



MC No. 24, s. 2011

MEMORANDUM CIRCULAR

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

SUBJECT : 2012 Search for Outstanding Public Officials and Employees

The Civil Service Commission (CSC) announces the start of the 2012 Search for Outstanding Public Officials and Employees as mandated in the 1987 Philippine Constitution, Executive Order Nos. 292 and 508, s. 1992, as amended by Executive Order No. 77, s. of 1993 and Republic Act No. 6713. As provided by law, the Civil Service Commission shall act as the Honor Awards Program (HAP) Secretariat and shall conduct the annual search for public service exemplars.

Three awards categories are at stake: the Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award and the Civil Service Commission *Pagasa* Award. The conferment of the awards forms part of the Commission's advocacy of promoting excellence and of recognizing and rewarding civil servants for outstanding performance, contribution and achievements and/or consistent manifestation of exemplary ethical behavior in the public service.

Again, for this year's search, **group nominations** for the Presidential *Lingkod Bayan* and the Civil Service Commission *Pagasa* Award are **strongly encouraged**. Nominations form/s, flyers, 2012 HAP Guidelines and other promotional and campaign materials may be secured from any of CSC's regional and field offices nationwide or downloaded at the CSC website [www.csc.gov.ph](http://www.csc.gov.ph). Inquiries may be sent to the HAP Secretariat at telephone numbers (02) 931-7993, (02) 932-03-81, hotline (02) 932-01-11, TextCSC 0917-839-8272 or the following email and social networking sites: [hap@webmail.csc.gov.ph](mailto:hap@webmail.csc.gov.ph), [paio@webmail.csc.gov.ph](mailto:paio@webmail.csc.gov.ph), [www.honorawardsprogram.wordpress.com](http://www.honorawardsprogram.wordpress.com), [www.facebook.com/HAP](http://www.facebook.com/HAP).

Nominations for the Search may be submitted to any of the Commission's Regional and Provincial/Field Offices or to the HAP Secretariat, Public Assistance and Information Office, Constitution Hills, Diliman, Quezon City.

Heads of agencies and state workers are enjoined to participate actively by submitting nominations to this prestigious Search. Deadline for submission of nominations is on **April 30, 2012**. The Commission will not extend the deadline.

  
FRANCISCO T. DUQUE III, MD, MSc  
Chairman

18 NOV 2011

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

**GUIDELINES ON THE 2012 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 Civil Service Commission *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 2011 and July-December 2011);
- 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 2012) accountabilities secured from the Commission on Audit (COA).
- G. Copy of the 2010 or 2011 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;
  - 2011 BIR Tax Clearance (applicable for individual nominees only); and
  - Commission on Human Rights; (applicable for AFP, PNP, BFP & BJMP 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:

<b>Nominee</b>	<b>Endorsing Head of Agency</b>
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	Executive Secretary 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 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 *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

- 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 Civil Service Commission *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 2012 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 2012 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 *Pagasa Awards* categories must be submitted to any Civil Service Commission Provincial/Field or Regional Office on or before April 30, 2012.

**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 *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 P100,000.00 cash reward provided under Section 6 (b) of the Omnibus Rules Implementing Book V of Executive Order No. 292.

The awards for outstanding work performance are the following:

1. **Presidential or Lingkod Bayan Award** conferred on an individual or group of individuals (not to exceed 10 members) 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** conferred on an individual or group of individuals (not to exceed 10 members) for outstanding contributions resulting from an idea or performance that directly benefit more than one department of the government.

**Required Nomination Documents**

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

1. Properly accomplished nomination form, filled out in a brief and concise manner.
2. Nomination for Outstanding Work Performance to be accomplished by nominator for the Presidential or Lingkod Bayan and CSC Pagasa Awards using HAP Form No. 1 for individual/group nominations as well as HAP Form No. 1-A for group nomination.

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

2. CS Form 212 or Personal Data Sheet with passport size (1 1/2" x 2") photo of the individual nominee and group/team members with name tag taken in the last six months.
3. 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.

4. 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 cases, there should be no final judgment/ruling on administrative or criminal case at the time of nomination.

5. Detailed information on dismissed/decided cases, if any.
6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2012) accountabilities secured from the Commission on Audit (COA).
7. Copy of the 2010 or 2011 Statement of Assets, Liabilities and Net Worth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
8. Clearances issued in the last three months from the following agencies in the nominee's locality:
  - \* National Bureau of Investigation;
  - \* Office of the Ombudsman;
  - \* 2012 BIR Tax Clearance (applicable for individual nominees only);
  - \* Commission on Human Rights (applicable for AFP, PNP, BFP & BJMP nominees only)

For Presidential or Lingkod Bayan and CSC Pagasa group nominees using HAP Form No. 1-A, names of team members, including those who do not squarely meet the qualification requirements, with the following information certified by the highest ranking Administrative Officer or Program on Awards and Incentives for Service Excellence (PRAISE) Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level, and the agency head:

- \* Position and Agency (if nominees belong to different agencies)
- \* Contributions of each nominee (including those of disqualified members to the group's accomplishments)
- \* Performance rating for the last two rating periods; and
- \* Reason for disqualification of the members, if there is/are any.

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.

