

Republika ng Pilipinas
PANGANSANG PANGASIWAAN NG PATONG
(NATIONAL IRRIGATION ADMINISTRATION)
Jusaling Abaya, 27 E. Rodriguez, Sr.,
Bungtod ng Quezon.

MC # 23, s. 1969

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS, DIVISION AND SECTION CHIEFS, CENTRAL OFFICE; REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS/OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS
This Agency

SUBJECT : Submission of Nominations for Honorary Awards

There is quoted hereunder for your information and guidance Memorandum Circular No. 7, s. 1969 of the Civil Service Commission dated June 20, 1969:

"Republic of the Philippines
CIVIL SERVICE COMMISSION
Manila

MC #7, s. 1969

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

Subject : Submission of Nominations for Honorary Awards

Civil Service Week 1969 will be observed from September 13 to 19 with various activities designed to project the importance of the civil service system and the significance of its establishment in the country on September 19, 1900.

Highlight of the annual celebration is the conferment of honorary awards on outstanding employees of the year. This is in line with the government-wide Employee Suggestions and Incentives Award System prescribed under Section 27 of Republic Act 2260. Four types of awards are open to nominations: Meritorious Honor Award, Superior Honor Award, Distinguished Honor Award, and the Presidential Award.

For the guidance of nominating agencies, the following guidelines are reiterated:

(1) All nominations should be made on the attached sample form in six (6) copies.

(2) Submission of nominations to this Office shall be limited to the following honorary awards: Superior Honor Award, Distinguished Honor Award, and Presidential Award.

(3) To be considered for any of these awards, including the Meritorious Honor Award, a candidate must have rendered continuous service with the nominating agency for at least five (5) years. However, if the award is being proposed for demonstration of unusual

courage in handling an emergency situation and at voluntary risk to personal safety, this requirement may be waived.

(4) Nominees with derogatory records, criminal or administrative in nature, shall not be considered for any honorary award.

(5) Nominations shall be submitted to the Career Systems and Regulations Division, this Office, by the Chief of the agency, thru the head of department concerned, in the case of national agencies. Local governments may send their nominations direct to the Career Systems and Regulations Division, Civil Service Commission, P.O. Box 592, Manila.

(6) Nominations for group awards may also be submitted in cases where the outstanding accomplishment can be attributed to the collective efforts of individuals.

(7) The granting of Meritorious Honor Award is the responsibility of the head of office concerned and need not be submitted to this Office for approval. Nevertheless, in considering employees for this award, it is understood that the provisions of CSC Memorandum Circular No. 34, s. 1964, shall be complied with. Such award shall be presented in an appropriate ceremony in the awarding agency during the Civil Service Week. A list of employees given this award shall be submitted to this Office for record purposes.

Nomination forms should be submitted as early as possible before July 31, 1969 with all the required enclosures and according to the above procedure. A special committee, composed of distinguished and impartial leaders from the private sector, will be organized to screen the nominations.

For further information on the honorary awards, please refer to Memorandum Circular No. 34, s. 1965.

(SGD.)

ABELARDO SUBIDO
Commissioner of Civil Service

Enclosure: As stated.
June 20, 1969

RJS; Jan "

You are hereby directed to submit to this Office, Attention: Personnel Officer, nominees for the above awards with all required supporting papers, as indicated in the attached submission form, not later than July 29, 1969.

For and in the absence of
the Administrator:


CONRADO G. MERCADO
Assistant Administrator

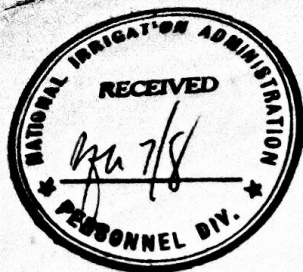
July 14, 1969

Brief Description of Exemplary Act Made by Nominee(s) to Merit the Award

(Agency Head)

1. Information sheet of the nominee duly subscribed and sworn to before an authorized official (six copies).
2. Clearance certificates issued by the Chief of Police and PC Provincial Commander in the case of local government employees, and by the Chief of Police and National Bureau of Investigation in the case of national government employees, including those stationed in the provinces. Nominees of the city governments of Manila, Quezon, Pasay, and Caloocan should likewise secure clearance from their respective Chiefs of Police and from the National Bureau of Investigation.
3. Supporting papers (clippings, citations, publications, etc.).
4. Six 2" x 2" photos of nominee with his name written on the back.

*If there are more than one nominee, arrange in the order of the listing of the



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