



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

No. 61, s 2023

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Field Staff  
Teaching, Teaching-related, and Non-teaching Personnel  
Others concerned

**FROM:** THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**DATE:** February 8, 2023

**SUBJECT:** CIVIL SERVICE COMMISSION'S HONOR AWARDS PROGRAM (HAP)  
SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

The Schools Division Office is now accepting nomination for the **CSC Honor Awards Program (HAP) Search for Outstanding Government Workers**, in compliance with the PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) OF SCHOOLS DIVISION OFFICE OF DAGUPAN CITY WITH EQUAL OPPORTUNITY PRINCIPLE (EOP) POLICY MANUAL under V. *TYPES OF AWARDS AND INCENTIVES, Section 23. Regional Awards*. Schools Division Office of Dagupan City PRAISE Committee shall recommend to participate in the search for deserving officials or employees who may be included in the screening of candidates for awards given by the regional office and other award giving bodies.

Please see attached nomination forms and guidelines on the submission of complete documentary requirements. Non-compliance with the guidelines on the submission of complete documentary requirements (no endorsement, observance of deadline, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write up, clearances, and other required documents) shall render the nominee ineligible for the Search. **Deadline of submission is on March 17, 2023 (Friday).**



Address: DepEd SDO, Burgos St., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph



## SEARCH FOR OUTSTANDING GOVERNMENT WORKERS Nomination Form

Select your award category (choose only one):

- Presidential *Lingkod Bayan* Award (Individual)
- Presidential *Lingkod Bayan* Award (Group)
- Civil Service Commission *Pagasa* Award (Individual)
- Civil Service Commission *Pagasa* Award (Group)
- Outstanding Public Officials and Employees (*Dangal ng Bayan*) Award

### FOR INDIVIDUAL NOMINEES

#### PERSONAL INFORMATION

<b>Name</b> (first, middle, last): Click or tap here to enter text		
<b>Birthdate</b> (date, month, year): Click or tap here to enter text.		<b>Age:</b> Click or tap here to enter text.
<b>Sex:</b> Choose an item.	<b>Gender:</b> Choose an item.	<b>Place of birth:</b> Click or tap here to enter text.
<b>Residential address:</b> Click or tap here to enter text.		
<b>Email address:</b> Click or tap here to enter text		
<b>Contact number/s:</b> Click or tap here to enter text		

#### WORK-RELATED INFORMATION

<b>Position title:</b> Click or tap here to enter text.	<b>Status of appointment:</b> Choose an item.
<b>Level:</b> Choose an item.	
<b>Status of appointment:</b> Choose an item.	
<b>Agency:</b> Click or tap here to enter text.	
<b>Agency address:</b> Click or tap here to enter text.	
<b>Agency contact number/s:</b> Click or tap here to enter text.	
<b>Agency email address/es:</b> Click or tap here to enter text.	

**Were you awarded under the Honor Awards Program within the past five (5) years?**

Choose an item.

**If you answered yes, what was your award category?** Choose an item.

*Proceed to next sections: Nominee's References, Accomplishments and Impact/Results, Checklist*

**FOR GROUP NOMINEES**  
Maximum of five (5) members

**Name of group nominee:** Click or tap here to enter text.

<b>Agency*:</b> Click or tap here to enter text.
<b>Agency address:</b> Click or tap here to enter text.
<b>Agency contact number/s:</b> Click or tap here to enter text.
<b>Agency email address/es:</b> Click or tap here to enter text.

\*for group nominees with members coming from different departments/agencies, specify the lead agency

**Team Leader**

<b>Name (first, middle, last):</b> Click or tap here to enter text.	
<b>Birthdate (date, month, year):</b> Click or tap here to enter text.	<b>Age:</b> Click or tap here to enter text.
<b>Sex:</b> Choose an item. <b>Gender:</b> Choose an item.	<b>Place of birth:</b> Click or tap here to enter text.
<b>Residential address:</b> Click or tap here to enter text.	
<b>Email address:</b> Click or tap here to enter text.	
<b>Contact number/s:</b> Click or tap here to enter text.	
<b>Position title:</b> Click or tap here to enter text.	<b>Status of appointment:</b> Choose an item.
<b>Position level:</b> Choose an item.	

<b>Were you awarded under the Honor Awards Program within the past five (5) years?</b> Choose an item.	<b>If you answered yes, what was your award category?</b> Choose an item.
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**Team Members**

1

<b>Name (first, middle, last):</b> Click or tap here to enter text.		
<b>Age:</b> Click or tap here to enter text.	<b>Sex:</b> Choose an item.	<b>Gender:</b> Choose an item.
<b>Agency:</b> Click or tap here to enter text.		
<b>Position title:</b> Click or tap here to enter text.	<b>Status of appointment:</b> Choose an item.	
<b>Position level:</b> Choose an item.		

<b>Were you awarded under the Honor Awards Program within the past five (5) years?</b> Choose an item.	<b>If you answered yes, what was your award category?</b> Choose an item.
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2

<b>Name (first, middle, last):</b> Click or tap here to enter text.		
<b>Age:</b> Click or tap here to enter text.	<b>Sex:</b> Choose an item.	<b>Gender:</b> Choose an item.
<b>Agency:</b> Click or tap here to enter text.		
<b>Position title:</b> Click or tap here to enter text.	<b>Status of appointment:</b> Choose an item.	
<b>Position level:</b> Choose an item.		

