



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

1 FEB 07 2025

MEMORANDUM

No. 054, s. 2025

**CIVIL SERVICE COMMISSION 2025 HONOR AWARDS PROGRAM (HAP)
SEARCH FOR OUTSTANDING GOVERNMENT WORKERS (SOGW)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is **Regional Memorandum No. 90, s. 2025**, titled, **Civil Service Commission 2025 Honor Awards Program (HAP) Search for Outstanding Government Workers (SOGW)**, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Attention is invited to the second item, relative to the deadline of submission and the link where the materials and detailed instructions can be accessed.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

For:

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:

MA. REGAELE A. OLARTE

OIC-Chief Education Supervisor, SGOD
Officer-in-Charge

References: As stated.

Encl. As stated

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

REWARDS AND RECOGNITION

AMF/DM- CIVIL SERVICE COMMISSION 2025 HONOR AWARDS PROGRAM (HAP) SEARCH FOR
OUTSTANDING GOVERNMENT WORKERS (SOGW)
054 / February 7, 2025

NUM-2025-054



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 28, 2025

REGIONAL MEMORANDUM

No. 090, s. 2025

To: Schools Division Superintendents
All Others Concerned

**CIVIL SERVICE COMMISSION 2025 HONOR AWARDS PROGRAM (HAP)
SEARCH FOR OUTSTANDING GOVERNMENT WORKERS (SOGW)**

1. In reference to the letter of Director Victoria F. Esber, Director IV, Civil Service Commission, NCR, this Office enjoins field employees to participate in the above-captioned subject.
2. The details of the activity are outlined in the attached letter. The deadline for online submission of nomination folders via <https://bit.ly/2025ncrhapreg> is March 31, 2025.
3. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA

Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

/rjcepshrdd



National Capital Region

16 January 2025

DR. JOCELYN DR ANDAYA

Director IV

Department of Education (DepEd) - NCR

Misamis St., Bago Bantay, Quezon City

Dear Dr. Andaya:

The 2025 Honor Awards Program (HAP) through the Search for Outstanding Government Workers officially commenced with the issuance of the CSC Public Assistance and Information office (PAIO) Memorandum No. 3, s. 2025.

All officials and employees in the career and non-career service of the government are qualified to join the Search. In addition, 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. Said nomination should be formalized within 12 months from the time of death of the government official or employee.

The guidelines, list of requirements, and nomination forms to be used for the 2025 Search are available on the CSC website through this link:

<https://csc.gov.ph/programs/honor-awards-program/category/370-search-for-outstanding-government-workers>

The HAP covers the following award categories and its corresponding awards and incentives:

Award Categories	Awards and Incentives
Presidential <i>Lingkod Bayan</i> Award is conferred to an individual or group comprised of five members for exceptional and extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony	<ul style="list-style-type: none">• Gold-gilded medallion• Presidential Plaque with citation• Cash reward worth P200,000.00• Automatic promotion to the next higher position or grant of equivalent salary grade

<p>Civil Service Commission Pagasa Award is conferred on an individual or group comprised of five members for outstanding contributions resulting from an idea or performance which directly benefit more than one department of the government</p> <p><i>(pursuant to Section 6 (b), Rule X. Employee Suggestions and Incentives Awards System of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws)</i></p>	<ul style="list-style-type: none"> • Gold-glided medallion • Plaque with citation signed by the Chairman of the Civil Service Commission • Cash reward worth P150,000.00 (per CSC Resolution No. 1800227 dated February 28, 2018)
<p>Outstanding Public Officials and Employees or <i>Dangal ng Bayan</i> 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 of conduct provided under RA 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees</p> <ol style="list-style-type: none"> 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 <p><i>(pursuant to Section 6 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees)</i></p>	<ul style="list-style-type: none"> • Gold-glided medallion • Trophy designed by National Artist for Sculpture Mr. Napoleon V. Abueva • Cash reward worth P200,000.00 • Automatic promotion to the next higher position suitable to qualification with commensurate salary increase

In order to recognize the outstanding contribution, achievements and performance of men and women in the bureaucracy, we enjoin you to participate in the prestigious Search and nominate the awardees of your Program, Awards, and Incentives for the Service Excellence (PRAISE) via electronic submission of nomination together with the complete required documentary requirements thru this link: <https://bit.ly/2025nchrhapreg>. Kindly submit also **two (2) hard copies** of the same (in addition to the electronic version) to the CSC Field Office where your agency is clustered not later than **31 March 2025**.

