



MC No. 02, s. 2026

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE UNIVERSITIES AND COLLEGES, AND LOCAL WATER DISTRICTS

SUBJECT : CALL FOR NOMINATIONS TO THE 2026 GAWAD LINGKOD BAYANI

The Civil Service Commission (CSC) calls for nominations to the 2026 Gawad Lingkod Bayani, specifically for the following national awards:

- **Gawad Lingkod Bayan ng Pangulo:** For individuals or groups of up to five (5) members with extraordinary contributions that impact public interest, security, and patrimony. The achievement and impact should be nationwide in scope;
- **Gawad Dangal ng Bayan:** For individuals who demonstrated extraordinary public service and exemplary ethical behavior, in line with the eight norms outlined in RA No. 6713 also known as the Code of Conduct and Ethical Standards for Public Officials and Employees, which include commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living; and
- **Gawad Pagasa:** For individuals or groups of up to five (5) members for outstanding teamwork and innovations that improved public service delivery, operations, or workplace conditions that directly benefit more than one department of the government.

Government agencies have until **31 March 2026** to submit nominations electronically to CSC Regional and Field Offices where the nominee's agency is located. The directory of CSC offices is accessible via the CSC website, www.csc.gov.ph.

Bawat Kawani, Lingkod Bayani

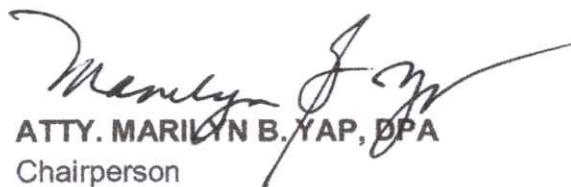
Any individual or organization from the public or private sector with direct knowledge of the nominee's accomplishments and ethical conduct may submit a nomination using the prescribed Gawad Lingkod Bayani nomination form attached to this circular **[Annex A]**. While the 2021 Guidelines **[Annex B]** enumerate the documentary requirements, agencies shall, for the 2026 cycle, submit **only selected documents listed in the nomination form checklist within the nomination period**. The remaining documents shall be required as nominees advance to the next levels of the search.

Nominators must coordinate with the nominee's agency or human resource management office, as all nominations are subject to agency review, approval, and endorsement.

The CSC encourages nominations from all functional areas and all levels of government service and emphasizes nationwide participation to ensure that civil servants – regardless of position and location – exemplifying *dangal, puso, at galing* are recognized and rewarded.

Further details on the 2026 Gawad Lingkod Bayani are available at www.csc.gov.ph/2026GawadLingkodBayani.

For inquiries, please contact the Honor Awards Program Secretariat via hapsecretariat@csc.gov.ph or coordinate with the nearest CSC Regional or Field Offices.


ATTY. MARILYN B. YAP, DPA
Chairperson

14 JAN 2026

MEMORANDUM	Date: 2/20/20	Released/Records:				
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads				
	<input checked="" type="checkbox"/> Private Schools	<input type="checkbox"/> Others:				
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination				
	<input checked="" type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance				
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent						
By:	<input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature: 



The **Gawad Lingkod Bayani** is the annual search for outstanding government workers who demonstrate excellence in their respective fields and serve as models of exemplary conduct in public service. Led by the Civil Service Commission, it forms part of the government's rewards and incentives program honoring officials and employees who exemplify the core public service values of Puso, Dangal, at Galing Para sa Bayan.





Gawad Lingkod Bayan ng Pangulo

The highest honor for ***exceptional contributions with nationwide impact***, recognizing individuals or groups of up to five members whose work significantly advances public interest, strengthens national security, or safeguards the country's heritage.





Gawad Dangal ng Bayan

An award for exemplary ***ethical conduct and integrity in public service***, recognizing an individual who demonstrates outstanding service and consistently upholds the eight norms of behavior under Republic Act No. 6713, or the Code of Conduct and Ethical Standards for Public Officials and Employees.





Gawad Pagasa

An award for ***innovation and collaborative excellence***, recognizing an individual or group of up to five members whose outstanding teamwork and creative initiatives improve public service delivery, enhance operations, or create better workplace conditions that benefit more than one government department.





GAWAD LINGKOD BAYANI

Individual Nomination Form

Select your honor award (choose only one):

- Gawad Lingkod Bayan ng Pangulo
- Gawad Pagasa
- Gawad Dangal ng Bayan

AGENCY INFORMATION

Agency Name: Click or tap here to enter text.
Agency address: Click or tap here to enter text.
Agency address (Province): Choose an item.

