



MC No. 1, s. 2022

## 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

**SUBJECT :** 2022 Search for Outstanding Government Workers

The Civil Service Commission (CSC) announces the start of the 2022 Search for Outstanding Government Workers as mandated in the 1987 Philippine Institution, 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 behaviour in the public service. Group nominations for the Presidential *Lingkod Bayan* Award and the Civil Service Commission *Pagasa* Award are strongly encouraged.

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 2022**. The attached CSC Resolution No. 2100501 dated 24 June 2021 on the Guidelines for the 2021 Search for Outstanding Government Workers and the Years Thereafter, shall be adopted for the 2022 Search. Nomination forms are available in the CSC Regional and Field Offices nationwide and at [www.csc.gov.ph](http://www.csc.gov.ph).

Further, the Commission seeks the assistance of government agencies in promoting the Honor Awards Program (HAP) and the government's public service exemplars by

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encouraging your employees to like and subscribe to the [Philippine Civil Service Commission Facebook page](#) and [CSC Media PH Youtube page](#), and share the following regular promotional releases in their respective online bulletin boards and social media pages:

### **Social Card**

The social card is an infographic that contains information, announcements and awardees' feature which is released twice a month through the Philippine Civil Service Commission's Facebook page to reach more people and increase awareness on the program and attract more nominations to the Search for Outstanding Government Workers.

### **HAP Story and *Lingkod Bayan* Diaries (LBD)**

HAP Story and *Lingkod Bayan* Diaries (LBD) are online Philippine Civil Service Commission Facebook and Youtube page segments which feature anthologies of civil servants' stories aimed to inspire other *kawani* through short videos and interviews, and are released monthly. It also presents HAP awardees' short videos about their past and present initiatives, programs, life after being a HAP awardee, among others.

### **HAP Promotional Videos**

The HAP Secretariat also produces other HAP Promotional videos as needed such as but not limited to:

- 30 second to three (3) minute videos featuring awardees during the face-to-face and/or virtual awards ceremony with citations and action photos/videos
- 30 second to 3 minute informational videos on the Honor Awards Program (awards and incentives, history of HAP, etc.)

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

  
**ALICIA dela ROSA-BALA**  
Chairperson

**17 January 2022**