As part of the ongoing "Search for Outstanding Government Workers," it is essential to submit a compelling and well-structured nomination narrative that accurately highlights the accomplishments and contributions of the nominee. The narrative is a critical component of the nomination process and will be used to assess the nominee's eligibility and merits. Attached are guidelines to help you craft a proper and effective nomination narrative.

For inquiries, you may visit the nearest CSC Field Office or contact the CSC NCR Regional HAP Secretariat thru email at roncr@csc.gov.ph.

Very truly yours,

VK F. Esber
VICTORIA F. ESBER
Director IV

cc: PRAISE Committee Head

PALD/MGPD MAVB/imsd

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

Nomination Form

Select your award category (choose only one):

- ☐ Presidential *Lingkod Bayan* Award (Individual)
- ☐ Presidential *Lingkod Bayan* Award (Group)
- ☐ Civil Service Commission *Pagasa* Award (Individual)
- ☐ Civil Service Commission *Pagasa* Award (Group)
- ☐ Outstanding Public Officials and Employees (*Dangal ng Bayan*) Award

FOR INDIVIDUAL NOMINEES

PERSONAL INFORMATION

Name (first, middle, last): <small>Click or tap here to enter text.</small>		
Birthdate (date, month, year): <small>Click or tap here to enter text.</small>		Age: <small>Click or tap here to enter text.</small>
Sex: <small>Choose an item</small>	Gender: <small>Choose an item</small>	Place of birth: <small>Click or tap here to enter text.</small>
Residential address: <small>Click or tap here to enter text.</small>		
Email address: <small>Click or tap here to enter text.</small>		
Contact number/s: <small>Click or tap here to enter text.</small>		

WORK-RELATED INFORMATION

Position title: <small>Click or tap here to enter text.</small>	Status of appointment: <small>Choose an item</small>
Level: <small>Choose an item</small>	
Agency: <small>Click or tap here to enter text.</small>	
Agency address: <small>Click or tap here to enter text.</small>	
Agency contact number/s: <small>Click or tap here to enter text.</small>	
Agency email address/es: <small>Click or tap here to enter text.</small>	

Were you awarded under the Honor Awards Program within the past five (5) years?

Choose an item

If you answered yes, what was your award category? Choose an item

Proceed to next sections: Nominee's References, Accomplishments and Impact/Results, Checklist

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

FOR GROUP NOMINEES
Maximum of five (5) members

Name of group nominee:

Agency*:
Agency address:
Agency contact number/s:
Agency email address/es:

*for group nominees with members coming from different departments/agencies, specify the lead agency

Team Leader

Name (first, middle, last):		Age:
Birthdate (date, month, year):		Place of birth:
Sex:	Gender:	
Residential address:		
Email address:		
Contact number/s:		
Position title:		Status of appointment:
Position level:		

Were you awarded under the Honor Awards Program within the past five (5) years?	If you answered yes, what was your award category?
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Team Members

1

Name (first, middle, last):		Age:	Sex:	Gender:
Agency:		Status of appointment:		
Position title:		Position level:		

Were you awarded under the Honor Awards Program within the past five (5) years?	If you answered yes, what was your award category?
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2

Name (first, middle, last):		Age:	Sex:	Gender:
Agency:		Status of appointment:		
Position title:		Position level:		

Were you awarded under the Honor Awards Program within the past five (5) years?	If you answered yes, what was your award category?
---	--

3

Name (first, middle, last):		
Age:	Sex:	Gender:
Agency:		Status of appointment:
Position title:		
Position level:		

Were you awarded under the Honor Awards Program within the past five (5) years?	If you answered yes, what was your award category?
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4

Name (first, middle, last):		
Age:	Sex:	Gender:
Agency:		Status of appointment:
Position title:		
Position level:		

Were you awarded under the Honor Awards Program within the past five (5) years?	If you answered yes, what was your award category?
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Proceed to next sections: Nominee's References, Accomplishments and Impact/Results. Checklist

NOMINEE'S REFERENCES

Name of regional office head:
Position:
Landline and mobile number/s:
Email address/es:

Name of head of agency:
Position:
Landline and mobile number/s:
Email address/es:

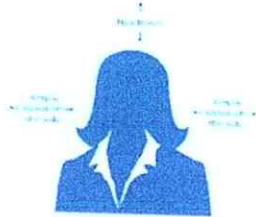

Name of nominator:
Nominator's contact number/s:
Nominator's email address/es:
Affiliation/agency:

CHECKLIST OF DOCUMENTS SUBMITTED WITH THIS NOMINATION FORM

- ☐ 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)

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

- ☐ 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
- ☐ 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	Group Nominees
 <ul style="list-style-type: none"> • 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 	 <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Landscape orientation (at least 6x4 inches)

Note: Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies.

