



January 27, 2020

REGIONAL MEMORANDUM

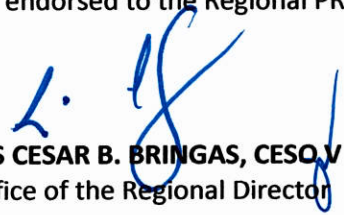
No. 057 s. 2020



SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

**TO: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF THE REGIONAL FUNCTIONAL DIVISION
This Region**

1. This Office hereby announces the Civil Service Commission's Search for Outstanding Government Workers for Year 2020. This is part of its rewards and incentives mechanism under the Honor Awards Program.
2. The prestigious Search aims to
 - recognize deserving public servants who excel in their respective fields or serve as models of exemplary behavior, and
 - to motivate and inspire state employees to improve the quality of their performance and instill deeper involvement in public service.
3. All schools division offices including the Regional Office are enjoined to nominate servant-heroes to the Search on either of the following award categories:
 - A. Outstanding Work Performance:
 - Presidential *Lingkod Bayan* (PLB) Award
 - Civil Service Commission *Pagasa* Award
 - B. Exemplary Ethical Behavior
 - Outstanding Public Officials and Employees or *Dangal ng Bayan* Award
4. Nominees must meet the following requirements:
 - Have rendered at least three (3) years of continuous government service as of deadline of submission;
 - Have a performance of at least Very Satisfactory rating for the last three years, 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.
5. For the required nomination documents and other significant details, please refer to enclosed Revised Guidelines for the Search or you may get in touch with the HAP Secretariat through telephone numbers: (02) 931-7993/(02) 932-0381, email at hapsecretariat@gmail.com, or text CSC: 0917-8398272.
6. Considering that the deadline for submission to the CSC Regional Office is set on March 31, 2020, nomination from the schools and schools division offices shall be endorsed to the Regional PRAISE Committee on or before March 30, 2020.
7. For wide dissemination, guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESQ, V
OIC - Office of the Regional Director

Encl: as stated

To be indicated in the Perpetual Index under the following subjects:

AWARDS

CSC

EMPLOYEES

hrdd/mcd
01/27/2020



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REVISED GUIDELINES ON THE

SEARCH FOR
OUTSTANDING
GOVERNMENT
WORKERS

FOR 2019 AND YEARS THEREAFTER



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ABOUT THE SEARCH

May kilala ka bang lingkod bayani?

The Civil Service Commission (CSC) conducts the annual Search for Outstanding Government Workers to recognize deserving public servants who excel in their respective fields or serve as models of exemplary behavior. As part of the government's rewards and incentives mechanism under the Honor Awards Program, the prestigious Search aims to motivate and inspire state employees to improve the quality of their performance and instill deeper involvement in public service.

The Search culminates with the conferment of awards to deserving public servants during the Philippine Civil Service Anniversary celebration in September. The awards are conferred by the President of the Republic of the Philippines as the highest official, or the Executive Secretary should the President be unable to grace the event. There are three award categories: the Presidential *Lingkod Bayan* Award and Civil Service Commission *Pagasa* Award for outstanding work performance, and the Outstanding Public Officials and Employees or the *Dangal ng Bayan* Award for exemplary behavior. These are the highest honors a government worker may receive in his or her lifetime. A special package of cash incentives; trophies, medals, and plaques; and scholarship and promotion opportunities await the best of the best.

This booklet contains the Revised Guidelines on the Search, effective 2019 and years thereafter, to help potential nominators and nominees in the proper preparation of their documents and to make them understand the nomination process. The booklet also contains a Checklist, which serves as a snapshot of documentary requirements to join the Search. Lastly, the booklet also contains samples of the HAP Forms, which may be downloaded from the CSC website, www.csc.gov.ph.

The CSC enjoins all heads of agencies, human resource management practitioners, individuals and groups from the public and private sectors, to nominate servant-heroes to the Search.

CHECKLIST

Here's a Checklist of required nomination documents for the Search:

- Nomination Folder

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 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. 2-A - Information on the Members of the Group Nominee

HAP Form No. 3 – Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award

Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-up Form. In no case shall the write-up exceed the maximum allowable **ten (10) pages of A4 size bond paper, using Arial font size 12.**

- 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, provincial, 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.



CHECKLIST

- 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 is required for 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 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.

- 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
BIR Tax Clearance
Police Clearance

- For appointive Barangay officials/employees, Certification issued by the *Barangay Chairperson* that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.



GUIDELINES

HONOR AWARDS PROGRAM Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter

I. Introduction

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 program seeks to recognize and reward state officials and employees for their outstanding contributions and achievements in the delivery of public service.