NOMINEE'S INFORMATION

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YYYY): Click or tap here to enter text.
Age: Click or tap here to enter text.
Place of Birth: Click or tap here to enter text.
Residential Address: Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Employment Status: Choose an item.
Position Level: Choose an item.
Sector: <input type="checkbox"/> NGA <input type="checkbox"/> LGU <input type="checkbox"/> SUC <input type="checkbox"/> GOCC (including GICP/GCE/LWD) <input type="checkbox"/> MILITARY (AFP Uniformed Personnel Only)
Member of an indigenous group?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, specify: Click or tap here to enter text.
Previous Nominee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Semi-Finalist?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Awardee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.

AGENCY HEAD INFORMATION

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.

AGENCY REGIONAL OFFICE HEAD INFORMATION

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.

AGENCY PRAISE CHAIRPERSON INFORMATION

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.

AGENCY HIGHEST HRMO INFORMATION

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.

NOMINATOR INFORMATION

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.

Proceed to next sections: Executive Summary, Accomplishments and Impact/Results, Certification

GAWAD LINGKOD BAYANI

Group Nomination Form

Select your honor award (choose only one):

Gawad Lingkod Bayan ng Pangulo (Group)
 Gawad Pagasa (Group)

NAME OF GROUP: Click or tap here to enter text.

AGENCY INFORMATION

Agency Name* : Click or tap here to enter text.
Agency address : Click or tap here to enter text.
Agency address (Province) : Choose an item.

**For group nominees composed of members from multiple departments or agencies, please indicate the designated lead agency.*

A. TEAM LEADER INFORMATION

Full Name (first, middle, last, extension name if any) : Click or tap here to enter text.
Sex : <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YYYY) : Click or tap here to enter text.
Age : Click or tap here to enter text.
Place of Birth : Click or tap here to enter text.
Residential Address : Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678 : Click or tap here to enter text.
Mobile e.g. (0912) 345-6789 : Click or tap here to enter text.
Email address : Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable) : Click or tap here to enter text.
Employment Status : Choose an item.
Position Level : Choose an item.
Sector : <input type="checkbox"/> NGA <input type="checkbox"/> LGU <input type="checkbox"/> SUC <input type="checkbox"/> GOCC <i>(including GICP/GCE/LWD)</i> <input type="checkbox"/> MILITARY <i>(AFP Uniformed Personnel Only)</i>
Member of an indigenous group?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, specify: Click or tap here to enter text.
Previous Nominee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Semi-Finalist?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Awardee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.



B. TEAM MEMBER INFORMATION. Fill out for each member. Maximum of four (4) team members, excluding the Team Leader.

Team Member No. 1

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YYYY): Click or tap here to enter text.
Age: Click or tap here to enter text.
Place of Birth: Click or tap here to enter text.
Residential Address: Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Employment Status: Choose an item.
Position Level: Choose an item.
Sector: <input type="checkbox"/> NGA <input type="checkbox"/> LGU <input type="checkbox"/> SUC <input type="checkbox"/> GOCC (including GICP/GCE/LWD) <input type="checkbox"/> MILITARY (AFP Uniformed Personnel Only)
Member of an indigenous group?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, specify: Click or tap here to enter text.
Previous Nominee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Semi-Finalist?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Awardee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.

Team Member No. 2

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YYYY): Click or tap here to enter text.
Age: Click or tap here to enter text.
Place of Birth: Click or tap here to enter text.
Residential Address: Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Employment Status: Choose an item.
Position Level: Choose an item.
Sector: <input type="checkbox"/> NGA <input type="checkbox"/> LGU <input type="checkbox"/> SUC <input type="checkbox"/> GOCC (including GICP/GCE/LWD) <input type="checkbox"/> MILITARY (AFP Uniformed Personnel Only)
Member of an indigenous group?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, specify: Click or tap here to enter text.
Previous Nominee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Semi-Finalist?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Awardee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.

**Team Member No. 3**

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YYYY): Click or tap here to enter text.
Age: Click or tap here to enter text.
Place of Birth: Click or tap here to enter text.
Residential Address: Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Employment Status: Choose an item.
Position Level: Choose an item.
Sector: <input type="checkbox"/> NGA <input type="checkbox"/> LGU <input type="checkbox"/> SUC <input type="checkbox"/> GOCC (including GICP/GCE/LWD) <input type="checkbox"/> MILITARY (AFP Uniformed Personnel Only)
Member of an indigenous group?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, specify: Click or tap here to enter text.
Previous Nominee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Semi-Finalist?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Awardee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.

