

**Republic of the Philippines**  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OF BAGUIO CITY**

Office of the Schools Division Superintendent  
 Division Memorandum Number 223 s. 2020

June 1, 2020

**EXTENSION OF DEADLINE FOR SUBMISSION OF CSC- HONOR AWARDS PROGRAM (HAP) NOMINATION ENTRIES**

To: Division Chiefs  
 AO V  
 Public School Elementary and Secondary School Heads  
 All Others Concerned

1. This is to inform the field that the deadline for the submission of nomination of entries to the 2020 Search for Outstanding Government Workers under the CSC Honor Awards Program (HAP) is extended to **July 27, 2020** pursuant to PAIO HAP Advisory No. 7, s. 2020.

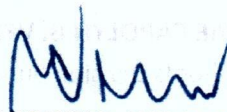
2. SDO-Baguio through the Program on Awards and Incentives for Service Excellence (*PRAISE*) Committee issues the following schedule of activities relative to the preparation for the search.

Activities	Office/Committee –in-charge	Date
Meeting with CSC-HAP	HRDS	February 28, 2020
Submission of names of nominees (group or individual)	HRDS	June 2-8, 2020
Orientation of Nominees	PRAISE Committee and HRDS	June 15, 2020
Preparation of documents by the Nominees, Issuance of Endorsement and Certification	Nominees PRAISE Committee	June 16-July 21, 2020
Checking/ Review of Nominees documents and write-ups	PRAISE Committee	July 22-23, 2020
Submission of final papers (edited)	HRDS	July 27, 2020

3. The support of all School and District Level PRAISE Committee, School Heads and/or Immediate Heads is hereby solicited for potential 2020 HAP Nominees.

4. See attached guideline for your reference.

5. Immediate dissemination of this Memorandum is desired.

  
**MARIE CAROLYN B. VERANO, CESO V**  
 Schools Division Superintendent



## HONOR AWARDS PROGRAM

### Revised Guidelines on the Search for Outstanding Government Workers for 2019 and 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 *Dangal ng Bayan* Award.

#### II. Award Categories

##### A. Outstanding Work Performance

- Presidential *Lingkod Bayan (PLB)* 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 (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 the *Dangal ng Bayan (DnB)* 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.
- 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.
- E. Those who are under extension of service are not qualified.

### IV. Qualification Requirements of Nominees

- A. Nominated officials and employees 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.
- B. Team members who did not meet the abovementioned qualification requirements (Items 1 to 3) shall not be included in the nomination.

6. Risk or temptation inherent in the work; and
7. 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*.

## VI. Required Nomination Documents

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

### A. Completely filled-out HAP Nomination Form:

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

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

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

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

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

B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination.

C. Certification from the Chairperson of the agency's local, provincial, regional or national Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.

D. Letter from the head of agency or highest official endorsing the nomination to the CSC.

Agencies with nominations endorsed by Agency Heads who are OIC-designates should also submit a letter or a copy of their designation order.

Agencies may submit to the Commission an endorsement for all their nominees and **NEED NOT** endorse them individually.

Group nominations with team members from two or more departments/agencies shall be separately endorsed by their respective agency heads.

## V. 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.
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 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.

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

- F. Detailed information on dismissed/decided case/s of the nominee, if any.
- G. Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least *Very Satisfactory* (VS) performance ratings for 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.
- H. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 of the year prior to nomination.
- I. Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified by the head of the SALN Review Committee of the agency.

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

- J. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).

The service record should indicate the **PLANTILLA POSITION** of the nominee **NOT** the designation or rank. The **PLANTILLA POSITION** indicated in the service record of the nominee shall be the basis of the position to be indicated in the nomination form.

- K. 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.
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.

6. Risk or temptation inherent in the work; and
7. 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*.

## VI. Required Nomination Documents

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

A. **Completely filled-out HAP Nomination Form:**

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

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

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

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

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

- B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination.
- C. Certification from the Chairperson of the agency's local, provincial, regional or national Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- D. Letter from the head of agency or highest official endorsing the nomination to the CSC.

Agencies with nominations endorsed by Agency Heads who are OIC-designates should also submit a letter or a copy of their designation order.

Agencies may submit to the Commission an endorsement for all their nominees and **NEED NOT** endorse them individually.

