



MC No. 25, s. 2013

MEMORANDUM CIRCULAR

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

SUBJECT : 2014 Search for Outstanding Public Officials and Employees

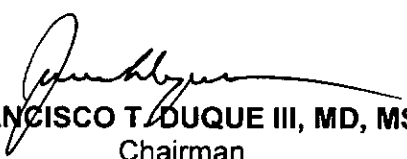
The Civil Service Commission announces the start of the 2014 Search for Outstanding Public Officials and Employees as mandated in the 1987 Philippine Constitution, Executive Order No. 292 or the 1987 Administrative Code, Executive Order No. 508, series of 1992, as amended by Executive Order No. 77, series 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 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 recognizing as well as rewarding civil servants for outstanding performance, contribution and achievements, and/or consistent manifestation of exemplary ethical behavior in the public service. Group nominations for the Presidential *Lingkod Bayan* Award and the Civil Service Commission *Pagasa* Award are strongly encouraged.

The Guidelines for the 2014 Search are herewith attached. Heads of agencies and state workers are enjoined to participate actively by submitting nominations to this prestigious Search. The guidelines and nomination forms may also be secured from the CSC Regional and Field offices nationwide or downloaded at the CSC website www.csc.gov.ph.

For inquiries, the HAP Secretariat may be reached through telephone numbers (02) 931-7993, (02) 932-03-81, (02) 932-01-11, TextCSC 0917-839-8272 or email addresses: hap@webmail.csc.gov.ph and hapsecretariat@yahoo.com.

Nominations shall be submitted to the CSC Regional and/or Field Offices. Deadline for submission of nominations is on **March 31, 2014**.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

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

HONOR AWARDS PROGRAM
Guidelines for the 2014 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. Appointive *barangay* officials and employees may also be nominated provided they meet all the following conditions pursuant to CSC Resolution No. 01-1352 dated August 10, 2001:

- 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, 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 who are not considered government employees, 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 official and/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 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 (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:

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.

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

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. QUALIFICATIONS FOR NOMINATION

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

1. Have rendered at least three (3) years of continuous government service. Accomplishments for which nominee is being recognized for should be made within the last three (3) years immediately prior to nomination. Said accomplishments should have been consistent and continuously carried out by the nominee during the 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*, even if there are members who fail to meet squarely the above (Items 1 to 4) qualification requirements. Said members, however, shall automatically be excluded from the grant of award should the team/group be selected as a recipient.



IV. CRITERIA FOR EVALUATION

- A. Presidential *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 as manifested by consistent outstanding performance based on historical data/work record.
- B. Presidential *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 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.
- C. 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 require the submission of only **one** (1) nomination folder containing the fully-accomplished prescribed HAP Nomination Form which shall show the summary of accomplishments, impact and other information, original clearances and other documentary requirement; and **five** (5) additional copies of the fully-accomplished prescribed HAP Nomination form, excluding copies of clearances.

- A. Completely filled out HAP Nomination form:
 1. **HAP Form No. 1** – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Individual Category)
 2. **HAP Form No. 2** – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Group Category)
 3. **HAP Form No. 3** – Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award
- B. Nominee's 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 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. Certification issued by the nominee 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 or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.



For posthumous nomination/s, certification issued by the highest ranking Administrative Officer or Legal Officer is required.

- E. Detailed information on dismissed/decided case/s of the nominee, if any.
- F. Certifications 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.
- G. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2013 to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor.
- H. Copy of the Statement of Assets, Liabilities and Networth (SALN) for the year 2012 of the individual nominee or each member of the group nominee certified by the highest ranking Administrative Officer in the employing agency. In case the nominee will be selected as semi-finalist, he/she will be required to submit a copy of his/her 2013 SALN certified by the highest ranking AO.
- I. Service record duly certified by the agency's HRMO.
- J. Nominee's clearances issued within the last three (3) months prior to nomination, from the following agencies in his/her locality:
 - National Bureau of Investigation and
 - 2012 BIR Tax Clearance

The CSC Regional Office shall issue Clearance for Pendency or No Pendency of Administrative Case to the nominee, *free of charge*.

The HAP Secretariat, on the other hand, shall facilitate the request for negative listing from the Office of the Ombudsman, Sandiganbayan, CSC Central Office – Office for Legal Affairs, and the Commission on Human Rights.

- K. 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 disqualification and 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.



VI. PROCEDURE FOR NOMINATION

A. For Presidential *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) or its equivalent.
2. Nominations must be approved and endorsed by the office, provincial or regional PRAISE Committee or its equivalent 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 or its equivalent, the department/agency 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 or its equivalent and the Agency Head of the lead agency shall approve/endorse the nomination.

The Agency Head shall refer 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:

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
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:

Nominee	Endorsing Head of Agency
Department Secretaries Heads of Bureaus and Agencies attached to or under the Departments	Executive Secretary 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. 2 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 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; 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. The CSC Regional Directors shall review and evaluate the nomination and shall have the option to reclassify the nominations based on the appropriate award category prior to submission to the HAP Secretariat.
 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 2014 HAP Guidelines are submitted to the HAP Secretariat within the set deadline.
- D. Individual winners of 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 in ten member countries from the Asia Pacific Region.
- E. Government agencies are expected to nominate their exemplars. There is no limit to the number of nominees which the agency may file in any of the award categories provided the nominees comply with the requirements.



VII. 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; Non-compliance with the instructions in accomplishing the Nomination Form; and
- 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.

VIII. SUBMISSION OF NOMINATION

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.

Nominations to the 2014 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 31, 2014.**

