



Republic of the Philippines  
Pambansang Pangasiwaan ng Patubig  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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M.C. No. 8, series of 2003

**MEMORANDUM CIRCULAR**

TO: THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS,  
OPERATIONS MANAGERS, PROJECT MANAGERS, PROVINCIAL  
IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS AND ALL  
OTHERS CONCERNED

SUBJECT: CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 01,  
SERIES 2003, DATED 10 MARCH 2003 RE: SEARCH FOR  
OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

Quoted hereunder in full for the information and guidance of all concerned is  
the Civil Service Commission (CSC) Memorandum Circular No. 01 series 2003, dated  
10 March 2003, to wit:

"Republic of the Philippines  
**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex, Diliman, 1126 Quezon City

M.C. No. 01 series 2003

**MEMORANDUM CIRCULAR**

TO: ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES  
OF THE NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES  
AND UNIVERSITIES, INCLUDING GOVERNMENT OWNED AND  
CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT: Search for Bureaucracy's Best

The Civil Service Commission, as the agency mandated to oversee initiatives  
that underscore merit and incentives, announces the search for shining examples of  
the best in public service. The conferment of awards is pursuant to the Administrative  
Code of 1987 (Executive Order No. 292), Executive Order No. 508, s. 1992 as amended  
by E.O. 77, s. 1993, Republic Act No. 6713 and CSC Resolution No. 000761, s. 2000.

Three awards are at stake:

*A. Presidential or Lingkod Bayan Award*

This award is conferred on public officials and employees of outstanding merit based on exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment.

*B. Outstanding Public Officials and Employees Award or the Dangal ng Bayan Award*

This honor is conferred on public officials and employees for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of their observance of one or more of the following eight norms of behavior as provided under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living.

*C. Civil Service Commission or PAGASA Award*

This award is conferred on an individual or group of individuals for consistent dedicated performance exemplifying the best in any profession or occupation. The award also acknowledges contribution/s resulting from an idea or performance which directly benefit more than one department or the government though not of such extraordinary or exceptional degree as to warrant the Lingkod Bayan Award.

While the Commission has been administering the awards for the past years, significant changes have made this year towards a more effective implementation of the Honor Awards Program. Heads of departments, agencies and instrumentalities of the government are advised to check the new requirements and procedures in the revised guidelines. All nominations must be duly signed by the Chairperson of the agency's PRAISE Committee approved/endorsed by the Office/Regional Office Head and the Department/Agency head.

All nominations must be submitted to any of the Civil Service Regional, Provincial or Field Office on or before May 15, 2003. Nominations submitted after said date shall be included in the succeeding year's evaluation.

The Commission believes that there are hundreds of men and women who quietly but diligently and excellently carry out their tasks in the name of public service. It is high time that we give them the due recognition they deserve. Together, let us change the public's jaded image of the bureaucracy into one of dignity and respect.

**(SGD) KARINA CONSTANTINO-DAVID**  
Chairperson

10 March 2003  
PIS"

Attached are the guidelines and nomination form for the Honor Awards Program for reference. You are directed to enjoin the qualified staff in your offices to participate in this nationwide search for outstanding public officials and employees. Project Manager Reynaldo C. Mencias was a 2001 Lingkod Bayan Awardee while Provincial Irrigation Officer Helsy S. Bermudez of Pangasinan was a 2001 Pagasa Awardee.

The Officer-in-Charge of the Office of the Assistant Administrator for Administrative Services shall see to it that all the necessary assistance are extended to nominees in connection with meeting the requirements related to their nomination.

Be guided accordingly.



**JESUS EMMANUEL M. PARAS**  
Administrator

26 March 2003

## **Revised Guidelines on the Honor Awards Program**

The administration of the Honor Awards Program shall be governed by the following guidelines:

### **I. Scope of the Program**

The Honor Awards Program shall apply to all officials and employees of the government, elective and appointive whether in the career and non-career service, including military and police personnel whether or not they receive compensation, regardless of amount. Elective and appointive barangay officials appointed in accordance with law are likewise covered by the program.

