MEMORANDUM TO:

OIC Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All Unit Heads
Principals/Head of Schools, Elementary & Secondary Schools
Officers-In-Charge
Public Schools Only

REVISED GUIDELINES ON THE SEARCH FOR OUTSTANDING GOVERNMENT WORKERS FOR 2019 AND YEARS THEREAFTER

Enclosed herewith is Civil Service Commission Memorandum Circular No. 01, s. 2019 together with a copy of Resolution No. 1900138 dated February 12, 2019, re:"Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter", contents of which are self-explanatory, for information and appropriate action.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-In-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makalikasan at Makabansa
MEMORANDUM to:

Schools Division Superintendents

Enclosed herewith is Civil Service Commission Memorandum Circular No. 01, s. 2019 together with a copy of Resolution No. 1900138 dated February 12, 2019 and an Advisory containing notable revision on the Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter”, for the information and proper dissemination within the Division.

WILFREDO B. CABRAL
Officer-in-Charge
Office of the Regional Director

Personnel/jsm

Work tow
MEMORANDUM CIRCULAR

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

SUBJECT : Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter

In accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers.

The annual Search started in 1965 through the Employee Suggestions and Incentives Awards System (ESIAS) implemented under Section 27 of Republic Act No. 2260 or the Civil Service Act of 1969 to award public servants for extraordinary acts or services that contributed to the efficiency, economy and improvement of government operations.

In 1975, by virtue of Presidential Decree No. 807, new rules and guidelines of the ESIAS modified the types of honor awards as follows: Presidential Lingkod Bayan and the Civil Service Commission Pagasa Award.

Republic Act No. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees vested in the CSC the administration of the nationwide Search for Outstanding Public Officials and Employees or Dangal ng Bayan Award.

The annual Search for Outstanding Government Workers is administered under the HAP in order to recognize government officials and employees who exemplified outstanding performance, to motivate or inspire public servants to improve the quality of public service delivery, and to instill deeper involvement in public service.

To maintain the integrity of the Search and sustain its effective implementation, the Commission revised the Guidelines on the Search for Outstanding Government Workers in 2019 and the years thereafter. Heads of agencies are enjoined to adopt said guidelines.

For queries and concerns, please contact the HAP Secretariat through (02) 931-7993 and (02) 932-0381; and email address: hapsecretarial@yahoo.com.

ALICIA dela ROSA-BALA
Chairperson
13 FEB 2019
HONOR AWARDS PROGRAM
Re: Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter

Number: 1900138
Promulgated: 12 FEB 2019

RESOLUTION

WHEREAS, in accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers;

WHEREAS, the CSC administers the annual Search to recognize government officials and employees who exemplified outstanding performance, to further motivate or inspire public servants to improve the quality of their performance and to instill excellence in public service;

WHEREAS, pursuant to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, Executive Order No. 292, otherwise known as the Administrative Code of 1987 and its Implementing Rules and Regulations, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, CSC, together with the Office of the President and the constituted Special Committee on Awards, shall confer the Presidential Lingkod Bayan and CSC Pagasa, two award categories given for outstanding work performance, and the Outstanding Public Officials and Employees or Dangal ng Bayan award for exemplary conduct and ethical behavior;

WHEREAS, the Guidelines for the Search requires enhancement for the program's effective implementation;

WHEREFORE, the Commission RESOLVES to adopt the attached Revised Guidelines on the Search for Outstanding Government Workers in 2019 and the years thereafter.

Quezon City,

ALICIA DELA ROSA-BALA
Chairperson

AILEEN LOURDES A. LIZADA
Commissioner

LEOPOLDO ROBERTO W. VALDEROSA JR.
Commissioner

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Bawat Kawani, Lingkod Bayani

ARTUR P. SALONGA
Chief Human Resource Specialist
Commission Secretariat and Liaison Office
Civil Service Commission
ADVISORY

2019 Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Thereafter

The Commission extends its gratitude to the heads of CSC’s Regional Offices for its support to the annual Search for Outstanding Government Workers.

