



Department of Education  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Cor. Don Carlos and Guingona Sts..., Malaybalay City

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**DIVISION MEMORANDUM**

No. *26* s. 2014

*041*  
DIVISION OF MALAYBALAY CITY DIVISION  
RELEASED  
DATE: *3-07-14* TIME: *9:10am*  
*[Signature]*

To: Education Program Supervisor/Coordinators  
Public Schools District Supervisors  
Public Elementary/Secondary School Heads  
This Division

From: *[Signature]*  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

Date: March 6, 2014

Re: **PRIMER ON HONOR AWARDS PROGRAM (HAP) BENEFITS OF THE CIVIL SERVICE COMMISSION (CSC)**

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1. For information and guidance of all concerned, enclosed is DepEd Memorandum No. 24 s. 2014 a copy of the Primer on Honor Awards Program (HAP) Benefits of the Civil Service Commission (CSC) the content of which is self - explanatory.
2. Wide dissemination of this Memorandum is desired.



Republic of the Philippines  
**Department of Education**

27 FEB 2014

DepEd MEMORANDUM  
No. **24**, s. 2014

**PRIMER ON HONOR AWARDS PROGRAM (HAP) BENEFITS  
OF THE CIVIL SERVICE COMMISSION (CSC)**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the **Primer on Honor Awards Program (HAP) Benefits of the Civil Service Commission (CSC)**.
2. This document consolidates in one cohesive and comprehensive folio existing laws, rules and regulations on the rewards and incentives of HAP Awardees in the Department of Education (DepEd) and other agencies. It also provides special benefits such as free medical check-up and scholarship grants, which can be availed of.
3. For more information, all concerned may contact the **Honor Awards Program Secretariat, Public Assistance and Information Office, Civil Service Commission (CSC)**, CSC Bldg., IBP Road, Constitution Hills, Quezon City, at telephone nos.: (02) 931-7993; (02) 932-0381; telefax no.: (02) 932-0179; or through email address: [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com).
4. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LDISTRO FSC**  
Secretary

Encl.: As stated  
Reference: DepEd Memorandum No.: 20, 2014  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
OFFICIALS  
PRIZES OR AWARDS  
PROGRAMS  
SEARCH  
SERVICE

Rhea/D-DM Primer on Honor Awards Program (HAP) Benefits of CSC  
0092/January 30, 2014

Enclosure to DepEd Memorandum No. 24, s. 2014)

**H A P**

**Benefits Administration**

**A Primer**

HONOR AWARDS PROGRAM (HAP)  
BENEFITS ADMINISTRATION

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## Introduction

The Civil Service Commission (CSC), is the central human resource institution mandated by the Philippine Constitution 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 CSC administers a yearly nationwide Search for Outstanding Public Officials and Employees under its Honor Awards Program (HAP) which recognizes government officials and employees who have displayed outstanding work performance and ethical behavior.

There are three (3) award categories under the HAP: the Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* Award, and the Civil Service Commission *Pagasa* Award.

This primer consolidates in one cohesive and comprehensive folio existing laws, rules and regulations on the rewards and incentives of the HAP awardees.

Through this Primer, CSC hopes to provide government agencies with crucial tools to enable them to effectively implement the benefits that their awardees truly deserve.

## HAP Award Categories

### A. Presidential *Lingkod Bayan* Award

*(pursuant to Executive Order Nos. 507 and 77 dated March 2, 1992 and March 31, 1993)*

The Presidential *Lingkod Bayan* is conferred to an individual or group for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment.

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

*(pursuant to Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and employees)*

The Outstanding Public Officials and Employees or *Dangal ng Bayan* is conferred to an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under the Code.

### C. Civil Service Commission *Pagasa* Award

*(pursuant to Omnibus Rules Implementing Book V of Executive Order 292 or the "Administrative Code of 1987")*

The Civil Service Commission *Pagasa* Award is conferred to an individual or group of individuals for outstanding contribution resulting from an idea or performance which directly benefits more than one department of the government.

## **PRESIDENTIAL *LINGKOD BAYAN* AWARD**

*(pursuant to Executive Order Nos. 507 and 77 dated March 2, 1992 and March 31, 1993)*

The Presidential *Lingkod Bayan* is conferred to an individual or group for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment.



