



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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March 4, 2019

DIVISION MEMORANDUM  
NO. 17, s. 2019

**REVISED GUIDELINES ON THE SEARCH FOR OUTSTANDING GOVERNMENT  
WORKERS FOR 2019 AND YEARS THEREAFTER**

To: Division Office Personnel  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Attached is the Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2019 informing this Office of the *Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter*.
2. For details, please see enclosed Revised Guidelines and Nomination Forms of the different categories. Nominees for the annual Search for Outstanding Government Workers will be submitted on or before March 20, 2019 to the Office of the OIC Assistant Schools Division Superintendent.
3. Immediate dissemination of this Memorandum is desired.

  
**NERI C. OJASTRO, Ed.D., CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



DEPARTMENT OF EDUCATION  
TAGBILARAN CITY SCHOOLS DIVISION  
SDS OFFICE  
**RECEIVED**  
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DATE: 12/19 CTR #: \_\_\_\_\_  
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MC No. 101, s. 2019

**MEMORANDUM CIRCULAR**

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

**SUBJECT :** Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years Thereafter

In accordance with its constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Civil Service Commission (CSC) administers an annual, nationwide Honor Awards Program (HAP) through the annual Search for Outstanding Government Workers.

The annual Search started in 1965 through the Employee Suggestions and Incentives Awards System (ESIAS) implemented under Section 27 of Republic Act No. 2260 or the Civil Service Act of 1959 to award public servants for extraordinary acts or services that contributed to the efficiency, economy and improvement of government operations.

In 1975, by virtue of Presidential Decree No. 807, new rules and guidelines of the ESIAS modified the types of honor awards as follows: Presidential *Lingkod Bayan* and the Civil Service Commission *Pagasa* Award.

Republic Act No. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees vested in the CSC the administration of the nationwide Search for Outstanding Public Officials and Employees or *Dangal ng Bayan* Award.

The annual Search for Outstanding Government Workers is administered under the HAP in order to recognize government officials and employees who exemplified outstanding performance, to motivate or inspire public servants to improve the quality of public service delivery, and to instill deeper involvement in public service.

To maintain the integrity of the Search and sustain its effective implementation, the Commission revised the Guidelines on the Search for Outstanding Government Workers in 2019 and the years thereafter. Heads of agencies are enjoined to adopt said guidelines.

For queries and concerns, please contact the HAP Secretariat through (02) 931-7993 and (02) 932-0381; and email address: [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com).

  
ALICIA dela ROSA-BALA  
Chairperson

13 FEB 2019

Bawat Kawani, Lingkod Bayani

# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Award)  
For Outstanding Work Performance

## Individual Category

HAP Form 1

PASTE  
1 ½" x 2"  
(passport size)  
Photo here

Presidential *Lingkod Bayan*

Civil Service Commission *Pagasa*

|   |  |  |      |
|---|--|--|------|
| Name (First Name, Middle Initial, Last Name):     |  | Signature:   |      |
| Position (per Service Record):                    |  | Gender:  | Age: |
| Status of Appointment (per Service Record):       |  | Date of Birth:   |      |
| Residence Address :                               |  | Place of Birth:  |      |
| Telephone/Cellphone Nos (Active Contact Details): |  |  |      |
| Name of Agency:                                   |  | Level of Position: <input type="checkbox"/> 1 <sup>st</sup> Level  |      |
| Agency Address:                                   |  | <input type="checkbox"/> 2 <sup>nd</sup> Level (Executive Managerial)  |      |
|   |  | <input type="checkbox"/> 2 <sup>nd</sup> Level <input type="checkbox"/> 3 <sup>rd</sup> Level (Presidential Appointee) |      |
| Region:   |  | <input type="checkbox"/> Military <input type="checkbox"/> Elective  |      |
| Agency Telephone Nos (Active Contact Details):    |  | Email address:   |      |

### REGIONAL OFFICE HEAD

|  |
|--|
| Name:  |
| Position:  |
| Telephone / Cellphone Nos. (Active Contact Details): |
| Email address:                                       |

### AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

|  |
|--|
| Name:  |
| Position:  |
| Agency Address:                                    |
| Telephone/Cellphone Nos. (Active Contact Details): |
| Email address:                                     |

### NOMINATOR

|                 |                           |
|-----------------|---------------------------|
| Name:           | Position:                 |
| Agency:         | Telephone/Cellphone Nos.: |
| Agency Address: | Email add:                |

#### Additional Information about the Nominee:

|   |                 |                           |
|---|-----------------|---------------------------|
| Were you a previous HAP Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No       | What year: ____ | What Award Category: ____ |
| Were you a previous HAP Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No | What year: ____ | What Award Category: ____ |
| Were you a previous HAP Awardee? <input type="checkbox"/> Yes <input type="checkbox"/> No       | What year: ____ | What Award Category: ____ |



Nomination Write-up:  
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:

Agency:

Division/Unit:

Position:

In Government:

Length of Service in the Position:

|  |
|--|
| <p><b>I. Executive Summary</b><br/>Click here to enter text.</p>   |
| <p><b>II. Significant Accomplishment/s within the Last Three Years</b> (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered)<br/>The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments)<br/>Click here to enter text.</p>   |
| <p><b>III. Impact of Accomplishments</b> (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) For <b>Presidential Lingkod Bayan Category</b>: What was the impact of the extraordinary contribution to national public interest? For <b>CSC Pagasa Category</b>: What was the impact of the Outstanding contribution to more than one department of the government?<br/>Click here to enter text.</p> |
| <p><b>IV. Other Information</b> (Major Awards/Citations Received/Membership in the Organization)<br/>Click here to enter text.</p>   |

**CERTIFICATION**

We attest to all facts contained herein 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:**

Nominee

Nominator

PRAISE Committee/Highest HRMO

Regional Office Head

# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa* Award)  
For Outstanding Work Performance

## Group Category

Presidential *Lingkod Bayan*

Civil Service Commission *Pagasa*

|   |                 |
|---|-----------------|
| Name of Group Nominee:                            | Agency Name:    |
| Telephone/Cellphone Nos (Active Contact Details): | Agency Address: |
| Email address:                                    | Region:         |

### Team Members Information

(First Name, Middle Initial, Last Name - Position Title per *Service Record*)

|  |  |
|--|--|
| Name of Team Leader:                                 | Name of Member 3:                                    |
| Position Title:                                      | Position Title:                                      |
| Position Level: Choose an item. Sex: Choose an item. | Position Level: Choose an item. Sex: Choose an item. |
| Status of Appointment: Choose an item. Age:          | Status of Appointment: Choose an item. Age:          |
| Name of Member 1:                                    | Name of Member 4:                                    |
| Position Title:                                      | Position Title:                                      |
| Position Level: Choose an item. Sex: Choose an item. | Position Level: Choose an item. Sex: Choose an item. |
| Status of Appointment: Choose an item. Age:          | Status of Appointment: Choose an item. Age:          |
| Name of Member 2:                                    |  |
| Position Title:                                      |  |
| Position Level: Choose an item. Sex: Choose an item. |  |
| Status of Appointment: Choose an item. Age:          |  |

### REGIONAL OFFICE HEAD

|   |
|---|
| Name:   |
| Position:   |
| Telephone / Cellphone Nos (Active Contact Details): |
| Email address:                                      |

### AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for appropriate Endorsement)

|   |
|---|
| Name:   |
| Position:   |
| Agency Address:                                   |
| Telephone/Cellphone Nos (Active Contact Details): |
| Email address:                                    |

### NOMINATOR

|                 |                           |
|-----------------|---------------------------|
| Name:           | Position:                 |
| Agency:         | Telephone/Cellphone Nos.: |
| Agency Address: | Email add:                |

### Additional Information about the Nominee:

|   |                  |                            |
|---|------------------|----------------------------|
| Were you a previous HAP Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No       | What year: _____ | What Award Category: _____ |
| Were you a previous HAP Semi-finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No | What year: _____ | What Award Category: _____ |
| Were you a previous HAP Awardee? <input type="checkbox"/> Yes <input type="checkbox"/> No       | What year: _____ | What Award Category: _____ |

