



Republic of the Philippines  
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**MEMORANDUM**

**FOR/ TO :** **ALL OFFICIALS AND EMPLOYEES**  
DENR Central Office, Regional Offices, Bureaus and Attached Agencies

**FROM :** **THE CHAIRPERSON**  
DENR Committee on Program on Awards and Incentives  
for Service Excellence (PRAISE)

**SUBJECT :** **2022 CIVIL SERVICE COMMISSION SEARCH FOR  
OUTSTANDING GOVERNMENT WORKERS**

**DATE :** 19 January 2022

The Civil Service Commission (CSC) Honor Awards Program (HAP) is now accepting nominations to the 2022 Search for Outstanding Government Workers for the following categories:

- A. Awards for Outstanding Work Performance
  - 1. Presidential *Lingkod Bayan* Award
  - 2. CSC *Pagasa* Award
- B. Award for Exemplary Conduct and Ethical Behavior
  - 1. Outstanding Public Officials and Employees Award or *Dangal ng Bayan* Award

The HAP covers all officials and employees holding permanent, temporary, coterminous, contractual and casual status of employment, whether stationed in the Philippines or abroad. Posthumous nominations may also be made for a public servant who died in the line of duty or in pursuit of his/ her official duties and responsibilities as a civil servant.

The guidelines, nomination forms and other promotional materials can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph). Nominations shall be reviewed and endorsed by respective regional/ bureau Committees on PRAISE. Recommended nominations with complete documentary requirements, together with the *Checklist of Required Nomination Documents* sheet, shall be submitted on or before **28 February 2022** to the Personnel Division, DENR Central Office, for approval of the Secretary.

To acknowledge the outstanding contribution, achievements and performance of our coworkers, we urge you to nominate qualified officials and employees in our Department.

For your information and guidance.

  
**ATTY. JUAN MIGUEL T. CUNA, CESO I**  
Undersecretary for Field Operations and Environment

MEMO NO. 2022 - 57

**Let's Go Green!**

duties and responsibilities. The nomination must be made within 12 months from the time of death.

There are three award categories: the Presidential *Lingkod Bayan* (PLB) Award and the CSC *Pagasa* Award for outstanding work performance, and the Outstanding Public Officials and Employees or the *Dangal ng Bayan* (DNB) Award for exemplary behavior.

[Read more](#)

9 December 2021

## CSC issues holiday reminders

The Civil Service Commission (CSC) reminded government employees to keep yearend and holiday festivities safe and simple as the nation continues to cope with the COVID-19 pandemic.

CSC Chairperson Alicia dela Rosa-Bala said that, while the country is still at low-risk classification, the threats brought by the pandemic continue to exist especially with the emergence of the B.1.1.529 variant or Omicron variant.

She said that physical gatherings may be allowed, subject to current and applicable guidelines issued by the IATF and the local government, adding, "Virtual celebrations, on the other hand, are much safer and allows agencies to hold a simultaneous gathering for all their employees across the regions. It just requires a little more creativity to make it engaging and enjoyable even without face-to-face interaction."

The CSC chief added that physical gatherings still pose a huge risk and may even affect public service delivery if employees get infected by COVID-19 at the same time.

The CSC also reminded agencies to make sure that there will be no disruption in public services. Offices may opt to conduct these activities outside office hours or ensure adequate skeletal workforce to attend to their clients and other urgent matters during official business hours.

6 December 2021

## CSC bares Christmas/year-end messages to civil servants

In a year-end message to civil servants, Civil Service Commission (CSC) Chairperson Alicia dela Rosa-Bala highlighted the sacrifices of civil servants amid the pandemic and thanked them for their service.

