**Please fill out the details of the nominee’s accomplishments below:**

*(maximum of 10 pages, A4-size bond paper, Arial #12)*

**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)*

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**Accomplishments and Impact/Results**

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

**For Presidential *Lingkod Bayan* and CSC *Pagasa* Individual Nominees**

|  |  |
| --- | --- |
| **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 **Presidential *Lingkod Bayan*** nominees, identify the impact of the extraordinary contribution to national public interest.  For **CSC *Pagasa* nominees**, identify the impact of the outstanding contribution to one or more department of government. |
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**For Presidential *Lingkod Bayan* and CSC *Pagasa* Group Nominees**

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| **Significant Accomplishments**  **within the last three (3) years**  Describe the group’s project/s or work accomplished, strategies/activities done, and problems/challenges encountered. Indicate if the accomplishments are part of the group’s regular functions, or the product of his/her own initiative. If the accomplishments are part of the group’s regular or mandated duties, justify why the accomplishments are considered extraordinary. | **Impact of Accomplishments**  Indicate results/impact of **each** project/work accomplished, the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable. | **Contribution of Team Members**  For each accomplishment and results/impact stated in the first two columns, identify the team member/s directly involved or with the most contribution. |
| Start typing here | Start typing here | List the name/s of team members involved for each accomplishment and corresponding impact |
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*Add more rows if necessary*

**For Outstanding Public Officials and Employees (*Dangal ng Bayan*) Nominees**

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| **Exemplary behavior/conduct displayed**  **within the last three (3) years**  Describe the nominee’s adherence to one or more of the following norms under Republic Act No. 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living. Cite specific circumstances providing when on or more of the norms were displayed by the nominee, the risks involved, and the problems encountered. | **Impact of Accomplishments**  For **each** behavioral norm identified in the first column, discuss the problems addressed, savings generated, people/offices/communities benefited, and/or transactions facilitated, whichever are applicable. |
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*Add more rows if necessary*

**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 attest to all facts contained in the HAP Forms and authenticity of all required documents attached, and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable civil service laws and rules.

Printed name and signature:

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Nominee 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 Privacy Officer at dop@csc.gov.ph.*