



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



February 25, 2013

DIVISION MEMORANDUM

No. 122 s. 2013

2013 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

**To: OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 90, s. 2013 entitled "2013 Search for Outstanding Public Officials and Employees".
2. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
Region VII, Central Visayas
Sudlon, Lahug, Cebu City



FEB 07 2013

REGIONAL MEMORANDUM
NO. 90 s. 2013

2013 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

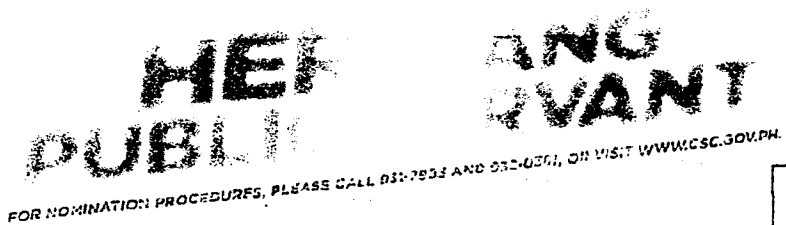
TO : *Schools Division Superintendents*
Officers-in-Charge of Interim City Divisions
Asst. Schools Division Superintendents
Regional Office Division Chiefs and Head of Sections/Units

1. The Civil Service Commission (CSC), under the auspices of the Honor Awards Program (HAP), announces the **2013 Search for Outstanding Public Officials and Employees**.
2. The Search aims to recognize outstanding public officials and employees, individuals and/or group of individuals, who have shown excellent or utmost dedication and commitment in the public service.
3. The mechanics, requirements and procedures for nominations are contained in Enclosure No. 2. The guidelines, forms and related materials may be downloaded from the CSC website www.csc.gov.ph. The Regional/Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall screen and evaluate all nominations for the different types of awards. The nominations must be duly signed by the Chairperson of the PRAISE Committee in conformity with DepED Order No. 9, s. 2002 and must be approved/endorsed by the Regional Director.
4. The nominations must be submitted using the enclosed forms. (Enclosure No. 1) with the complete set of nomination documents to the DepED PRAISE Committee, c/o the Employees Welfare and Benefits Division (EWBD), DepED Central Office, DepED Complex, Meralco Avenue, Pasig City not later than **February 28, 2013** to give time for the PRAISE Committee to evaluate the nominees before endorsing the same to the CSC on or before **March 29, 2013**.
5. For more details, all concerned may contact the Honor and Awards program Secretariat, Public Assistance and Information Office, Civil Service Commission at telephone nos. : (02) 931-7993; (02) 932-0381; telefax no. (02) 932-0381; CSC hotline (02) 932-0111 and CSC mobile phone no. (02) 0917-839-8272 or through email and social networking sites: hap@webmail.csc.gov.ph or paio@webmail.csc.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


CARMELITA T. DULANGON
Director III
Officer-in-Charge

Regional Office/Field Office nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321
Website: <http://www.depedro7.com.ph>

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



2013 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

NOMINATION FORM

**(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Award)
For Outstanding Work Performance**

paste
1 1/2" x 2"
photo here

Award Category

Presidential *Lingkod Bayan* Award: Individual Group CSC *Pagasa* Award: Individual Group

Information for *Lingkod Bayan* and *Pagasa* Individual Nominees

Name: _____

Position: _____ Level of Position: 1st Level 2nd Level

Residence Address: _____ 2nd Level (Executive & Managerial positions)

Agency: _____ 3rd Level (Presidential appointee (CESO))

Agency Address: _____ Elective Military

E-mail Address: _____ Telephone/Mobile Nos.: _____

Performance Rating (Jan. - Dec. FY _____): J-J _____ J-D _____ Region: _____

Information for *Lingkod Bayan* and *Pagasa* Group Nominees

Group Name: _____ No. of Team Members: _____
*(Use HAP Form No. 1-A for names of group/team members)**

Name of Team Leader: _____ Telephone/Mobile Nos.: _____

Agency: _____ Agency Address: _____

E-mail Address: _____

Office/Regional Office Head

Name *(signature over printed name)*: _____

Position: _____

Telephone/Mobile Nos.: _____

Department Secretary/Agency Head

For the Nominator

Name <i>(signature over printed name)</i> : _____	Name <i>(signature over printed name)</i> : _____
Position: _____	Position: _____
Agency Address: _____	Agency Address: _____
Telephone/Mobile Nos.: _____	Telephone/Mobile Nos.: _____
	E-mail Address: _____



*HAP Form No. 1-A may be downloaded from www.csc.gov.ph.



Name of Nominee/Group/Team:

Position:

Agency:

Division/Unit:

For individual nominees: Length of Service in the Position:

In Government:

<p>Significant Accomplishment/s within the Last Five Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered)</p> <p>The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their own individual accomplishments rather than the accomplishments of the entire unit or agency</p>	<p>Impact of Accomplishments</p> <p>Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary.</p>	<p>Other Information</p>
		<p>Major Awards/Citations Received:</p> <p>Membership in Organization:</p>

CERTIFICATION

We attest to all the facts contained herein 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:

Individual Nominee/Group or Team Leader

Nominator

PRAISE Committee Chair/Highest HRMO

Head of Department/Agency

INFORMATION ON TEAM/GROUP MEMBERS
(For Group/Team Nominations)

Team Members	Position/Status of Appl./Agency	Contributions of each member (excluding those of disqualified members)	Performance Rating (for the last two (2) rating periods)	Reason for disqualification of the Members, if any

— CERTIFICATION —

I hereby attest to all the facts herein, authorize the Committee on Awards to verify the accuracy of the information contained in this form and grant our consent to the conduct of background investigation. Any misrepresentation made by the signatory shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Chair, PROMISE Committee
Signature over printed name

