

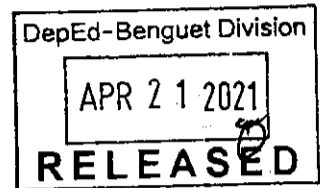


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

April 20, 2021

DIVISION MEMORANDUM

No. 127 S-2021



TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

SUBJECT: **CALL FOR DOCUMENT SUBMISSION OF QUALIFIED EMPLOYEES TO THE 2021 CIVIL SERVICE COMMISSION'S HONOR AWARDS PROGRAM**

1. The Civil Service Commission's (CSC) regional and provincial offices are now accepting nominations to the 2021 Search for Outstanding Government Workers. The annual Search forms part of CSC's Honor Awards Program (HAP). The awards are given by the government to individuals or groups of individuals who have excelled and shown utmost dedication and commitment in public service.
2. The three (3) award categories under the Search are the Presidential Lingkod Bayan, Outstanding Public Officials and Employees or the Dangal ng Bayan, and the CSC Pagasa (enclosure 1).
3. Interested and qualified employees shall submit the complete documents and filled out CSC forms (Enclosure 2) on or before April 26, 2021 to the Human Resource Development Section through the Division Records Section for screening of the Division Professional Development Committee.
4. Immediate and wide dissemination of this Memorandum are directed.

GLORIA B. BUYA-AQUINO
Schools Division Superintendent

//HRDS/SGOD/XDK



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

AYAMAN
Integrity Fields Accomplishments Odilies Advancement Futures Excellence





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

Enclosure 1. CALL FOR DOCUMENT SUBMISSION OF QUALIFIED EMPLOYEES TO THE 2021 CIVIL SERVICE
COMMISSION'S HONOR AWARDS PROGRAM

CRITERIA FOR EVALUATION

A. Presidential Lingkod Bayan and Civil Service Commission Pagasa Awards

1. Noteworthiness of Outstanding Performance/Contribution – The degree of uniqueness and originality of outstanding performance or contribution/s.
2. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used and its result; the number of persons who benefited; the paradigm shift it has caused and the amount of money saved.
3. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) – The extent the group members motivate and support each other or the degree to which group members positively influence each other.

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

1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.
4. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. Years of Service – the cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.
6. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for Dangal ng Bayan.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

IBANAN
Integrity | Diligence | Accomplishments | Modifies | Advancement | Virtues | Excellence





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

Enclosure 2 *CALL FOR DOCUMENT SUBMISSION OF QUALIFIED EMPLOYEES TO THE 2021 CIVIL SERVICE COMMISSION'S HONOR AWARDS PROGRAM*

REQUIRED DOCUMENTS

A. Completely filled-out HAP Nomination Form:

HAP Form No. 1 – Nomination for the Presidential Lingkod Bayan Award and CSC Pagasa Award (Individual Category)

HAP Form No. 2 – Nomination for the Presidential Lingkod Bayan Award and CSC Pagasa Award (Group Category)

HAP Form No. 2-A - Information on the Members of the Group Nominee

HAP Form No. 3 – Nomination for the Outstanding Public Officials and Employees Award or the Dangal ng Bayan Award

Each completely filled up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Arial font #12.

- B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination.
- C. Certification from the Chairperson of the agency's local, provincial, regional or national Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- D. Letter from the head of agency or highest official endorsing the nomination to the CSC.
- E. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending administrative or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.
- F. certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.
- G. Detailed information on dismissed/decided case/s of the nominee, if any.
- H. Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

AYAMAN
Integrity Fields Accomplishments Odilies Advancement Virtues Excellence





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

Very Satisfactory (VS) performance ratings for four (4) semestral or two (2) annual rating periods prior to the nomination. Copy of the rating forms should no longer be attached to the nomination folder.

- I. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant.