Team Member No. 4

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YYYY): Click or tap here to enter text.
Age: Click or tap here to enter text.
Place of Birth: Click or tap here to enter text.
Residential Address: Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Employment Status: Choose an item.
Position Level: Choose an item.
Sector: <input type="checkbox"/> NGA <input type="checkbox"/> LGU <input type="checkbox"/> SUC <input type="checkbox"/> GOCC (including GICP/GCE/LWD) <input type="checkbox"/> MILITARY (AFP Uniformed Personnel Only)
Member of an indigenous group?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, specify: Click or tap here to enter text.
Previous Nominee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Semi-Finalist?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.
Previous National Awardee?
<input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, indicate Year and Category: Click or tap here to enter text.



AGENCY HEAD INFORMATION

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
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AGENCY REGIONAL OFFICE HEAD INFORMATION

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Email address: Click or tap here to enter text.

AGENCY HIGHEST HRMO INFORMATION

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Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.

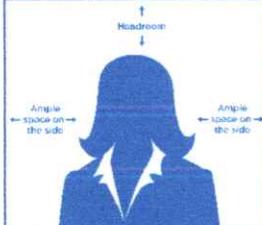
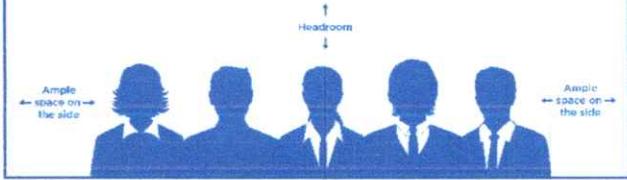
NOMINATOR INFORMATION

Full Name (first, middle, last, extension name if any): Click or tap here to enter text.
Position Title (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
Phone/Landline e.g. (02) 123-45678: Click or tap here to enter text.
Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.

Proceed to next sections: *Executive Summary, Accomplishments and Impact/Results, Certification*

CHECKLIST OF DOCUMENTS SUBMITTED WITH THIS NOMINATION FORM

- Completely filled-out CS Form 212 or Personal Data Sheet (PDS) dated as of end of December of the year preceding the nomination
- Certification from the Chairperson of the Agency's Local, Provincial, Regional or National PRAISE Committee confirming that nominee has undergone deliberation. *Note: This is not required for nominees who are heads of agencies.*
- Endorsement letter from the Agency Head. Group nominations with members from different agencies should be endorsed separately by their respective agency heads. *Note: When the nominee is the Agency Head, endorsement from the superior official is required*
- Proof of Appointment/Proclamation
 - For permanent, casual, contractual, or co-terminous employees – copy of Appointment Paper
 - For elective officials – certified machine copy of the masterlist of elected officials issued by the DILG or certified machine copy of the oath of office
- Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO) showing continuous government service for at least three (3) years as of 31 December of the year preceding the nomination deadline.
- Performance rating of at least Very Satisfactory for the past three (3) years prior to the deadline of nomination to be certified by the highest HRMO
- Nominee's declaration of pendency or non-pendency of administrative or criminal offense or case involving moral turpitude. For posthumous nominations, the certification of no pending administrative case involving moral turpitude must be issued by the highest-ranking Legal Officer.
- High quality, full color digital photos taken in front of plain white, beige, or similar neutral-colored background. Nominees should be in Filipiniana attire or gala uniform. *Note: The actual digital image (in JPEG or PNG formats) should be submitted, not scanned copies.*

<i>Individual Nominees</i>	<i>Group Nominees</i>
 <ul style="list-style-type: none"> • 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 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 	 <ul style="list-style-type: none"> • 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 column • Landscape orientation (at least 6x4 inches)

- Three-minute video of the nominee introducing himself/herself and a summary of his/her accomplishments. The background of the video should be as plain and neutral-colored as possible, with no unnecessary or distracting visuals. The video should also be well-lit and clearly audible with high-quality audio. The language used may be English, Filipino, or a combination of both. However, when local dialects are used, English or Filipino subtitles are required to be included in the video.



Please fill out the details of the nominee's accomplishments below:

(A4-size bond paper, Arial #12. Please attach supporting evidence for each accomplishment included in this form.
Evidence may be documents, issuances, photos, certifications, testimonies, and other proofs to support the claims.)

