



MC No. 08, s. 2002

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES AND UNIVERSITIES, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT : Search for Outstanding Public Officials and Employees 2002

Pursuant to Administrative Code of 1987 (Executive Order No. 292), Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, Republic Act No. 6713 and CSC Resolution No. 000761, s. 2000, the Civil Service Commission hereby announces the Search for Outstanding Public Officials and Employees for year 2002.

The categories of awards are the following:

- A. Award for Outstanding Work Performance pursuant to Executive Order No. 508, s. 1992 as amended by Executive Order No. 77, s. 1993**

The **Presidential or *Lingkod Bayan* Award** is conferred on public officials and employees of outstanding merit based on exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. This may be a suggestion, innovation, invention or superior accomplishment.

- B. Award for Outstanding Public Service and Exemplary Ethical Behavior pursuant to Republic Act No. 6713**

The **Outstanding Public Officials and Employees or *Dangal ng Bayan* Award** is conferred on public officials and employees for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of their observance of one or more of the eight (8) norms of behavior as provided under Republic Act No. 6713.

C. Award for Outstanding Work Performance of an Individual or Team pursuant to Executive Order No. 292

The Civil Service Commission or *Pagasa* Award is conferred on an individual or group of individuals for consistent dedicated performance exemplifying the best in any profession or occupation; or for contribution/s resulting from an idea or performance whose effects are in directly benefit more than one department or the government the contribution though not of such extraordinary or exceptional degree as to warrant the *Lingkod Bayan* Award.

D. Award for Exceptional Skills, Work Values and Performance pursuant to CSC Resolution No. 000761, s. 2000

The Outstanding Skilled Workers in Government or *Katangitanging Bihasang Manggagawa* Award is conferred on blue-collar workers in government who have demonstrated exceptional skills and performance and whose achievements have greatly contributed to the overall operations of the bureaucracy.

Pursuant to CSC Memorandum Circular No. 02, s. 2000, all heads of departments, agencies and instrumentalities of the government are hereby directed to convene their Committee on Program on Awards and Incentives for Service Excellence or PRAISE for the conduct of the annual search for outstanding individuals or groups in their respective departments and agencies. They shall submit to the Commission at least two (2) nominations for each award category for the Outstanding Public officials and Employees 2002.

All nominations should be submitted to any of the Civil Service Regional, Provincial or Field Offices on or before May 15, 2002. Nominations submitted after said date shall be included in the succeeding year's evaluation.

Flyers containing the implementing guidelines and nomination form which may be reproduced are attached for information and guidance.


KARINA CONSTANTINO-DAVID
Chairperson

March 14, 2002
PIS

An integral part of the civil service merit and rewards system is the conferment of honor awards which recognizes the outstanding contributions and achievements of government employees. Four awards are at stake: the Presidential or *Lingkod Bayan* Award, the *Dangal ng Bayan*, *Pagasa* and *Katangitanging Bihasang Manggagawa* Awards.



The Presidential or *Lingkod Bayan* Award is conferred on an individual for consistent dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance which is of significant effect to the public or principally affects the national interest, security and patrimony.

QUALIFICATIONS

Nomination is open to all officials and employees in the career and non-career service of the national and local governments, including those in the state universities and colleges, and government-owned or controlled corporations with original charters.

Officials and employees nominated to this award must:

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 rating periods prior to his/her nomination;
3. have not been found guilty of any administrative or criminal offense involving moral turpitude nor have any pending case against him/her at the time of the nomination.

CRITERIA FOR EVALUATION

In the evaluation of the accomplishments of nominees, the following criteria shall be considered:

- a. Performance; noteworthiness
- b. Impact of achievement
- c. Reliability and effectiveness

- d. Economy of operation
- e. Consistency of performance

REQUIREMENTS FOR NOMINATION

The following documents shall be submitted in three (3) copies:

1. Duty accomplished nomination form (see page 4);
2. Personal Data Sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency;
3. Performance Rating (at least *Very Satisfactory* or its equivalent) for the last two consecutive rating periods prior to nomination.
4. Latest Statement of Assets and Liabilities;
5. Record of criminal and/or administrative offense or pending case against the nominee, if any. If none, state so; and
6. Clippings, citations, publications, pictures if any, in support of the nomination; and
7. 5 cm. X 5 cm. photo of nominee with his/her name written at the bottom side of the picture.

