

**HONOR AWARDS PROGRAM  
2013 Search for Outstanding Public Officials and Employees**

**I. SCOPE OF THE PROGRAM**

The Honor Awards Program (HAP) shall cover all officials and employees in the career and non-career service of the government. This also includes appointive *barangay* officials and employees recognized as government employees pursuant to CSC Resolution No. 01-1352 dated August 10, 2001 which provides, as follows:

- 1) Respective appointment papers are submitted to the CSC for records purposes;
- 2) Positions have fixed salary in accordance with the salary schedule provided for in Local Budget Circular No. 63, s. 1996;
- 3) Meet the qualification requirements set in the Local Government Code of 1991; and
- 4) Attendance and service records are kept and maintained in the *barangay* office.

However, employees, whose nature of employment fall either under job order or contract of services, as defined in *Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and Other Personnel Actions* are excluded from the coverage of the program.

**II. CATEGORIES OF AWARD**

**A. Awards for Outstanding Work Performance**

The awards for outstanding work performance are the following:

1. Presidential or *Lingkod Bayan* Award is conferred on an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment; and
2. Civil Service Commission *Pagasa* Award is conferred on an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government;

The term "**group**" shall refer to the following:

For Presidential or *Lingkod Bayan* and CSC *Pagasa* Awards Category

1. Two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. Maximum membership for both Presidential *Lingkod Bayan* and Civil Service Commission or *Pagasa* Awards group/team shall not exceed 10 employees.
2. The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its

number of persons benefited; the paradigm shift it has caused and the amount of money saved.

3. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. Consistency of Performance – The degree of consistency of the individual/group nominee as manifested by consistent outstanding performance based on historical data/work record.

B. For Outstanding Work Performance (Presidential or *Lingkod Bayan* and Civil Service Commission *Pagasa Awards-Group Category*)

1. Noteworthiness of Outstanding Performance/Contribution/s – The degree of uniqueness and originality of outstanding performance or contribution/s.
2. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used, whether it has far-reaching effect; the number of persons benefited; the paradigm shift it has caused and the amount of money saved.
3. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. Consistency of Performance – The degree of consistency of the individual/group nominee as manifested by consistent outstanding performance based on historical data/work record.
5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness – The extent the group members motivate and support each other or the degree to which group members positively influence each other (for group/team nominee).

C. For Exemplary Conduct and Ethical Behavior (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.

- CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo of the nominee with name tag taken in the last six months.
2. **Nomination for Exemplary Conduct and Ethical Behavior** to be accomplished by nominators for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award using HAP Form No. 2.
- B. CS Form 212 or Personal Data Sheet with passport size (1 ½" x 2") photo with name tag of the individual nominee and group/team members taken in the last six months.
  - C. Certification, excerpts of the deliberation, and/or copy of the Minutes of the Deliberation on the nomination by the office, provincial, regional or central PRAISE Committee to be signed by the local, provincial, regional or national PRAISE Chairperson, except for nominations of Heads of Departments, Agencies, and Government Owned and Controlled Corporations, Chief Executive of Local Government Units and President of State Universities and Colleges.
  - D. Certification issued by the nominee and in the case of posthumous nomination/s, certification issued by the highest ranking Administrative Officer or Legal Officer that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude, and in instances that the nominee/s has/have pending administrative case/s, there should be no final judgment/ruling on administrative or criminal case at the time of nomination.
  - E. Detailed information on dismissed/decided case/s, if any.
  - F. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2013) accountabilities secured from the Commission on Audit (COA).
  - G. Copy of the 2012 Statement of Assets, Liabilities and Net Worth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).
  - H. Service record duly certified by the agency's Personnel Officer for evaluation purposes.
  - I. Clearances issued in the last three months from the following agencies in the nominee's locality:
    - National Bureau of Investigation;
    - Office of the Ombudsman;
    - Certificate of Non-Pending Administrative Case from the Civil Service Commission Regional Offices;
    - 2012 BIR Tax Clearance (applicable for individual nominees only); and
    - Commission on Human Rights; (applicable for AFP, PNP, BFP & BJMP nominees only)

<i>Sanggunian</i>	
<i>Punong Barangay/Kagawad</i>	City/Municipal Mayor

Where the nominee is the Agency Head, endorsement by the superior official is required, as follows:

<b>Nominee</b>	<b>Endorsing Head of Agency</b>
Department Secretaries	Office of the Executive Secretary
Heads of Bureaus and Agencies attached to or under the Departments	Department Secretary
President of SUCs	Chairperson of the Board of Regents
President of Corporations	Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is attached

B. The following information must be adequately provided:

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

Names of team members, including disqualified member/s, with their respective positions and contributions enumerated in detail. For group nominee with member/s who failed to qualify, state the reason for his/her disqualification. Only members who meet the qualification requirements shall be included in the grant of award if chosen as awardee. Please refer to HAP Form No. 1-A for details.

2. For Individual Nomination (Outstanding Public Officials and Employees or *Dangal ng Bayan*, Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa Awards*):

On Summary of Accomplishments/Norms of Conduct Manifested, the following information should be provided:

2.1 Highlights of outstanding accomplishments or exemplary norms manifested for the last five years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and

## VIII. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

- A. Non-submission on the deadline set by the Commission, of any of the requirements enumerated under Items VI and VII of these Guidelines;
- B. Any misrepresentation of information made in the Nomination Form and in any of the documents submitted;
- C. Non-compliance with the instructions in accomplishing the Nomination Form; and
- D. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.

## IX. SUBMISSION OF NOMINATIONS

Nominations to the 2013 Search for Outstanding Public Officials and Employees under the Presidential or *Lingkod Bayan*, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* and CSC or *Pagasa* Awards categories must be submitted to any Civil Service Commission Provincial/Field or Regional Office **on or before March 29, 2013.**

## X. FORMS OF REWARDS AND INCENTIVES

- A. **Presidential or *Lingkod Bayan* Awardees.** The Presidential or *Lingkod Bayan* Awardees, individual and group, shall receive a gold-gilded medallion and a plaque containing the citation and signature of the President of the Philippines, P200,000.00 cash reward and other forms of rewards and incentives provided for under Section 5 of Executive Order No. 508 entitled "*Instituting the Lingkod Bayan Award as the Presidential Award for Outstanding Public Service*" dated March 2, 1992.
- B. **Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees.** The Outstanding Public Officials and Employees or the *Dangal ng Bayan* Awardees shall receive a trophy designed and executed by National Artist for Sculpture Napoleon V. Abueva, P200,000.00 cash reward and other forms of reward and incentives provided for under Section 6, Paragraph 3 of Republic Act No. 6713 otherwise known as "*Code of Conduct and Ethical Standards for Public Officials and Employees*" dated February 20, 1989
- C. **CSC or *Pagasa* Awardee.** The CSC or *Pagasa* Awardees, individual and group, shall receive a gold-gilded medallion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission, and P100,000.00 cash reward provided under Section 6 (b) of the Omnibus Rules Implementing Book V of Executive Order No. 292.