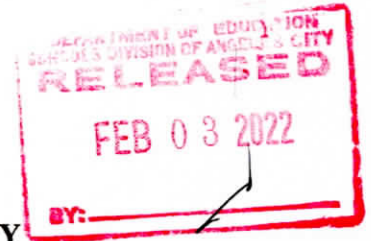




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



February 3, 2022

DIVISION MEMORANDUM
No. 042 s. 2022

CALL FOR NOMINATION FOR THE 2022 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
OIC -Chief Education Supervisor, Curriculum Implementation Division
Heads, Public Elementary and Secondary Schools

1. Please be informed of the attached CSC Memo No.1 s.2022 titled "2022 Search for Outstanding Government Workers."
2. In connection to this, all heads of public elementary and secondary schools and division functional units are encouraged to submit their nominees with electronic and hard copies of their documentary requirements to the SGOD- HRD unit not later than **February 11, 2022**.
3. Attached are the CSC Memorandum, Checklist of the Required Documents and Nomination Form for reference and guidance
4. Immediate and wide dissemination of and compliance to this Memorandum is earnestly desired.


MA. IRELYN P. TAMAYO PhD, CESE *MTW*
Schools Division Superintendent



^{CN 2022-037}
Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101





MC No. 1, s. 2022

MEMORANDUM CIRCULAR

TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : 2022 Search for Outstanding Government Workers

The Civil Service Commission (CSC) announces the start of the 2022 Search for Outstanding Government Workers as mandated in the 1987 Philippine Institution, Executive Order No. 292 or the Administrative Code of 1987, Executive Order No. 508, series of 1992, as amended by Executive Order No. 77, series of 1993, and Republic Act No. 6713. As provided under Section 35, Chapter 5, Book V of the Administrative Code of 1987 on the Civil Service Commission, the CSC shall act as the Honor Awards Program (HAP) Management team and shall conduct the annual search for public exemplars.

The Search covers three (3) award categories namely: the Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award, and the Civil Service Commission *Pagasa* Award. The conferment of the awards forms part of the Commission's advocacy of promoting excellence and recognizing as well as rewarding civil servants for outstanding performance, contribution and achievements, and/or consistent manifestation of exemplary ethical behaviour in the public service. Group nominations for the Presidential *Lingkod Bayan* Award and the Civil Service Commission *Pagasa* Award are strongly encouraged.

Heads of agencies are enjoined to participate in the prestigious Search and nominate exemplars and awardees of their Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) via electronic submission of documentary requirements, to the CSC Regional and/or Field Offices not later than **31 March 2022**. The attached CSC Resolution No. 2100501 dated 24 June 2021 on the Guidelines for the 2021 Search for Outstanding Government Workers and the Years Thereafter, shall be adopted for the 2022 Search. Nomination forms are available in the CSC Regional and Field Offices nationwide and at www.csc.gov.ph.

Further, the Commission seeks the assistance of government agencies in promoting the Honor Awards Program (HAP) and the government's public service exemplars by

Bawat Kawani, Lingkod Bayani

encouraging your employees to like and subscribe to the [Philippine Civil Service Commission Facebook page](#) and [CSC Media PH Youtube page](#), and share the following regular promotional releases in their respective online bulletin boards and social media pages:

Social Card

The social card is an infographic that contains information, announcements and awardees' feature which is released twice a month through the Philippine Civil Service Commission's Facebook page to reach more people and increase awareness on the program and attract more nominations to the Search for Outstanding Government Workers.

HAP Story and *Lingkod Bayan* Diaries (LBD)

HAP Story and *Lingkod Bayan* Diaries (LBD) are online Philippine Civil Service Commission Facebook and Youtube page segments which feature anthologies of civil servants' stories aimed to inspire other *kawani* through short videos and interviews, and are released monthly. It also presents HAP awardees' short videos about their past and present initiatives, programs, life after being a HAP awardee, among others.