In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

- J. Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency.
- K. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
- L. Nominee's valid clearances to be secured from the following agencies in his/her locality:

- National Bureau of Investigation
- BIR Tax Clearance

The following clearances shall be secured by the CSC:

- a. Clearance for Pendency or No Pendency of Administrative Case shall be issued by the CSC Regional Office, free of charge.
- b. Clearances from Office of the Ombudsman, Sandiganbayan, CSC Central Office – Office for Legal Affairs, and the Commission on Human Rights shall be secured by the national HAP Secretariat for the semi-finalists of the Search.
- c. Clearance from the Office of the President shall also be secured by the national HAP Secretariat for presidential appointees who shall be selected as semi-finalists of the Search.

- M. For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

The nomination form and documentary requirements should be placed in legal size folders. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should not be included in the nomination folder.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

IPARAN
Integrity Fields Accomplishments Odilies Advancement Nurture Excellence





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

All nomination folders and documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee/s

WRITE-UP ACCOMPLISHMENTS

A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- The nomination write-up of heads of offices, agencies and local government units should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency or local government unit.

B. The following information must be adequately provided:

1. For Group Nomination (Presidential Lingkod Bayan and CSC Pagasa awards categories):

Name of team or group, names of qualified team members with their respective positions, status of appointment, length of government service and contribution/accomplishment of each member enumerated in detail. Please refer to HAP Form Nos. 2 and 2-A for details.

2. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee’s regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated:

- Nationwide impact of the exceptional/extraordinary contribution to public interest, security and patrimony (for Presidential Lingkod Bayan award category)
- Impact of the outstanding contribution to more than one department of the government (for CSC Pagasa award category)

3. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

C. Limitation on Nomination

1. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information.
2. While there are three award categories under the Search, an employee or official should be nominated to only one award category.
3. Honor awardees or those who have been previously conferred with any of the three awards: Presidential Lingkod Bayan, Outstanding Public Officials and Employees or Dangal ng Bayan and Civil Service Commission Pagasa can still be nominated to the same or to a different award category after five years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

GROUND FOR DISQUALIFICATION OF NOMINATIONS

A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents). Nominations with incomplete documents shall no longer be processed.

B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.

C. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet



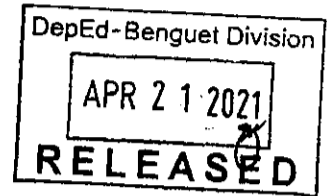


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

April 20, 2021

DIVISION MEMORANDUM

No. 127 s. 2021



TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

SUBJECT: CALL FOR DOCUMENT SUBMISSION OF QUALIFIED EMPLOYEES TO THE 2021
CIVIL SERVICE COMMISSION'S HONOR AWARDS PROGRAM

1. The Civil Service Commission's (CSC) regional and provincial offices are now accepting nominations to the 2021 Search for Outstanding Government Workers. The annual Search forms part of CSC's Honor Awards Program (HAP). The awards are given by the government to individuals or groups of individuals who have excelled and shown utmost dedication and commitment in public service.
2. The three (3) award categories under the Search are the Presidential Lingkod Bayan, Outstanding Public Officials and Employees or the Dangal ng Bayan, and the CSC Pagasa (enclosure 1).
3. Interested and qualified employees shall submit the complete documents and filled out CSC forms (Enclosure 2) on or before April 26, 2021 to the Human Resource Development Section through the Division Records Section for screening of the Division Professional Development Committee.
4. Immediate and wide dissemination of this Memorandum are directed.


GLORIA B. BUYA-AO^{aw}
Schools Division Superintendent

//HRDS/SGOD/XDK



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

SYAMAN
Integrity Fields Accomplishments Edifies Advancement Uplifts Excellence





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

Enclosure 1. CALL FOR DOCUMENT SUBMISSION OF QUALIFIED EMPLOYEES TO THE 2021 CIVIL SERVICE COMMISSION'S HONOR AWARDS PROGRAM

CRITERIA FOR EVALUATION

A. Presidential Lingkod Bayan and Civil Service Commission Pagasa Awards

1. Noteworthiness of Outstanding Performance/Contribution – The degree of uniqueness and originality of outstanding performance or contribution/s.
2. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used and its result; the number of persons who benefited; the paradigm shift it has caused and the amount of money saved.
3. Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. Consistency of Performance – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.
5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) – The extent the group members motivate and support each other or the degree to which group members positively influence each other.

