



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DepEd Schools Division of Digos City,
Curriculum Implementation Division (CID)
RECEIVED
DATE: 1/21/2026 TIME:
BY: 0126070630

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2026-017

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Heads
Public School Teachers
PRAISE Committee

Subject : **TECHNICAL WORKING GROUP (TWG) FOR THE CIVIL SERVICE
COMMISSION (CSC) GAWAD LINGKOD BAYANI 2026**

Date : January 19, 2026

The Honor Awards Program (HAP) is the rewards and incentives program of the Civil Service Commission (CSC) that recognizes government officials and employees who have with outstanding contributions or innovations, and consistent display of ethical behavior.

The annual search for outstanding government workers or the Gawad Lingkod Bayani currently has three (3) awards:

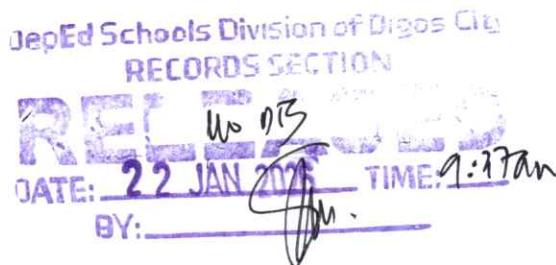
- Gawad Lingkod Bayan ng Pangulo pursuant to Executive Order (EO) No. 508, s. 1992 as amended by EO No. 77, s. 1993;
- Gawad Dangal ng Bayan pursuant to Republic Act No. 6713, s. 1989; and
- Gawad Pagasa pursuant to EO No. 292, s. 1987.

To ensure a systematic, credible, and evidence-based search and documentation process for the 2026 CSC Gawad Lingkod Bayani, Technical Working Group (TWG) shall be designated to support the identification, validation, documentation, and endorsement of qualified nominees.

The Categories, The Nominees, Nomination Forms, Criteria, General Guidelines, Timeline, and Technical Working Group of the said search are found in the enclosures for ready reference.

For the dissemination and information.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



Enclosed: As stated
CID/rbd



Technical Working Group

Persons	Committees	Timetable	Terms of Reference
1. Cherrie Anne B. Bohol	Researcher	February 2-20, 2026	<input type="checkbox"/> Conduct background research on identified nominees, including service records, accomplishments, and acts of heroism.
2. Marjun Rebosquillo		March 2-20, 2026	<input type="checkbox"/> Collect, review, and organize primary and secondary documents (e.g., affidavits, incident reports, commendations, photos, videos, news articles).
3. Peter-Jason C. Senarillos			<input type="checkbox"/> Validate the authenticity and accuracy of submitted documents through interviews, records verification, and coordination with concerned offices.
4. Ronald B. Dedace			<input type="checkbox"/> Prepare case studies, narratives, and research briefs highlighting the nominee's contribution and alignment with CSC criteria.
			<input type="checkbox"/> Assist in the preparation of summary reports, matrices, and comparative analyses of nominees.
			<input type="checkbox"/> Ensure proper data management, confidentiality, and ethical handling of information.
			<input type="checkbox"/> Provide technical inputs during deliberations and clarificatory meetings of the TWG and Selection Committee.
			<input type="checkbox"/> Perform other related tasks as may be assigned by the TWG Chairperson.



5. Janice S. Alquizar	Documenter	February 2-27, 2026	<ul style="list-style-type: none"> <input type="checkbox"/> Document all meetings, deliberations, interviews, orientations, and validation activities related to CSC 2026.
6. Stephen R.Pascual		March 2-20, 2026	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare minutes of meetings, attendance sheets, resolutions, and activity reports in a timely manner. <input type="checkbox"/> Capture and organize photo and video documentation, ensuring proper labeling and consent when required. <input type="checkbox"/> Compile, index, and maintain both hard and soft copies of official documents and records. <input type="checkbox"/> Ensure proper version control, filing system, and document tracking. <input type="checkbox"/> Assist the TWG in the preparation of consolidated documentation folders and annexes for submission. <input type="checkbox"/> Observe confidentiality, data privacy, and ethical standards in handling information. <input type="checkbox"/> Coordinate closely with the TWG, Researcher, Writers, and Secretariat to ensure completeness and accuracy of records.
7. Leilani T. Señires	Lead Writer	February 2-27, 2026	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare case narratives, citations, and accomplishment reports of nominees based on validated data and evidence.
8. Jo Ann Gonora	Writer		<ul style="list-style-type: none"> <input type="checkbox"/> Translate technical, legal, and factual information into clear, concise, and compelling stories aligned with CSC criteria.
9. Ferlyn Depacaquibo	Writer		<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that narratives accurately reflect the significance, impact, risks, and outcomes of the nominee's actions.
10. Rowena M. Magdayao	Lead Writer	March 2-20, 2026	
11. Lea Grace Baquero	Writer		
12. Jeneve P. Nieves	Writer		