She said that civil servants continued to face challenges this year. "*Nananatili ang epekto ng pandemya habang patuloy na umaasa ang taumbayan sa ating serbisyo. Marami din ang sakripisyo ng serbisyo sibil—hindi natin makakalimutan ang lahat ng ating kasamahan, ang mga nag-alay ng buhay para sa bayan. Lahat tayo ay nakaranas ng pagkawala ng kasamahan sa trabaho, kapamilya, at kaibigan.*"



Office of the Secretary &lt;osec@denr.gov.ph&gt;

## CSC December 2021 eNewsletter: CSC opens 2022 search for public service exemplars | Joint COMELEC-CSC Advisory on Electioneering and Partisan Political Activity

1 message

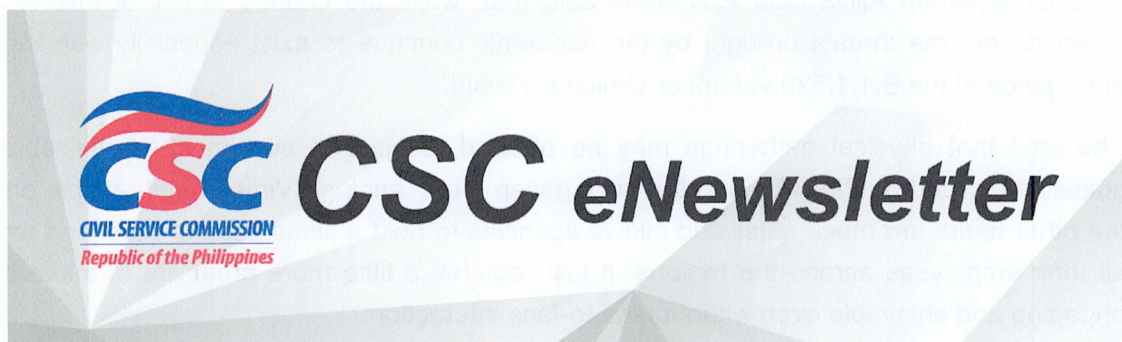
Philippine Civil Service Commission <paio.pmr@csc.gov.ph>  
Reply-To: Philippine Civil Service Commission <paio.pmr@csc.gov.ph>  
To: osec@denr.gov.ph

Mon, Dec 27, 2021 at 3:04 PM

[View in browser](#)

### What's inside:

CSC opens 2022 search for public service exemplars | CSC issues holiday reminders | CSC bares Christmas/year-end messages to civil servants | Joint COMELEC-CSC Advisory on Electioneering and Partisan Political Activities | CSC reminds gov't employees on stricter sexual harassment policy | HAP Story: Rhia Sotomil - Giving hope to VAWC victims | Check out CSI's course offering for January to March 2022



The Official Newsletter of the Civil Service Commission

December 2021

23 December 2021

### CSC opens 2022 search for public service exemplars

The Civil Service Commission (CSC) is looking for exemplars in public service.

The CSC has opened the 2022 Search for Outstanding Government Workers, which aims to recognize deserving public servants who excel in their respective fields or who serve as models of exemplary behavior.

As part of the government's rewards and incentives mechanism under the Honor Awards Program (HAP), the annual Search aims to motivate and inspire state employees to improve the quality of their performance and instill deeper involvement in public service.

All government workers in the career and non-career service including appointive barangay officials may be nominated. Employees who are under job order or contract of service are excluded from the coverage of the program. Posthumous nomination is also accepted for public servants who died in the line of duty or in the pursuit of their official

She added that these challenges in the midst of adversity can be a source of strength as they carry on. *“Lalo lamang tayong mapapalakas ng ganitong mga karanasan, kaya patuloy tayong maghahanda para sa mga hinaharap pang mga sitwasyon.”*

Chairperson Bala also expressed gratitude for the blessings received amid the public health crisis. *“Tayo rin ay nagpapasalamat sa lahat ng biyayang ating natanggap sa kabila ng krisis. Isa na rito ang ating kalusugan... Kaya manatiling malusog at masigla bilang malasakit sa sarili at sa kapwa, hanggang magwakas itong pandemya.”*

Lastly, the CSC chief thanked civil servants for their continued commitment to public service. *“Taos-pusong pasasalamat sa bawat kawani ng pamahalaan sa inyong paglilingkod sa bayan. Sama-sama tayong umasa sa matagumpay na bagong taon, at patuloy na pag-unlad ng serbisyo publiko.”*



## ELECTIONEERING AND PARTISAN POLITICAL ACTIVITY



With the upcoming May 2022 elections, the Civil Service Commission (CSC) reminds government officials and employees to follow its joint circular with the Commission on Elections (COMELEC) on electioneering and partisan political activity. This 2016 joint circular aims to ensure that civil servants and the armed forces shall remain focused on the efficient discharge of their duties and functions, do away with the “spoils system”, and shield the civil service and armed forces from the vagaries of politics. Learn about the provisions of the joint circular below:

***What are electioneering and partisan political activity?***

These refer to acts designed to promote the election or defeat of a particular candidate/s or party/ies to public office.

