation, invention or superior accomplishment; and
2. Civil Service Commission *Pagasa* Award is 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:

For Presidential or *Lingkod Bayan* and CSC *Pagasa* Awards Category

1. 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 employees.
2. 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.

B. 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*. This award is conferred to 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 for 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.

III. QUALIFICATION FOR NOMINATION

- A. Nominated officials and employees in the individual, group/team category must meet the following criteria:
1. Must be in the government service at the time of nomination, and accomplishments were carried out within the last three years immediately preceding the nomination;
 2. 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 official and/or employee;
 3. Have been rated at least Very Satisfactory or its equivalent for the last two performance rating periods prior to their nominations; and
 4. 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 or *Lingkod Bayan* or the CSC *Pagasa* Award, even if there are members who fail to meet squarely the above (Items 1 to 4) requirements. Said members, however, shall be excluded from the grant of award should the team/group be selected as a recipient.

IV. CRITERIA FOR EVALUATION

- A. For Outstanding Work Performance (Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards-Individual Category)
1. Noteworthiness of Outstanding Performance/Contribution/s – 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, whether it has far-reaching effect; the

number of persons 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 of the individual/group nominee as manifested by consistent outstanding performance based on historical data/work record.

B. For Outstanding Work Performance (Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa Awards-Group Category*)

1. Noteworthiness of Outstanding Performance/Contribution/s – 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, whether it has far-reaching effect; the number of persons 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 of the individual/group nominee as manifested by consistent outstanding performance based on historical data/work record.
5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness – The extent the group members motivate and support each other or the degree to which group members positively influence each other (for group/team nominee).

C. For Exemplary Conduct and Ethical Behavior (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.

V. WHO MAY NOMINATE

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 Honor Awards Program.

VI. REQUIRED NOMINATION DOCUMENTS

Nominators must submit only **ONE mother folder** containing the summary of accomplishments and other documentary requirements (see items A-I below). Only original clearances are required for submission. There is no need to photocopy the clearances.

Nominators need to provide the Secretariat with five additional copies of the summary of accomplishments (preferably two-page summary) which clearly state the impact of the nominee's accomplishments. These will be distributed to the members of the 2013 Committee on the Presidential *Lingkod Bayan* and CSC *Pagasa* Awards.

For the *Dangal ng Bayan*, nominees must narrate instances relative to the manifestation of exemplary conduct and ethical behavior.

Photocopies of training certificates, seminars, pictures of trophies/awards/medals/plaques are **NOT** among the requirement for submission or inclusion in the nomination folders. A list would suffice.

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

There are three categories of nominations under the HAP:

1. **Nomination for Outstanding Work Performance** to be accomplished by nominators for the Presidential or *Lingkod Bayan* Award and CSC *Pagasa* Award using HAP Form No. 1.

For group nomination, the nominator must additionally fill-up HAP Form No. 1-A, where the names of team members and other information on the group nomination must be supplied, certified by the highest ranking Administrative Officer or Chairperson, Program on Awards and Incentives for Service Excellence (PRAISE) of the Office or Agency. Below are the information needed to be supplied in HAP Form 1-A.

- Position and Agency (if nominee/s belong to different agencies);
- Detailed contribution/s of each nominee;
- Performance rating obtained in the last two rating periods (January-June 2012 and July-December 2012);
- Reason for disqualification of the member/s, if there is/are any; and

- CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo of the nominee with name tag taken in the last six months.

2. **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.

- B. CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo with name tag of the individual nominee and group/team members taken in 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 to be signed by the local, provincial, regional or national 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.
- D. 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.
- E. Detailed information on dismissed/decided case/s, if any.
- F. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2013) accountabilities secured from the Commission on Audit (COA).
- G. Copy of the 2012 Statement of Assets, Liabilities and Net Worth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
- H. Service record duly certified by the agency's Personnel Officer for evaluation purposes.
- 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;
 - Certificate of Non-Pending Administrative Case from the Civil Service Commission Regional Offices;
 - 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.

