



### CALL FOR NOMINATIONS TO THE 2026 Gawad Lingkod Bayani

From CSC Regional Office II <ro02@csc.gov.ph>

Date Wed 3/18/2026 3:40 PM

To John C. Mina <john.mina001@deped.gov.ph>; MARIO ASCUETA <mario.ascueta@deped.gov.ph>; Alfredo Jr Gumaru <alfredo.gumaru@deped.gov.ph>; Alfredo Jr Gumaru <alfredo.gumaru@deped.gov.ph>; DEPED CITY OF ILAGAN <ilagan@deped.gov.ph>; DEPED ISABELA <isabela@deped.gov.ph>; TIRSO TUGAGAO <tirso.tugagao@deped.gov.ph>; SDO CAGAYAN <sdo.cagayan@deped.gov.ph>; DEPED BATANES <batanes@deped.gov.ph>; NUEVA VIZCAYA <nuevavizcaya@deped.gov.ph>; DEPED QUIRINO <quirino@deped.gov.ph>; DEPED TUGUEGARAO <tuguegarao@deped.gov.ph>

2 attachments (921 KB)

ANNEX A GLB Form No. 2025-1 Tab A\_Nomination Form.docx; 2026 GLB CHECKLIST.jpg;

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Good day Kapwa Lingkod Kawani! May we follow up the individual and group nominations of your agency for this year's Gawad Lingkod Bayani. Please see attached Nomination Form, Write Up Template and Checklist of Documentary Requirements. We look forward to receiving your nominations earlier than 31 March 2026. For inquiries and assistance, kindly call us at 0917- 918-2585. For complete details about the Search: [www.csc.gov.ph/2026gawadlingkodbayani](http://www.csc.gov.ph/2026gawadlingkodbayani)

#### Public Assistance & Liaison Division

Civil Service Commission Regional Office II

Dalan na Pavvurulun, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan 3500

Website: <https://csc.gov.ph/> / [cscdos.net](http://cscdos.net)

Email: [ro02@csc.gov.ph](mailto:ro02@csc.gov.ph)

Contact Nos.: (078) 396-132/0917-918-2585

Facebook Page Account: [CSC Region 2](#)

We value your **FEEDBACK**

Thank you!



CLICK the image or SCAN the QR code above to rate your overall experience.

MEMORANDUM		Date: 3/23/2026	Released (Records): Leslie
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input type="checkbox"/> Elem/Sec School Heads	
	<input type="checkbox"/> Private Schools	<input checked="" type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input checked="" type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
<b>ORLANDO E. MANUEL PhD., CESO V</b> 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: 

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**Civil Service Commission**

IBP Road, Constitution Hills, 1126 Quezon City, Philippines | [www.csc.gov.ph](http://www.csc.gov.ph)

<b>NOMINEE:</b>	<b>PLANTILLA POSITION:</b>	<b>AGENCY:</b>
<b>CATEGORY:</b> <input type="radio"/> <b>INDIVIDUAL</b> <input type="radio"/> <b>GROUP</b> <input type="radio"/> Gawad Lingkod Bayan ng Pangulo <input type="radio"/> Gawad Pagasa <input type="radio"/> Gawad Dangal ng Bayan		<b>NOMINEE's CONTACT NO.:</b>
<b>NAME OF Nominator:</b>		<b>Nominator's CONTACT NO.:</b>