PROCEDURE FOR NOMINATION

The immediate supervisor, his/her co-worker or any private person or organization may nominate a public official/employee. Nominations must be submitted in the prescribed form to the Agency Suggestions and Incentive Awards Committee (SIAC) for evaluation. Department/Agency nominations must be duly signed by the Chairman of the SIAC approved/endorsed by the Head of Office.



The Outstanding Public Service Award or the *Dangal ng Bayan* Award is conferred on a government official or employee for his/her consistent observance of one or more of the following norms of conduct as provided under RA 6713: Commitment of Public Interest; Professionalism; Justice and Sincerity; Political Neutrality; Responsiveness to the Public; Nationalism and Patriotism; Commitment to Democracy; and Simple Living.

CRITERIA FOR EVALUATION

In the evaluation of the accomplishments of nominees, the following criteria shall be considered:

- a. Unique and Exemplary Quality of Achievement
- b. Risk or Temptation Inherent in the Work
- c. Obscurity of the Position
- d. Years of Service
- e. Level of Salary
- f. Any similar circumstances or considerations in favor of the particular nominee.

Qualifications and requirements for Nomination to the *Dangal ng Bayan* Award are similar to the qualifications and requirements for *Lingkod Bayan* nominations.

PROCEDURE FOR NOMINATION

Any person may nominate a public official or employee using the prescribed form.

Although an employee or official may be qualified to both *Lingkod Bayan* and *Dangal ng Bayan* Awards, he/she should be nominated only to one award at a time or given year.

Past 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 honors and rewards given by private organizations for excellence in certain fields (i.e. the Ten Outstanding Policemen of the Philippines given by the Philippine Jaycees, Inc.) will automatically be included in the list of semi-finalists to the awards.



The Civil Service Commission or *Pagasa* Award is conferred on an individual or group of individuals for consistent dedicated performance exemplifying the best in any profession or occupation; or for contribution/s resulting from an idea or performance whose effects directly benefit more than one department or to the government though not of such extraordinary or exceptional degree as to warrant the *Lingkod Bayan* Award.

QUALIFICATIONS

Nomination is open to all officials and employees in the career and non-career service of the national and local governments, including those in the state universities and colleges, and government-owned or controlled corporations with original charters.

Officials and employees nominated to this award must:

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 rating periods prior to his/her nomination;
3. have not been found guilty of any administrative or criminal offense involving moral turpitude nor have any pending case at the time of the nomination;
4. be a recognized team/group in the agency (for group nominee).

CRITERIA FOR EVALUATION

In the evaluation of the accomplishments of nominees, the following criteria shall be considered:

- a. Performance
- b. Impact of achievement
- c. Reliability and effectiveness
- d. Economy of operation
- e. Demonstrated teamwork, cooperation and camaraderie; cohesiveness (for group nominee)

REQUIREMENTS FOR NOMINATION

The following documents shall be submitted in three (3) copies:

1. Duly accomplished nomination form (see page 4);
2. Personal Data Sheet of the nominee/nominees duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency;
3. Performance Rating (at least *Very Satisfactory* or its equivalent) for the last two consecutive rating periods prior to nomination.
4. Certification that the accomplishment of the nominee or team/group was approved and implemented by the agency duly signed by the head of agency; (for group nominee)

5. Certification of the highest HRMO/Legal Officer in the Agency that the nominee/s has/have not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has/have no pending case against him/them at the time of nomination; and
6. 5 cm. X 5 cm. photo of nominee/s with name written at the bottom side of the picture.

PROCEDURE FOR NOMINATION

The immediate supervisor, his/her co-worker or any private person or organization may nominate a public official/employee. Nominations must be submitted in the prescribed form to the Agency Suggestions and Incentive Awards Committee (SIAC) for evaluation. Department/Agency nominations must be duly signed by the Chairman of the SIAC approved/endorsed by the Head of Office.



