




MEMORANDUM

FOR : ALL BOC OFFICIALS AND EMPLOYEES

FROM :  **DONATO B. SAN JUAN**
Deputy Commissioner, IAG
Acting Chief-of-Staff, OCOM

SUBJECT : Request for Nominations re: 2020 Search for Outstanding Government Workers

DATE : March 09, 2020

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1. The Civil Service Commission (CSC) announced the official commencement of the 2020 Search for Outstanding Government Workers through CSC MC No. 01, s. 2020 (*Annex "A"*) and the guidelines provided in CSC MC No. 1, s. 2019, dated February 13, 2019.
 2. The categories for the said awards are as follows:
 - a. Presidential Lingkod Bayan Award (Individual and Group Categories)
 - b. CSC Pagasa Award (Individual and Group Categories)
 3. In this regard, all Deputy Commissioners and District Collectors are encouraged to nominate qualified BOC officials and employees within their group/collection district and submit to the HRMD their accomplished forms and documents, in compliance with the attached guidelines, not later than March 23, 2020.
 4. For information and compliance.



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Civil Service Commission National Capital Region

24 January 2020

Hon. REY LEONARDO B. GUERRERO

Commissioner
Bureau of Customs
Ground Floor, OCOM Bldg.
Port Area, Manila

Dear **Commissioner Guerrero**:

Greetings from the Civil Service Commission National Capital Region!

We are pleased to inform you that the 2020 Search for Outstanding Government Workers has officially commenced through **CSC Memorandum Circular No. 01, s. 2020**. The guidelines for this year's search are provided in **CSC Memorandum Circular No. 01, s. 2019**, dated February 13, 2019.

The Honor Awards Program (HAP) covers all elective officials and appointive officials and employees holding permanent, temporary, coterminous, contractual, and casual status of employment in the government, whether stationed in the Philippines or abroad.

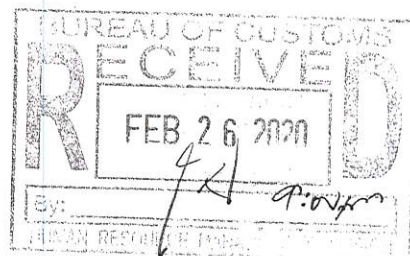
Appointive barangay officials and employees may also be nominated, provided they meet all the conditions pursuant to CSC Resolution No. 011352 on the "Recognition of the Barangay Secretary and Barangay Treasurer as Government Employees", dated August 10, 2001.

Posthumous nominations may be made for public servants who died in the line of duty or in the pursuit of their official duties and responsibilities as civil servants. Posthumous nominations should be formalized within 12 months from the time of death of the government officials or employees.

Award Categories

A. Outstanding Work Performance

- Presidential Lingkod Bayan (PLB) Award is conferred to an individual or group comprised of five members for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony.



Bawat Kawani, Lingkod Bayani

- Civil Service Commission Pagasa (Pagasa) Award is conferred to an individual or group **comprised of five members** for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

B. Exemplary Ethical Behavior

- Outstanding Public Officials and Employees or the *Dangal ng Bayan (DnB)* Award is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary behavior on the basis of observance of eight norms provided under Republic Act No. 6713:

1. Commitment to Public Interest
2. Professionalism
3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living

In order to acknowledge the outstanding contribution, achievements, and performance of the women and men in the bureaucracy, we solicit your utmost support to nominate qualified officials and employees of your agency in any of the three (3) aforementioned categories.

The deadline for submission of nominations in our CSC Field Offices is on **March 31, 2020**. For the HAP guidelines, nomination forms, information, and assistance, you may visit the CSC website, www.csc.gov.ph, the CSC NCR Facebook page, [CSC National Capital Region](#), the CSC NCR Field Office nearest you, or call the Public Assistance and Liaison Division (PALD) at telephone numbers 8740-8412 local 201 and 8781-5878.