### ***Who are covered?***

All members of the civil service, whether permanent, temporary, contractual, or casual, who are employed in all branches, subdivisions, instrumentalities, and agencies of the Philippine government, are prohibited from engaging in any electioneering or partisan political activities.

In addition, career officers holding political offices in an acting or officer-in-charge capacity, as well as uniformed and active members of the Armed Forces of the Philippines and the Philippine National Police are also included. Even those on leave of absences are still covered by the prohibition.

However, officials or employees holding political offices such as the President, Vice President, cabinet members, elective local officials except barangay officials, the staff of the abovementioned officials, and members of the reserve corps of the AFP are excluded.

### ***What are the prohibited acts?***

Under COMELEC Resolution No. 10049, s. 2016, the following acts are considered as election campaign or partisan political activities:

1. Forming organizations, associations, clubs, committees, or other groups of persons for the purpose of soliciting votes and/or undertaking any campaign for or against a candidate
2. Holding political caucuses, conferences, meetings, rallies, parades or other similar assemblies, for the purpose of soliciting votes and/or undertaking any campaign or propaganda for or against a candidate
3. Making speeches, announcements or commentaries, or holding interviews for or against the election of any candidate for public office
4. Publishing or distributing campaign literature or materials designed to support or oppose the election of any candidate
5. Directly or indirectly soliciting votes, pledges, or support for or against a candidate

Further, CSC Memorandum Circular No. 30, series of 2009; and CSC MC No. 9, series of 1992, identify the following as prohibited acts:

1. Being a delegate to any political convention, or a member of any political committee or directorate, or an officer of any political club or other similar political organizations
2. Receiving any contributions for political purposes, either directly or indirectly
3. Becoming publicly identified with the success or failure of any candidate/s or party/ies
4. Wearing of t-shirts, pins, caps, or any other similar election paraphernalia bearing the names of candidates and/or political parties
5. Being a watcher for a political party or candidate during the election

6. Consistent presence in political rallies, caucuses of, and continuous companionship with certain political candidates and/or political party, making one closely identified with such candidates or party
7. Giving, soliciting, or receiving financial or monetary contributions, supplies, equipment, and materials for the benefit of a candidate and/or political party
8. Utilizing government resources such as personnel, including job order or contract of service hirees, time, and properties for political purposes

#### ***What can government workers do?***

Excluded acts that civil servants can do are the following:

1. Casting one's vote
2. Expressing one's views on current political problems or issues
3. Mentioning the names of candidates or parties whom one supports
4. Public expressions, opinions, or discussion of probable issues in a forthcoming election, or on attributes of or criticisms against probable candidates to be nominated in a forthcoming political party convention.

During the LunChat with CSC episode last 16 December 2021, CSC Assistant Commissioner Ariel G. Ronquillo pointed out that in terms of social media use, government workers may post, like, comment, or follow a candidate's or party's account. They may also share a picture of a candidate/party, a statement, or anything related to a certain candidate/party as long as they do not explicitly solicit support for or against a candidate/party during the campaign period.

#### ***What are the penalties?***

Government employees found guilty of engaging directly or indirectly in partisan political activities will be meted with the penalty of one month and one day suspension to six months for the first offense; and dismissal from the service for the second offense.

For the detailed information on electioneering and partisan political activities, read [COMELEC-CSC Joint Circular No. 1, series of 2016](#) and watch the [16 December episode of LunChat with CSC](#).



25 November 2021

## CSC reminds gov't employees on stricter sexual harassment policy

The Civil Service Commission (CSC) urged government employees to be vigilant about their behavior as it reminded them on the stricter rules governing sexual harassment.

