

**SEARCH FOR OUTSTANDING GOVERNMENT WORKERS**

Nomination Form

Select your award category (choose only one):

[ ]  Presidential *Lingkod Bayan* Award(Individual)

[ ]  Presidential *Lingkod Bayan* Award (Group)

[ ]  Civil Service Commission *Pagasa* Award (Individual)

[ ]  Civil Service Commission *Pagasa* Award (Group)

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

***FOR INDIVIDUAL NOMINEES***

**PERSONAL INFORMATION**

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| **Name** (first, middle, last): Click or tap here to enter text. |
| **Birthdate** (date, month, year): Click or tap here to enter text. **Age:** Click or tap here to enter text. |
| **Sex:** Choose an item. **Gender:** Choose an item. **Place of birth:** Click or tap here to enter text. |
| **Residential address:** Click or tap here to enter text. |
| **Email address:** Click or tap here to enter text. |
| **Contact number/s:** Click or tap here to enter text. |

**WORK-RELATED INFORMATION**

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| **Position title:** Click or tap here to enter text. **Status of appointment:** Choose an item. |
| **Level:** Choose an item. |
| **Status of appointment:** Choose an item. |
| **Agency:** Click or tap here to enter text. |
| **Agency address:** Click or tap here to enter text.  |
| **Agency contact number/s:** Click or tap here to enter text.  |
| **Agency email address/es:** Click or tap here to enter text. |

**Were you awarded under the Honor Awards Program within the past five (5) years?**

Choose an item.

**If you answered yes, what was your award category?** Choose an item.

*Proceed to next sections: Nominee’s References, Accomplishments and Impact/Results, Checklist*

***FOR GROUP NOMINEES***

*Maximum of five (5) members*

**Name of group nominee:** Click or tap here to enter text.

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| **Agency\*:** Click or tap here to enter text. |
| **Agency address:** Click or tap here to enter text.  |
| **Agency contact number/s:** Click or tap here to enter text.  |
| **Agency email address/es:** Click or tap here to enter text. |

**\****for group nominees with members coming from different departments/agencies, specify the lead agency*

***Team Leader***

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| **Name** (first, middle, last): Click or tap here to enter text. |
| **Birthdate** (date, month, year): Click or tap here to enter text. **Age:** Click or tap here to enter text. |
| **Sex:** Choose an item. **Gender:** Choose an item. **Place of birth:** Click or tap here to enter text. |
| **Residential address:** Click or tap here to enter text. |
| **Email address:** Click or tap here to enter text. |
| **Contact number/s:** Click or tap here to enter text. |
| **Position title:** Click or tap here to enter text. **Status of appointment:** Choose an item. |
| **Position level:** Choose an item. |

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| **Were you awarded under the Honor Awards Program within the past five (5) years?**Choose an item. | **If you answered yes, what was your award category?** Choose an item. |

***Team Members***

***1***

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| **Name** (first, middle, last): Click or tap here to enter text. |
| **Age:** Click or tap here to enter text. **Sex:** Choose an item. **Gender:** Choose an item. |
| **Agency:** Click or tap here to enter text. |
| **Position title:** Click or tap here to enter text. **Status of appointment:**  Choose an item. |
| **Position level:**  Choose an item. |

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| **Were you awarded under the Honor Awards Program within the past five (5) years?**Choose an item. | **If you answered yes, what was your award category?** Choose an item. |

***2***

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| **Name** (first, middle, last): Click or tap here to enter text. |
| **Age:** Click or tap here to enter text. **Sex:** Choose an item. **Gender:** Choose an item. |
| **Agency:** Click or tap here to enter text. |
| **Position title:** Click or tap here to enter text. **Status of appointment:**  Choose an item.  |
| **Position level:**  Choose an item. |

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| **Were you awarded under the Honor Awards Program within the past five (5) years?**Choose an item. | **If you answered yes, what was your award category?** Choose an item. |

***3***

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| **Name** (first, middle, last): Click or tap here to enter text. |
| **Age:** Click or tap here to enter text. **Sex:** Choose an item. **Gender:** Choose an item. |
| **Agency:** Click or tap here to enter text. |
| **Position title:** Click or tap here to enter text. **Status of appointment:**  Choose an item.  |
| **Position level:**  Choose an item. |

