



**DEPARTMENT OF EDUCATION**

**Region X-Northern Mindanao**

**DIVISION OF MALAYBALAY CITY**

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March 2, 2015

**DIVISION ADVISORY**

**CIVIL SERVICE COMMISSION RE: SEARCH FOR OUTSTANDING  
PUBLIC OFFICIALS AND EMPLOYEES**

**TO : Education Program Supervisors  
Division Coordinators  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Section Heads  
All Others Concerned**

029  
MALAYBALAY CITY DIVISION  
**RELEASED**  
MAR 03 2015 Time: 12:44 PM  
*[Signature]*

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

1. Pursuant to the herein Regional Advisory dated February 18, 2015 with attached letter from CSC Regional Director of Region X Adams D. Torres, this Office hereby disseminates the 2015 Search for Outstanding Public Officials and Employees, under the 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 CSC Pagasa Award.
2. As stated, this Office reiterates the deadline of 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.
3. For widest dissemination.

Encl.:  
As stated

Copy furnished:  
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TO BE POSTED IN THE WEBSITE



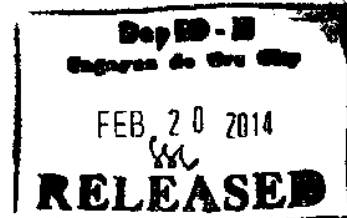
Republic of the Philippines  
Department of Education  
REGION X- NORTHERN MINDANAO  
Fr. Masterson Avenue, Zone 1, Upper Balulang  
Cagayan de Oro City



UPLOADED  
2/10

**REGIONAL ADVISORY**

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



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

Date : February 18, 2015

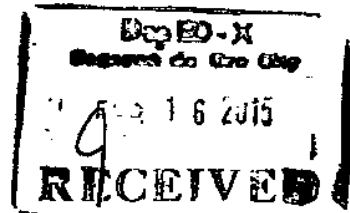
SUBJECT: **Civil Service Commission (CSC) re: 2015 Search for  
Outstanding Public Officials and Employees.**

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.



REGIONAL OFFICE NO. 10

January 28, 2015

**Atty. Shirley O. Chatto**  
Officer-in-Charge, Office of the Regional Director  
Department of Education, Region 10  
Don Gregorio Pelaez Sports Center  
Apolinar Velez Street 9000 Cagayan de Oro City

Dear Atty. Chatto:

The Civil Service Commission, under CSC Memorandum Circular No. 28 s. 2014, has announced the 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*).

The HAP is the mainstream of CSC's promotion of excellence in the civil service and recognizing and rewarding civil servants for outstanding performance, contribution and achievements as well as for exemplary ethical behaviour in public service. As the Agencies' play important roles in nurturing a culture of ethics and excellence among their employees and which placed them in the best position to identify and recognize these employees under their Program on Rewards and Incentives for Service Excellence (PRAISE), CSC Memorandum Circular No. 2 s. 2015 was issued encouraging heads of agencies to automatically nominate their PRAISE awardees to this year's Search.

A Flyer containing the Guidelines for the 2015 Search for Outstanding Public Officials and Employees is enclosed. Heads of Agencies/LGU's and other instrumentalities and all government employees are strongly encouraged to participate actively in this year's Honor Awards Program by nominating their officials/employees who have demonstrated service excellence and to promote this prestigious Search through the display of the HAP banner enunciated under the attached CSC MC No. 1 s. 2015. Streamer design can be downloaded from the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph).

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, you may contact the HAP Management Team at phone numbers (02) 931-7993/ 932-0111/ 932-0111, Text CSC 09178398272 or email at [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com). You may also contact us at the above stated address or thru telephone number (088) 858-7563 or (08822) 71-00-57 at TextCSC10 mobile number 09157635984 or you may send an email at [cscregion10@gmail.com](mailto:cscregion10@gmail.com) or [paid\\_csc10@yahoo.com.ph](mailto:paid_csc10@yahoo.com.ph).

We expect your support to this year's Search. **"HERO ANG PUBLIC SERVANT"**.

Very truly yours,

**ADAMS D. TORRES**  
Director IV

# Honour Awards Program Servant 2015

## THE SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

Deadline for submission of entries:  
MARCH 31, 2015

Join the Search for Excellence 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 or hapsecretariat@yahoo.com; or visit the nearest CSC Regional or Field Office.



[www.csc.gov.ph](http://www.csc.gov.ph) • [www.facebook.com/honorewardsprogram](http://www.facebook.com/honorewardsprogram) • [www.youtube.com/cscmedia](http://www.youtube.com/cscmedia)





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.honorawardsprogram.wordpress.com](http://www.honorawardsprogram.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*

of the Statement of Assets, Liabilities and Net Worth for 2013 of the individual nominee or each member of a 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.

There shall be record duly certified by the agency's HRMO. There shall be clearances issued within the last three (3) months to nomination, from the following agencies in his/her favor:

National Bureau of Investigation and  
2014 BIR Tax Clearance

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

HAP Secretariat, on the other hand, shall facilitate the list for negative listing from the Office of the Assessor, Sandiganbayan, CSC Central Office, Office for Affairs and the Commission on Human Rights.