### **II. Categories of Award**

- A. **Presidential or *Lingkod Bayan* Award:** conferred on public officials and employees of outstanding merit based on exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment.
- B. **Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award:** conferred on public officials and employees for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of their observance of one or more of the following eight (8) norms of behavior as provided under Republic Act No. 6713: Commitment to Public Interest; Professionalism; Justness and Sincerity; Political Neutrality; Responsiveness to the Public; Nationalism and Patriotism; Commitment to Democracy; and Simple Living.
- C. **Civil Service Commission or *Pagasa* Award:** conferred on an individual or group of individuals for consistent dedicated performance exemplifying the best in any profession or occupation; or for contribution/s resulting from an idea or performance which directly benefit more than one department or the government though not of such extraordinary or exceptional degree as to warrant the *Lingkod Bayan* Award.

For purposes of the Pagasa Award, the term "group" shall refer to the following:

1. formal structures to include a section, division, office, service, regional office or even an agency; and
2. two or more individuals bound by a common objective, a task force, technical group or special working team, formed/created or organized formally or informally to undertake certain projects/program.

The group should have demonstrated teamwork/camaraderie and have the following elements: constant communication among its members, coordination, cooperation and cohesiveness.

### **III. Qualifications**

Except for members of group or team for *Pagasa Award*, nominated officials and employees must:

1. be in the government service at the time of nomination (except posthumous);
2. have been rated at least *Very Satisfactory* or its equivalent for the last two (2) consecutive rating periods prior to their nomination;
3. have not been found guilty of any administrative or criminal offense involving moral turpitude and have no pending criminal or administrative case at the time of the nomination;

### **IV. Criteria**

#### ***For the Lingkod Bayan Award***

- a. Noteworthiness of Outstanding Performance/Contribution/s – The degree of uniqueness and originality of outstanding performance or contribution/s.
- b. Impact of Performance/Achievement - The extent to which the idea, suggestion and/or the invention is being used, whether its effect is far-reaching; the number of persons benefited; the paradigm shift it has caused; the amount of money saved.
- c. Reliability and Effectiveness – The extent to which the innovation/ bright idea has effectively and efficiently addressed a pressing need and improved service delivery.
- d. Consistency of Performance – The degree of consistency in which the nominee has manifested a strong desire for outstanding performance based on historical work record.

#### ***For the Dangal ng Bayan Award***

- a. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct; noteworthiness of behavioral performance.
- b. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect/impact on the organization or public.
- c. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.
- d. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
- e. Years of Service – The cumulative years of service that the nominee has rendered in the government *vis-à-vis* the accomplishments.

- f. Other similar circumstances or considerations in favor of the particular nominee.

***For the Pagasa Award***

- a. Performance – manner of operating or functioning. The accomplishment is easily distinguishable for its relevance, uniqueness and originality.
- b. Impact of Achievement – the nominee's performance has created a significant impact on the agency and/or on the agency's clientele.
- c. Reliability and Effectiveness – the accomplishment/contribution is a product of research and careful planning; it efficiently does what it intends to do.
- d. Economy of Operation – the idea, suggestion or invention institutes cost-cutting measures, maximizes use of office time, manpower and resources.
- e. Demonstrated Teamwork, Cooperation and Camaraderie; cohesiveness – includes how the group motivates and supports each other; and the degree to which group members positively influence each other. (for group/team nominee)

***V. Who May Nominate***

Anyone of the following persons may nominate officials and/or employees for the Honor Awards:

1. The immediate supervisor of the employee;
2. His/her co-workers; or
3. A private person or group.

***VI. Nomination Documents for Submission***

Only one (1) nomination folder (long folder) containing the following documents shall be submitted:

1. Properly and adequately accomplished nomination form. Information required should be complete as this will be the same form that will be provided to the Members of the Committee on Award for evaluation.
2. Personal Data Sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency, with 5 cm. x 5 cm. photo with name written at the bottom side of the picture. Only the list not actual copies nor photocopies of training programs attended, awards/citations received, publications and researches of the nominee shall be attached to this sheet.

3. Latest Statement of Assets and Liabilities (for Lingkod Bayan and Dangal ng Bayan Awards);
4. Certification of the highest HRMO/Legal Officer in the Agency that the nominee has not been found guilty of any criminal offense involving moral turpitude and/or administrative offense and has/have no pending case against him/her at the time of nomination;
5. Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination.

