MEMORANDUM

TO: All POEA Officials and Employees

SUBJECT: Nominees for CY 2001 DOLE “Kapwa” and CSC Awards

DATE: 13 March 2001

The search is on for this year’s DOLE “Kapwa Award”. This award aims to give recognition to outstanding DOLE officials and employees for their meritorious performance. All nominations must be submitted to the POEA Employees’ Suggestions and Incentive Awards Committee through respective Office Directors on or before March 20, 2001.

The POEA Employees’ Suggestions and Incentive Awards Committee (POEA-ESIAC) shall evaluate all the nominations and recommend the official nominee/s for the said award to the POEA Administrator.

A. Types of accomplishment which may be the basis for nomination:

1. Sustained work performance for a minimum period of one year which is over and above the normal position requirements of the individual or group.
2. New or improved work procedures, methods or devices that resulted in substantial savings of manpower, materials, cost and time.
3. Suggestions or innovations, ideas that led to marked improvement in systems or work in general.
4. Extraordinary services or heroic acts in public interest not related to one’s official functions as public servant.

B. Nomination Criteria

1. Have been employed in the Department for at least one year at the time of the nomination.
2. Have a rating of at least “Very Satisfactory” or its equivalent for two rating periods immediately preceding the nomination; and
3. 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.

REYNALDO R. REGALADO
Administrator
Republic of the Philippines
Civil Service Commission
Quezon City

AWARD FOR OUTSTANDING WORK PERFORMANCE
(Presidential or Lingkod Bayan Award)

NOMINATION FORM

1. Printed Name of Nominee:

(Last) (First) (Middle)

2. Date of Birth: ________________________________

3. Age: ________________________________

4. Position: ________________________________

5. Length of Service in Government: ________________________________

6. Office/Agency: ________________________________

7. Region: ________________________________

8. Agency Address: ________________________________

9. Tel. No(s): ________________________________

10. Residence: ________________________________

11. Tel. No(s): ________________________________

12. Educational Attainment: ________________________________

13. Summary of Outstanding Achievement(s) (You may use extra sheets):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

14. Significant effect of accomplishments (either government-wide or department-wide) You may use extra sheet.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Nominator's Name: ________________________________ Signature: ________________________________

Office/Address: ________________________________ Tel.No(s): ________________________________

CGAO Chairman: ________________________________ Signature: ________________________________

Tel.No(s): ________________________________
Republic of the Philippines
Civil Service Commission
Quezon City

AWARD FOR OUTSTANDING TEAM/S IN THE GOVERNMENT
(Civil Service Commission Pagasa Award)

NOMINATION FORM

1. Printed Name of Group/Team Nominee: ____________________________________________

2. Office/Agency: ____________________________________________ 3. Region: ____________________________

4. Agency Address: ____________________________________________ 5. Tel. No(s): ____________________________

6. No. Group/Team Members: ____________________________________________

7. Names of Team Leader/Members and Position:
   Team Leader/Members ____________________________ Position ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________

   (You may use extra sheets)

8. Summary of Outstanding Achievements/ (You may use extra sheets):
   ____________________________
   ____________________________
   ____________________________
   ____________________________

9. Significant effect of accomplishments (either government wide or department wide) You may use extra sheet
   ____________________________
   ____________________________
   ____________________________
   ____________________________

Nominator’s Name: ____________________________ Signature: ____________________________
Office/Address: ____________________________ Tel. No(s): ____________________________
SIAC Chairman: ____________________________ Signature: ____________________________
Head of Agency: ____________________________
AWARD FOR EXEMPLARY ETHICAL BEHAVIOR
(Dangal ng Bayan Award under RA 6713)

NOMINATION FORM

1. Printed Name of Nominee:
   
   (Last)    (First)    (Middle)

   2. Date of Birth: ____________________________

   3. Age: ____________________________

   4. Position: ____________________________

   5. Length of Service in Government: ____________________________

   6. Office/Agency: ____________________________

   7. Region: ____________________________

   8. Agency Address: ____________________________

   9. Tel. No(s): ____________________________

   10. Residence: ____________________________

   11. Tel. No(s): ____________________________

   12. Educational Attainment: ____________________________

   A. Answer the following questions in separate sheets. Indicate by number where each answer belongs. Answers must be brief and factual and typewritten double-spaced.

   1. Describe the behavioral performance, conduct or achievement of the nominee in the observance of the norms of conduct which has been consistently outstanding or exemplary. (Please refer to MC No. 56, s. 1989)

   2. Justify why the achievement is extraordinary and easily distinguishable for its uniqueness and originality.

   3. Cite the risk or the factor inherent in the work.
   (This refers to the dangerous element/ factor or temptation substantially present in the work)

   Nominator’s Name: ____________________________ Signature: ____________________________

   Office Address: ____________________________ Tel. No(s): ____________________________

   B. Endorsement by three persons of reputable status in the community, and/or by the religious, civic or government organizations.

   1. Name: ____________________________ Signature: ____________________________

      Occupation: ____________________________ Tel. No(s): ____________________________

   2. Name: ____________________________ Signature: ____________________________

      Occupation: ____________________________ Tel. No(s): ____________________________

   3. Name: ____________________________ Signature: ____________________________

      Occupation: ____________________________ Tel. No(s): ____________________________