Nomination Write-up:  
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:

Agency:

Division/Unit:

Position:

In Government:

Length of Service in the Position:

|  |
|--|
| <p><b>I. Executive Summary</b><br/>Click here to enter text.</p>   |
| <p><b>II. Significant Accomplishment/s within the Last Three Years</b> (Description of the Project/Work Accomplished, Strategies/Activities Done and Problems Encountered)<br/>The nomination of heads of offices and agencies including that of the Local Chief Executives should reflect their individual accomplishments)<br/>Click here to enter text.</p>   |
| <p><b>III. Impact of Accomplishments</b> (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) For <b>Presidential Lingkod Bayan Category</b>: What was the impact of the extraordinary contribution to national public interest? For <b>CSC Pagasa Category</b>: What was the impact of the Outstanding contribution to more than one department of the government?<br/>Click here to enter text.</p> |
| <p><b>IV. Other Information</b> (Major Awards/Citations Received/Membership in the Organization)<br/>Click here to enter text.</p>   |

**CERTIFICATION**

We attest to all facts contained herein 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:**

Nominee

Nominator

PRAISE Committee/Highest HRMO

Regional Office Head

**INFORMATION ON TEAM/GROUP MEMBERS**

| <b>Name of Team Members</b> | <b>Position/Status of Appt./Agency</b> | <b>Contribution/s of each member<br/>(Including those of disqualified members)</b> | <b>Reason for disqualification of the<br/>Team Members, if any.</b> |
|-----------------------------|--|--|---|
| Click here to enter text.   | Click here to enter text.              | Click here to enter text.  | Click here to enter text.   |

**CERTIFICATION**

I hereby attest to all the facts herein, authorize the Committee on Awards to validate the accuracy of the information contained in this form and grant our consent to the conduct of background investigation. Any misrepresentation made by the signatory shall be ground for disciplinary action pursuant to applicable Civil Service laws and rules.

---

**CHAIR, PRAISE Committee**  
Signature over printed name

# SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

(Outstanding Public Officials and Employees or  
*Dangal ng Bayan Award*)

PASTE

1 ½" x 2"

(passport size)

Photo here

## THE NOMINEE

|  |  |             |
|--|--|-------------|
| <b>Name</b> (First Name, Middle Initial, Last Name):   | <b>Signature:</b>  |             |
| <b>Position</b> (per Service Record):                  | <b>Gender:</b>   | <b>Age:</b> |
| <b>Status of Appointment</b> (per Service Record):     | <b>Date of Birth:</b>  |             |
| <b>Residence Address:</b>                              | <b>Place of Birth:</b>   |             |
| <b>Telephone/Cellphone Nos.</b>                        |  |             |
| <b>Name of Agency:</b>                                 | <b>Level of Position:</b> <input type="checkbox"/> 1 <sup>st</sup> Level   |             |
| <b>Agency Address:</b>                                 | <input type="checkbox"/> 2 <sup>nd</sup> Level (Executive Managerial)  |             |
|  | <input type="checkbox"/> 2 <sup>nd</sup> Level <input type="checkbox"/> 3 <sup>rd</sup> Level (Presidential Appointee) |             |
| <b>Region:</b>   | <input type="checkbox"/> Military <input type="checkbox"/> Elective  |             |
| <b>Agency Telephone Nos.</b> (Active Contact Details): | <b>Email Add:</b>  |             |

## REGIONAL OFFICE HEAD

|   |
|---|
| <b>Name:</b>  |
| <b>Position:</b>  |
| <b>Telephone / Cellphone Nos.</b> (Active Contact Details): |
| <b>Email address:</b>                                       |

## AGENCY HEAD

(see Item VII, A, no. 3 of 2019 Search Guidelines for proper endorsement)

|   |
|---|
| <b>Name:</b>  |
| <b>Position:</b>  |
| <b>Agency Address:</b>                                    |
| <b>Telephone/Cellphone Nos.</b> (Active Contact Details): |
| <b>Email address:</b>                                     |