CSC HAP Secretariat  
 hap@webmail.csc.gov.ph / hapsecretariat@yahoo.com  
 (632) 931-79-93; telefax (632) 932-01-79  
 TX: CSC 0917-839-8272



**2012 Search for Outstanding Public Officials and Employees**

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

Nomination for:  
Lingkod Bayan Award: \_\_\_\_\_ Individual \_\_\_\_\_ Group  
CSC Pagasa Award : \_\_\_\_\_ Individual \_\_\_\_\_ Group

**THE NOMINEE**

Name (Individual/Group Nominee): \_\_\_\_\_  
(Use HAP Form No. 1-A for names of group/team members)

No. of Team Members: \_\_\_\_\_

Name of Team Leader: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

**For Individual Nominee**

Residence/Address: \_\_\_\_\_

Position: \_\_\_\_\_

Level of Position:  1<sup>st</sup> Level  2<sup>nd</sup> Level  3<sup>rd</sup> Level

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_ Region: \_\_\_\_\_

Performance Rating (Jan.-Dec. FY \_\_\_\_\_): J-J \_\_\_\_\_ J-D \_\_\_\_\_

Office/Regional Office Head: \_\_\_\_\_  
(Signature over printed name)

Position: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

Head of Department/Agency: \_\_\_\_\_  
(Signature over printed name)

Position: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

**THE NOMINATOR**

Name: \_\_\_\_\_  
(Signature over printed name)

Position: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

**— CERTIFICATION —**

I hereby attest to all the facts herein, authorize the Committee on Awards to validate 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, PRAISE Committee  
Signature over printed name

**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 of 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.

**Required Nomination Documents**

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

1. Properly accomplished nomination form, filled out in a brief and concise manner.  
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, and the PRAISE Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level.

2. CS Form 212 or Personal Data Sheet with passport size (1 1/2" x 2") photo of the individual nominee and group/team members with name tag taken in the last six months.

3. 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.

4. 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 cases, there should be no final judgment/ruling on administrative or criminal case at the time of nomination.
5. Detailed information on dismissed/decided cases/s, if any.
6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2012) accountabilities secured from the Commission on Audit (COA).
7. Copy of the 2010 or 2011 Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominee/s).
8. 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
  - \* 2012 BIR Tax Clearance (applicable for individual nominee/s only); and
  - \* Commission on Human Rights (applicable for AFP, PNP, BFP & BJMP nominee/s 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.

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CSC HAP Secretariat

hap@webmail.csc.gov.ph / hapsecretariat@yahoo.com  
(632) 931-79-93; telefax (632) 932-01-79  
TxXCSC 0917-839-8272



2012 Search for Outstanding Public Officials and Employees  
**NOMINATION FORM**  
(Outstanding Public Officials and Employees or *Dangal ng Bayan* Award)

For Exemplary Conduct and Ethical Behavior  
**THE NOMINEE**

Name: \_\_\_\_\_

Residence/Address: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

Plantilla Position: \_\_\_\_\_

Level of Position:  1st Level  2nd Level  3rd Level

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Telephone/Fax Nos.: \_\_\_\_\_ Region: \_\_\_\_\_

Performance Rating (Jan.-Dec. FY \_\_\_\_): J-J \_\_\_\_ J-D \_\_\_\_

Office/Regional Office Head: \_\_\_\_\_  
(Signature over printed name)

Position: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

Head of Department/Agency: \_\_\_\_\_  
(Signature over printed name)

Position: \_\_\_\_\_

Telephone/Cellphone Nos.: \_\_\_\_\_

**THE NOMINATOR**

Name: \_\_\_\_\_  
(Signature over printed name)

Position: \_\_\_\_\_

Name of Nominee/Team Nominee: \_\_\_\_\_ Position \_\_\_\_\_ Agency \_\_\_\_\_ Division/Unit \_\_\_\_\_

For individual nominee: Length of Service in the Position: \_\_\_\_\_ In Government: \_\_\_\_\_

<p><b>Significant Accomplishments within the Last Five Years</b> (Description of the Project/Work Accomplished, Strategies/ Activities Done and Problems Encountered) The nominations 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><b>Impact of Accomplishments</b> 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><b>Other Information</b>  <u>Major Awards/Citations Received:</u>  <u>Membership in Organizations:</u></p>
<p> </p>	<p> </p>	<p> </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

Name of Nominee/Team Nominee: \_\_\_\_\_

Position \_\_\_\_\_

Agency \_\_\_\_\_

Division/Unit: \_\_\_\_\_

For individual nominee: Length of Service in the Position: \_\_\_\_\_

In Government: \_\_\_\_\_

<p><b>Exemplary Behavior/Conduct Displayed within the last 5 years</b>          (Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism &amp; Patriotism, Commitment to Democracy and Simple Living. Cite circumstances proving such norms, risks involved and problems encountered)</p>	<p><b>Impact of Accomplishments</b>          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><b>Other Information</b></p> <p><u>Major Awards/Citations Received:</u></p> <p><u>Membership in Organizations:</u></p>

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Printed Name and Signature: \_\_\_\_\_

Individual Nominee/Group or Team Leader

Nominator

PRAISE Committee Chair/Highest HRMO

Head of Department/Agency