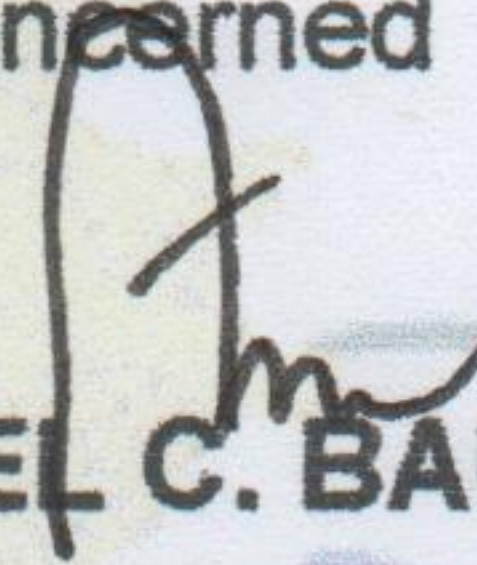


MEMORANDUM

TO : Chief Education Program Supervisors/OIC
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists
Section Heads
Other Division Non-Teaching Personnel
District Supervisors
Elementary and Secondary School Principals
All others concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **2016 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES**

DATE : March 7, 2016

Attached is the DepEd Memorandum No. 30, s. 2016 RE: 2016 Search for Outstanding Public Officials and Employees, for your information and widest dissemination.

UM - 134 s. 2016
@fbv.2016

The nomination form and documentary requirements should be placed in legal size folders. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should not be included in the nomination folder.

All nomination folders and documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee/s.

VI. Write-up of Accomplishments

A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- Present-impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- The nomination write-up of heads of offices, agencies and local government units should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency or local government unit.

B. The following information must be adequately provided:

1. For Group Nomination (Presidential *Lingkod Bayan* and CSC *Pagasa* awards categories):

Name of team or group, names of qualified team members with their respective positions, status of appointment, length of government service and contribution/accomplishment of each member enumerated in detail. Please refer to HAP Form Nos. 2 and 2-A for details.

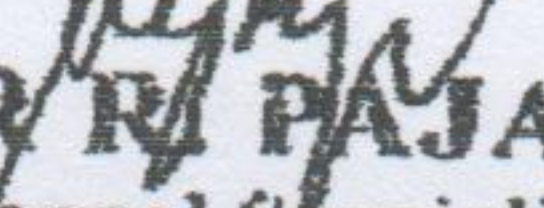
2. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated:

- Nationwide impact of the exceptional/extraordinary contribution to public interest, security and patrimony (for Presidential *Lingkod Bayan* award category)

