

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

MC # 29, S. 1970

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS AND STAFFS,
INCLUDING UPRP PROJECT MANAGER;
REGIONAL, PROVINCIAL, PROJECT IRRIGA-
TION ENGINEERS; IRRIGATION SUPERINTEN-
DENTS AND OFFICERS-IN-CHARGE OF
IRRIGATION SYSTEMS
This Office

SUBJECT : Submission of Nominations for 1970
Honorary Awards

Civil Service Week which falls on September 13 to 19 will again be highlighted by the conferment of honorary awards to outstanding employees and officials for the year 1970.

Section 27 of Republic Act 2260, authorizes four types of honorary awards namely, Meritorious Honor Award, Superior Honor Award, Distinguished Honor Award and Presidential Award.

The Meritorious Honor Award, which consist of a bronze medal and a certificate signed by the head of the agency, shall be given to an individual/groups of individuals in recognition of any of the following:

- a. Performance of assigned work tasks which exceeds normal position requirements and which will inspire other employees to improve the quantity or quality of their work performance,
- b. Demonstration of initiative in developing new or improved work procedures, methods or devices resulting in substantial savings in manpower, materials, cost, time or space,
- c. Specific accomplishment for which the employee is primarily responsible and which has resulted in improvement in agency operations or service, substantial saving in government funds, or significant social or technical progress,
- d. Extraordinary devotion to duty under adverse conditions, or
- e. Outstanding scientific, technical or supervisory and executive ability or performance during the fiscal year.

The Superior Honor Award, which consists of a silver medal and a certificate signed by the Department Head, shall be given to any individual/groups of individuals in recognition of any of the following:

- a. Superior services or contribution to the achievement of agency program objectives,

- b. Exceptional leadership in the fulfillment of agency program objectives,
- c. Exemplary or courageous handling of an emergency situation,
- d. Superior creative services or contribution such as the development of a new and highly effective product, program or method which will contribute to agency or interdepartmental benefits or savings, or
- e. Remarkable contribution to the public service.

The Distinguished Honor Award, which consists of a gold medal and a certificate signed by the Commissioner of Civil Service, is awarded to an individual/groups of individuals in recognition of any of the following:

- a. Demonstration of outstanding service or contribution in the field of public administration, either in the form of some exemplary achievement or thru' sustained interest and development, and a high level of performance,
- b. Accomplishment of major operating or staff responsibility in such a manner as to have been clearly exceptional among all who have performed like or similar duties in a pre-eminent manner, or
- c. Demonstration of outstanding courage and voluntary risk of personal safety or honor under extremely adverse conditions resulting in direct benefit to the government or to the protection of public interest.

The Presidential Award, which consists of a gold medal, ribbon and a Presidential citation, is given to an individual/groups of individuals in recognition of suggestions, inventions or superior accomplishments, or performance of extraordinary acts or services in the public interest resulting in such significant benefits that recognition beyond the kind which a Department Head can grant is clearly warranted.

Using the above as guidelines and the enclosed CS Form No. 8, you are requested to submit your nominations, ATTN.: Personnel Officer, not later than July 13, 1970 for the Central Office and July 20, 1970 for Field Offices.


ALFREDO L. JUINIO
Administrator

July 2, 1970