HAP Promotional Videos

The HAP Secretariat also produces other HAP Promotional videos as needed such as but not limited to:

- 30 second to three (3) minute videos featuring awardees during the face-to-face and/or virtual awards ceremony with citations and action photos/videos
- 30 second to 3 minute informational videos on the Honor Awards Program (awards and incentives, history of HAP, etc.)

For inquiries, the HAP Secretariat may be reached through telephone numbers (02) 8931-7993/8932-0381, or email address hapsecretariat@csc.gov.ph.


ALICIA dela ROSA-BALA
Chairperson

17 January 2022

GUIDELINES

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

Checklist of Required Nomination Documents (check box)

- Nomination Folder

One (1) original nomination folder with accomplished nomination form, original clearances and other documentary requirements, and five (5) additional copies of the original nomination folder

- Completely filled out HAP Nomination Form (*Maximum of 10 pages including Executive Summary and Nomination Write-up*):

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

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

- Certification from the Chairperson of the Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.

- Letter from the head of agency endorsing the nomination to the CSC

- Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and in instances that the nominee has pending administrative or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.

A certification issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.

- Detailed information on dismissed/decided case/s of the nominee, if any.

- 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 four (4) semestral or two (2) annual rating periods prior to the nomination. Copy of the rating forms should no longer be attached to the nomination folder.

- Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

- 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, certified true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency.

- Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).

- Nominee's valid clearances issued from the following agencies in his/her locality:

_____ National Bureau of Investigation

_____ BIR Tax Clearance

- Civil Service Commission (CSC) Clearance for Pendency or No Pendency of Administrative Case (*shall be issued by the CSC Regional Office, free of charge*).

- For appointive *Barangay* officials/employees, Certification issued by the *Barangay* Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Award)
For Outstanding Work Performance

Individual Category

PASTE
1 ½" x 2"
(passport size)
Photo here

 Presidential *Lingkod Bayan*
 Civil Service Commission *Pagasa*

Name (First Name, Middle Initial, Last Name):

Signature:

Position (per Service Record):

Gender:

Age:

Status of Appointment (per Service Record):

Date of Birth:

Residence Address :

Place of Birth:

Telephone/Cellphone Nos (Active Contact Details):

Name of Agency:

Level of Position: 1st Level

Agency Address:

2nd Level (Executive Managerial)

2nd Level 3rd Level (Presidential Appointee)

Region:

Military Elective

Agency Telephone Nos (Active Contact Details):

Email address:

REGIONAL OFFICE HEAD

Name:

Position:

Telephone / Cellphone Nos. (Active Contact Details):

Email address:

AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

Name:

Position:

Agency Address:

Telephone/Cellphone Nos. (Active Contact Details):

Email address:

NOMINATOR

Name:

Position:

Agency:

Telephone/Cellphone Nos.:

Agency Address:

Email add:

Additional Information about the Nominee:

Were you a previous HAP Nominee? Yes No What year: ____ What Award Category: ____

Were you a previous HAP Semi-finalist? Yes No What year: ____ What Award Category: ____

Were you a previous HAP Awardee? Yes No What year: ____ What Award Category: ____

Agency:

Division/Unit:

Name of Nominee:

Position:

Length of Service in the Position:

In Government:

I. Executive Summary

Click here to enter text.

II. Significant Accomplishments/ within the Last Three Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered)

The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments)
Click here to enter text.

III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) For **Presidential Lingkod Bayan Category**: What was the impact of the extraordinary contribution to national public interest? For **CSC Pagasa Category**: What was the impact of the Outstanding contribution to more than one department of the government?

Click here to enter text.

IV. Other Information (Major Awards/Citations Received/Membership in the Organization)

Click here to enter text.