<b>HAP Checklist of Documentary Requirements</b>		<b>Initial Evaluation</b>
<b>A</b>	<b>Completely filled-out updated nomination form GLB Form No. 2025-1 (Tab A)</b>	
<b>B</b>	<b>Nomination Write-up. A4 size bond paper. Text in Arial Font Size 12</b> - There is no maximum number of pages required. - Use not more than 300 words for each accomplishment and 300 words for the impact - Supporting evidence is required for every accomplishment indicated in the form. Evidence may be documents, issuances, photos, certifications, testimonies, and other proofs to support the claims.	
<b>C</b>	<b>Nominee's Updated CS Form 212 or Personal Data Sheet (Revised 2025)</b> ([with passport size (4.5cmx3.5cm) photo taken within the last six months prior to nomination] CS Form with signature of employee and the signature of the person administering oath)	
<b>D</b>	<b>Certification from the Chairperson of the Agency's Local, Provincial, Regional or National PRAISE Committee confirming that nominee has undergone deliberation</b> (In the case of group nomination composed of members from various agencies, the Chairperson of the PRAISE Committee or its equivalent and the Agency Head of the lead agency shall endorse the nomination. Contact information of the PRAISE Committee Chairperson should be included) This is not required for nominees who are heads of agencies.	
<b>E</b>	<b>Endorsement letter from the Agency Head</b> (when the nominee is the Agency Head, endorsement from the superior official is required)	
<b>F</b>	<b>Proof of Appointment/Proclamation</b> For <b>permanent, casual, contractual, or co-terminous employees</b> - copy of Appointment Paper For <b>elective officials</b> - certified machine copy of the masterlist of elected officials issued by the DILG or certified machine copy of the oath of office	
<b>G</b>	<b>Updated Service Record</b> 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.	
<b>H</b>	<b>Performance rating</b> of at least Very Satisfactory for the past three (3) years prior to the deadline of nomination (March 31) to be certified by the highest HRMO	
<b>I</b>	<b>Nominee's declaration</b> 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.	
<b>J</b>	<b>Digital photo/s</b> - High quality, full color Taken in front of plain white, beige, or similar neutral-colored background. Nominees should be in Filipiniana attire or gala uniform.	
<b>K</b>	<b>Three-minute video of the nominee</b> 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.	

Note: Group nominations with team members from two or more departments/agencies shall comply with all documentary requirements coming from their respective departments / agencies. Soft or scanned copies of annual

## 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

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

### NOMINEE'S INFORMATION

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

### AGENCY HEAD INFORMATION

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

## AGENCY REGIONAL OFFICE HEAD INFORMATION

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

## AGENCY PRAISE CHAIRPERSON INFORMATION

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

## AGENCY HIGHEST HRMO INFORMATION

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

## NOMINATOR INFORMATION

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

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

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## 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

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

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

### A. TEAM LEADER INFORMATION

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

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

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

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

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



## AGENCY HEAD INFORMATION

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

## AGENCY REGIONAL OFFICE HEAD INFORMATION

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

## AGENCY PRAISE CHAIRPERSON INFORMATION

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

## AGENCY HIGHEST HRMO INFORMATION

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

## NOMINATOR INFORMATION

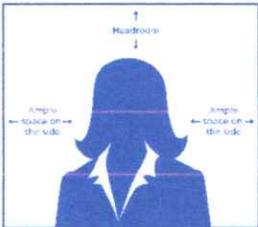
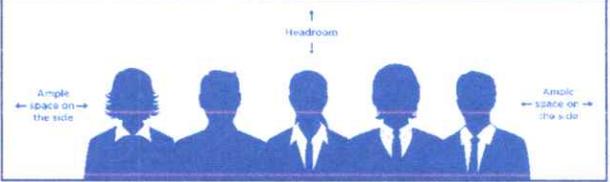
<b>Full Name</b> (first, middle, last, extension name if any): Click or tap here to enter text.
<b>Position Title</b> (with Parenthetical Title/Rank, if applicable): Click or tap here to enter text.
<b>Phone/Landline</b> e.g. (02) 123-45678: Click or tap here to enter text.
<b>Mobile</b> e.g. (0912)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

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

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**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.*

