

Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM  
OSDS-ADMIN-02/20/2024/EST

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary Schools Heads  
All Other Concerned

By Authority of the Schools Division Superintendent:

From: *[Signature]*  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III  
Officer-in-Charge

Date: February 20, 2024

Subject: **SEARCH FOR OUTSTANDING GOVERNMENT WORKERS**

- Attached is the Regional Memorandum No. 165 s. 2024, Search for Outstanding Government Workers. The Civil Service Commission announces that nominations to the 2024 Search for Outstanding Government Workers-Honor Awards (HAP) are now being accepted until March 31, 2024.
- Also enclosed are the details and guidelines for the submission and nomination link to the Honor Awards Program (HAP).
- For information, widest dissemination, and guidance off all concerned.



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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



14 Feb 2024

REGIONAL MEMORANDUM  
No. 000165 s. 2024

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

To : Schools Division Superintendents  
All Concerned

1. The Civil Service Commission announces that nominations to the **2024 Search for Outstanding Government Workers-Honor Awards Program (HAP)** are now being accepted until **31 March 2024**.
2. This **Office** enjoins all concerned to screen and send nominees following the qualifications and documentary requirements of the above stated search.
3. All documents both in hard and soft copies shall be submitted to the Human Resource Development Division (HRDD) on or before **March 1, 2024**. Late documents shall not be accepted.
4. The submitted documents shall undergo **evaluation by the DepEd ROV PRAISE Committee on March 4-6, 2024**.
5. Qualified nominees **shall be endorsed** by this Office to the CSC HAP Secretariat through DepEd CO PRAISE Committee BHROD-EWD Secretariat on **March 7-8, 2024**.
6. The guidelines and nomination link to the Honor Awards Program (HAP) are found in the enclosures.
7. For information and guidance.

  
**GILBERT T. SADSAD**  
Regional Director

Enclosures:  
CSC Search for Outstanding Government Workers – Honors Awards Program Announcement  
CSC Resolution 2100501

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

Rewards and Recognition

HRDD-NEAP-R/edc  
2/14/2024



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@depd.gov.ph

# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

The Civil Service Commission (CSC) invites nominations to the **2024 Search for Outstanding Government Workers!** CSC Regional and Field Offices will be accepting nominations until **31 March 2024**.

## What is the Search for Outstanding Government Workers?

Under the Honor Awards Program (HAP), the CSC holds the annual Search for Outstanding Government Workers to recognize civil servants with outstanding contributions and display of exemplary behavior.

The conferment of honor awards aims to motivate or inspire government employees to improve the quality of their performance and instill deeper involvement in public service. The search culminates with the recognition and conferment of awards to deserving public servants during the celebration of the anniversary of the Philippine Civil Service every September.

## Who may nominate?

Government agencies are expected to nominate their exemplars. The human resource management office/officers of the agency shall be responsible for preparing the nomination of the official or employee or group/team.

Any private individual or organization may recommend an individual or group of individuals for a specific category of the Search, to the concerned government agency. It shall undergo evaluation of the PRAISE Committee and endorsement of the head of agency, if qualified.

## Who may be nominated?

1. All appointive officials and employees holding permanent, temporary, coterminous, contractual, casual, provisional, substitute, fixed term status of employment in the government, whether stationed in the Philippines or abroad;
2. Military,
3. Elective officials;
4. Elective and 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 dated August 10, 2001 on the "Recognition of the *Barangay* Secretary and *Barangay* Treasurer as Government Employees" (Annex A):
  - Respective appointment papers are submitted to the CSC for records purposes;
  - Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
  - Meet the qualification requirements set in the Local Government Code of 1991; and
  - Attendance and service records are kept and maintained in the *barangay* office
5. 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; and

*Note: Those who are under extension of service are not qualified.*

### **What are the award categories?**

The three award categories under the HAP are:

(1) **Presidential *Lingkod Bayan* (PLB) Award (for individuals or groups)**, pursuant to Executive Order No. 508, s. 1992, is an award for outstanding work performance and contributions with national impact;

(2) **Outstanding Public Official and Employee Award or *Dangal ng Bayan* (DNB) Award** is an award for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior under Republic Act No. 6713, otherwise known as the "*Code of Conduct and Ethical Standards for Public Officials and Employees*"; and

(3) **Civil Service Commission *Pagasa* (Pagasa) Award (for individuals or groups)**, pursuant to Executive Order No. 292 and its Implementing Rules and Regulations, recognizes superior work performance and outstanding contributions benefiting an office, agency, community, or region.

