



HONOR AWARDS PROGRAM

Primer on Benefits Administration

**CIVIL SERVICE COMMISSION
PAGASA**

Introduction

The Civil Service Commission (CSC), is the central human resource institution mandated by the Philippine Constitution to “adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service” as well as “to strengthen the merit and rewards system”.

The CSC administers a yearly nationwide Search for Outstanding Government Workers through its Honor Awards Program (HAP) which recognizes government officials and employees who have displayed outstanding work performance and ethical behavior.

There are three (3) award categories under the HAP: the Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees or the *Dangal ng Bayan* Award, and the Civil Service Commission *Pagasa* Award.

This primer consolidates in one cohesive and comprehensive folio, existing laws, rules and regulations on the rewards and incentives of the HAP awardees.

Through this Primer, CSC hopes to provide government agencies with crucial tools to enable them to effectively implement the benefits that their awardees truly deserve.

HAP Award Categories

A. Civil Service Commission *Pagasa* Award

(pursuant to Omnibus Rules Implementing Book V of Executive Order 292 or the Administrative Code of 1987”)

The Civil Service Commission *Pagasa* Award is conferred to an individual or group of individuals for outstanding contribution resulting from an idea or performance which directly benefits more than one department of the government.

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

(pursuant to Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees)

The Outstanding Public Officials and Employees or *Dangal ng Bayan* is conferred to an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight (8) norms of behavior provided under the Code.

C. Presidential *Lingkod Bayan* Award

(pursuant to Executive Order Nos. 507 and 77 dated March 2, 1992 and March 31, 1993)

The Presidential *Lingkod Bayan* is conferred to an individual or group for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment.

CIVIL SERVICE COMMISSION PAGASA AWARD

(pursuant to Omnibus Rules Implementing Book V of Executive Order 292 or the “Administrative Code of 1987”)

The Civil Service Commission *Pagasa* Award is conferred to an individual or group of individuals for outstanding contribution resulting from an idea or performance which directly benefits more than one department of the government.



Forms of Rewards and incentives

The 2020 and 2021 CSC Pagasa Awardees shall receive the following:

Cash Reward

An individual awardee in this category will receive a cash reward of Two Hundred Thousand Pesos (PHP200,000.00), while group awardees shall receive One Hundred Thousand Pesos (PHP100,000.00) per group member, with a maximum of five members.

Non-Monetary Rewards and Incentives

- Gold-gilded medallion designed and crafted by the Bangko Sentral ng Pilipinas (BSP)
- Plaque with citation signed by the Chairperson of the Civil Service Commission

Scholarship Incentive

The scholarship shall cover the individual and group/team awardees of the Civil Service Commission *Pagasa* or their qualified beneficiaries.

Every year, the Civil Service Commission requests sponsorship from educational institutions to provide HAP awardees or their qualified beneficiaries with educational opportunities within five (5) years from the time they received their award.

The CSC has entered into an agreement with the following educational (may vary every year):

- University of the Philippines (UP)
- Philippine Normal University (PNU)
- Technological University of the Philippines (TUP)
- Far Eastern University (FEU)
- Mariano Marcos State University (MMSU)
- Polytechnic University of the Philippines (PUP)
- Technical Education and Skills Development Authority (TESDA)

Every year, the names of the HAP awardees are endorsed to these educational institutions for proper evaluation of their eligibility for admission.

Scholarship Conditions

1. The HAP awardee or his/her qualified beneficiary must qualify for admission to the University and into the course of his/her choice
2. The scholar shall directly coordinate with the educational institution relative to the pre-admission qualifications, course

