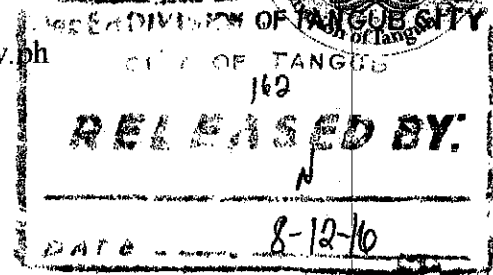
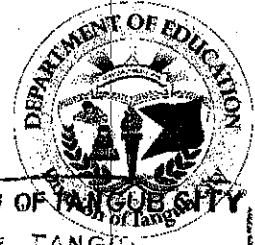




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
Telefax: (088) 395-3372
Email: tangub.city@deped.gov.ph



DIVISION MEMORANDUM

No. 156, s. 2016

To: Curriculum and Implementation Division
School Governance and Operations Division
Coordinating Principals
School Principals/Head Teachers
Alternative Learning System (ALS)
All Teachers

From: *ANT* **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

Subject: **116th PHILIPPINE CIVIL SERVICE ANNIVERSARY**

Date: August 12, 2016

1. Adhering to the Civil Service Commission Regional Office No. 10 communication letter dated July 22, 2016 regarding the **116th Philippine Civil Service Anniversary** with the theme: **Sigaw ng Lingkod Bayani: Malasakit Para sa Taumbayan, Kapwa Kawani at Kalikasan**, this Division encourages all individual to nominate government official or employee who have outstanding work performance and/or exemplary ethical behavior.
2. The award categories are as follows:
 - a. Exemplary Performance Award (Gawad Lingkod Bayani)
 - b. Model Employee (Katangi-tanging Kawani)
 - c. Outstanding Human Resource Management Practitioner
 - d. Service Delivery Excellence Award (Group Category)
 - e. Best Gender Responsive Agency
3. The deadline of the accomplished nomination form will be on August 16, 2016 and submit it to the Division Office c/o HRD-SGOD.
4. Attached herewith is the "Call for Nominations" for the said award categories and its respective criteria.
5. Immediate and wide dissemination of this memorandum is hereby desired.



REPUBLIC OF THE PHILIPPINES

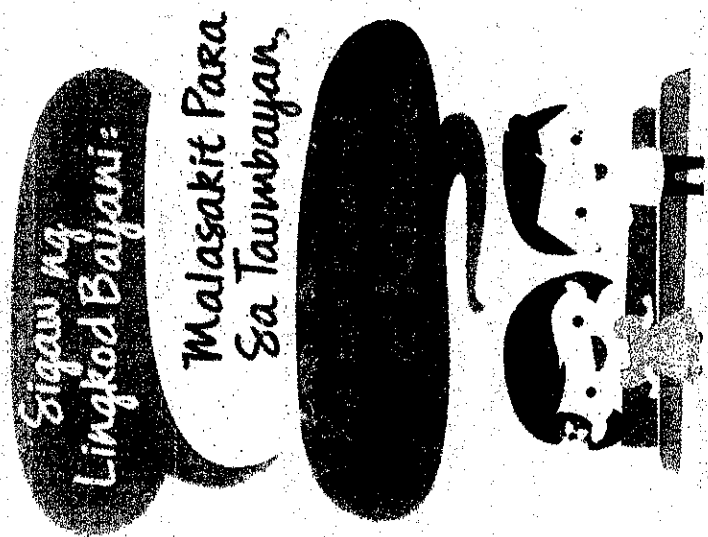
CIVIL SERVICE COMMISSION

Gawing Lingkod Bayani ang Bawat Kawani

HRD

Regional Office No. 10
Cagayan de Oro City

116th Philippine Civil Service Anniversary



Call for Nominations 2016 Outstanding Civil Servants

116th Philippine Civil Service Anniversary

Theme:

Sigaw ng Lingkod Bayani:

Malasakit Para sa Taumbayan, Kapwa Kawani, at Kalikasan

AWARD CATEGORIES:

Exemplary Performance Award
(Gawad Lingkod Bayani)

Model Employee
(Katangi-tanging Kawani)

Outstanding Human Resource Management Practitioner

Service Delivery Excellence Award

(Group Category)

Best Gender Responsive Agency

For more information:

You may Visit the Civil Service Commission Regional Office No.10

Vamenta Blvd., Carmen, Cagayan de Oro City

Contact #: (088) 858-7563

Email: csc10.ord@gmail.com

SCOPE OF THE PROGRAM

In every September of each year, during the Anniversary Celebration of the Philippine Civil Service, the Civil Service Commission, Regional Office No. 10 confers to individuals, groups as well as agencies of the government certain awards and commendation in recognition for their Outstanding Performance in the delivery of public services.

