



MC No. 02, s. 2000

**MEMORANDUM CIRCULAR**

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

**SUBJECT :** Search for Outstanding Public Officials and Employees

Pursuant to the Administrative Code of 1987 (Executive Order No. 292), Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, and Republic Act No. 6713, the Civil Service Commission hereby announces the **Search for Outstanding Public Officials and Employees for the new millenium.**

An annual, nationwide undertaking, the Search aims to give due recognition to officials and employees in government who have displayed outstanding work performance and ethical behavior. By this, we hope to instill among the bigger part of the government workforce the same quality of performance and commitment in public service.

The awards to be conferred are the following:

**A. Award for Outstanding Work Performance pursuant to Executive Orders No. 292 and 508, as amended by Executive Order No. 77.**

- \* **Presidential or *Lingkod Bayan* Award** is conferred on 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 celebration of the Philippine Civil Service Month every September of the year.

- \* **Civil Service Commission or *Pagasa* Award** is conferred on 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 benefitted the government.

The award is conferred by the Chairman of the Civil Service Commission in a separate fitting ceremonies during the celebration of the Philippine Civil Service Month every September of the year.

**B. Award for Exemplary Ethical Behavior pursuant to RA No. 6713**

- \* **Outstanding Public Service Award or the *Dangal ng Bayan* Award** is conferred on a government official or employee for his/her consistent observance of one or more of the eight (8) norms of conduct laid under RA 6713.

The *Lingkod Bayan* and *Dangal ng Bayan* awardees, are entitled to automatic promotion or salary increase equivalent to the next higher position in addition to the Presidential plaque and gold-gilded medallion (for *Lingkod Bayan* Award) and trophy designed and executed by Dean Napoleon Abueva (for *Dangal ng Bayan* Award). This year the awardees shall also receive a cash bonus of P100,000.00 each.

To ensure, therefore, that all deserving officials and employees shall be rewarded, you are hereby enjoined to conduct an annual search for outstanding individuals or groups in your respective departments and agencies. Henceforth, all departments and agencies shall submit to the Commission at least two (2) nominations for each award category for the Outstanding Public Officials and Employees Awards every year. All Department or Kapwa awardees may be nominated to the said Awards.

For this purpose, you are likewise enjoined to convene your respective Agency/Department Suggestions and Incentive Awards Committee (SIAC) created pursuant to Section 11, Rule X of the Omnibus Civil Service 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 the *Dangal ng Bayan* Award, any person may submit the nominations directly to the Civil Service Commission.

All nominations shall be submitted to any of the Civil Service Regional, Provincial or Field Offices on or before May 15 of any given year. Nominations submitted after said date shall be included in next year's Search.

The flyers containing the implementing guidelines and nomination forms, which may be reproduced, are attached for your guidance and perusal.

This Memorandum Circular shall take effect immediately.

  
CORAZON ALMA G. DE LEON  
Chairman

02 February 2000  
HRDO  
mc-hap



## SEARCH FOR

# OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

To be conferred the  
**PRESIDENTIAL HONOR AWARD**

## Lingkod Bayan Award

*Award for Outstanding  
Work Performance*

### **LINGKOD BAYAN AWARD** (Presidential Award)

Nomination is open to all officials and employees in the career and 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 on 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.

### **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 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;
- Certification of the highest HRMO/legal Officer in the Agency that the nominee has not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has no pending case against him/them at the time of nomination;
- NBI clearance.
- 5 cm. x 5 cm. photo of nominee with his/her name written at the bottom side of the picture.

### **PROCEDURE FOR NOMINATION**

The immediate supervisor, his/her co-worker or any private person or organization may nominate a public official/employee. 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.

### **SUBMISSION OF NOMINATIONS**

All nominations must be submitted to any of the Civil Service Regional/Provincial/Field Offices covering your area.

**THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR THE YEAR 2000 AWARDS IS MAY 15, 2000.**

### **NOTE :**

All documents submitted shall become the properties of the Commission and shall be retained or disposed of six (6) months after the date of conferment of the award.

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.

Republic of the Philippines  
Civil Service Commission  
Quezon City

**AWARD FOR OUTSTANDING WORK PERFORMANCE  
(Presidential or Lingkod Bayan Award)**

**NOMINATION FORM**

1. Printed Name of Nominee:

\_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

2. Date of Birth: \_\_\_\_\_ 3. Age: \_\_\_\_\_

4. Position: \_\_\_\_\_

5. Length of Service in Government: \_\_\_\_\_

6. Office/Agency: \_\_\_\_\_ 7. Region: \_\_\_\_\_

8. Agency Address: \_\_\_\_\_ 9. Tel. No(s): \_\_\_\_\_

10. Residence: \_\_\_\_\_ 11. Tel. No(s): \_\_\_\_\_

12. Educational Attainment: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Significant effect of accomplishments (either government-wide or department-wide) You may use extra sheet.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominator's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Office/Address: \_\_\_\_\_ Tel.No(s): \_\_\_\_\_

SIAC Chairman: \_\_\_\_\_ Signature: \_\_\_\_\_

Head of Agency: \_\_\_\_\_ Signature: \_\_\_\_\_

Attach  
1 1/2" x 1 1/2"  
Color ID Picture  
here.



