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DEPARTMENT OF EDUCATION
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
City of Malaybalay
Tel no. 813 - 2894; 221 - 4597



DIVISION ADVISORY

TO: Education Program Supervisor/Coordinator Designates
Public Schools District Supervisors
Elementary & Secondary School Heads
Unit Heads
This Division

From:  **EDILBERTO L. OPLENARIA**
Schools Division Superintendent

Date: February 26, 2013

Subject: 2013 Search for Outstanding Public officials and employees sponsored by the Civil Service Commission

ENCLOSED IS THE FAX MESSAGE FROM THE OFFICE OF THE REGIONAL DIRECTOR ENCOURAGING THE FIELD TO SEND NOMINEES TO THE 2013 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES.

SUBMISSION OF REQUIRED DOCUMENTS WILL BE ON OR BEFORE MARCH 8, 2013.

FOR INFORMATION.



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Gregorio A. Pelaez Sr. Memorial Sports Center
Velez St., Cagayan de Oro City



Telephone Nos.: (08822) 727836;722851;727232/Telefax Nos.: (08822)720665;714576;710382;711654;728990

FAX MESSAGE FOR TRANSMISSION

FEBRUARY 18, 2013

TO: ALL SCHOOLS DIVISION SUPERINTENDENTS
ASST. SCHS. DIVISION SUPERINTENDENTS-OIC


ENCLOSED IS THE COMMUNICATION DATED JANUARY 29, 2013 FROM THE DIRECTOR OF THE CIVIL SERVICE COMMISSION, REGIONAL OFFICE NO. X, CAGAYAN DE ORO CITY ENCOURAGING TO SEND NOMINEE/S TO THE 2013 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES.

REQUIRED DOCUMENTS SHALL BE SUBMITTED TO THE OFFICE OF THE ADMINISTRATIVE OFFICER V (PERSONNEL) OF THIS OFFICE FOR SUBMISSION TO THE CSC REGIONAL OFFICE NO. X ON OR BEFORE MARCH 29, 2013.

ph
FOR INFORMATION

RD FARNAZO

SENDER:

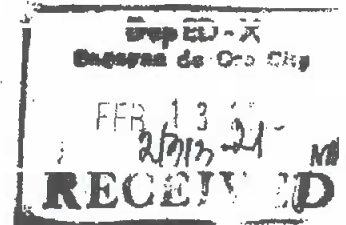

GONZALA D. AGUIRRE
Administrative Officer V
OIC-Administrative Division

B1/B2/ovt



REGIONAL OFFICE NO. 10

January 29, 2013



Supt. Allan G. Farnazo, Ph.D, CESO V
Schools Division Superintendent
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 Dr. Farnazo:

The Civil Service Commission (CSC) has launched the 2013 Search for Outstanding Public Officials and Employees with the issuance of CSC Memorandum Circular No. 18 s. 2012. This is administered by the Honor Awards Program (HAP) Secretariat of the CSC.

The annual search is for three (3) award categories, namely: the Presidential *Lingkod Bayan* Award, the Outstanding Public Official and Employee or the *Dangal ng Bayan* Award, and the CSC *Pag-asa* Award. The HAP forms part of CSC's advocacy of promoting a culture of excellence and of recognizing and rewarding men and women for outstanding work performance, contribution and superior accomplishments or for consistent manifestation of exemplary ethical behavior in public service.

We strongly encourage you to send nominations to this awards program. The *Dangal ng Bayan* Award is an individual nomination. However, the other two categories which are the *Lingkod Bayan* and the CSC *Pag-asa* Awards include group/team nominations in addition to individual nominations.

Documentation requirements are contained in the 2013 Enhanced HAP Guidelines which are set forth in the enclosed flyer. The said guideline is also attached to CSC MC No. 18 s. 2012 and can be downloaded from the CSC website at www.csc.gov.ph or may be secured from the CSC Regional and Field Offices together with the nomination form/s for the awards.

In support to the program, may we request you to hang in the premises of your office a tarpaulin for this year's Search (*please see attached design*) which can also be downloaded from the CSC website at www.csc.gov.ph.

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

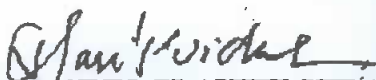
☐ Vamenta Boulevard, Carmen, Cagayan de Oro City ☐ Tel Nos. (08822) 72-31-08/72-82-67/ HRD 71-00-56/PALD 71-00-57 (088) 858-75

For more particulars and inquiries, you may contact the HAP Secretariat at telephone numbers (02) 931-7993 and 932-0381, hotline (02) 932-0111, TextCSC 0917-839-8272 or via email at hap@webmail.csc.gov.ph or paio@webmail.csc.gov.ph. You may also visit this office at Vamenta Blvd., Carmen, Cagayan de Oro City for assistance or contact us through telephone numbers (088) 858-7563 or (08822) 71-00-57, or by email to pald_csc10@yahoo.com.ph or visit the CS Field Offices nearest you in each of the five (5) Provinces in Region 10 at Malaybalay City in Bukidnon, Mambajao in Camiguin, Iligan City in Lanao del Norte, Ozamiz City and Oroquieta City in Misamis Occidental, and Cagayan de Oro City in Misamis Oriental.

