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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 0100 s. 2026

CALL FOR NOMINATIONS TO THE 2026 GAWAD LINGKOD BAYANI

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Division Unit Heads
Elementary and Secondary School Principals
Teaching and Non-Teaching Personnel
All Others Concerned

1. For the information and guidance of all concerned, the Civil Service Commission issued Memorandum Circular No. 2, s. 2026 titled CALL FOR NOMINATIONS TO THE 2026 GAWAD LINGKOD BAYANI from Atty. Marilyn B. Yap, DPA, Chairperson, Civil Service Commission.
2. Government Agencies have until **31 March 2026** to submit nominations electronically to CSC Regional and Field Offices. The directory of the CSC offices is accessible via the CSC website, **www.csc.gov.ph**.
3. Prescribed Gawad Lingkod Bayani nomination form is attached to this circular (Annex A). While the 2021 Guidelines (Annex B) enumerate the documentary requirements listed in the nomination form checklist within the nomination period.
4. Further details on the 2026 Gawad Lingkod Bayani are available at **www.csc.gov.ph/2026GawadLingkodBayani**.
5. For any concern, please contact the Honor Awards Program Secretariat via **hepsecretariat@csc.gov.ph** or coordinate with the nearest CSC Regional or Field Offices.
6. Wide dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>



Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

2026 GAWAD LINKOD BAYANI

MAE/KC - CALL FOR NOMINATIONS TO THE 2026 GAWAD LINGKOD BAYANI
_____/February 3, 2026

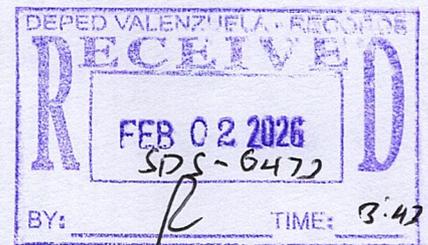


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Official Website: <https://www.depedvalenzuela.com>



PRIME-HRM
LEVEL II ACCREDITED





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

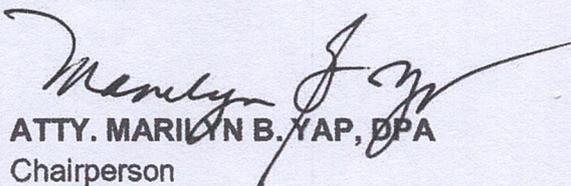
Any individual or organization from the public or private sector with direct knowledge of the nominee's accomplishments and ethical conduct may submit a nomination using the prescribed Gawad Lingkod Bayani nomination form attached to this circular [Annex A]. While the 2021 Guidelines [Annex B] enumerate 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

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 (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.



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.
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.
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Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
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Email address: Click or tap here to enter text.

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Mobile e.g. (0912) 345-6789: Click or tap here to enter text.
Email address: Click or tap here to enter text.

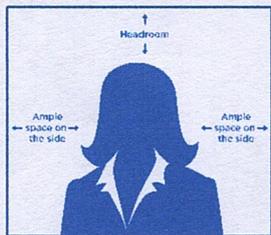
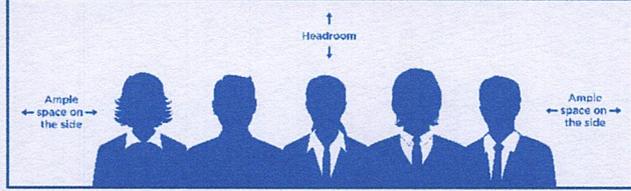
NOMINATOR INFORMATION

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.*

Individual Nominees	Group Nominees
 <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.

GLB Form No. 2025-1 (Tab A)

Nominee's Information and Accomplishments

This Form is NOT for sale. Reproduction is allowed.



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 <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>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.</p>	<p>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.</p>	<p>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.</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">Exemplary behavior/conduct displayed within the last three (3) years</p> <p>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.</p>	<p align="center">Impact of Accomplishments</p> <p>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.</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>
<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>

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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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