requirements, procedure for application and availment of scholarship

3. While the University grants the scholarship, the HAP awardee or his/her qualified beneficiary still has to pass the requirements to qualify for admission into the program, and the requirements set by the professors and the University for passing the course.
4. After passing the admission and course requirements, the HAP awardee or his/her qualified beneficiary shall inform and coordinate with the HAP Secretariat.
5. The party who shall avail of the scholarship, whether the HAP awardee or his/her qualified beneficiary, shall be referred to as the “scholar”.
6. The period of availment of the scholarship shall be within five (5) years from the time they received their award, otherwise, it is deemed forfeited, and in no case shall its benefits be collectible/convertible into cash.
7. ONLY if the HAP awardee will avail of the scholarship shall availment be on OFFICIAL TIME, subject to the following conditions:
 - a. The HAP awardee shall make representations with the agency head regarding the intent to avail of the scholarship coursed through the Human Resource Management Office (HRMO)
 - b. The HAP awardee shall ensure that his/her official responsibilities, targets and accomplishments will not be compromised

- c. For availment of the scholarship, the HAP awardee shall immediately submit to the agency HRMO the notice of acceptance from the University where he/she will avail of the scholarship. The schedule of registration, enrolment and class schedule should likewise be submitted for information and to ensure that availment of the scholarship shall not be deducted from awardee's leave credits. It is incumbent upon the HAP awardee to furnish his/her immediate supervisor/head of office a copy of said documents for proper monitoring of accomplishments and accountability.
8. If HAP awardee waived his/her right to the scholarship, the following shall be observed:
 - a. If married, only the legitimate spouse or one legitimate child of the HAP awardee may claim the benefit.
 - b. If a Muslim with more than one legitimate spouse, the scholarship shall only be applicable to one legitimate spouse or child of the HAP awardee.
 - a. If single, an immediate family member may be considered as a qualified beneficiary of the HAP awardee, that is, a child, a sibling or a niece/nephew may avail of the scholarship.
 9. Similarly, for posthumous awardees, the following conditions shall be complied with:
 - a. If married, only the legitimate spouse or one legitimate child of the deceased HAP awardee may claim the benefit.

- b. If a Muslim with more than one legitimate spouse, the scholarship shall only be applicable to one legitimate spouse or child of the deceased HAP awardee.
 - c. If single, an immediate family member may be considered as a qualified beneficiary of the HAP awardee, that is, a child, a sibling or a niece/nephew may avail of the scholarship.
10. The HAP awardee or his/her qualified beneficiary may avail of the scholarship as long as the HAP awardee remains in government service and is in good standing all throughout the availment period of the scholarship, otherwise, it is deemed forfeited.
 11. The scholar is allowed to enroll in only one (1) degree program until he/she finishes the course within the time prescribed under the University's rules, provided that he/she complies with the academic requirements of the University concerned.
 12. The University shall grant scholarship in any of the courses it offers in baccalaureate, master or doctorate degrees in any of its campuses.
 13. The scholarship shall include free tuition and miscellaneous fees provided, however, that it shall have the final decision on whether or not the HAP awardee or his/her qualified beneficiary is qualified for the scholarship and on what courses and campuses the scholarship shall cover.
 14. In the exercise of academic freedom, the University has the absolute power to determine pre-admission qualifications, and

the HAP awardee or his/her qualified beneficiary's merit and fitness to pass the course.

15. While the University grants the scholarship, the following conditions should be noted:
 - a. Should the scholar fail to comply with the requirements for remaining in and completing the program, the scholarship will be forfeited.
 - b. The terms and conditions of the scholarship shall be subject to the current and future policies, rules and regulations of the University. The Civil Service Commission shall, however, be advised of any changes in policies, rules and regulations that may have bearing on the scholarship.

Availment of Scholarship

If the scholar who will avail of the scholarship is the HAP awardee:

1. After passing the admission and course requirements, the scholar shall coordinate with the HAP Secretariat and submit the notice of acceptance issued by the University.
2. Upon receipt of the notice of acceptance from the University, the HAP Secretariat shall provide the scholar with the CSC endorsement letter, a copy of the Memorandum of Agreement (MOA), and Certification that he/she is indeed a HAP awardee and is entitled to avail of the scholarship incentive, for submission to the University where he/she got admitted to.

3. The scholar shall submit the CSC's endorsement letter, a copy of the MOA, and the Certification to the University to avail of the benefits of the scholarship.