## SEARCH FOR

# OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

To be conferred by the  
President of the Philippines

## Dangal ng Bayan Award

Award for Exemplary  
Ethical Behavior

### DANGAL NG BAYAN AWARD

The Award shall be granted to any official and employee who has demonstrated exemplary service and conduct on the basis of his/her observance of one or more of the following norms of behavior as provided for under Republic Act No. 6713:

- commitment to public interest;
- professionalism;
- justness and sincerity;
- political neutrality;
- responsiveness to the public;
- nationalism and patriotism;
- commitment to democracy; and
- simple living.

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.

### 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 offenses or pending case against the nominee, if any. If none, state so;

- d) Performance Rating (at least Very Satisfactory or its equivalent) for the last two consecutive rating periods prior to nomination; 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.

### SUBMISSION OF NOMINATIONS

All nominations must be submitted directly to any of the Civil Service Regional/Provincial/Field Offices covering your area.

**THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR THE YEAR 2000 AWARD IS MAY 15, 2000.**

### NOTE:

All documents submitted shall become the properties of the Commission and shall be retained or disposed of six (6) months after the date of conferment of the award.

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. 931-80-19/931-90-4/7931-41-82  
or  
any of the Civil Service Regional/  
Provincial/Field Offices covering your area.

**AWARD FOR EXEMPLARY ETHICAL BEHAVIOR  
(Dangal ng Bayan Award under RA 6713)**

**NOMINATION FORM**

1. Printed Name of Nominee:

(Last)	(First)	(Middle)	
2. Date of Birth: _____		3. Age: _____	Attach 1 1/2" x 1 1/2" Color ID Picture here.
4. Position: _____			
5. Length of Service in Government: _____			
6. Office/Agency: _____		7. Region: _____	
8. Agency Address: _____		9. Tel. No(s): _____	
10. Residence: _____		11. Tel. No(s): _____	
12. Educational Attainment: _____			

A. Answer the following questions in separate sheets. Indicate by number where each answer belongs. Answers must be brief and factual and typewritten double-spaced.

1. Describe the behavioral performance, conduct or achievement of the nominee in the observance of the norms of conduct which has been consistently outstanding or exemplary. (Please refer to MC No. 56, s. 1989)
2. Justify why the achievement is extraordinary and easily distinguishable for its uniqueness and originality.
3. Cite the risk or the factor inherent in the work.  
(This refers to the dangerous element/factor or temptation substantially present in the work)

Nominator's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Office Address: \_\_\_\_\_ Tel. No(s): \_\_\_\_\_

B. Endorsement by three persons of reputable status in the community, and/or by the religious, civic or government organizations.

1. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Occupation: \_\_\_\_\_ Tel. No(s): \_\_\_\_\_

2. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Occupation: \_\_\_\_\_ Tel. No(s): \_\_\_\_\_

3. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Occupation: \_\_\_\_\_ Tel. No(s): \_\_\_\_\_



**SEARCH FOR  
OUTSTANDING  
PUBLIC OFFICIALS  
AND EMPLOYEES**

**To be conferred the  
CIVIL SERVICE COMMISSION AWARD**

**Pagasa Award**  
*Award for Outstanding  
Teams in the Government*

**CIVIL SERVICE COMMISSION or PAGASA AWARDS**

Nomination is open to all officials and employees in the career and non-career services 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**

*Civil Service Commission or Pagasa Award* is conferred on 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 benefited the government

**REQUIREMENTS FOR NOMINATIONS**

- The following documents shall be submitted in three (3) copies:
  - Duly accomplished nomination form;
  - Personal data sheet of the 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 two consecutive rating periods prior to nomination duly signed by the highest HRMO of the employing agency;
  - 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 nominees have not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has/have no pending case against them at the time of nomination;
  - NBI clearance.

5 cm. x 5 cm. photo of nominees with their names written at the bottom side of the picture.

**PROCEDURE FOR NOMINATION**

The immediate supervisor, their co-worker or any private person or organization may nominate a 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.

**SUBMISSION OF NOMINATIONS**

All nominations must be submitted to any of the Civil Service Regional/Provincial/Field Offices covering your area.

**THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR THE YEAR 2000 AWARDS IS MAY 15, 2000.**

**NOTE :**

All documents submitted shall become the properties of the Commission and shall be retained or disposed of six (6) months after the date of the conferment of award.

**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.

Republic of the Philippines  
Civil Service Commission  
Quezon City

**AWARD FOR OUTSTANDING TEAM/S IN THE GOVERNMENT  
(Civil Service Commission Pagasa Award)**

**NOMINATION FORM**

1. Printed Name of Group/Team Nominee: \_\_\_\_\_

2. Office/Agency: \_\_\_\_\_ 3. Region: \_\_\_\_\_

4. Agency Address: \_\_\_\_\_ 5. Tel. No(s): \_\_\_\_\_

6. No. Group/Team Members: \_\_\_\_\_

7. Name/s of Team Leader/Members and Position:

Team Leader/Members

Position

Team Leader/Members	Position

(You may use extra sheets)

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Significant effect of accomplishments (either government wide or department wide) You may use extra sheet

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nominator's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Office/Address: \_\_\_\_\_ Tel.No(s): \_\_\_\_\_

SIAC Chairman: \_\_\_\_\_ Signature: \_\_\_\_\_

Head of Agency: \_\_\_\_\_ Signature: \_\_\_\_\_