✓

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



Republic of the Philippines
Department of Education

26 FEB 2016

DepEd MEMORANDUM
No. **30**, s. 2016

2016 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

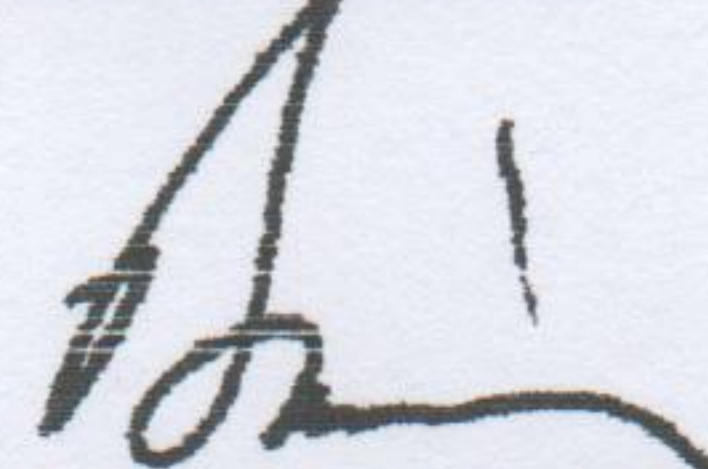
1. The Civil Service Commission (CSC), under the auspices of the Honor Awards Program (HAP), announces the **2016 Search for Outstanding Public Officials and Employees** through the enclosed CSC Memorandum Circular No. 03, s. 2016.
2. The Search aims to recognize outstanding public officials and employees, individuals and/or group of individuals, who have shown excellence or utmost dedication and commitment in the public service.
3. The Search covers three award categories:
 - a. Presidential *Lingkod Bayan* Award;
 - b. The Outstanding Public Officials and Employees Awards or the *Dangal ng Bayan* Award; and
 - c. Civil Service Commission *Pagasa* Award.
4. The Program on Awards and Incentives for Service Excellence (PRAISE) Committee at the schools, schools divisions, and regional levels shall screen and evaluate all nominations for the different types of awards.
5. The regional office shall submit the accomplished nomination forms and a consolidated summary of outstanding accomplishments of their selected nominees duly signed by the Chairperson of the Regional PRAISE Committee in conformity with DepEd Order No. 9, s. 2002 entitled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education*, to the DepEd PRAISE Committee, Attention: **Employee Welfare Division, Bureau of Human Resource and Organizational Development (EWD, BHRD)**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City, not later than **March 11, 2016**. In turn, the EWD shall prepare the corresponding endorsement to the CSC for the Secretary's signature.
6. The nomination documents together with the endorsement of the Secretary, shall then be returned by the EWD to the concerned regional office for submission to the counterpart CSC regional/field office with the complete documentary requirements on or before **March 31, 2016**. The CSC Regional HAP Secretariat shall select the regional winners and submit them to the National HAP Secretariat for evaluation and selection of the national winners.

7. The following documents, and other related materials, may be secured from the CSC regional and field offices nationwide or may be downloaded on the CSC website: www.csc.gov.ph:

- Enclosure No. 1 - MC No. 3, s. 2016 entitled Public Officials and Employees
- Enclosure No. 2 - Guidelines on the Search for Outstanding Public Officials and Employees
- Enclosure No. 3 - HAP Form No. 1 (Individual Category)
- Enclosure No. 4 - HAP Form No. 2 (Group Category)
HAP Form No. 2A (for Group Nomination Only)
- Enclosure No. 5 - HAP Form No. 3

8. For more information, all concerned may contact the **Honor Awards Program (HAP) Secretariat, Public Assistance and Information Office, Civil Service Commission (CSC)** at telephone nos. (02) 931-7993; (02) 932-0382 or through email at paio.paspd@csc.gov.ph and hapsecretariat@yahoo.com.

9. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

References:

DepEd Memorandum No. 8, s. 2015
DepEd Order (No. 9, s. 2002)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
OFFICIALS
PRIZES OR AWARDS
PROGRAMS
SEARCH
SERVICE



MC No. 03, s. 2016

MEMORANDUM CIRCULAR

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

SUBJECT : 2016 Search for Outstanding Public Officials and Employees

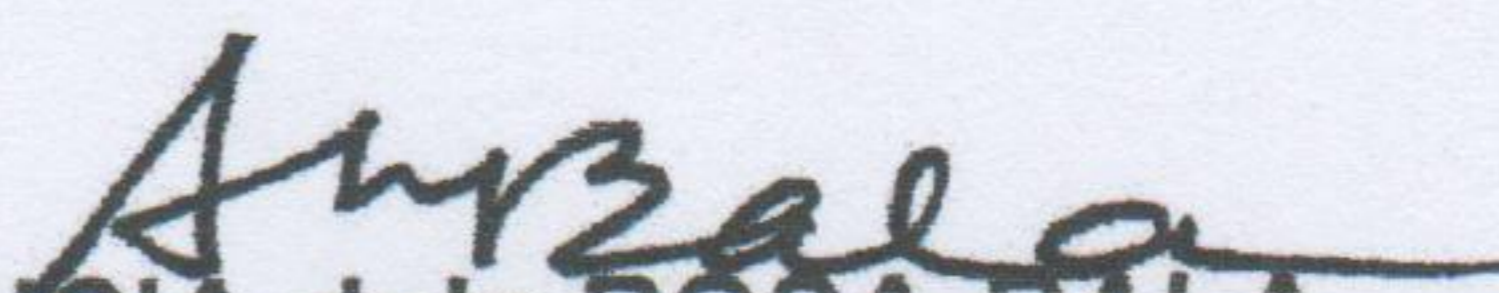
The Civil Service Commission announces the start of the 2016 Search for Outstanding Public Officials and Employees as mandated in the 1987 Philippine Constitution, Executive Order No. 292 or the 1987 Administrative Code, Executive Order No. 508, series of 1992, as amended by Executive Order No. 77, series of 1993, and Republic Act No. 6713. As provided by law, the CSC shall act as the Honor Awards Program (HAP) Secretariat and shall conduct the annual Search for public service exemplars.