Group nominations with team members from two or more departments/agencies shall be separately endorsed by their respective agency heads.

3. Clearance from the Office of the President shall also be secured by the HAP Secretariat for presidential appointees who shall be selected as semi-finalists of the Search.

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

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

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

## VII. Write-up of Accomplishments

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

- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- Present impact of accomplishments by indicating 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



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

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

### VIII. Procedure for Nomination

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

#### A. For government agency-initiated nomination

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

1. The Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall review and recommend the nomination for approval of the head of agency. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee or its equivalent and the Agency Head of the lead agency shall approve/endorse the nomination.

2. Nominations of Heads of Departments, Agencies and elective officials need not be submitted to the PRAISE Committee. However, all other documentary requirements have to be complied with.
3. The Agency Head shall approve the nomination and shall issue an endorsement letter prior to submission of nomination to the CSC Field or Regional Offices.

Agency head refers to Department Secretary, Chairperson or President (in national government agencies, constitutional commissions, government-owned and controlled corporations, government financial institutions, and state/local universities and colleges), who has the power to appoint, 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
Members/Staff of the Senate	Senate President
Members/Staff of the House of Representatives	Speaker of the House of Representatives
Members/Staff of the Local <i>Sanggunian</i>	Vice-Governor/Vice Mayor
Governor/Mayor	DILG Secretary
Vice-Governor/Vice-Mayor	Governor/Mayor
<i>Punong Barangay/Kagawad</i>	City/Municipal Mayor

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

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

**B. For nomination initiated by private individual/organization**

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

Download nomination form from the CSC website: [www.csc.gov.ph](http://www.csc.gov.ph) or secure copy from the nearest CSC Regional or Field Office and submit the nomination.

## **IX. 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 of the Regional Multi-Sectoral Advisory Council (RMSAC).

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

The PALD shall serve as the Regional HAP Secretariat. It shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V of the Guidelines and submit the folders to the Regional Committee on Awards for deliberation.

The CSCROs are responsible for coordinating with the agencies regarding submission of the nominee's lacking documents and for ensuring completion of the same prior to submission to the Regional Committee on Awards for deliberation.

Nominations received by the CSCROs which are not under their jurisdiction shall be forwarded to the CSCRO concerned, not to the National HAP Secretariat.

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

Nomination folders of regional winners should be officially transmitted by the CSCROs to the HAP Secretariat together with the complete list of all the nominations received for the three award categories with complete or incomplete documentary requirements. The list should include the nominee's name, plantilla position, level of position, agency and award category. A soft copy of the list should likewise be submitted.

### **B. National Level Screening**

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

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

- Member of the Commission, CSC

- 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 National Committee on Awards shall deliberate on the extraordinary accomplishments and exemplary ethical behavior of the regional winners and shall shortlist the semi-finalists of the Search. The said Committee shall also select the winners of the CSC *Pagasa* and *Dangal ng Bayan* awards, and the finalists of the Presidential or *Lingkod Bayan* award for decision/approval of the President.

**X. Definition of Regional Winners, National Qualifiers and Semi-finalists**

<b>Regional Winners</b>	<p>Nominees whose nominations have complete documentary requirements, including agency endorsement, have been shortlisted by the Regional HAP Secretariat based on Sections III and V of the Guidelines and have been selected by the Regional Committee on Awards to advance to the national search.</p> <p>Regional winners are not entitled or will not receive any cash reward as they shall still vie for the national search. They shall be given a Certificate of Participation 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 but have been identified to lack documents (e.g. no agency endorsement, expired clearances or nominees did not meet the qualifications, among others) are <b>NOT eligible</b> for the national search.</p>
<b>National Qualifier</b>	<p>Documentary requirements submitted to the HAP Secretariat were evaluated and determined as complete, thus were endorsed to the National Committee on Awards for consideration.</p>
<b>National Semi-finalist</b>	<p>Semi-finalists are those who were shortlisted by the National Committee on Awards from among the qualified national qualifiers and who will be subjected to background investigation.</p>
<b>Presidential <i>Lingkod Bayan</i> Finalist</b>	<p>Finalists are those who were selected by the National Committee on Awards from among the semi-finalists and endorsed to the Office of the President for confirmation.</p>

- 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
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- o Two (2) government officials/employees appointed by the President of the Philippines

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