If HAP awardee waived his/her rights to the scholarship in favor of his/her qualified beneficiary, the scholar has to submit a Certification to the HAP Secretariat that the awardee has waived his/her rights to the scholarship in his/her favor.

4. The University, upon receipt of the abovementioned documents from the scholar, shall effect the agreements stipulated in the MOA and shall inform the HAP Secretariat of the same.
5. Thereafter, the scholar shall inform the HAP Secretariat in writing once the scholarship has been completed.

Free Executive Check-up

The free executive check-up shall cover ONLY the individual and group/team awardees of the Civil Service Commission *Pagasa*.

Every year, the Civil Service Commission requests sponsorship from government medical centers and hospitals to provide HAP awardees with free executive check-up within one (1) year from the time they received their award.

The CSC has entered into an agreement with the following government medical centers and hospitals (may vary every year):

- Philippine General Hospital (PGH)
- Philippine Heart Center (PHC)
- Lung Center of the Philippines (LCP)
- National Kidney and Transplant Institute (NKTII)

Every year, the names of the HAP awardees are endorsed to these government medical centers and hospitals for proper evaluation of their eligibility for admission.

Free Executive Check-up Conditions

1. The period of availment of the free executive check-up shall be within one (1) year from the time the awardee received the award, otherwise, it is deemed forfeited. It is not transferable and in no case shall its benefits be collectible/convertible into cash.
2. The free executive check-up is EXCLUSIVELY for the HAP awardee who may avail of the same on official time, subject to the following conditions:
 - a. The HAP awardee shall make representations with the agency head regarding his/her intent to avail of the free executive check-up coursed through the Human Resource Management Office (HRMO).
 - b. The HAP awardee shall ensure that his/her official responsibilities, targets, and accomplishments will not be compromised
 - c. The HAP awardee shall immediately submit to the agency HRMO his/her preferred schedule for availment of the free executive check-up one week in advance for information and to ensure that the same shall not be deducted from the awardee's leave credits.

Availment of Free Executive Check-up

1. The HAP awardee, prior to admission or scheduled executive check-up, shall coordinate with the HAP Secretariat regarding his/her intention to avail of said benefit and the preferred medical hospital or center among the choices.
2. Upon receipt of the letter of intention from the HAP awardee, the HAP Secretariat shall provide the awardee with the CSC endorsement letter, a copy of the Memorandum of Agreement (MOA), and a Certification that he/she is indeed a HAP awardee and is entitled to avail of the free executive check-up, for submission to the medical hospital/center where the same will be availed of.
3. The HAP awardee shall submit the CSC's endorsement letter, a copy of the MOA and the Certification to the medical hospital or center and shall directly coordinate with its staff to facilitate his/her room reservation to avail of the free executive check-up.
4. The medical hospital/center, upon receipt of the abovementioned documents from the awardee, shall effect the agreements stipulated in the MOA and shall inform the HAP Secretariat of the same.
5. Additional diagnostic examinations which are not part of the free executive check-up package provided by the concerned medical hospital/medical center shall be charged separately at discounted rates to the HAP awardee.
6. Consultation/professional fee shall also be charged separately to the awardee should he/she availed of additional consultation which is not part of the free executive check-up package.

7. Refused procedure by the HAP awardee that is included in the executive check-up package shall be considered paid.
8. For the treadmill stress test, the HAP awardee is required to bring rubber shoes and jogging pants or shorts, and an extra t-shirt.
9. The HAP awardee shall inform the HAP Secretariat in writing once the free executive check-up has been completed.

Monitoring and Evaluation

The CSC, through the Honor Awards Program (HAP) Secretariat, shall monitor the administration of HAP benefits through the conduct of surveys among past and present HAP awardees. The extent of agencies' involvement in the implementation of their awardees' benefits likewise shall be assessed and shall be the basis for further improvement of the HAP benefits administration. Further, the same shall be included in the HAP Terminal Report for submission to the Office of the President.

The Honor Awards Program Secretariat

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