



MC No. 7, s., 1997

MEMORANDUM CIRCULAR

**TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES,
AND AGENCIES OF THE NATIONAL GOVERNMENT
UNITS INCLUDING GOVERNMENT-OWNED AND
CONTROLLED CORPORATIONS WITH ORIGINAL
CHARTERS AND STATE COLLEGES AND UNIVERSITIES**

SUBJECT : Search for the 1997 Outstanding Public Officials and Employees

Pursuant to Executive Order Nos. 334 and 292 and Republic Act No. 6713, the Civil Service Commission is once again undertaking the nationwide search for Outstanding Public Officials and Employees.

The Search aims to give due recognition to officials and employees in government who have shown outstanding performance and achievements and or demonstrated exemplary ethical behavior.

The awards to be conferred are the following:

A. Award for OUTSTANDING WORK PERFORMANCE pursuant to EO 334 and 292

- **Presidential Lingkod Bayan Award** is conferred to an *individual* for consistent dedicated performance exemplifying the best in any of the profession or occupation resulting in the successful implementation of an idea or performance which is of significant effect to the public or principally affects national interest, security and patrimony.

The award is conferred by the President of the Philippines during the Philippine Civil Service Week anniversary every September of the year.

- **Civil Service Commission Pagasa Award** is conferred to a group of individuals or team who has demonstrated outstanding teamwork and cooperation which resulted in the successful achievement of its goals and greatly improved and facilitated the delivery of public service, effected economy in operation, improved working conditions or otherwise benefited the government.

The award is conferred by the Chairman of the Civil Service Commission during the Philippine Civil Service Week Anniversary every September of the year.

B. Award for OUTSTANDING ETHICAL BEHAVIOR pursuant to RA 6713

- **Outstanding Public Service Award or the Dangal ng Bayan Award** is conferred to officials and employees for his consistent observance of one or more of the eight (8) norms of conduct laid under RA 6713.

The award is conferred by the President of the Philippines during the Philippine Civil Service Week anniversary every September of the year.

As an incentive to our government workforce, all agencies are required to submit at least two (2) nominations to the 1997 Outstanding Public Officials and Employees. Nominations may be submitted to the Awards Secretariat, Civil Service Commission or any of its Regional, Provincial, Field Offices on or before May 31, 1997. Nominations submitted after said date shall be included in the next year's Search. Acceptance of nominations is a continuing activity of the Commission and therefore, nominations may be received anytime of the year.

You are hereby enjoined to convene your respective Agency/Department Suggestions and Incentive Awards (SIAC) created pursuant to Section 11, Rule X of the Omnibus Rules and Regulations Implementing Book V of EO 292. The SIAC shall recommend to the Agency Head the nominees to the Awards. In the case of Dangal ng Bayan awardees, any person may submit the nominations directly to the Civil Service Commission. All Departmental Awardees or "Kapwa" awardees maybe nominated to the said Awards.

The flyers containing the implementing guidelines and nomination forms, which you may reproduce, are attached for your reference and guidance.


CORAZON ALMA G. DE LEON
Chairman

January 28, 1997

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SEARCH FOR THE



1997

OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

DANGAL NG BAYAN AWARDS

*Awards for Exemplary
Ethical Behavior*

DANGAL NG BAYAN AWARD

Nomination is open to all officials and employees in the government, elective and appointive, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

BASES FOR THE AWARDS

The Award shall be granted to all officials and employees in the government who have demonstrated exemplary service and behavior on the basis of their observance of one or more of the following norms of conduct:

- *Commitment to public interest*
- *Professionalism*
- *Justness and sincerity*
- *Political neutrality*
- *Responsiveness to the public*
- *Nationalism*
- *Commitment to democracy*
- *Simple living*

REQUIREMENTS FOR NOMINATIONS

The following documents shall be submitted in three (3) copies:

- *Duly accomplished nomination form;*
- *Personal data sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the department, office or agency;*
- *Certification by the head of the department, office or agency on the nominee's:*
 - a) *Length of government service*
 - b) *Latest salary received, and*
 - c) *Record of criminal and/or administrative offense or pending case against the nominee, if any. If none, state so; and*

- *Clippings, citations, publications, pictures, if any, in support of the nomination.*

PROCEDURE FOR NOMINATION

Any person may nominate a public official or employee using the prescribed form. Nomination may be submitted directly to the Secretariat, Committee on Awards.

