



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
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## DIVISION ADVISORY

391  
ed-MALAYBALAY CITY DIVISION  
**RELEASED**  
re: FEB 25 2015 Time: 3:45  
*(Signature)*

FOR: Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Non-Teaching Personnel  
All Others Concerned

FROM: *(Signature)*  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

DATE: February 23, 2015

RE: **Dissemination of Regional Advisory dated February 18, 2015  
(Civil Service Commission (CSC) re: 2015 Search for Outstanding Public  
Officials and Employees)**

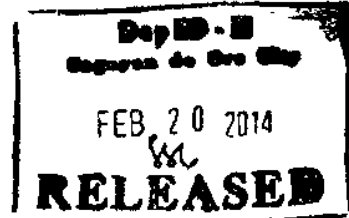
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1. Enclosed is a copy of Regional Advisory dated February 18, 2015 re: *Civil Service Commission (CSC) re: 2015 Search for Outstanding Public Officials and Employees* for your reference.
  2. Deadline for acceptance of the division wide nominations is on March 23, 2015  
*Attention: Dr. Jutchel L. Nayra, Administrative Officer V.*
  3. Interested public officials and employees are encouraged to read carefully the attached invitation and guidelines.
  4. For information and dissemination.



Republic of the Philippines  
Department of Education  
REGION X- NORTHERN MINDANAO  
Fr. Masterson Avenue, Zone 1, Upper Balulang  
Cagayan de Oro City



**REGIONAL ADVISORY**



**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
**REGIONAL DIVISION CHIEFS**  
**UNIT HEADS**  
This Region

*Shirley O. Chatto*  
**FROM :** **ATTY. SHIRLEY O. CHATTO**  
Chief Administrative Officer  
Officer In-Charge  
Office of the Regional Director

**Date :** February 18, 2015

**SUBJECT:** **Civil Service Commission (CSC) re: 2015 Search for Outstanding Public Officials and Employees.**

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Enclosed is the letter from **DIR. ADAMS D. TORRES**, Director IV of the Civil Service Commission, Region X, re: **2015 Search for Outstanding Public Officials and Employees**, under its Honor Awards Program (HAP) that covers three (3) award categories, namely: the Presidential Lingkod Bayan Award, the Outstanding Public Officials and Employees Award or the Dangal ng Bayan and the Civil Service Commission Pagasa Award. Both the Presidential Lingkod Bayan and the CSC Pagasa Awards may be individual or group nominations ( maximum – 10 members).

Deadline for acceptance of nominations is on **March 31, 2015**. Nomination forms may be downloaded from the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph) or may be secured from the CSC Regional Office No. 10, Vamenta Blvd., Carmen, Cagayan de Oro City.

For more details please read the attached communication.

Information and dissemination of this invitation is desired.

# Honor Awards Program Servant

2015

## THE SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

Deadline for submission of entries:  
MARCH 31, 2015

Join the Search for Servant Heroes in Government

For nomination procedures, contact the Honor Awards Program (HAP) Secretariat at telephone numbers (02) 9317993 and (02) 9320381, email address [hapsecretariat@gmail.com](mailto:hapsecretariat@gmail.com) or [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com) or visit the nearest CSC Regional or Field Office.



[www.csc.gov.ph](http://www.csc.gov.ph) • [www.facebook.com/honorsawardsprogram](https://www.facebook.com/honorsawardsprogram) • [www.youtube.com/vcscmedia](https://www.youtube.com/vcscmedia)





MC No. 01, s. 2015

**MEMORANDUM CIRCULAR**

**TO :** HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS (with Original Charter); AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Display of the 2015 Search for Outstanding Public Officials and Employees Banners in Government Offices

The 2015 Search for Outstanding Public Officials and Employees has commenced with the issuance of CSC Memorandum Circular No. 28 dated November 24, 2014. The conduct of the annual Search for public service exemplars is mandated under the 1987 Philippine Constitution, Executive Order Nos. 292 and 508, and as amended by Executive Order No. 77 and Republic Act No. 6713. The annual search is being conducted under the auspices of the Philippine Government's Honor Awards Program (HAP).

All government agencies are enjoined to produce and post the 2015 Search banners in their respective agencies. The desired size of the banner is 7 feet x 5 feet. The softcopy of the said banner is posted at [www.csc.gov.ph](http://www.csc.gov.ph) and [www.honorawardprogram.wordpress.com](http://www.honorawardprogram.wordpress.com). Heads of agencies and public servants are enjoined to participate actively in the Search. Deadline for submission of nominations is on March 31, 2015.