The CSC said that sexual harassment covers not only physical or verbal acts but also those done using technology. This may include unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments, committed whether publicly or through direct and private messages; invasion of victim's privacy through cyberstalking and incessant messaging; uploading and sharing without the victim's consent any form of media that contains photos, voice, or video with sexual content; and any unauthorized recording and sharing of any of the victim's photos, videos, or any information online.

The CSC also expanded the coverage of sexual harassment to include those performed in streets and public spaces such as in alleys, roads, restaurants, malls, public washrooms, bars, and public utility vehicles. This includes catcalling; wolf-whistling; unwanted invitations; misogynistic, transphobic, and sexist slurs; persistent uninvited comments or gestures on a person's appearances; and relentless request for personal details that are unwanted and threatens one's sense of personal space and physical safety.

In its Resolution No. 2100064 dated 20 January 2021, circularized via [Memorandum Circular No. 11, s. 2021](#), the CSC amended certain provisions in the 2017 Rules on Administrative Cases in the Civil Service (RACCS), specifically those pertaining to the administrative proceedings for sexual harassment complaints where the offender is a government employee.






The changes in the 2017 RACCS were made to further deter sexual harassment in the public sector, as well as to harmonize said rules with Republic Act No. 11313 or the Safe Spaces Act and its Implementing Rules and Regulations.

[Read more](#)

**CCB** CONTACT CENTER ng BAYAN  
 Your direct line to efficient public service

***Kudos to CSC and ARTA!  
 I hope you can help more ordinary people  
 like me who are deprived of efficient and  
 effective government service.  
 Mabuhay po kayo!***

Client IRN0255023 | Feedback on the intervention of CCB for the immediate action of the Social Security System on her transaction

-  [contactcenterngbayan.gov.ph](http://contactcenterngbayan.gov.ph)
-  [email@contactcenterngbayan.gov.ph](mailto:email@contactcenterngbayan.gov.ph)
-  0908-8816565
-  1-6565 (via PLDT landline)
-  [/civilservicegovph](https://www.facebook.com/civilservicegovph)







# CCB CONTACT CENTER ng BAYAN

## Your direct line to efficient public service

Report the following acts under

**Section 21 of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018**

**a.**

Refusal to accept application or request with complete requirements being submitted by an applicant or requesting party without due cause;

**b.**

Imposition of additional requirements other than those listed in the Citizen's Charter;

**c.**

Imposition of additional costs not reflected in the Citizen's Charter;

**d.**

Failure to give applicant or requesting party a written notice on the disapproval of an application or request;

**e.**

Failure to render government services within the prescribed processing time on any application and/or request without due cause;

**f.**

Failure to attend to applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break;

**g.**

Failure or refusal to issue official receipts; and

**h.**

Fixing and/or collusion with fixers in consideration of economic and/or other gain or advantage.

Penalties are stipulated under Section 22 (a) and (b) of the Republic Act No. 11032.

**Text**

**0908 881-6565**

**Call**

**1-6565\***

\*5.00 + VAT per call anywhere in the Philippines via PLDT landlines from 8 am to 5 pm, Monday to Friday

**Log-on to**

**[www.contactcenterngbayan.gov.ph](http://www.contactcenterngbayan.gov.ph)**

**[www.facebook.com/civilservicegovph](https://www.facebook.com/civilservicegovph)**

The International Association of Business Communicators (IABC) awarded the Contact Center ng Bayan the 2014 Quill Award for Communication Management Strategies for Customer Relations

Civil Service Commission Central Office IBP Road, Batasan Hills, 1126 Quezon City

# HERO ANG PUBLIC SERVANT

## HONOR AWARDS PROGRAM

## Rhia Sotomil: Giving Hope to VAWC Victims



Meet PCPT. Rhia B. Sotomil (Ret) and be inspired by her story of courage and dedication to promote women's welfare.

She is one of the 2014 Dangal ng Awardees who was awarded for putting the interest of the public above her own. Despite being diagnosed with lupus, she continued to excel in her performance as a police officer, focusing on issues such as violence against women and children, and health advocacy. Transforming her weakness into strength, she championed women and children's rights, as well as health and wellness, thus, empowering her community.

Watch her HAP Story and discover more about her accomplishments and advocacies.