WHERE TO SUBMIT NOMINATIONS

All nominations must be submitted to the Secretariat, Committee on Awards, Civil Service Commission, Constitution Hills, Diliman, Quezon City, or to any of the Civil Service Regional/Provincial/Field Offices.

THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR THE 1997 AWARDS IS MAY 31, 1997.

FOR MORE DETAILS PLEASE SEE/CALL

The Secretariat
Committee on Awards
Human Resource Development Office
Civil Service Commission
Constitution Hills, Diliman, Quezon City
with Telephone Nos. 931-80-19/931-80-47/931-41-82
or
any of the Civil Service Regional/
Provincial/Field Offices covering your area.

SEARCH FOR THE



1997 OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

LINGKOD BAYAN AND PAGASA AWARDS

*Awards for Outstanding
Work Performance*

LINGKOD BAYAN AND PAGASA AWARDS (Presidential and Civil Service Commission Awards)

Nomination is open to all officials and employees in the career or non-career service of the national and local governments, including those in the state universities and colleges, and government-owned or controlled corporations with original charters.

BASES FOR THE AWARDS

Presidential or Lingkod Bayan Award is conferred to an individual for consistent dedicated performance exemplifying the best in any of the profession or occupation resulting in the successful implementation of an idea or performance which is of significant effect to the public or principally affects the national interest, security and patrimony.

Civil Service Commission or Pagasa Award is conferred to a group of individuals or team who has demonstrated outstanding teamwork and cooperation which resulted in the successful achievement of its goal and greatly improved/facilitated the delivery of public service, effected economy in operation, improved working condition or otherwise benefitted the government.

REQUIREMENTS FOR NOMINATIONS

The following documents shall be submitted in three (3) copies:

- Duly accomplished nomination form;*
- Personal data sheet of the nominee/nominees duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency;*
- Certification of Performance Rating (at least Very Satisfactory or its equivalent) for the last two (2) consecutive rating periods prior to nomination duly signed by the highest HRMO of the employing agency. In the case of nomination for the Pagasa Award, a certification that the accomplishment of the team/group was approved and implemented by the agency duly signed by the head of agency;*
- Certification of the highest HRMO/Legal Officer in the Agency that the nominee/s has/have not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has/have no pending case against him/them at the time of nomination;*

NBI clearance.

5 cm. x 5 cm. photo of nominee/s with his/their name/s written at the bottom side of the picture.

PROCEDURE FOR NOMINATION

The immediate supervisor, his/their co-worker or any private person or organization may nominate a public official/employee or group. Nominations must be submitted in the prescribed form to the Agency Suggestions and Incentive Awards Committee (SIAC) for evaluation. Department/Agency nominations must be duly signed by the Chairman of the SIAC approved/endorsed by the Head of Office.

WHERE TO SUBMIT NOMINATIONS

All nominations must be submitted to the Secretariat, Committee on Awards, Civil Service Commission, Constitution Hills, Diliman, Quezon City, or to any of the Civil Service Regional/Provincial/Field Offices.

**THE CUT-OFF DATE FOR INCLUSION OF
NOMINATION FOR THE 1997 AWARDS IS *MAY 31, 1997.***

FOR MORE DETAILS PLEASE SEE/CALL

The Secretariat
Committee on Awards
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or

any of the Civil Service Regional/
Provincial/Field Offices covering your area.

Republic of the Philippines
Civil Service Commission
Quezon City

AWARDS FOR OUTSTANDING WORK PERFORMANCE
(Presidential and Civil Service Commission Awards)

NOMINATION FORM

1. **Printed Name of Individual or Group Nominee:**

(Surname)

(First Name)

(M.I.)

2. **Date of Birth :** _____ 3. **Age:** _____

4. **Position:** _____

5. **Office/Agency:** _____ 6. **Tel. No(s):** _____

7. **Office Address:** _____ 8. **Region:** _____

9. **Nomination for (Please check the appropriate box):**

PRESIDENTIAL OR LINGKOD BAYAN AWARD (Individual)

CIVIL SERVICE COMMISSION OR PAGASA AWARD (Group)

10. **Summary of Outstanding Achievement/s (You may use extra sheets):**

11. **Significant effect of accomplishments: (either government wide or department wide)**

SIAC Chairman: _____ **Signature:** _____

Head of Agency: _____ **Signature:** _____

Endorsement by: _____ **Signature:** _____