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 1959 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 or *Lingkod Bayan* and *Silangan* Awards, the Civil Service Commission or *Pagasa* Award, and the Agency or *Kapwa* Award.

Meanwhile, 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.

II. Award Categories

A. Outstanding Work Performance

- Presidential *Lingkod Bayan* (PLB) Award is conferred on an individual or group comprised of five (5) 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 (5) 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 *Dangal ng Bayan* (DnB) Award is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of the eight norms of conduct 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

III. Who are Qualified

- A. All appointive officials and employees holding permanent, temporary, coterminous, contractual, and casual status of employment in the government, whether stationed in the Philippines or abroad.
- B. Elective officials.
- C. Elective and appointive *barangay* officials and employees may also be nominated, provided they meet all the following conditions pursuant to Civil Service Commission (CSC) Resolution No. 01-1352 dated August 10, 2001 on the "Recognition of the *Barangay* Secretary and *Barangay* Treasurer as Government Employees" (Annex A):
 - Respective appointment papers are submitted to the CSC for records purposes;
 - Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
 - The qualification requirements set in the Local Government Code of 1991 are met; and
 - Attendance and service records are kept and maintained in the *barangay* office.
- D. Posthumous nominations may be made for a public servant who died in the line of duty or in the pursuit of his/her official duties and responsibilities as a civil servant. Posthumous nominations should be formalized within 12 months from the time of death of the government official or employee.
- E. Those who are under extension of service are not qualified.

IV. Qualification Requirements of Nominees

- A. Nominated officials and employees must meet the following qualifications:
 1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;
 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

3. 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.
- B. Team members who did not meet the abovementioned qualification requirements (Items 1 to 3) shall not be included in the nomination.

V. Criteria for Evaluation

A. Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

1. Noteworthiness of Outstanding Performance/Contribution – The degree of uniqueness and originality of outstanding performance or contribution/s; implemented breakthroughs in the structure, system, and procedures in the delivery of services.
2. Sustainability of Contribution - The extent to which the accomplishment led to innovation/contribution which has been adopted; number of individuals, communities, offices who benefited; and evidence of sustained use or continuous implementation for at least three years or longer.
3. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation, or invention is being used and its result; positive outcomes; the resulting paradigm shift; and the amount of money saved.
4. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
5. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
6. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) – The extent to which the group members motivate and support each other or the degree to which group members positively influence each other.

Each group/team member should have verifiable/actual contribution in the attainment of the group's/team's accomplishment. This should be specified in the nomination.

B. Outstanding Public Officials and Employees or the *Dangal ng Bayan* Award

1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.

4. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. Years of Service – The cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.
6. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for *Dangal ng Bayan*.

VI. Required Nomination Documents

Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished HAP nomination form, original clearances, and other documentary requirements (see Letters A-L); and five (5) additional copies of the original nomination folder certified as true copies.

A. Completely filled-out HAP Nomination Form:

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. 2-A – Information on the Members of the Group Nominee

HAP Form No. 3 – Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award

Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-up Form. In no case shall the write-up exceed the maximum allowable **ten (10) pages of A4 size bond paper, using Arial font size 12.**

- B. 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.
- C. Certification from the Chairperson of the agency's local, provincial, 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 Committee.
- D. 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 their designation order.
 - 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.
- E. 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.
- A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.
 - Detailed information on dismissed/decided case/s of the nominee, if any.
- F. 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.
- G. 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.
- H. 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.
- I. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
- The service record should 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.
- J. Nominee's valid clearances to be secured from the following agencies in his/her locality:
- National Bureau of Investigation
 - BIR Tax Clearance
 - Police Clearance

The following clearances shall be secured by the CSC:

1. Clearance for Pendency or No Pendency of Administrative Case shall be issued by the CSC Regional Office (CSC RO).
2. Clearances from Office of the Ombudsman, Sandiganbayan, CSC Central Office—Office for Legal Affairs, and the Commission on Human Rights shall be secured by the HAP Secretariat for the semi-finalists of the Search.

3. Clearance from the Office of the President shall also be secured by the HAP Secretariat for presidential appointees who shall be selected as semi-finalists of the Search.
- K. Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies.

The nomination form and documentary requirements should be placed in legal size folders. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition **should not be included** in the nomination folder.

All nomination folders and documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee/s.

VII. Write-up of Accomplishments

- A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions and justifications, and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
- Outstanding accomplishments of exemplary norms displayed and impact should be brief, factual, and in bullet form;
- Present impact of accomplishments by indicating how it was sustained/ adopted, problems addressed, savings generated, people/office benefited and/ or transactions facilitated; and
- The nomination write-up of heads of offices, agencies, and local government units should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency or local government unit.