Executive Summary

(maximum of 350 words only – consider that this may also be used as the citation should the individual or group nominee become an awardee)

Start typing here

Accomplishments and Impact/Results

Please only fill out the sections applicable to your award category:

For Gawad Lingkod Bayan ng Pangulo and Gawad Pagasa Individual Nominees

Add more rows if necessary

**Three (3) Top Significant Accomplishments
within the last three (3) years**

Describe the project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the nominee's regular functions, or the product of his/her own initiative. If the accomplishments are part of the nominee's regular or mandated duties, justify why the accomplishments are considered extraordinary. Accomplishments of heads of offices or agencies and that of local chief executives should reflect their individual accomplishments.

Impact of Accomplishments

For each accomplishment identified on the left column, indicate results/impact of each project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.

For **Gawad Lingkod Bayan ng Pangulo** nominees, identify the impact of the extraordinary contribution to national public interest.

For **Gawad Pagasa** nominees, identify the impact of the outstanding contribution to one or more department of government.

Start typing here

(Not more than 300 words per accomplishment)

Start typing here

(Not more than 300 words per accomplishment)

Start typing here

(Not more than 300 words per accomplishment)



For Gawad Lingkod Bayan ng Pangulo and Gawad Pagasa Group Nominees
Add more rows if necessary

Three (3) Top Significant Accomplishments within the last three (3) years Describe the group's project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the group's regular functions, or the product of his/her own initiative. If the accomplishments are part of the group's regular or mandated duties, justify why the accomplishments are considered extraordinary.	Impact of Accomplishments Indicate results/impact of <u>each</u> project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.	Contribution of Team Members For each accomplishment and results/impact stated in the first two columns, identify the team member/s directly involved or with the most contribution.
Start typing here (Not more than 300 words per accomplishment)	Start typing here (Not more than 300 words per accomplishment)	List the name/s of team members involved for each accomplishment and corresponding impact
Start typing here (Not more than 300 words per accomplishment)	Start typing here (Not more than 300 words per accomplishment)	
Start typing here (Not more than 300 words per accomplishment)	Start typing here (Not more than 300 words per accomplishment)	



For Gawad Dangal ng Bayan Nominees

Add more rows if necessary

Exemplary behavior/conduct displayed within the last three (3) years Describe the nominee's adherence to one or more of the following norms under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living. Cite specific circumstances providing when one or more of the norms were displayed by the nominee, the risks involved, and the problems encountered.	Impact of Accomplishments For each behavioral norm identified in the first column, discuss the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.
Start typing here (Not more than 300 words per accomplishment)	Start typing here (Not more than 300 words per accomplishment)
Start typing here (Not more than 300 words per accomplishment)	Start typing here (Not more than 300 words per accomplishment)
Start typing here (Not more than 300 words per accomplishment)	

Additional Information

List major awards and/or citations received, membership in other organizations, and other relevant information on the individual/group nominee

Start typing here



CERTIFICATION

We certify that all information provided in this form and in the attached documents is true and authentic. We authorize the use of this information for publication. We understand that the Committee on Awards will verify the accuracy of the information and may conduct a background investigation. Any misrepresentation by the signatories may result in disciplinary action under applicable laws and rules.

Printed name and signature:

Nominee/s	Nominator	Highest HRMO
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The CSC is committed to handle and protect all personal information in accordance with the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations, issuance of the National Privacy Commission, and CSC's own internal policies on data protection and security. We commit to use and process all personal data fairly and lawfully, with utmost consideration to the rights of all subjects including their (i) right to be informed, (ii) right to access, (iii) right to object to data processing, (iv) right to erasure or blocking, and (v) right to lodge a complaint. For any concerns on data privacy, please contact the CSC's Data Protection Officer at dpo@csc.gov.ph.

GUIDELINES FOR WRITING THE NOMINEE'S ACCOMPLISHMENTS

The following are key points to guide the preparation of the nominee's accomplishments:

A. General Writing Guidelines

1. Format:

- Use **Arial, size 12, on A4 paper**. Retain this format when submitting the form.

2. Scope:

- Include only accomplishments or exemplary conduct within the **last three (3) years**.
- Present accomplishments in **order of significance**, with clear descriptions, justifications, and supporting evidence. Attach all corresponding evidence to the nomination form.