### **What are the rewards and incentives at stake?**

Pursuant to Section 5 of Executive Order No. 508 entitled, "Instituting the *Lingkod Bayan* Award as the Presidential Award for Outstanding Public Service" dated 2 March 1991, Presidential *Lingkod Bayan* awardees are entitled to the following rewards and incentives:

- Automatic promotion to the next higher position suitable to qualifications and with commensurate salary effective from the date of the conferment of the award; provided that, if there is no next higher position or it is not vacant, said position shall be included in the next budget of the office, except when the creation of a new position would result in distortion in the organizational structure of the department, office or agency. Where there is no next higher position immediately available, a salary increase equivalent to the next higher position shall be given and incorporated in the basic pay. When a new position is created, that which is vacated shall be deemed abolished;
- Cash reward in the amount of Two Hundred Thousand Pesos (PHP200,000) for individual awardees and One Hundred Thousand Pesos (PHP100,000) for each member of a group awardee with a maximum five (5) members;
- Gold-gilded medallion;
- Presidential plaque with citation and signature of the President of the Philippines;
- Scholarship grant for awardee or one (1) qualified designated beneficiary to pursue a baccalaureate, master or doctorate degree effective within five (5) years from the conferment of the award; and
- Free one-time executive check-up effective within one (1) year from the date of conferment of the award.



Pursuant to Section 6 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, Outstanding Public Officials and Employees or *Dangal ng Bayan* awardees' are entitled to the following rewards and incentives:

- Automatic promotion to the next higher position suitable to their qualifications and with commensurate salary effective from the date of the conferment of the award; provided, that if there is no next higher position or it is not vacant, said position be included in the next higher budget of the office; except when the creation of a new position will result in distortion in the organizational structure of the department, office or agency. Where there is no next higher position immediately available, a salary increase equivalent to the next higher position shall be given and incorporated in the base pay. When a new position is created, that which is vacated shall be deemed abolished;
- Cash reward in the amount of Two Hundred Thousand Pesos (PHP200,000)
- Gold-gilded medallion;
- Trophy;
- Scholarship grant for awardee or one (1) qualified designated beneficiary to pursue a baccalaureate, master or doctorate degree within five (5) years from the conferment of the award; and
- Free one-time executive check-up within one (1) year from the date of conferment of the award.

Pursuant to Section 6 (b) Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292 or the Administrative Code of 1986, Civil Service Commission *Pagasa* awardees are entitled to the following rewards and incentives:

- Cash reward in the amount of Two Hundred Thousand Pesos (PHP200,000) for individual awardees and One Hundred Thousand Pesos (PHP100,000) for each member of a group awardee with a maximum five (5) members;
- Gold-gilded medallion;
- Plaque with citation and signature of the Chairperson of the Civil Service Commission;
- Scholarship grant for awardee or one (1) qualified designated beneficiary to pursue a baccalaureate, master or doctorate degree within five (5) years from the conferment of the award; and
- Free one-time executive check-up within one (1) year from the date of conferment of the award.

### **What are the nomination procedures?**

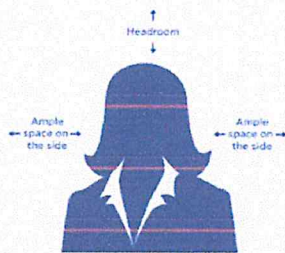
A nomination for an individual or group will go through the agency's Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, which shall review and recommend the nomination for endorsement of the head of agency.

The agencies shall then submit the nominations (consisting of the correct nomination forms and complete documentary requirements) to the CSC Regional (RO) or Field Office (FO) with jurisdiction over the agency of the nominee/s.

Nominations shall then undergo regional level screening through the Regional Committee on Awards created per region. CSC ROs shall then forward the regional winners to the National HAP Secretariat for review, after which the national qualifier will be determined. These will then be deliberated at the national level by the Committee on Awards for the Presidential *Lingkod*

- Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)
- Nominee's valid clearances to be secured from the following agencies in the locality: National Bureau of Investigation, BIR Tax Clearance, Police Clearance
- Clearance for Pendency or No Pendency of Administrative Case issued by the CSC Regional Office
- Digital photo of the nominee taken using a DSLR or smart phone (scanned photo from a printout is not recommended) following the specifications below:

