



## MEMORANDUM

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FOR : ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS

FROM : REY LEONARDO B. GUERRERO  
Commissioner )



BOC-03-15235

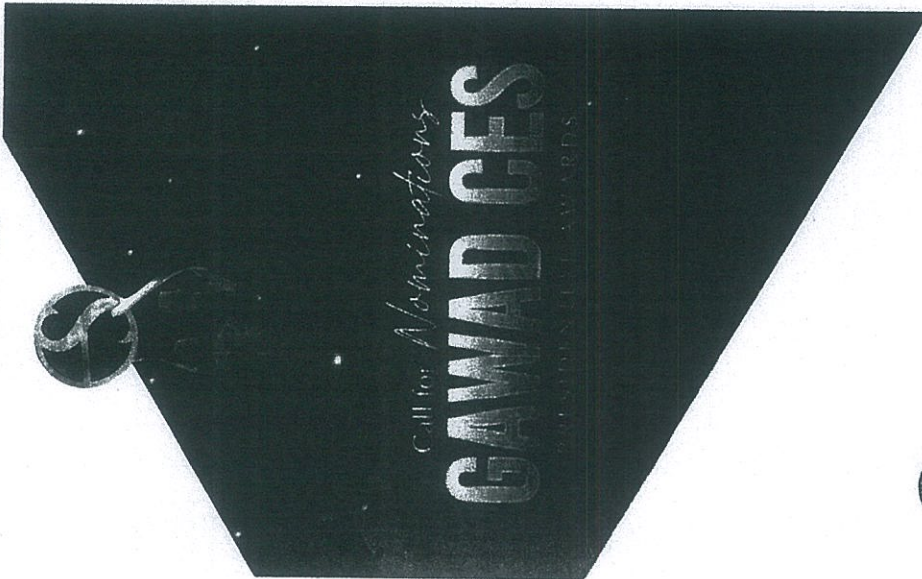
SUBJECT : Call for Nominations for the 2022 Gawad Career Executive Service (Gawad CES)

DATE : May 11, 2022

1. The Career Executive Service Board (CESB) announced the opening of the nomination period to the 2022 Gawad Career Executive Service (Gawad CES), which is the annual Presidential award aims to recognize members in the CES for exemplary performance and significant contributions, particularly in the areas of innovation, information and communication technology, social services, administrative reforms, and public policy (*attached Annex "A"*).
2. Relative thereto, the subject Presidential award is open to all Career Executive Service Officers (CESOs) and Third-level Eligibles (CEOE/CSEE/CESE) occupying executive and managerial position in the third level, who may either be nominated as an individual or as a group/team with maximum of ten (10) members who contributed to a common project outcome/output and has the following qualifications:
  - a. Must have at least Very Satisfactory performance rating equivalent for the last two (2) consecutive years prior to his/her/their nomination;
  - b. Should have never been found guilty of any administrative or criminal offense; and
  - c. Have not been formally charged administratively or criminally at the time of nomination.
3. In this regard, nominators shall submit the following to the Human Resource Management Division **not later than May 20, 2022** and a soft copy to the [hrmd@customs.gov.ph](mailto:hrmd@customs.gov.ph), for further evaluation and endorsement to CESB:
  - a. nomination letter;
  - b. nomination form; and
  - c. Curriculum Vitae of the nominee/s.
4. Please refer to the aforementioned announcement for further information on the 2022 Gawad CES.
5. For information.



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For more information, visit [www.cesboard.gov.ph](http://www.cesboard.gov.ph).  
 For queries, please e-mail us at [pmad@cesboard.gov.ph](mailto:pmad@cesboard.gov.ph).  
 Contact no.: (02) 951 4981 locals 110, 111 or 126

### WHAT IS GAWAD CES?

GAWAD CES is a Presidential award that recognizes members in the Career Executive Service (CES) for exemplary performance and significant contributions, particularly in the areas of innovation, information and communication technology, social services, administrative reforms and public policy.

### WHAT IS THE BASES OF THE GAWAD CES?

GAWAD CES was established by virtue of Executive Order (EO) No. 715 signed by President Gloria Macapagal-Arroyo on March 28, 2008. EO 715 effectively upgraded the former recognition program in the CES, the Search for Outstanding CEO.