CERTIFICATION

We attest to all facts contained herein 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

PRAISE Committee/Highest HRMO

Regional Office Head

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Outstanding Public Officials and Employees or
Dangal ng Bayan Award)

PASTE

1 ½" x 2"

(passport size)

Photo here

THE NOMINEE

Name (First Name, Middle Initial, Last Name):	Signature:	
Position (per Service Record):	Gender:	Age:
Status of Appointment (per Service Record):	Date of Birth:	
Residence Address:	Place of Birth:	
Telephone/Cellphone Nos.		
Name of Agency:	Level of Position: <input type="checkbox"/> 1 st Level	
Agency Address:	<input type="checkbox"/> 2 nd Level (Executive Managerial)	
	<input type="checkbox"/> 2 nd Level <input type="checkbox"/> 3 rd Level (Presidential Appointee)	
Region:	<input type="checkbox"/> Military <input type="checkbox"/> Elective	
Agency Telephone Nos. (Active Contact Details):	Email Add:	

REGIONAL OFFICE HEAD

Name:
Position:
Telephone / Cellphone Nos. (Active Contact Details):
Email address:

AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for proper endorsement)

Name:
Position:
Agency Address:
Telephone/Cellphone Nos. (Active Contact Details):
Email address:

NOMINATOR

Name:	Position:
Agency:	Telephone/Cellphone Nos.:
Agency Address:	Email add:

Additional Information about the Nominee:

Were you a previous HAP Nominee? Yes No What year: _____ What Award Category: _____

Were you a previous HAP Semi-finalist? Yes No What year: _____ What Award Category: _____

Were you a previous HAP Awardee? Yes No What year: _____ What Award Category: _____

*Nomination Write-up:
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)*

Name of Nominee:

Agency:

Division/Unit:

Position:

Length of Service in the Position:

In Government:

I. Executive Summary

II. Exemplary Behavior/Conduct Displayed within the last 3 years (Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved and problems encountered.)

III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)

IV. Other Information (Major Awards/Citations Received/Membership in the Organization)

CERTIFICATION

We attest to all facts contained herein 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

PRAISE Committee/Highest HRMO

Regional Office Head

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Award)
For Outstanding Work Performance

Group Category

Presidential *Lingkod Bayan*

Civil Service Commission *Pagasa*

Name of Group Nominee:	Agency Name:
Telephone/Cellphone Nos <small>(Active Contact Details):</small>	Agency Address:
Email address:	Region:

Team Members Information

(First Name, Middle Initial, Last Name - Position Title per Service Record)

Name of Team Leader:	Name of Member 3:
Position Title:	Position Title:
Position Level: Choose an item. Sex: Choose an item.	Position Level: Choose an item. Sex: Choose an item.
Status of Appointment: Choose an item. Age:	Status of Appointment: Choose an item. Age:
Name of Member 1:	Name of Member 4:
Position Title:	Position Title:
Position Level: Choose an item. Sex: Choose an item.	Position Level: Choose an item. Sex: Choose an item.
Status of Appointment: Choose an item. Age:	Status of Appointment: Choose an item. Age:
Name of Member 2:	
Position Title:	
Position Level: Choose an item. Sex: Choose an item.	
Status of Appointment: Choose an item. Age:	

REGIONAL OFFICE HEAD

Name:
Position:
Telephone / Cellphone Nos <small>(Active Contact Details):</small>
Email address:

AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

Name:
Position:
Agency Address:
Telephone/Cellphone Nos <small>(Active Contact Details):</small>
Email address:

NOMINATOR

Name:	Position:
Agency:	Telephone/Cellphone Nos.:
Agency Address:	Email add:

Additional Information about the Nominee:

Were you a previous HAP Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____ What Award Category: _____
Were you a previous HAP Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____ What Award Category: _____
Were you a previous HAP Awardee? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____ What Award Category: _____

Nomination Write-up:
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee: _____ Agency: _____ Division/Unit: _____
Position: _____ In Government: _____
Length of Service in the Position: _____

<p>I. Executive Summary Click here to enter text.</p>
<p>II. Significant Accomplishments within the Last Three Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments) Click here to enter text.</p>
<p>III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) For Presidential Lingkod Bayan Category: What was the impact of the extraordinary contribution to national public interest? For CSC Pagasa Category: What was the impact of the Outstanding contribution to more than one department of the government? Click here to enter text.</p>
<p>IV. Other Information (Major Awards/Citations Received/Membership in the Organization) Click here to enter text.</p>