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

Guide for Writing a Proper Nomination Narrative in the Search for Outstanding Government Workers

When nominating someone for an award, your goal is to present a compelling case for why the nominee deserves recognition. A strong nomination narrative should clearly demonstrate the nominee's accomplishments, impact, and the values they embody. Below is a step-by-step guide to help you craft an effective and compelling nomination.

1. Understand the Award Criteria

Before you begin, review the award criteria carefully. Each award may have different goals, values, and qualifications. Make sure you understand what specific qualities the award is looking to recognize, such as:

DANGAL NG BAYAN

No.	CRITERIA	INDICATORS
1	Quality and Consistency of Behavioral Performance: <i>The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.</i>	Consistent display of the Eight (8) Norms of Conduct for the last 3 years: <ul style="list-style-type: none"> • Commitment to public interest • Professionalism • Justness and sincerity • Political neutrality • Responsiveness to the public • Nationalism and patriotism • Commitment to democracy • Simple living Situations or obstacles where the result of the action manifested the Integrity of the nominee.
2	Impact of Behavioral Performance: <i>The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.</i>	Norms or behavior which the extraordinary act has created a powerful effect or impact on the organization or public. Impact of the behavior manifested may be determined by: <ol style="list-style-type: none"> a. problems addressed b. behavior emulated by co-workers c. people/office benefited d. transactions facilitated
3	Risk or Temptation Inherent in the Work: <i>The degree of risk and temptation substantially present in the work.</i>	Integrity and excellence were manifested by the nominee despite the high risk and temptation at present work/station/position.

		Presentation/Discussion of the degree of risk and temptation substantially present in the performance of duties and functions.
4	Obscurity of the Position: <i>The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.</i>	<p>Feedback from peers/coworkers/superiors community has been consistently manifested. (IPCR, Commendations)</p> <p>Verifiable records that would support/validate the instances/situations that would describe where integrity or excellence was manifested.</p> <p>Situations or obstacles hurdled or overcome by nominee. (The obstacles may be limitations in resources, time constraints, pressures on accountability, need for immediate action/decision, etc.)</p>
5	Years of Service: <i>The cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.</i>	Indicate the number of years in government service.
6	Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for <i>Dangal ng Bayan</i> .	

PRESIDENTIAL LINGKOD BAYAN AWARD and CSC PAGASA AWARD

No.	CRITERIA	INDICATORS
1	Noteworthiness of Outstanding Performance/Contribution: <i>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.</i>	<p>The accomplishment/performance of nominee is unique and original and that no one has ever initiated or performed.</p> <p>Nominee's accomplishment/s were performed and were accomplished over and above his/her regular function/position.</p>
		The idea/accomplishment is unique while the strategy in its implementation was patterned from an established/existing method or process vice versa.
2	Sustainability of Contribution: <i>The extent to which the accomplishment led to innovation/contribution which has been adopted; number of individuals, communities, offices who/that</i>	<p>The nominee was recognized by:</p> <p>a. Agency</p> <p>b. External Body/ies</p>

	<p><i>benefited; and evidence of sustained use or continuous implementation for at least three years or longer.</i></p>	<p>Benefits derived from the innovation/contribution are clear</p> <p>Testimony/ies from recipient/s of the innovation/contribution specifically state how they benefited from the program</p> <p>Proof or evidence of sustained use or continuous implementation is clearly manifested</p>
3	<p>Impact of Performance/Achievement: <i>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.</i></p>	<p>The impact of the accomplishment/initiative is National in scope. (Presidential Lingkod Bayan Award)</p> <p>The impact of the accomplishment/initiative is in the Department level. (CSC Pagasa Award)</p> <p>Impact of accomplishment may be determined by:</p> <ol style="list-style-type: none"> problems addressed savings generated people/office benefited transactions facilitated
4	<p>Reliability and Effectiveness: <i>The extent to which the idea, suggestion, innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.</i></p>	<p>The implementation and accomplishment of the idea, innovation, or suggestion has support data with statistics, with verifiable information (figures and number would provide a clearer picture).</p> <p>The "before and after" scenario is evident and present (proof that a pressing need has been efficiently and effectively addressed).</p> <p>There is presentation/discussion of transactions/process facilitated.</p>
5	<p>Consistency of Performance <i>The degree of consistency manifested by consistent outstanding performance based on historical data/work record.</i></p>	<p>Feedback from peers/coworkers/superiors community that the outstanding performance has been consistently manifested. (IPCR, Commendations)</p> <p>Verifiable records that would support/validate the instances/situations that would describe where integrity or excellence was manifested.</p>

