



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

February 16, 2024

**DIVISIONAL MEMORANDUM**

No. 060, s. 2024

**2024 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Elementary/Secondary School Heads/Department Heads  
Concerned Personnel  
This Division

1. In reference to Civil Service Commission Memorandum Circular No. 11, s. 2023, re: 2024 Search for Outstanding Government Workers, this Office encourages all interested and qualified non-teaching, related teaching, and teaching personnel to participate in the Search and submit the required documentary requirements with the timeline as follows:

| Activity   | Date                 | Persons Responsible                  |
|--|----------------------|--------------------------------------|
| School Level Screening   | February 21-23, 2024 | School Heads/School PRAISE Committee |
| District Level Screening   | February 26-29, 2024 | Schools Heads/PSDS                   |
| Division Level Screening   | March 7-11, 2024     | Division PRAISE Committee            |
| Announcement of Division Winner/Winner through a Memorandum                  | March 14, 2024       | Division PRAISE Secretariat          |
| Electronic Submission of Documentary Requirements to the CSC Regional Office | March 15, 2024       | Division PRAISE Secretariat          |



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: ozamiz.city@deped.gov.ph



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2. 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 form 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.
3. The guidelines, list of requirements, and nomination forms to be used for the 2024 Search are on the CSC website: <https://www.csc.gov.ph/programs/honor-awards-program/search-for-outstanding-government-workers> .
4. Deadline of submission of documents to the Division PRAISE will be on March 6, 2024, attn: Dionesio S. Liwagon, Assistant Schools Division Superintendent, Chairman, Division PRAISE Committee.
5. The participation of DepEd personnel to this prestigious Search is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) that is regardless of age gender, sexual orientation, gender identity, ethnicity, civil status, disability, religion, political affiliation, among others.
6. This Office directs the immediate dissemination of this Memorandum.

**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Pp:   
**Atty. VINCENT SHELDON A. ZABALA Jr.**  
**Attorney III**

Encl.: As Stated,  
To be indicated in the Perpetual Index  
under the following subjects:

**AWARDS    NON-TEACHING PERSONNEL    RELATED-TEACHING    TEACHING PERSONNEL**

SBC/DM 2024 Search for Outstanding Government Workers  
February 16, 2024



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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](http://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.



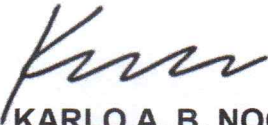
## HAP Promotional Videos

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](mailto:hapsecretariat@csc.gov.ph).

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

|                       |   |
|-----------------------|---|
| CSC website           | : <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>  |
| CSC Facebook Page     | : <a href="http://www.facebook.com/civilservicegovph">www.facebook.com/civilservicegovph</a>            |
| YouTube Channel       | : <a href="http://www.youtube.com/cscphmedia">www.youtube.com/cscphmedia</a>                            |
| TikTok Channel        | : <a href="https://www.tiktok.com/@civilservicegovph">https://www.tiktok.com/@civilservicegovph</a>     |
| Instagram             | : <a href="https://www.instagram.com/civilservicegovph">https://www.instagram.com/civilservicegovph</a> |
| LBD YouTube Playlist  | : <a href="https://tinyurl.com/LBDYTplaylist">https://tinyurl.com/LBDYTplaylist</a>                     |
| LBD Facebook Playlist | : <a href="https://tinyurl.com/LBDFBPlaylist">https://tinyurl.com/LBDFBPlaylist</a>                     |



**ATTY. KARLO A. B. NOGRALES**  
Chairperson

**22 December 2023**