### **Forms of Rewards and Incentives**

(Section 5 of Executive Order No. 508 entitled, "Instituting the *Lingkod Bayan* Award as the Presidential Award for Outstanding Public Service" dated March 2, 1992 ) provides that awardees, "in addition to the medallion and plaque, the incentives and awards to government and officials of the year to be announced in public ceremonies honouring them, may, as recommended by the Committee on Award, take the form of:

- \* bonuses;
- \* citations;
- \* Directorships in government-owned and controlled corporations;
- \* local and foreign scholarship grants;
- \* paid vacations and the like; and/or
- \* automatic promotion to the next higher position suitable to their qualifications and with commensurate salary; provided, that if there is no next higher position a salary increase equivalent to the next higher position shall be given and incorporated in the basic pay

## Monetary Rewards and Incentives

### *Cash Reward*

(provided under Section 5 of Executive Order No. 508 entitled, "Instituting the *Lingkod Bayan* Award as the Presidential Award for Outstanding Public Service" dated March 2, 1992)

Awardees in this category will receive a cash reward of **Two Hundred Thousand Pesos (P200,000.00)**

## Non-Monetary Rewards and Incentives

### *Recognition*

(provided under Section 5 of Executive Order No. 508 entitled, "Instituting the *Lingkod Bayan* Award as the Presidential Award for Outstanding Public Service" dated March 2, 1992)

Awardees in this category will receive:

- \* a gold-gilded medallion designed and handcrafted by the Bangko Sentral ng Pilipinas (BSP)
- \* a Presidential plaque with citation

### *Scholarship Grant*

The Civil Service Commission has entered into an agreement with educational institutions to provide educational opportunities to HAP awardees and their family. These educational institutions are (may vary every year):

- \* University of the Philippines
- \* Philippine Normal University
- \* Technological University of the Philippines
- \* Far Eastern University



\* Mariano Marcos State University

The scholarship grant shall cover the individual and group/team recipients of the Presidential *Lingkod Bayan* awardees or their qualified beneficiaries, subject to the terms and conditions hereinafter specified:

- \* If the recipient is married, ONLY the legitimate spouse or one legitimate child may claim the benefit in lieu of the recipient, and in the order stated. In case the awardee is a Muslim with more than one legitimate spouse, the grant shall only be applicable to only one legitimate spouse or child and in the order stated.
- \* If the recipient is single, one qualified beneficiary may avail of the scholarship in lieu of the recipient.
- \* The availment period of the scholarship grant shall be within five (5) years from receipt of the award/grant, otherwise, it is deemed forfeited, and in no case shall the benefits of the scholarship be collectible in cash.
- \* The beneficiary is allowed to enroll in only one (1) degree program until he/she finishes the course within the time prescribed under the educational institution's rules, provided, that he/she complies with the academic requirements of the educational institution.
- \* The educational institution shall grant scholarship in any of the courses it offers in baccalaureate, master or doctorate degrees in any of its campuses. The scholarship grant shall provide free tuition and miscellaneous fees provided however that it shall have the final decision on whether or not the awardee is qualified for scholarship grant, and on what courses and campuses the scholarship grants shall cover.

In the exercise of academic freedom, the educational institution has the absolute power to determine pre-admission qualifications, and the beneficiary's merit and fitness to pass the course. While the educational institution grants the scholarship, the beneficiary still has to qualify for admission into the program, and he/she still has to pass the requirements set by the professors and the educational institution for passing

- \* Should the beneficiary fail to comply with the requirements for remaining in and completing the program, he or she shall lose the scholarship.
- \* The terms and conditions of the scholarship grant shall be subject to the current and future policies, rules and regulations of the educational institution. The Civil Service Commission shall, however, be advised of any changes in policies, rules and regulations that may have bearing on the scholarship grant.
- \* The CSC shall endorse the names of the awardees every year to these educational institutions for proper evaluation of their eligibility for admission.

#### ***Automatic Promotion/Salary Increase***

*(applicable only to Presidential Lingkod Bayan and Outstanding Public Officials and Employees or Dangal ng Bayan awardees) [provided under Section 5 of Executive Order No. 508 entitled, "Instituting the Lingkod Bayan Award as the Presidential Award for Outstanding Public Service" dated March 2, 1992])*

Awardees in this category shall be granted an automatic promotion to the next higher position suitable to their qualifications and with commensurate salary; provided, that if there is no next higher position or it is not vacant, said position shall be included in the next budget of the office, except when the creation of a new position would result in distortion in the organizational structure of the department, office or agency. Where there is no next higher position immediately available, a salary increase equivalent to the next higher position shall be given and incorporated in the basic pay. When a new position is created, that which is vacated shall be deemed abolished.

