



M.C. No. 08, s. 2018

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Availment of Scholarship and Executive Check-up of Honor Awards Program (HAP) Awardees**

In recognition of the significant contributions of the awardees of the annual Search for Outstanding Government Workers, the Commission has approved the availment of scholarship and free annual executive check-up on official time for the public service exemplars awarded in 2018 and thereafter, as provided in CSC Resolution No. 1800478 promulgated 16 May 2018.

The Commission further enjoins agency heads to allow the awardees to avail of said benefits on official time subject to the following conditions:

1. The HAP awardees shall make representations with agency heads regarding the intent to avail of the scholarship grant and executive check-up coursed through the Human Resource Management Office (HRMO);
2. The HAP awardees shall ensure that their official responsibilities, targets and accomplishments will not be compromised;
3. For availment of executive check-up, HAP awardees shall submit the schedule of their intent to avail to the agency HRMO at least one week in advance for information and to ensure that the availment of said benefit shall not be deducted from their leave credits; and
4. For availment of scholarship, HAP awardees shall immediately submit to the agency HRMO the notice of acceptance from the university where they will avail of the benefit. They should likewise submit the schedule of registration, enrolment, and their class schedule for information and to ensure that the availment of the scholarship shall not be deducted from their leave credits. It is incumbent of the awardee to furnish their immediate supervisor/head of office, a copy of said documents for proper monitoring of accomplishments and accountability.

  
**ALICIA dela ROSA-BALA**  
Chairperson

04 JUN 2018

Bawat Kawani, Lingkod Bayani



**HONOR AWARDS PROGRAM**  
Re: Scholarship and Free Executive  
Check-up on Official Time for  
HAP Awardees  
X-----X

**Number** : 1800478  
**Promulgated** : 16 MAY 2018

### RESOLUTION

**WHEREAS**, pursuant to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, Executive Order No. 292, otherwise known as the “Administrative Code of 1987” and its Implementing Rules and Regulations, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, the Civil Service Commission (CSC), together with its duly appointed partners, shall administer an annual nationwide Search for Outstanding Public Officials and Employees under the auspices of the Honor Awards Program (HAP) Secretariat;

**WHEREAS**, the HAP awardees or one of their qualified beneficiaries are entitled to avail of the scholarship grant within five (5) years from the time they were conferred their award and free annual executive check-up within one (1) year from the time they were conferred their award;

**WHEREAS**, the Commission entered into a Memorandum of Agreement (MOA) with the University of the Philippines (UP), Philippine Normal University (PNU) and Mariano Marcos State University (MMSU) for the provision of scholarship to the awardees of the annual Search for Outstanding Public Officials and Employees for 2016, 2017 and 2018;

**WHEREAS**, the Commission entered into a Memorandum of Agreement with the Philippine General Hospital (PGH), National Kidney and Transplant Institute (NKTI) and the Lung Center of the Philippines (LCP) for the provision of free annual executive check-up to the awardees of the annual Search for Outstanding Public Officials and Employees for 2016, 2017 and 2018;

**WHEREAS**, the PGH, NKTI and the LCP which offer the free annual executive check-up, are all based in Metro Manila;

**WHEREAS**, the HAP Secretariat conducted a survey relative to the availment of scholarship and executive check-up by the HAP awardees and part of the reasons cited for not availing thereof is not having time to avail of the same due to workload and not being allowed to avail of said benefits on official time or official business, hence, the low turn out in the availment of said benefits;

**WHEREFORE**, the Commission **RESOLVES** to **APPROVE** the availment of the HAP awardees of the scholarship and free annual executive check-up during official time as incentive for their significant contributions to public service.

The Commission **FURTHER RESOLVES** that agency heads should be enjoined to allow their awardees to avail of said benefits on official time subject to the following conditions:

1. The HAP awardees shall make representations with their heads of agency regarding their intention to avail of the scholarship grant and executive check-up on official time coursed through the Human Resource Management Office (HRMO);

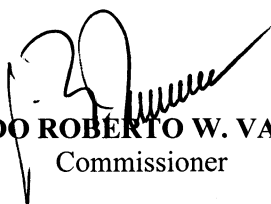
**Bawat Kawani, Lingkod Bayani**

2. The HAP awardees shall ensure that their official responsibilities, targets and accomplishments will not be compromised;
3. For availment of executive check-up, HAP awardees shall submit the schedule of their executive check-up to the agency HRMO at least one week in advance for information and to ensure that availment of said benefit shall not be deducted from their leave credits; and
4. For availment of scholarship, HAP awardees shall submit immediately to the agency HRMO the notice of acceptance from the University where they will avail of the said benefit. They should likewise submit the schedule of registration, enrolment and their class schedule for information and to ensure that availment of said benefit shall not be deducted from their leave credits. It is incumbent upon the awardee to furnish their immediate supervisor/head of office a copy of said documents for proper monitoring of accomplishments and accountability.

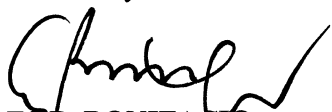
The Commission **FINALLY RESOLVES** that the availment of the scholarship and free annual executive check-up on official time shall be effective beginning in 2018.

Quezon City.

  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**LEOPOLDO ROBERTO W. VALDEROSA, JR.**  
Commissioner

**VACANT**  
Commissioner

Attested by:  
  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office