3. Content and Style:

- Use **plain, clear language** and proper grammar to ensure readability by reviewers unfamiliar with the nominee's field.
- Use **specific terms**; define words such as "assisted," "contributed," or "facilitated" for clarity.
- Describe ideas, suggestions, or behaviors in **brief, factual, concrete terms**, preferably in **bullet points**.
- Highlight the **impact of accomplishments**: adoption/sustainment, problems addressed, savings generated, people/offices benefited, or transactions facilitated.
- For **heads of offices, agencies, or LGUs**, focus on the individual's contributions rather than the organization's achievements.
- Emphasize how the accomplishments or behavior **exceed normal job requirements**.
- Clearly show the nominee's **extent of contribution, impact, ingenuity, and magnitude** to justify special recognition.

B. Specific Writing Guidelines

1. Category 1: Outstanding Work Performance

- Indicate whether accomplishments are part of the nominee's **regular duties or personal initiative**. If part of regular duties, explain why the accomplishments are **exceptional** and detail their **impact**.

a. Gawad Lingkod Bayan ng Pangulo

- Highlight consistent, dedicated performance resulting in **successful implementation of significant ideas or actions** that impact **national interest, security, or patrimony**.
- Show **nationwide impact and broad applicability** deserving recognition beyond the agency or CSC.

b. Gawad Pagasa

- Highlight **outstanding contributions** positively impacting an **office, department, agency, or region**.

2. Category 2: Exemplary Ethical Behavior

- Focus on **exemplary service and conduct** based on one or more of the **eight (8) norms under RA No. 6713**.
- Detail **how the norms were demonstrated** in achievements and their **positive effects** on colleagues, career, and workplace culture.
- Discuss each norm **individually in separate rows** for clarity and easy referencing.

3. Group Nominations (Gawad Lingkod Bayan ng Pangulo and Gawad Pagasa)

- Enumerate **all qualified group members**, including:
 - Names
 - Positions
 - Appointment status
 - Length of government service
 - **Detailed contribution/ accomplishment** of each member

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly if accomplished through own handwriting. Tick appropriate boxes and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

I. PERSONAL INFORMATION

1. SURNAME			
2. FIRST NAME			NAME EXTENSION (JR., SR.)
MIDDLE NAME			
3. DATE OF BIRTH (dd/mm/yyyy)	16. CITIZENSHIP <i>If holder of dual citizenship, please indicate the details.</i>		
4. PLACE OF BIRTH			
5. SEX AT BIRTH	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
6. CIVIL STATUS	<input type="checkbox"/> Single	<input type="checkbox"/> Married	17. RESIDENTIAL ADDRESS <i>House/Block/Lot No. Street</i> <i>Subdivision/Village Barangay</i> <i>City/Municipality Province</i>
	<input type="checkbox"/> Widowed	<input type="checkbox"/> Separated	
	<input type="checkbox"/> Other/s:		
7. HEIGHT (m)			
8. WEIGHT (kg)			
9. BLOOD TYPE	18. PERMANENT ADDRESS <i>House/Block/Lot No. Street</i> <i>Subdivision/Village Barangay</i> <i>City/Municipality Province</i>		
10. UMID ID NO.			
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. PhilSys Number (PSN):	19. TELEPHONE NO.		
14. TIN NO.	20. MOBILE NO.		
15. AGENCY EMPLOYEE NO.	21. E-MAIL ADDRESS (if any)		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR.)			
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME	NAME EXTENSION (JR., SR.)			
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME			(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							
(Continue on separate sheet if necessary)							
SIGNATURE	(wet signature/e-signature/digital certificate)			DATE			

IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience Sheet.

(Continue on separate sheet if necessary)

SIGNATURE (wet signature/e-signature/digital certificate) **DATE**

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>															
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____</p>															
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details:</p> <hr/>															
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details:</p> <hr/>															
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details:</p> <hr/>															
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details (country):</p> <hr/>															
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify:</p> <hr/> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No.:</p> <hr/> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No.:</p> <hr/>															
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33.33%;">NAME</th> <th style="text-align: center; width: 33.33%;">OFFICE / RESIDENTIAL ADDRESS</th> <th style="text-align: center; width: 33.33%;">CONTACT NO. AND/OR EMAIL</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL												
NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL														
<div style="text-align: center; border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm</p> <p>PHOTO</p> </div>																
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct, and complete statement pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>																
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID:</p> <p>ID/License/Passport No.:</p> <p>Date/Place of Issuance:</p>	<p>(wet signature/e-signature/digital certificate)</p> <hr/> <p>Signature (Sign inside the box)</p> <hr/> <p>Date Accomplished</p>															
<p>Right Thumbmark</p>																
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>(wet signature/e-signature/digital certificate except for notary public)</p> <p>Person Administering Oath</p> </div>																