- B. The following information must be adequately provided:

1. For Group Nomination (Presidential *Lingkod Bayan* and CSC *Pagasa* Awards categories):

Name of team or group, names of qualified team members with their respective positions, status of appointment, length of government service, and contribution/ accomplishment of each member enumerated in detail. Please refer to HAP Form Nos. 2 and 2-A for details.

2. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee’s regular duties or mandate, cite justifications

on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated:

- Nationwide impact of the exceptional/extraordinary contribution to public interest, security and patrimony (for Presidential *Lingkod Bayan* award category)
 - Impact of the outstanding contribution to more than one department of the government (for CSC *Pagasa* Award category)
3. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications on why the norm/s displayed are considered exemplary.

C. Limitation on Nomination

1. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial font size 12) to include the summary of accomplishments, impact, and other information.
2. While there are three award categories under the Search, an employee or official should be nominated to only one award category.
3. Honor awardees or those who have been previously conferred with **any** of the three awards (Presidential *Lingkod Bayan*, Outstanding Public Officials and Employees or *Dangal ng Bayan*, and Civil Service Commission *Pagasa*) can still be nominated to the same or to a different award category **after five years** from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

VIII. Procedure for Nomination

Nomination to the Search may be done by individuals or organizations from the government or private sector. The following are the steps on how to nominate outstanding public officials and employees:

A. For government agency-initiated nomination

Government agencies are expected to nominate their exemplars. There is no limit to the number of nominations which the agency may submit in any of the award categories, provided the requirements are complied with. The HRMO of the agency shall be responsible for preparing the nomination of the official or employee or group/team.

1. The Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall review and recommend the nomination for approval of the head of agency. In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee or its equivalent and the Agency Head of the lead agency shall approve/endorse the nomination.

2. Nominations of Heads of Departments, Agencies, and elective officials need not be submitted to the PRAISE Committee. However, all other documentary requirements have to be complied with.
3. The Agency Head shall approve the nomination and shall issue an endorsement letter prior to submission of nomination to the CSC Field or Regional Offices.

Agency Head refers to Department Secretary, Chairperson, or President (in national government agencies, constitutional commissions, government-owned and controlled corporations, government financial institutions, and state/local universities and colleges), who has the power to appoint, as well as Governors or Mayors.

Heads of agencies also refer to the following officials:

Nominee	Endorsing Head of Agency
Members/Staff of the Judiciary	Chief Justice, Supreme Court
Members/Staff of the Senate	Senate President
Members/Staff of the House of Representatives	Speaker of the House of Representatives
Members/Staff of the Local Sanggunian	Vice Governor/Vice Mayor
Governor/Mayor	DILG Secretary
Vice Governor/Vice Mayor	Governor/Mayor
Punong Barangay/Kagawad	City/Municipal Mayor

Where the nominee is the Agency Head, endorsement by the superior official is required, as follows:

Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of State Universities and Colleges	Chairperson of the Board of Regents
President of Government-owned and Controlled Corporations	Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is attached
General Manager of Local Water District	Chairperson of the Board of Trustees

B. 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.

IX. Procedure for Screening and Evaluation

A. Regional Level Screening

The CSC Regional Office (CSC RO) shall create a five-member Regional Committee on Awards (RCA) composed of the Regional Director, Assistant Regional Director, Public Assistance and Liaison Division (PALD) Chief, and two representatives of the Regional Multi-Sectoral Advisory Council (RMSAC).

The Regional Committee on Awards shall evaluate the qualified nominations based on Sections IV and V of the Guidelines and select the regional winners of the Search.

The PALD shall serve as the Regional HAP Secretariat. It shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V of the Guidelines and submit the folders to the Regional Committee on Awards for deliberation.

The CSC ROs 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 CSC ROs which are not under their jurisdiction shall be forwarded to the CSC RO concerned, not to the National HAP Secretariat.

Only those selected by the RCS as regional winners will advance to the second level screening.

Nomination folders of regional winners should be officially transmitted by the CSC ROs to the HAP Secretariat together with the complete list of all the nominations received for the three award categories with complete or incomplete documentary requirements. The list should include the nominee's name, plantilla position, level of position, agency, and award category. A soft copy of the list should likewise be submitted.