#### Individual Nominees



- One (1) portrait shot (from chest up, showing the subject clearly, with adequate lighting)
- Subject should face the camera at eye level, with the head not tilting up or down
- With plain background (white or beige are recommended),

and with no other elements showing behind the nominee or blocking the face of the nominee

- Photo size is at least 4x6 inches
- Photo resolution is at least 1600x1200 (or 2-3 megapixels, or 300 DPI)
- With adequate head room and spaces on each side

#### Group Nominees



- One (1) portrait shot of each member, and one (1) group shot
- For individual photos of each member, please follow the specifications for individual nominees on the left column
- Additional specifications for the group photo:
  - Landscape orientation (at least 6x4 inches)

**For queries, contact the Honor Awards Program Secretariat through the following:**

Email: [hapsecretariat@csc.gov.ph](mailto:hapsecretariat@csc.gov.ph)

Contact numbers: (02) 89320831 or (02) 89317993

**Check out updates on the Search for Outstanding Government Workers through the CSC official channels:**

CSC website: [www.csc.gov.ph](http://www.csc.gov.ph)

CSC Facebook Page: [www.facebook.com/civilservicegovph](https://www.facebook.com/civilservicegovph)

YouTube Channel: [www.youtube.com/cscpinmedia](https://www.youtube.com/cscpinmedia)

For the nomination form access/download from <https://csc.gov.ph/download/honor-awards-program/category/370-search-for-outstanding-government-workers>

*Bayan* and CSC *Pagasa*, and the Committee on the Outstanding Public Officials and Employees (*Dangal ng Bayan*) Award. Said committees are composed of government officials appointed by the President of the Philippines, members of the Commission, heads of constitutional bodies, and prominent Filipino citizens who are not in government service.

After the first round of deliberations, semi-finalists will be determined. The semi-finalists will undergo background investigation to verify the accomplishments. The CSC will also solicit public feedback on the semi-finalists, as well as clearances from appropriate government agencies to determine if the semi-finalists are free of any liabilities.

The results of the background investigation, public feedback, and clearances shall be presented during the second round of deliberations, after which the winners shall be determined for the CSC *Pagasa* and *Dangal ng Bayan* categories, and finalists of the Presidential *Lingkod Bayan* category shall be submitted to the Office of the President for vetting and approval.

#### **What are the requirements for nomination?**

- Updated Personal Data Sheet (with photo, signatures of employee and the person administering oath)
- Certificate from the Chairperson of the agency's local, provincial, regional, or national Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent
- Letter from the Agency Head endorsing the nomination to the CSC (when the nominee is the Agency Head, endorsement from the superior official is required)
- Certification signed by the nominee that he or she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending case at the time of nomination (for posthumous nominations, Certificate of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required)
- 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 six (6) semestral or three (3) annual rating periods prior to the nomination
- Certification of No Unliquidated Cash Advance signed by the agency's Financial Officer/Accountant as of 31 December of the year prior to nomination
- Certification of No Disallowance issued by the Commission on Audit (COA) Resident Auditor for previous accountabilities as of 31 December of the year prior to the nomination (in case of a Notice of Disallowance, the certification from COA needs to show 1) the specific grounds or bases for the disallowance; and 2) an update on whether or not the nominee has started paying the refund or is acknowledging his/her obligation under the law, should the decision be executory)
- Copy of the Statement of Assets, Liabilities and Net Worth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, signed by the authorized officer administering the oath
- For career and non-career employees - copy of nominee's Appointment Paper; For elective officials - copy of Commission on Election or COMELEC Certification of Elected Candidate

For military - Designation Order





**HONOR AWARDS PROGRAM**

Re: Guidelines on the 2021 Search for  
Outstanding Government Workers  
and the Years Thereafter

**Number: 2100501**

**Promulgated: 24 June 2021**

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**RESOLUTION**

**WHEREAS**, in accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers;

**WHEREAS**, the CSC administers the annual Search to recognize government officials and employees who exemplified outstanding performance, to further motivate or inspire public servants to improve the quality of their performance and to instill excellence in public service;

**WHEREAS**, pursuant to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, Executive Order No. 292, otherwise known as the Administrative Code of 1987 and its Implementing Rules and Regulations, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, CSC, together with the Office of the President and the constituted Special Committee on Awards, shall confer the Presidential *Lingkod Bayan* and CSC *Pagasa*, two award categories given for outstanding work performance, and the Outstanding Public Officials and Employees or *Dangal ng Bayan* award for exemplary conduct and ethical behavior;

**WHEREAS**, President Rodrigo Roa Duterte signed and approved Republic Act No. 11469 otherwise known as "*Bayanihan to Heal as One Act*" on March 24, 2020, declaring the existence of a national emergency arising from the Corona Virus Disease 2019 (COVID-19) Situation;

**WHEREAS**, the President further approved Republic Act No. 11494 or the Bayanihan To Recover As One Act on September 11, 2020, providing for COVID-19 response and recovery interventions, mechanisms to accelerate the recovery and bolster the resiliency of the Philippine economy, providing funds therefor, and for other purposes.

