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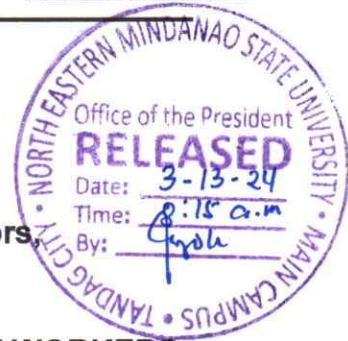
MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 03 - 025, s. 2024

**TO: Vice Presidents, Campus Directors, Deans, Directors,
Unit/Office Heads, All others concerned**

SUBJECT: 2024 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

DATE: March 12, 2024



This is to reiterate the active participation of our University in the 2024 Search for Outstanding Government Workers.

On January 11, 2024, CSC Director Aurora B. Mantilla and Chief Human Resource Specialist Marilyn T. Yballa conducted an orientation on the Honor Awards Program (HAP) at the University Board Room. Hence, Vice Presidents, Campus Directors, Deans, Directors, and All Unit/Office Heads are directed to ensure dissemination of this program to all personnel under their care.

Attached is the communication from CSC Director IV Winston L. Plaza.¹

This program aims to recognize and reward government officials and employees who have made outstanding contributions and achievement in public service.

Nomination to this program should be accomplished not later than March 31, 2024.

Also attached is the Guide in Uploading Nomination Documents for your reference.

Immediate and wide dissemination of this memorandum to all concerned is highly desired.

NEMESIO G. LOAYON, PhD
SUC President III



2 January 2024

Greetings of peace!

The Civil Service Commission (CSC) is now accepting nominations for the 2024 Search for Outstanding Government Workers. This program aims to recognize and reward government officials and employees who have made outstanding contributions and achievements in public service.

Thus, this letter requesting the active participation of your agency, by nominating to this program the deserving officials and employees, and the awardees of your respective Program on Rewards, Awards, and Incentives for Service Excellence (PRAISE) not later than March 31, 2024.

The guidelines and nomination forms can be found in the link of google drive herein provided. When submitting nominations and the pertinent documents, the same shall be uploaded to the proper assigned folder, e.g. nomination for **Dangal ng Bayan award category** shall be uploaded under the **Dangal ng Bayan folder**.

https://drive.google.com/drive/u/0/folders/1Ybi-Yukn9zeZqr4_o-ZuFfbstkzY9ccl

To ensure the efficient submission of nomination forms and complete documentary requirements, please refer to the attached guide for uploading nomination documents. It provides instructions on how to name and upload files for your agency nominees, as outlined in the updated table below (Tabs A to M).

For more information, you can visit the CSC website at <https://www.csc.gov.ph/downloads/honor-awards-program> or contact Ms. Ginalyn B. Batutay through 0923 081 8701.

Thank you very much.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Winston L. Plaza', written over a horizontal line.

WINSTON L. PLAZA
Director IV

Digitally
signed by
Plaza
Winston
Lood

GUIDE IN UPLOADING NOMINATION DOCUMENTS

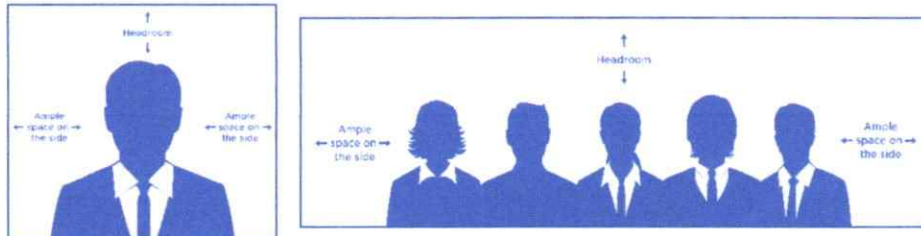
Nomination documents shall be uploaded a to the provided Google Drive according to each award category folder. The online submission to the Civil Service Commission of the nominations with complete documentary requirements shall be **on or before 31 March 2024**

FILE NAME	DOCUMENTS
Tab A*	<p>Completely filled-out updated nomination form (Annex A)</p> <p>*The updated nomination form already includes a certification from the HRMO as to the authenticity of the documents submitted; thus, a separate certification shall no longer be required</p>
Tab B	Updated CS Form 212 or Personal Data Sheet (with photo, signature of the employee, and signature of the person administering oath)
Tab C	Certification from the Chairperson of the PRAISE Committee or its equivalent
Tab D	Letter from the head of the agency or highest official endorsing the nomination to the CSC
Tab E	<p>Certificate signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case at the time of nomination/ Certificate of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer (for posthumous nomination)</p>
Tab F	Certification issued by the highest 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 nomination
Tab G	Certification of No Unliquidated Cash Advance signed by the agency's Financial Officer/Accountant as of 31 December of the year prior to nomination
Tab H*	<p>Certification of No Disallowance (ND) issued by the Commission on Audit (COA) Resident Auditor for previous accountabilities as of 31 December of the year prior to the nomination</p> <p>*Section H of the 2021 Guidelines states that for NDs issued by COA, <i>"the qualification of the nominee to join the Search shall be examined on a case-to-case basis such that the merits of the specific ground or basis for the disallowance of the notice of suspension would be considered. Further, if the COA central office has already approved and confirmed the decision of the originating COA office, said decision becomes executory if no Temporary Restraining Order has been issued by the Supreme Court. Once there is already an obligation to refund, there should be an official document showing that the nominee has started paying the refund or is acknowledging his/her obligation under the law."</i></p>

	<i>Thus, 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.</i>
Tab I	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 the nomination, signed by the authorized office administering the oath
Tab J	For permanent, casual, contractual, or coterminous employees - Copy of the nominee's Appointment Paper For elective officials - Commission on Election (COMELEC) Certification of Elected Candidate
Tab K	Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)
Tab L	Nominee's valid clearances are to be secured from the following agencies in the locality: - National Bureau of Investigation - BIR Tax Clearance - Police Clearance - CSC Clearance (to be provided by the CSC ROs)
TAB M	<p>Digital photos of the nominee taken using a DSLR or smart phone (scanned photo from a printout is not recommended). Please follow the specifications below:</p> <p>For individual nominees:</p> <div data-bbox="708 1137 1109 1489" data-label="Image"> </div> <ul style="list-style-type: none"> • One (1) portrait shot (from the 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 4R (4x6 inches)

- Photo resolution is at least 1600x1200 (or 2-3 megapixels, or 300DPI)
- Colored
- With adequate headroom and spaces on each side

For group nominees:



- 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 above
- Additional specifications for the group photo:
 - Landscape orientation (at least 4R or 6x4 inches)

Nominees with incomplete documentary requirements will not be included in the deliberation of the Regional Awards Committee (RAC). For more details, you may contact the Public Assistance and Liaison Division (PALD) through cellphone number 0923-0818-701