

**[ CSC MEMORANDUM CIRCULAR NO. 03, January 28, 1992 ]**

**REVISED GUIDELINES ON THE SEARCH FOR PRESIDENTIAL (LINGKOD BAYAN) AND CIVIL SERVICE COMMISSION (PAGASA) AWARDEES FOR OUTSTANDING PUBLIC SERVICE**

Pursuant to Executive Order No. 334 dated August 18, 1988 and its Implementing Rules and Regulations dated November 7, 1988, the Presidential Award for Outstanding Public Service was instituted. Moreover, Section 35, Chapter 5 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended, established the government-wide Employee Suggestions and Incentive Award System which took effect on November 23, 1989.

The Civil Service Commission, in its M.C. No. 59, s. 1990 dated December 27, 1990<sup>[\*]</sup>, issued the implementing guidelines on the search for these outstanding public servants. However, the nomination procedures and some substantial contents have to be revised to conform with the existing needs of the program. In view thereof, the following are the revised implementing guidelines on the search for the Presidential and Civil Service Commission Awardees for Outstanding Public Service:

**I**

**Categories of Awards**

*1.1 Presidential or Lingkod Bayan Award* — Presidential or Lingkod Bayan Award is conferred on an individual or group of individuals for highly exceptional or extraordinary contributions resulting from an idea or performance who effect is nationwide and principally affects the national interest, security and patrimony.

The Lingkod Bayan Award is in the form of gold (gilded) medallion and plaque containing the citation and signature of the President of the Philippines.

*1.2 Civil Service Commission Award or Pagasa Award* — Civil Service Commission Award or Pagasa Award is given to an individual or group of individuals in recognition of contributions from idea or performance resulting in direct benefits to more than one department or to the government though not of such extraordinary or exceptional degree as to warrant the Lingkod Bayan Award.

Consistent dedicated performance exemplifying the best example in any of the professions or occupations in the public service shall be considered for this category.

The Pagasa Award is in the form of a gold (gilded) medallion and a plaque containing the citation and signature of the CSC Chairman.

*1.3 The Departmental or Kapwa Award* — The Departmental or Kapwa Award shall be given to an individual or group of individuals in recognition of contributions from

an idea or performance resulting in direct benefits to a single department or agency in the government. Nominations for this category need not be submitted to the Civil Service Commission for screening and evaluation. The Department or Agency Suggestions and Incentive Awards Committee shall evaluate the nominations for this category and recommend to the head of the department or agency the most qualified nominees.

## **II**

### **Bases for the Awards**

Awards shall be granted for achievements made on the preceding year based on the following:

- 2.1 Consistent dedicated performance exemplifying the best in any of the professions or occupations in the public service.
- 2.2. Idea, suggestion or intervention approved and/or adopted by the employing agency.
- 2.3. Performance of an extraordinary act or service in the public interest in connection with or related to, one's employment or official functions.
- 2.4. Outstanding community service or heroic act in the public interest (not related to his official functions as a public servant).

## **III**

### **Qualifications for the Awards**

These awards shall be open to all officials and employees in the career or non-career service of the national and local government, including those in the state universities and colleges, and government-owned or controlled corporations with original charters, whether or not they receive compensation, regardless of the amount.

Officials and employees nominated for any of the awards must:

- 3.1 Have been employed with the nominating agency for at least one year at the time of the nomination;
- 3.2 Have been rated at least Very Satisfactory or its equivalent for two grading periods immediately preceding the nomination; and
- 3.3. Have not been found guilty of any criminal offense involving moral turpitude or administrative offense or does not have any pending case against them at the time of the nomination.

## **IV**

### **Nominating Person or Group**

- 4.1 the immediate supervisor of the employee
- 4.2 his co-owners