



MC No. 1, s. 2005

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; STATE COLLEGES AND UNIVERSITIES; AND GOVERNMENT OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT : Search for the 2005 Outstanding Public Officials and Employees

The Civil Service Commission announces the government-wide search for the 2005 *Lingkod Bayan*, *Dangal ng Bayan*, and *Pagasa* Awardees. The annual conferment of honor awards is pursuant to Republic Act No. 6713, Administrative Code of 1987, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993. The Honor Awards Program (HAP) seeks to recognize and reward public officials and employees for their outstanding contributions and achievements in the delivery of public service and to inspire and motivate those in government.

The Commission recognizes the pivotal role of departments, agencies and instrumentalities of the government in implementing the HAP. The success of the program is anchored on their participation and commitment in acknowledging bureaucracy's heroes.

Thus, we are enjoining all concerned to conduct, through their respective Program on Awards and Incentives for Service Excellence (PRAISE) Committees, a thorough review of the performance of their officials and employees, and to submit to the Commission nominations of their top performing officials and employees for the conferment of the prestigious honor awards. The HAP guidelines are attached.

Starting this year, nominations must be submitted to any of the Civil Service Commission Regional Offices or Field Offices on or before March 30. Nominations submitted after said date shall be included in the succeeding year's evaluation.

KARINA CONSTANTINO-DAVID
Chairman

03 January 2005

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Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
Civil Service at Its Best,

Mamamayan Muna

RE: Amendment on the HAP Policy Guidelines

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RESOLUTION NO. 041466

WHEREAS, Section 12 (2), Chapter 3, of the Administrative Code of 1987 empowers the Commission to “prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws”;

WHEREAS, as mandated by the Administrative Code of 1987 (Executive Order No. 292), Republic Act No. 6713 and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, the Civil Service Commission administers an annual, nationwide honor awards program for public officials and employees consisting of the Presidential or *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award or *Dangal ng Bayan* Award, and the Civil Service Commission or *Pagasa* Award;

WHEREAS, CSC Resolution No. 040079 dated February 5, 2004, provides for the guidelines in the implementation of the Honor Awards Program (HAP);

WHEREAS, pursuant to CSC Resolution No. 040079 the cut-off date for submission of nominations for all the three (3) awards is April 15;

WHEREAS, to provide adequate time to review and evaluate nominations, there is a need to set an earlier deadline for submission of nominations;

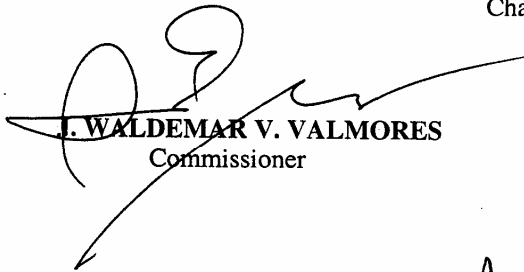
NOW, THEREFORE, premises considered, the Commission hereby resolves to amend Item No. IX of the Honor Awards Program Policy Guidelines under CSC Resolution No. 040079, to read as follows:

"Nominations for all the three (3) honor awards must be submitted to any Civil Service Commission Regional Office or Field Office on or before March 30. Those received after March 30 will be evaluated for the succeeding year's award."

Quezon City, DEC 29 2004



KARINA CONSTANTINO-DAVID
Chairman

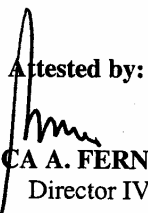


J. WALDEMAR V. VALMORES
Commissioner



CESAR D. BUENAFLORES
Commissioner

Attested by:



REBECCA A. FERNANDEZ
Director IV

GUIDELINES ON THE HONOR AWARDS PROGRAM

The administration of the Honor Awards Program shall observe these guidelines:

I. Scope of the Program

The Honor Awards Program shall apply to all career service and non-career service officials and employees of the government, with or without compensation.

II. Categories of Award

A. *Outstanding Work Performance*

The awards for outstanding work performance are the following:

1. Presidential or *Lingkod Bayan* Award 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 or *Pagasa* Award 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 though not of such extraordinary or exceptional degree to merit the *Lingkod Bayan* Award.