<b>Were you awarded under the Honor Awards Program within the past five (5) years?</b> Choose an item.	<b>If you answered yes, what was your award category?</b> Choose an item.
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**3**

<b>Name (first, middle, last):</b> Click or tap here to enter text.		
<b>Age:</b> Click or tap here to enter text.	<b>Sex:</b> Choose an item.	<b>Gender:</b> Choose an item.
<b>Agency:</b> Click or tap here to enter text.		
<b>Position title:</b> Click or tap here to enter text.		<b>Status of appointment:</b> Choose an item.
<b>Position level:</b> Choose an item.		

<b>Were you awarded under the Honor Awards Program within the past five (5) years?</b> Choose an item.	<b>If you answered yes, what was your award category?</b> Choose an item.
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**4**

<b>Name (first, middle, last):</b> Click or tap here to enter text.		
<b>Age:</b> Click or tap here to enter text.	<b>Sex:</b> Choose an item.	<b>Gender:</b> Choose an item.
<b>Agency:</b> Click or tap here to enter text.		
<b>Position title:</b> Click or tap here to enter text.		<b>Status of appointment:</b> Choose an item.
<b>Position level:</b> Choose an item.		

<b>Were you awarded under the Honor Awards Program within the past five (5) years?</b> Choose an item.	<b>If you answered yes, what was your award category?</b> Choose an item.
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Proceed to next sections: *Nominee's References, Accomplishments and Impact/Results, Checklist*

### NOMINEE'S REFERENCES

<b>Name of regional office head:</b> Click or tap here to enter text.
<b>Position:</b> Click or tap here to enter text.
<b>Landline and mobile number/s:</b> Click or tap here to enter text.
<b>Email address/es:</b> Click or tap here to enter text.

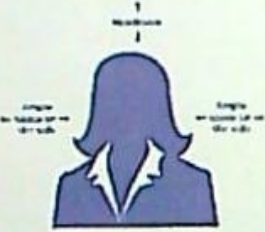

<b>Name of head of agency:</b> Click or tap here to enter text.
<b>Position:</b> Click or tap here to enter text.
<b>Landline and mobile number/s:</b> Click or tap here to enter text.
<b>Email address/es:</b> Click or tap here to enter text.

<b>Name of nominator:</b> Click or tap here to enter text.
<b>Nominator's contact number/s:</b> Click or tap here to enter text.
<b>Nominator's email address/es:</b> Click or tap here to enter text.
<b>Affiliation/agency:</b> Click or tap here to enter text.

### CHECKLIST OF DOCUMENTS SUBMITTED WITH THIS NOMINATION FORM

- Updated Personal Data Sheet (with photo, signatures of employee and the person administering oath)
  - Certificate from the Chairperson of the agency's local, provincial, regional, or national Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent
  - Letter from the Agency Head endorsing the nomination to the CSC (when the nominee is the Agency Head, endorsement from the superior official is required)
- Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

- Certification signed by the nominee that he or she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending case at the time of nomination (for posthumous nominations, Certificate of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required)
- Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least *Very Satisfactory* (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination
- Certification of No Unliquidated Cash Advance signed by the agency's Financial Officer/Accountant as of 31 December of the year prior to nomination
- Certification of No Disallowance issued by the Commission on Audit (COA) Resident Auditor for previous accountabilities as of 31 December of the year prior to the nomination (in case of a Notice of Disallowance, the certification from COA needs to show 1) the specific grounds or bases for the disallowance; and 2) an update on whether or not the nominee has started paying the refund or is acknowledging his/her obligation under the law, should the decision be executory)
- Copy of the Statement of Assets, Liabilities and Net Worth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, signed by the authorized officer administering the oath
- For career and non-career employees - copy of nominee's Appointment Paper;  
For elective officials - copy of Commission on Election or COMELEC Certification of Elected Candidate  
For military - Designation Order
- Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)
- Nominee's valid clearances to be secured from the following agencies in the locality: National Bureau of Investigation, BIR Tax Clearance, Police Clearance
- Clearance for Pendency or No Pendency of Administrative Case issued by the CSC Regional Office
- Digital photo of the nominee taken using a DSLR or smart phone (scanned photo from a printout is not recommended) following the specifications below:

Individual Nominees	Group Nominees
 <ul style="list-style-type: none"> <li>• One (1) portrait shot (from chest up, showing the subject clearly, with adequate lighting)</li> <li>• Subject should face the camera at eye level, with the head not tilting up or down</li> <li>• With plain background (white or beige are recommended), and with no other elements showing behind the nominee or blocking the face of the nominee</li> <li>• Photo size is at least 4x6 inches</li> <li>• Photo resolution is at least 1600x1200 (or 2-3 megapixels, or 300 DPI)</li> <li>• With adequate head room and spaces on each side</li> </ul>	 <ul style="list-style-type: none"> <li>• One (1) portrait shot of each member, and one (1) group shot</li> <li>• For individual photos of each member, please follow the specifications for individual nominees on the left column</li> <li>• Additional specifications for the group photo.             <ul style="list-style-type: none"> <li>- Landscape orientation (at least 6x4 inches)</li> </ul> </li> </ul>