## **VII. Procedure for Nomination**

1. All nominations must be submitted in the prescribed form to the Central Office Committee on Program on Awards and Incentives for Service Excellence (PRAISE) of the Department/Agency for evaluation.
2. Nominations must be duly signed by the Chairperson of PRAISE approved/endorsed by the Office/Regional Office Head and Department/Agency Head.

In the absence of a duly constituted and operational PRAISE Committee in the department/agency, the highest ranking Human Resource Management Officer can sign the nomination.

Department/Agency Head may refer to the Department Secretary, President or Chairman (in constitutional commissions, government financial institutions, other national government agencies and state colleges and universities), Governor or Mayor (in local government units). Heads of agencies may also refer to the following officials:

<b>Endorsing Head of Agency</b>	<b>Nominees</b>
Supreme Court Chief Justice	members of the Judiciary
Senate President	members/staff of the Senate
Speaker of the House of Representatives	members/staff of the House of Representatives.
Vice-Governor/Vice-Mayor	members/staff of the local Sanggunian

Where the nominee is already the Department or agency Head, endorsement of the concerned official is required:

<b>Nominee</b>	<b>Endorsing Official</b>
Department Secretaries Heads of Bureaus and Agencies Attached or Under Departments President of SUCs	Executive Secretary Department Secretary  Chairperson of the Board of Regents or Board of Trustees
Presidents of Corporations/ Government financial Institutions	Chairperson of the Board of Trustees or the Secretary of the Department to which the Corporation is under/attached
Governors/Mayors	DILG Secretary

Non-compliance with the above requirements would result in the automatic disqualification of the nomination.

3. Required data or information must be adequately provided:

- a. List of names of team members, their respective positions and contributions should be attached. Only those included in the list shall be recognized as official members of the team and shall be conferred the award if selected.
- b. Highlight accomplishments for the last five years. Presentation of accomplishments should be in order of significance, complete with descriptions and dates and should adhere to the following pointers:
  - use specific terms. Define /clarify terms such as "assisted", "contributed" or "facilitated";
  - state accomplishments and impact in brief, factual and bullet form
  - present impact of accomplishments by indicating problems addressed, savings generated, people /office benefited and /or transactions facilitated.

Accomplishments for the previous years may also be presented to establish consistency of nominee's performance or behavior.

- c. Use either English or Filipino in accomplishing the nomination form.



4. Although an employee or official may be qualified to any of the three awards, he/she should be nominated to only one award at a time or given year.

Past honor awardees can still be nominated to the same or another award i.e. a *Lingkod Bayan* awardee can still be nominated to the same award provided that the said nomination is based on new accomplishments.

Recipients of awards/recognition given by private organizations shall be considered in the evaluation of nominees for the Honor Awards, provided, however, that they are endorsed or nominated by their respective agency heads.

5. While agencies are expected to nominate the best among its employees, there is no limit to the number of agency nominees in any of the award categories.

#### **VIII. *Submission of Nominations***

Nominations to all three awards must be forwarded to any of the Civil Service Regional, Provincial or Field Offices on or before May 15 of any given year. Those received after May 15 will automatically be included for evaluation in the succeeding year's award.

#### **X. *Forms of Reward and Incentives***

***The Lingkod Bayan Awardees*** shall receive a gold (gilded) medallion and plaque containing the citation and signature of the President of the Philippines.

***The Dangal ng Bayan Awardees*** shall receive a trophy designed and executed by National Artist for Sculpture Napoleon V. Abueva.

Recipients of both awards shall be given a cash reward of P100,000.00 each.

Except for elective and appointive Barangay officials, *Lingkod Bayan* and *Dangal ng Bayan* Awardees shall also be entitled to an automatic promotion or an increase in salary equivalent to the next higher position. The automatic promotion shall be granted subject to the availability of the position in the organization's plantilla and if the awardee meets the qualification requirements of the said position. In the event that there is no vacancy in the organization or the awardee does not meet the required qualification standards, he/she will still be entitled to receive the salary corresponding to the next higher position.