May we inform you that the Commission has approved the 2019 Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Thereafter.

Some of the notable revisions are on the following:

<table>
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<tr>
<th>Sections</th>
<th>Revisions</th>
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</table>
| Award Categories for (A) Outstanding Work Performance (p.1) | • 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.  
• 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. |
| Qualification Requirements of Nominees (p.2)    | • Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination; and  
• Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination. |
| Criteria for Evaluation (p.3)                  | • Sustainability of Contribution - The extent to which the accomplishment led to innovation/contribution which has been adapted, number of individuals, communities, offices who benefited, and evidence of sustained use or continuous implementation for at least three years or longer.  
• Each group/team member should have verifiable/actual contribution in the attainment of the group/team’s accomplishment. This should be specified in the nomination. |

Bawat Kawani, Lingkod Bayani

* CSC Building, IBP Road, Batasan Hills, 1126 Quezon City  9 (02) 931-7935/931-7939/931-6002  @ cscphil@csc.gov.ph  @ www.csc.gov.ph
| **Required Nomination Documents (p. 4)** | • 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 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 **need not** be attached to the nomination folder.

• Certification of No Unliquidated Cash Advances signed under oath by the agency’s Financial Officer/Accountant and 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 nominee 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 nominees MUST submit their SALN.

| **Procedure for Nomination (p.7)** | • For nomination initiated by private individual/organization

Any individual or organization with extensive knowledge of the outstanding work performance and/or exemplary ethical behavior of the officials or employee or group/team may nominate an individual or group of individuals for a specific category in the Search.

Download nomination form from the CSC website: www.csc.gov.ph or secure copy from the nearest CSC Regional or Field Office and submit the nomination.

| **Procedure for Screening and Evaluation (Regional Level Screening – p.9)** | • The CSCROs are responsible for coordinating with the agencies regarding submission of the nominee’s lacking documents and for ensuring completion of the same prior to submission to the Regional Committee on Awards for deliberation.

• Nominations received by the CSCROs which are not under their jurisdiction shall be forwarded to the
CSCRO concerned, not to the National HAP Secretariat.

**Procedure for Screening and Evaluation (National Level Screening – p.10)**

- Committee on the *Dangal ng Bayan* Award
  - Chairperson of the CSC
  - Ombudsman of the Office of the Ombudsman
  - Chairperson of the Commission on Audit
  - Two (2) government officials/employees appointed by the President of the Philippines

**Definition of Regional Winners, National Qualifiers and Semi-finalists (p.10)**

- **Regional Winners**
  Nominees whose nominations have complete documentary requirements, including agency endorsement, have been shortlisted by the Regional HAP Secretariat based on Sections III and V of the Guidelines and have been selected by the Regional Committee on Awards to advance to the national search. Regional winners are not entitled or will not receive any cash reward as they shall still vie for the national search. They shall be given a Certificate of Participation signed by the CSC Regional Director and members of the Regional Committee on Awards. Nominations of Regional Winners submitted to the HAP Secretariat but have been identified to lack documents (e.g. no agency endorsement, expired clearances or nominees did not meet the qualifications, among others) are **NOT eligible** for the national search.

- **National Qualifier**
  Documentary requirements submitted to the HAP Secretariat were evaluated and determined as complete, thus were endorsed to the National Committee on Awards for consideration.

- **National Semi-finalist**
  Semi-finalists are those who were shortlisted by the National Committee on Awards from among the qualified national qualifiers and who will be subjected to background investigation.

- **Presidential *Lingkod Bayan* Finalist**
  Finalists are those who were selected by the National Committee on Awards from among the semi-finalists and endorsed to the Office of the President for confirmation.

For other issues and concerns, please contact the HAP Secretariat through (02) 931-7993 and (02) 932-0381; and email address: hapsecretariat@yahoo.com.