**Note:** Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies.

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

**Please fill out the details of the nominee's accomplishments below:**  
 (maximum of 10 pages, A4-size bond paper, Arial #12)

**Executive Summary**

(maximum of 350 words only – consider that this may also be used as the citation should the individual or group nominee become an awardee)

Start typing here

**Accomplishments and Impact/Results**

Please only fill out the sections applicable to your award category:

**For Presidential *Lingkod Bayan* and CSC *Pagasa* Individual Nominees**

<p><b>Significant Accomplishments within the last three (3) years</b>            Describe the project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the nominee's regular functions, or the product of his/her own initiative. If the accomplishments are part of the nominee's regular or mandated duties, justify why the accomplishments are considered extraordinary.            Accomplishments of heads of offices or agencies and that of local chief executives should reflect their individual accomplishments.</p>	<p><b>Impact of Accomplishments</b>            For <u>each</u> accomplishment identified on the left column, indicate results/impact of each project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.             For Presidential <i>Lingkod Bayan</i> nominees, identify the impact of the extraordinary contribution to national public interest.             For CSC <i>Pagasa</i> nominees, identify the impact of the outstanding contribution to one or more department of government.</p>
Start typing here	Start typing here

Add more rows if necessary

**For Presidential *Lingkod Bayan* and CSC *Pagasa* Group Nominees**

Please submit this form with the duly signed certification page along with HAP Form No. 1 (rev 2023)

<p><b>Significant Accomplishments within the last three (3) years</b> Describe the group's project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the group's regular functions, or the product of his/her own initiative. If the accomplishments are part of the group's regular or mandated duties, justify why the accomplishments are considered extraordinary.</p>	<p><b>Impact of Accomplishments</b> Indicate results/impact of <u>each</u> project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.</p>	<p><b>Contribution of Team Members</b> For each accomplishment and results/impact stated in the first two columns, identify the team member/s directly involved or with the most contribution.</p>
Start typing here	Start typing here	List the name/s of team members involved for each accomplishment and corresponding impact

Add more rows if necessary

**For Outstanding Public Officials and Employees (Dangal ng Bayan) Nominees**

<p><b>Exemplary behavior/conduct displayed within the last three (3) years</b> Describe the nominee's adherence to one or more of the following norms under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living. Cite specific circumstances providing when on or more of the norms were displayed by the nominee, the risks involved, and the problems encountered.</p>	<p><b>Impact of Accomplishments</b> For <u>each</u> behavioral norm identified in the first column, discuss the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.</p>
Start typing here	Start typing here

Add more rows if necessary

**Additional Information**

List major awards and/or citations received, membership in other organizations, and other relevant information on the individual/group nominee

Start typing here

**CERTIFICATION**

We attest to all facts contained in the HAP Forms and authenticity of all required documents attached, and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable civil service laws and rules.

Printed name and signature:

\_\_\_\_\_

Nominee

\_\_\_\_\_

Nominator

\_\_\_\_\_

Highest HRMO

*The CSC is committed to handle and protect all personal information in accordance with the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations, issuance of the National Privacy Commission, and CSC's own internal policies on data protection and security. We commit to use and process all personal data fairly and lawfully, with utmost consideration to the rights of all subjects including their (i) right to be informed, (ii) right to access, (iii) right to object to data processing, (iv) right to erasure or blocking, and (v) right to lodge a complaint. For any concerns on data privacy, please contact the CSC's Data Privacy Officer at [dop@csc.gov.ph](mailto:dop@csc.gov.ph).*

Please submit this form with the duly signed certification page along with HAP Form No. 1 (rev. 2023)





**HONOR AWARDS PROGRAM**

Re: Guidelines on the 2021 Search for  
Outstanding Government Workers  
and the Years Thereafter

Number: 2100501

Promulgated: 24 June 2021

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**RESOLUTION**

**WHEREAS**, in accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers;


**WHEREAS**, the CSC administers the annual Search to recognize government officials and employees who exemplified outstanding performance, to further motivate or inspire public servants to improve the quality of their performance and to instill excellence in public service;

**WHEREAS**, pursuant to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, Executive Order No. 292, otherwise known as the Administrative Code of 1987 and its Implementing Rules and Regulations, and Executive Order No. 508, s. 1992, as amended by Executive Order No. 77, s. 1993, CSC, together with the Office of the President and the constituted Special Committee on Awards, shall confer the Presidential *Lingkod Bayan* and CSC *Pagasa*, two award categories given for outstanding work performance, and the Outstanding Public Officials and Employees or *Dangal ng Bayan* award for exemplary conduct and ethical behavior;

**WHEREAS**, President Rodrigo Roa Duterte signed and approved Republic Act No. 11469 otherwise known as "*Bayanihan to Heal as One Act*" on March 24, 2020, declaring the existence of a national emergency arising from the Corona Virus Disease 2019 (COVID-19) Situation;

**WHEREAS**, the President further approved Republic Act No. 11494 or the *Bayanihan To Recover As One Act* on September 11, 2020, providing for COVID-19 response and recovery interventions, mechanisms to accelerate the recovery and bolster the resiliency of the Philippine economy, providing funds therefor, and for other purposes.

