



DIVISION MEMORANDUM
NO. 276 s. 2015

August 03, 2015

DepEd-MALAYBALAY CITY DIVISION
RELEASED

Date: AUG 04 2015 Time: 3:07
By: [Signature]

TO: Chief Education Supervisors - Governance and Curriculum
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
This Division

FR: 
EDILBERTO L. OPLENARIA, CESO VI
OIC/Schools Division Superintendent

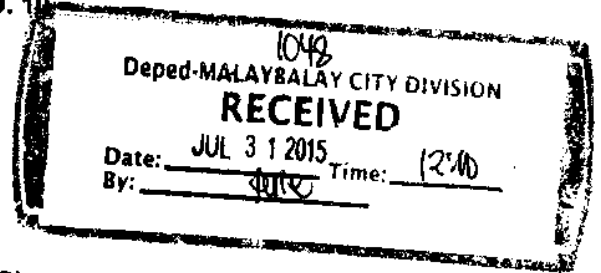
Re: SEARCH FOR THE 2015 OUTSTANDING PUBLIC OFFICIALS AND
EMPLOYEES FOR REGION X

1. For the information and guidance of all concerned, enclosed is a letter from Adams D. Torres, Director IV of the Civil Service Commission, Re: Search for the 2015 Outstanding Public Officials and Employees for Region X dated July 14, 2015, the content of which is self-explanatory.
2. Immediate dissemination of this memorandum is highly desired.



REGIONAL OFFICE NO. 10

July 14, 2015



Dr. Edilberto L. Openaria
Schools Division Superintendent
Department of Education, Division of Malaybalay City
Malaybalay City
9000

Dear Superintendent Openaria:

In celebration of the 115th Philippine Civil Service Anniversary on the theme: "*Kayang Kaya Mo, Lingkod Bayani*", the Civil Service Commission, Regional Office No. 10 is launching the **SEARCH FOR THE 2015 OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES FOR REGION 10** in the following Award Categories:

- Exemplary Performance Award (*Gawad Lingkod Bayani*)
- *Katangitanging Kawani* (Model Employee)
- Outstanding Human Resource Management Practitioner
- Service Delivery Excellence Award


We encourage you to nominate your employees who are awardees under your Program on Awards and Incentives for Service Excellence (PRAISE) for this year's Regional Honor Awards Program.

A Flyer containing the Criteria for each award category is attached with the nomination form. Please forward your nomination form with supporting documents to the Civil Service Commission, Regional Office No. 10, Vamenta Blvd., Carmen, Cagayan de Oro City. For details, you may contact the Public Assistance and Liaison Division (PALD) of this Regional Office at telephone number (08822) 71-00-57, TxtCSC10 at 09157635984 or at email address pald_csc10@yahoo.com.ph or at cscregion10@gmail.com. You may also visit any our Field Offices in Malaybalay City, Mambajao-Camiguin, Iligan City, Ozamiz City and Oroquieta City.

Deadline for submission is on **August 18, 2015**.

We look forward to receive your nomination for your officials/employees to this year's regional search by way of recognition and support in finding the "bureaucracy's best".

Very truly yours,


ADAMS D. TORRES
Director IV

The SEARCH for the 2015 Outstanding Public Officials and Employees in Region 10

CATEGORIES OF AWARD

Individual Category

- Exemplary Performance Award (*Gawad Lingkod Bayani*)
- *Katangitanging Kawani* (Model Employee)
- Outstanding Human Resource Management Practitioner

Group Category

- Service Delivery Excellence Award
- Exemplary Performance Award (*Gawad Lingkod Bayani*)