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

Representation made in any of the documents submitted shall be a ground for disqualification and for summary action against the certifying nominee/authority in violation of applicable CS laws and rules.

Original folders and documents submitted shall be retained as records of the Commission, thus, shall not be returned to the nominees/s.

**RE FOR NOMINATION**

Residential Lingkod Bayan, Dangal ng Bayan and CSC Awards

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

Nominations must be approved and endorsed by the office, regional PRAISE Committee or its equivalent which forwards the nomination to the Honor Awards Program 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

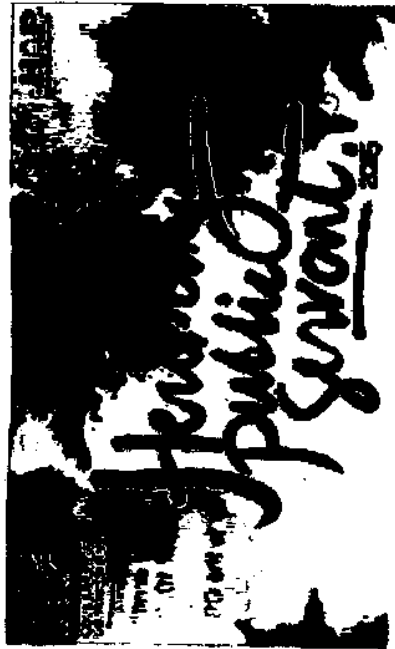
Where the nominee is the Agency Head, endorsement by the superior official is required:

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

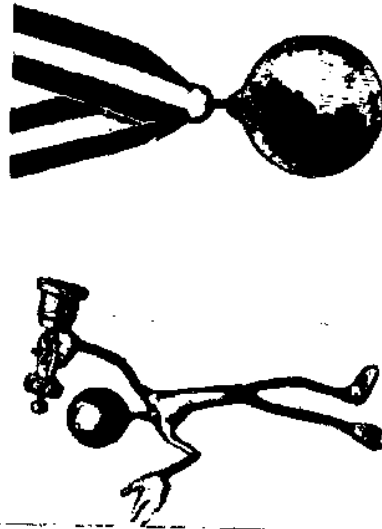
**SUBMISSION OF NOMINATIONS**

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 at phone numbers (02) 931-7993/ 932-0387/ 932-0171, Text CSC 09178398272 or email at [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com). In the CSC Regional level, at CSC Region 10 phone numbers (08822) 71-00-57 or (088) 858-7563 or TextCSC10 ( 09157635984) or email at [psid\\_csc10@yahoo.com.ph](mailto:psid_csc10@yahoo.com.ph) or [escretion10@gmail.com](mailto:escretion10@gmail.com)

## SCOPE OF THE PROGRAM

The 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 also be nominated provided they meet all the following conditions pursuant to CSC Resolution No. 01-1352 dated August 10, 2001.

1. Respective appointment papers are submitted to the CSC for records purposes;
2. Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1986;
3. Meet the qualification requirements set in the Local Government Code of 1991; and
4. 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 XI 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.

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 official and/or employee.

## CATEGORIES OF AWARD

A. **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 superior accomplishment; and

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

The 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 both Presidential *Lingkod Bayan* and Civil Service Commission or *Pagasa* Awards group/team shall not exceed 10 employees.

The group/ team should have demonstrated teamwork/ camaraderie shown by constant communication, coordination,

cooperation, and cohesiveness, among its members. Each group/team member should have verifiable/actual 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
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

## 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/contributions;
- 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;

- c) Risk or temptation inherent to the work;
- d) Obscurity of the position;
- e) Years of service; and
- f) Other similar circumstances or considerations in 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, clearances and other documentary requirements; and in additional copies of the fully-accomplished prescribed 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 Officials and Employees Award or the *Dangal ng Bayan* Award
- B. Nominee's CS Form 212 or Personal Data Sheet passport size (1.5"x 2") photo with name tag taken within last six months prior to the nomination.
- C. Certification from the Chairperson of the local, provincial or national Program on Rewards, Awards Incentives for Service Excellence (PRAISE) Committee equivalent, that the nomination has undergone deliberation by the Committee.
- D. Certification issued by the nominee that he/she has not found guilty of any administrative or criminal offense involving moral turpitude and in instances that the nominee has/have pending administrative or criminal case/s, should be no adverse judgment/ruling on administrative or criminal case at the time of nomination. For posthumous nominations, certification issued by the highest ranking Administrative Officer or Legal Officer is required.
- E. Detailed information on dismissed/decided case/s, if any
- F. Certifications issued by the highest Human Resource Management Officer (HRMO) that the individual nominee is a member of the group nominee has obtained at least Very Satisfactory performance rating for four (4) semestral or two (2) annual rating periods prior to the nomination.
- G. Certification of No Unliquidated Cash Advances Disallowances for previous accountabilities as of December 31, 2014 to be secured by the HRMO from the Comptroller on Audit (COA) Resident Auditor.