HONOR AWARDS PROGRAM
2013 Search for Outstanding Public Officials and Employees

I. SCOPE OF THE PROGRAM

The Honor Awards Program (HAP) shall cover all officials and employees in the career and non-career service of the government. This also includes appointive *barangay* officials and employees recognized as government employees pursuant to CSC Resolution No. 01-1352 dated August 10, 2001 which provides, as follows:

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

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

II. CATEGORIES OF AWARD

A. Awards for Outstanding Work Performance

The awards for outstanding work performance are the following:

1. Presidential or *Lingkod Bayan* Award is conferred on an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment; and
2. Civil Service Commission *Pagasa* Award is conferred on an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government;

The term "group" shall refer to the following:

For Presidential or *Lingkod Bayan* and CSC *Pagasa* Awards Category

1. Two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership for both Presidential *Lingkod Bayan* and Civil Service Commission or *Pagasa* Awards group/team shall not exceed 10 employees.
2. The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its

number of persons benefited; the paradigm shift it has caused and the amount of money saved.

3. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. Consistency of Performance – The degree of consistency of the individual/group nominee as manifested by consistent outstanding performance based on historical data/work record.

B. For Outstanding Work Performance (Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa Awards-Group Category*)

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

C. For Exemplary Conduct and Ethical Behavior (*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.

- CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo of the nominee with name tag taken in the last six months.

2. **Nomination for Exemplary Conduct and Ethical Behavior** to be accomplished by nominators for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award using HAP Form No. 2.

- B. CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo with name tag of the individual nominee and group/team members taken in the last six months.
- C. Certification, excerpts of the deliberation, and/or copy of the Minutes of the Deliberation on the nomination by the office, provincial, regional or central PRAISE Committee to be signed by the local, provincial, regional or national PRAISE Chairperson, except for nominations of Heads of Departments, Agencies, and Government Owned and Controlled Corporations, Chief Executive of Local Government Units and President of State Universities and Colleges.
- D. Certification issued by the nominee and in the case of posthumous nomination/s, certification issued by the highest ranking Administrative Officer or Legal Officer that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude, and in instances that the nominee/s has/have pending administrative case/s, there should be no final judgment/ruling on administrative or criminal case at the time of nomination.
- E. Detailed information on dismissed/decided case/s, if any.
- F. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2013) accountabilities secured from the Commission on Audit (COA).
- G. Copy of the 2012 Statement of Assets, Liabilities and Net Worth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
- H. Service record duly certified by the agency's Personnel Officer for evaluation purposes.
- I. Clearances issued in the last three months from the following agencies in the nominee's locality:
 - National Bureau of Investigation;
 - Office of the Ombudsman;
 - Certificate of Non-Pending Administrative Case from the Civil Service Commission Regional Offices;
 - 2012 BIR Tax Clearance (applicable for individual nominees only); and
 - Commission on Human Rights; (applicable for AFP, PNP, BFP & BJMP nominees only)

Sanggunian	
Punong Barangay/Kagawad	City/Municipal Mayor

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

Nominee	Endorsing Head of Agency
Department Secretaries	Office of the Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of SUCs	Chairperson of the Board of Regents
President of Corporations	Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is attached

B. The following information must be adequately provided:

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

Names of team members, including disqualified member/s, with their respective positions and contributions enumerated in detail. For group nominee with member/s who failed to qualify, state the reason for his/her disqualification. Only members who meet the qualification requirements shall be included in the grant of award if chosen as awardee. Please refer to HAP Form No. 1-A for details.

2. For Individual Nomination (Outstanding Public Officials and Employees or *Dangal ng Bayan*, Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa Awards*):

On Summary of Accomplishments/Norms of Conduct Manifested, the following information should be provided:

2.1 Highlights of outstanding accomplishments or exemplary norms manifested for the last five 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; and

VIII. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

- A. Non-submission on the deadline set by the Commission, of any of the requirements enumerated under Items VI and VII of these Guidelines;
- B. Any misrepresentation of information made in the Nomination Form and in any of the documents submitted;
- C. Non-compliance with the instructions in accomplishing the Nomination Form; and
- D. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.

IX. SUBMISSION OF NOMINATIONS

Nominations to the 2013 Search for Outstanding Public Officials and Employees under the Presidential or *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and CSC or *Pagasa Awards* categories must be submitted to any Civil Service Commission Provincial/Field or Regional Office on or **before March 29, 2013**.

X. FORMS OF REWARDS AND INCENTIVES

- A. **Presidential or *Lingkod Bayan* Awardees.** The Presidential or *Lingkod Bayan* Awardees, individual and group, shall receive a gold-gilded medallion and a plaque containing the citation and signature of the President of the Philippines, P200,000.00 cash reward and other forms of rewards and incentives provided for under Section 5 of Executive Order No. 508 entitled "*Instituting the Lingkod Bayan Award as the Presidential Award for Outstanding Public Service*" dated March 2, 1992.
- B. **Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees.** The Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees shall receive a trophy designed and executed by National Artist for Sculpture Napoleon V. Abueva, P200,000.00 cash reward and other forms of reward and incentives provided for under Section 6, Paragraph 3 of Republic Act No. 6713 otherwise known as "*Code of Conduct and Ethical Standards for Public Officials and Employees*" dated February 20, 1989
- C. **CSC or *Pagasa* Awardee.** The CSC or *Pagasa* Awardees, individual and group, shall receive a gold-gilded medallion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission, and P100,000.00 cash reward provided under Section 6 (b) of the Omnibus Rules Implementing Book V of Executive Order No. 292.