### WHO CAN BE NOMINATED FOR THE GAWAD CES?

**GAWAD CES** is open to all Career Executive Service Officers (CESOs) and Third-Level Eligibles (CEO/CS/EE/CESE) occupying executive and managerial positions in the third level, who may either be nominated as an individual or as a group/team with a maximum of ten (10) members who contributed to a common project outcome/output.

The project of the team/group may be implemented covering any of the following:

- \* **Inter-agency** – the contributions must be implemented in various agencies and have brought beneficial results to the agencies or to a particular sector.
- \* **Intra-agency** – the contributions have made a positive difference within a particular agency.

Individual or team nominees must have at least Very Satisfactory performance rating or equivalent for the last two (2) consecutive years prior to his/her/their nomination. In addition, he/she/they should have never been found guilty of any administrative or criminal offense involving moral turpitude, or conduct that is considered contrary to community standards of justice, honesty, or good morals i.e. graft and corruption, murder, rape, sexual harassment, embezzlement, forgery, extortion, perjury, et al, and have not been formally charged administratively or criminally at the time of nomination.



### WHO CAN NOMINATE?

Nominators for the GAWAD CES may be any of the following persons/organizations:

- \* Government agencies, national and regional associations of career executive officers and non-government/civil society organizations, through their Heads of Offices or Chief Executive Officers; and
- \* Nominee's superior/subordinate or any individual from the nominee's agency who has substantial knowledge of the nominee's leadership/managerial attributes and accomplishments.

### HOW CAN ONE NOMINATE?

A nominator can write to the Career Executive Service Board to nominate a qualified official/group of officials, attaching the accomplished nomination form (downloadable at [www.cesboard.gov.ph](http://www.cesboard.gov.ph)). A copy of the Curriculum Vitae of the nominee's should also be submitted before the published deadline.

Only candidates nominated in writing shall be considered. Self nominations are not accepted. There is no limit to the number of candidates to be nominated by a nominating organization/agency.

Agencies are encouraged to adopt their own selection/nomination system. However, nominations not subjected to the agency selection system shall still be accepted by the CESB, if it meets the criteria set forth in the Guidelines.

### HOW IS THE VALIDATION DONE?

The validation period begins with a publication of the names of the finalists in major dailies, asking for public feedback regarding the competence and integrity of the finalist.

After two weeks of collecting general public feedback, a team of trained validators will conduct a weeklong on-location evaluation to gather information that will include document review, one-on-one interviews with relevant and reliable sources of information, including clientele beneficiaries.

### CAN A NOMINEE/FINALIST BE DISQUALIFIED DURING THE SELECTION PERIOD?

A nominee/finalist may be disqualified if, on or before the final deliberations of the Committee on Awards, he/she resigns from the service or is convicted of any administrative or criminal offense involving moral turpitude or conduct that is considered contrary to community standards of justice, honesty, or good morals or have been formally charged administratively or criminally on or before final deliberations by the Committee on Awards.

A nominee/finalist may also be disqualified if it is found that there is misrepresentation or falsification of information stated in the nomination form or in any of the supporting documents submitted.

### HOW WILL WINNERS BE SELECTED?

The CESB Secretariat shall conduct a pre-screening to ensure adherence to criteria and completion of documents. The Committee on Awards composed of four (4) luminaries from the private/non-government sector, three (3) members of the CES Governing Board, and four (4) selected CES Officials shall be constituted to select the nominees who will undergo an in-depth validation and eventually the year's GAWAD CES awardees.

### WHAT IS AT STAKE?

A GAWAD CES winner shall receive a plaque with the Presidential Seal, a statuette and prize money amounting to PHP100,000.00.