Individual Nominees	Group Nominees
 <ul style="list-style-type: none"> <li>• One (1) portrait shot (from chest up, showing the subject clearly, with adequate lighting)</li> <li>• Subject should face the camera at eye level, with the head not tilting up or down</li> <li>• With no other elements showing behind the nominee or blocking the face of the nominee</li> <li>• Photo size is at least 4x6 inches</li> <li>• Photo resolution is at least 1600x1200 (or 2-3 megapixels, or 300 DPI)</li> <li>• With adequate head room and spaces on each side</li> </ul>	 <ul style="list-style-type: none"> <li>• One (1) portrait shot of each member, and one (1) group shot</li> <li>• For individual photos of each member, please follow the specifications for individual nominees on the left column</li> <li>• Landscape orientation (at least 6x4 inches)</li> </ul>

- 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
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**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*

<p style="text-align: center;"><b>Three (3) Top Significant Accomplishments within the last three (3) years</b></p> <p style="font-size: small;">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.</p>	<p style="text-align: center;"><b>Impact of Accomplishments</b></p> <p style="font-size: small;">For <b>each</b> 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.</p> <p style="font-size: small;">For <b>Gawad Lingkod Bayan ng Pangulo</b> nominees, identify the impact of the extraordinary contribution to national public interest.</p> <p style="font-size: small;">For <b>Gawad Pagasa</b> nominees, identify the impact of the outstanding contribution to one or more department of government.</p>
Start typing here <i>(Not more than 300 words per accomplishment)</i>	Start typing here <i>(Not more than 300 words per accomplishment)</i>
Start typing here <i>(Not more than 300 words per accomplishment)</i>	Start typing here <i>(Not more than 300 words per accomplishment)</i>
Start typing here <i>(Not more than 300 words per accomplishment)</i>	Start typing here <i>(Not more than 300 words per accomplishment)</i>



**For Gawad Lingkod Bayan ng Pangulo and Gawad Pagasa Group Nominees**

*Add more rows if necessary*

<p><b>Three (3) Top Significant Accomplishments within the last three (3) years</b></p> <p>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.</p>	<p><b>Impact of Accomplishments</b></p> <p>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.</p>	<p><b>Contribution of Team Members</b></p> <p>For each accomplishment and results/impact stated in the first two columns, identify the team member/s directly involved or with the most contribution.</p>
<p>Start typing here  <i>(Not more than 300 words per accomplishment)</i></p>	<p>Start typing here  <i>(Not more than 300 words per accomplishment)</i></p>	<p>List the name/s of team members involved for each accomplishment and corresponding impact</p>
<p>Start typing here  <i>(Not more than 300 words per accomplishment)</i></p>	<p>Start typing here  <i>(Not more than 300 words per accomplishment)</i></p>	
<p>Start typing here  <i>(Not more than 300 words per accomplishment)</i></p>	<p>Start typing here  <i>(Not more than 300 words per accomplishment)</i></p>	



**For Gawad Dangal ng Bayan Nominees**

*Add more rows if necessary*

<p align="center"><b>Exemplary behavior/conduct displayed within the last three (3) years</b></p> <p>Describe the nominee's adherence <u>to one or more</u> 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.</p>	<p align="center"><b>Impact of Accomplishments</b></p> <p>For <u>each</u> behavioral norm identified in the first column, discuss the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable.</p>
<p><b>Start typing here</b>  <i>(Not more than 300 words per accomplishment)</i></p>	<p><b>Start typing here</b>  <i>(Not more than 300 words per accomplishment)</i></p>
<p><b>Start typing here</b>  <i>(Not more than 300 words per accomplishment)</i></p>	<p><b>Start typing here</b>  <i>(Not more than 300 words per accomplishment)</i></p>
<p><b>Start typing here</b>  <i>(Not more than 300 words per accomplishment)</i></p>	<p><b>Start typing here</b>  <i>(Not more than 300 words per accomplishment)</i></p>

**Additional Information**

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

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## 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

*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](mailto:dpo@csc.gov.ph).*

## GUIDELINES FOR WRITING THE NOMINEE'S ACCOMPLISHMENTS

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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