MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : SEARCH FOR THE 2007 OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

DATE : 16 February 2007

We are pleased to announce that the Civil Service Commission (CSC), through the Honor Awards Program (HAP), is now accepting nominees for the 2007 Search for Outstanding Public Officials and Employees. The award aims to recognize and reward individuals and groups of individuals who have rendered outstanding contributions and achievements, and shown exemplary conduct and ethical behavior in the delivery of public service.

I. Categories of Award:

A. Outstanding Work Performance

The awards for outstanding work performance are the following:

- **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,

- **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 though not of such extraordinary or exceptional degree to merit the Lingkod Bayan Award.

For the Lingkod Bayan and Pagasa Awards, the term “group” shall refer to the following:

1. Formal structures to include a section, division, office, service, regional office or even an agency; and
2. Two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created or organized formally or informally to undertake certain projects/programs. For the Lingkod Bayan Award, the members of the group/team should not exceed fifteen (15).

The group should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members.

B. 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 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 (8) 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, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.

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

1. Be in the government service at the time of nomination. Posthumous nominations can be made only for those who died while in the government service and should be formalized within twelve (12) months or one year from the death of the official and/or employee;
2. Have been rated at least “Very Satisfactory” or its equivalent for the last two (2) consecutive performance rating periods prior to their nominations; and,
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude and have no pending administrative/criminal case 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 (which you may secure from the HRDD). Information required should be complete as this will be the same form that will be provided to the members of the Committee on Awards for evaluation. The nominee, nominator, Chairman of PRAISE and the Office/Agency Head should certify to the authenticity of the summary of accomplishments;
2. Personal Data Sheet of the nominee/s duly subscribed and sworn to before the highest Human Resource Management Officer (HRMO), with passport size (1 1/2 x 1 1/2) photo (no computer print-out nor photocopy) taken within the last (6) months with name written at the bottom side of the picture. Only the list not actual copies nor photocopies of training programs attended, awards/citations received, publications and researches of the nominee shall be attached to the sheet;

3. Latest Statement of Assets and Liabilities;

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 (for individual nominees). Any misrepresentation therein shall be a ground for disciplinary action against the certifying nominee;

5. Detailed information on dismissed case/s, if any;

6. 2007 BIR Tax Clearance (for individual nominees) valid during the nomination period; and,

7. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.

Deadline for the submission of nomination is on **15 March 2007**.

For your information.

[Signature]

ROSALINDA DIMAPILIS-BALDOZ
Administrator