

**Required Nomination Documents**

**N**omination folders should contain the following documents and must be submitted in six copies (1 original and 5 certified photocopies):

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

Nomination for Outstanding Work Performance to be accomplished by nominator/s for the Presidential *Lingkod Bayan* and CSC *Pagasa* Awards using HAP Form No. 1 for individual nomination.

In group nomination, the nominator must additionally fill-up HAP Form No. 1-A (Names of team members, including those who do not meet the qualification requirements, with the following information: certified by the highest ranking Administrative Officer (AO) or Chairperson, Program on Awards and Incentives for Service Excellence (PRAISE) of the Office or Agency, whether in the national, provincial or regional level):

- Position and agency (if nominees belong to different agencies);
- Detailed contribution/s of each nominee (including those of disqualified member/s to the group/s' accomplishments;
- Performance rating obtained in the last two rating periods (January-June 2009 and July-December 2009);
- Reason for disqualification of the member/s, if there is/are any; and
- CS Form 212 or Personal Data Sheet (PDS) with passport size (1 1/2" x 2") photo of the nominee with name tag taken in the last six months.

B. CS Form 212 or PDS of the nominee/s with passport size (1 1/2" x 2") photo with nametag taken within 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 Chairperson, except for nominations of Heads of Departments/Agencies, and Government-

Owned and Controlled Corporations (GOCCs), Chief Executive of Local Government Units (LGUs) and Presidents of State Universities and Colleges (SUCs).

D. Certification issued by the nominee and in the case of posthumous nomination/s, certification issued by the highest ranking AO or Legal Officer that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude nor has any pending administrative or criminal case against him/her at the time of nomination.

E. Detailed information on dismissed/decided case/s, if any.

F. Certification or clearance of No Unliquidated Cash Advances and Disallowances secured from the Commission on Audit (COA).

G. Copy of the 2008 or 2009 Statement of Assets, Liabilities and Network of the nominee certified by the highest ranking AO in the employing agency. *(For individual nominees)*

H. Clearances issued in the last three months from the following agencies in the nominee's locality:  
 - National Bureau of Investigation;  
 - Office of the Ombudsman; and  
 - 2010 BIR Tax Clearance (applicable for individual nominees only)

For appointive Barangay officials and employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

I. Photocopies of nominee's clippings, news items, pictures of the nominee/s at work and other documents to support the nomination.

Any misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority.

All nomination folders and documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee. •

**CIVIL SERVICE COMMISSION  
 2010 Search for Outstanding  
 Public Officials and Employees**

**NOMINATION FORM**  
 For Outstanding Work Performance

**(Presidential *Lingkod Bayan* and CSC *Pagasa* Awards)**

Nomination for:

- Lingkod Bayan* Award: \_\_\_ Individual \_\_\_ Group  
 *Pagasa* Award : \_\_\_ Individual \_\_\_ Group

**THE NOMINEE**

Name (Individual/Group Nominee): \_\_\_\_\_

*(Use HAP Form No. 1-A for names of group/team members)*

No. of Team Members: \_\_\_\_\_

Name of Team Leader: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

**FOR INDIVIDUAL NOMINEE**

Residence/Address: \_\_\_\_\_

Position Title: \_\_\_\_\_

Level of Position:  1<sup>st</sup> Level  2<sup>nd</sup> Level  3<sup>rd</sup> Level

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_ Region: \_\_\_\_\_

Performance Rating (Jan.-Dec. 2009): J-J \_\_\_ J-D \_\_\_

**FOR ENDORSING OFFICIALS**

Office/Regional Office Head: \_\_\_\_\_  
*(Signature over printed name)*

Position Title: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

Head of Department/Agency: \_\_\_\_\_  
*(Signature over printed name)*

Position Title: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

**THE NOMINATOR**

Name: \_\_\_\_\_  
*(Signature over printed name)*

Position: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address: \_\_\_\_\_

- THIS FORM MAY BE REPRODUCED -

