



**Pamanang Lingkod Bayani (PLBi)
Enhanced Implementing Guidelines**
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**Number : 2100266
Promulgated : 10 March 2021**

RESOLUTION

WHEREAS, the Civil Service Commission (CSC) is the central human resource institution of the Philippine government with the vision to be globally recognized as a center of excellence for strategic human resource and organization development, with the core purpose of making every government employee a servant-hero or *Gawing Lingkod Bayani ang Bawat Kawani*;

WHEREAS, to support its mandate, the CSC administers a nationwide Search for Outstanding Government Workers under its Honor Awards Program (HAP) which recognizes government officials and employees who have displayed consistent outstanding work performance and exemplary ethical behavior;

WHEREAS, the Commission, likewise, deemed the need to give due recognition to public servants who were killed in the line of duty or those who died while in the performance or in pursuit of their respective functions, duties and responsibilities, hence approved CSC Resolution No. 081602 dated 30 July 2008 "*Pamanang Lingkod Bayan Iskolarsyip*", and CSC Resolution No. 081965 dated 3 November 2008 "*Pondong Pamanang Lingkod Bayan*";

WHEREAS, the Commission approved CSC Resolution No. 1302553 dated 29 November 2013, CSC Resolution No. 1401700 dated 28 November 2014, and CSC Resolution No. 1501217 dated 8 October 2015, relative to the guidelines in the implementation of the *Pamanang Lingkod Bayani (PLBi)*.

WHEREAS, there is a need to align the *PLBi* implementing guidelines with the transition to a "new normal" way of doing business in the government and facilitate both the submission of nominations and the release of financial assistance to the families of government personnel who died or were killed in the line of duty;

WHEREFORE, the Commission **RESOLVES** to approve the Pamanang Lingkod Bayani (*PLBi*) Enhanced Implementing Guidelines, as follows:

Bawat Kawani, Lingkod Bayani

I. RATIONALE

The Civil Service Commission (CSC) is the central human resource institution of the Philippine government with the vision to be globally recognized as a center of excellence for strategic human resource and organization development. Its core purpose is to make every government employee a servant-hero or *Gawing Lingkod Bayani ang Bawat Kawani*.

One of the human resource programs for the entire Philippine bureaucracy is the Honor Awards Program or HAP, an incentives and rewards program that seeks to recognize and reward government officials and employees for their outstanding contributions and achievements. However, more than just recognizing the many heroic and inspiring men and women in government who personify the spirit of public service, the Commission also sees the need to acknowledge civilian public servants who risked their lives and were killed in the line of duty or those who died while in the performance or pursuit of their respective functions, duties and responsibilities. While many of these government workers were not given due recognition, their works are no less heroic than the men in uniform whom we honor with medals and plaques in fitting ceremonies. Hence, the *Pamanang Lingkod Bayani (PLBi) Program*, a tribute to slain/deceased *kawani* who displayed the characters of a *bayani* in the name of public service.

Realizing the need to give due recognition to public servants who were killed in the line of duty or those who died while in the performance or the pursuit of their respective functions, duties and responsibilities, the Commission launched two (2) separate initiatives in 2008, namely, the "*Pamanang Lingkod Bayan Iskolarsyip*" (CSC Resolution No. 081602 dated July 30, 2008) and the "*Pondong Pamanang Lingkod Bayan*" (CSC Resolution No. 081965 dated November 3, 2008). The Commission believes that the grant of *parangal*, *iskolarsyip* and *tulong pinansyal* are the least the government could do to repay the loyal and hardworking civil servants who had given the ultimate sacrifice for the nation – their lives.

To implement the said initiatives, the following CSC Resolutions were further issued:

- CSC Resolution No. 1302553 on the Implementing Guidelines on *Pamanang Lingkod Bayani* was issued on November 29, 2013. The said guidelines also established the *PLBi* Executive Committee whose function, among others, is to deliberate nominations and recommend to the Commission qualified nominees for conferment of the award. The Committee is headed by one member of the Commission who sits as Chair, and the heads of offices of the Public Assistance and Information Office (PAIO), Office for Financial and Assets Management (OFAM) and Office for Legal Affairs (OLA) as Members.

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- CSC Resolution No. 1401700 on the revised Implementing Guidelines on *Pamanang Lingkod Bayani*, which expanded the coverage of qualified civil servants to the Program, was issued on November 28, 2014. Under the revised guidelines, the *PLBi* shall cover not only employees occupying permanent, elective, contractual, casual, but also the Philippine National Police (PNP), Bureau of Jail Management and Penology (BJMP), and Bureau of Fire Protection (BFP), except soldiers of the Armed Forces of the Philippines (AFP).
- CSC Resolution No. 1501217 dated October 8, 2015 amended the procedures under Items V, VI and VIII of the *PLBi* Implementing Guidelines. The amendment in Item VIII. Source of Fund conforms with the policies indicated in the Department of Social Welfare and Development Memorandum Circular No. 17, s. 2014 on the Revised Omnibus Rules and Regulations on Public Solicitations.

