

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC No. 11, s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR/ ASSISTANT ADMINISTRATORS/
DEPARTMENT MANAGER/REGIONAL MANAGER/OPERATIONS
MANAGER/PROJECT MANAGER/IRRIGATION SUPERINTENDENT/
PROVINCIAL IRRIGATION ENGINEER AND ALL OTHERS
CONCERNED

SUBJECT : Search for the 1993 NIA Outstanding Officials/
Employee

In connection with the Search for the 1993 Outstanding Public Officials/Employee in government offices including government-owned or controlled corporations launched by the Civil Service Commission, there is hereby constituted the following NIA Committees:

A. Screening Committee

1. Central Office

- a. Chairman - Assistant Administrator for Administrative Services
- b. Members - 1) one (1) representative from each of the four (4) sectors to be designated by the Assistant Administrator concerned i.e.
 - Project Development and Implementation
 - Administrative Services
 - Systems Operation and Equipment Management
 - Finance and Management
- 2) PRMD Representative
- 3) A representative from the duly accredited employee association.
- 4) A rank and file employee to be elected at large

c. Secretariat- Personnel Division

2. Field Office

- Chairman - Regional Manager/Project Manager/
Operation Manager
- Members - One (1) representative from each Division/
Systems/Provincial Irrigation Office
- One (1) representative from NIAES
- A rank and file employee to be elected at Regional level

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B. Executive Committee

1. Over-all Chairman - Administrator
2. Members: four (4) Assistant Administrators
3. Secretariat - to be designated by the Administrator

The Committees shall encourage participation by requiring, if possible each Department/Division/System/Office to submit at least one deserving nominee to the contest. They shall evaluate the nominees contribution in accordance with the established criteria provided by the Civil Service Commission. In addition, they shall determine the type of award (please see Annex A) befitting each contribution as follows:

- a. Presidential or Lingkod Bayan Award
- b. Civil Service Award or Pag-asa Award
- c. Dangal ng Bayan Award

I. Coverage/Qualifications:

- a. The contest is open to all employees in the Central/Regional/Projects/Systems/Provincial Irrigation Offices regardless of status of appointment except:
- those on contractual basis
- b. A nominee must have a significant contribution in the form of suggestion, ideas, improvements, innovations, heroic act, etc., which benefitted the NIA or the country as a whole.
- c. A nominee must have a Performance Rating at least Very Satisfactory for the last two (2) rating periods.
- d. A nominee must have no derogatory record of a criminal/administrative offense/case against him or her either served or pending for the year under review. An employee meted with the penalty of suspension is not eligible for the award.

II. Mechanics:

1. An employee qualified for the award may be nominated by the following:
 - a. His immediate supervisor
 - b. His co-worker within the Section/Division/Department/Staff/Irrigation Superintendent/Provincial Irrigation Office as the case may be.
 - c. NIA employees from other sector
 - d. A private person or group

2. Nominations shall be coursed through the respective Division Chiefs who will review/recommend the merits in accordance with the guidelines and rating sheets as basis for grading (see Annex B). This will be considered as the preliminary screening.
3. A list of all qualified candidates citing the innovations, heroic/courageous deeds, suggestions/inventions shall be forwarded to the Chairman, Field Office/Central Office screening committee through the Division Manager and the Department Manager respectively, who will in turn forward their recommendations to the EXECOM Secretariat.
4. The judgement of the EXECOM shall not be bound by the point system in the rating sheet. They shall decide which of the nominee is the most meritorious considering the significant contribution made by the candidate to the Agency.
5. The decision of the EXECOM shall be final and binding.
6. Awards shall be conferred at fitting ceremonies on the NIA anniversary celebrations.
7. The awardee shall receive a prize as well as a certificate of recognition for his significant contribution and shall become the official entrant of the NIA to the CSC Search for Outstanding Public Service Awardees.

III. Requirements:

Nominations shall be considered only when the following supporting papers are submitted, viz:

1. Certificate that the nominee has been screened by the Division Head prior to submission to the Screening Committee;
2. Performance Rating for the two (2) semesters of 1991;
3. Report/description of the nominee's significant contribution;
4. Certification that the nominee has no administrative case against him/her either served or pending;
5. Form 212 with a 2 x 2 photo of the nominee.