Pursuant to CSC Resolution No. 010636 dated March 20, 2001, the grant of promotion or salary increase for purposes of the *Lingkod Bayan* or *Dangal ng Bayan* Awards to awardees who are on secondment, shall be based on the awardee's latest appointment or salary received in the mother agency.

Lingkod Bayan and Dangal ng Bayan Awardees shall also be entitled to any of the following as may be determined by the Committees on Award: bonus, citations, directorships in government-owned or controlled corporations; local and foreign scholarship grants; and paid vacations;

**The Pagasa Awardees** shall receive a gold (gilded) medallion, a plaque containing the citation and signature of the Chairperson of the Civil Service Commission and a cash reward of P50,000.00.

*c:guidelines.2*

Name of Nominee: \_\_\_\_\_ Team Nominee: \_\_\_\_\_ Position: \_\_\_\_\_ Agency: \_\_\_\_\_

(Use extra sheet for the names of team members and respective positions)

Agency Address: \_\_\_\_\_

<b>Significant Achievement for the Last Five Years</b> (Description of the project/work accomplished or behavior displayed, Strategies/activities done, Norms displayed citing accomplishments/circumstances proving such norms, and risks involved and problems encountered)	<b>Impact of Achievement/Accomplishment/Behavior</b> <i>For Work Accomplishment:</i> Indicate Problems addressed, savings generated, people/office benefitted and transactions facilitated. <i>For Behavior:</i> Describe the extent to which the ordinary act has created a powerful effect/impact on the organization or public.	<b>Other Information</b> (Major awards/citations received and description of the nominee as a person, worker, family member and citizen)

## Nomination Documents for Submission

Only one (1) nomination folder (long folder) containing the following documents shall be submitted:

1. Properly and adequately accomplished nomination form. Information required should be complete as this will be the same form that will be provided to the Members of the Committee on Award for evaluation.
2. Personal Data Sheet of the nominee duly subscribed and sworn to before the highest Human Resource Management Officer (HRMO) in the employing agency, with 5 cm. x 5 cm. photo with name written at the bottom side of the picture. Only the list **not** actual copies nor photocopies of training programs attended and awards/citations received, publications and researches by the nominee shall be attached to this sheet.
3. Latest Statement of Assets and Liabilities (for Lingkod Bayan and Dangal ng Bayan Awards).
4. Certification of the highest HRMO/Legal Officer in the agency that the nominee has not been found guilty of any criminal offense involving moral turpitude and/or administrative offense and has no pending case against him/her at the time of nomination.
5. Photocopies of nominee's clippings, news items and pictures to support the nomination.

### For the NOMINEE/TEAM NOMINEE:

I/We attest to all the facts contained herein and authorize the use of these information for publication. I/We understand that the Committee on Awards will validate the accuracy of the information contained in this form and I/we grant my/our consent to the conduct of a background investigation. If chosen as one of the awardees, I/we commit to personally receive my/our recognition during the awarding ceremonies.

\_\_\_\_\_  
Signature of Nominee/Group/Team Leader

Type of Award: \_\_\_\_\_

Length of Service in the Government: \_\_\_\_\_ Region: \_\_\_\_\_ Sector: \_\_\_\_\_

Performance Rating (January-December) FY: \_\_\_\_\_ J-J: \_\_\_\_\_ J-D: \_\_\_\_\_  
(select all that apply)

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Residence Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Numbers: \_\_\_\_\_  
(Residence) \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
\_\_\_\_\_  
(Office) \_\_\_\_\_ Fax No.: \_\_\_\_\_

Nominator: \_\_\_\_\_

Position/Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Tel. Nos.: \_\_\_\_\_

Signature: \_\_\_\_\_

Program on Awards and Incentives for Service Excellence (PRAISE) Chairperson  
or highest HRMO: \_\_\_\_\_

Signature: \_\_\_\_\_

Office/Regional Office Head: \_\_\_\_\_

Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Head of Department/Agency: \_\_\_\_\_

Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

### ----- CERTIFICATION ----- (For Individual Nomination)

This is to certify that \_\_\_\_\_  
(Nominee)  
has not been found guilty of any criminal offense involving moral turpitude and/or administrative offense and has no pending criminal or administrative case against him/her at the time of nomination.

\_\_\_\_\_  
Highest HRMO/Legal Officer in the agency

Date \_\_\_\_\_