**WHEREAS**, the Commission issued CSC Memorandum Circular No. 10 dated May 7, 2020, Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic which provides that all government

  
Bawat Kawani, *Lingkod Bayani*

agencies and instrumentalities may adopt alternative work arrangements appropriate/applicable to their functions and place of work, and prevailing community quarantine in the area where the agency is located, giving priority to the preferred schedule of employees who are senior citizens, pregnant women, and persons with disabilities (PWD);

**WHEREAS**, pursuant to the abovementioned issuances, it is necessary to issue the Guidelines for the conduct of the Search for Outstanding Government Workers in 2021 and years thereafter and enjoin the heads of agencies and state workers to observe electronic submission of scanned copies of nominations, together with the required documents, to the CSC Regional and/or Field Offices in accordance with the provisions of these guidelines, together with a Certification from the agency Human Resource Management Officer that the documents submitted are authentic and genuine;

**WHEREFORE**, the Commission **RESOLVES** to adopt the attached Guidelines for the 2021 Search for Outstanding Government Workers and the Years Thereafter.

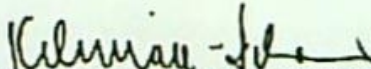
Quezon City.

**ORIGINAL SIGNED**  
**ALICIA dela ROSA-BALA**  
Chairperson

**ORIGINAL SIGNED**  
**ATTY. AILEEN LOURDES A. LIZADA**  
Commissioner

**VACANT**  
Commissioner

Attested by:

  
**KATHERINE LIMARE-DELMORO**  
Acting Director IV  
Commission Secretariat and Liaison Office

**HONOR AWARDS PROGRAM**  
**Guidelines for the 2021 Search for Outstanding Government Workers**  
**and the Years Thereafter**

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**I. Introduction**

In accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers. The program seeks to recognize and reward state officials and employees for their outstanding contributions and achievements in the delivery of public service.

The annual Search started in 1965 through the Employee Suggestions and Incentives Awards System (ESIAS) implemented under Section 27 of Republic Act No. 2260 or the Civil Service Act of 1959 to award public servants for extraordinary acts or services that contributed to the efficiency, economy and improvement of government operations.

In 1975, by virtue of Presidential Decree No. 807, new rules and guidelines of the ESIAS modified the types of honor awards as follows: Presidential or *Lingkod Bayan* and Silangan Awards, the Civil Service Commission or *Pagasa Award*, and the Agency or *Kapwa Award*.

Meanwhile, Republic Act No. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees vested in the CSC the administration of the nationwide Search for Outstanding Public Officials and Employees or *Dangal ng Bayan Award*.

On 16 March 2020, the President, through Presidential Proclamation No. 929, declared a state of calamity throughout the Philippines due to the Corona Virus Disease 2019 (COVID-19) Situation. Subsequently, the President approved Republic Act No. 11469 otherwise known as "Bayanihan to Heal as One Act" on March 24, 2020, declaring the existence of a national emergency arising from the COVID-19 situation. Furthermore, the President approved Republic Act No. 11494 or the Bayanihan to Recover as One Act on September 11, 2020, providing for COVID-19 response and recovery interventions, mechanisms to accelerate the recovery and bolster the resiliency of the Philippine economy, providing funds therefor, and for other purposes.

Pertinent thereto, the Commission issued CSC Memorandum Circular No 10 dated May 7, 2020, Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic, which provides that all government agencies and instrumentalities may adopt alternative work arrangements appropriate/applicable to their functions and place of work, and prevailing community quarantine in the area where the agency is located, giving priority to the preferred schedule of employees who are senior citizens, pregnant women, and persons with disabilities (PWD).

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Thereafter, the President, through Proclamation No. 1021 dated September 16, 2020, extended the declared State of Calamity throughout the Philippines for a period of one (1) year, effective 13 September 2020 to 12 September 2021, unless earlier lifted or extended as circumstances may warrant. Further, all government agencies and LGUs are enjoined to continue rendering full assistance to and cooperation with each other and mobilize the necessary resources to undertake critical, urgent, and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of COVID-19.

Hence, pursuant to the abovementioned issuances, the Commission deems it necessary to issue the Guidelines for the conduct of the Search for Outstanding Government Workers for 2021 and the years thereafter. Electronic submission of nomination, together with the required documents and Certification from the agency Human Resource Management Officer that the documents submitted are authentic and genuine, is required.

## II. Award Categories

### A. Outstanding Work Performance

- Presidential *Lingkod Bayan* Award is conferred to an individual or group **comprised of five members** for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony.
- Civil Service Commission *Pagasa* Award is conferred to an individual or group **comprised of five members** for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

### B. Exemplary Ethical Behavior

- Outstanding Public Officials and Employees or *Dangal ng Bayan* Award is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of the eight norms provided under Republic Act No. 6713:
  1. Commitment to Public Interest
  2. Professionalism
  3. Justness and Sincerity
  4. Political Neutrality
  5. Responsiveness to the Public
  6. Nationalism and Patriotism
  7. Commitment to Democracy
  8. Simple Living

## III. Who are Qualified

- A. All appointive officials and employees holding permanent, temporary, coterminous, contractual and casual status of employment in the government, whether stationed in the Philippines or abroad;

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- B. Elective officials;
- C. Elective and appointive *barangay* officials and employees may also be nominated, provided they meet all the following conditions pursuant to Civil Service Commission (CSC) Resolution No. 01-1352 dated August 10, 2001 on the "Recognition of the *Barangay* Secretary and *Barangay* Treasurer as Government Employees" (Annex A):
- Respective appointment papers are submitted to the CSC for records purposes;
  - Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
  - Meet the qualification requirements set in the Local Government Code of 1991; and
  - Attendance and service records are kept and maintained in the *barangay* office
- D. 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 government official or employee; and
- E. Those who are under extension of service are not qualified.

