



Republic of the Philippines
Department of Education
CARAGA REGION

FEBRUARY 11, 2026

REGIONAL MEMORANDUM

No. 0146, s. 2026

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

ENJOINING QUALIFIED INDIVIDUALS OR GROUPS TO SUPPORT CSC'S CALL
FOR NOMINATIONS TO THE 2026 GAWAD LINGKOD BAYANI AWARDS

1. **Activity.** The Civil Service Commission (CSC)–Caraga, through a letter dated 16 January 2026, invites DepEd Caraga to **submit nominations** for the 2026 Gawad Lingkod Bayani Awards, with all electronic submissions due **on or before 31 March 2026**. (See attached letter). The awards program recognizes individuals and groups whose accomplishments exemplify excellence, integrity, innovation, and meaningful contribution to public service

2. **Objectives.** This memorandum aims to:

- a. encourage eligible DepEd Caraga personnel to take part in the 2026 Gawad Lingkod Bayan awards;
- b. promote recognition of public servants who exhibit exemplary ethical standards, outstanding achievements, and impactful innovations;
- c. facilitate internal nomination processes to ensure proper agency review, evaluation, and endorsement; and
- d. guarantee adherence to CSC procedures, timelines, forms, and documentary requirements.

3. **Participant Details.** Participation is open to all qualified teaching and non-teaching personnel across DepEd Caraga for the following national award categories:

Gawad Lingkod Bayan ng Pangulo
Gawad Dangal ng Bayan
Gawad Pagasa

4. Nominations may be submitted by individuals or organizations with direct knowledge of the nominee's accomplishments and conduct, provided that all entries undergo agency review, approval, and endorsement prior to uploading. (See prescribed forms attached).

5. For inquiries, visit the CSC website at www.csc.gov.ph/2026GawadLingkodBayani or contact the Public Assistance and Liaison Division (PALD) of CSC Caraga through 0923 081 8701.

6. Immediate and wide dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: As stated

Reference: As stated

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

AWARDS

CONTESTS

RECOGNITION

HRDD/jbt
2/09/2026



16 January 2026

MARIA INES C. ASUNCION

Regional Director
Department of Education - Caraga Regional Office
J. Rosales Avenue, Butuan City, 8600
caraga@deped.gov.ph

Dear **Director Asuncion**:

Greetings of peace!

In line with the Civil Service Commission's continuing commitment to recognize exemplary performance, integrity, and innovation in the public service, we invite your good office to submit nominations for the 2026 Gawad Lingkod Bayan.

The Gawad Lingkod Bayan honors individuals and groups in the government service whose accomplishments and conduct exemplify excellence, ethical behavior, and meaningful contribution to the public interest. For this year's awards, nominations are being accepted for the following national award categories:

1. **Gawad Lingkod Bayan ng Pangulo** - for individuals or groups of up to five (5) members whose extraordinary contributions have had a significant and nationwide impact on public interest, security, and patrimony;
2. **Gawad Dangal ng Bayan** - for individuals who have demonstrated extraordinary public service and exemplary ethical behavior in accordance with the norms of conduct and ethical standards for public officials and employees under Republic Act No. 6713; and
3. **Gawad Pagasa** - for individuals or groups of up to five (5) members whose outstanding teamwork and innovations have improved public service delivery, operations, or workplace conditions benefiting more than one government department or agency.

Any individual or organization from the public or private sector with direct knowledge of the nominee's accomplishments and ethical conduct may submit a nomination using the prescribed Gawad Lingkod Bayan Nomination Form (Annex A). For the 2026 cycle, agencies are required to submit only the selected documents listed in the nomination form checklist within the nomination period.

All nominations must undergo agency review, approval, and endorsement; thus, nominators are advised to closely coordinate with the nominee's agency or Human Resource Management Office (HRMO).

Please note that nominations must be submitted electronically on or before **31 March 2026** and uploaded to the proper assigned folder, as follows:

1. *Gawad Lingkod Bayan ng Pangulo* - <https://h7.cl/1igop>
2. *Gawad PAGASA* - <https://h7.cl/1nfQD>
3. *Gawad Dangal ng Bayan award category* - <https://h7.cl/1igpR>

The Forms and Guidelines, including the prescribed nomination form and detailed instructions, may be accessed through the link below:

Forms and Guidelines - <https://h7.cl/1nfRC>

To ensure the efficient submission of nomination forms and complete documentary requirements, please refer to the attached guide for uploading nomination documents. It provides instructions on file naming and document submission as outlined in Tabs A to M.

