



**MEMORANDUM CIRCULAR**

MC # 03, s. 1992

**T O :** 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:** Revised Guidelines on the Search for Presidential (Lingkod Bayan) and Civil Service Commission (Pagasa) Awardees for Outstanding Public Service.

Pursuant to Executive Order No. 334 dated August 18, 1988 and its Implementing Rules and Regulations dated November 7, 1988, the Presidential Award for Outstanding Public Service was instituted. Moreover, Section 35, Chapter 5 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended, established the government-wide Employee Suggestions and Incentive Award System which took effect on November 23, 1989.

The Civil Service Commission, in its MC No. 59, s. 1990 dated December 27, 1990, issued the implementing guidelines on the search for these outstanding public servants. However, the nomination procedures and some substantial contents have to be revised to conform with the existing needs of the program. In view thereof, the following are the revised implementing guidelines on the Search for the Presidential and Civil Service Commission Awardees for Outstanding Public Service:

**1. Categories of Awards**

**1.1 Presidential or Lingkod Bayan Award**

Presidential or Lingkod Bayan Award is conferred on an individual or group of individuals for highly exceptional or extraordinary contributions resulting from an idea or performance whose effect is nationwide and 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.

1.2 Civil Service Commission Award or Pagasa Award

Civil Service Commission Award or Pagasa Award is given to an individual or group of individuals in recognition of contributions from idea or performance resulting in direct benefits to more than one department or to the government though not of such extraordinary or exceptional degree as to warrant the Lingkod Bayan Award. Consistent dedicated performance exemplifying the best example in any of the professions or occupations in the public service shall be considered for this category.

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

1.3 The Departmental or Kapwa Award

The Departmental or Kapwa Award shall be given to an individual or group of individuals in recognition of contributions from an idea or performance resulting in direct benefits to a single department or agency in the government. Nominations for this category need not be submitted to the Civil Service Commission for screening and evaluation. The Department or Agency Suggestions and Incentive Awards Committee shall evaluate the nominations for this category and recommend to the head of the department or agency the most qualified nominees.

## 2. Bases for the Awards

Awards shall be granted for achievements made on the preceding year based on the following:

- 2.1 Consistent dedicated performance exemplifying the best in any of the professions or occupations in the public service.
- 2.2 Idea, suggestion or invention approved and/or adopted by the employing agency.
- 2.3 Performance of an extraordinary act or service in the public interest in connection with, or related to, one's employment or official functions.
- 2.4 Outstanding community service or heroic act in the public interest (not related to his official functions as a public servant).

## 3. Qualifications for the Awards

These awards shall be open to all officials and employees in the career or non-career service of the national and local government, including those in the state universities and colleges, and government-owned or controlled corporations with original charters, whether or not they receive compensation, regardless of the amount.

Officials and employees nominated for any of the awards must:

- 3.1 Have been employed with the nominating agency for at least one year at the time of the nomination;
- 3.2 Have been rated at least Very Satisfactory or its equivalent for two grading periods immediately preceding the nomination; and
- 3.3 Have not been found guilty of any criminal offense involving moral turpitude or administrative offense or does not have any pending case against them at the time of the nomination.

4. Nominating Person or Group

- 4.1 the immediate supervisor of the employee
- 4.2 his co-workers
- 4.3 a private person or group

5. Procedure

- 5.1 The immediate supervisor of the employee, his co-workers or any other private person (s) or association(s) may submit the nomination in the prescribed form to the Suggestions and Incentive Awards Committee (SIAC) in the department or agency or bureau or regional office, or SUC or local government unit or government-owned and controlled corporation with original charter where the nominee is employed.
- 5.2 The SIAC shall screen the nominations and evaluate the summary of achievements and justification contained therein and shall submit to the head of the department or agency, etc. its recommendation;
- 5.3 The head of the department or agency, etc., reviews, selects and endorses his nominations on the prescribed form directly to the Civil Service Commission or to any of its regional, provincial or field offices.
- 5.4 Upon receipt by the Civil Service Commission, a Technical Committee evaluates the nominations from all departments and agencies and recommend selected candidates to the Special Committee on Awards.
- 5.5 The Special Committee on Awards evaluates and recommends to the President the Lingkod Bayan Awardees, and to the CSC Chairman, the Pagasa Awardees.
- 5.6 The President approves recommendations and confers the Lingkod Bayan Award.

The CSC Chairman approves recommendations and confer the Pagasa Award.

6. Nomination Form

The Civil Service Commission shall prescribe the nomination forms for the Presidential or Lingkod Bayan and CSC or Pagasa Awards. All departments and agencies may secure such forms from the Civil Service Commission or from any of its regional, provincial or field offices.

7. Required Documents/Attachments

Nominations must be made on the prescribed form duly signed by the Chairman of the department or agency or bureau or LGU SIAC and by the Head of office approving the nomination and submitted together with the following supporting documents in five (5) copies.

- 7.1 Personal Data Sheet (CS Form 212) (including service record) of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer in that agency.
- 7.2 Certification of the highest ranking Human Resource Management Officer/Legal Officer in the Agency that the nominee has not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has no pending case against him at the time of nomination.
- 7.4 Accomplished Performance Appraisal Form for two consecutive rating periods immediately preceding the nomination, duly signed by proper authorities.
- 7.5 Copies of 5 cm. x 5 cm. photo of nominee with his name written at the bottom side of the picture.

IF THE ABOVE SUPPORTING DOCUMENTS ARE NOT SUBMITTED, THE NOMINATIONS SHALL NOT BE CONSIDERED.

Supporting documents such as clippings, citations, publications and pictures, if any, will facilitate evaluation of the nominee's achievement.

## 8. Summary of Achievement

8.1 Describe the specific accomplishment of the nominee that warrant outstanding recognition in not less than 200 words.

Cite the situation or the existing environment that prompted the nominee to take that specific action, at the same time mention the tasks or responsibilities required from the nominee. Describe the improvements made or the impact of such accomplishments.

Justify as well why he should be nominated or granted the award.

## 9. Deadline for Submission of Nominations

Nominations must be received by the Civil Service Commission on or before June 15 of any given year. Those received after June 15 will automatically be included for evaluation in the next year's award.

## 10. Composition of SIAC

At the bureau or department level, including SUC's and GOCC's, the Suggestion and Incentive Awards Committee (SIAC) shall be composed of the highest Human Resource Management Officer, the Administrative Officer, the Legal Officer, the President of the duly accredited employee organization in the agency, and a rank and file employee to be elected at large. In the absence of an accredited association, two (2) representatives shall be chosen at large by the employees through an election to be called for the purpose.

At the Municipal, City or Provincial level, the SIAC shall be composed of the highest Human Resource Management Officer or any officer/employee in-charge of personnel, the Treasurer, the representative from the Office of the Mayor/Governor, the President of the duly accredited employee organization in the agency, and a rank and file employee to be elected at large. In the absence of an accredited association, two (2) representatives shall be chosen at large by the employees through an election to be called for the purpose.

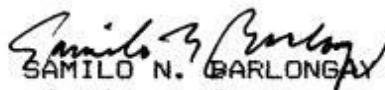
11. Source of Funding for the Awards

Section 35, Chapter 5 of Executive Order No. 292, and Section 27 of RA 2260 are legal bases for agencies to incur necessary expenses relative to the incentive and award system, chargeable to the savings of the particular agency.

12. Awarding Rites

The Lingkod Bayan (Presidential) Award shall be conferred by the President in a fitting ceremony during the Civil Service Foundation Day Anniversary.

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

  
SAMILO N. BARLONGAY  
Acting Chairman

January 28, 1992