Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 27 s. 1997

MEMORANDUM CIRCULAR

TO: **ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE UNIVERSITIES AND COLLEGES**

SUBJECT: **Participation in the 1997 Search for the Employee-Friendly Employer (Government Entity) or Gawad Kalinga**

The Convenors Group of the Public Sector Employee Associations/Unions has launched its 1997 Search for the Employee-Friendly Employer or GAWAD KALINGA.

On its fourth year, the program aims to give recognition to employers of government entities who have consistently demonstrated concern for the welfare of their rank-and-file employees and resulted in promoting positive employee morale and productivity.

Pursuant to CSC Resolution No. 95-3727 dated June 20, 1995, the Civil Service Commission, as the central personnel agency and advocate of employee empowerment in the public sector, enjoins all heads of departments, bureaus, and agencies of the national and local governments, government-owned and/or controlled corporations with original charters and state colleges and universities to participate in the program.

The nomination period is from November 5, 1997 to January 31, 1998.

The implementing guidelines and nomination form are attached for your reference and guidance.

CORAZON ALMA G. DE LEON
Chairman

October 27, 1997
HRDO

GUIDELINES ON THE "GAWAD KALINGA" THE EMPLOYEE-FRIENDLY EMPLOYER (GOVERNMENT ENTITY) AWARD

THE GAWAD KALINGA:

The "Gawad Kalinga" or the Employee-Friendly Employer (Government Entity) Award is a recognition given to employers who have demonstrated concern for the welfare of rank-and-file employees thereby promoting their morale and enhancing their productivity.

WHO MAY BE NOMINATED:

Agencies of the national government including bureaus and attached agencies, government-owned and controlled corporations with original charters, local government units state colleges and universities may be nominated.

WHO MAY NOMINATE:

Only employee unions or associations accredited by the Civil Service Commission (CSC) are qualified to nominate the agency to which said union or association belongs.

In the absence of an accredited union, the registered union/s can make the nomination.

NOMINATION PERIOD:

The Search for the Employee-Friendly Employer (Government Entity) Award begins on November 5, 1997 and ends on January 31, 1998.

Nominations filed by mail should be postmarked not later than January 31, 1998.

NOMINATION AND SELECTION CRITERIA:

A. Responsiveness to the Needs of Employees

The Nominee must have:

a) provided its employees with working conditions conducive to the promotion of their health, safety and welfare;

b) installed mechanisms for the immediate recognition of employees' meritorious accomplishments; and

c) initiated policies/programs which redound or will redound to the promotion of the interests of the employees.

The above programs must:

1. not depend on large-scale infusions of money drawn from officials funds;

2. be relevant to the present needs of the employees;

3. promote, protect and preserve the employees' welfare and interests; and

4. be able to sustain operations over a long period of time to attain organizational effectiveness and efficiency.

B. Employee Empowerment

The nominee must have recognized employees' rights and promoted public sector unionism.

1. Have encouraged and allowed formation of independent associations/unions;

2. Have allowed participation of union officers/members in the formulation of agency policies;

3. Have provided support to union activities; and

4. Have allowed the development of Collective Negotiation Agreement (CNA).

C. Employee Perception of the Agency

The agency nominated must be generally perceived by its employees to be promoting their welfare and morale.

D. Public Perception of the Agency

The agency nominated must be perceived by the general public to be performing its job properly and efficiently.

The above criteria must have been met by the nominee within the period of

NOMINATION REQUIREMENTS:

Nominations must be accompanied by eight (8) copies of the following:

1) Description of functions and services rendered by the agency;

2) Original or certified xerox copy of the implemented policy/program indicating the date of the project/program's commencement and/or completion; and

3) Copies of documents such as clippings, citations, collective negotiation agreement, publications or pictures relevant to the program.

The nomination forms can be secured from any member of the Convenors Group or from the Human Resource Development Office (HRDO), Civil Service Commission or from any of its Regional/Field Offices.

NOMINATION AND SELECTION PROCEDURES:

1) Nominations may be filed directly with the Gawad Kalinga Convenors Group c/o Ms. Gloria Agato of the TARCEA, Tariff Commission, 5th Floor, Philippine Heart Center Bldg., East Avenue, Quezon City.

2) All nominations shall be submitted by the Convenors Group to the Selection Committee.

3) The Selection Committee shall evaluate all nominations in accordance with the prescribed guidelines.

4) On the basis of the evaluation results, the Selection Committee shall make its decision which shall be final and unappealable.

THE SELECTION COMMITTEE:

The Selection Committee shall be composed of one representative from each of the following:

1) Accredited government employee associations (Permanent Representatives) and One (1) Ad-Hoc representative from each of the following sectoral categories:

   a) National Agencies
   b) Government Owned and/or Controlled Corporations with original charters
   c) Local Government Units
   d) State Colleges and Universities

2) Personnel Officers Association of the Philippines (POAP)

3) Personnel Management Association of the Philippines (PMAP)

4) Non-Government Organization

CONFERMENT OF AWARD:

A Scroll of Recognition shall be conferred on the awardee by the employee of the agency represented by the president and secretary of the accredited association.

In case there is no accredited employee association in the agency, the president and secretary of the registered employee association shall represent the employees. If there are two or more registered associations in the agency, the respective presidents shall represent the employee in the agency.

