



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Bonifacio Drive, Port Area, Manila

097.7 DPWH  
02.13.2020

February 12, 2020

**DEPARTMENT MEMORANDUM** )

**CIRCULAR NO.** )

Series of 2020 )

16 )

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**FOR / TO : Undersecretaries  
Assistant Secretaries  
Service Directors  
Bureau Directors  
Regional Directors  
Heads of UPMOs  
District Engineers  
This Department**

For information and guidance, attached is a copy of the letter dated January 28, 2020 of Hon. Alicia dela Rosa-Bala, Chairperson of the Civil Service Commission (CSC), Quezon City, announcing the commencement of the **"2020 Search for Outstanding Government Workers"**.

In this regard, you may send your nominations to the Search (any of the 3 different categories), using the prescribed CSC Form, to the Human Resource Management Division, Human Resource and Administrative Service (HRAS) on or before March 6, 2020, for review and evaluation before forwarding same to the CSC.

A copy of the said letter may also be downloadable from the DPWH website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph). If an office cannot access to the said DPWH website, a hard copy may be obtained from the Records Management Division HRAS, upon request.

For dissemination to all concerned.

**MARICHU A. PALAFOX, CESO III**  
Assistant Secretary for Support Services



28 January 2020

**Secretary MARK A. VILLAR**

Department of Public Works and Highways  
Bonifacio Drive, Port Area  
Manila 1003

Dear **Secretary Villar**:

Greetings from the Civil Service Commission (CSC)!

The 2020 Search for Outstanding Government Workers has commenced through CSC Memorandum Circular (MC) No. 1 dated 09 January 2020. Conducted under the auspices of the Honor Awards Program (HAP), the annual nationwide Search is the highest and the most coveted recognition given by the government to individuals and/or group of individuals who have excelled or shown utmost dedication and commitment in public service.

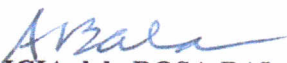
The conferment of these awards: the Presidential *Lingkod Bayan* Award and the Civil Service Commission *Pagasa* Award, both for outstanding work performance; and the Outstanding Public Officials and Employees or *Dangal ng Bayan* Award for exemplary conduct and ethical behavior, is the highlight of the annual celebration of the Philippine Civil Service Anniversary in September 2020. The awards are bestowed by no less than the President of the Republic of the Philippines.

We are certain that your Office has its roster of outstanding officials and employees. Hence, may we then request you to nominate deserving public service exemplars to the 2020 Search. The recipients of your agency's annual Program on Awards and Incentives for Service Excellence (PRAISE) Awards may be considered as your agency's nominees to any of the three award categories of this year's Search. We have enclosed a copy of said MC for your reference. Further, the 2020 Search Guidelines and nomination forms are available in the CSC Regional and Field Offices nationwide and at the CSC website: [www.csc.gov.ph](http://www.csc.gov.ph). Nominations should be submitted to the nearest CSC Regional and/or Field Offices until **March 31, 2020**.

The Honor Awards Program Management Team headed by Director IV Maria Luisa Salonga-Agamata will be ready to provide the assistance your office may need relative to the Search. The HAP Management Team may be reached through telephone numbers (02) 8931-7993 and (02) 8932-0381, fax number (02) 8932-0179, or e-mail address: [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com).

Thank you.

Very truly yours,

  
**ALICIA dela ROSA-BALA**  
Chairperson



**Bawat Kawani, Lingkod Bayani**



MC No. 31, s. 2020

## MEMORANDUM CIRCULAR

**TO :** HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENTS; STATE UNIVERSITIES AND COLLEGES; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

**SUBJECT :** 2020 Search for Outstanding Government Workers

The Civil Service Commission (CSC) announces the start of the 2020 Search for Outstanding Government Workers as mandated in the 1987 Philippine Constitution, Executive Order No. 292 or the Administrative Code of 1987, Executive Order No. 508, series of 1992, as amended by Executive Order No. 77, series of 1993, and Republic Act No. 6713. As provided under Section 35, Chapter 5, Book V of the Administrative Code of 1987 on the Civil Service Commission, the CSC shall act as the Honor Awards Program (HAP) Management Team and shall conduct the annual search for public exemplars.

The Search covers three (3) award categories, namely: the Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award, and the Civil Service Commission *Pagasa* Award. The conferment of the awards forms part of the Commission's advocacy of promoting excellence and recognizing as well as rewarding civil servants for outstanding performance, contribution and achievements, and/or consistent manifestation of exemplary ethical behavior in the public service. Group nominations for the Presidential *Lingkod Bayan* Award and the Civil Service Commission *Pagasa* Award are strongly encouraged.