We are hoping for your utmost support on this endeavor to give recognition to government exemplars and promote the culture of integrity and excellence in the bureaucracy.

Very truly yours,


JUDITH A. DONGALLO-CHICANO
Director IV

PALD/MTA/MMAB/gtd

2020 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS
Checklist of Required Nomination Documents (Please check box)

- One (1) original nomination folder with accomplished nomination form, original clearances and other documentary requirements, and five (5) additional copies of the original nomination folder
- Completely filled-out HAP Nomination Form (maximum of 10 pages of A4 size bond paper using, Arial font size 12, including Executive Summary and Nomination Write-up)
 - HAP Form No. 1 - Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Individual Category)
 - HAP Form No. 2 - Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Group Category)
 - HAP Form No. 3 - Information on the Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Individual Category)
- Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination
- Certification from the Chairperson of the agency's local, regional or national Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, stating that the nomination has undergone deliberation by the said Committee
- Letter from the head of agency or highest official endorsing the nomination to the CSC

Agencies with nominations endorsed by Agency Heads who are OIC-Designates should also submit a letter or a copy of the designation

Agencies may submit to the Commission an endorsement for all their nominees and NEED NOT endorse them individually

Group nominations with team members from two or more departments/agencies shall be separately endorsed by their respective agency heads
- Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case at the time of nomination as required under Executive Order No. 292
 - A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer (posthumous nomination only)
 - Detailed information on dismissed/decided case/s of the nominee, if any
- Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least

Very Satisfactory (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination

Copy of the rating forms should no longer be attached to the nomination folder

- Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant
- Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 of the year prior to nomination
- Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual or each member of the group nominee for the year prior to nomination, certified by the head of the SALN Review Committee of the agency (ALL individual and group members MUST submit their SALN)
- Updated service record duly certified by the agency's Human Resource Management Officer (HRMO)

The service record must indicate the PLANTILLA POSITION of the nominee NOT the designation or rank. The PLANTILLA POSITION indicated in the service record of the nominee shall be the basis of the position to be indicated in the nomination form

- Nominee's valid clearances issued from the following agencies in his/her locality:
 - National Bureau of Investigation (NBI)
 - BIR Tax Clearance
 - Police Clearance

The following clearances shall be secured by the CSC

- Clearance for Pendency or No Pendency of Administrative Case issued by the CSC Regional Office (CSC RO)
 - For HAP Semi-finalists
 - Clearance from Office of the Ombudsman
 - Clearance from Sandiganbayan
 - Clearance from CSC Central Office-Office for Legal Affairs (CSC-OLA)
 - Clearance from Commission on Human Rights (CHR)
 - Clearance from the Office of the President for presidential appointees
- For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1362 dated August 10, 2001

HAP Form 1

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

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

PASTE
1 ½" x 2"
(passport size)
Photo here

Individual Category

Presidential *Lingkod Bayan*

Civil Service Commission *Pagasa*

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)

Region:

2nd Level 3rd Level (Presidential Appointee)

Agency Telephone Nos (Active Contact Details):

Military Elective

Email address:

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 appropriate 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:

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)

 **MASTER COPY**

Name of Nominee:

Agency:

Division/Unit:

Position:

Length of Service in the Position:

In Government:

<p>I. Executive Summary Click here to enter text.</p>
<p>II. Significant Accomplishment/s within the Last Three Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments) Click here to enter text.</p>
<p>III. 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) For Presidential Lingkod Bayan Category: What was the impact of the extraordinary contribution to national public interest? For CSC Pagasa Category: What was the impact of the Outstanding contribution to more than one department of the government? Click here to enter text.</p>
<p>IV. Other Information (Major Awards/Citations Received/Membership in the Organization) Click here to enter text.</p>

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:

Nominee Nominator

PRAISE Committee/Highest HRMO

Regional Office Head

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

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

Group Category

Presidential *Lingkod Bayan*

Civil Service Commission *Pagasa*

Name of Group Nominee:	Agency Name:
Telephone/Cellphone Nos <small>(Active Contact Details):</small>	Agency Address:
Email address:	Region:

Team Members Information

(First Name, Middle Initial, Last Name - Position Title per Service Record)

Name of Team Leader:	Name of Member 3:
Position Title:	Position Title:
Position Level: Choose an item. Sex: Choose an item.	Position Level: Choose an item. Sex: Choose an item.
Status of Appointment: Choose an item. Age:	Status of Appointment: Choose an item. Age:
Name of Member 1:	Name of Member 4:
Position Title:	Position Title:
Position Level: Choose an item. Sex: Choose an item.	Position Level: Choose an item. Sex: Choose an item.
Status of Appointment: Choose an item. Age:	Status of Appointment: Choose an item. Age:
Name of Member 2:	
Position Title:	
Position Level: Choose an item. Sex: Choose an item.	
Status of Appointment: Choose an item. Age:	

REGIONAL OFFICE HEAD

Name:
Position:
Telephone / Cellphone Nos <small>(Active Contact Details):</small>
Email address:

AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

Name:
Position:
Agency Address:
Telephone/Cellphone Nos <small>(Active Contact Details):</small>
Email address:

NOMINATOR

Name:	Position:
Agency:	Telephone/Cellphone Nos.:
Agency Address:	
	Email add:

Additional Information about the Nominee:

Were you a previous HAP Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year: _____	What Award Category: _____
Were you a previous HAP Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year: _____	What Award Category: _____
Were you a previous HAP Awardee? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year: _____	What Award Category: _____

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Nomination Write-up:
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:

Agency:

Division/Unit:

Position:

Length of Service in the Position:

In Government:

<p>I. Executive Summary Click here to enter text.</p>
<p>II. Significant Accomplishment/s within the Last Three Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments) Click here to enter text.</p>
<p>III. 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) For Presidential Lingkod Bayan Category: What was the impact of the extraordinary contribution to national public interest? For CSC Pagasa Category: What was the impact of the Outstanding contribution to more than one department of the government? Click here to enter text.</p>
<p>IV. Other Information (Major Awards/Citations Received/Membership in the Organization) Click here to enter text.</p>

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:

Nominee

Nominator

PRAISE Committee/Highest HRMO

Regional Office Head

For Group Nomination only

HAP Form No. 2-A

INFORMATION ON TEAM/GROUP MEMBERS

Name of Team Members	Position/Status of Appt./Agency	Contribution/s of each member (including those of disqualified members)	Reason for disqualification of the Team Members, if any.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

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 ground for disciplinary action pursuant to applicable Civil Service laws and rules.

CHAIR, PRAISE Committee
Signature over printed name

IA G Memo No. 15-2020 p.1

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HAP FORM No. 3

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Outstanding Public Officials and Employees or *Dangal ng Bayan* Award)

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.	
Name of Agency:	Level of Position: <input type="checkbox"/> 1 st Level
Agency Address:	<input type="checkbox"/> 2 nd Level (Executive Managerial)
Region:	<input type="checkbox"/> 2 nd Level <input type="checkbox"/> 3 rd Level (Presidential Appointee)
Agency Telephone Nos. (Active Contact Details):	<input type="checkbox"/> Military <input type="checkbox"/> Elective
	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:

Were you a previous HAP Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year: _____	What Award Category: _____
Were you a previous HAP Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year: _____	What Award Category: _____
Were you a previous HAP Awardee? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year: _____	What Award Category: _____



Nomination write-up:
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:
Position:

Agency:
In Government:

Division/Unit:

Length of Service in the Position:

<p>I. Executive Summary</p>	
<p>II. 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, Justice 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.)</p>	
<p>III. 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)</p>	
<p>IV. Other Information (Major Awards/Citations Received/Membership in the Organization)</p>	

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Printed Name and Signature:

Nominee	Nominator	PRAISE Committee/Highest HRMO	Regional Office Head
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