## CSC - Civil Service Institute COURSE OFFERING FOR JANUARY TO MARCH 2022



- Kwentong Lingkod Bayani
- Formulating Values Policy Guidelines
- Public Service Values Program and PSVP for Non-Supervisors
- Manager's Role in Capacity Building
- Well-Being Centric Leadership
- Developmental Conversations for Leaders

*Register at [csi.csc.gov.ph](http://csi.csc.gov.ph) (L&D Calendar)*

The Civil Service Institute invites you to join any course offering for January to March 2022 that would help you meet your learning and development needs.

### **Kwentong Lingkod Bayani**

7 January (Register here: [t.ly/oPUx](https://t.ly/oPUx))

4 February (Register here: [t.ly/7xzK](https://t.ly/7xzK))

4 March (Register here: [t.ly/lZly](https://t.ly/lZly))

Kwentong Lingkod Bayani episode aims to appreciate the importance of accepting, applying and advocating the Public Service Values (patriotism, integrity, excellence, and spirituality); and, adopt best practices shared by different agencies.

### **Formulating Values Policy Guidelines** (Register here: [t.ly/qwgc](https://t.ly/qwgc))

2-23 February

This workshop emphasizes the relevance and significance of formulating/crafting the Policy Guidelines that will strengthen the Agency's Core Values. The workshop shall use synchronous and asynchronous sessions to develop participants' appreciation, acceptance and application of relevant principles, concepts and strategies to help them implement the guidelines efficiently and effectively.

### **Public Service Values Program for Non-Supervisors** (Register here: [t.ly/MGsV](https://t.ly/MGsV))

2-24 February

This workshop aims to enable participants to strengthen and harness the core values of a public servant: Patriotism, Integrity, Excellence and Spirituality (PIES), also known as the public service values. Relevant and significant concepts, principles and practices of these values will be discussed for better understanding, appreciation and application.

**Manager's Role in Capacity Building** (Register here: [t.ly/qNeK](https://t.ly/qNeK))

8-22 February

The course highlights the role of managers in developing competent, engaged, and high performing workforce. It will guide managers in drafting an office development plan for their units and planning its effective implementation.

**Well-Being Centric Leadership** (Register here: [t.ly/fg9k](https://t.ly/fg9k))

1-30 March

This course will enable participants to propagate and sustain positive cultures and working environment that will strengthen employee wellness, engagement, empowerment, and productivity.

**Developmental Conversations for Leaders: Coaching the Coaches through Developmental Conversations** (Register here: [t.ly/kSw7](https://t.ly/kSw7))

7-31 March

Developmental conversations, in terms of coaching and mentoring, are workplace learning approaches that enable individuals to realize their full potentials. This blended course will guide participants to effectively conduct developmental conversations with others using a structured approach. This particular course uses group mentoring/coaching to develop mentors/coaches by handholding them through the various stages of the process.

**Public Service Values Program** (Register here: [t.ly/QcqL](https://t.ly/QcqL))

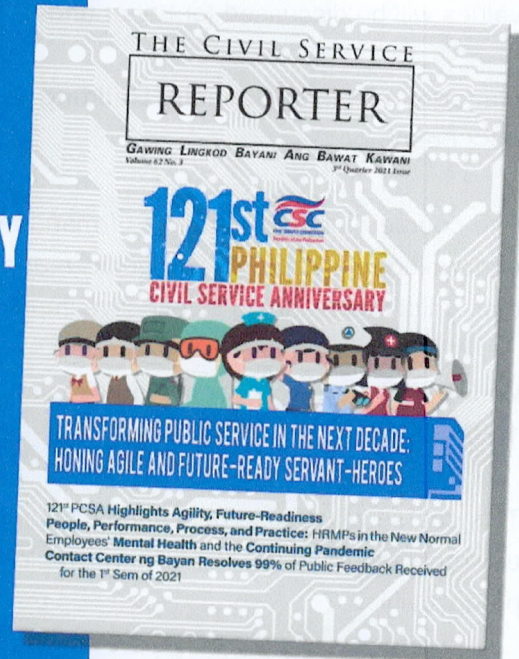
8-24 March

Visit [csi.csc.gov.ph](https://csi.csc.gov.ph) to know each course description, objectives, target participants, and investment cost.