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

1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.
4. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. Years of Service – the cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.
6. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for Dangal ng Bayan.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

Enclosure 2 *CALL FOR DOCUMENT SUBMISSION OF QUALIFIED EMPLOYEES TO THE 2021 CIVIL SERVICE COMMISSION'S HONOR AWARDS PROGRAM*

REQUIRED DOCUMENTS

A. Completely filled-out HAP Nomination Form:

HAP Form No. 1 – Nomination for the Presidential Lingkod Bayan Award and CSC Pagasa Award (Individual Category)

HAP Form No. 2 – Nomination for the Presidential Lingkod Bayan Award and CSC Pagasa Award (Group Category)

HAP Form No. 2-A - Information on the Members of the Group Nominee

HAP Form No. 3 – Nomination for the Outstanding Public Officials and Employees Award or the Dangal ng Bayan Award

Each completely filled up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Arial font #12.

- B. Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination.
- C. Certification from the Chairperson of the agency's local, provincial, regional or national Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- D. Letter from the head of agency or highest official endorsing the nomination to the CSC.
- E. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending administrative or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.
- F. certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.
- G. Detailed information on dismissed/decided case/s of the nominee, if any.
- H. Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

SYARAN
Integrity Fields Accomplishments Qualities Advancement Futures Excellence





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

Very Satisfactory (VS) performance ratings for four (4) semestral or two (2) annual rating periods prior to the nomination. Copy of the rating forms should no longer be attached to the nomination folder.

- I. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant.

In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

- J. Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency.

- K. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).

- L. Nominee's valid clearances to be secured from the following agencies in his/her locality:

- National Bureau of Investigation
- BIR Tax Clearance

The following clearances shall be secured by the CSC:

- a. Clearance for Pendency or No Pendency of Administrative Case shall be issued by the CSC Regional Office, free of charge.
- b. Clearances from Office of the Ombudsman, Sandiganbayan, CSC Central Office – Office for Legal Affairs, and the Commission on Human Rights shall be secured by the national HAP Secretariat for the semi-finalists of the Search.
- c. Clearance from the Office of the President shall also be secured by the national HAP Secretariat for presidential appointees who shall be selected as semi-finalists of the Search.

- M. For appointive Barangay officials/employees, Certification issued by the Barangay Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.

The nomination form and documentary requirements should be placed in legal size folders. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should not be included in the nomination folder.

Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet



SYARAN
Integrity Fields Accomplishments Modifies Advancement Nurtures Excellence





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

All nomination folders and documents submitted shall be considered as records of the Commission, thus, shall no longer be returned to the nominee/s

WRITE-UP ACCOMPLISHMENTS

A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- The nomination write-up of heads of offices, agencies and local government units should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency or local government unit.

B. The following information must be adequately provided:

1. For Group Nomination (Presidential Lingkod Bayan and CSC Pagasa awards categories):

Name of team or group, names of qualified team members with their respective positions, status of appointment, length of government service and contribution/accomplishment of each member enumerated in detail. Please refer to HAP Form Nos. 2 and 2-A for details.

2. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated:

- Nationwide impact of the exceptional/extraordinary contribution to public interest, security and patrimony (for Presidential Lingkod Bayan award category)
- Impact of the outstanding contribution to more than one department of the government (for CSC Pagasa award category)

3. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines

Department of Education
Cordillera Administrative Region
Schools Division of Benguet

C. Limitation on Nomination

1. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information.
2. While there are three award categories under the Search, an employee or official should be nominated to only one award category.
3. Honor awardees or those who have been previously conferred with any of the three awards: Presidential Lingkod Bayan, Outstanding Public Officials and Employees or Dangal ng Bayan and Civil Service Commission Pagasa can still be nominated to the same or to a different award category after five years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

- A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents). Nominations with incomplete documents shall no longer be processed.
- B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.
- C. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the HAP Secretariat, directly or thru intermediaries, special favor or consideration.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

LYABAN
Integrity Fields Accomplishments Modifies Advancement Virtues Excellence