Prior to the nomination, the nominated official or employee must meet the following qualifications:

1. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;
2. Have a performance rating of at least *Very Satisfactory* or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.

Team members who did not meet the abovementioned qualification requirements (Items 1 to 3) shall not be included in the nomination.

#### IV. Criteria for Evaluation

##### A. Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa Awards*

1. Noteworthiness of Outstanding Performance/Contribution- The degree of uniqueness and originality of outstanding performance or contribution/s; implemented breakthroughs in the structure, system and procedures in the delivery of services.

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2. Sustainability of Contribution - The extent to which the accomplishment led to innovation/contribution which has been adopted; number of individuals, communities, offices who benefited; and evidence of sustained use or continuous implementation for at least three years or longer.
3. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used and its result; positive outcomes; the resulting paradigm shift, and the amount of money saved.
4. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
5. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
6. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) – The extent to which the group members motivate and support each other or the degree to which group members positively influence each other.

Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment. This should be specified in the nomination.

B. Outstanding Public Officials and Employees or the *Dangal ng Bayan* Award

1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.
4. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. Years of Service – The cumulative years of service that the nominee has rendered in the government *vis-à-vis* his/her accomplishments.
6. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for *Dangal ng Bayan*.

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## V. Required Nomination Documents

Each nomination requires the submission of **soft or scanned copy** of the fully-accomplished HAP nomination form, clearances and other documentary requirements (see Letters A-N), with a Certification from the agency Human Resource Management Officer that the documents submitted are authentic and genuine. The nomination shall be submitted electronically to the CSC Field or Regional Office where the agency is clustered.

### A. Completely filled-out HAP Nomination Form:

**HAP Form No. 1** – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Individual Category)

**HAP Form No. 2** – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Group Category)

**HAP Form No. 2-A** – Information on the Members of the Group Nominee

**HAP Form No. 3** – Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award

Each completely filled-up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Arial font size 12.

### B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo taken within the last six months prior to the nomination

### C. Certification from the Chairperson of the agency's local, provincial, regional or national Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, stating that the nomination has undergone deliberation by the Committee

In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee or its equivalent and the Agency Head of the lead agency shall endorse the nomination.

### D. Letter from the Agency Head endorsing the nomination to the CSC

*Agency head* refers to Department Secretary, Chairperson or President of national government agencies, constitutional commissions, government-owned and controlled corporations, government financial institutions, and state/local universities and colleges; heads of bureaus and agencies attached to or under the Departments; as well as Governors or Mayors. Heads of agencies also refer to the following officials:

Nominee	Endorsing Head of Agency
Members/Staff of the Judiciary	Chief Justice, Supreme Court

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Members/Staff of the Senate Members/Staff of the House of Representatives Members/Staff of the Local <i>Sanggunian</i> Governor/Mayor Vice-Governor/Vice-Mayor <i>Punong Barangay/Kagawad</i>	Senate President Speaker of the House of Representatives Vice-Governor/Vice Mayor  DILG Secretary Governor/Mayor City/Municipal Mayor
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Where the nominee is the Agency Head, endorsement by the superior official is required, as follows:

Nominee	Endorsing Head of Agency
Department Secretaries Heads of Bureaus and Agencies attached to or under the Departments	Executive Secretary Department Secretary
President of State Universities and Colleges	Chairperson of the Board of Regents
President of Government-owned and Controlled Corporations	Chairperson of the Board of Directors or Trustees
General Manager of Local Water District	Chairperson of the Board of Directors

Agencies with nominations endorsed by Agency Heads who are OIC-designates should also submit a letter or a copy of the latter's designation order. The agency heads may also delegate the authority to sign the endorsement to an authorized representative, provided that a copy of the authority of the delegation shall be attached to the nomination folder.

If the agency has more than one nominee, an endorsement for all its nominees may be submitted instead of individual endorsements. Group nominations with team members from two or more departments/agencies shall be separately endorsed by their respective agency heads.

- E. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending case at the time of nomination

A certification of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required for posthumous nomination only

Detailed information or copy of decision on dismissed/decided case/s of the nominee, if any

A nominee declared as semi-finalist shall again be required to submit a self-certification that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not

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have any pending administrative or criminal case. In case of non-submission, the semi-finalist shall be disqualified.

- F. Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least *Very Satisfactory* (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination. Copy of the rating forms need not be attached to the nomination folder, however, the rating period/s should be clearly stated in the Certificate.

A certificate of performance is no longer required for a nominee who is the head of a department, agency, and elective official.