B. *Exemplary Conduct and Ethical Behavior*

The award for exemplary conduct and ethical behavior is the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award conferred on an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of one or more of the eight (8) norms of behavior provided 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.

For the *Lingkod Bayan* and the *Pagasa Awards*, the term "group" shall refer to the following:

1. formal structures to include a section, division, office, service, regional office or even an agency; and
2. two or more individuals bound by a common objective, a task force, a technical group or a special working team formed/created or organized formally or informally to undertake certain projects/program. For the *Lingkod Bayan* award, the members of the group/team should not exceed fifteen (15).

The group should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members.

III. Qualifications

Except for members of a group or team, nominated officials and employees must meet the following:

1. Be in the government service at the time of nomination (except posthumous);
2. Have been rated at least Very Satisfactory or its equivalent for the last two (2) consecutive performance rating periods prior to their nomination; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude and have no pending administrative or criminal case at the time of the nomination.

IV. Criteria for Evaluation

A. **For Outstanding Work Performance (*Lingkod Bayan* and *Pagasa Awards*), the criteria for evaluation are:**

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, 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 and improved service delivery.
4. Consistency of Performance - The degree of consistency of the nominee in manifesting a strong desire for outstanding performance based on historical work record.
5. Demonstrated Teamwork, Cooperation and Camaraderie, Cohesiveness - The extent the group members motivate and support each other, and the degree to which group members positively influence each other (for group/team nominee)

B. For Exemplary Conduct and Ethical Behavior (*Dangal ng Bayan Award*), the evaluation criteria are:

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/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-a-vis* the accomplishments.
6. Other similar circumstances or considerations in favor of the nominee/s.



V. Who May Nominate

Any of the following persons may nominate officials, employees or groups/teams for the Honor Awards:

1. The immediate superior officer/supervisor of the official/employee or group/team
2. His/her/their co-workers
3. A private person or organization

VI. Nomination Documents for Submission

Only one (1) nomination folder (long folder) containing the following documents shall be submitted:

1. Properly accomplished nomination form. There are two (2) categories of nomination under the HAP:
 - a. Nomination for Outstanding Work Performance to be accomplished by nominators for the *Lingkod Bayan* and the *Pagasa* Awards; and
 - b. Nomination for Exemplary Conduct and Ethical Behavior to be accomplished by nominators for the *Dangal ng Bayan* Award.

Information should be complete as this will be the same form that will be provided to the Members of the Committee on Award for their evaluation;

2. Personal Data Sheet of the nominee/s duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months, with name written at the bottom side of the picture. Only the list, not actual copies nor photocopies, of training programs attended, awards/citations received, publications and researches of the nominee shall be attached to this sheet;
3. Certification or copy of the Minutes of the Deliberation on the nomination by the Agency PRAISE Committee (for nominees occupying first level and second level positions);

4. Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude nor has any pending administrative or criminal case against him/her at the time of nomination (for individual nominees). Any misrepresentation therein shall be a ground for disciplinary action against the certifying nominee;
5. Detailed information on dismissed case/s, if any;
6. Latest Statement of Assets and Liabilities (for individual nominees);
7. BIR Tax Clearance (for individual nominees); and
8. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.

VII. Procedure for Nomination

1. All nominations must be submitted in the prescribed form to the Central Office Committee on Program on Awards and Incentives for Service Excellence (PRAISE) of the Department/Agency, for its evaluation.
2. Nominations must be duly signed by the Chairperson of the Central Office PRAISE Committee, and approved/endorsed by the Office/Regional Office Head and Department/Agency Head.

In the absence of a duly constituted and operational PRAISE Committee in the department/agency, the highest ranking Human Resource Management Officer/Personnel Officer may sign the nomination.

