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| **SEARCH FOR OUTSTANDING GOVERNMENT WORKERS**  (Outstanding Public Officials and Employees or  *Dangal ng Bayan* Award) | | | | | **HAP FORM No. 3**  PASTE  1 ½” x 2”  (passport size)  Photo here | |
| **THE NOMINEE** | | | | | | |
| **Name***(First Name, Middle Initial, Last Name)***:** | | | **Signature:** | | | |
| **Position***(per Service Record)***:** | | | **Gender:** | | | **Age:** |
| **Status of Appointment** *(per Service Record)***:** | | | **Date of Birth:** | | | |
| **Residence Address:** | | | **Place of Birth:** | | | |
|  | | |  | | | |
| **Telephone/Cellphone Nos.**  ***(Active Contact Details)*:** | |  | | | | |
| **Name of Agency:** | | | **Level of Position:**  **1st Level** | | | |
| **Agency Address:** | | |  | **2nd Level (Executive Managerial)** | | |
|  | | |  | **2nd Level**  **3rd Level (Presidential Appointee)** | | |
| **Region:** | | |  | **Military**   **Elective** | | |
| **Agency Telephone Nos.** *(Active Contact Details)***:** | | | **Email Add:** | | | |
|  | | |  | | | |
| **REGIONAL OFFICE HEAD** | | | | | | |
| **Name:** | | | | | | |
| **Position:** | | | | | | |
| **Telephone / Cellphone Nos.** *(Active Contact Details)***:** | | | | | | |
| **Email address:** | | | | | | |
| **AGENCY HEAD**  *(see Item VII, A, no. 3 of 2019 Search Guidelines for proper endorsement)* | | | | | | |
| **Name:** | | | | | | |
| **Position:** | | | | | | |
| **Agency Address:** | | | | | | |
| **Telephone/Cellphone Nos.** *(Active Contact Details)***:** | | | | | | |
| **Email address:** | | | | | | |
| **NOMINATOR** | | | | | | |
| **Name:** | **Position:** | | | | | |
| **Agency:** | **Telephone/Cellphone Nos.:** | | | | | |
| **Agency Address:** |  | | | | | |
|  | **Email add:** | | | | | |

**Additional Information about the Nominee:**

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| **Were you a previous HAP Nominee?**  Yes  No **What year:** \_\_\_\_\_ **What Award Category**: \_\_\_\_\_ |
| **Were you a previous HAP Semi-finalist?**   Yes  No **What year:** \_\_\_\_\_ **What Award Category**: \_\_\_\_\_ |
| **Were you a previous HAP Awardee?**  Yes  No **What year:** \_\_\_\_\_ **What Award Category**: \_\_\_\_\_ |



*Nomination Write-up:*

*(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)*

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| --- | --- | --- |
| **Name of Nominee:** | **Agency:** | **Division/Unit:** |
| **Position:** |  |  |
| **Length of Service in the Position:** | **In Government:** |  |

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| 1. **Executive Summary** |
| 1. **Exemplary Behavior/Conduct Displayed within the last 3 years** (Describe nominee’s adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved and problems encountered.) |
| 1. **Impact of Accomplishments** (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) |
| 1. **Other Information (**Major Awards/Citations Received/Membership in the Organization) |

**CERTIFICATION**

We attest to all 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:***

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| **Nominee** | **Nominator** | **PRAISE Committee/Highest HRMO** | **Regional Office Head** |