For inquiries on the Search, the HAP Secretariat may be reached thru telephone numbers (02) 931-7993 and (02) 932-0381, (02) 932-0111, TextCSC 0917-8398272 or email addresses [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com) and [hap@webmail.gov.ph](mailto:hap@webmail.gov.ph).

  
**ROBERT S. MARTINEZ**  
Commissioner

JAN 21 2015

*In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service*

**SCOPE OF THE PROGRAM**

Honor Awards Program (HAP) shall cover all officials and employees in the career service and non-career service of the Government. Appointive barangay officials and employees may be nominated provided they meet all the following conditions pursuant to CSC Resolution No. 01-1362 dated August 10, 2001.

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.

Meet the qualification requirements set in the Local Government Code of 1991; and  
Attendance and service records are kept and maintained in the barangay office.

However, those whose nature of employment fall either under job order or contract of services, as defined in Sections 1 and 2, Rule of the Revised Omnibus Rules on Appointments and Other Personnel Actions, and who are not considered government employees, are excluded from the coverage of the program.

Simultaneous nominations may be made for a public servant who is in the line of duty or in the pursuit of his/her official duties and responsibilities as a civil servant. Posthumous nominations could be formalized within 12 months from the time of death of official and/or employee.

**CATEGORIES OF AWARD**

**Presidential Lingkod Bayan (PLB) Award** is conferred on an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contributions may be a suggestion, innovation, invention or valor accomplishment; and

**Civil Service Commission Pagasa Award** is conferred on an individual or group of individuals for outstanding contributions resulting from an idea or performance that directly benefit more than one department of the government.

A term 'group' shall refer to two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership for Presidential Lingkod Bayan and Civil Service Commission Pagasa Awards group/team shall not exceed 10 employees.

A group/team should have demonstrated teamwork/characteristic shown by constant communication, coordination,

cooperation, and cohesiveness among its members. Each group/team member should have verifiable/factual contribution in the attainment of the group/team's accomplishment.

**C. Outstanding Public Officials and Employees Award** or the *Dangal ng Bayan (DnB)* 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 his/her observance of the eight norms of behavior provided under Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," to wit:

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

**QUALIFICATIONS FOR NOMINATION**

1. Have rendered at least three (3) years of continuous government service. Accomplishments for which nominee is being recognized for should be made within the last (3) years immediately prior to nomination. Said accomplishments should have been consistent and continuously carried out by the nominee during the said period;
2. Have a performance rating of at least Very Satisfactory or its equivalent for the four (4) semestral or two (2) annual rating periods prior to the nomination; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

**CRITERIA FOR EVALUATION**

Presidential Lingkod Bayan and CSC Pagasa Awards:

- a) Noteworthiness of outstanding performance/contribution/s;
- b) Impact of performance/achievement;
- c) Reliability and effectiveness;
- d) Consistency of performance; and
- e) Demonstrated teamwork, cooperation, camaraderie and cohesiveness (for group category)

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

- a) Quality and consistency of behavioral performance;
- b) Impact of behavioral performance;

- a) Risk or temptation inherent in the work;
- b) Obscurity of the position;
- c) Years of service; and
- d) Other similar circumstances or considerations in favor of the particular nominee.

**REQUIRED NOMINATION DOCUMENTS**

Each nomination require the submission of only one nomination folder containing the fully accomplished prescribed HAP Nomination Form which shall show the summary, accomplishments, impact and other information, original clearances and other documentary requirements; and five additional copies of the fully-accomplished prescribed HAP Nomination form, excluding copies of clearances.

- A. Completely filled out HAP Nomination form:
  1. HAP Form No. 1 - Nomination for the Presidential Lingkod Bayan Award and CSC Pagasa Award (Individual Category)
  2. HAP Form No. 2 - Nomination for the Presidential Lingkod Bayan Award and CSC Pagasa Award (Group Category)
  3. HAP Form No. 3 - Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan Award*

- B. Nominee's CS Form 212 or Personal Data Sheet with passport size (1.5"x2") photo with name tag taken within the last six months prior to the nomination.
- C. Certification from the Chairperson of the local, provincial, regional or national Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or equivalent, that the nominee has undergone deliberation by the Committee.
- D. Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and in instances that the nominee has/have pending administrative or criminal cases, that should be no adverse judgment/ruling on administrative criminal cases at the time of nomination. For posthumous nomination/s, certification issued by the highest rank Administrative Officer or Legal Officer is required.
- E. Detailed information on dismissed/decided cases of the nominee, if any
- F. Certifications issued by the highest Human Resource Management Officer (HRMO) that the individual nominee each member of the group nominee has obtained at least Very Satisfactory performance rating for four (4) semestral two (2) annual rating periods prior to the nomination.
- G. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilitys as of December 31, 2014 to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor.

