



MC No. 1, s. 1999

MEMORANDUM CIRCULAR

- TO :** ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES AND UNIVERSITIES, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS.
- SUBJECT :** Search for the 1999 Outstanding Public Officials and Employees.

Pursuant to the Administrative Code of 1987 (Executive Order No. 292), Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, dated March 31, 1993 and Republic Act No. 6713, the Civil Service Commission hereby announces the **Search for the 1999 Outstanding Public Officials and Employees.**

An annual, nationwide undertaking, the Search aims to give due recognition to officials and employees in government who have shown outstanding performance and achievements or demonstrated exemplary ethical behavior, in order to inspire other employees in government to improve the quality of their performance and instill deeper involvement in public service.

The awards to be conferred are the following:

A. Award for Outstanding Work Performance pursuant to Executive Orders No. 292 and 508, as amended by Executive Order No. 77.

- **Presidential or *Lingkod Bayan* Award** is conferred to an individual for consistent dedicated performance exemplifying the best in any of the profession or occupation resulting in the successful implementation of an idea or performance which is of significant effect to the public or principally affects national interest, security and patrimony.

The award is conferred by the President of the Philippines during the celebration of the Philippine Civil Service Month every September of the year.

- **Civil Service Commission or *Pagasa* Award** is conferred to a group of individuals or team who has demonstrated outstanding teamwork and cooperation which resulted in the successful achievement of its goals and greatly improved and facilitated the delivery of public service, effected economy in operation, improved working conditions or otherwise benefitted the government.

The award is conferred by the Chairman of the Civil Service Commission during the celebration of the Philippine Civil Service Month every September of the year.

B. Award for Exemplary Ethical Behavior pursuant to RA No. 6713.

- **Outstanding Public Service Award or the *Dangal ng Bayan* Award** is conferred to a government official or employee for his consistent observance of one or more of the eight (8) norms of conduct laid under RA 6713.


The award is conferred by the President of the Philippines during the celebration of the Philippine Civil Service Month every September of the year.

The *Lingkod Bayan* and *Dangal ng Bayan* awardees are entitled to automatic promotion or salary increase equivalent to the next higher position, among other incentives. To ensure, therefore, that all deserving officials and employees shall be rewarded, you are hereby enjoined to help the Commission in searching for these selfless individuals in your respective agencies and to submit at least two (2) nominations from your respective departments or offices for the 1999 Outstanding Public Officials and Employees.

Nominations may be submitted to the Honor Awards Secretariat, Civil Service Commission or any of its Regional, Provincial, Field Offices on or before May 15, 1999. Nominations submitted after said date shall be included in next year's Search. Acceptance of nominations is a continuing activity of the Commission and therefore, nominations may be submitted anytime of the year.

In this connection, you are hereby enjoined to convene your respective Agency/Department Suggestions and Incentive Awards Committee (SIAC) created pursuant to Section 11, Rule X of the Omnibus Rules and Regulations Implementing Book V of EO 292. The SIAC shall recommend to the Agency Head the nominees to the Awards. In the case of the *Dangal ng Bayan* Award, any person may submit the nominations directly to the Civil Service Commission. All Department Awardees or *Kapwa* awardees may be nominated to the said Awards.

The flyers containing the implementing guidelines and nomination forms, which may be reproduced, are attached for your guidance and perusal.


CORAZON ALMA G. DE LEON
Chairman

January 18, 1999
HRDO

**Sa Magalang at Mahusay na
Paggawa**

Ang Katapat ay Gantimpala!

Search for the
1999

**OUTSTANDING
PUBLIC
OFFICIALS
and EMPLOYEES**

LINGKOD BAYAN AND PAGASA AWARDS
(Presidential and Civil Service Commission Awards)

Nomination is open to all officials and employees in the career or non-career service of the national and local governments, including those in the state universities and colleges, and government-owned or controlled corporations with original charters.

BASES FOR THE AWARDS

Presidential or Lingkod Bayan Award is conferred to an individual for consistent dedicated performance exemplifying the best in any of the profession or occupation resulting in the successful implementation of an idea or performance which is of significant effect to the public or principally affects the national interest, security and patrimony.

Civil Service Commission or Pagasa Award is conferred to a group of individuals or team who has demonstrated outstanding teamwork and cooperation which resulted in the successful achievement of its goal and greatly improved/facilitated the delivery of public service, effected economy in operation, improved working condition or otherwise benefited the government.

