



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

February 27, 2024

DIVISION MEMORANDUM

No. **119**, s. 2024

2024 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is **DepEd Memorandum No. 011, s. 2024** titled **2024 Search for Outstanding Government Workers**.
2. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects

BUREAUS AND OFFICES
SEARCH

EMPLOYEES
SERVICE

OFFICIALS

PRIZES OR AWARDS



Address: Banica, Roxas City, 5800
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Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education

FEB 23 2024

DepEd MEMORANDUM
No. **011**, s. 2024

2024 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Civil Service Commission (CSC), under the auspices of the Honor Awards Program (HAP), announces the **2024 Search for Outstanding Government Workers**.
2. The Search aims to recognize outstanding public officials and employees, individuals and/or groups of individuals, who have shown excellent or utmost dedication and commitment in the public service.
3. The Program on Awards and Incentives for Service Excellence (PRAISE) Committees in the field offices shall screen and evaluate all nominations for the different types of awards. The nominations must be duly signed by the respective chairperson of the PRAISE Committee or its equivalent, depending on the station of the nominee/s, whether from Central Office (CO), regional offices (ROs), or schools division offices (SDOs).
4. All nominations from the SDOs shall be consolidated and submitted first to the ROs for proper endorsement prior to submission to the CO PRAISE Committee. In the case of nominees from the CO, nominations shall be deliberated and evaluated by the CO PRAISE Committee and recommended to the Secretary for final approval and endorsement to the CSC-HAP.
5. To ease the submission of requirements, only digital or scanned copies of accomplished forms, along with a single full set of nomination documents in Portable Document Format (PDF), must be submitted to the Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHROD-EWD). Submissions should be made through the link <https://bit.ly/2024HAP>, not later than **March 10, 2024**. This is to provide ample time for the review, approval, endorsement, and transmittal of nominations to the concerned CSC field offices on or before the **March 31, 2024** CSC deadline.
6. The original and certified true copies of the nomination documents shall be submitted directly to the respective CSC regional or field offices upon the approval of the Secretary's endorsement.

7. A copy of CSC Memorandum Circular 11, s. 2023, containing the mechanics, requirements, and procedures, is enclosed.

8. The Equal Opportunity Principle (EOP) shall be exercised to underscore the Department's policy of no discrimination against any employee for rewards and recognition regardless of age, gender, civil status, disability, religion, ethnic group, and political beliefs.

9. For more information, please contact the following:

**For information about the CSC Honor Awards Program
CSC HAP Secretariat**

Telephone Nos.: (02) 8931-7993 or (02) 8932-0381

Email Address: hapsecretariat@yahoo.com

**For concern on the submission to DepEd CO PRAISE Committee
BHROD-EWD (CO PRAISE Secretariat)**

Telephone Nos.: (02) 8633-7229 or (02) 8635-3760

Email Address: bhrod.ewd@deped.gov.ph

10. Immediate dissemination of this Memorandum is desired.



By Authority of the Secretary:

WILFREDO E. CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary
for Human Resource and Organizational Development

Encl.:

As stated

Reference:

DepEd Memorandum No. 014, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
EMPLOYEES
OFFICIALS
PRIZES OR AWARDS
SEARCH
SERVICE



MC No. **11**, s. 2023

MEMORANDUM CIRCULAR

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

SUBJECT : 2024 Search for Outstanding Government Workers

The Civil Service Commission (CSC) calls for nominations to the 2024 Search for Outstanding Government Workers. The deadline for electronic submission of nominations is on **31 March 2024**. Nominations should be submitted to the CSC Regional or Field Office with the jurisdiction of the agency. The directory of CSC offices is accessible via the CSC website: www.csc.gov.ph.

The CSC, as mandated in the 1987 Philippine Constitution, administers the Honor Awards Program (HAP) and the annual search for public exemplars pursuant to Executive Order (EO) No. 292 or the Administrative Code of 1987, EO No. 508, series of 1992, as amended by EO 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.

The Search has three (3) award categories namely: The Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award (*Dangal ng Bayan*) Award, and the CSC *Pagasa* Award. The conferment of the awards forms part of the Commission's advocacy of promoting excellence, recognizing and rewarding civil servants for outstanding performance and contribution, and/or consistent manifestation of exemplary ethical behavior in public service. It is also one of the highlights of the Philippine Civil Service Anniversary celebration, in observance of the establishment of the Philippine Civil Service by virtue of Public Law No. 5 (An Act for the Establishment and Maintenance of an Efficient and Honest Civil Service in the Philippine Islands) on 19 September 1900.

Heads of agencies are enjoined to participate in the prestigious Search and nominate exemplars and awardees of their Program on Rewards, Awards, and Incentives for Service Excellence (PRAISE) via electronic submission of documentary requirements, to the CSC Regional and/or Field Offices not later than 31 March 2024. The guidelines, list of requirements, and nomination forms to be used for the 2024 Search are on the

Bawat Kawani, Lingkod Bayani

CSC website: <https://www.csc.gov.ph/programs/honor-awards-program/search-for-outstanding-government-workers>.

Further, the Commission seeks the assistance of government agencies in promoting the Search and the public service exemplars by encouraging employees to like and subscribe to the Philippine Civil Service Facebook Page and CSC Media PH YouTube Channel, and share the following regular promotional releases in their respective online bulletin boards and social media accounts:

Informational Posts on the Search

The CSC's main Facebook Page also features regular updates on the nomination process, as well as inspirational quotes from past awardees. Government agencies are encouraged to share or cross-post these informational and inspirational social media cards on their respective online accounts as well.

Lingkod Bayan Diaries: Katangi-tanging Kawani

Lingkod Bayan Diaries: Katangi-tanging Kawani (LBD KK) is a video anthology released through the CSC Facebook Page and YouTube channel. The videos feature civil servants' stories and their experiences as awardees. A short clip of awardees inviting nominations to the Search is also featured at the end of each video.

Government agencies, through their respective human resource management officers (HRMOs), are requested to use the videos for the following purposes:

- regular social media content on official agency online platforms;
- resource materials documenting public service excellence;
- visual materials to be used during learning and development programs such as webinars, conventions, and summits;
- recruitment tools to attract potential applicants to public service;
- motivational tools to encourage employees to pursue career development;
- creative representation of regional achievements showcasing best practices done in the regions;
- video support for media interviews on public service; and
- information tools for orientations on the Search for Outstanding Government Workers.

Lingkod Bayan Diaries Previews

Lingkod Bayan Diaries Previews are vertical video teasers promoting the next main LBD episode. These are shareable through emerging vertical video platforms such as Facebook Reels, YouTube Shorts, and Tiktok.



HAP Promotional Videos

Videos on the Search are also released via the CSC's official online accounts. These may be used by government agencies as informational material on the program and encourage nominations.

For inquiries, the HAP Secretariat may be reached through telephone numbers (02) 8931-7993/8932-0381, or by email address: hapsecretariat@csc.gov.ph.

For official updates and materials on HAP, please refer to the following:

CSC website : www.csc.gov.ph
CSC Facebook Page : www.facebook.com/civilservicegovph
YouTube Channel : www.youtube.com/cscphmedia
TikTok Channel : <https://www.tiktok.com/@civilservicegovph>
Instagram : <https://www.instragram/civilservicegovph>
LBD YouTube Playlist : <https://tinyurl.com/LBDYTplaylist>
LBD Facebook Playlist : <https://tinyurl.com/LBDFBPlaylist>



ATTY. KARLO A. B. NOGRALES
Chairperson

22 December 2023