



MC # **05**, s. 1995

**MEMORANDUM CIRCULAR**

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

**SUBJECT : Amendment of Rule X of the Omnibus Civil Service Rules and Regulations Implementing Book V of EO No. 292 and CSC MC No. 3, s. 1992 and Guidelines on the Search for Outstanding Public Officials and Employees**

Pursuant to Section 35, Chapter V of Executive Order No. 292 and CSC Resolution No. **95-2172** dated **March 23, 1995**, the following are the revised implementing guidelines on the Search for Outstanding Public Officials and Employees:

**I. CATEGORY OF AWARDS**

1. **Presidential or LINGKOD BAYAN AWARD** *is conferred to an individual for consistent dedicated performance exemplifying the best in any of the profession or occupation resulting in the successful implementation of an idea or performance which is of significant effect to the public or principally affects the national interest, security and patrimony.*

**The Lingkod Bayan Award** is in the form of gold (gilded) medallion and plaque containing the citation and signature of the President of the Philippines.

2. **Civil Service Commission or PAGASA AWARD** *is conferred to a group of individuals or team who has demonstrated outstanding teamwork and cooperation which resulted in the successful achievement of its goal and greatly improved/facilitated the delivery of public service, effected economy in operation, improved working condition, or otherwise benefitted the government.*

**The Pagasa Award** is in the form of a gold (gilded) medallion and a plaque containing the citation and signature of the Chairman of the Civil Service Commission.

## II. QUALIFICATIONS

Nomination shall be open to all officials and employees in the career and non-career service of the national and local governments, including those in the state universities and colleges, and government-owned or controlled corporations with original charters.

Officials and employees nominated for both awards must:

1. be in the government service at the time of nomination (except posthumous).
2. have been rated at least Very Satisfactory or its equivalent for the last two (2) consecutive rating periods prior to his/her nomination;
3. have not been found guilty of any administrative or criminal offense involving moral turpitude nor have any pending case against him/them at the time of the nomination.
4. be a recognized **team/group** in the agency, in the case of Pagasa Award.

## III. CRITERIA FOR EVALUATION

In the evaluation of the accomplishments of nominees, the following criteria shall be considered:

### 1. LINGKOD BAYAN AWARD

- 1.a **Performance; noteworthiness** - *the extraordinary act is easily distinguishable for its relevance, uniqueness and originality.*
- 1.b **Impact of achievement** - *powerful effect; the employee has created a powerful and ruffling effect to the agency where he belongs and to the agency's clientele*
- 1.c **Reliability and effectiveness** - *product of research and careful planning; it efficiently does what it intends to do.*
- 1.d **Economy of operation** - *the idea, suggestion or invention institutes cost-cutting measures, maximizes use of office time, manpower and resources.*
- 1.e **Consistency of performance** - *the nominee has manifested a strong desire for outstanding performance based on historical work record.*

### 2. PAGASA AWARD

- 2.a **Performance** - *manner of operating or functioning. The accomplishment is easily distinguishable for its relevance, uniqueness and originality.*

- 2.b **Impact of achievement** - *the team performance has created a powerful effect to the agency where they belong and to the agency's clientele*
- 2.c **Reliability and effectiveness** - *product of research and careful planning; it efficiently does what it intends to do.*
- 2.d **Economy of operation** - *the idea, suggestion or invention institutes cost-cutting measures, maximizes use of office time, manpower and resources.*
- 2.e **Demonstrated teamwork cooperation and camaraderie; cohesiveness** - *includes how attractive the group is to its members, how motivated members are to remain in the group and the degree to which group members influence each other; refers to how tightly knit the group is.*

#### IV. REQUIREMENTS FOR NOMINATION

The following documents shall be submitted in three (3) copies:

1. Duly accomplished nomination form;
2. Personal data sheet of the nominee/nominees duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency;
3. Certification of Performance Rating duly signed by the highest HRMO of the employing agency. In the case of nomination for the Pagasa Award, a certification that the accomplishment of the team/group was approved and implemented by the agency duly signed by the head of agency;
4. Certification of the highest HRMO/Legal Officer in the Agency that the nominee/s has/have not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has/have no pending case against him/them at the time of nomination;
5. NBI clearance.
6. Copies of 5 cm. x 5 cm. photo of nominee/s with their name written at the bottom side of the picture.

#### V. PROCEDURE FOR NOMINATION

The immediate supervisor, his/their co-worker or any private person or organization may nominate a public official/employee or group. Nominations must be submitted in the prescribed form to the Agency Suggestions and Incentive Awards Committee (SIAC) for evaluation. Department/Agency nominations must be duly signed by the Chairman of the SIAC approved/endorsed by the Head of Office.

## **VI. CUT-OFF DATE FOR INCLUSION OF NOMINATIONS**

Nominations must be received by the Civil Service Commission or any of its regional, Provincial or Field Offices on or before June 15 of any given year. Those received after June 15 will automatically be included for evaluation in the succeeding year's awards.

## **VII. AWARDING RITES**

The **Presidential or Lingkod Bayan Award** shall be conferred by the President in a fitting ceremony during the Civil Service Week Celebration.

The **Civil Service Commission or Pagasa Award** shall be conferred by the Chairman of the Civil Service Commission during the celebration of the Civil Service Week.

  
CORAZON ALMA G. DE LEON  
Chairman

**March 23, 1995**