

MEMORANDUM CIRCULAR

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TO: ALL HEADS OF DEPARTMENTS, STAFFS AND DIVISIONS; HEADS OF SPECIAL PROJECTS; REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS/OFFICES; AND ALL OTHERS CONCERNED
This Agency

SUBJECT: Submission of Nominations for 1972 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 1972.

Section 27 of Republic Act 2260 provides, among others, that awards to be bestowed on government employees under the Employee Suggestions and Incentive Awards System shall be in the form of cash or honorary awards or both. It also sets forth the form which the honorary awards will take, that is, medals or pins, scrolls or citations and explains that in the case of medals, gold shall be used for the highest award, silver for the second highest, and bronze for the third.

Pursuant to these honorary awards, the following regulations and guidelines are hereby issued for the guidance of everyone concerned.

Section 1. Scope of Application -

Honorary awards shall be made in recognition of exceptional or meritorious individual or group achievements or accomplishments and are not intended to take the place of deserved monetary awards. They shall be granted independently of, or in addition to, cash awards.

Honorary awards shall be granted for:

- a. Contribution to the achievement of agency program objectives
- b. Superior performance of job responsibilities
- c. Performance of a special act or service in the public interest
- d. Demonstration of courageous handling of an emergency situation in connection with or related to official employment
- e. Suggestions or inventions resulting in improved working conditions, services to the public, employee morale, safety or other improvements
- f. Authorship

Section 2 - Eligibility -

To merit an honorary award, an employee suggestion or contribution shall have been approved by the benefiting agency.

Section 3. Types of Honorary Awards

- a. Honorary awards shall be of the following types:

- (1) Meritorious Honor Award

(2) Superior Honor Award

(3) Distinguished Honor Award

(4) Presidential Award

Honorary Awards shall be in the form of medals and/or certificates of uniform design prescribed by the Civil Service Commission.

Section 4. Meritorious Honor Award

This category of award shall be given to individuals or group of individuals in recognition of accomplishments worth of commendation in the discharge of assigned job responsibilities. This award shall be given for any of the following which shall mean benefits to the agency to which the employee concerned belongs:

- 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.
- e. Outstanding scientific, technical or supervisory and executive ability or performance during the fiscal year.

This award shall consist of a bronze medal and a certificate signed by the head of the agency.

Section 5. Superior Honor Award -

This category of award shall be given to the individuals or group of individuals in recognition of significant contributions of unusual value not only to the agency to which said individual or group of individuals belong but to public service in general.

- 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.

e. Remarkable contribution to the public service.

This award consists of a silver medal and a certificate signed by the Department Head.

Section 6. Distinguished Honor Award -

This category of award shall be given to individuals or group of individuals for outstanding contributions which have both national and international significance to the public service. Candidates for this award shall have met 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 through 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.

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.

This award consists of a gold medal and a certificate signed by the Commissioner of Civil Service.

Section 7. Presidential Award -

This category of award shall be given to individuals or group 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. This award may be given in addition to the other awards mentioned.

Contribution will merit consideration for this type of award because of their exceedingly broad scope of application, their unusual significance in terms of originality, or their highly important effect upon major programs of the government.

This award consists of a gold medal, ribbon and a Presidential citation.

Section 8. Procedure -

For effective administration of the suggestions and inventive awards program, the following procedures are hereby prescribed:

a. Contribution or suggestions shall be described in writing to be considered for an award.

b. For the "idea" type, an employee or group of employees may submit their contributions through any of the following methods:

- (1) through supervisory channels
- (2) in a suggestion box

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(3) direct to the agency Employee Suggestions and Incentive Awards Committee

- c. For the "performance" type, the supervisor of the employees shall submit his recommendation to the agency Employee Suggestions and Incentive Awards Committee for processing. In instances where the supervisors may not have been on hand to witness personally an act of bravery or heroism, other employees may submit said recommendation.
- d. The Committee shall review the contribution or suggestion and determine the appropriate awards. It may refer contributions directly to appropriate individuals or units concerned for their comments and recommendations.
- e. Management shall decide what idea or suggestion shall be adopted. The appropriate organizational approvals shall therefore be obtained before the award is granted. Except for the meritorious award where approval of agency head is sufficient, the other types of awards require the concurrence of the Commissioner of Civil Service upon proper recommendation to the Department Head.
- f. If a suggestion or contribution is rejected, the employee shall be notified of the non-acceptance of his idea either by personal discussion or in writing, explaining the reasons for the rejection.
- g. Heads of departments, bureaus, offices, agencies or government corporations shall incur the necessary expenses for the honorary recognition of officers or employees of their respective offices.
- h. The awards should be presented in an appropriate ceremony during Civil Service Week each year.

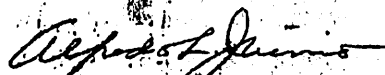
Section 9. Submission of Report to the Civil Service Commission

All heads of departments shall submit annually to the Civil Service Commission the first of July a consolidated report of the Department's employee suggestions and incentive awards program during the preceding fiscal year.

Records of awards as well as letters of commendation received shall be kept in the employee's personnel folders and these awards shall be considered in promotion. The Civil Service Commission shall be furnished similar records of awards received for purposes of making entries in the employee's service cards.

Using the above as guidelines and the enclosed CS Form No. 8, you are requested to submit your nominations, ATTN: The Personnel Officer, not later than June 1, 1972 for the Central Office and June 30, 1972 for field offices to enable us to submit said nominations to the Civil Service Commission not later than June 30, 1972 for their review and judicious selection.

Please be guided accordingly,


ALFREDO L. JUINIO
Administrator

April 28, 1972

TPI/dfu

(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
From To	() Distinguished Honor Award
	() Presidential Award

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

(Use additional sheet when necessary)

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 PC 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 Caloocan should likewise secure clearance from their respective Chiefs of Police and from the National Bureau of Investigation.
3. Supporting paper (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.