**WHEREAS**, the Commission issued CSC Memorandum Circular No. 10 dated May 7, 2020, Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic which provides that all government

Bawat Kawani, *Lingkod Bayani*

agencies and instrumentalities may adopt alternative work arrangements appropriate/applicable to their functions and place of work, and prevailing community quarantine in the area where the agency is located, giving priority to the preferred schedule of employees who are senior citizens, pregnant women, and persons with disabilities (PWD);

**WHEREAS**, pursuant to the abovementioned issuances, it is necessary to issue the Guidelines for the conduct of the Search for Outstanding Government Workers in 2021 and years thereafter and enjoin the heads of agencies and state workers to observe electronic submission of scanned copies of nominations, together with the required documents, to the CSC Regional and/or Field Offices in accordance with the provisions of these guidelines, together with a Certification from the agency Human Resource Management Officer that the documents submitted are authentic and genuine;

**WHEREFORE**, the Commission **RESOLVES** to adopt the attached Guidelines for the 2021 Search for Outstanding Government Workers and the Years Thereafter.

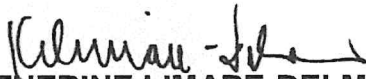
Quezon City.

**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

**HONOR AWARDS PROGRAM**  
**Guidelines for the 2021 Search for Outstanding Government Workers**  
**and the Years Thereafter**

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**I. Introduction**

In accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers. The program seeks to recognize and reward state officials and employees for their outstanding contributions and achievements in the delivery of public service.

The annual Search started in 1965 through the Employee Suggestions and Incentives Awards System (ESIAS) implemented under Section 27 of Republic Act No. 2260 or the Civil Service Act of 1959 to award public servants for extraordinary acts or services that contributed to the efficiency, economy and improvement of government operations.

In 1975, by virtue of Presidential Decree No. 807, new rules and guidelines of the ESIAS modified the types of honor awards as follows: Presidential or *Lingkod Bayan* and Silangan Awards, the Civil Service Commission or *Pagasa Award*, and the Agency or *Kapwa Award*.

Meanwhile, Republic Act No. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees vested in the CSC the administration of the nationwide Search for Outstanding Public Officials and Employees or *Dangal ng Bayan Award*.

On 16 March 2020, the President, through Presidential Proclamation No. 929, declared a state of calamity throughout the Philippines due to the Corona Virus Disease 2019 (COVID-19) Situation. Subsequently, the President approved Republic Act No. 11469 otherwise known as “Bayanihan to Heal as One Act” on March 24, 2020, declaring the existence of a national emergency arising from the COVID-19 situation. Furthermore, the President approved Republic Act No. 11494 or the Bayanihan to Recover as One Act on September 11, 2020, providing for COVID-19 response and recovery interventions, mechanisms to accelerate the recovery and bolster the resiliency of the Philippine economy, providing funds therefor, and for other purposes.

Pertinent thereto, the Commission issued CSC Memorandum Circular No 10 dated May 7, 2020, Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic, which provides that all government agencies and instrumentalities may adopt alternative work arrangements appropriate/applicable to their functions and place of work, and prevailing community quarantine in the area where the agency is located, giving priority to the preferred schedule of employees who are senior citizens, pregnant women, and persons with disabilities (PWD).

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Thereafter, the President, through Proclamation No. 1021 dated September 16, 2020, extended the declared State of Calamity throughout the Philippines for a period of one (1) year, effective 13 September 2020 to 12 September 2021, unless earlier lifted or extended as circumstances may warrant. Further, all government agencies and LGUs are enjoined to continue rendering full assistance to and cooperation with each other and mobilize the necessary resources to undertake critical, urgent, and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of COVID-19.

Hence, pursuant to the abovementioned issuances, the Commission deems it necessary to issue the Guidelines for the conduct of the Search for Outstanding Government Workers for 2021 and the years thereafter. Electronic submission of nomination, together with the required documents and Certification from the agency Human Resource Management Officer that the documents submitted are authentic and genuine, is required.