## NOMINATOR

|                        |                                  |
|------------------------|----------------------------------|
| <b>Name:</b>           | <b>Position:</b>                 |
| <b>Agency:</b>         | <b>Telephone/Cellphone Nos.:</b> |
| <b>Agency Address:</b> | <b>Email add:</b>                |

### Additional Information about the Nominee:

Were you a previous HAP Nominee?  Yes  No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_

Were you a previous HAP Semi-finalist?  Yes  No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_

Were you a previous HAP Awardee?  Yes  No What year: \_\_\_\_\_ What Award Category: \_\_\_\_\_



**HERO ANG  
PUBLIC SERVANT**

HONOR AWARDS PROGRAM

Nomination Write-up:  
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee:

Agency:

Division/Unit:

Position:

In Government:

Length of Service in the Position:

|  |
|--|
| <p>I. <b>Executive Summary</b></p>   |
| <p>II. <b>Exemplary Behavior/Conduct Displayed within the last 3 years</b> (Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justice and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved and problems encountered.)</p> <p>0949480911</p> |
| <p>III. <b>Impact of Accomplishments</b> (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)</p>                       |
| <p>IV. <b>Other Information</b> (Major Awards/Citations Received/Membership in the Organization)</p>   |

**CERTIFICATION**

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Printed Name and Signature:

Nominee

Nominator

PRAISE Committee/Highest HRMO

Regional Office Head



**ADVISORY**

**2019 Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Thereafter**

The Commission extends its gratitude to the heads of CSC's Regional Offices for its support to the annual Search for Outstanding Government Workers.

May we inform you that the Commission has approved the 2019 Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Thereafter.

Some of the notable revisions are on the following:


| Sections  | Revisions   |
|---|---|
| <p><b>Award Categories for (A) Outstanding Work Performance (p.1)</b></p> | <ul style="list-style-type: none"> <li>• Presidential <i>Lingkod Bayan (PLB)</i> Award is conferred to an individual or group <b>comprised of five members</b> for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony.</li> <li>• Civil Service Commission <i>Pagasa (Pagasa)</i> Award is conferred to an individual or group <b>comprised of five members</b> for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.</li> </ul> |
| <p><b>Qualification Requirements of Nominees (p.2)</b></p>                | <ul style="list-style-type: none"> <li>• Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination; and</li> <li>• Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.</li> </ul>   |
| <p><b>Criteria for Evaluation (p.3)</b></p>                               | <ul style="list-style-type: none"> <li>• <u>Sustainability of Contribution</u> - The extent to which the accomplishment led to innovation/contribution which has been adapted, number of individuals, communities, offices who benefited, and evidence of sustained use or continuous implementation for at least three years or longer.</li> <li>• Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment. This should be specified in the nomination.</li> </ul>  |

**Bawat Kawani, Lingkod Bayani**

|   |  |
|---|--|
| <p><b>Required Nomination Documents</b><br/>(p. 4)</p>                                    | <ul style="list-style-type: none"> <li>• Agencies with nominations endorsed by Agency Heads who are OIC-designates should also submit a letter or a copy of the designation.</li> <li>• Agencies may submit to the Commission an endorsement for all their nominees and NEED NOT endorse them individually.</li> <li>• Group nominations with team members from two or more departments/agencies shall be separately endorsed by their respective agency heads.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Certification issued by the highest Human Resource Management Officer (HRMO) that the individual nominee or each member of the group nominee has obtained at least <i>Very Satisfactory</i> (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination. Copy of the rating forms <b>need not be attached to the nomination folder.</b></li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 of the year prior to nomination.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Copy of the Statement of Assets, Liabilities and Networth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, certified by the head of the SALN Review Committee of the agency.</li> <li>• All individual and group nominees <b>MUST</b> submit their SALN.</li> </ul>   |
| <p><b>Procedure for Nomination</b><br/>(p.7)</p>  | <ul style="list-style-type: none"> <li>• For nomination initiated by private individual/organization</li> </ul> <p>Any individual or organization with extensive knowledge of the outstanding work performance and/or exemplary ethical behavior of the officials or employee or group/team may nominate an individual or group of individuals for a specific category in the Search.</p> <p>Download nomination form from the CSC website: <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or secure copy from the nearest CSC Regional or Field Office and submit the nomination.</p> |
| <p><b>Procedure for Screening and Evaluation</b><br/>(Regional Level Screening – p.9)</p> | <ul style="list-style-type: none"> <li>• The CSCROs are responsible for coordinating with the agencies regarding submission of the nominee's lacking documents and for ensuring completion of the same prior to submission to the Regional Committee on Awards for deliberation.</li> <li>• Nominations received by the CSCROs which are not under their jurisdiction shall be forwarded to the</li> </ul>   |