This Regional Honor Awards Program shall apply to all officials and employees in the career service and non-career service of the government, including appointive barangay officials and employees recognized as government employees pursuant to the conditions set under CSC Resolution No. 01-1352 dated August 10, 2001. However, employees whose nature of employment falls either under job order or contract of service are excluded from the coverage of the program.

CATEGORIES OF AWARDS

The categories of the Awards are individual or group of individuals with outstanding accomplishments, exceptional or extraordinary contributions resulting from an idea or performance that is of public interest that benefited the agency, community or population.

The term 'group' shall refer to two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. The members may come from a unit/apartment/section/division/of not more than ten (10) members from the same apartment or agency.

The group/team should have demonstrated teamwork/camaraderie shown by instant communication, coordination, cooperation, and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in a attainment of the group/team's accomplishment.

CRITERIA FOR EXEMPLARY PERFORMANCE AWARD (Gawad Lingkod Bayani)

- Conferred on an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had a broad scope of impact on public interest, security and patrimony. The contributions may be a suggestion, innovation, invention or superior accomplishment;
- May be a Head of Office/Agency/Local Chief Executive, Department Head, or a Rank-and-File employee (for individual category) or a group of employees on a specific project, task force or in special committees;
- The outstanding and unique accomplishments of the nominees and the impact thereof which benefited persons/group of persons that resulted in savings generated by the government, if any, and other quantitative and/or qualitative effect of the accomplishments.
- Has demonstrated innovation, leadership and transparency in performance; or managing people, caused a transformation of the organization by making it more responsive to the needs of the public; created/enhanced systems to improve public service delivery; mentored/inspired people to be organized, results-driven, disciplined and values-oriented; has shown prudent management of resources, including but not limited to financial and human resources; has the respect of his subordinates, constituents of co-employees, and observes CSC laws and rules.
- A performer who sets goals not only for himself/ herself but for the good of public service and who consistently meets the same.

- Has done outstanding positive contribution not only to the Office he/she represents, his/ her constituents and co-employees but to the community as well. The accomplishment must have been attained during the last three (3) years immediately preceding the nomination.
- The nominee is of good moral character, exemplifying integrity and demonstrates ethical conduct, no validated negative complaints and adheres to the Civil Service Law and Rules.
- Has no pending administrative or criminal case nor has been convicted of any offense involving moral turpitude.

CRITERIA FOR MODEL EMPLOYEE (Katangi-tanging Kawani)

- Conferred to an individual who has demonstrated exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under Republic Act No. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, such as Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living.
- With outstanding accomplishments in an Agency consistently and continuously carried out by the nominee within a three-year period and which contributed to the effective and efficient delivery of public service.
- Devised innovative practices/systems and lead in its execution/implementation.
- Acted promptly and judiciously on the job/work assignments and able to lead the Agency/Organization in achieving high performance ratings.
- No adverse feedback or complaints on behavior/ action/ performance as a government employee especially those touching on values and human relations.
- No administrative or criminal complaint filed nor has been convicted of any offense involving moral turpitude.
- Adherence to Civil Service Law and Rules – Government Working Hours, Rules on Leave, Decorum for Public Officials and Employees, Anti-Red Tape Act, etc., has not incurred any tardiness / under time for the last two rating periods.

- Has an Outstanding Performance Rating in the Agency for the past two rating periods.
- Active and participative in Agency-sponsored activities as well a CSC-sponsored programs.