For a nominee occupying third level position, a certification from the agency HRMO on the latest available Career Executive Service Performance Evaluation System (CESPES) performance rating for six (6) semestral or three (3) annual rating periods must be submitted.

- G. Certification of No Unliquidated Cash Advance signed by the agency's Financial Officer/Accountant as of December 31 of the year prior to nomination
- H. Certification of No Disallowance issued by the Commission on Audit (COA) Resident Auditor for previous accountabilities as of December 31 of the year prior to the nomination

In case a Notice of Disallowance is issued by COA, the qualification of a nominee to join the Search shall be examined on a case-to-case basis such that the merits of the specific ground or basis for the disallowance of the notice of suspension would be considered.

Further, if the COA central office has already approved and confirmed the decision of the originating COA office, said decision becomes executory if no Temporary Restraining Order (TRO) had been issued by the Supreme Court. Once there is already an obligation to refund, there should be an official document showing that the nominee has started paying the refund or is acknowledging his/her obligation under the law.

Non-refund despite the obligation will not make the nominee qualified to join the Search.

- I. Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, signed by the authorized officer administering the oath

All individual and group nominees **MUST** submit their SALN.

- J. Copy of nominee's Appointment Paper

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- K. Commission on Election (COMELEC) Certification of Elected Candidate (for elective official)
- L. Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)

The nominee's plantilla position as reflected in the Service Record shall be the position indicated in the nomination form.

- M. Nominee's valid clearances to be secured from the following agencies in the locality:
  - National Bureau of Investigation
  - BIR Tax Clearance
  - Police Clearance

The following clearances shall be secured by the CSC:

1. Clearance for Pendency or No Pendency of Administrative Case shall be issued by the CSC Regional Office (CSCRO).
  2. Clearances from Office of the Ombudsman, Sandiganbayan, CSC Central Office-Office for Legal Affairs, and the Commission on Human Rights shall be secured by the HAP Secretariat for the semi-finalists of the Search.
  3. Clearance from the Office of the President shall also be secured by the HAP Secretariat for presidential appointees selected as semi-finalists of the Search.
- N. Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies
  - O. Certification of the agency HRMO of the authenticity of documents submitted

Soft or scanned copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should not be included in the nomination.

All nominations and documents of the awardees of the Search shall be considered as permanent records of the Commission, and shall no longer be returned.

## VI. Write-up of Accomplishments

- A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

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- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
- Outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and in bullet form;
- Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- The nomination write-up of heads of offices, agencies and local government units should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency or local government unit.

B. The following information must be adequately provided:

1. For Group Nomination (Presidential *Lingkod Bayan* and CSC *Pagasa* Awards categories):

Name of team or group, names of qualified team members with their respective positions, status of appointment, length of government service and contribution/accomplishment of each member enumerated in detail. Please refer to HAP Form Nos. 2 and 2-A for details.

2. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated:
  - Nationwide impact of the exceptional/extraordinary contribution to public interest, security and patrimony (for Presidential *Lingkod Bayan* award category)
  - Impact of the outstanding contribution to more than one department of the government (for CSC *Pagasa* award category)
3. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

C. Limitation on Nomination

- A. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial size 12 font) to include the summary of accomplishments, impact and other information.

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- B. While there are three award categories under the Search, an employee or official should be nominated to only one award category.
- C. Honor awardees or those who have been previously conferred with any of the three awards: (Presidential *Lingkod Bayan*, Outstanding Public Officials and Employees or *Dangal ng Bayan*, and Civil Service Commission *Pagasa*) can still be nominated to the same or to a different award category after five years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

## VII. Procedure for Nomination

Government agencies are expected to nominate their exemplars. There is no limit to the number of nominations which the agency may submit in any of the award categories provided the requirements are complied with. The HRMO of the agency shall be responsible for preparing the nomination of the official or employee or group/team.

1. The Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, shall review and recommend the nomination for endorsement of the head of agency.
2. The nominations of the Head of Department, Agency and elective official need not be submitted to the PRAISE Committee. However, all other documentary requirements have to be complied with.
3. Pursuant to CSC Resolution No. 2000359, promulgated on 17 February 2020, on the Revised Guidelines on the Conferment of Recognition and Award under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), agencies conferred with Maturity Level IV recognition shall be automatically nominated to the CSC *Pagasa Award* group category of the Search for Outstanding Government Workers.

The CSC's Human Resource Policies and Standards Office (HRPSO) will inform the CSCRO concerned regarding the automatic nomination of an agency. The CSCRO shall then advise the agency regarding the preparation and submission of nomination requirements for the CSC *Pagasa* group category of the Search.

As a requirement for group nominees under the search guidelines, the PRIME-HRM nominee shall select its group members which should not exceed five (5) members. The agency HRM Office, being instrumental in achieving the PRIME-HRM Level IV maturity, shall represent the agency with the HRM Office head as the team leader together with four (4) other members from said office.

The period of nomination shall be within two years from the conferment of the PRIME-HRM award.

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PRIME-HRM nominee with incomplete documentary requirements shall be deemed ineligible to the Search.

4. The Agency Head shall approve the nomination and shall issue an endorsement letter prior to submission of nomination to the CSC Field or Regional Offices.

Any private individual or organization may recommend an individual or group of individuals for a specific category of the Search, to the concerned government agency. It shall undergo evaluation of the PRAISE Committee and endorsement of the head of agency, if qualified.