## II. Award Categories

### A. Outstanding Work Performance

- Presidential *Lingkod Bayan* Award is conferred to an individual or group **comprised of five members** for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony.
- Civil Service Commission *Pagasa* Award is conferred to an individual or group **comprised of five members** for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

### B. Exemplary Ethical Behavior

- Outstanding Public Officials and Employees or *Dangal ng Bayan* Award 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 observance of the eight norms provided under Republic Act No. 6713:
  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. Who are Qualified

- A. All appointive officials and employees holding permanent, temporary, coterminous, contractual and casual status of employment in the government, whether stationed in the Philippines or abroad;

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- B. Elective officials;
- C. Elective and 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 dated August 10, 2001 on the "Recognition of the *Barangay* Secretary and *Barangay* Treasurer as Government Employees" (Annex A):
- Respective appointment papers are submitted to the CSC for records purposes;
  - Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
  - Meet the qualification requirements set in the Local Government Code of 1991; and
  - Attendance and service records are kept and maintained in the *barangay* office
- D. 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; and
- E. Those who are under extension of service are not qualified.

Prior to the nomination, the nominated official or employee 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 six (6) semestral or three (3) annual rating periods prior to the nomination; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.

Team members who did not meet the abovementioned qualification requirements (Items 1 to 3) shall not be included in the nomination.

#### 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; implemented breakthroughs in the structure, system and procedures in the delivery of services.

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2. Sustainability of Contribution - The extent to which the accomplishment led to innovation/contribution which has been adopted; number of individuals, communities, offices who benefited; and evidence of sustained use or continuous implementation for at least three years or longer.
3. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used and its result; positive outcomes; the resulting paradigm shift; and the amount of money saved.
4. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
5. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
6. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) – The extent to which the group members motivate and support each other or the degree to which group members positively influence each other.

Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment. This should be specified in the nomination.

#### 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*.

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## V. Required Nomination Documents

Each nomination requires the submission of **soft or scanned** copy of the fully-accomplished HAP nomination form, clearances and other documentary requirements (see Letters A-N), with a Certification from the agency Human Resource Management Officer that the documents submitted are authentic and genuine. The nomination shall be submitted electronically to the CSC Field or Regional Office where the agency is clustered.

### 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 size 12.**

### B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo 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 Awards and Incentives for Service Excellence (PRAISE) Committee **or its equivalent**, stating that the nomination has undergone deliberation by the Committee

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 endorse the nomination.

### D. Letter from the Agency Head endorsing the nomination to the CSC

*Agency head* refers to Department Secretary, Chairperson or President of national government agencies, constitutional commissions, government-owned and controlled corporations, government financial institutions, and state/local universities and colleges; heads of bureaus and agencies attached to or under the Departments; as well as Governors or Mayors.

Heads of agencies also refer to the following officials:

<b>Nominee</b>	<b>Endorsing Head of Agency</b>
Members/Staff of the Judiciary	Chief Justice, Supreme Court

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Members/Staff of the Senate Members/Staff of the House of Representatives Members/Staff of the Local <i>Sanggunian</i> Governor/Mayor Vice-Governor/Vice-Mayor <i>Punong Barangay/Kagawad</i>	Senate President Speaker of the House of Representatives Vice-Governor/Vice Mayor  DILG Secretary Governor/Mayor City/Municipal Mayor
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Where the nominee is the **Agency Head**, endorsement by the superior official is required, as follows:

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

Agencies with nominations endorsed by Agency Heads who are OIC-designates should also submit a letter or a copy of the latter's designation order. The agency heads may also delegate the authority to sign the endorsement to an authorized representative, provided that a copy of the authority of the delegation shall be attached to the nomination folder.

If the agency has more than one nominee, an endorsement for all its nominees may be submitted instead of individual endorsements. Group nominations with team members from two or more departments/agencies shall be separately endorsed by their respective agency heads.

- E. Certification **signed by the nominee** that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending 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

Detailed information or copy of decision on dismissed/decided case/s of the nominee, if any

A nominee declared as semi-finalist shall again be required to submit a self-certification that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not

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have any pending administrative or criminal case. In case of non-submission, the semi-finalist shall be disqualified.

- F. 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 six (6) semestral or three (3) annual rating periods prior to the nomination. Copy of the rating forms need not be attached to the nomination folder, however, the rating period/s should be clearly stated in the Certificate.