- The outstanding and unique accomplishments of the nominee/s and the impact thereof which benefited persons/group of persons that resulted in savings generated by the government, if any, and other quantitative and/or qualitative effect of the accomplishments.
- Has demonstrated innovation, leadership and transparency in performance, or managing people, caused a transformation of the organization by making it more responsive to the needs of the public; created/enhanced systems to improve public service delivery; mentored/inspired people to be organized, results-driven, disciplined and values-oriented; has shown prudent management of resources, including but not limited to financial and human resources; has the respect of his subordinates, constituents of co-employees, and observes CSC laws and rules.
- A performer who sets goals not only for himself/ herself but for the good of public service and who consistently meets the same.
- Has done outstanding positive contribution not only to the Office he/she represents, his/ her constituents and co-employees but to the community as well. The accomplishment must have been attained during the last three (3) years immediately preceding the nomination.
- The nominee is of good moral character, exemplifying integrity and demonstrates ethical conduct, no validated negative complaints and adheres to the Civil Service Law and Rules.
- Has no pending administrative or criminal case nor has been convicted of any offense involving moral turpitude

**KATANGI-TANGING KAWANI
(Model Employee)**

- Conferred to an individual who has demonstrated 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, such as Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living.
- With outstanding accomplishments in an Agency consistently and continuously carried out by the nominee within a three-year period and which contributed to the effective and efficient delivery of public service.
- Devised innovative practices/systems and lead in its execution/implementation.

SCOPE OF THE PROGRAM

In every September of each year, during the Anniversary Celebration of the Philippine Civil Service, the Civil Service Commission, Regional Office No. 10 confers to individuals, groups as well as agencies of the government certain awards and commendation in recognition for their Outstanding Performance in the delivery of public services.

This Regional Honor Awards Program shall apply to all officials and employees in the career service and non-career service of the government, including appointive *barangay* officials and employees recognized as government employees pursuant to the conditions set under CSC Resolution No. 01-1352 dated August 10, 2001. However, employees whose nature of employment falls either under job order or contract of service are excluded from the coverage of the program.

CATEGORIES OF AWARDS

The categories of the Awards are individual or group of individuals with outstanding accomplishments, exceptional or extraordinary contributions resulting from an idea or performance that is of public interest that benefited the Agency, community or population.

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. The members may come from a unit/department/section/division/of not more than ten (10) members from the same department or agency.

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.

CRITERIA

EXEMPLARY PERFORMANCE AWARD (*Gawad Lingkod Bayani*)

- Conferred on an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had a broad scope of impact on public interest, security and patrimony. The contributions may be a suggestion, innovation, invention or superior accomplishment;
- May be a Head of Office/Agency/Local Chief Executive, Department Head, or a Rank-and-File employee (for individual category) or a group of employees on a specific project, task force or in special committees;

- Acted promptly and judiciously on the job/work assignments and able to lead the Agency/Organization in achieving high performance ratings
- No adverse feedback or complaints on behavior/ action/ performance as a government employee especially those touching on values and human relations.
- No administrative or criminal complaint filed nor has been convicted of any offense involving moral turpitude
- Adherence to Civil Service Law and Rules – Government Working Hours, Rules on Leave, Decorum for Public Officials and Employees, Anti-Red Tape Act, etc., has not incurred any tardiness / undertime for the last two rating periods
- Has an Outstanding Performance Rating in the Agency for the past two rating periods
- Active and participative in Agency-sponsored activities as well as CSC-sponsored programs

OUTSTANDING HUMAN RESOURCE MANAGEMENT PRACTITIONER

- Individual Records of Employment of employees (201 Files) maintained and updated and contain copy/s of appointment/s, Service Card/Service Records, Notices of Salary Adjustments, Statement of Assets, Liabilities and Networth, and other necessary documents which are secured under lock and key.
- Leave Records updated monthly, undertime/tardiness monitored and reflected in leave cards and certificate of leave balances issued after end of a semester.
- Maintained a compilation of reference materials on CS Law and Rules and other pertinent laws.
- Personnel Mechanisms of the Agency in existence and operational, with Committees duly constituted, i.e. Merit Promotion Plan/System of Ranking Positions, Grievance Machinery, Programs on Awards and Incentives for Service Excellence, Personnel Development Committee, Committee on Decorum and Investigation, and Performance Management System.
- Passed at least Level II of the Maturity level in the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM);
- Minimal errors in the processing of appointment and other personnel actions;