Government officials and employees who are winners of private award-giving bodies may also be nominated to the Search for Outstanding Government Workers, provided that all the requirements for the Search are complied with.

## VIII. Procedure for Screening and Evaluation

### A. Regional Level Screening

The CSC Regional Office shall create a five-member Regional Committee on Awards (RCA) composed of the Regional Director, Assistant Regional Director, Public Assistance and Liaison Division (PALD) Chief, and two representatives from the Regional Multi-Sectoral Advisory Council (RMSAC), the Regional Council on Human Resource Management Practitioners (RCHRMP) or the academe.

The RCA shall evaluate the qualified nominations submitted based on Sections IV to V of the Guidelines and select the regional winners of the Search.

The PALD shall serve as the Regional HAP Secretariat. It shall download and screen all electronically submitted nominations with complete documentary requirements, and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III to V of the Guidelines and provide soft or scanned copies of the nominations to the Regional Committee on Awards for deliberation.

The CSCROs are responsible for coordinating with the agencies regarding electronic submission of the nominee's lacking documents and for ensuring completion of the same prior to electronic submission to the Regional Committee on Awards for deliberation. A nomination with incomplete documentary requirements will no longer be included in the Search.

Soft or scanned copies of nominations received by the CSCROs which are not under their jurisdiction shall be electronically forwarded to the CSCRO concerned, NOT to the National HAP Secretariat.

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Only those selected by the RCA as regional winners will advance to the second level screening.

Nominations of regional winners should be officially transmitted online by the CSCRO to the National HAP Secretariat. Further, a list of all qualified and non-qualified nominations received for the three award categories duly signed by the CSCRO Director **MUST** likewise be submitted. The list should include the nominee's name, plantilla position, level of position, agency and award category. It should also indicate if the nominations received have complete or incomplete documentary requirements.

## B. National Level Screening

The Public Assistance and Information Office (PAIO) shall serve as the National HAP Secretariat (NHS). It shall convene the National Committees on Awards (NCA) composed of the following:

### 1. Committee on the Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa* Awards

- o Member of the Commission, CSC
- o Chief Protocol Officer of the Office of the President
- o Three (3) prominent Filipino citizens who are not in the government service

### 2. Committee on the *Dangal ng Bayan* Award

- o Chairperson of the CSC
- o Ombudsman of the Office of the Ombudsman
- o Chairperson of the Commission on Audit
- o Two (2) government officials/employees appointed by the President of the Philippines

The NHS will evaluate all electronically submitted regional winners' nominations based on Sections III to VI of the Guidelines and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall come up with a shortlist of national qualifiers to be submitted to the NCA. The final list of national qualifiers shall also be provided to the CSCROs.

The NCA shall evaluate the national qualifiers' nominations based on their extraordinary accomplishments and exemplary ethical behavior, and shall come up with a shortlist of semi-finalists. The names and photos of the semi-finalists shall be published in a newspaper of general circulation to request the public to send their feedback via e-mail. Simultaneously, they shall be subjected to background investigation and remote interview. The NHS shall consolidate the feedback gathered from the public and the background investigation report and shall forward these, together with the video of the remote interview, via online to the NCA for evaluation. Thereafter, the NCA shall select the winners of the *CSC Pagasa* and *Dangal ng Bayan* awards,

and the finalists of the Presidential or *Lingkod Bayan* award for decision/approval of the President.

#### IX. Procedure for Committees on Awards Deliberation

Pursuant to Item 5.6, General Guidelines of CSC MC 10 dated May 7, 2020, "Agencies may use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction". Hence, the same procedure shall be used in the committee on award deliberations.

##### A. Selection of Regional Winners

Upon electronic submission of the qualified nominations by the RHS, the RCA shall evaluate all nominations submitted to them and select the regional qualifiers.

The RCA will then each come up with their shortlist of regional finalists and email them to the RHS for tallying of votes. The RCA shall convene on an agreed date through video/teleconferencing to deliberate and agree on their choices and select the regional winners. The RHS shall draw a Committee Resolution for each award category identifying the regional winners and shall e-mail the same to the RCA for confirmation and e-signature.

The RHS shall transmit the regional winners' nominations via e-mail to the NHS for further evaluation and for consideration in the national search.

##### B. Selection of National Semi-finalists

Upon online receipt of the regional winners' nominations, the NHS shall evaluate them and select the national qualifiers whose nominations shall be transmitted electronically to the NCA for their evaluation.

The NCA shall each come up with a shortlist of semi-finalists and send via email to the NHS for tallying of votes. The NCA shall convene on an agreed date through video/teleconferencing, to deliberate and agree on their choices and select the semi-finalists. The NHS shall draw a Certificate of Recognition for each award category identifying the semi-finalists and shall e-mail the same, together with the tally sheet, to the NCA for confirmation and e-signature.

The NCA shall also provide the NHS via email with specific instructions for the background investigators to look into the semi-finalist's accomplishment/s or ethical behavior which require more information or clarification. For the remote interview, they shall agree on one common question which shall be asked of all the semi-finalists to know them more up close and to observe their behavior and demeanor. The same shall be captured by the NHS and emailed to the background investigators.