Deadline of acceptance of nominations is on **March 29, 2013**.

Thank you for your usual support to the programs of the government.

Very truly yours,


LOURDES CLAVITE-VIDAL
Director IV

Fn: paldc2/ehb/agencyletters-hap2013

Agency Logo

7 ft

Agency Name

The

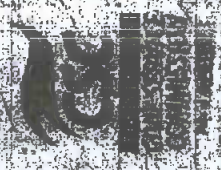
is an active partner in the search for the

2013 OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

Categories of Award

Presidential Lingkod Bayan • Dangal ng Bayan • CSC Pagasa

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Commission on Appointments
Human Resources Management Commission

DEADLINE FOR SUBMISSION OF NAMES: MARCH 23, 2013

SCOPE OF THE PROGRAM

The Honor Awards Program (HAP) shall cover all officials and employees in the career and non-career service of the government. This also includes executive/managerial officials and employees recognized as government employees pursuant to CSC Resolution No. 01-1382 dated August 10, 2001.

CATEGORIES OF AWARDS

A. Presidential Lingkod Bayan 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 contribution 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 benefits more than one department of the government.

The term "group" shall refer to the following:

- 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 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
- The award for exemplary conduct and ethical behavior is the **Outstanding Public Officials and Employees Award or the Dengigug Bayan**. This award is conferred to an individual for performance of extraordinary duty 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.

QUALIFICATION FOR NOMINATION

Nominees must be employees in the individual, group/team category must meet the following criteria:

- Must be in the government service at the time of nomination, and accomplishments were carried out within the last three years immediately preceding the nomination;
- 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 respondents must be a civil servant. Posthumous

- Nominees should be formalized within 12 months from the time of death of the official and/or employee;
- Have been rated at least Very Satisfactory or its equivalent for the last two performance rating periods prior to their nominations; and
- Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

A group or team may be nominated in either the Presidential Lingkod Bayan or the CSC Pagasa Award, even if there are members who fail to meet squarely the above (items 1 to 4) requirements. Said members, however, shall be excluded from the grant of award should the team/group be selected as a recipient.

CRITERIA FOR EVALUATION

A. For Outstanding Work: Performance (Presidential Lingkod Bayan and Civil Service Commission Pagasa Awards Individual and Group category)

- Note worthiness of Outstanding Performance/Contribution/s;
- Impact of Performance/Achievement;
- Reliability and Effectiveness;
- Consistency of Performances;
- Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness;

B. For Exemplary Conduct and Ethical Behavior (Outstanding Public Officials and Employees or the Dengigug Bayan Award)

- Quality and Consistency of Behavioral Performance;
- Impact of Behavioral Performance;
- Risk or Temptation Inherent in the Work;
- Obscurity of the Position;
- Years of Service;
- Other similar circumstances or considerations in favor of the nominee.

WHO MAY NOMINATE

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.

PROCEDURE FOR NOMINATION

- Except those of Heads of Departments, Agencies and elective officials, all nominations must be submitted in the prescribed Nomination Form to the office, provincial, regional or central Committee on Program Awards and Incentives for Service Excellence (PRAISE) for the Committee's evaluation.

- Nominations must be approved and endorsed by provincial or regional PRAISE Committee Chair the Department/Agency head which in turn the nomination to the Honor Awards Program through the CSC Field/Provincial or Regional Office in the absence of a duly constituted and PRAISE Committee, the department, agency cannot nominate or endorse nominations of its employees to the HAP Secretariat.

In the case of group nomination composed of various agencies, the Chairperson of Committee and Agency Head of the lead approve/endorse the nomination.

The Office Head refers nominations to the Secretary, Chairperson or President (in national agencies, constitutional commissions, government institutions, and state universities and colleges) Governor or Mayor (in local government units).

Heads of agencies also refer to the following

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

Where the nominee is the Agency Head, end the superior or official is required, as follows:

Nominee	Endorsing Head of Agency
Department Secretaries	Office of the Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of SUGS	Chairperson of the Board
President of Corporations	Chairperson of the Board
	Trustees or the Secretary
	Department which the is attached

The following information must be adequately furnished:
 1. For Group Nomination (Presidents/Lingkod Bayan Awards):

- Names of team members, including names of their respective post contributions enumerated in detail. For group members who failed to qualify, state for his/her disqualification. Only members whose qualification requirements shall be included