Further, pursuant to CSC Memorandum Circular No. 2 dated February 21, 2019 on PRAISE Winners as Nominees to the Search for Outstanding Government Workers for 2019 and Years Thereafter, heads of agencies are encouraged to automatically nominate their PRAISE awardees to the Search.

The Search for Outstanding Government Workers Guidelines for 2019 and Years Thereafter issued through CSC Memorandum Circular No. 1 dated February 13, 2019 shall apply for the 2020 Search. Heads of agencies and state workers are enjoined to participate actively in promoting the prestigious Search and submitting nominations.

**Bawat Kawani, Lingkod Bayani**

Nominations shall be submitted to the CSC Regional and/or Field Offices. Deadline for submission of nominations is on **March 31, 2020**.

The soft copy of the promotional materials, guidelines and nomination forms are available in the CSC Regional and Field Offices nationwide and at [www.csc.gov.ph](http://www.csc.gov.ph).

For inquiries, the Honor Awards Program Secretariat may be reached through telephone numbers (02) 8931-7993; (02) 8932-0381; (02) 8932-0111; TextCSC 09178398272 or email address: [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com)

  
**ALICIA dela ROSA-BALA**  
Chairperson



09 JAN 2020

# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Award)  
For Outstanding Work Performance

## Individual Category

PASTE

1 ½" x 2"

(passport size)

Photo here

☐ **Presidential *Lingkod Bayan***
☐ **Civil Service Commission *Pagasa***
**Name** (First Name, Middle Initial, Last Name):

**Signature:**
**Position** (per Service Record):

**Gender:**
**Age:**
**Status of Appointment** (per Service Record):

**Date of Birth:**
**Residence Address :**
**Place of Birth:**
**Telephone/Cellphone Nos** (Active Contact Details):

**Name of Agency:**
**Level of Position:** ☐ **1<sup>st</sup> Level**
**Agency Address:**
☐ **2<sup>nd</sup> Level** (Executive Managerial)

☐ **2<sup>nd</sup> Level** ☐ **3<sup>rd</sup> Level** (Presidential Appointee)

**Region:**
☐ **Military** ☐ **Elective**
**Agency Telephone Nos** (Active Contact Details):

**Email address:**

## REGIONAL OFFICE HEAD

**Name:**
**Position:**
**Telephone / Cellphone Nos.** (Active Contact Details):

**Email address:**

## AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

**Name:**
**Position:**
**Agency Address:**
**Telephone/Cellphone Nos.** (Active Contact Details):

**Email address:**

## NOMINATOR

**Name:**
**Position:**
**Agency:**
**Telephone/Cellphone Nos.:**
**Agency Address:**
**Email add:**

### Additional Information about the Nominee:

Were you a previous HAP Nominee? ☐ Yes ☐ No What year: \_\_\_\_ What Award Category: \_\_\_\_

Were you a previous HAP Semi-finalist? ☐ Yes ☐ No What year: \_\_\_\_ What Award Category: \_\_\_\_

Were you a previous HAP Awardee? ☐ Yes ☐ No What year: \_\_\_\_ What Award Category: \_\_\_\_

Nomination Write-up:  
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:

Position:

Length of Service in the Position:

Agency:

In Government:

Division/Unit:

I. Executive Summary

Click here to enter text.

II. Significant Accomplishment/s within the Last Three Years

(Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered)

The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments

Click here to enter text.

III. Impact of Accomplishments

(Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) For **Presidential Lingkod Bayan Category**: What was the impact of the extraordinary contribution to national public interest? For **CSC Pagasa Category**: What was the impact of the Outstanding contribution to more than one department of the government?

Click here to enter text.

IV. Other Information

(Major Awards/Citations Received/Membership in the Organization)

Click here to enter text.

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee

Nominator

PRAISE Committee/Highest HRMO

Regional Office Head

# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Award)  
For Outstanding Work Performance

## Group Category

☐ **Presidential *Lingkod Bayan***

☐ **Civil Service Commission *Pagasa***

Name of Group Nominee:

Agency Name:

Telephone/Cellphone Nos (Active Contact Details):

Agency Address:

Email address:

Region:

### Team Members Information

(First Name, Middle Initial, Last Name - Position Title per Service Record)

Name of Team Leader:

Name of Member 3:

Position Title:

Position Title:

Position Level: Choose an item.

Sex: Choose an item.