*Free Annual Executive Check-up  
(applicable only to living individual awardees of the Civil  
Service Commission Pagasa awardees)*

Every year, the CSC requests sponsorship from government specialty hospitals to provide the awardees with free annual executive check-up within the year they received their award. These general hospitals are as follows:

- \* Philippine General Hospital
- \* Philippine Heart Center
- \* Lung Center of the Philippines
- \* National Kidney and Transplant Institute

## OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES OR *DANGAL NG BAYAN* AWARD

*(pursuant to Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and employees)*

The Outstanding Public Officials and Employees or *Dangal ng Bayan* is conferred to an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under the Code.



### Forms of Rewards and Incentives

(Section 6, paragraph 3 of Republic Act No. 6713) provides that incentives and rewards for the Outstanding Public Officials and employees or the *Dangal ng Bayan* Awardees may take the form of:

- \* bonuses;
- \* citations;
- \* directorships in government-owned and controlled corporations;
- \* local and foreign scholarship grants;
- \* paid vacations, and the like.
- \* automatic promotion to the next higher position with commensurate salary suitable to their qualification.

### Monetary Rewards and Incentives

#### *Cash Reward*

*(provided under Section 6, paragraph 3 of Republic Act No. 6713)*

Awardees in this category will receive a cash reward of **Two Hundred Thousand Pesos (P200,000.00)**

## Non-Monetary Rewards and Incentives

### *Recognition*

(provided under *Section 6, paragraph 3 of Republic Act No. 6713*)

Awardees in this category shall receive:

- \* a fiberglass bronze finished trophy designed by National Artist for Sculpture Napoleon V. Abueva

### *Scholarship Grant*

The Civil Service Commission has entered into an agreement with educational institutions to provide educational opportunities to HAP awardees and their family. These educational institutions are (may vary every year):

- \* University of the Philippines
- \* Philippine Normal University
- \* Technological University of the Philippines
- \* Far Eastern University
- \* Mariano Marcos State University

The scholarship grant shall cover the individual and group/team recipients of the **Outstanding Public Officials and Employees or *Dangal ng Bayan*** awardees or their qualified beneficiaries, subject to the terms and conditions hereinafter specified:

- \* If the recipient is married, **ONLY** the legitimate spouse or one legitimate child may claim the benefit in lieu of the recipient, and in the order stated. In case the awardee is a Muslim with more than one legitimate spouse, the grant shall only be applicable to only one legitimate spouse or child and in the order stated.

- \* If the recipient is single, one qualified beneficiary may avail of the scholarship in lieu of the recipient.
- \* The availment period of the scholarship grant shall be within five (5) years from receipt of the award/grant, otherwise, it is deemed forfeited, and in no case shall the benefits of the scholarship be collectible in cash.
- \* The beneficiary is allowed to enroll in only one (1) degree program until he/she finishes the course within the time prescribed under the educational institution's rules, provided, that he/she complies with the academic requirements of the educational institution.
- \* The educational institution shall grant scholarship in any of the courses it offers in baccalaureate, master or doctorate degrees in any of its campuses. The scholarship grant shall provide free tuition and miscellaneous fees provided however that it shall have the final decision on whether or not the awardee is qualified for scholarship grant, and on what courses and campuses the scholarship grants shall cover.
- \* In the exercise of academic freedom, the educational institution has the absolute power to determine pre-admission qualifications, and the beneficiary's merit and fitness to pass the course. While the educational institution grants the scholarship, the beneficiary still has to qualify for admission into the program, and he/she still has to pass the requirements set by the professors and the educational institution for passing the course.
- \* Should the beneficiary fail to comply with the requirements for remaining in and completing the program, he or she shall lose the scholarship.
- \* The terms and conditions of the scholarship grant shall be subject to the current and future policies, rules and regulations of the educational institution. The Civil Service Commission shall, however, be advised of any changes in policies, rules and regulations that may have bearing on the scholarship grant.
- \* The CSC shall endorse the names of the awardees every year to these educational institutions for proper evaluation of their eligibility for admission.

***Automatic Promotion/Salary Increase***

*(applicable only to Presidential Lingkod Bayan and Outstanding Public Officials and Employees or Dangal ng Bayan awardees) [provided under (Section 6, paragraph 3 of Republic Act No. 6713)]*

Awardees in this category shall be automatically promoted to the next higher position with commensurate salary suitable to their qualification. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act.

