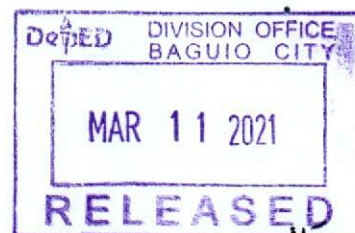




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



March 12, 2021

Division Memorandum

Number: 74, s. 2021

**CALL FOR SUBMISSION OF NOMINATION FOR:
2021 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS IN THE
CORDILLERA ADMINISTRATIVE REGION**

To: Division Chief Education Supervisors
Public Schools District Supervisors
Division Office Section and Unit Heads
All Public Elementary and Secondary School Heads
All Others Concerned

1. Mandated under the 1987 Philippine Constitution, undertaken through the Civil Service Commission (CSC) Honor Awards Program (HAP), the CSC- Cordillera Administrative Region (CAR) through the SDO- Program on Awards and Incentives for Service Excellence (PRAISE) Committee is pleased to announce the 2021 Search for Outstanding Government Workers in the region.
2. The objectives of the search are as follows:
 - A. Recognize and reward individuals and groups of individuals who have rendered outstanding contributions and achievements and have displayed exemplary conduct and ethical behavior in public service.
 - B. Motivate or inspire government employees to improve the quality of their performance and instill deeper involvement in public service.
3. The categories of awards are:
 - A. Presidential *Lingkod Bayan (PLB)* Award is conferred to an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment.
 - B. Civil Service Commission *Pagasa* Award is conferred to an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government
 - C. *Dangal ng Bayan (DnB)* is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under Republic Act No. 6713, otherwise known as the "*Code of Conduct and Ethical Standards for Public Officials and Employees*", to wit:
 1. Commitment to Public Interest
 2. Professionalism
 3. Justness and Sincerity
 4. Political Neutrality
 5. Responsiveness to the Public
 6. Nationalism and Patriotism
 7. Commitment to Democracy
 8. Simple Living



"HANDANG MAG SERBISYO"

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4. Qualification Requirements of Nominees:

- A. 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;
 - C. Have a performance rating of at least *Very Satisfactory* or its equivalent for four (4) semestral or two (2) annual rating periods prior to the nomination; and
 - D. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.
 - E. A group or team may be nominated in either the Presidential *Lingkod Bayan* or the CSC *Pagasa* Award. Members who contributed to the group's outstanding work performance but did not meet the above qualification requirements (Items 1 to 3) shall not be included in the nomination.
 - F. Group nominees with more than ten (10) members should decide who shall be included in the nomination, otherwise said nomination shall be rendered ineligible for the Search.
5. Posthumous nomination maybe made for a public servant who died in line of duty or in the pursuit of his/her official duties and responsibilities as a civil servant.
6. Immediate Heads of schools and offices are strongly encouraged to nominate employees who were awarded in the 2020 PRAISE pursuant to CSC memorandum circular No.2, s. 2019.
7. For an orderly facilitation of the nomination, please be guided by the following timeline of the activities:

Activity	Timeline	Person/s Responsible	Whom/where to submit
Submission of names of potential nominees (indicate the award category)	March 16, 2021	Immediate heads of the employees	HRD Office
Preparation of nomination require documents and write up	March 17-26, 2021	Nominees	
Submission of documents for checking	March 26, 2021	Nominees	HRD Office
Preparation of indorsement	March 28, 2021	HRD	
Submission of final documents	March 31, 2021	PRAISE Committee	CSC-CAR



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8. For any queries, please contact the HRD Office through **Jovelyn Balantin** at Telephone number **619 3492**.
9. Immediate dissemination of and compliance with this memorandum is enjoined.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 

SGOD- HRD/jtb



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