The Search covers three (3) award categories, namely: the Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award, and the Civil Service Commission *Pagasa* Award. The conferment of the awards forms part of the Commission's advocacy of promoting excellence and recognizing as well as rewarding civil servants for outstanding performance, contribution and achievements, and/or consistent manifestation of exemplary ethical behavior.

The Guidelines for the 2016 Search is herewith attached. Heads of agencies and state workers are enjoined to submit nominations to this prestigious Search. The guidelines and nomination forms may be secured from the CSC Regional and Field Offices nationwide or downloaded at the CSC website: www.csc.gov.ph.

For inquiries, the HAP Secretariat may be reached through telephone numbers (02) 931-7993 and 9320382, and email addresses: paio.paspd@csc.gov.ph and hapsecretariat@yahoo.com.

Nominations should be submitted to either the CSC Regional or Field Offices not later than March 31, 2016.


ALICIA dela ROSA-BALA
Chairperson

27 JAN 2016

In a R.A.C.E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

HONOR AWARDS PROGRAM
Guidelines on the Search for Outstanding Public Officials and Employees

I. Scope of the Program

The Honor Awards Program (HAP) shall cover all elective officials and appointive officials and employees holding permanent, temporary, coterminous, contractual and casual status of employment in the government, whether stationed in the Philippines or abroad.

Appointive barangay officials and employees may also be nominated provided they meet all the following conditions pursuant to Civil Service Commission (CSC) Resolution No. 01-1352 on the "Recognition of the Barangay Secretary and Barangay Treasurer as Government Employees", dated August 10, 2001 (Annex A):

1. Respective appointment papers are submitted to the CSC for records purposes;
2. Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
3. Meet the qualification requirements set in the Local Government Code of 1991; and
4. Attendance and service records are kept and maintained in the *barangay* office.

Those whose nature of employment fall either under job order or contract of services, as defined in *Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and Other Personnel Actions*, and those employed under extension of service are excluded from the coverage of the program.

Posthumous nominations may be made for a public servant who died in the line of duty or in the pursuit of his/her official duties and responsibilities as a civil servant. Posthumous nominations should be formalized within 12 months from the time of death of the government official or employee.

II. Categories of Award


A. Awards for Outstanding Work Performance

The awards for outstanding work performance are the following:

1. Presidential *Lingkod Bayan (PLB)* Award is conferred to 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 *Pagasa (Pagasa)* Award is conferred to an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government;

The term "group" shall refer to the following:

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Chief/Personnel Specialist
Commission Secretarial & Information Office

Two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership for both Presidential *Lingkod Bayan* and Civil Service Commission or *Pagasa* Awards group/team shall not exceed 10 members.

The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

B. Award for Exemplary Conduct and Ethical Behavior

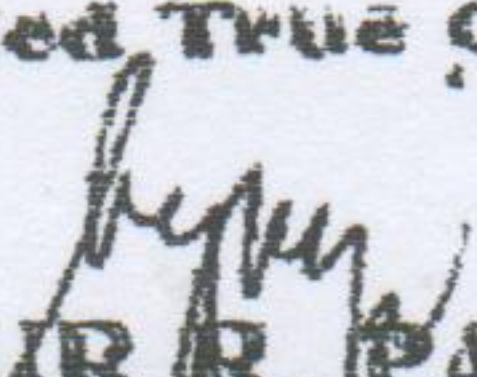
Outstanding Public Officials and Employees Award or the *Dangal ng Bayan (DnB)* is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under Republic Act No. 6713, otherwise known as the "*Code of Conduct and Ethical Standards for Public Officials and Employees*", to wit:

1. Commitment to Public Interest
2. Professionalism
3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living

III. Qualification Requirements of Nominees

- A. Nominated officials and employees in the individual and group/team category must meet the following qualifications:
1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;
 2. Have a performance rating of at least *Very Satisfactory* or its equivalent for four (4) semestral or two (2) annual rating periods prior to the nomination; and
 3. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.
- B. A group or team may be nominated in either the Presidential *Lingkod Bayan* or the CSC *Pagasa* Award. Members who contributed to the group's outstanding

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Chief Personnel Specialist
Commission Secretariat & Liaison Office

work performance but did not meet the above qualification requirements (Items 1 to 3) shall not be included in the nomination.