***Free Annual Executive Check-up***

*(applicable only to living individual awardees of the Outstanding Public Officials and Employees)*

Every year, the CSC requests sponsorship from government specialty hospitals to provide the awardees with free annual executive check-up within the year they received their award. These general hospitals are as follows:

- \* Philippine General Hospital
- \* Philippine Heart Center
- \* Lung Center of the Philippines
- \* National Kidney and Transplant Institute

**CIVIL SERVICE COMMISSION PAGASA AWARD**  
*(pursuant to Omnibus Rules Implementing Book V of Executive Order 292 or the "Administrative Code of 1987")*

The Civil Service Commission *Pagasa* Award is conferred to an individual or group of individuals for outstanding contribution resulting from an idea or performance which directly benefits more than one department of the government.



**Forms of Rewards and Incentives**

*(Section 6 item b Rule X, Employee Suggestions and Incentive Awards System of the Omnibus Rules on Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws)* provides that the Civil Service Commission *Pagasa Award* shall be in the form of:

- \* gold-gilded medallion; and
- \* plaque containing the citation and signature of the Chairman of the Civil Service Commission
- \* local and foreign scholarship grant

**Monetary Rewards and Incentives**

*Cash Reward*

Awardees in this category shall receive a cash reward of **One Hundred Thousand Pesos (P100,000.00)**



## Non-Monetary Rewards and Incentives

### *Recognition*

Awardees in this category shall receive:

- \* a gold-gilded medallion designed and handcrafted by the Bangko Sentral ng Pilipinas (BSP)
- \* a plaque with citation signed by the Chairman of the Civil Service Commission

### *Scholarship Grant*

The Civil Service Commission has entered into an agreement with educational institutions to provide educational opportunities to HAP awardees and their family. These educational institutions are (may vary every year):

- \* University of the Philippines
- \* Philippine Normal University
- \* Technological University of the Philippines
- \* Far Eastern University
- \* Mariano Marcos State University

The scholarship grant shall cover the individual and group/team recipients of the **Civil Service Commission *Pagasa*** awardees or their qualified beneficiaries, subject to the terms and conditions hereinafter specified:

- \* If the recipient is married, **ONLY** the legitimate spouse or one legitimate child may claim the benefit in lieu of the recipient, and in the order stated. In case the awardee is a Muslim with more than one legitimate spouse, the grant shall only be applicable to only one legitimate spouse or child and in the order stated.
- \* If the recipient is single, one qualified beneficiary may avail of the scholarship in lieu of the recipient.

- \* The availment period of the scholarship grant shall be within five (5) years from receipt of the award/grant, otherwise, it is deemed forfeited, and in no case shall the benefits of the scholarship be collectible in cash.
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- \* The educational institution shall grant scholarship in any of the courses it offers in baccalaureate, master or doctorate degrees in any of its campuses. The scholarship grant shall provide free tuition and miscellaneous fees provided however that it shall have the final decision on whether or not the awardee is qualified for scholarship grant, and on what courses and campuses the scholarship grants shall cover.
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- \* Should the beneficiary fail to comply with the requirements for remaining in and completing the program, he or she shall lose the scholarship.
- \* The terms and conditions of the scholarship grant shall be subject to the current and future policies, rules and regulations of the educational institution. The Civil Service Commission shall, however, be advised of any changes in policies, rules and regulations that may have bearing on the scholarship grant.
- \* The CSC shall endorse the names of the awardees every year to these educational institutions for proper evaluation of their eligibility for admission.

***Free Annual Executive Check-up***

(applicable only to living individual awardees of the Civil Service Commission *Pagasa* awardees)

Every year, the CSC requests sponsorship from government specialty hospitals to provide the awardees with free annual executive check-up within the year they received their award. These general hospitals are as follows:

- \* Philippine General Hospital
- \* Philippine Heart Center
- \* Lung Center of the Philippines
- \* National Kidney and Transplant Institute

**Monitoring and Evaluation**

The CSC shall monitor administration of HAP benefits through the conduct of survey among past and present awardees. The extent of agencies' involvement in the implementation of their awardees benefits shall be assessed and shall be the basis for further improvement of the HAP benefits administration.

2012 Malacañan Awards Rites







*The Honor Awards Program Secretariat*

Maria Luisa Salonga-Agamata, Ph.D.  
Director IV, Public Assistance and Information Office and  
Head, HAP Secretariat

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CIVIL SERVICE COMMISSION  
Public Assistance and Information Office  
December 2013