|  |   |
|--|---|
|  | CSCRO concerned, not to the National HAP Secretariat.   |
| <b>Procedure for Screening and Evaluation</b><br>(National Level Screening – p.10) | <ul style="list-style-type: none"> <li>• Committee on the <i>Dangal ng Bayan</i> Award <ul style="list-style-type: none"> <li>○ Chairperson of the CSC</li> <li>○ Ombudsman of the Office of the Ombudsman</li> <li>○ Chairperson of the Commission on Audit</li> <li>○ Two (2) government officials/employees appointed by the President of the Philippines</li> </ul> </li> </ul>   |
| Definition of Regional Winners, National Qualifiers and Semi-finalists (p.10)      | <ul style="list-style-type: none"> <li>• <b>Regional Winners</b><br/>Nominees whose nominations have complete documentary requirements, including agency endorsement, have been shortlisted by the Regional HAP Secretariat based on Sections III and V of the Guidelines and have been selected by the Regional Committee on Awards to advance to the national search. Regional winners are not entitled or will not receive any cash reward as they shall still vie for the national search. They shall be given a Certificate of Participation signed by the CSC Regional Director and members of the Regional Committee on Awards. Nominations of Regional Winners submitted to the HAP Secretariat but have been identified to lack documents (e.g. no agency endorsement, expired clearances or nominees did not meet the qualifications, among others) are <b>NOT eligible</b> for the national search.</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• <b>National Qualifier</b><br/>Documentary requirements submitted to the HAP Secretariat were evaluated and determined as complete, thus were endorsed to the National Committee on Awards for consideration.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• <b>National Semi-finalist</b><br/>Semi-finalists are those who were shortlisted by the National Committee on Awards from among the qualified national qualifiers and who will be subjected to background investigation.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>• <b>Presidential <i>Lingkod Bayan</i> Finalist</b><br/>Finalists are those who were selected by the National Committee on Awards from among the semi-finalists and endorsed to the Office of the President for confirmation.</li> </ul>   |

For other issues and concerns, please contact the HAP Secretariat through (02) 931-7993 and (02) 932-0381; and email address: hapsecretariat@yahoo.com.

  
**MARIA LUISA SALONGA-AGAMATA, Ph.D., CESO V**  
 Director IV, Public Assistance and Information Office  
 Head, Honor Award Program Secretariat



**Republic of the Philippines  
CIVIL SERVICE COMMISSION**

*Office of the Chairman*

M.C. No. 18, s. 2001

**MEMORANDUM CIRCULAR**

**TO: DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT,  
DEPARTMENT OF BUDGET AND MANAGEMENT, GOVERNMENT  
SERVICE INSURANCE SYSTEM AND ALL LOCAL GOVERNMENT  
UNITS**

**SUBJECT: RECOGNITION OF BARANGAY SECRETARY AND BARANGAY  
TREASURER AS GOVERNMENT EMPLOYEES**

In recognition of the vital role of the barangay secretary and barangay treasurer in public service and in response to the numerous requests from the local government units relative to the recognition of the barangay secretary and barangay treasurer as government employees, the Commission, under Resolution No. 01-1358 ruled as follows:

...the barangay secretary and barangay treasurer who are covered by the provisions of the Local Government Code of 1991 may be recognized as government employees provided the following conditions are satisfied:

1. Their respective appointment papers are submitted to the CSC for record purposes;
2. Their positions have fixed salary in accordance with the salary schedule provided for in the Local Budget Circular No. 63, s. 1996;
3. They meet the qualification requirements set in the Local Government Code of 1991; and
4. Their attendance and service records are kept and maintained in the barangay office.