- Compliance with the ARTA Requirements as to Citizen's Charter posted in the Agency premises with each employee being oriented in the implementation of the Citizen's Charter; Anti-Fixer Campaign, Contact Center ng Bayan, No Noon Break Posters are visible in the Agency/Office, a special lane for the elderly, persons with disability and pregnant women is installed, a Public Assistance and Complaints Desk established with knowledgeable personnel on board during office hours, and a functional feedback mechanism in place;
- Conceptualized a Human Resource Development Plan for employees with at least two (2) Orientation/Training Programs conducted for the employees in a year;
- Active involvement in special projects undertaken by the Council of Human Resource Officers relative to the human resource development efforts of the CS Field Offices in the area;
- The nominee is of good moral character, no validated negative complaints and with good attendance in PCPO Meetings which means not more than 50% absences in scheduled meetings;

SERVICE DELIVERY EXCELLENCE AWARD (Group Category)

This is a group award for members of a unit/ department/ section / division/ task force/ team/ technical working group of not more than ten (10) members who have shown outstanding performance resulting from an idea or project which benefited the Agency they are representing or it redounded to the benefit of a community or population.

- The members of the group have initiated a project from an innovative idea which benefited the Agency they are representing or such accomplishments redounded to the benefit of a community or population. Service Delivery of the group is in accordance with existing laws and regulations;
- The project or an idea is exemplary in character or nature and cost-effective and the members of the group have demonstrated teamwork and outstanding performance to make such innovation and project operational;
- The members of the group must be government employees and 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.
- No adverse feedback of any member which may fall under any violation of existing Civil Service Law and Rules, the Anti-Red Tape Act, etc.

CATEGORIES OF AWARDS

The categories of the Awards are individual or group of individuals with outstanding accomplishments, exceptional or extraordinary contributions resulting from an idea or performance that is of public interest that benefited the Agency, community or population.

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. The members may come from a unit/department/section/division/of not more than ten (10) members from the same department or agency who are government 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.

WHO MAY NOMINATE

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

Nominations must be submitted in the required nomination form stating clearly the accomplishments of the nominee together with supporting documents to any Civil Service Commission Regional or Field Office on or before **August 18, 2014**.

For more particulars:

*You may visit the Civil Service Commission, Regional Office No. 10,
Vamenta Blvd., Carmen, Cagayan de Oro City*

*or you may contact Telephone Nos. or (088) 858-7563 / (08822) 71-0057 or
TextCSC10 Mobile No. 0915-763-5984,*

E-mail: pald_csc10@yahoo.com.ph or cscregion10@gmail.com

AWARD NOMINATED FOR: _____ (pls. check:) Individual _____ Group _____ (if group, provide the names of all members, their positions and their co

Name of Nominee/Team Nominee: _____ Position: _____ Agency/Office: _____
 Division/Unit: _____

For group nominee, no. of team members: _____ Agency Address: _____
 For individual nominee, length of service in the position: _____ In Government: _____

<p>OUTSTANDING ACCOMPLISHMENTS / EXEMPLARY OR EXTRAORDINARY CONTRIBUTIONS/PERFORMANCE <i>(Describe nominee's outstanding and unique accomplishments or the positive contribution in the form of an idea, suggestion, innovation or superior performance, or the adherence and demonstration of integrity and ethical behaviour of the eight (8) norms of conduct under RA 6713, which brought about or resulted in a broad scope of impact that benefited the agency, community or population)</i></p>	<p>Impact of Accomplishment/s <i>(Describe the extent to which the extraordinary act/behaviour has created powerful effect/impact on the organization or public. Justify why the norms displayed may be considered exemplary or outstanding)</i></p>	<p>Other Information</p>
<p>•</p> <p>•</p>	<p>•</p> <p>•</p>	<p><u>Major Awards/Citations Received:</u></p> <p>•</p> <p><u>Membership in Organizations:</u></p> <p>•</p> <p><u>Description of the Nominee:</u></p> <p>•</p>

CERTIFICATION
 We attest to all the facts contained herein and authorize the use of all these information for publication. We understand that the Committee on Awards will validate the accuracy of the information con
 form and we grant our consent to the conduct of background investigation.

Printed Name and Signature: _____

 Nominee

 Nominator

 Regional PRAISE Committee Chair

 Head of Office/Agency