AWARDING CEREMONY:

The Awarding Ceremony shall be held in March 1998 at the

Please contact any of the following members of the Convenors Group for more details:

CAROL M. BASILIO
Alert and Concerned Employees
for Better SSS

BEATRIZ C. CASTRO
Pamantasan ng Makati Administrative
Employees Association

JORGE V. LUCERO
Mandaluyong Association of
Non-Teaching Personnel

BRANDO F. MERRERA
News and Information Bureau
Employees Association

EMMAKO MERCEDITA NALDOZA
National Statistics Office
Employees Association

ESPERANZA S. OCAMPO
Philippine Medicare Employees
Association

GAWAD KALINGA

Civil Service Commission
Human Resource Development Office
Tel. Nos.: 931-80-19; 931-80-47

"GAWAD KALINGA"
The Employee-Friendly Employer (Government Entity) Award

NOMINATION FORM

1. NAME OF AGENCY NOMINATED: _____

2. SECTOR: Nat'l Govt ( ); Local Govt ( ); SUC ( ); GOCC ( )

3. ADDRESS/REGION: _____

4. TELEPHONE NUMBER: _____

5. DETAILS OF ACCOMPLISHMENTS RELEVANT TO THE AWARD:
   _____
   _____
   _____
   _____
   _____

   (Use separate sheet of paper, if necessary.)

6. NAME OF NOMINATING EMPLOYEE ASSOCIATION/ORGANIZATION/UNION:
   _____

7. ADDRESS: _____
   _____

8. CONTACT PERSON/TELEPHONE NUMBER: _____
   _____

_____ _____
ASSOCIATION PRESIDENT ASSOCIATION SECRETARY
PRINTED NAME AND SIGNATURE PRINTED NAME AND SIGNATURE

GUIDELINES ON THE
"GAWAD KALINGA"
THE EMPLOYEE-FRIENDLY EMPLOYER
(GOVERNMENT ENTITY) AWARD
Revised as of November 3, 1997

THE GAWAD KALINGA:

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WHO MAY NOMINATE:

Only employee unions or associations accredited by the Civil Service Commission (CSC) are qualified to nominate the agency to which said union or association belongs.

In the absence of an accredited union, the registered union/s can make the nomination.

NOMINATION PERIOD:

The Search for the Employee-Friendly Employer (Government Entity) Award begins on November 5, 1997 and ends on January 31, 1998.

Nominations filed by mail should be postmarked not later than January 31, 1998.

NOMINATION AND SELECTION CRITERIA:

A. Responsiveness to the Needs of Employees

The Nominee must have:

a) provided its employees with working conditions conducive to the promotion of their health, safety and welfare;

b) installed mechanisms for the immediate recognition of employees' meritorious accomplishments; and

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The above programs must:

1. not depend on large-scale infusions of money drawn from officials funds;

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3. Have provided support to union activities; and

4. Have allowed the development of Collective Negotiation Agreement (CNA).

C. Employee Perception of the Agency

The agency nominated must be generally perceived by its employees to be promoting their welfare and morale.

D. Public Perception of the Agency

The agency nominated must be perceived by the general public to be performing its job properly and efficiently.

The above criteria must have been met by the nominee within the period of September 30, 1992 to October 30, 1997 for new employees and September 30, 1996 to October 30, 1997 for previous winners.

NOMINATION REQUIREMENTS:

Nominations must be accompanied by eight (8) copies of the following:

1) Description of functions and services rendered by the agency;

2) Original or certified xerox copy of the implemented policy/program indicating the date of the project/program's commencement and/or completion; and

3) Copies of documents such as clippings, citations, collective negotiation agreement, publications or pictures relevant to the program.

The nomination forms can be secured from any member of the Convenors Group or from the Human Resource Development Office (HRDO), Civil Service Commission or from any of its Regional/Field Offices.

NOMINATION AND SELECTION PROCEDURES:

1) Nominations may be filed directly with the Gawad Kalinga Convenors Group c/o Mr. Brando Merrera of Philippine News Agency, 2nd Floor, National Media Center, Philippine Information Agency Building, Visayas Avenue, Diliman, Quezon City with Telephone no. 920-65-55.

2) All nominations shall be submitted by the Convenors Group to the Selection Committee.

3) The Selection Committee shall evaluate all nominations in accordance with the prescribed guidelines.

4) On the basis of the evaluation results, the Selection Committee shall make its decision which shall be final and unappealable.

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In case there is no accredited employee association in the agency, the president and secretary of the registered employee association shall represent the employees. If there are two or more registered associations in the agency, the respective presidents shall represent the employee in the agency.

AWARDING CEREMONY:

The Awarding Ceremony shall be announced later.

Please contact any of the following members of the Convenors Group for more details:

CAROL M. BASILIO
Alert and Concerned Employees
for Better SSS
920-64-01 loc. 2308/2125
922-37-48 (fax)

BEATRIZ C. CASTRO
Pamantasan ng Makati Administrative
Employees Association
843-76-61
892-17-83

JORGE V. LUCERO
Mandaluyong Association of
Non-Teaching Personnel
532-40-49

BRANDO F. MERRERA
News and Information Bureau
Employees Association
920-65-55
920-65-66 or 68 (fax)
141-156184 (pager)

EMMAKO MERCEDITA NALDOZA
National Statistics Office
Employees Association
713-70-91

ESPERANZA S. OCAMPO
Philippine Medicare Employees
Association
927-12-60
927-12-72 (fax)