MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : SEARCH FOR THE 2012 OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

DATE : 09 January 2012

We are pleased to announce that the Civil Service Commission (CSC) is now inviting nominees for the 2012 Search for Outstanding Public Officials and Employees under the auspices of the Honor Awards Program (HAP). This annual nationwide search is the highest and the most coveted recognition given by the government to individuals and/or group of individuals who have excelled or shown utmost dedication and commitment in the public service.

I. Categories of Award

A. Outstanding Work Performance

The awards for outstanding work performance are the following:

1. **Presidential or Lingkod Bayan Award** - 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

2. **Civil Service Commission or Pagasa Award** - 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.

B. Award for Exemplary Conduct and Ethical Behavior

The award for exemplary conduct and ethical behavior is the **Outstanding Public Officials and Employees Award or the Dangal ng Bayan Award**. The award is conferred on 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 Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees": Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality,
Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.

For Presidential or Lingkod Bayan and CSC Pagasa Awards Category:

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 or Lingkod Bayan and Civil Service Commission Pagasa Awards group/team shall not exceed ten (10) employees.

II. To qualify for the award, the nominee must:

- Must be in the government service at the time of 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 responsibilities as a civil servant. Posthumous nominations should be formalized within 12 months from the time of death of the official and/or employee;
- Have a rating of at least "Very Satisfactory" or its equivalent for two (2) rating periods immediately preceding the nomination; and
- Not have been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has no pending administrative/criminal case against him/her at the time of nomination.

III. Requirements for the nominations:

All nominations should contain six (6) copies of the following documents:

1. Properly accomplished nomination form with complete information duly certified by the highest ranking Administrative Officer or Chairperson, Program on Awards and Incentives for Service Excellence (PRAISE);
2. Personal Data Sheet (PDS) of the nominee/s, with passport size (1 ½ x 2) photo taken within the last six (6) months with name tag;
3. Copy of Latest Statement of Assets and Liabilities certified by the highest ranking Administrative Officer;
4. Certification by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude nor has any pending administrative or criminal case against him/her at the time of nomination;
5. Detailed information on dismissed case/s, if any;
6. Certification of No Unliquidated Cash Advances and Disallowances;
7. Clearances issued in the last three months from BIR, NBI, and Office of the Ombudsman; and
8. Photocopies of nominee’s clippings, news items, pictures at work and other documents to support the nomination.
Deadline for the submission of nomination is on **21 February 2012**. For more information relative to the award, the Secretariat may be reached through telephone numbers 931-7993 and 932-0381; telefax 932-0179; CSC Hotline 932-0111 and TextCSC 0917-8398272 or at email address hap@csc.gove.ph or paio@csc.gov.ph. You may also contact Ms. Shirley Marie C. Quiñones of Staff Development Division, DOLE-HRDS at telephone number 5273000 loc. 505.

For your information.

[Signature]

AMUERFINA R. REYES
OIC-Deputy Administrator
Management Services