

Award for Exemplary Conduct and Ethical Behavior

The award for exemplary conduct and ethical behavior is the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award. This award is conferred on an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards of Public Officials and Employees". Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, and Simple Living.

Required Nomination Documents

Nomination folders should contain the following documents and must be submitted in six copies (one original and five certified photocopies):

1. Properly accomplished nomination form, filled out in a brief and concise manner.

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.

The summary of accomplishments should be certified by the nominee, nominator, and the PRAISE Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level.

2. CS Form 212 or Personal Data Sheet with passport size (1 1/2" x 2") photo of the individual nominee and group/team members with name tag taken in the last six months.

3. 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 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.

4. Certification issued by the nominee and in the case of posthumous nominations, 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 cases, there should be no final judgment ruling on administrative or criminal case at the time of nomination.

5. Detailed information on dismissed/decided cases, if any.

6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities except for current (FY 2012) accountabilities secured from the Commission on Audit (COA).

7. Copy of the 2010 or 2011 Statement of Assets, Liabilities and Networth of the nominee certified by the highest ranking Administrative Officer in the employing agency (for individual nominees).

8. Clearances issued in the last three months from the following agencies in the nominee's locality:
 - * National Bureau of Investigation;
 - * Office of the Ombudsman; and
 - * 2012 BIR Tax Clearance (applicable for individual nominees only); and
 - * Commission on Human Rights (applicable for AFP, PNP, BFP & BJMP nominees only)

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.

Any misrepresentation made in any of the documents submitted shall be a ground for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.

All nomination folders and documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominees/.

CSC HAP Secretariat
hap@webmail.csc.gov.ph / hapsecretariat@yahoo.com
(632) 931-79-93; telex (632) 932-01-79
TXCSC 0917-839-8272



2012 Search for Outstanding Public Officials and Employees

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

For Exemplary Conduct and Ethical Behavior

THE NOMINEE

Name: _____

Residence/Address: _____

Telephone/Cellphone Nos.: _____

Plantilla Position: _____

Level of Position: 1st Level 2nd Level 3rd Level

Agency: _____

Agency Address: _____

Telephone/Fax Nos.: _____ Region: _____

Performance Rating (Jan.-Dec. FY ____): J-J ____ J-D ____

Office/Regional Office Head: _____ (Signature over printed name)

Position: _____ (Signature over printed name)

Telephone/Cellphone Nos.: _____

Head of Department/Agency: _____ (Signature over printed name)

Position: _____

Telephone/Cellphone Nos.: _____

THE NOMINATOR

Name: _____

Position: _____ (Signature over printed name)