B. National Level Screening

The Public Assistance and Information Office (PAIO), this Commission shall serve as the National HAP Secretariat. It shall convene the National Committees on Awards composed of the following:

1. Committee on the Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

- o Member of the Commission, CSC
- o Chief Protocol Officer of the Office of the President
- o Three (3) prominent Filipino citizens who are not in the government service

2. Committee on the *Dangal ng Bayan* Award

- o Chairperson of the CSC
- o Ombudsman of the Office of the Ombudsman
- o Chairperson of the Commission on Audit
- o Two (2) government officials/employees appointed by the President of the Philippines

The National Committee on Awards shall deliberate on the extraordinary accomplishments and exemplary ethical behavior of the national qualifiers and shall shortlist the semi-finalists of the Search. The said Committee shall also select the winners of the CSC *Pagasa* and *Dangal ng Bayan* awards, and the finalists of the Presidential *Lingkod Bayan* award for decision/approval of the President.

X. Definition of Terms

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 Committees on Awards from among the National Qualifiers and who will be subjected to background investigation.
Presidential <i>Lingkod Bayan</i> 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.

XI. Grounds for Disqualification of Nominations

- A. Non-compliance with the guidelines on submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents).
- B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.
- C. Nominees requesting any Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.
- D. Group members with lacking documentary requirements shall be automatically removed from the team and shall be considered ineligible to/disqualified from the Search.

XII. Submission of Nominations

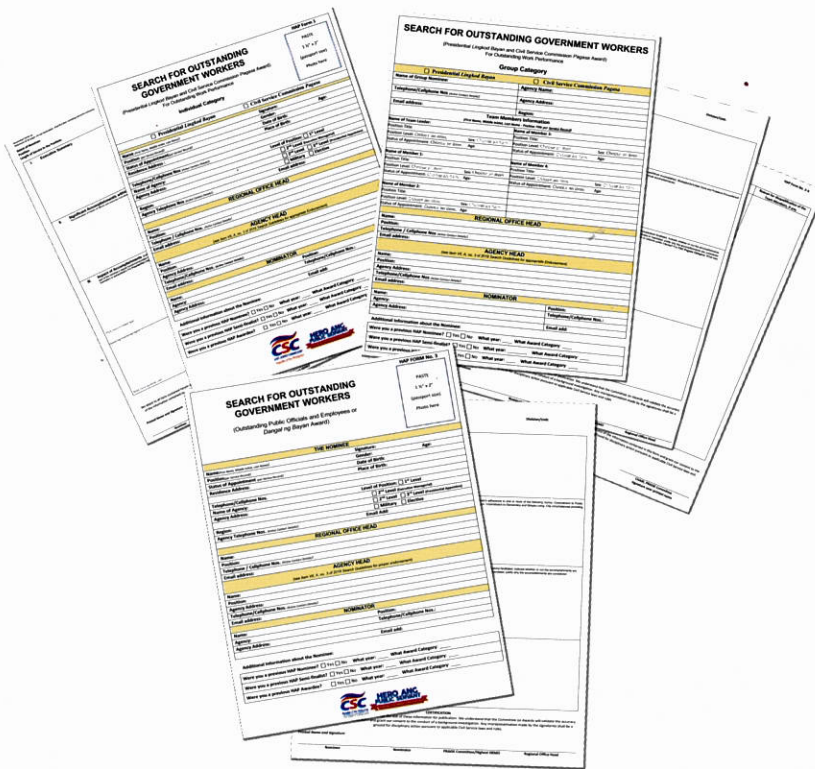
Nominations to the annual Search for Outstanding Government Workers under the Presidential *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan*, and CSC *Pagasa Awards* categories must be submitted to any Civil Service Commission Field or Regional Office **not later than the last working day of March of every year.**

Timeline of activities:

PERIOD	ACTIVITY
January – March	Search for Outstanding Government Workers nomination period
April – May	Regional screening and selection of regional winners
June – August	National deliberation, background investigation/validation of accomplishments, and selection of winners
September	Awards Rites for Outstanding Government Workers

HAP FORMS

HAP Forms 1, 2, 2-A, and 3 may be downloaded from the HAP webpage at www.csc.gov.ph and should be printed in A4 size plain bond paper.



CONTACT US

YOU MAY GET IN TOUCH WITH THE HAP SECRETARIAT THROUGH:

Email: paio.hap@csc.gov.ph, hapsecretariat@gmail.com, hapsecretariat@yahoo.com
 Telephone Nos.: (02) 931-7993; (02) 932-0381
 Fax No.: (02) 932-0179
 Hotline No.: (02) 932-0111
 TEXTCSC: 0917-8398272

VISIT THE CSC ONLINE:

Website: www.csc.gov.ph
 Social media: www.facebook.com/PhilippineCivilServiceCommission
 Videos: www.youtube.com/cscmedia

For CSC-related concerns, get in touch with the
 Contact Center ng Bayan via 1-6565 (PLDT) or email@contactcenterngbayan.gov.ph.