The selected semi-finalists shall be subjected to background investigation/validation and remote interview. A public advisory on the list of semi-finalists shall also be posted at the CSC website and social media platforms to encourage public feedback on the semi-finalists.

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### C. Conduct of Background Investigation and Remote Interview on HAP Semi-finalists

The NHS shall initiate the conduct of background investigation (BI) through the issuance of an Office Order for the HAP background investigators/validators to perform their BI tasks. The nomination documents of the semi-finalists, together with the instructions from the NCA, shall likewise be forwarded to them electronically.

As a matter of procedure, the background investigators shall review the nomination documents of the semi-finalist assigned to them. They shall draw a BI plan to identify the possible individuals to interview on the semi-finalist's accomplishments and ethical behavior. They shall also review the Manual on the Conduct of Background Investigation for questions to ask their interviewees.

Similarly, pursuant to Item 5.6, General Guidelines of CSC MC 10 dated May 7, 2020, "*Agencies may use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction*". The same procedure shall be used in the conduct of background investigation and remote interview on HAP semi-finalists.

BI and remote interview shall be conducted through phone call, video/teleconferencing, e-mail and other non face-to-face modes of communication. The BI reports and the required attachments should be signed by the Regional Director and electronically submitted to the NHS within the set deadline.

The BI reports shall then be submitted via email to the NCA for evaluation and deliberation.

### D. Selection of Finalists/Awardees

The NHS shall send electronically the background investigation (BI) reports on the semi-finalists together with the comments from the public and summary of clearances to the NCA for their evaluation.

The NCA shall each come up with their shortlist of winners (for the *Dangal ng Bayan* and *CSC Pagasa* categories) or finalists (for the *Presidential Lingkod Bayan* category) and email them to the NHS for tallying of votes. The NCA shall again convene on an agreed date through video/teleconferencing, to deliberate and agree on their choices and select the winners/finalists. The NHS shall draw a Committee Resolution for each award category identifying the winners/finalists, and shall e-mail the same, together with the tally sheet, to the NCA for confirmation and e-signature.

A letter submitting the Committee Resolution for the *Presidential Lingkod Bayan* finalists for approval and confirmation of the President shall be electronically transmitted to the Office of the President.

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## X. Definition of Terms

Terms	Definition
Regional Winner	<p>Nominee whose nomination has complete documentary requirements, including agency endorsement, has been shortlisted by the Regional HAP Secretariat based on Items III and V of the Guidelines and has been selected by the Regional Committee on Awards to advance to the national search.</p> <p>A regional winner is not entitled or will not receive any cash reward as he/she shall still vie for the national search. A Certificate of Participation will instead be given by the CSC Regional Office, signed by the CSC Regional Director and members of the Regional Committee on Awards.</p> <p>Nominations of Regional Winners submitted to the HAP Secretariat with incomplete documentary requirements (e.g. no agency endorsement, expired clearances, or nominees did not meet the qualifications, among others) are NOT eligible for the national search.</p>
National Qualifier	Regional winner with complete requirements and qualified based on the existing guidelines, as determined after documentary review by the HAP Secretariat, is endorsed to the National Committee on Awards
National Semi-finalist	Semi-finalist is shortlisted by the National Committee on Awards from among the national qualifiers, and who will be subjected to background investigation.
Presidential <i>Lingkod Bayan</i> Finalist	Finalist is selected by the National Committee on Awards from among the semi-finalists and endorsed to the Office of the President for confirmation.

## XI. Grounds for Disqualification of Nominations

- A. Non-compliance with the guidelines on the submission of complete documentary requirements (no agency endorsement, observance of deadline, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents) shall render the nominee ineligible for the Search.
- B. Non-compliance with the obligation to refund COA central office-approved or confirmed disallowance of benefit/s
- C. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.
- D. A nominee requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.

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- E. Group members with lacking documentary requirements shall be automatically removed from the team and shall be considered ineligible to/disqualified from the Search.
- F. Nominee, whether individual or member of a group, who was conferred the award in the same or different category within the last five years prior to the nomination period shall be disqualified from the Search.

**XII. Submission of Nominations**

Online submission of nominations to the Presidential or *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and CSC or *Pagasa Awards* categories under the annual Search for Outstanding Government Workers shall be submitted to any Civil Service Commission Field or Regional Office must **not be later than the last working day of March** of each year, subject to changes upon prior notice.

Below is the calendar of activities in relation to the 2021 Search and the years thereafter:

PERIOD	ACTIVITY
January-March	Search for Outstanding Government Workers nomination period
April-May	Regional screening and selection of regional winners
June-August	National deliberation, background investigation/validation of accomplishments and selection of winners
September	Awarding Rites for the Outstanding Government Workers

**XIII. Effectivity**

These guidelines shall be implemented for the 2021 Search for Outstanding Government Workers and the years thereafter.

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Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

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The SDO PRAISE Secretariat shall conduct the pre-assessment of nomination on March 20-24, 2023. The PRAISE Committee shall convene for the Assessment, Validation, and Interview of all nominees on March 27-29, 2023 prior to the submission at the Regional Office on March 30, 2023.

For information and guidance.

  
AGUEDO C. FERNANDEZ, CESO V  
Schools Division Superintendent



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