



Enhanced Guidelines on the 2011 Search for
Outstanding Public Officials and Employees

X X

Number: 1100208
Promulgated: 01 FEB 2011

RESOLUTION

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

WHEREAS, pursuant to the Administrative Code of 1987, Republic Act No. 6713, and Executive Order No. 508, s. 1992 as amended by Executive Order No. 77, s. 1993, the Commission administers a government-wide system of incentives and rewards to outstanding public officials and employees under the auspices of the Honor Awards Program (HAP);

WHEREAS, pursuant to the above-stated laws, rules and policies, the Presidential or *Lingkod Bayan* and the Civil Service Commission *Pagasa Awards* are given annually to public service exemplars in recognition of their exceptional work performance as defined in the Omnibus Rules and Regulations Implementing Book V of Executive Order No. 292, while the Outstanding Public Official and Employee or *Dangal ng Bayan Award* is accorded to civil servants for their consistent adherence to the Norms of Conduct and Ethical Standards espoused in Republic Act No. 6713;

WHEREAS, the Commission, acting as the Honor Awards Program Secretariat, is tasked to formulate policies to ensure bureaucracy-wide adoption of this flagship project of the government, as implemented by the Commission;

WHEREFORE, the Commission, pursuant to the Omnibus Civil Service Rules and Regulations Implementing Book V of Executive Order No. 292 hereby promulgates the Enhanced Guidelines on the 2011 Search for Outstanding Public Officials and Employees.

Quezon City,


FRANCISCO T. DUQUE III
Chairman

Official Business
CESAR D. BUENAFLOR
Commissioner


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

**ENHANCED GUIDELINES ON THE 2011 SEARCH FOR
OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES
Honor Awards Program**

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) their respective appointment papers are submitted to the CSC for records purposes; 2) their positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996; 3) they meet the qualification requirements set in the Local Government Code of 1991; and 4) their 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 or *Lingkod Bayan* and CSC *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 members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

B. Award for 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*. This award is 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 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*": Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.

III. QUALIFICATION FOR NOMINATION

- A. Nominated officials and employees in the individual, group/team category must meet the following criteria:
 1. Must be in the government service at the time of nomination. 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 official and/or employee;
 2. Have been rated at least Very Satisfactory or its equivalent for the last two performance rating periods prior to their nominations; and
 3. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.
- B. A group or team may be nominated in either the Presidential or *Lingkod Bayan* or the CSC *Pagasa Award*, even if there are members who fail to meet squarely the above (Items 1 to 3) qualification requirements. Said members, however, shall be excluded from the grant of award should the team/group be selected as an awardee.

IV. CRITERIA FOR EVALUATION

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



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).

B. 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.
5. Years of Service – the cumulative years of service that the nominee has rendered in the government *vis-à-vis* his/her accomplishments.
6. Other similar circumstances or considerations in favor of the nominee.

V. WHO MAY NOMINATE

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




VI. REQUIRED NOMINATION DOCUMENTS

Nomination folder should contain the following documents and must be submitted in six copies (one original and five certified photocopies):

- A. Properly accomplished nomination form, filled out in a brief and concise manner.

There are three categories of nominations under the HAP:

1. **Nomination for Outstanding Work Performance** to be accomplished by nominators for the Presidential or *Lingkod Bayan* Award and CSC *Pagasa* Award using HAP Form No. 1.

For group nomination, the nominator must additionally fill-up HAP Form No. 1-A, where the names of team members and other information on the group nomination must be supplied, certified by the highest ranking Administrative Officer or Chairperson, Program on Awards and Incentives for Service Excellence (PRAISE) of the Office or Agency. The signatory for the PRAISE certification may be the local, provincial, regional or national PRAISE Chairperson. Below are the information which needs to be supplied in HAP Form 1-A.

- Position and Agency (if nominee/s belong to different agencies);
- Detailed contribution/s of each nominee;
- Performance rating obtained in the last two rating periods (January-June 2009 and July-December 2009);
- Reason for disqualification of the member/s, if there is/are any; and
- 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.

The summary of accomplishments should be certified by the nominee, nominator, the PRAISE Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level.

- B. CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo of the individual nominee and group/team members with name tag 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 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 2011) accountabilities secured from the Commission on Audit (COA).
- G. Copy of the 2009 or 2010 Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
- H. Clearances issued in the last three months from the following agencies in the nominee's locality:
 - National Bureau of Investigation;
 - Office of the Ombudsman; and
 - 2010 BIR Tax Clearance (applicable for individual nominees only)

For appointive *Barangay* officials/employees, Certification issued by the *Barangay* Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

Any misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.

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. PROCEDURE FOR NOMINATION

- A. For Presidential or *Lingkod Bayan*, *Dangal ng Bayan* and CSC *Pagasa Awards*
 - 1. Except those of Heads of Departments, Agencies and elective officials, all nominations must be submitted in the prescribed Nomination Form to the office,



provincial, regional or central Committee on Program on Awards and Incentives for Service Excellence (PRAISE) for the Committee's evaluation.

2. Nominations must be approved and endorsed by the office, provincial or regional PRAISE Committee Chairperson to the Department/Agency head which, in turn, endorses the nomination to the Honor Awards Program Secretariat through the CSC Field/Provincial or Regional Offices.

In the absence of a duly constituted and operational PRAISE Committee, the department/agency (office/unit) cannot nominate or endorse nominations of its officials and employees to the HAP Secretariat.

In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee and Agency Head of the lead agency shall approve/endorse the nomination.

Department/Agency Head refers to the Department Secretary, Chairperson or President (in national government agencies, constitutional commissions, government financial institutions, and state universities and colleges), and Governor or Mayor (in local government units).

Heads of agencies also refer to the following officials:

Nominee	Endorsing Head of Agency
Members/Staff 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
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:

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




- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.
3. 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.
 4. For exemplary 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.
 5. 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. Limitation on Nomination
1. Although an employee or official may be qualified for any of the three awards, he/she should be nominated to only one award category.
 2. Honor awardees or those who have been previously conferred with any of the three award categories: Presidential *Lingkod Bayan*, Outstanding Public Officials and Employees or *Dangal ng Bayan* and CSC *Pagasa* can still be nominated to the same or to another 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.
 3. Nominees who are recipients of national awards given by nationally recognized private organizations/institutions or award giving bodies, i.e. Metrobank Foundation’s Search for Outstanding Teachers, Safety Organization of the Philippines, Inc.’s Search for Ten Outstanding Pilipino Firefighters, to name a few, shall be considered for the Search provided the documentary requirements prescribed under the 2011 HAP Guidelines are submitted to the HAP Secretariat within the set deadline.
- D. Government agencies are expected to nominate their exemplars. There is no limit to the number of nominees which the agency may field in any of the award categories provided the nominees comply with the requirements.

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 Presidential or *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan*, and CSC *Pagasa Awards* categories must be submitted to any Civil Service Commission Provincial/Field or Regional Office on or before March 31, 2011.

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, **P100,000.00 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, **P100,000.00 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 *Pagasa* Awardees

The CSC *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 **P50,000.00 cash reward** provided under Section 6 (b) of the Omnibus Rules Implementing Book V of Executive Order No. 292.

