

The awards for outstanding work performance are the following:

1. Presidential or *Lingkod Bayan* Award conferred on an individual or group of individuals (not to exceed 10 members) 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 conferred on an individual or group of individuals (not to exceed 10 members) for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

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 Outstanding Work Performance to be accomplished by nominator for the Presidential or *Lingkod Bayan* and CSC *Pagasa* Awards using HAP Form No. 1 for individual/group nominations as well as HAP Form No. 1-A for group nomination.

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. CS Form 212 or Personal Data Sheet with passport size (1 1/2" x 2") photo of the individual nominee and group/lean 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 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 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 Network 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;
 - * 2012 BIR Tax Clearance (applicable for individual nominees only);
 - * Commission on Human Rights (applicable for AFP, PNP, BFP & BJMP nominees only)

For Presidential or *Lingkod Bayan* and CSC *Pagasa* group nominees using HAP Form No. 1-A, names of team members, including those who do not squarely meet the qualification requirements, with the following information certified by the highest ranking Administrative Officer or Program on Awards and Incentives for Service Excellence (PRAISE) Committee Chairperson of the Office or Agency, whether in the national, provincial or regional level, and the agency head:

- * Position and Agency (if nominees belong to different agencies)
- * Contributions of each nominee (including those of disqualified members to the group's accomplishments)
- * Performance rating for the last two rating periods; and
- * Reason for disqualification of the members, if there is/are any.

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 nominee/s.

CSC HAP Secretariat
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 TXCSC 0917-839-8272



2012 Search for Outstanding Public Officials and Employees



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

Nomination for:
 Lingkod Bayan Award: _____ Individual _____ Group
 CSC Pagasa Award : _____ Individual _____ Group

THE NOMINEE

Name (Individual/Group Nominee): _____
 (Use HAP Form No. 1-A for names of group/team members)

No. of Team Member/s: _____

Name of Team Leader: _____

Telephone/Celphone Nos.: _____

Agency: _____

Agency Address: _____

Residence/Address: _____

Position: _____

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

Agency: _____

Agency Address: _____

Telephone/Celphone 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/Celphone Nos.: _____

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

Position: _____

Telephone/Celphone Nos.: _____

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

Position: _____

Telephone/Celphone Nos.: _____

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

Position: _____

Telephone/Celphone Nos.: _____

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

Position: _____

Telephone/Celphone Nos.: _____

Agency: _____

Address: _____