Position Level: Choose an item.

Sex: Choose an item.

Status of Appointment: Choose an item. Age:

Status of Appointment: Choose an item.

Age:

Name of Member 1:

Name of Member 4:

Position Title:

Position Title:

Position Level: Choose an item.

Sex: Choose an item.

Position Level: Choose an item.

Sex: Choose an item.

Status of Appointment: Choose an item. Age:

Status of Appointment: Choose an item.

Age:

Name of Member 2:

Position Title:

Position Level: Choose an item.

Sex: Choose an item.

Status of Appointment: Choose an item. Age:

### REGIONAL OFFICE HEAD

Name:

Position:

Telephone / Cellphone Nos (Active Contact Details):

Email address:

### AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

Name:

Position:

Agency Address:

Telephone/Cellphone Nos (Active Contact Details):

Email address:

### NOMINATOR

Name:

Position:

Agency:

Telephone/Cellphone Nos.:

Agency Address:

Email add:

### Additional Information about the Nominee:

Were you a previous HAP Nominee? ☐ Yes ☐ No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_

Were you a previous HAP Semi-finalist? ☐ Yes ☐ No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_

Were you a previous HAP Awardee? ☐ Yes ☐ No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_

Nomination Write-up:  
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:

Agency:

Division/Unit:

Position:

Length of Service in the Position:

In Government:

**I. Executive Summary**

Click here to enter text.

**II. Significant Accomplishment/s within the Last Three Years** (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered)  
The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments)

Click here to enter text.

**III. Impact of Accomplishments** (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) For **Presidential Lingkod Bayan Category**: What was the impact of the extraordinary contribution to national public interest? For **CSC Pagasa Category**: What was the impact of the Outstanding contribution to more than one department of the government?

Click here to enter text.

**IV. Other Information** (Major Awards/Citations Received/Membership in the Organization)

Click here to enter text.

**CERTIFICATION**

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

**Printed Name and Signature:**

Nominee

Nominator

PRAISE Committee/Highest HRMO

Regional Office Head

INFORMATION ON TEAM/GROUP MEMBERS

Name of Team Members	Position/Status of Appt./Agency	Contribution/s of each member (Including those of disqualified members)	Reason for disqualification of the Team Members, if any.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

CERTIFICATION

I hereby attest to all the facts herein, authorize the Committee on Awards to validate the accuracy of the information contained in this form and grant our consent to the conduct of background investigation. Any misrepresentation made by the signatory shall be ground for disciplinary action pursuant to applicable Civil Service laws and rules.

CHAIR, PRAISE Committee  
Signature over printed name

# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Outstanding Public Officials and Employees or  
*Dangal ng Bayan Award*)

PASTE

1 ½" x 2"

(passport size)

Photo here

## THE NOMINEE

Name (First Name, Middle Initial, Last Name):

Signature:

Position (per Service Record):

Gender:

Age:

Status of Appointment (per Service Record):

Date of Birth:

Residence Address:

Place of Birth:

Telephone/Cellphone Nos.

Name of Agency:

Level of Position: ☐ 1<sup>st</sup> Level

Agency Address:

☐ 2<sup>nd</sup> Level (Executive Managerial)☐ 2<sup>nd</sup> Level ☐ 3<sup>rd</sup> Level (Presidential Appointee)

Region:

☐ Military ☐ Elective

Agency Telephone Nos. (Active Contact Details):

Email Add:

## REGIONAL OFFICE HEAD

Name:

Position:

Telephone / Cellphone Nos. (Active Contact Details):

Email address:

## AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for proper endorsement)

Name:

Position:

Agency Address:

Telephone/Cellphone Nos. (Active Contact Details):

Email address:

## NOMINATOR

Name:

Position:

Agency:

Telephone/Cellphone Nos.:

Agency Address:

Email add:

### Additional Information about the Nominee:

Were you a previous HAP Nominee? ☐ Yes ☐ No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_Were you a previous HAP Semi-finalist? ☐ Yes ☐ No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_Were you a previous HAP Awardee? ☐ Yes ☐ No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_

Nomination Write-up:  
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:

Position:

Length of Service in the Position:

Agency:

In Government:

Division/Unit:

I.	Executive Summary
II.	Exemplary Behavior/Conduct Displayed within the last 3 years (Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved and problems encountered.)
III.	Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)
IV.	Other Information (Major Awards/Citations Received/Membership in the Organization)

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee	Nominator	PRAISE Committee/Highest HRMO	Regional Office Head
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