CRITERIA FOR OUTSTANDING HUMAN RESOURCE MANAGEMENT PRACTITIONER

- Individual Records of Employment of employees (201 Files) maintained and updated and contain copies of appointments, Service Card/Service Records Notices of Salary Adjustments, Statement of Assets, Liabilities and Networth and other necessary documents which are secured under lock and key.
- Leave Records updated monthly, undertime/tardiness monitored and reflected in leave cards and certificate of leave balances issued after end of a semester.
- Maintained a compilation of reference materials on CS Law and Rules and other pertinent laws.
- Personnel Mechanisms of the Agency in existence and operational, with Committees duly constituted, i.e. Merit Promotion Plan/System of Ranking Positions, Grievance Machinery, Programs on Awards and Incentives for Services Excellence, Personnel Development Committee, Committee on Decorum and Investigation, and Performance Management System.
- Passed at least Level II of the Maturity level in the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM);
- Minimal errors in the processing of appointment and other personnel actions;
- Compliance with the ARTA Requirements as to Citizen's Charter posted in the Agency premises with each employee being oriented in the implementation of the Citizen's Charter; Anti-Fixer Campaign, Contact Center ng Bayan, No Noon Break Posters are visible in the Agency/Office, a special lane for the elderly; persons with disability and pregnant women is installed, a Public Assistance and Complaints Desk established with knowledgeable personnel on board during office hours, and a functional feedback mechanism in place;
- Conceptualized a Human Resource Development Plan for employees with at least two (2) Orientation/Training Programs conducted for the employees in a year;
- Active involvement in special projects undertaken by the Council of Human Resource Officers relative to the human resource development efforts of the CSC Field Offices in the area;

- The nominee is of good moral character, no validated negative complaints and with good attendance in PCPO Meetings which means not more than 50% absences in scheduled meetings.

CRITERIA FOR SERVICE DELIVERY EXCELLENCE AWARD (Group Category)

This is a group award for members of a unit/ department/ section / division/ task force/ team/ technical working group of not more than ten (10) members who have shown outstanding performance resulting from an idea or project which benefited the Agency they are representing or it redounded to the benefit of a community or population.

- The members of the group have initiated a project from an innovative idea which benefited the Agency they are representing or such accomplishments redounded to the benefit of a community or population. Service Delivery of the group is in accordance with existing laws and regulations;

- The project or an idea is exemplary in character or nature and cost-effective and the members of the group have demonstrated teamwork and outstanding performance to make such innovation and project operational;

- The members of the group must be government employees and should have demonstrated teamwork/ camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

- No adverse feedback of any member which may fall under any violation of existing Civil Service Law and Rules, the Anti-Red Tape Act, etc.

CRITERIA FOR BEST GENDER RESPONSIVE AGENCY

- The Nominated agency must have an approved Gender and Development Plan duly implemented.

- The Agency's Committee on Decorum and Investigation must be duly constituted and functional.

- Capability Building of Agency Personnel:

- a) Attendance to the Gender Sensitivity Seminar for the last three (3) years
- b) Attendance to Seminar Workshop on Anti-Sexual Harassment
- c) Orientation on RA 9262 (Anti-Violence against Women and Children)
- d) Orientation on RA 9710 on Magna Carta for Women

- Attendance of Agency's GAD Focal Person to gender meetings, symposia, fora and related activities.

- Agency Project/Program which has an impact on gender equality.

- Installation of Lactation/Breastfeeding Station in the agency.

WHO MAY NOMINATE?

Any individual or organization with extensive knowledge of the outstanding work performance and/or exemplary ethical behavior of the official, employee or group/team, or on the transactions of the particular Agency under consideration may nominate an individual or group of individuals or the Agency for a specific category in the Honor Awards.

Nomination Form

Nomination For: (Please check)

- Exemplary Performance Award (Gawad Lingkod Bayani)
- Model Employee (Katang-tangng Kawani)
- Outstanding Human Resource Management Practitioner
- Service Delivery Excellence Award (Group Category)
- Best Gender Responsive Agency

Information About the Nominee/Nominees: (Please use additional sheets if necessary)

Name: _____

Residential Address: _____

Agency: _____

Agency Address: _____

Position: _____

Contact Telephone/Mobile No.: _____

Performance Rating (Last Two Rating Periods) _____

Information About the Nominator:

Name: _____

Residential Address: _____

Agency: _____

Contact Telephone/Mobile No. _____

* All Nomination Forms must have supporting documents