REQUIREMENTS FOR NOMINATIONS

The following documents shall be submitted in three (3) copies:

- Duty accomplished nomination form;
- Personal data sheet of the nominee/nominees duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency;
- Certification of Performance Rating (at least Very Satisfactory or its equivalent) for the last two (2) consecutive rating periods prior to nomination duly signed by the highest HRMO of the employing agency. In the case of nomination for the Pagasa Award, a certification that the accomplishment of the team/group was approved and implemented by the agency duly signed by

the head of agency;

- Certification of the highest HRMO/Local Officer in the Agency that the nominee/s has/have not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has/have no pending case against them at the time of nomination;

- NBI clearance;

- 5 cm. x 5 cm. photo of nominee/s with his/his/their names written at the bottom side of the picture.

PROCEDURE FOR NOMINATION

The immediate supervisor, his/his/their co-worker or any private person or organization may nominate a public official/employee or group. Nominations must be submitted in the prescribed form to the Agency Suggestions and Incentive Awards Committee (SIAC) for evaluation. Department/Agency nominations must be duly signed by the Chairman of the SIAC approved/endorsed by the Head of Office.

WHERE TO SUBMIT NOMINATIONS

All nominations must be submitted to the Secretariat, Committee on Awards, Civil Service Commission, Constitution Hills, Diliman, Quezon City, or to any of the Civil Service Regional/Provincial/Field Offices.

THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR THE 1999 AWARDS IS MAY 15, 1999.

FOR MORE DETAILS PLEASE SEE/CALL

The Secretariat, Committee on Awards
Human Resource Development Office
Civil Service Commission
Constitution Hills, Diliman, Quezon City
with Telephone Nos. 931-80-19/931-80-47/931-41-82
or any of the Civil Service Regional/Provincial/Field
Offices covering your area.

**LINGKOD BAYAN
AND PAGASA AWARDS**

**Awards for Outstanding
Work Performance**

**AWARDS FOR OUTSTANDING WORK PERFORMANCE
(Presidential and Civil Service Commission Awards)**

NOMINATION FORM

1. Printed Name of Individual or Group 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. Nomination for (Please check the appropriate box):

- PRESIDENTIAL OR LINGKOD BAYAN AWARD (Individual)
 CIVIL SERVICE COMMISSION OR PAGASA AWARD (Group)

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

15. 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: _____ Signature: _____

Attach
1 1/2" x 1 1/2"
Color ID Picture
here.

**Sa Magalang at Mahusay na
Paggawa
Ang Katapat ay Gantimpala!**

Search for the

1999

**OUTSTANDING
PUBLIC
OFFICIALS
and EMPLOYEES**

DANGAL NG BAYAN AWARD

Nomination is open to all officials and employees in the government, elective and appointive, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

BASES FOR THE AWARDS

The Award shall be granted to all officials and employees in the government who have demonstrated exemplary service and behavior on the basis of their observance of one or more of the following norms of conduct:

- Commitment to public interest
- Professionalism
- Justness and sincerity
- Political neutrality
- Responsiveness to the public
- Nationalism
- Commitment to democracy
- Simple living

REQUIREMENTS FOR NOMINATIONS

The following documents shall be submitted in three (3) copies:

- Duly accomplished nomination form;
- Personal data sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the department, office or agency;
- Certification by the head of the department, office or agency on the nominee's:
 - a) Length of government service

b) Latest salary received, and

c) Record of criminal and/or administrative offense or pending case against the nominee, if any, if none, state so, and

- Clippings, citations, publications, pictures, if any, in support of the nomination.

PROCEDURE FOR NOMINATION

Any person may nominate a public official or employee using the prescribed form. Nomination may be submitted directly to the Secretariat, Committee on Awards.

WHERE TO SUBMIT NOMINATIONS

All nominations must be submitted to the Secretariat, Committee on Awards, Civil Service Commission, Constitution Hills, Diliman, Quezon City, or to any of the Civil Service Regional/Provincial/Field Offices.

**THE CUT-OFF DATE FOR INCLUSION OF
NOMINATION FOR THE 1999 AWARDS IS
MAY 15, 1999.**

FOR MORE DETAIL PLEASE SEE/CALL

The Secretariat
Committee on Awards
Human Resource Development Office
Civil Service Commission
Constitution Hills, Diliman, Quezon City
with Telephone Nos. 931-80-19/931-80-47/931-
41-82

or
any of the Civil Service Regional/
Provincial/Field Offices covering your area.

**DANGAL NG BAYAN
AWARD**

**Awards for Exemplary
Ethical Behavior**

AWARDS FOR EXEMPLARY ETHICAL BEHAVIOR
(Dangal ng Bayan Award under RA 6713)
NOMINATION FORM

1. Printed Name of Nominee:

(Last)	(First)	(Middle)	Attach 1 1/2" x 1 1/2" Color ID Picture here.
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): _____