A certificate of performance is no longer required for a nominee who is the head of a department, agency, and elective official.

For a nominee occupying third level position, a certification from the agency HRMO on the latest available Career Executive Service Performance Evaluation System (CESPES) performance rating for six (6) semestral or three (3) annual rating periods **must** be submitted.

- G. Certification of No Unliquidated Cash Advance signed by the agency's **Financial Officer/Accountant** as of December 31 of the year prior to nomination
- H. Certification of No Disallowance issued by the **Commission on Audit (COA) Resident Auditor** for previous accountabilities as of December 31 of the year prior to the nomination

In case a Notice of Disallowance is issued by COA, the qualification of a nominee to join the Search shall be examined on a case-to-case basis such that the merits of the specific ground or basis for the disallowance of the notice of suspension would be considered.

Further, if the COA central office has already approved and confirmed the decision of the originating COA office, said decision becomes executory if no Temporary Restraining Order (TRO) had been issued by the Supreme Court. Once there is already an obligation to refund, there should be an official document showing that the nominee has started paying the refund or is acknowledging his/her obligation under the law.

Non-refund despite the obligation will not make the nominee qualified to join the Search.

- 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, signed by the authorized officer administering the oath

All individual and group nominees **MUST** submit their SALN.

- J. Copy of nominee's Appointment Paper

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- K. Commission on Election (COMELEC) Certification of Elected Candidate (for elective official)
- L. Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)

The nominee's plantilla position as reflected in the Service Record shall be the position indicated in the nomination form.

- M. Nominee's valid clearances to be secured from the following agencies in the locality:
  - National Bureau of Investigation
  - BIR Tax Clearance
  - Police 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 (CSCRO).
  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 HAP Secretariat for the semi-finalists of the Search.
  3. Clearance from the Office of the President shall also be secured by the HAP Secretariat for presidential appointees selected as semi-finalists of the Search.
- N. Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies
  - O. Certification of the agency HRMO of the authenticity of documents submitted

Soft or scanned copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition **should not be included** in the nomination.

All nominations and documents of the awardees of the Search shall be considered as permanent records of the Commission, and shall no longer be returned.

## 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:

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- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
- Outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and in bullet form;
- Present impact of accomplishments by indicating how it was sustained/adopted, 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)
- 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

- A. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial size 12 font) to include the summary of accomplishments, impact and other information.

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- B. While there are three award categories under the Search, an employee or official should be nominated to only one award category.
- C. 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

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 or its equivalent, shall review and recommend the nomination for endorsement of the head of agency.
2. The nominations of the Head of Department, Agency and elective official need not be submitted to the PRAISE Committee. However, all other documentary requirements have to be complied with.
3. Pursuant to CSC Resolution No. 2000359, promulgated on 17 February 2020, on the Revised Guidelines on the Conferment of Recognition and Award under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), agencies conferred with Maturity Level IV recognition shall be automatically nominated to the *CSC Pagasa Award* group category of the Search for Outstanding Government Workers.

The CSC's Human Resource Policies and Standards Office (HRPSO) will inform the CSCRO concerned regarding the automatic nomination of an agency. The CSCRO shall then advise the agency regarding the preparation and submission of nomination requirements for the *CSC Pagasa* group category of the Search.

As a requirement for group nominees under the search guidelines, the PRIME-HRM nominee shall select its group members which should not exceed five (5) members. The agency HRM Office, being instrumental in achieving the PRIME-HRM Level IV maturity, shall represent the agency with the HRM Office head as the team leader together with four (4) other members from said office.

The period of nomination shall be within two years from the conferment of the PRIME-HRM award.

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PRIME-HRM nominee with incomplete documentary requirements shall be deemed ineligible to the Search.

4. 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.

Any private individual or organization may recommend an individual or group of individuals for a specific category of the Search, to the concerned government agency. It shall undergo evaluation of the PRAISE Committee and endorsement of the head of agency, if qualified.

Government officials and employees who are winners of private award-giving bodies may also be nominated to the Search for Outstanding Government Workers, provided that all the requirements for the Search are complied with.

## **VIII. Procedure for Screening and Evaluation**

### **A. Regional Level Screening**

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

The RCA shall evaluate the qualified nominations submitted based on Sections IV to V of the Guidelines and select the regional winners of the Search.

The PALD shall serve as the Regional HAP Secretariat. It shall download and screen all electronically submitted 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 to V of the Guidelines and provide soft or scanned copies of the nominations to the Regional Committee on Awards for deliberation.