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**Signature**

MARIA LUISA SALONGA-AGAMATA, Ph.D., CESO V  
Director IV, Public Assistance and Information Office  
Head, Honor Award Program Secretariat
# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

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

## THE NOMINEE

- **Name**: (First Name, Middle Initial, Last Name):
- **Signature**: 
- **Position** (per Service Record): 
- **Status of Appointment** (per Service Record): 
- **Signature**: 
- **Gender**: 
- **Age**: 
- **Date of Birth**: 
- **Place of Birth**: 
- **Telephone/Cellphone Nos.**
- **Name of Agency**: 
- **Agency Address**: 
- **Region**: 
- **Agency Telephone Nos.** (Active Contact Details): 
- **Email Add**: 
- **Level of Position**: 
  - [ ] 1st Level 
  - [ ] 2nd Level (Executive Managerial) 
  - [ ] 2nd Level 
  - [ ] 3rd Level (Presidential Appointee) 
  - [ ] Military 
  - [ ] Elective

## 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**: 
- **Agency Address**: 
- **Telephone/Cellphone Nos.**:
- **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**:  

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[Logo] CSC, Republic of the Philippines, Civil Service Commission
### Executive Summary

**Name of Nominee:**

**Agency:**

**Division/Unit:**

**Length of Service in the Position:**

<table>
<thead>
<tr>
<th>II. Exemplary Behavior/Conduct Displayed within the Last 3 Years</th>
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<tbody>
<tr>
<td>III. Impact of Accomplishments</td>
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<tr>
<td>IV. Other Information (Major Awards/Certifications, References/Membership in the Organization)</td>
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</tbody>
</table>

#### 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.

#### Ground for Disciplinary Action

Pursuant to applicable Civil Service laws and rules, the information contained in this form and grant due consent to the conduct of a background investigation. Any misrepresentation made by the Signatories shall be a ground for disciplinary action.

Printed Name and Signature:
# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

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

## Group Category

<table>
<thead>
<tr>
<th>Name of Group Nominee:</th>
<th>Agency Name:</th>
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<tbody>
<tr>
<td>Telephone/Cellphone Nos (Active Contact Details):</td>
<td>Agency Address:</td>
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<tr>
<td>Email address:</td>
<td>Region:</td>
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</tbody>
</table>

## Team Members Information

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

<table>
<thead>
<tr>
<th>Name of Team Leader:</th>
<th>Name of Member 1:</th>
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<tbody>
<tr>
<td>Position Title:</td>
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<tr>
<td>Position Level: Choose an item.</td>
<td>Position Level: Choose an item.</td>
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<tr>
<td>Status of Appointment: Choose an item.</td>
<td>Status of Appointment: Choose an item.</td>
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<tr>
<td>Sex: Choose an item.</td>
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<td>Age:</td>
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<tr>
<th>Name of Member 2:</th>
<th>Name of Member 3:</th>
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## AGENCY HEAD

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

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<tr>
<td>Agency Address:</td>
<td>Email add:</td>
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Additional Information about the Nominee:

- Are you a previous HAP Nominee?  □ Yes  □ No  What year:  What Award Category:  
- Are you a previous HAP Semi-finalist?  □ Yes  □ No  What year:  What Award Category:  
- Are you a previous HAP Awardee?  □ Yes  □ No  What year:  What Award Category:  
I. Executive Summary
Click here to enter text.

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.

I. 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.

V. Other Information (Major Awards/Citations Received/Membership in the Organization)
Click here to enter text.

CERTIFICATION
I 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 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.

Name and Signature:

Nominee  Nominator  PRAISE Committee/Highest HRMO  Regional Office Head
### INFORMATION ON TEAM/GROUP MEMBERS

<table>
<thead>
<tr>
<th>Name of Team Members</th>
<th>Position/Status of Appt./Agency</th>
<th>Contribution/s of each member (Including those of disqualified members)</th>
<th>Reason for disqualification of the Team Members, if any.</th>
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### 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.

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CHAIR, PRAISE Committee  
Signature over printed name