Given the transition to a “new normal” way of doing business in the government, and to enhance the process of both the submission of nominations and the release of financial assistance to the families of government personnel who died or were killed in the line of duty, the following Guidelines shall be adopted.

II. COVERAGE

Civilian and non-uniformed employees with permanent, temporary, probationary, elective, contractual, casual and co-terminus status of employment, who were killed in the line of duty or those who died while in the performance of their respective functions may be nominated to the *PLBi* Program, except those who were entitled to compensation and death benefits under existing and prospective laws and issuances such as but not limited to Republic Act No. 11494 otherwise known as “Bayanihan to Recover as One Act”; Republic Act No. 1159 or “An Act Extending the Availability of Appropriations Under RA 11494”; Republic Act No. 6963 or “An Act Granting Special Financial Assistance and Benefits to the Family or Beneficiary of any Police or Military Personnel or Fireman Killed or Permanently Incapacitated while in the Performance of His Duty or by Reason of His Office or Position and for Other Purposes”; and Executive Order No. 110 entitled “Institutionalizing The Comprehensive Social Benefits Program (CSBP)”.

Selection of *PLBi* awardees shall be based on the following criteria:

- A. Circumstance surrounding the death of the nominee - the extent to which the nominee is actually performing his/her duties and responsibilities at the time of his/her death
- B. Position of nominee - the lowliness of the position, that is, the salary grade of the nominee at the time of his/her death



- C. Economic status of nominee - the financial condition of the nominee's family given their combined salaries as against their monthly expenses

III. PLBi INCENTIVES

The *PLBi* provides the following to the beneficiaries of the awardees, namely: Pamanang Parangal sa Lingkod Bayani; Pondong Pamanang Lingkod Bayan; and Pamanang Lingkod Bayan Iskolarship.

A. Pamanang Parangal sa Lingkod Bayani

The Pamanang Parangal sa Lingkod Bayani is a tribute to recognize that the loss of life of a public servant while on duty constitutes a supreme sacrifice in the name of public service. Under this component, the awardee shall be recognized during the Flag Raising Ceremony of his/her agency. A Certificate of Recognition signed by the Chairperson of the Civil Service Commission shall be given to the family of the awardee.

If the awardee was married, the surviving spouse or children shall be present during the tribute. If single, the surviving parent/s or sibling/s shall attend the event.

B. Pondong Pamanang Lingkod Bayan

The Pondong Pamanang Lingkod Bayan is a one-time financial assistance of One Hundred Thousand Pesos (PhP 100,000.00) given to the bereaved family of the awardee. However, the amount of the financial assistance may change subject to the recommendation of the *PLBi* Executive Committee based on availability of funds and the approval of the Commission.

If the awardee was married, the beneficiary of the financial assistance shall be the surviving spouse and their children and/or legally adopted children. If the awardee was separated or his/her marriage was annulled, the beneficiaries shall be their surviving children, if any. If the awardee had no children, the beneficiaries shall be the parents, or if deceased, the siblings.

If the awardee was single, the beneficiary of the financial assistance shall be the surviving parents, or if deceased, siblings. If the awardee was single but with illegitimate children and/or legally adopted children, the beneficiaries shall be the surviving illegitimate children and/or legally adopted children, and the legitimate ascendants of the awardee. Proof must be presented for claims of illegitimate children and legally-adopted children.



If the awardee was a married male Muslim, with more than one legitimate spouse, the grant shall be applicable to the first legitimate spouse and their children. If the awardee was a married female Muslim, her immediate family members shall include the surviving spouse and children.

C. Pamanang Lingkod Bayan Iskolarsyip

Beneficiaries of PLBi awardees may be recommended in state universities and colleges as scholars.

IV. NOMINATION PROCEDURE AND REQUIREMENTS

Heads of agencies or regional offices may submit nominations of qualified deceased or killed personnel within six (6) months from the time of death. Soft copies of the following requirements shall be submitted via email to the CSC Regional or Field Offices:

- A. *PLBi* Nomination Form;
- B. Certification from the Head of the Agency or Head of the Regional Office stating that the nominee was killed in line of duty or died while in the performance of his/her duties and functions, and that the nominee is not covered by death benefits for similar cases under existing laws;
- C. Name of beneficiary/ies (subject to the Law on Succession), contact information, relationship to the nominee certified correct by the agency or regional office head;
- D. Nominee's copy of latest Personal Data Sheet (PDS)
- E. Service Record of the nominee
- F. Medical/Police Report
- G. Death Certificate

The following shall be grounds for disqualification of nominations:

- Incomplete nomination requirements;
- Submission of nomination beyond six (6) months from the date of death of the nominee;
- Insufficient evidence that the nominee died or was killed in the actual performance of his/her duties and function; or
- Any violation of the provisions of the PLBi Guidelines.