The CSCROs are responsible for coordinating with the agencies regarding electronic submission of the nominee's lacking documents and for ensuring completion of the same prior to electronic submission to the Regional Committee on Awards for deliberation. A nomination with incomplete documentary requirements will no longer be included in the Search.

Soft or scanned copies of nominations received by the CSCROs which are not under their jurisdiction shall be electronically forwarded to the CSCRO concerned, **NOT** to the National HAP Secretariat.

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Only those selected by the RCA as regional winners will advance to the second level screening.

Nominations of regional winners should be officially transmitted online by the CSCRO to the National HAP Secretariat. Further, a list of all qualified and non-qualified nominations received for the three award categories duly signed by the CSCRO Director **MUST** likewise be submitted. The list should include the nominee's name, plantilla position, level of position, agency and award category. It should also indicate if the nominations received have complete or incomplete documentary requirements.

## B. National Level Screening

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

### 1. Committee on the Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

- o Member of the Commission, CSC
- o Chief Protocol Officer of the Office of the President
- o Three (3) prominent Filipino citizens who are not in the government service

### 2. Committee on the *Dangal ng Bayan* Award

- o Chairperson of the CSC
- o Ombudsman of the Office of the Ombudsman
- o Chairperson of the Commission on Audit
- o Two (2) government officials/employees appointed by the President of the Philippines

The NHS will evaluate all electronically submitted regional winners' nominations based on Sections III to VI of the Guidelines and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall come up with a shortlist of national qualifiers to be submitted to the NCA. The final list of national qualifiers shall also be provided to the CSCROs.

The NCA shall evaluate the national qualifiers' nominations based on their extraordinary accomplishments and exemplary ethical behavior, and shall come up with a shortlist of semi-finalists. The names and photos of the semi-finalists shall be published in a newspaper of general circulation to request the public to send their feedback via e-mail. Simultaneously, they shall be subjected to background investigation and remote interview. The NHS shall consolidate the feedback gathered from the public and the background investigation report and shall forward these, together with the video of the remote interview, via online to the NCA for evaluation. Thereafter, the NCA shall select the winners of the *CSC Pagasa* and *Dangal ng Bayan* awards,

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and the finalists of the Presidential or *Lingkod Bayan* award for decision/approval of the President.

## **IX. Procedure for Committees on Awards Deliberation**

Pursuant to Item 5.6, General Guidelines of CSC MC 10 dated May 7, 2020, "Agencies may use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction". Hence, the same procedure shall be used in the committee on award deliberations.

### **A. Selection of Regional Winners**

Upon electronic submission of the qualified nominations by the RHS, the RCA shall evaluate all nominations submitted to them and select the regional qualifiers.

The RCA will then each come up with their shortlist of regional finalists and email them to the RHS for tallying of votes. The RCA shall convene on an agreed date through video/teleconferencing to deliberate and agree on their choices and select the regional winners. The RHS shall draw a Committee Resolution for each award category identifying the regional winners and shall e-mail the same to the RCA for confirmation and e-signature.

The RHS shall transmit the regional winners' nominations via e-mail to the NHS for further evaluation and for consideration in the national search.

### **B. Selection of National Semi-finalists**

Upon online receipt of the regional winners' nominations, the NHS shall evaluate them and select the national qualifiers whose nominations shall be transmitted electronically to the NCA for their evaluation.

The NCA shall each come up with a shortlist of semi-finalists and send via email to the NHS for tallying of votes. The NCA shall convene on an agreed date through video/teleconferencing, to deliberate and agree on their choices and select the semi-finalists. The NHS shall draw a Certificate of Recognition for each award category identifying the semi-finalists and shall e-mail the same, together with the tally sheet, to the NCA for confirmation and e-signature.

The NCA shall also provide the NHS via email with specific instructions for the background investigators to look into the semi-finalist's accomplishment/s or ethical behavior which require more information or clarification. For the remote interview, they shall agree on one common question which shall be asked of all the semi-finalists to know them more up close and to observe their behavior and demeanor. The same shall be captured by the NHS and emailed to the background investigators.

The selected semi-finalists shall be subjected to background investigation/validation and remote interview. A public advisory on the list of semi-finalists shall also be posted at the CSC website and social media platforms to encourage public feedback on the semi-finalists.