		Situations or obstacles hurdled or overcome by nominee. (The obstacles may be limitations in resources, time constraints, pressures on accountability, need for immediate action/decision, etc.)
6	Demonstrated Teamwork, Cooperation. Camaraderie and Cohesiveness <i>The extent to which the group members motivate and support each other or the degree to which group members positively influence each other.</i>	<p>There is clear delineation of functions of every member of the team.</p> <p>There is work flow process to reach a certain goal or project output with corresponding timelines.</p> <p>There is a record or document of monitoring and evaluation of the attained accomplishment/s or project output/s.</p>

2. Organize Your Narrative Structure

A well-structured nomination is easier to read and more persuasive. Typically, a strong narrative follows this structure:

- **Introduction**
- **Overview of the Nominee's Qualifications**
- **Detailed Impact and Achievements**
- **Conclusion: Why This Nominee Deserves the Award**

3. Start with a Strong Introduction

Your introduction should capture attention and set the stage for the rest of the narrative. Focus on the following:

- **Nominee's Name and Position:** Briefly introduce the nominee, including their current role and how long they've been in it.
- **Your Relationship to the Nominee:** Mention how you know the nominee, providing context for your perspective.
- **Purpose of the Nomination:** State why you are nominating them for this particular award.

Example:

"I am honored to nominate Juan Dela Cruz, Senior Project Manager at XYZ Company, for the Excellence in Leadership Award. I have had the privilege of working alongside Juan for the past five years, and during this time, she has demonstrated extraordinary leadership and commitment to our company's mission."

4. Provide an Overview of the Nominee's Qualifications

In this section, focus on the nominee's professional background, skills, and qualifications that make them stand out:

- **Experience:** Highlight the nominee's years of experience, roles they've held, and any relevant achievements.
- **Expertise and Skills:** Mention key skills or areas of expertise that are relevant to the award.
- **Values:** Tie in personal values or work ethic that align with the award's focus.

Example:

"Juan has over 15 years of experience in project management, during which he has consistently exceeded expectations in both the scope of projects he manages and the results he delivers. His ability to inspire and lead teams is unmatched, and he has been instrumental in driving several high-profile initiatives that have significantly improved our organizational efficiency."

5. Describe the Nominee's Impact and Achievements

This is the heart of your narrative. Provide concrete examples that showcase the nominee's achievements, focusing on:

- **Specific Accomplishments:** Detail key projects or tasks where the nominee excelled.
- **Quantifiable Results:** Use numbers, percentages, or other measurable outcomes to show the impact of their work.
- **How They Embody the Award's Values:** Demonstrate how their actions align with the core values or goals of the award.

Be specific and include:

- **Challenges** the nominee overcame
- **Innovative solutions** they implemented
- **Team or organizational benefits** that resulted from their actions

Example:

"Under Juan's leadership, the XYZ Project was delivered three months ahead of schedule, resulting in a 20% cost savings for the company. His innovative approach to resource allocation and team management allowed him to successfully navigate numerous obstacles, including a tight

budget and shifting client requirements, all while maintaining morale and collaboration among team members."

6. Include Testimonials or Supporting Statements

If possible, incorporate testimonials from colleagues, supervisors, or other stakeholders who can vouch for the nominee's impact. These can add credibility and highlight the nominee's influence from multiple perspectives.

Example:

"Anna Santos, a colleague who worked directly with Juan on the XYZ Project, stated, 'Juan is an extraordinary leader who not only sets high standards but also supports his team every step of the way. His ability to adapt to changing circumstances and still deliver results is unparalleled.'"

7. Emphasize the Long-term Impact

It's important to show how the nominee's actions will have a lasting effect on their organization, community, or field. Explain how their contributions have created sustainable change or have inspired others.

Example:

"Juan's leadership in project management has not only advanced our company's operations but has also set a new standard for how we approach collaboration. His mentorship has empowered multiple junior team members, many of whom have since taken on leadership roles themselves, perpetuating her legacy of excellence."

8. Conclude with a Strong Statement of Why They Deserve the Award

Finish your nomination with a powerful statement reinforcing why this nominee is the best candidate for the award. Tie everything together and make the case for why their achievements make them deserving of recognition.