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**GAWAD CES NOMINATION FORM**



Document No: QPPMA04F01

Rev: 0

Effective Date: May 31,

*Instruction : This FORM shall be filled out by the **NOMINATOR** and submitted to CESB in not more than twenty (20) pages, including attachments.*

**PART I: Basic Information**

<b>NOMINEE'S INFORMATION</b> (for group nomination use additional sheet/s)	
NAME OF THE <b>NOMINEE</b>	
(Last)	(First) (Middle)
Date of Birth:	Place of Birth:
Position:	
Department/ Agency/Region:	
Mailing Address:	
Eligibility /Rank Status:	

<b>NOMINATOR'S INFORMATION</b>	
NAME OF THE <b>NOMINATOR:</b>	
(Last)	(First) (Middle)
Position/Title:	Relation to the Nominee:
Agency/Organization/ Institution Representative:	
Mailing Address:	
Contact Information:	Phone Number: E-mail Address: Mobile Number:

**How long and in what capacity have you known the Nominee/Group?**

**Has the Nominee/Group been nominated in the CES Recognition Program before?**  
If yes, by whom and when?

**In case of re-nomination, is the nominee/group being cited for the same contributions/ accomplishments?**

\_\_\_\_\_  
Signature over Printed Name of  
Nominator



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NAME OF THE <b>NOMINEE:</b> (Last) (First) (Middle)	
Date of Birth:	Place of Birth:
Position:	
Department/ Agency/Region:	
Mailing Address:	
Eligibility /Rank Status:	

<b>NOMINEE'S INFORMATION</b>	
NAME OF THE <b>NOMINEE:</b> (Last) (First) (Middle)	
Date of Birth:	Place of Birth:
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<b>NOMINEE'S INFORMATION</b>	
NAME OF THE <b>NOMINEE:</b> (Last) (First) (Middle)	
Date of Birth:	Place of Birth:
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For more information on the GAWAD CES, or to download this form and other related materials, go to [www.cesboard.gov.ph](http://www.cesboard.gov.ph). For queries, please email us at [gawad\\_ces@yahoo.com](mailto:gawad_ces@yahoo.com), or call (632) 951-4981 locals 110, 111, or 126. You may also write us at No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127



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PART III: Description of the Nominee's Personal Attributes (For group nomination, please discuss per member)

1. What **other awards, recognition and citations** received by the NOMINEE in the department, community, region?
2. How would you describe the **traits** of the NOMINEE:  
 As a LEADER  
 As a MEMBER of the community of CESOs/Eligibles  
 As a FAMILY MEMBER (if information is available)
3. How has the NOMINEE been described or is regarded by his/her **peers in the region/department, by subordinates, LGU officials, private sector, NGOs, etc?**
4. How would you describe the NOMINEE's **integrity**?
5. Other information that demonstrate NOMINEE's **ability** in leading people, driving results, optimizing resources, building coalitions/linkages.

PART IV: LIST OF REFERENCES

**Instruction:** Please list **TWO REFERENCES** who are very familiar with the NOMINEE's/GROUP's accomplishments/contribution and personal attributes. Include their Name, Position, Affiliation/Organization, Address, Telephone, Fax, Mobile Numbers, and Email address.

I attest to the COMPLETENESS, TRUTHFULNESS and ACCURACY of all facts and claims stated herein.

**NOMINATOR**

Signature and Printed Name/Date

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**PART I: Basic Information (Group Nomination Page     )**

For more information on the GAWAD CES, or to download this form and other related materials, go to [www.cesboard.gov.ph](http://www.cesboard.gov.ph). For queries, please email us at [gawad\\_ces@yahoo.com](mailto:gawad_ces@yahoo.com), or call (632) 951-4981 locals 110, 111, or 126. You may also write us at No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127



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*Instruction : Please provide as complete, concrete and concise answers as possible.*

## PART II: Abstract of Nominee's/Group's Accomplishment

1. **Please list and describe the most outstanding accomplishment/s or contribution/s of the NOMINEE/GROUP in the last five years.**

Accomplishment #1

Accomplishment # 2

Accomplishment # 3

2. **Why would you consider each of the above accomplishments REMARKABLE and WORTHY of recognition in the GAWAD CES?**

Accomplishment #1

Accomplishment # 2

Accomplishment # 3

3. **Describe the IMPACT of each accomplishment. (What problems/needs each of his/her/their accomplishment addressed/ solved/minimized? How did it improve the beneficiaries, the sector served, delivery of services; what was their condition before the NOMINEE's/GROUP's intervention? How did it result to higher level of organizational performance/productivity /efficiency/effectiveness? How did it enhance policy-making and governance? How much savings/income generated?)**

Accomplishment # 1

Accomplishment # 2

Accomplishment # 3