

HAP Form No. 1

**HER PUBLIC SERVANT**  
FOR NOMINATION PROCEDURES, PLEASE CALL 931-7935 AND 931-0371, OR VISIT [WWW.CSC.GOV.PH](http://WWW.CSC.GOV.PH).

**2013 SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES**

**NOMINATION FORM**

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

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1 ½" x 2"  
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**Award Category**

**Presidential Lingkod Bayan Award:** ☐ Individual ☐ Group **CSC Pagasa Award:** ☐ Individual ☐ Group

**Information for Lingkod Bayan and Pagasa Individual Nominee**

Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Level of Position: ☐ 1<sup>st</sup> Level ☐ 2<sup>nd</sup> Level  
Residence Address: \_\_\_\_\_ ☐ 2<sup>nd</sup> Level (Executive & Managerial positions)  
Agency: \_\_\_\_\_ ☐ 3<sup>rd</sup> Level (Presidential appointee [CESO])  
Agency Address: \_\_\_\_\_ ☐ Elective ☐ Military  
E-mail Address: \_\_\_\_\_ Telephone/Mobile Nos.: \_\_\_\_\_  
Performance Rating (Jan. - Dec. FY \_\_\_\_): J-J \_\_\_\_ J-D \_\_\_\_ Region: \_\_\_\_\_

**Information for Lingkod Bayan and Pagasa Group Nominees**

Group Name: \_\_\_\_\_ No. of Team Members: \_\_\_\_\_  
(Use HAP Form No. 1-A for names of group/team members)\*  
Name of Team Leader: \_\_\_\_\_ Telephone/Mobile Nos.: \_\_\_\_\_  
Agency: \_\_\_\_\_ Agency Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Office/Regional Office Head**

Name (signature over printed name): \_\_\_\_\_  
Position: \_\_\_\_\_  
Telephone/Mobile Nos.: \_\_\_\_\_

**Department Secretary/Agency Head**

**For the Nominator**

Name (signature over printed name): \_\_\_\_\_ Name (signature over printed name): \_\_\_\_\_  
Position: \_\_\_\_\_ Position: \_\_\_\_\_  
Agency Address: \_\_\_\_\_ Agency Address: \_\_\_\_\_  
Telephone/Mobile Nos.: \_\_\_\_\_ Telephone/Mobile Nos.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_



Name of Nominee/Group/Team:

Position:

Agency:

Division/Unit:

For individual nominee: Length of Service in the Position:

In Government:

Significant Accomplishments within the Last Five 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 own individual accomplishments rather than the accomplishments of the entire unit or agency	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.	Other Information Major Awards/Citations Received:  Membership in Organization:

CERTIFICATION

We attest to all the 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:

Individual Nominee/Group or Team Leader

Nominator

PRAISE Committee Chair/Highest HRMO

Head of Department/Agency

**INFORMATION ON TEAM/GROUP MEMBERS**  
(For Group/Team Nominations)

Name of Team Members	Position/Status of Applicant/Agency	Contributions of each member (including those of disqualified members)	Performance Rating (for the last two (2) rating periods)	Reason for disqualification of the Members, if any

**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 a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

\_\_\_\_\_  
 Chair, PRAISE Committee  
 Signature over printed name