



MC No. 05, s. 2000

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : ESTABLISHING THE AWARDS PROGRAM FOR OUTSTANDING SKILLED WORKERS IN GOVERNMENT

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Pursuant to CSC Res. No. 00-0761 dated March 23, 2000, the Civil Service Commission through the Human Resource Development Office announced the Awards Program for Outstanding Skilled Workers in Government. Launched on September 21, 1999, the Awards Program aims to: 1) recognize exceptional skills, exemplary values and attitudes of blue-collar workers; 2) develop dignity and pride in one's job; and 3) serve as model to other blue-collar employees to promote professionalism, ensure performance effectiveness/efficiency and enhance extraordinary acts or services of skilled employees in the whole bureaucracy.

Nominations shall be submitted to the Civil Service Commission, Central Office on or before June 30, 2000.

The nomination form and implementing guidelines in the nomination of candidates is attached.

Please be guided accordingly.


CORAZON ALMA G. DE LEON
Chairman

23 March 2000
HRDO

Awards Program for Outstanding Skilled Workers in Government

Search is open to all skilled workers in government. The program aims to recognize exceptional skills, exemplary values and work attitudes of blue collar-workers; develop dignity and pride in one's job; and serve as a model to other blue-collar employees.

Criteria of the Awards

The Award shall be granted to skilled workers based on the following:

1. Impact of Achievement on the Organization
2. Quality of Performance
3. Interpersonal Relationship
4. Supervisor's and Co-Worker's Assessment of the nominee as a worker
5. Community Assessment of the nominee as member of the community

Requirements for Nomination

Employees who meet the following qualifications may be nominated to the search:

1. A holder of a permanent appointment in government service;
2. Have at least 3 years of experience as a blue-collar worker
3. No age limit;
4. A very satisfactory rating for the last 2 rating periods.

The nomination should be submitted together with the following documents:

1. Accomplished nomination form
2. Documentation of nominee's exceptional work performance and achievements
3. Performance Appraisal Report for the last 2 rating periods.

4. Personal data sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency.
5. Certification of highest HRMO/Legal officer stating that the nominee has no pending administrative case.

Procedure for Nomination

The immediate supervisor or the Head of the Agency may nominate a candidate. The nomination may be submitted together with the required documents to any of the Civil Service Commission Regional Office.

Deadline for Nomination

All nominations must be submitted to the Civil Service Regional Office not later than June 30, 2000.

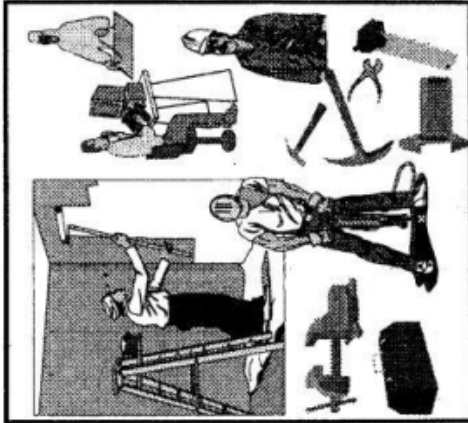
FOR MORE DETAILS PLEASE SEE/CALL

*The Secretary
Awards Program for
Outstanding Skilled Workers in Government
Human Resource Development Office
Civil Service Commission
Constitution Hills, Diliman, Quezon City
at Telephone Nos. 931-80-19/931-41-82
or
any of the Civil Service Regional/
Provincial/Field Offices nearest you.*



The Search for Outstanding Skilled Workers in Government

Year 2000



An Award for Exceptional Skills
Work Values and Attitudes

**Dakila ka Manggagawa.
Sa kahusayan mo,
Gantimpala ay matatamo!**

Republic of the Philippines
Civil Service Commission
Quezon City

AWARDS PROGRAM FOR OUTSTANDING
SKILLED WORKERS IN GOVERNMENT

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. Highest Educational Attainment: _____

13. Years of service as a blue-collar worker _____

For items No. 14-16, please use a separate sheet.

14. Nominee's contributions/achievement that have made an impact to the total operation of the nominee's department/agency or office.

15. Nominee's technical competence in terms of speed in doing the job, proper procedure, economy in materials, quality of work and safety which is distinctively exceptional.

16. Cite the risks inherent in the work.
(This refers to the dangerous element/factor or temptation substantially present in the work)

Nominator's name: _____ Signature: _____

Position Title: _____

Office Address: _____ Tel. No(s): _____

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