Disqualified nominations will be returned to the agency.



V. CSC VALIDATION AND SELECTION OF *PLBi* AWARDEES

The following procedures shall be observed in the review and selection of awardees:

A. Review and Validation at the CSC Regional Office

Upon receipt of the nomination, the concerned CSC office shall:

- Check the correctness of information on the nomination form, completeness of requirements submitted (Items *A to G* of the requirements), name of beneficiary/ies and relationship to the nominee, and employment status of the nominee;
- Determine if the nominee falls under the criteria for selection of *PLBi* awardees;
- Validate, through phone/videoconference interview or other means, if the cause of death was work related.
- If the nominee is qualified, submit to the *PLBi* Executive Committee, through HAP Secretariat via email address hapsecretariat@csc.gov.ph, soft copy of the following within seven (7) working days from receipt of the nomination:
 - Nomination form and complete requirements
 - CSC RO/FO Validation Report signed by the validator and the Head of CSC Regional Office

B. Preparation of Pertinent Documents at the HAP Secretariat

The HAP Secretariat shall act as the Secretariat of the *PLBi* Executive Committee. Within seven (7) working days from receipt of the nomination from the CSC Regional Office, the Secretariat shall prepare and submit the following draft documents, together with the nomination documents, to the *PLBi* Executive Committee:

- *PLBi* Committee endorsement to the Commission
- CSC Resolution on *PLBi* awardee and the grant of one-time financial assistance
- Certificate of Recognition to be signed by the CSC Chairperson

C. Roles of the *PLBi* Executive Committee

The *PLBi* Executive Committee is headed by one member of the Commission who sits as Chair, and the heads of offices of the Public Assistance and Information Office (PAIO), Office for Financial and Assets Management (OFAM) and Office for Legal Affairs (OLA) as Members. The Committee shall perform the following duties and responsibilities, pursuant to CSC Resolution No. 081965 dated November 3, 2008:



- Review and evaluate the *PLBi* nominations and other pertinent documents forwarded by the CSC Regional Offices;
- Recommend *PLBi* awardees for approval of the Commission;
- Administer the Pondong Pamanang Lingkod Bayan in accordance with its primary purpose and the instruction of the Commission;
- Recommend to the Commission policies, rules and regulations for the effective operation of the Pondong Pamanang Lingkod Bayan and the protection and preservation of its monetary and other financial resources; and
- Perform such other functions as may be necessary to carry out the purpose of the Pondong Pamanang Lingkod Bayan.

D. Commission's Decision on the *PLBi* Executive Committee Recommendation

The Commission shall decide on the recommendation of the *PLBi* Executive Committee. If approved, the Commission shall issue a resolution on the *PLBi* awardee and the grant of the financial assistance.

VI. CONFERMENT OF THE AWARD

To ensure timely processing and release of the incentives, the following procedures shall be implemented:

- A. Upon receipt of the CSC Resolution, the HAP Secretariat shall inform the CSC Regional Office Head regarding the approval of the nomination, via email. The soft copy of the CSC Resolution shall be provided. It shall likewise submit a copy of the Resolution and Disbursement voucher to OFAM for processing of the financial assistance and transfer of fund to the CSC Regional Office concerned.
- B. OFAM shall process the financial assistance and transfer the fund to the concerned CSC Regional Office. It shall inform the CSC Regional Office and HAP Secretariat of the transfer of fund.
- C. The CSC Regional Office shall inform the agency/regional head of the approval of the nomination and set the schedule of the tribute. It shall also process the financial assistance for the awardee's beneficiary/ies.
- D. A member of the Commission or a duly authorized representative shall confer the Certificate of Recognition and financial assistance to the beneficiary/ies in a tribute during the flag-raising ceremony in the awardee's agency. However, during calamity or national emergency wherein mass gathering is prohibited and/or limited face-to-face contact is mandatory, the use of virtual platform for conferment of the award shall be adopted. The CSC Regional Office may also opt to:



- Request the beneficiary to visit the CSC office and receive the Certificate of Recognition and financial assistance;
 - Personally deliver the certificate and financial assistance to the beneficiary; or
 - Transfer the financial assistance through online or bank transfer after verification of identity of the beneficiary by the awardee's agency head, and send the Certificate of Recognition to the beneficiary's residence via mail or courier. The recipient must, however, send to the CSC office a signed acknowledgement receipt and copy of Identification Card for accounting and auditing purposes.
- E. The CSC Regional Office shall then submit a report on the disbursement of fund to OFAM. The CSC Regional Office shall likewise submit a report on the conferment of award, together with photos and updated contact details of the beneficiary to the HAP Secretariat, for monitoring and information dissemination/promotion purposes.
- F. After the conferment of the *PLBi* award, PAIO may also communicate with the beneficiaries for interviews, news feature and other information dissemination purposes.