CERTIFICATION
We attest to all facts contained herein 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 _____ PRAISE Committee/Highest HRMO _____ Regional Office Head _____

INFORMATION ON TEAM/GROUP MEMBERS

Name of Team Members	Position/Status of Apppt./Agency	Contribution/s of each member (Including those of disqualified members)	Reason for disqualification of the Team Members, if any.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

CERTIFICATION

I hereby attest to all the facts herein, authorize the Committee on Awards to validate the accuracy of the information contained in this form and grant our consent to the conduct of background investigation. Any misrepresentation made by the signatory shall be ground for disciplinary action pursuant to applicable Civil Service laws and rules.

CHAIR, PRAISE Committee
Signature over printed name

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Award)
For Outstanding Work Performance

Group Category

Presidential *Lingkod Bayan*

Civil Service Commission *Pagasa*

Name of Group Nominee:

Agency Name:

Telephone/Cellphone Nos (Active Contact Details):

Agency Address:

Email address:

Region:

Team Members Information

(First Name, Middle Initial, Last Name - Position Title per Service Record)

Name of Team Leader:

Name of Member 3:

Position Title:

Position Title:

Position Level: Choose an item.

Sex: Choose an item.

Position Level: Choose an item.

Sex: Choose an item.

Status of Appointment: Choose an item. Age:

Status of Appointment: Choose an item. Age:

Name of Member 1:

Name of Member 4:

Position Title:

Position Title:

Position Level: Choose an item.

Sex: Choose an item.

Position Level: Choose an item.

Sex: Choose an item.

Status of Appointment: Choose an item. Age:

Status of Appointment: Choose an item. Age:

Name of Member 2:

Position Title:

Position Level: Choose an item.

Sex: Choose an item.

Status of Appointment: Choose an item. Age:

REGIONAL OFFICE HEAD

Name:

Position:

Telephone / Cellphone Nos (Active Contact Details):

Email address:

AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

Name:

Position:

Agency Address:

Telephone/Cellphone Nos (Active Contact Details):

Email address:

NOMINATOR

Name:

Position:

Agency:

Telephone/Cellphone Nos.:

Agency Address:

Email add:

Additional Information about the Nominee:

Were you a previous HAP Nominee? Yes No What year: _____ What Award Category: _____

Were you a previous HAP Semi-finalist? Yes No What year: _____ What Award Category: _____

Were you a previous HAP Awardee? Yes No What year: _____ What Award Category: _____

*Nomination Write-up:
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)*

Name of Nominee: _____ **Agency:** _____ **Division/Unit:** _____
Position: _____ **In Government:** _____
Length of Service in the Position: _____

<p>I. Executive Summary Click here to enter text.</p>
<p>II. Significant Accomplishments/ within the Last Three Years (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered) The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments) Click here to enter text.</p>
<p>III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) For Presidential Linked Bayan Category: What was the impact of the extraordinary contribution to national public interest? For CSC Pagasa Category: What was the impact of the Outstanding contribution to more than one department of the government? Click here to enter text.</p>
<p>IV. Other Information (Major Awards/Citations Received/Membership in the Organization) Click here to enter text.</p>

CERTIFICATION

We attest to all facts contained herein 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** _____ **PRAISE Committee/Highest HRMO** _____ **Regional Office Head** _____

INFORMATION ON TEAM/GROUP MEMBERS

Name of Team Members	Position/Status of Appt./Agency	Contribution/s of each member (including those of disqualified members)	Reason for disqualification of the Team Members, if any.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

CERTIFICATION

I hereby attest to all the facts herein, authorize the Committee on Awards to validate the accuracy of the information contained in this form and grant our consent to the conduct of background investigation. Any misrepresentation made by the signatory shall be ground for disciplinary action pursuant to applicable Civil Service laws and rules.

CHAIR, PRAISE Committee
 Signature over printed name