"The Commission further resolved that the services rendered by the barangay secretary and barangay treasurer prior to and after the promulgation of the Local Government Code of 1991 may be accredited by the CSC as government service provided that the said barangay secretary and barangay treasurer were paid fixed salary and subject to compliance with the other requirements for accreditation of services prescribed under CSC MC 8 and 8-A, s. 1997 and CSC MC 5, s. 1999."

Please be guided accordingly.

**KARINA CONSTANTINO-DAVID**  
Chairman

13 August 2001

00high\OAC-A\APL\of\inc-bigs&ectreas

**Certified True Copy:**

**ARTHUR P. SALONGA**  
Chief Human Resource Specialist  
Commission Secretariat and Liaison Office  
Civil Service Commission

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**



Serbisyo Sibil: Isang Daang Taong Paglilingkod

Recognition of the Barangay Secretary and  
Barangay Treasurer as Government Employees  
x-----x

RESOLUTION NO. 011352

**WHEREAS**, Section 384, Chapter 1, Book III of RA 7160 (Local Government Code of 1991) provided for the creation of the barangay "as the basic political unit and as such serves as the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the communities, and as forum wherein the collective views of the people may be expressed, crystallized and considered, and where disputes may be amicably settled";

**WHEREAS**, pursuant to Sections 394 and 395, Book III of RA 7160, the barangay secretary and barangay treasurer shall be appointed by the punong barangay with the concurrence of the majority of all the **sangguniang** barangay members but shall not be subject to attestation by the Civil Service Commission;

**WHEREAS**, Article 118, Rule XVIII of the Rules and Regulations Implementing RA 7160 provided for the mandatory appointment of the barangay secretary and barangay treasurer;

**WHEREAS**, Article 122 of the Rules and Regulations implementing RA 7160 provided for the qualifications of the barangay secretary and barangay treasurer positions, the respective duties and responsibilities, and the prohibition on nepotism;

**WHEREAS**, the CSC received numerous requests from the local government sector relative to the recognition of the barangay secretary and barangay treasurer as government employees for purposes of entitlement to benefits;

**WHEREAS**, the CSC, in response to the said requests, reviewed the duties and functions of the barangay secretary and barangay treasurer under the Local Government Code of 1991 and established that they are the counterpart in the barangay of the **sangguniang bayan** secretary and municipal treasurer who are both appointive government employees holding permanent appointments in the municipal level;

**WHEREAS**, the CSC deemed it proper to recognize the vital role of the barangay secretary and barangay treasurer in public service;

**Certified True Copy:**

**ARTHUR P. SALONGA**  
Chief Human Resource Specialist  
Commission Secretariat and Liaison Office  
Civil Service Commission



DEPARTMENT OF EDUCATION  
TAGBILARANG CITY SCHOOLS DIVISION  
SDS OFFICE  
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Republic of the Philippines  
CIVIL SERVICE COMMISSION

Office of the Chairman

M.C. No. 18, s. 2001

MEMORANDUM CIRCULAR

TO: DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT,  
DEPARTMENT OF BUDGET AND MANAGEMENT, GOVERNMENT  
SERVICE INSURANCE SYSTEM AND ALL LOCAL GOVERNMENT  
UNITS

SUBJECT: **RECOGNITION OF BARANGAY SECRETARY AND BARANGAY  
TREASURER AS GOVERNMENT EMPLOYEES**

In recognition of the vital role of the barangay secretary and barangay treasurer in public service and in response to the numerous requests from the local government units relative to the recognition of the barangay secretary and barangay treasurer as government employees, the Commission, under Resolution No. 01-1352 ruled as follows:

"...the barangay secretary and barangay treasurer who are covered by the provisions of the Local Government Code of 1991 may be recognized as government employees provided the following conditions are satisfied:

1. Their respective appointment papers are submitted to the CSC for record purposes;
2. Their positions have fixed salary in accordance with the salary schedule provided for in the Local Budget Circular No. 63, s. 1996;
3. They meet the qualification requirements set in the Local Government Code of 1991; and
4. Their attendance and service records are kept and maintained in the barangay office.