The Commission strongly encourages participation from all levels of government service to ensure that civil servants—regardless of position and location—who exemplify **dangal, puso, at galing** are duly recognized.

For further details, please visit the CSC website at www.csc.gov.ph/2026GawadLingkodBayani or contact the Public Assistance and Liaison Division (PALD) through 0923 081 8701.

Thank you for your continued support in promoting excellence and integrity in the public service.

Very truly yours,



WINSTON L. PLAZA
Director IV

GUIDE IN UPLOADING NOMINATION DOCUMENTS

Nomination documents shall be uploaded to the provided Google Drive according to each award category folder. The online submission to the Civil Service Commission of the nominations with complete documentary requirements shall be **on or before 31 March 2026**

FILE NAME	DOCUMENTS
Tab A*	Completely filled-out updated nomination form (Annex A) *The updated nomination form already includes a certification from the HRMO as to the authenticity of the documents submitted; thus, a separate certification shall no longer be required
Tab B	Updated CS Form 212 or Personal Data Sheet (with photo, signature of the employee, and signature of the person administering oath)
Tab C	Certification from the Chairperson of the PRAISE Committee or its equivalent (contact information of the PRAISE Committee Chairperson should be included)
Tab D	Letter from the head of agency or highest official endorsing the nomination to the CSC
Tab E	Certificate 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/ Certificate of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer (for posthumous nomination)
Tab F	Certification issued by the highest 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 nomination
Tab G	Certification of No Unliquidated Cash Advance signed by the agency's Financial Officer/Accountant as of 31 December of the year prior to nomination
Tab H*	Certification of No Disallowance (ND) issued by the Commission on Audit (COA) Resident Auditor for previous accountabilities as of 31 December of the year prior to the nomination *Section H of the 2021 Guidelines states that for NDs issued by COA, <i>“the qualification of the nominee to join the Search shall be examined on a case-to-case basis such that the merits of the specific ground or basis for the disallowance of the notice of suspension would be considered. Further, if the COA central office has already approved and confirmed the decision of the originating COA office, said decision becomes executory if no Temporary Restraining Order has been issued by the Supreme Court. Once there is already an obligation to refund, there should be an official document showing that the nominee has started paying the refund or is acknowledging his/her obligation under the law.”</i>

	<i>Thus, the certification from COA needs to show 1) the specific grounds or bases for the disallowance; and 2) an update on whether or not the nominee has started paying the refund or is acknowledging his/her obligation under the law, should the decision be executory.</i>
Tab I	Copy of the Statement of Assets, Liabilities, and Net Worth (SALN) of the individual nominee or each member of the group nominee for the year prior to the nomination, signed by the authorized office administering the oath
Tab J	For permanent, casual, contractual, or coterminous employees - Copy of the nominee's Appointment Paper For elective officials - Commission on Election (COMELEC) Certification of Elected Candidate
Tab K	Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)
Tab L	Nominee's valid clearances are to be secured from the following agencies in the locality: - National Bureau of Investigation - Police Clearance - CSC Clearance (to be provided by the CSC ROs) *As clarified with the Bureau of Internal Revenue, the tax clearance is only issued at the national level; thus this is no longer required for submission at the regional level.
TAB M	Digital photos of the nominee taken using a DSLR or smart phone (scanned photo from a printout is not recommended). Please follow the specifications below: For individual nominees: • One (1) portrait shot (from the chest up, showing the subject clearly, with adequate lighting) • Subject should face the camera at eye level, with the head not tilting up or down

- With plain background (white or beige are recommended), and with no other elements showing behind the nominee or blocking the face of the nominee
- Photo size is at least 4R (4x6 inches)
- Photo resolution is at least 1600x1200 (or 2-3 megapixels, or 300DPI)
- Colored
- With adequate headroom and spaces on each side

For group nominees:



- One (1) portrait shot of each member, and one (1) group shot
- For individual photos of each member, please follow the specifications for individual nominees above
- Additional specifications for the group photo:
 - Landscape orientation (at least 4R or 6x4 inches)

Nominees with incomplete documentary requirements will not be included in the deliberation of the Regional Committee on Awards (RCA). For more details, you may contact the Public Assistance and Liaison Division (PALD) through cellphone number 0923-0818-701