Department/Agency Head refers to the Department Secretary, President or Chairman (in constitutional commissions, government financial institutions, other national government agencies and state colleges and universities), Governor or Mayor (in local government units). Heads of agencies also refer to the following officials:

Nominee	Endorsing Head of Agency
Members of the Judiciary	Supreme Court Chief Justice
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 Sanggunian	Vice-Governor/Vice-Mayor

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

Nominee	Endorsing Official
Department Secretaries Heads of Bureaus and Agencies Attached or Under Departments President of SUCs	Executive Secretary Department Secretary
President of Corporations	Chairperson of the Board of Regents or Board of Trustees Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is under/attached
Governors/Mayors	DILG Secretary

3. These required data or information must be adequately provided:
 - a. List of names of team members, with their respective positions and contributions attached. Only those included in the list shall be recognized as official members of the team and shall be conferred the award if selected.
 - b. On Summary of Accomplishments/Norms of Conduct Manifested, these should be provided:
 - 1) Highlight outstanding accomplishments/norms manifested for the last five years. Presentation of accomplishments/norms manifested should be in order of significance, complete with descriptions, justifications and proofs and dates and should adhere to the following pointers:
 - * use specific terms. Define/clarify terms such as "assisted," "contributed" or "facilitated";
 - * state accomplishments/norms displayed and impact in brief, factual and bullet form

- * present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.

Accomplishments for the previous years may also be presented to establish consistency of nominee's performance or behavior.

- 2) For work accomplishment - state whether the accomplishments presented are part of the regular duties of the nominee. If so, present justifications on why the accomplishments are considered exemplary or extraordinary. If not, exclude them.
 - 3) For conduct and ethical behavior - in addition to the presentation of the summary of exemplary norms of conduct manifested/displayed, give justifications why the norm/s displayed are considered exemplary or outstanding.
 - 4) The nominations of heads of offices, agencies, and local government units should present their individual accomplishments or behavioral norms, not the accomplishments of the entire unit or agency.
- c. Use either English or Filipino in accomplishing the nomination form.
4. Although an employee or official may be qualified for any of the three awards, he/she should be nominated to only one award in given year.

Honor awardees can still be nominated to the same or another award, i.e. a Lingkod Bayan awardee can still be nominated to the same award provided that the said nomination is based on new accomplishments.

Recipients of national awards given by private organizations shall be considered in the evaluation of nominations for the Honor Awards, provided, their respective agency heads interpose no objection to their nominations.



5. While agencies are expected to nominate the best among their employees, there is no limit to the number of agency nominees in any of the award categories.

VIII. Disqualifications

Automatic disqualification of nominations shall be effected in any of the following circumstances:

1. Non-submission of the requirements enumerated under Item No. VII of this Guidelines;
2. Any misrepresentation of information made in the nomination form and documents submitted;
3. Non-compliance with the instructions in accomplishing the nomination form; or
4. Nominees requesting Member/s of the Committee on Awards and/or the Secretariat directly or thru their intermediaries special favor or consideration.

IX. Submission of Nominations

Nominations for all the three (3) awards must be submitted to any Civil Service Commission Regional Office or Field Office on or before **March 30**. Those received after **March 30** will be evaluated for the succeeding year's award.

X. Forms of Reward and Incentives

A. *Lingkod Bayan and Dangal ng Bayan Awardees*

The *Lingkod Bayan* Awardee shall receive a gold (gilded) medallion and a plaque containing the citation and signature of the President of the Philippines.

The *Dangal ng Bayan* Awardee shall receive a trophy designed and executed by National Artist for Sculpture Napoleon V. Abueva.

Each recipient of both awards shall be given P100,000.00.

Except for elective and appointive Barangay officials and group awardees, recipients of the *Lingkod Bayan* and the *Dangal ng Bayan* Awards shall also be entitled to an automatic promotion or an increase in salary equivalent to the salary of the next higher position. The automatic promotion shall be granted subject to the availability of the position in the organization's plantilla and the awardee's



meeting the qualification requirements of the position. If there is no vacancy in the organization or the awardee does not meet the required qualification standards, he/she will still be entitled to the salary of the next higher position.

Pursuant to CSC Resolution No. 010636 dated March 20, 2001, the grant of promotion or salary increase for purposes of the *Lingkod Bayan* or *Dangal ng Bayan* Awards to awardees who are on secondment shall be based on the awardee's latest appointment or salary received in the mother agency.

The *Lingkod Bayan* and the *Dangal ng Bayan* awardees shall also be entitled to any of the following as may be determined by the Committees on Award: bonus, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, and paid vacations.

Forms of reward for group awardees shall be limited to P100,000.00 per group/team, plaque and individual medallion and other possible incentives.

B. *Pagasa* Awardees

The *Pagasa* Awardees shall each receive a gold (gilded) medallion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission, and P50,000.00.

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