

MC # 43, s. 1971

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS AND STAFFS, INCLUDING  
NIPRP AND NIA-UNDP PROJECT MANAGERS; REGIONAL,  
PROVINCIAL AND PROJECT IRRIGATION ENGINEERS;  
IRRIGATION SUPERINTENDENTS AND OFFICERS-IN-CHARGE  
OF IRRIGATION SYSTEMS  
This Office

SUBJECT : Submission of Nominations for 1971 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 1971.

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 consists of a bronze medal and 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 quality and quantity 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, costs, 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 ~~the~~ 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 operations 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: Administrative Officer, not later than August 15, 1971 for the Central Office and August 15, 1971 for Field Offices.

  
ALFREDO E. JUINIO  
Administrator

July 23, 1971  
/atl...  
7-23-71

MC # 43,571

(Nomination for Honorary Awards)

(Submit in six (6) copies)

Name (s) of Nominee (s)

Types of Award to which Nominated

\*Inclusive Dates of Service with:

Nominating Agency

- ( ) Meritorious Honor Award  
( ) Superior Honor Award  
( ) Distinguished Honor Award  
( ) Presidential Award

From To

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

I hereby certify that the nominee(s) has/have no derogatory records, criminal or administrative.

(Agency Head)

Enclosures:

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 PG Provincial Commander in the case of local government employees, and by the Chief of Police and National Bureau of Investigation in case of national government employees, including those stationed in the provinces. Nominees of the city governments of Manila, Quezon, Pasay and Caloccan 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 names.