

SCOPE OF THE PROGRAM

The Honor Awards Program shall apply to all officials and employees in the career service and non-career service of the government. This includes appointive *barangay* officials and employees recognized as government employees pursuant to the conditions set under CSC Resolution No. 01-1352 dated August 10, 2001. However, employees whose nature of employment fall either under job order or contract of service are excluded from the coverage of the program.

CATEGORIES OF AWARD

- A. **Presidential *Lingkod Bayan* Award** 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 contributions may be a suggestion, innovation, invention or superior accomplishment.
- B. **CSC *Pagasa* Award** 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:

1. formal structures to include a section, division, office, service, regional office or even an agency; and
2. 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.

The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. For the Presidential *Lingkod Bayan* Award, the members of the group/team should not exceed fifteen.

- C. **Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award** conferred on an individual for performance or 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.

QUALIFICATIONS

Nominated officials and employees, either in individual or group category, must meet the following criteria:

1. Must be in the government service at the time of nomination. A posthumous nomination may be 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 death of the official and/or employee;
2. Have been rated at least *VS* or its equivalent for the last two performance rating periods prior to their nominations; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude and have no pending administrative or criminal case at the time of nomination

A group or team may be nominated to either the Presidential *Lingkod Bayan* Award or the CSC *Pagasa* Award, member/s who fail to meet squarely the above qualification requirements. Said members, however, shall be excluded from the grant of such award, should the team/group be chosen as an awardee.

CRITERIA FOR EVALUATION

- A. For Outstanding Work Performance (Presidential *Lingkod Bayan* and CSC *Pagasa* Awards)
 - a. Noteworthiness of outstanding performance/contribution/s;
 - b. Impact of performance/achievement;
 - c. Reliability and effectiveness;
 - d. Consistency of performance; and
 - e. Demonstrated teamwork, cooperation, camaraderie and cohesiveness (for group/team nominee)
- B. For Exemplary Conduct and Ethical Behavior (Outstanding Public Officials and Employees or the *Dangal ng Bayan* Award)
 - a. Quality and consistency of behavioral performance;
 - b. Impact of behavioral performance;
 - c. Risk or temptation inherent in the work;
 - d. Obscurity of the position;
 - e. Years of service; and
 - f. Other similar circumstances or considerations in favor of the particular nominee.

WHO MAY NOMINATE

Any individual or organization with extensive knowledge of the outstanding work performance and/or exemplary ethical behavior of the official, employee or group/team may nominate an individual or group of individuals for a specific category in the Honor Awards Program.

PROCEDURE FOR NOMINATION

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) for the Committee's evaluation.

2. Nominations must be approved and endorsed by the office, provincial or regional PRAISE Committee Chairperson to the Department/Agency head which, in turn, endorses the nomination to the Honor Awards Program Secretariat through the CSC Field Office/Regional Offices.

In the absence of a duly constituted and operational PRAISE Committee, the department/agency (office/unit) 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 and Agency Head of the lead agency shall approve/endorse the nomination.

Department/Agency Head refers to the Department Secretary, Chairperson or President (in national government agencies, constitutional commissions, government financial institutions, and state universities and colleges), and Governor or Mayor (in local government units). Heads of agencies also refer to the following officials:

Nominee	Endorsing Head of Agency
Members/Staff of the Judiciary	Supreme Court Chief Justice
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
Governors/Mayors	DILG Secretary
Vice-Governor/Vice-Mayor	Governor/Mayor
<i>Punong Barangay</i>	City/Municipal Mayor

Where the nominee is the Agency Head, endorsement by the supe-

Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies attached to or under the Department	Department Secretary
President of SUCs	Chairman, Board of Regents
President of Corporations	Chairman, Board of Trustees or Secretary of the Dept. to which the Corporation is attached

3. The following data or information must be adequately provided:
For Group nomination (Presidential *Lingkod Bayan* and CSC *Pagasa* Awards):

Names of group or 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 squarely meet the qualification requirements shall be included in the grant of award if selected as awardee. Please refer to HAP Form 1-A for details.

For Individual nomination (all three award categories)

- a. Highlights of outstanding accomplishments or exemplary norms manifested for the last five years.
 - b. 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.
 - c. 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.
 - d. 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.
4. An employee or official may be qualified for any of the three awards, he/she should be nominated to only one award category.

Use English in accomplishing the Nomination Forms.

5. While agencies are expected to nominate their exemplars, there is no limit to the number of nominees which the agency may field in any of the award categories provided the nominees comply with the requirements.

GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

1. Non-submission on the deadline set by the Commission, of any of the requirements enumerated in Items VI and VII of the Enhanced 2010 Guidelines;
2. Any misrepresentation of information made in the Nomination Form and documents submitted;
3. Non-compliance with the instruction in accomplishing the Nomination Form; and
4. Nominees requesting member/s of the Committee on Awards and/or the Honor Awards Program Secretariat directly or thru their intermediaries, special favor or consideration.

SUBMISSION OF NOMINATIONS

Nominations to all the three award categories must be submitted to any Civil Service Commission Provincial/Field or Regional Office on or before April 30, 2010.

FORMS OF REWARDS AND INCENTIVES

Presidential *Lingkod Bayan* Awardees

The *Lingkod Bayan* Awardees, individual and group, shall receive a gold gilded medallion and a plaque containing the citation and signature of the President of the Philippines, P100,000.00 cash reward and other forms of rewards and incentives provided for under Section 5 of Executive Order No. 508 entitled "*Instituting the Lingkod Bayan Award as the Presidential Award for Outstanding Public Service*" dated March 2, 1992.

Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees

The Outstanding Public Officials and Employees or *Dangal ng Bayan* Awardees shall receive a trophy designed and executed by the National Artist for Sculpture Napoleon V. Abueva, P100,000.00 cash reward and other forms of incentives and rewards provided for under Section 6, paragraph 3 of Republic Act No. 6713 otherwise known as "*Code of Conduct and Ethical Standards for Public Officials and Employees*" dated February 20, 1989.

CSC *Pagasa* Awardees

The CSC *Pagasa* Awardees, individual and group, shall receive a gold gilded medallion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission and P50,000.00 cash reward provided under Section 6 (b) of the Omnibus Rules Implementing Book V of Executive Order No. 292.

You may contact the Honor Awards Program Secretariat at Tel. Nos. 931-7993 & 932-0381; Telefax 932-0179
CSC Hotline 932-0111; TextCSC 0917-8398272
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or visit the
CSC Central Office or any CSC Regional or Field Office nationwide

2010 Search for Outstanding Public Officials and Employees