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| **Were you awarded under the Honor Awards Program within the past five (5) years?**Choose an item. | **If you answered yes, what was your award category?** Choose an item. |

***4***

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| **Name** (first, middle, last): Click or tap here to enter text. |
| **Age:** Click or tap here to enter text. **Sex:** Choose an item. **Gender:** Choose an item. |
| **Agency:** Click or tap here to enter text. |
| **Position title:** Click or tap here to enter text. **Status of appointment:**  Choose an item. |
| **Position level:**  Choose an item. |

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| **Were you awarded under the Honor Awards Program within the past five (5) years?**Choose an item. | **If you answered yes, what was your award category?** Choose an item. |

*Proceed to next sections: Nominee’s References, Accomplishments and Impact/Results, Checklist*

**NOMINEE’S REFERENCES**

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| **Name of regional office head:** Click or tap here to enter text. |
| **Position:** Click or tap here to enter text. |
| **Landline and mobile number/s:** Click or tap here to enter text. |
| **Email address/es:** Click or tap here to enter text. |

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| **Name of head of agency:** Click or tap here to enter text. |
| **Position:** Click or tap here to enter text. |
| **Landline and mobile number/s:** Click or tap here to enter text. |
| **Email address/es:** Click or tap here to enter text. |

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| **Name of nominator:** Click or tap here to enter text. |
| **Nominator’s contact number/s:** Click or tap here to enter text. |
| **Nominator’s email address/es:** Click or tap here to enter text. |
| **Affiliation/agency:** Click or tap here to enter text. |

***CHECKLIST OF DOCUMENTS SUBMITTED WITH THIS NOMINATION FORM***

[ ]  Updated Personal Data Sheet (with photo, signatures of employee and the person administering oath)

[ ]  Certificate from the Chairperson of the agency’s local, provincial, regional, or national Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent

[ ]  Letter from the Agency Head endorsing the nomination to the CSC (when the nominee is the Agency Head, endorsement from the superior official is required)

[ ]  Certification signed by the nominee that he or she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending case at the time of nomination (for posthumous nominations, Certificate of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required)

[ ]  Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least *Very Satisfactory* (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination

[ ]  Certification of No Unliquidated Cash Advance signed by the agency’s Financial Officer/Accountant as of 31 December of the year prior to nomination

[ ]  Certification of No Disallowance issued by the Commission on Audit (COA) Resident Auditor for previous accountabilities as of 31 December of the year prior to the nomination (in case of a Notice of Disallowance, the certification from COA needs to show 1) the specific grounds or bases for the disallowance; and 2) an update on whether or not the nominee has started paying the refund or is acknowledging his/her obligation under the law, should the decision be executory)

[ ]  Copy of the Statement of Assets, Liabilities and Net Worth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, signed by the authorized officer administering the oath

[ ]  For career and non-career employees - copy of nominee’s Appointment Paper;

For elective officials - copy of Commission on Election or COMELEC Certification of Elected Candidate

For military - Designation Order

[ ]  Updated Service Record duly certified by the agency’s Human Resource Management Officer (HRMO)

[ ]  Nominee’s valid clearances to be secured from the following agencies in the locality: National Bureau of Investigation, BIR Tax Clearance, Police Clearance

[ ]  Clearance for Pendency or No Pendency of Administrative Case issued by the CSC Regional Office

[ ]  Digital photo of the nominee taken using a DSLR or smart phone (scanned photo from a printout is not recommended) following the specifications below:

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| *Individual Nominees* | *Group Nominees* |
| * One (1) portrait shot (from chest up, showing the subject clearly, with adequate lighting)
* Subject should face the camera at eye level, with the head not tilting up or down
* With plain background (white or beige are recommended), and with no other elements showing behind the nominee or blocking the face of the nominee
* Photo size is at least 4x6 inches
* Photo resolution is at least 1600x1200 (or 2-3 megapixels, or 300 DPI)
* With adequate head room and spaces on each side
 | * One (1) portrait shot of each member, and one (1) group shot
* For individual photos of each member, please follow the specifications for individual nominees on the left colum
* Additional specifications for the group photo:
* Landscape orientation (at least 6x4 inches)
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***Note:*** Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments/agencies.