For purposes of the Search of the Outstanding Employee for CY 1993, Nominations should be submitted to the Division/Department/Regional Manager/Project Manager/Operation Manager on or before May 31, 1993.

It is emphasized that the Search for Outstanding Employee is a continuing process. Nominations in succeeding years shall be submitted on or before March 1st of the year under review.

This supersedes MC # 33 s. 1992.

Be guided accordingly.

(SGD.) APOLONIO V. BAUTISTA
Administrator

March 17, 1993

Annex "A"

SEARCH FOR THE 1993 OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

RULES AND REGULATIONS

PRESIDENTIAL and CIVIL SERVICE COMMISSION AWARDS

These awards have instituted by Executive Order Nos. 334/292 and are conferred on individuals or groups of individuals in recognition of their highly exceptional or extraordinary contributions resulting from an idea or performance whose effect is nationwide and principally affects the national interest, security, and patrimony.

WHO MAY BE NOMINATED

Nomination is open to all officers and employees in the career or non-career service of the national and local governments, including those in the state universities and colleges, and government-owned or controlled corporations with original charters.

REQUIRED DOCUMENTS FOR THE NOMINATION

Nominations must be made on the prescribed form to be duly signed by the Chairman of the Department/Agency Suggestions and Incentives Awards Committee and by the Head of Office approving the nomination. The following supporting documents shall be submitted in five (5) copies together with the duly accomplished nomination form:

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 the Agency.
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.
3. Accomplished Performance Appraisal Form for two consecutive rating periods immediately preceding the nomination, duly signed by proper authorities.
4. Copies of 5 cm. x 5 cm. photo of nominee with his name written at the bottom side of the picture.

PROCEDURE FOR NOMINATION

The immediate supervisor, his co-worker, or private person or group may nominate a public official or employee and submit the nomination in the prescribed form to the agency where the nominee is employed for proper evaluation of the Agency Suggestions and Incentive Awards Committee.

Nominations for these awards must be endorsed by the Head of Office of the nominees.

DANGAL NG BAYAN AWARD

This award for exemplary ethical behavior is in pursuance to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees.

Nomination to the Dangal ng Bayan Award is open to all officials and employees in the government who have demonstrated exemplary service and behavior on the basis of their observance of the following norms of conduct: 1) Commitment to public interest; 2) Professionalism; 3) Justness and sincerity; 4) Political neutrality; 5) Responsiveness to the public; 6) Nationalism; 7) Commitment to democracy; and, 8) Simple living.

WHO MAY BE NOMINATED

For the Dangal ng Bayan Award, the nomination is open to all officials and employees in the government, elective and appointive, permanent or temporary, whether in the career or non-career, including military and police personnel, whether or not they receive compensation, regardless of amount.

REQUIREMENTS FOR NOMINATION

The following documents shall be submitted in six (6) copies:

1. Accomplished Nomination Form;
2. Personal Data Sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer in the department, office or agency;
3. Certification by the head of the department, office or agency on the nominee's:
 - a) Length of government service
 - b) Latest salary received, and
 - c) Record of criminal and/or administrative offense or pending case against nominee, if any. If none, state so.
4. Clippings, citations, publications, pictures, if any, in support of the nomination.

PROCEDURE FOR NOMINATION

Any person may nominate a public official or employee, and shall submit the accomplished forms and the required supporting documents to the Secretariat, Committee on Awards, Civil Service Commission, Diliman, Quezon City with telephone nos. 931-68-50/931-68-51.

CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR THE 1993 AWARDS IS JUNE 15, 1993.

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Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

Annex "B-1"

PRESIDENTIAL AND
CIVIL SERVICE COMMISSION AWARDS
FOR OUTSTANDING PUBLIC SERVICE
(Awards for Outstanding Work Performance)
NOMINATION FORM

1. Printed Name of Individual or Group Nominee

(Surname) (First Name) (M.I.)