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**The 3rd Quarter 2021 issue of the Civil  
Service Reporter is out now!**

# 121ST PHILIPPINE CIVIL SERVICE ANNIVERSARY HIGHLIGHTS AGILITY, FUTURE-READINESS and more articles on future-ready HR practices



Download a copy of the Civil Service Reporter  
3rd Quarter Issue (2021) now!

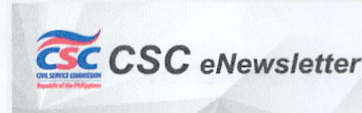
In the HR Spotlight section of the Civil Service Reporter magazine (3rd Quarter 2021), we featured some of the PRIME-HRM Bronze Awardees, their experiences in undergoing assessments, and advice for aspiring government agencies. The awardees agreed that despite the process being tough, tedious, and time-consuming, it is not impossible to satisfy the requirements to improve HR processes and systems.

[Read the CS Reporter Magazine](#)

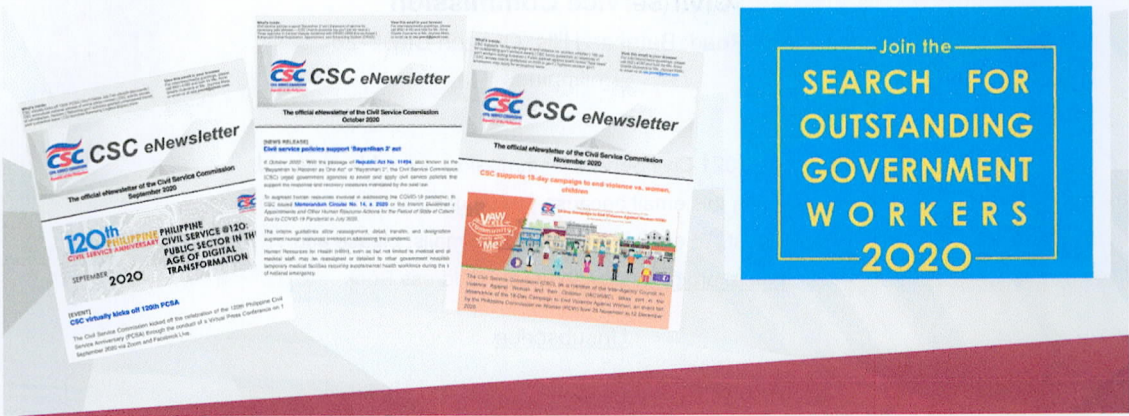
# Don't miss out on CSC news! View previous issues of the CSC eNewsletter!

**What's inside:**  
Search for digital support in government service on 1 Military Service, its got priority in gov't employment | Agencies may issue 'flexible' rules, says CSC | Gov't workers may avail of 5-day special emergency leave - CSC

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For more information regarding please call 8931-4180 and look for Ms. Anne Giselle Torres or Ms. Jaymee or email us at [ee.csc@gmail.com](mailto:ee.csc@gmail.com)



The official eNewsletter of the Civil Service Commission  
January 2020



## Was this issue of the CSC eNewsletter informative?



## ABOUT US

The Philippine Civil Service Commission is the central human resource institution of the Philippine government. It aims to be globally recognized as a center of excellence for strategic Human Resource and Organizational Development by 2030. Its mission is to make every civil servant a "servant hero" (Gawing Lingkod Bayani ang Bawat Kawani). [www.csc.gov.ph](http://www.csc.gov.ph).

The **CSC eNewsletter** is produced by the Publications and Media Relations Division - Public Assistance and Information Office of the Civil Service Commission, headed by Director IV Maria Luisa Salonga-Agamata.

For interviews/media guestings, please call 8931-4180 and look for Ms. Anne Giselle Torres or Ms. Jaymee

Mata, or email us at [paio.pmr@gmail.com](mailto:paio.pmr@gmail.com).



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### Civil Service Commission

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### ABOUT US

The Philippine Civil Service Commission (CSC) is the primary agency responsible for the recruitment, appointment, promotion, transfer, discipline, and retirement of government employees. It also oversees the implementation of the Civil Service Law and the Civil Service Commission Act of 1986.