Group nominees with more than ten (10) members should decide who shall be included in the nomination, otherwise said nomination shall be rendered ineligible for the Search.

IV. Criteria for Evaluation

A. Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

1. Noteworthiness of Outstanding Performance/Contribution – The degree of uniqueness and originality of outstanding performance or contribution/s.
2. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used and its result; the number of persons who benefited; the paradigm shift it has caused and the amount of money saved.
3. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) – The extent the group members motivate and support each other or the degree to which group members positively influence each other.

B. Outstanding Public Officials and Employees or the *Dangal ng Bayan* Award

1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.
4. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. Years of Service – the cumulative years of service that the nominee has rendered in the government *vis-à-vis* his/her accomplishments.

6. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for *Dangal ng Bayan*.

V. Required Nomination Documents

Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished HAP nomination form, original clearances and other documentary requirements (see Letters A-L); and five (5) additional copies of the original nomination folder.

A. Completely filled-out HAP Nomination Form:

HAP Form No. 1 – Nomination for the Presidential *Lingkod Bayan* Award and *CSC Pagasa* Award (Individual Category)

HAP Form No. 2 – Nomination for the Presidential *Lingkod Bayan* Award and *CSC Pagasa* Award (Group Category)

HAP Form No. 2-A - Information on the Members of the Group Nominee

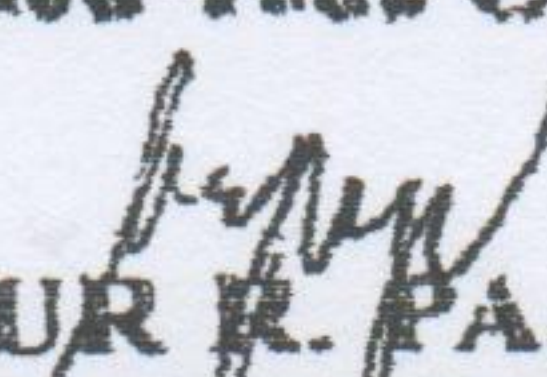
HAP Form No. 3 – Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award

Each completely filled up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Arial font #12.

- B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo with name tag taken within the last six months prior to the nomination.
- C. Certification from the Chairperson of the agency's local, provincial, regional or national Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- D. Letter from the head of agency or highest official endorsing the nomination to the CSC.
- E. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending administrative or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.

A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.

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Chief Personnel Specialist
Commission Secretariat & Liaison Office

- F. Detailed information on dismissed/decided case/s of the nominee, if any.
- G. Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least *Very Satisfactory* (VS) performance ratings for four (4) semestral or two (2) annual rating periods prior to the nomination. Copy of the rating forms **should no longer** be attached to the nomination folder.
- H. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant.

In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

- I. Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency.
- J. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
- K. Nominee's valid clearances to be secured from the following agencies in his/her locality:
 - National Bureau of Investigation
 - BIR Tax Clearance

The following clearances shall be secured by the CSC:

- 1. Clearance for Pendency or No Pendency of Administrative Case shall be issued by the CSC Regional Office, free of charge.
- 2. Clearances from Office of the Ombudsman, Sandiganbayan, CSC Central Office – Office for Legal Affairs, and the Commission on Human Rights shall be secured by the national HAP Secretariat for the semi-finalists of the Search.
- 3. Clearance from the Office of the President shall also be secured by the national HAP Secretariat for presidential appointees who shall be selected as semi-finalists of the Search.
- L. For appointive *Barangay* officials/employees, Certification issued by the *Barangay* Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.



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Commission Secretariat & Liaison Office