



MC No. 2, s. 2004

MEMORANDUM CIRCULAR

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

SUBJECT : Search for the 2004 Outstanding Public Officials and Employees

As mandated by the Constitution and cognizant of its role as the central personnel agency to initiate measures that will underscore merit and rewards in the civil service, the Civil Service Commission announces the government-wide search for the 2004 Outstanding Public Officials and Employees. The awards are conferred pursuant to Republic Act No. 6713, the Administrative Code of 1987, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993.

The annual conferment of honor awards seeks to recognize and reward public officials and employees for their outstanding contributions and achievements in the delivery of public service and to inspire and motivate those in government.

The categories of honor awards are the following:

A. For Outstanding Work Performance

1. Presidential or *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 contribution may be a suggestion, innovation, invention or superior accomplishment; and
2. Civil Service Commission or *Pagasa* Award: conferred on an individual or group of individuals for outstanding contribution/s resulting from an idea or performance which directly benefits more than one department or the government though not of such

extraordinary or exceptional degree as to warrant the *Lingkod Bayan* Award.

B. For Exemplary Conduct and Ethical Behavior

1. Outstanding Public Officials and Employees Award or *Dangal ng Bayan* Award: conferred on an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of one or more of the following eight (8) norms of behavior provided 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.

The bureaucracy has its share of workers who quietly but efficiently perform their tasks and who make the civil service proud. The Commission thus encourages everyone to participate in the program by recognizing and rewarding these exemplary officials and employees.

In this connection, departments, agencies and instrumentalities of the government are enjoined to conduct through their respective PRAISE Committees, a periodic and continuing review of the performance of their officials and employees, and submit to the Commission nominations of their top performing officials and employees for the conferment of the prestigious honor awards. The enhanced Honor Awards Program (HAP) guidelines are attached for the information and guidance of all concerned.

Starting this year, nominations must be submitted to any of the Civil Service Commission Regional Offices or Field Offices on or before April 15. Nominations submitted after said date shall be included in the succeeding year's evaluation.

For compliance.



KARINA CONSTANTINO-DAVID
Chairman

February 05, 2004

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