copy of the Statement of Assets, Liabilities and Net Worth (SALN) for 2013 of the individual nominee or each member of the group nominee certified by the highest ranking Administrative Officer in the employing agency. In case the nominee will be selected as semi-finalist, he/she will be required to submit a copy of his/her 2014 SALN certified by the highest ranking AO.

Service record duly certified by the agency's HRMC. Nominee's clearances issued within the last three (3) months prior to nomination, from the following agencies in his/her locality:

National Bureau of Investigation and  
2014 BIR Tax Clearance

The CSC Regional Office shall issue Clearance for Agency or No Pending of Administrative Case to the nominee, free of charge.

The HAP Secretariat, on the other hand, shall facilitate the request for negative listing from the Office of the Imbudsman, Sandiganbayan, CSC Central Office- Office for legal affairs and the Commission on Human Rights.

or 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.

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.

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

**REQUIRE FOR NOMINATION**

or Presidential Lingkod Bayan, Dangal ng Bayan and CSC Agapasa Awards

Next those of heads of departments, agencies and elective officials, all nominations must be submitted in the prescribed form to the office, provincial, regional or central office on Program on Awards and Incentives for Service Excellence (PRAISE) or its equivalent.

Nomination must be approved and endorsed by the office, provincial or regional PRAISE Committee or its equivalent which endorses the nomination to the Honor Awards Program that through the CSC Field/Provincial or Regional Offices.

In the absence of a duly constituted and operational PRAISE Committee or its equivalent, the department/agency cannot nominate or endorse nominations of its officials and employees to the HAP Secretariat.

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.

Heads of Agencies also refer to the following officials:

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

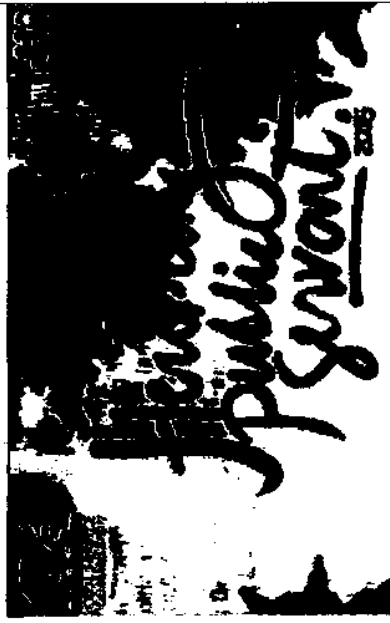
Where the nominee is the Agency Head, endorsement by the superior official is required:

Nominee	Endorsing Head of Agency
Department Secretaries	Executive Secretary
Heads of Bureaus & Agencies attached to or under the Department	Department Secretary
President of State Universities & Colleges	Chairperson of the Board of Regents
President of Corporations	Chairperson, Board of Trustees or Department Secretary to which the Corporation is attached

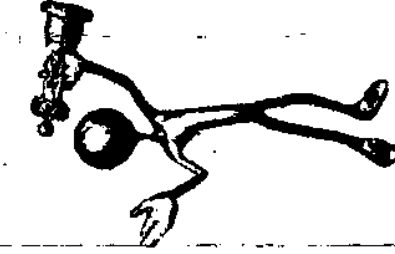
**SUBMISSION OF NOMINATIONS**

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

Nominations to the 2015 Search for Outstanding Public Officials and Employees must be submitted to any Civil Service Commission Provincial Field or Regional Office on or before March 31, 2015.



**2015  
SEARCH FOR  
OUTSTANDING PUBLIC  
OFFICIALS  
AND EMPLOYEES**



For inquiries, please contact the HAP Management Team phone numbers (02) 931-7993/ 932-0381/ 932-0111, Text 09178398272, or email at [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com). In CSC Regional level, at CSC Region 10 phone numbers (08) 71-00-57 or (088) 858-7563 or TextCSC10 ( 0915763598) email at [csc10@yahoo.com.ph](mailto:csc10@yahoo.com.ph) or [csc-region10@gmail.com](mailto:csc-region10@gmail.com)