The Outstanding Skilled Workers or *Katangi-Tanging Bihasang Manggagawa* Award is conferred on skilled workers in government who have demonstrated exemplary performance and whose achievements have greatly contributed to the overall operations of the bureaucracy.

QUALIFICATIONS

Nomination is open to all skilled workers holding permanent appointments in the national and local government, including those in the state universities and colleges and government-owned and controlled corporations with original charter.

Skilled workers nominated to this award must:

1. have at least three years of experience as a blue-collar worker;
2. have a *Very Satisfactory* rating for the last two rating periods.

CRITERIA FOR EVALUATION

In the evaluation of the accomplishments of nominees, the following criteria shall be considered:

- a. Impact of Achievements on the Organization
- b. Quality of Performance
- c. Interpersonal Relationship
- d. Supervisor and Co-Worker's Assessment of the nominee as a worker
- e. Community Assessment of the nominee as member of the community

REQUIREMENTS FOR NOMINATION

The following documents shall be submitted in three (3) copies:

1. Duly accomplished nomination form;
2. Personal Data Sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency;
3. Performance Rating (at least *Very Satisfactory* or its equivalent) for the last two consecutive rating periods prior to nomination.
4. Documentation of nominee's exceptional work performance and achievement;
5. Certification of the highest HRMO/Legal Officer in the Agency that the nominee/s has/have not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has/have no pending case against him/them at the time of nomination; and
6. 5 cm. X 5 cm. photo of nominee with his/her name written at the bottom side of the picture.

PROCEDURE FOR NOMINATION

The immediate supervisor, his/her co-worker or any private person or organization may nominate an employee. Nominations must be submitted in the prescribed form to the Agency Suggestions and Incentive Awards Committee (SIAC) for evaluation. Department/Agency nominations must be duly signed by the Chairman of the SIAC approved/endorsed by the Head of Office.

SUBMISSION OF NOMINATIONS

Nominations to all four awards must be submitted to any of the Civil Service Regional, Provincial or Field Offices covering the agency on or before May 15 of any given year. Those received after May 15 will automatically be included for evaluation in the succeeding year's awards. □



Republic of the Philippines
Civil Service Commission
Quezon City

SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

NOMINATION FORM

Type of Award: _____

1. Printed Name of Nominee/Team Nominee: _____

1.1. For Team Awards

Names of Team Members and Respective Positions (use extra sheet if necessary)

1.2. For Individual Awards

Date of Birth: _____ Place of Birth: _____ Age: _____ Gender: _____

Position: _____ Years in Government Service: _____

Residence: _____ Tel. No: _____

1.3. Agency/Address (include landmarks of location) _____

1.4. Tel. No: _____

2. For nominees to **Pagasa** and **Lingkod Bayan Awards**

2.1. Summary of Outstanding Achievement/s (extra sheets may be used)

2.2. Significant effect of accomplishments (either government wide or department wide). You may use extra sheets.

3. For nominees to **Dangal ng Bayan Award**, answer the following questions in separate sheets. Answers must be brief, factual, and typewritten double-spaced.

3.1. Describe the behavioral performance, conduct or achievement of the nominee in the observance of the norms of conduct which has been consistently outstanding or exemplary (Please refer to MC No. 56, s. 1989).

3.2. Justify why the achievement is extraordinary and easily distinguishable for its uniqueness and originality.

3.3. Cite the risk factor inherent in the work (This refers to the dangerous element or temptation present in the work).

4. For nominees to **Katangi-tanging Bihasang Manggagawa Award**, please use separate sheets.

4.1. Nominee's contribution/achievement that have made an impact to the total operation of his department/agency.

4.2. Nominee's technical competence in terms of speed in doing the job, proper procedure, economy in materials, quality of work which is distinctively exceptional.

4.3. Cite the risks inherent in the work (This refers to the dangerous element/factor or temptation substantially present in the work).

Nominator's Name: _____ Signature: _____

Position Title: _____

Office /Address: _____ Tel. No.(s): _____

Suggestion and Incentive Awards Committee (SIAC) Chairman: _____ Signature: _____

Head of Agency: _____ Signature: _____