### C. Conduct of Background Investigation and Remote Interview on HAP Semi-finalists

The NHS shall initiate the conduct of background investigation (BI) through the issuance of an Office Order for the HAP background investigators/validators to perform their BI tasks. The nomination documents of the semi-finalists, together with the instructions from the NCA, shall likewise be forwarded to them electronically.

As a matter of procedure, the background investigators shall review the nomination documents of the semi-finalist assigned to them. They shall draw a BI plan to identify the possible individuals to interview on the semi-finalist's accomplishments and ethical behavior. They shall also review the Manual on the Conduct of Background Investigation for questions to ask their interviewees.

Similarly, pursuant to Item 5.6, General Guidelines of CSC MC 10 dated May 7, 2020, "*Agencies may use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction*". The same procedure shall be used in the conduct of background investigation and remote interview on HAP semi-finalists.

BI and remote interview shall be conducted through phone call, video/teleconferencing, e-mail and other non face-to-face modes of communication. The BI reports and the required attachments should be signed by the Regional Director and electronically submitted to the NHS within the set deadline.

The BI reports shall then be submitted via email to the NCA for evaluation and deliberation.

### D. Selection of Finalists/Awardees

The NHS shall send electronically the background investigation (BI) reports on the semi-finalists together with the comments from the public and summary of clearances to the NCA for their evaluation.

The NCA shall each come up with their shortlist of winners (for the *Dangal ng Bayan* and *CSC Pagasa* categories) or finalists (for the *Presidential Lingkod Bayan* category) and email them to the NHS for tallying of votes. The NCA shall again convene on an agreed date through video/teleconferencing, to deliberate and agree on their choices and select the winners/finalists. The NHS shall draw a Committee Resolution for each award category identifying the winners/finalists, and shall e-mail the same, together with the tally sheet, to the NCA for confirmation and e-signature.

A letter submitting the Committee Resolution for the *Presidential Lingkod Bayan* finalists for approval and confirmation of the President shall be electronically transmitted to the Office of the President.

## X. Definition of Terms

Terms	Definition
Regional Winner	<p>Nominee whose nomination has complete documentary requirements, including agency endorsement, has been shortlisted by the Regional HAP Secretariat based on Items III and V of the Guidelines and has been selected by the Regional Committee on Awards to advance to the national search.</p> <p>A regional winner is not entitled or will not receive any cash reward as he/she shall still vie for the national search. A Certificate of Participation will instead be given by the CSC Regional Office, signed by the CSC Regional Director and members of the Regional Committee on Awards.</p> <p>Nominations of Regional Winners submitted to the HAP Secretariat with incomplete documentary requirements (e.g. no agency endorsement, expired clearances, or nominees did not meet the qualifications, among others) are NOT eligible for the national search.</p>
National Qualifier	Regional winner with complete requirements and qualified based on the existing guidelines, as determined after documentary review by the HAP Secretariat, is endorsed to the National Committee on Awards
National Semi-finalist	Semi-finalist is shortlisted by the National Committee on Awards from among the national qualifiers, and who will be subjected to background investigation.
Presidential <i>Lingkod Bayan</i> Finalist	Finalist is selected by the National Committee on Awards from among the semi-finalists and endorsed to the Office of the President for confirmation.

## XI. Grounds for Disqualification of Nominations

- A. Non-compliance with the guidelines on the submission of complete documentary requirements (no agency endorsement, observance of deadline, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents) shall render the nominee ineligible for the Search.
- B. **Non-compliance with the obligation to refund COA central office-approved or confirmed disallowance of benefit/s**
- C. 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.
- D. A nominee requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.

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- E. Group members with lacking documentary requirements shall be automatically removed from the team and shall be considered ineligible to/disqualified from the Search.
- F. Nominee, whether individual or member of a group, who was conferred the award in the same or different category within the last five years prior to the nomination period shall be disqualified from the Search.

**XII. Submission of Nominations**

Online submission of nominations to the Presidential or *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and CSC or *Pagasa Awards* categories under the annual Search for Outstanding Government Workers shall be submitted to any Civil Service Commission Field or Regional Office must **not be later than the last working day of March of each year**, subject to changes upon prior notice.

Below is the calendar of activities in relation to the 2021 Search and the years thereafter:

PERIOD	ACTIVITY
January-March	Search for Outstanding Government Workers 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	Awarding Rites for the Outstanding Government Workers

**XIII. Effectivity**

These guidelines shall be implemented for the 2021 Search for Outstanding Government Workers and the years thereafter.

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