"The Commission further resolved that the services rendered by the barangay secretary and barangay treasurer prior to and after the promulgation of the Local Government Code of 1991 may be accredited by the CSC as government service provided that the said barangay secretary and barangay treasurer were paid fixed salary and subject to compliance with the other requirements for accreditation of services prescribed under CSC MC 8 and 8-A, s. 1997 and CSC MC 5, s. 1999."

Please be guided accordingly.

KARINA CONSTANTINO-DAVID  
Chairman

13 August 2001

Ordhigh:OAC-A/APL/ep/mc-btgy&ctreas

**Certified True Copy:**

ARTHUR P. SALONGA  
Chief Human Resource Specialist  
Commission Secretariat and Liaison Office  
Civil Service Commission

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**



Serbisyo Sibil: Isang Daang Taong Paglilingkod

Recognition of the Barangay Secretary and  
Barangay Treasurer as Government Employees  
X-----X

RESOLUTION NO. 011352

**WHEREAS**, Section 384, Chapter 1, Book III of RA 7160 (Local Government Code of 1991) provided for the creation of the barangay "as the basic political unit and as such serves as the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the communities, and as forum wherein the collective views of the people may be expressed, crystallized and considered, and where disputes may be amicably settled";

**WHEREAS**, pursuant to Sections 394 and 395, Book III of RA 7160, the barangay secretary and barangay treasurer shall be appointed by the punong barangay with the concurrence of the majority of all the sangguniang barangay members but shall not be subject to attestation by the Civil Service Commission;

**WHEREAS**, Article 118, Rule XVIII of the Rules and Regulations Implementing RA 7160 provided for the mandatory appointment of the barangay secretary and barangay treasurer;


**WHEREAS**, Article 122 of the Rules and Regulations Implementing RA 7160 provided for the qualifications of the barangay secretary and barangay treasurer positions, the respective duties and responsibilities, and the prohibition on nepotism;


**WHEREAS**, the CSC received numerous requests from the local government sector relative to the recognition of the barangay secretary and barangay treasurer as government employees for purposes of entitlement to benefits;

**WHEREAS**, the CSC, in response to the said requests, reviewed the duties and functions of the barangay secretary and barangay treasurer under the Local Government Code of 1991 and established that they are the counterpart in the barangay of the sangguniang bayan secretary and municipal treasurer who are both appointive government employees holding permanent appointments in the municipal level;

**WHEREAS**, the CSC deemed it proper to recognize the vital role of the barangay secretary and barangay treasurer in public service;

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**ARTHUR P. SALONGA**  
Chief Human Resource Specialist  
Commission Secretariat and Liaison Office  
Civil Service Commission



NOW, THEREFORE, foregoing premises considered, the Civil Service Commission **RESOLVES** as it is hereby **RESOLVED** that the barangay secretary and barangay treasurer who are covered by the provisions of the Local Government Code of 1991 may be recognized as government employees provided the following conditions are satisfied:

1. Their respective appointment papers are submitted to the CSC for record purposes;
2. Their positions have fixed salary in accordance with the salary schedule provided for in the Local Budget Circular No. 63, s. 1996;
3. They meet the qualification requirements set in the Local Government Code of 1991; and
4. Their attendance and service records are kept and maintained in the barangay office.

The Commission further resolved that the services rendered by the barangay secretary and barangay treasurer prior to and after the promulgation of the Local Government Code of 1991 may be accredited by the CSC as government service provided that the said barangay secretary and barangay treasurer were paid fixed salary and subject to compliance with the other requirements for accreditation of services prescribed under CSC MC 8 and 8-A, s. 1997 and CSC MC 5, s. 1999.

Quezon City, AUG 10 2001



KARINA CONSTANTINO-DAVID  
Chairman



JOSE F. ERESTAN, JR.  
Commissioner



J. WALDEMAR V. VALMORES  
Commissioner

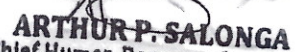
Attested by:



ARIEL G. RONQUILLO  
Director III

Coling & GONZALES, Inc. (02) 875-0011

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**ARTHUR P. SALONGA**  
Chief Human Resource Specialist  
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