2. Date of Birth _____ 3. Age _____

4. Position _____

5. Office/Agency _____ 6. Tel No. _____

7. Office Address _____

8. Nomination for (Check the appropriate box)

☐

Presidential Award-"Lingkod Bayan" Award

☐

Civil Service Commission Award-"Pagasa" Award

9. Type of Achievement (Check the appropriate box)

☐

Consistent dedicated performance exemplifying the best in any profession or occupation in the public service

☐

Idea, suggestion, invention approved or adopted by employing agency

☐

Performance of extraordinary act or service to the public in connection with one's official employment

☐

Outstanding community service or heroic act done in the interest of the public but not related to official functions

10. Summary and Impact* of Outstanding Achievement/s

(Please use extra sheets if necessary, which should be duly certified by the authorized Officials referred in Nos. 11 and 12.)

(See back for other requirements)

Significant effect of accomplishments, either government-wide or department-wide

11.

Printed Name and Signature of
the Chairman of the Agency
Incentives and Awards Committee

12.

Printed Name and Signature of
Head of Agency Approving
the Nomination

13. Attach to the accomplished nomination form the following:

- a) Personal Data Sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer in the Department or Agency;
- b) Certification of:
 - b.1. Length of Service;
 - b.2. Absence of pending criminal and/or administrative case against the nominee; and
- c) Accomplished Performance Appraisal System Form showing the Outstanding Performance Rating.

14. Submit six (6) copies of the nomination form with photo and attachments to the Office for Career Systems and Standards, Civil Service Commission, Constitution Hills, Diliman, Quezon City. For details, call up telephone nos. 931-6850, 931-6851 or trunkline nos. 931-7935; 931-7939 locals 249 and 262.

The Outstanding Public Officials and Employees Award under RA 6713

(Awards for Exemplary Ethical Behavior)

Name _____

_____ Last _____ First _____ Middle _____

Date of Birth _____ Age _____

Position _____

Length of Service in Government _____

Agency _____ Region _____

Agency Address _____

Sector _____

Tel. No(s). _____

Abstract—The purpose of this study was to determine if there were differences in the prevalence of musculoskeletal disorders between two groups of nurses working in different units of a tertiary care hospital. The prevalence of musculoskeletal disorders was determined by means of a self-administered questionnaire among 100 nurses from each unit. The prevalence of musculoskeletal disorders was higher among nurses working in the intensive care unit than among those working in the medical-surgical unit.

- A. Answer the following questions in separate sheets. Indicate by number where each answer belongs. Answers must be brief and factual and typewritten double-spaced.**
- 1. Describe the behavioral performance, conduct or achievement of the nominee in the observance of the norms of conduct which has been consistently outstanding or exemplary. (Please refer to MC No. 56, s. 1989)**
 - 2. Justify why the achievement is extraordinary and easily distinguishable for its uniqueness and originality.**
 - 3. Cite the risk or temptation inherent in the work. (This refers to the dangerous element/factor or temptation substantially present in the work.)**

Nominator's Name _____ Signature _____
Office Address _____ Tel. No(s). _____

- B. Endorsement by three persons of reputable stature in the community, and/or by any religious, civic or government organizations.**

1. Name _____ Signature _____
Occupation _____ Tel. No(s). _____

2. Name _____ Signature _____
Occupation _____ Tel. No(s). _____

3. Name _____ Signature _____
Occupation _____ Tel. No(s). _____

(See back for other requirements)

C. Attach to the accomplished nomination form the following:

- 1. Personal Data Sheet (including service record) of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer in the department, office or agency.**
- 2. Certification by the Head of the Legal or Administrative Office of the department, bureau or agency that the nominee has no record of criminal offense involving moral turpitude and/or administrative offense or any pending case against him at the time of nomination.**
- 3. Clippings, citations, publications, pictures, if any, in support of the nomination.**

D. Submit five (5) copies of the nomination form, picture and attachments, to the Secretariat, Committee on Awards, Civil Service Commission, Batasan Complex, Diliman, Quezon City. For details, call up 931-6850; 931-6851 or 931-7935 or 931-7939 locals 249 and 262.