

- Impact of the outstanding contribution to more than one department of the government (for CSC *Pagasa* award category)
3. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

C. Limitation on Nomination

1. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information.
2. While there are three award categories under the Search, an employee or official should be nominated to only one award category.
3. Honor awardees or those who have been previously conferred with **any** of the three awards: Presidential *Lingkod Bayan*, Outstanding Public Officials and Employees or *Dangal ng Bayan* and Civil Service Commission *Pagasa* can still be nominated to the same or to a different award category **after five years** from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

VII. Procedure for Nomination

Nomination to the Search may be done by individuals or organizations from the government or private sector. The following are the steps on how to nominate outstanding public officials and employees:

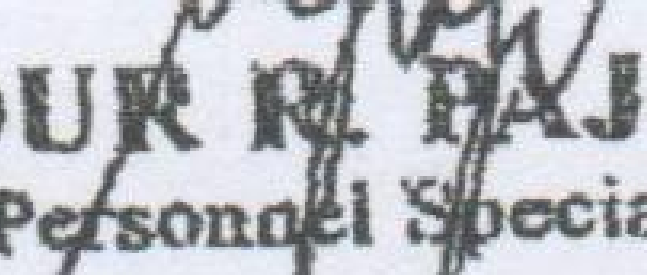
A. For government agency-initiated nomination

Government agencies are expected to nominate their exemplars. There is no limit to the number of nominations which the agency may submit in any of the award categories provided the requirements are complied with. The HRMO of the agency shall be responsible for preparing the nomination of the official or employee or group/team.

1. The Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall review and recommend the nomination for approval of the head of agency. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee or its equivalent and the Agency Head of the lead agency shall approve/endorse the nomination.
2. Nominations of Heads of Departments, Agencies and elective officials need not be submitted to the PRAISE Committee. However, all other documentary requirements have to be complied with.

W

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 Chief Personnel Specialist
 Commission Secretariat & Liaison Office



HAP Form

2016 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES NOMINATION FORM



**Outstanding Public Officials and Employees
or Dangal ng Bayan Award**

THE NOMINEE

Name: _____ Signature: _____
 Position: _____ Date of Birth: _____
 Residence Address: _____ Place of Birth: _____
 Telephone/Cellphone Nos: _____
 Agency/Region: _____ Level of Position: 1st Level
 Agency Address: _____ 2nd Level (Executive Managerial)
 _____ 2nd Level 3rd Level
 _____ Military Elective
 Telephone/Cellphone Nos: _____ Email Address: _____

OFFICE / REGIONAL HEAD

Name: _____
 Position: _____
 Telephone / Cellphone Nos.: _____
 Mail address: _____

SECRETARY OF DEPARTMENT / AGENCY HEAD

Name: _____
 Position: _____
 Agency Address: _____
 Telephone/Cellphone Nos.: _____
 Mail address: _____

NOMINATOR

Name: _____ Position: _____
 Agency: _____ Telephone/Cellphone Nos.: _____
 Agency Address: _____ Email address: _____

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 Chief Personnel Specialist
 Commission Secretariat & Liaison Office

Additional Information about the Nominee:
 Were you a previous HAP Nominee? Yes No What year: _____ What Award Category: _____
 Were you a previous HAP Semi-finalist? Yes No What year: _____ What Award Category: _____
 Were you a previous HAP Awardee? Yes No What year: _____ What Award Category: _____

Nomination Write-up

(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee: _____ Agency: _____
Position: _____ Division/Unit _____
Length of Service in the Position: _____ In Government: _____

I. Executive Summary

II. Exemplary Behavior/Conduct Displayed within the last 3 years (Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved and problems encountered.)

III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)

IV. Other Information (List or mention Major Awards/Citations Received/Membership in the Organization. No need to attach photocopies of certificates.)

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature

Nominee

Nominator

PRAISE Committee/Highest HRMO

Regional Head

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[Signature]
SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

3. The Agency Head shall approve the nomination and shall issue an endorsement letter prior to submission of nomination to the CSC Field or Regional Offices.

Agency head refers to Department Secretary, Chairperson or President (in national government agencies, constitutional commissions, government financial institutions, and state universities and colleges), who has the power to appoint, as well as Governors or Mayors.