VII. SOURCE OF FUNDS

The implementation of *PLBi* program shall be sustained through fund raising activities to be conducted to kick-off the month-long celebration of the Philippine Civil Service every September. Provided, however that only twenty percent (20%) of the gross collection shall be used for cost to be incurred to support the management and operations of the conduct of the solicitation activity, including application fee for a solicitation permit, cost of mailing, printing of letters of appeal and others; while eighty percent (80%) of the gross collection shall be used for expenses to be incurred in the direct or indirect provision of services to the beneficiaries including implementation of relevant programs and services, pursuant to DSWD Memorandum Circular No. 17, s. 2014, on the *Revised Omnibus Rules and Regulations on Public Solicitations*.

VIII. REPEALING CLAUSE

CSC Resolution No. 1302553 dated November 29, 2013, CSC Resolution No. 1401700 dated November 28, 2014, and CSC Resolution No. 1501217 dated October 8, 2015 are hereby repealed.



IX. EFFECTIVITY

The Pamanang Lingkod Bayani (PLBi) Enhanced Implementing Guidelines shall be adopted for 2021 onwards. Nominations received until 30 December 2020 shall still be covered by earlier PLBi guidelines.

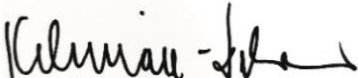
Quezon City.

ORIGINAL SIGNED
ALICIA dela ROSA-BALA
Chairperson

ORIGINAL SIGNED
ATTY. AILEEN LOURDES A. LIZADA
Commissioner

VACANT
Commissioner

Attested by:


KATHERINE LIMARE-DELMORO
Acting Director IV
Commission Secretariat and Liaison Office



PLBi Form No. 1 (Revised 2021)

PAMANANG LINGKOD BAYANI
Nomination Form

Nominee

Photo 1 1/2 x 2

Name, Position, Level of Position, Address, Agency, Agency Address, Region

Telephone/Fax/Mobile Nos.: E-mail Address:

Details of Legal/Qualified Beneficiary (Use separate sheet if necessary)

Name, Home Address, Relationship with Nominee, E-mail Address, Tel/Fax/Mobile Nos.

Narration of the Incident Surrounding the Death of Nominee

(Use separate sheet if necessary)

Head of Agency/Regional Office

I hereby certify that the above information are true and correct.

Name and Signature, Agency, Agency Address, Tel/Fax/Mobile Nos., E-mail Address

Note: Grounds for Disqualification of Nominations

- (a) Incomplete nomination requirements;
(b) Submission beyond six (6) months from the date of death of nominee;
(c) Insufficient evidence that the nominee died or was killed in the actual performance of his/her duties and function; or
(d) Any violation of the provisions of the PLBi Guidelines.

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Bawat Kawani, Lingkod Bayani

PAMANANG LINGKOD BAYANI

Checklist of Required Nomination Documents (check box)

From the Nominee's Agency/Regional Head

- PLBi prescribed Nomination Form with the following information**
 - nominee's personal circumstances
 - details of beneficiary/qualified/legal beneficiary
 - o Name
 - o Relationship with nominee
 - o Contact information
 - narration of the incident surrounding the death of the nominee
 - signature of the Agency/Regional Office Head

- Certification from the Agency or Regional Office Head stating that the nominee was killed in line of duty or died while in the performance of his/her duties and functions, and that the nominee is not covered by death benefits for similar cases under existing laws**

- Name of beneficiary/ies (subject to the Law on Succession), contact information, relationship to the nominee certified correct by the agency or regional office head**

- Copy of latest Personal Data Sheet**

- Service Record certified by the agency Human Resource Management Officer**

- Medical/Police Report**

- Death Certificate**

From the CSC Regional Office

- CSCRO validation report on the nominee's death incident**

<p>Note:</p> <p>Grounds for Disqualifications of Nominations</p> <p>a. Incomplete nomination requirements;</p> <p>b. Submission of nomination beyond six (6) months from the date of death of nominee;</p> <p>c. Insufficient evidence that the nominee died or was killed in the actual performance of his/her official duties and function; or</p> <p>d. Any violation of the provisions of PLBi Guidelines.</p>

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