Example:

"For his exceptional leadership, unwavering commitment to excellence, and ability to drive tangible, impactful results, I firmly believe that Juan Dela Cruz is an outstanding candidate for the Excellence in Leadership Award. His contributions have not only shaped the future of our company but have also set a benchmark for others to follow."

9. Edit and Proofread

Once your narrative is written, take the time to review and refine it. Here are some tips:

- **Clarity:** Ensure the narrative is clear, concise, and free of jargon.
- **Consistency:** Maintain a consistent tone and style throughout.
- **Proofread:** Check for grammatical errors, typos, and formatting issues.

- **Feedback:** If possible, ask a colleague or peer to review your nomination to get a second perspective.
-

Final Checklist for Your Nomination Narrative:

- **Clear structure:** Introduction, qualifications, impact, and conclusion.
 - **Specific examples:** Use measurable achievements and outcomes.
 - **Alignment with award criteria:** Show how the nominee embodies the qualities the award seeks to recognize.
 - **Compelling and engaging:** Tell a story that makes the nominee stand out.
 - **Proofread and edit:** Ensure professionalism and accuracy.
-

By following this guide, you can craft a persuasive and well-supported nomination narrative that highlights the nominee's accomplishments and underscores their eligibility for the Search for Outstanding Government Workers. *Good luck with your nomination!*



HONOR AWARDS PROGRAM

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

Number: 2100501

Promulgated: 24 June 2021

X-----X

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.

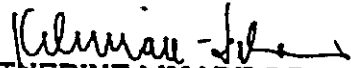
Quezon City.

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

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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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:

Nominee	Endorsing Head of Agency
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.

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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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Please fill out the details of the nominee's accomplishments below:
(maximum of 10 pages, A4-size bond paper, Arial #12)

Executive Summary

(maximum of 350 words only – consider that this may also be used as the citation should the individual or group nominee become an awardee)

Start typing here

Accomplishments and Impact/Results

Please only fill out the sections applicable to your award category:

For Presidential Lingkod Bayan and CSC Pagasa Individual Nominees

Significant Accomplishments within the last three (3) years Describe the project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the nominee's regular functions, or the product of his/her own initiative. If the accomplishments are part of the nominee's regular or mandated duties, justify why the accomplishments are considered extraordinary. Accomplishments of heads of offices or agencies and that of local chief executives should reflect their individual accomplishments	Impact of Accomplishments For each accomplishment identified on the left column, indicate results/impact of each project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable For Presidential Lingkod Bayan nominees, identify the impact of the extraordinary contribution to national public interest For CSC Pagasa nominees, identify the impact of the outstanding contribution to one or more department of government
Start typing here	Start typing here

Add more rows if necessary

For Presidential Lingkod Bayan and CSC Pagasa Group Nominees

Significant Accomplishments within the last three (3) years Describe the group's project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the group's regular functions, or the product of his/her own initiative. If the accomplishments are part of the group's regular or mandated duties, justify why the accomplishments are considered extraordinary.	Impact of Accomplishments Indicate results/impact of <u>each</u> project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable	Contribution of Team Members For each accomplishment and results/impact stated in the first two columns, identify the team member/s directly involved or with the most contribution.
Start typing here	Start typing here	List the name/s of team members involved for each accomplishment and corresponding impact

Add more rows if necessary

For Outstanding Public Officials and Employees (Dangal ng Bayan) Nominees

Exemplary behavior/conduct displayed within the last three (3) years Describe the nominee's adherence to one or more of the following norms under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living. Cite specific circumstances providing when on or more of the norms were displayed by the nominee, the risks involved, and the problems encountered.	Impact of Accomplishments For <u>each</u> behavioral norm identified in the first column, discuss the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.
Start typing here	Start typing here

Add more rows if necessary

Additional Information

List major awards and/or citations received, membership in other organizations, and other relevant information on the individual/group nominee

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CERTIFICATION

We attest to all facts contained in the HAP Forms and authenticity of all required documents attached, 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

Highest HRMO

The CSC is committed to handle and protect all personal information in accordance with the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations, issuance of the National Privacy Commission, and CSC's own internal policies on data protection and security. We commit to use and process all personal data fairly and lawfully, with utmost consideration to the rights of all subjects including their (i) right to be informed, (ii) right to access, (iii) right to object to data processing, (iv) right to erasure or blocking, and (v) right to lodge a complaint. For any concerns on data privacy, please contact the CSC's Data Privacy Officer at dop@csc.gov.ph