Heads of agencies also refer to the following officials:

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

Where the nominee is the Agency Head, endorsement by the superior official is required, as follows:

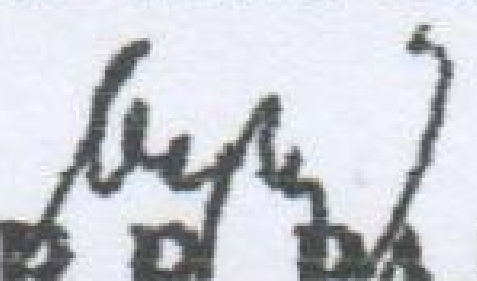
Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of State Universities and Colleges	Chairperson of the Board of Regents
President of Government-owned and Controlled Corporations	Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is attached
General Manager of Local Water District	Chairperson of the Board of Trustees

B. For nomination initiated by private individual/organization

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

1. Download nomination form from the CSC website: www.csc.gov.ph or secure a copy from the nearest CSC Regional or Field Office.

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 Commission Secretariat & Liaison Office

2. Submit the accomplished form to the Agency PRAISE Committee of the nominee, through the Human Resource Management Office (HRMO).
3. Once submitted, Item A of this Section shall apply.

VIII. Procedure for Screening and Evaluation

A. Regional Level Screening

The CSC Regional Office shall create a five-member Regional Committee on Awards (RCA), preferably composed of the Regional Director, Assistant Regional Director, Public Assistance and Liaison Division (PALD) Chief, and two representatives of the Regional Multi-Sectoral Advisory Council (RMSAC).

The Regional Committee on Awards shall evaluate the qualified nominations based on Sections IV and V of the Guidelines and select the regional winners of the Search.

The PALD shall serve as the Regional HAP Secretariat. It shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V of the Guidelines and submit the folders to the Regional Committee on Awards for deliberation. Only those selected by the RCS as regional winners will advance to the second level screening.

B. National Level Screening

The Public Assistance and Information Office (PAIO) shall serve as the national HAP Secretariat. It shall convene the national Committees on Awards composed of the following:

1. Committee on the Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards
 - Member of the Commission, CSC
 - Chief Protocol Officer of the Office of the President
 - Three (3) prominent Filipino citizens who are not in the government service
2. Committee on the *Dangal ng Bayan* Award
 - Chairperson of the CSC
 - Chairperson of the Ombudsman
 - Chairperson of the Commission on Audit
 - Two (2) government employees appointed by the President of the Philippines

The national Committee on Awards shall deliberate on the extraordinary accomplishments and exemplary ethical behavior of the regional winners and

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Chief Personnel Specialist
Commission Secretariat & Liaison Office

shall shortlist the semi-finalists of the Search. The said Committee shall also select the winners of the *CSC Pagasa* and *Dangal ng Bayan* awards, and the finalists of the Presidential or *Lingkod Bayan* award for decision/approval of the President.

IX. Grounds for Disqualification of Nominations

- A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents). Nominations with incomplete documents shall no longer be processed.
- B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.
- C. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.

X. Submission of Nomination

Nominations to the annual Search for Outstanding Public Officials and Employees under the Presidential or *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and *CSC* or *Pagasa* Awards categories must be submitted to any Civil Service Commission Field or Regional Office **not later than March 31 of each year.**

Below is the calendar of activities in relation to the Search:

PERIOD	ACTIVITY
January – March	Search for Outstanding Public Officials and Employees nomination period
April – May	Regional screening and selection of regional winners
June – August	National deliberation, background investigation/validation of accomplishments and selection of winners
September	Awards Rites for the Outstanding Public Officials and Employees (May be moved to a later month)

✓

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SEYMOUR B. FAJARES
 Chief Personnel Specialist
 Commission Secretariat & Liaison Office



HAP Form No. _____

2016 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES NOMINATION FORM

INDIVIDUAL CATEGORY

PASTE
4.5 cm x 3.5 cm
(passport size)
Photo here

Presidential Lingkod Bayan

Civil Service Commission Pag-IBIG

THE NOMINEE

Name: _____ Signature: _____
 Position: _____ Date of Birth: _____
 Residence Address: _____ Place of Birth: _____
 Telephone/Cellphone Nos: _____
 Agency/Region: _____ Level of Position: 1st Level
 Agency Address: _____ 2nd Level (Executive Managerial)
 _____ 2nd Level 3rd Level
 _____ Military Elective
 Telephone/Cellphone Nos: _____ Email address: _____

OFFICE / REGIONAL HEAD

Name: _____
 Position: _____
 Telephone / Cellphone Nos.: _____
 Email address: _____

SECRETARY OF DEPARTMENT / AGENCY HEAD

Name: _____
 Position: _____
 Agency Address: _____
 Telephone/Cellphone Nos.: _____
 Email address: _____

NOMINATOR

Name: _____ Position: _____
 Agency: _____ Telephone/Cellphone Nos.: _____
 Agency Address: _____ Email address: _____

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SEYMOUR R. PAJARES
 Chief Personnel Specialist
 Commission Secretariat & Liaison Office

Additional Information about the Nominee:

Were you a previous HAP Nominee? Yes No What year: _____ What Award Category: _____
 Were you a previous HAP Semi-finalist? Yes No What year: _____ What Award Category: _____
 Were you a previous HAP Awardee? Yes No What year: _____ What Award Category: _____

Nomination Write-up

(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Group: _____ Agency: _____
Position: _____ Division/Unit: _____
Length of Service in the Position: _____ In Government: _____

I. Executive Summary

II. Significant Accomplishment/s within the Last Three Years

(Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments)

III. Impact of Accomplishments

(Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)
For Presidential Lingkod Bayan Category: What was the impact of the extraordinary contribution to national public interest? For CSC Pagasa Category: What was the impact of the outstanding contribution to more than one department of the government?

IV. Other Information

(List or mention Major Awards/Citations Received/Membership in the Organization. No need to attach photocopies of certificates.)

CERTIFICATION

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Printed Name and Signature

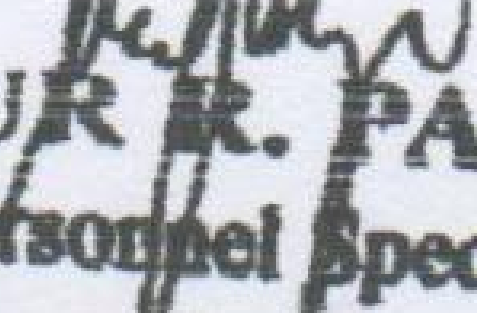
Nominee

Nominator

PRAISE Committee/Highest HRMO

Regional Office Head

Certified True Copy:


SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office



2016
SEARCH FOR
OUTSTANDING
PUBLIC OFFICIALS AND EMPLOYEES
NOMINATION FORM

GROUP CATEGORY

Presidential *Lingkod Bayan*

Civil Service Commission *Pagasa*

The Nominee

Name of Group:

Name of Team Leader:

Position:

Telephone/Cellphone Nos:

Email address:

Agency/Region:

Agency Address:

Telephone/Cellphone Nos:

Team Members (Name and Position indicated in the Service Record)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

OFFICE / REGIONAL HEAD

Name:

Position:

Telephone / Cellphone Nos.:

Email address:

DEPARTMENT SECRETARY / AGENCY HEAD

Name:

Position:

Agency Address:

Telephone/Cellphone Nos.:

Email address:

NOMINATOR

Name:

Position:

Agency:

Telephone/Cellphone Nos.:

Agency Address:

Email add:

Certified True Copy:

SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

Additional Information about the Nominee:

Were you a previous HAP Nominee? Yes No What year: _____ What Award Category: _____

Were you a previous HAP Semi-finalist? Yes No What year: _____ What Award Category: _____

Were you a previous HAP Awardee? Yes No What year: _____ What Award Category: _____

Nomination Write-up

(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

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Division/Unit: _____ Position: _____
Length of Service in the Position: _____ In Government: _____

I. Executive Summary
II. Significant Accomplishment/s within the Last Three Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments)
III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) For Presidential Lingkod Bayan Category: What was the impact of the extraordinary contribution to national public interest? For CSC Pagasa Category: What was the impact of the outstanding contribution to more than one department of the government?
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Printed Name and Signature

_____	_____
Nominee	Nominator
_____	_____
PRAISE Committee/Highest HRMO	Regional Office Head

Certified True Copy:
[Signature]
SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office



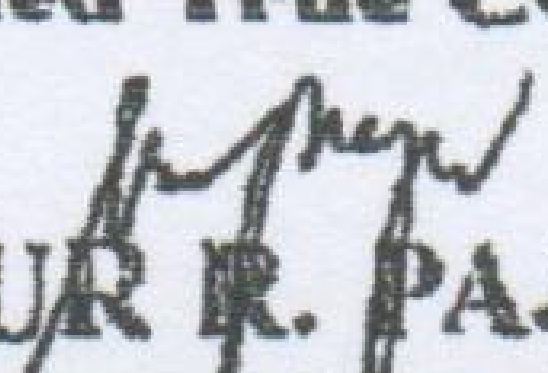
INFORMATION ON TEAM/GROUP MEMBERS

Name of Team Members	Position/Status of Appt./Agency	Contribution/s of each member (Including those of disqualified members)	Reason for disqualification of the Team Members, if any.

CERTIFICATION

I hereby attest to all the facts herein, authorize the Committee on Awards to validate the accuracy of the information contained in this form and grant our consent to the conduct of background investigation. Any misrepresentation made by the signatory shall be ground for disciplinary action pursuant to applicable Civil Service laws and rules.

CHAIR, PRAISE Committee
Signature over printed name

Certified True Copy

SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office