



MC No. 09, s. 2023

## MEMORANDUM CIRCULAR

**FOR :** HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE UNIVERSITIES AND COLLEGES, AND LOCAL WATER DISTRICTS

**SUBJECT :** *Pamanang Lingkod Bayani Program*

The Civil Service Commission (CSC) enjoins all government agencies to submit nominations of qualified civil servants who died or were killed in the line of duty to the *Pamanang Lingkod Bayani* (PLBi) program. The PLBi under the Honor Awards Program (HAP) seeks to recognize 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. It is a tribute to the slain/deceased *kawani* who displayed the characters of a *bayani* in the name of public service.

Pursuant to CSC Resolution No. 2100266 dated 10 March 2021 or the PLBi Enhanced Implementing Guidelines, civilian and non-uniformed employees with permanent, temporary, probationary, elective, contractual, casual, and co-terminus status of employment, except those entitled to compensation and death benefits under existing and prospective laws and issuances.

The incentives under PLBi include:

- a. *Pamanang Parangal sa Lingkod Bayani* - a tribute to recognize the loss of life of a public servant while on duty and done 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.
- b. *Pondong Pamanang Lingkod Bayan* - a one-time financial assistance given to the bereaved family of the awardee.
- c. *Pamanang Lingkod Bayan Iskolarsyip* - beneficiaries of PLBi honorees may be recommended in state universities and colleges as scholars.

Bawat Kawani, Lingkod Bayani

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

- A. PLBi Nomination Form (PLBi Form No. 1);
- B. Certification from the Head of the Agency or Head of the Regional Office stating that the nominee was killed in the 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; and
- G. Death Certificate.

Nominations shall undergo assessment, validation, and approval by the CSC.

The CSC remains grateful to all civil servants who supported the PLBi through the years by joining nationwide fund-raising activities such as the R.A.C.E to Serve Fun Run, Online Zumba, and Film Showing, and more recently, the Plant Run, held in celebration of the Philippine Civil Service Anniversary.

For more information about the PLBi, you may visit the following CSC channels:

CSC Website:

<https://www.csc.gov.ph/programs/honor-awards-program/pamanang-lingkod-bayani>

CSC's Facebook Page:

<https://www.facebook.com/civilservicegovph/videos/627915312087316>

\*Nominations should be submitted to the ROs or FOs concerned. The directory of CSC offices may be viewed from the CSC website, <https://www.csc.gov.ph/>.

Queries may also be sent to the following email addresses: [hapsecretariat@csc.gov.ph](mailto:hapsecretariat@csc.gov.ph) and/or [email@contactcenterngbayan.gov.ph](mailto:email@contactcenterngbayan.gov.ph)

  
**ATTY. KARLO A. B. NOGRALES**  
Chairperson

**05 October 2023**