VII. PROCEDURE FOR NOMINATION

A. For Presidential or *Lingkod Bayan*, *Dangal ng Bayan* and CSC *Pagasa* Awards

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/Provincial or 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.

The Office Head refers nominations 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	Chief Justice, Supreme Court
Members/Staff of the Senate	Senate President
Members/Staff of the House of Representatives	Speaker of the House of Representatives
Governor/Mayor	DILG Secretary
Vice-Governor/Vice-Mayor	Governor/Mayor
Members/Staff of the Local	Vice-Governor/Vice Mayor

<i>Sanggunian</i>	
<i>Punong Barangay/Kagawad</i>	City/Municipal Mayor

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

Nominee	Endorsing Head of Agency
Department Secretaries	Office of the Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of SUCs	Chairperson of the Board of Regents
President of Corporations	Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is attached

B. The following information must be adequately provided:

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

Names of team members, including disqualified member/s, with their respective positions and contributions enumerated in detail. For group nominee with member/s who failed to qualify, state the reason for his/her disqualification. Only members who meet the qualification requirements shall be included in the grant of award if chosen as awardee. Please refer to HAP Form No. 1-A for details.

2. For Individual Nomination (Outstanding Public Officials and Employees or *Dangal ng Bayan*, Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa Awards*):

On Summary of Accomplishments/Norms of Conduct Manifested, the following information should be provided:

2.1 Highlights of outstanding accomplishments or exemplary norms manifested for the last five 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 of exemplary norms displayed and impact in brief, factual and in bullet form; and

- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.
3. 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.
 4. 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 norm/s displayed are considered exemplary.
 5. 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.
- C. Limitation on Nomination
1. Although there are three award categories under the Search, an employee or official should be nominated to only one award category.
 2. Honor awardees or those who have been previously conferred with any of the three award categories: 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 another 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.**
 3. Nominees who are recipients of national awards given by nationally recognized private organizations/institutions or award giving bodies, i.e. Metrobank Foundation's Search for Outstanding Teachers, Safety Organization of the Philippines, Inc.'s Search for Ten Outstanding Pilipino Firefighters, to name a few, shall be considered for the Search provided the documentary requirements prescribed under the 2012 HAP Guidelines are submitted to the HAP Secretariat within the set deadline.
- D. The names of the nominees to the three award categories: Presidential *Lingkod Bayan*, Outstanding Public Officials and Employees or *Dangal ng Bayan* and Civil Service Commission *Pagasa* who are **below 35 years old** will be endorsed to the Eastern Regional Organization for Public Administration (EROPA) to vie for the Outstanding Young Practitioner Award, which seeks to recognize young individuals in the field of public administration and governance.
- For more information on the Outstanding Young Practitioner Award, please log on to www.eropa.org.ph
- E. Government 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.

VIII. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

- A. Non-submission on the deadline set by the Commission, of any of the requirements enumerated under Items VI and VII of these Guidelines;
- B. Any misrepresentation of information made in the Nomination Form and in any of the documents submitted;
- C. Non-compliance with the instructions in accomplishing the Nomination Form; and
- D. 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.

IX. SUBMISSION OF NOMINATIONS

Nominations to the 2013 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 Provincial/Field or Regional Office **on or before March 29, 2013.**

X. FORMS OF REWARDS AND INCENTIVES

- A. **Presidential or *Lingkod Bayan* Awardees.** The Presidential or *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, P200,000.00 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.
- B. **Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees.** The Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees shall receive a trophy designed and executed by National Artist for Sculpture Napoleon V. Abueva, P200,000.00 cash reward and other forms of reward and incentives 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
- C. **CSC or *Pagasa* Awardee.** The CSC or *Pagasa* Awardees, individual and group, shall receive a gold-gilded medallion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission, and P100,000.00 cash reward provided under Section 6 (b) of the Omnibus Rules Implementing Book V of Executive Order No. 292.