		<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate closely with the Researcher and TWG to ensure factual consistency and completeness of information. <input type="checkbox"/> Edit, proofread, and standardize all written outputs for clarity, coherence, grammar, and formatting. <input type="checkbox"/> Ensure adherence to ethical standards, confidentiality, and data privacy in all written materials. <input type="checkbox"/> Revise and finalize documents based on comments and recommendations of the TWG and Selection Committee. <input type="checkbox"/> Assist in the preparation of executive summaries, talking points, and presentation materials, as may be required.
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NOMINEES

NAMES	SCHOOLS	TERMS OF REFERENCE
1. John P. Millan	Digos City NHS	<ul style="list-style-type: none"> <input type="checkbox"/> Provide truthful, complete, and accurate information related to the nomination.
2. Jave A. Endar	Palan Bagobo-Tagabawa NHS	<ul style="list-style-type: none"> <input type="checkbox"/> Submit required documents, affidavits, certifications, and supporting evidences within prescribed timelines. <input type="checkbox"/> Participate in interviews, validations, and clarificatory meetings when requested by the TWG or Selection Committee. <input type="checkbox"/> Authorize the verification of records and information with concerned offices, agencies, or individuals. <input type="checkbox"/> Observe confidentiality and ethical standards throughout the selection process. <input type="checkbox"/> Immediately inform the TWG of any material changes or issues that may affect eligibility. <input type="checkbox"/> Refrain from influencing the evaluation and selection process in any form. <input type="checkbox"/> Comply with all CSC guidelines, rules, and instructions related to the Gawad Lingkod Bayani.

*Series of consultations and assistance along the way will be conducted by Director Richard T. Ortiz.

*Deadline of Submission: March 31, 2026.

*Face-to-face/Virtual Coordination Meetings/"Kamustahan"/Group Chat will be conducted from time to time, within the duration of nomination timeline.



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

📞 (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

📠 (082) 553-8396 | (082) 553-8376

🌐 www.depeddigosity.org | 📩 digos.city@deped.gov.ph

SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

Nomination Form

Select your award category (choose only one):

- Presidential *Lingkod Bayan* Award (Individual)
- Presidential *Lingkod Bayan* Award (Group)
- Civil Service Commission *Pagasa* Award (Individual)
- Civil Service Commission *Pagasa* Award (Group)
- Outstanding Public Officials and Employees (*Dangal ng Bayan*) Award

FOR INDIVIDUAL NOMINEES

PERSONAL INFORMATION

Name (first, middle, last): Click or tap here to enter text.	Birthdate (date, month, year): Click or tap here to enter text.	Age : Click or tap here to enter text.
Sex : Choose an item.	Gender : Choose an item.	Place of birth : Click or tap here to enter text.
Residential address : Click or tap here to enter text.		
Email address : Click or tap here to enter text.		
Contact number/s : Click or tap here to enter text.		

WORK-RELATED INFORMATION

Position title : Click or tap here to enter text.	Status of appointment : Choose an item.
Level : Choose an item.	
Agency : Click or tap here to enter text.	
Agency address : Click or tap here to enter text.	
Agency contact number/s : Click or tap here to enter text.	
Agency email address/es : Click or tap here to enter text.	

Were you awarded under the Honor Awards Program within the past five (5) years?

Choose an item.

If you answered yes, what was your award category? Choose an item.

Proceed to next sections: Nominee's References, Accomplishments and Impact/Results, Checklist

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

FOR GROUP NOMINEES
Maximum of five (5) members

Name of group nominee: Click or tap here to enter text.

Agency* : Click or tap here to enter text.
Agency address : Click or tap here to enter text.
Agency contact number/s : Click or tap here to enter text.
Agency email address/es : Click or tap here to enter text.

*for group nominees with members coming from different departments/agencies, specify the lead agency

Team Leader

Name (first, middle, last) : Click or tap here to enter text.	
Birthdate (date, month, year) : Click or tap here to enter text.	Age : Click or tap here to enter text.
Sex : Choose an item.	Gender : Choose an item.
Residential address : Click or tap here to enter text.	Place of birth : Click or tap here to enter text.
Email address : Click or tap here to enter text.	
Contact number/s : Click or tap here to enter text.	
Position title : Click or tap here to enter text.	Status of appointment : Choose an item.
Position level : Choose an item.	

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
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Team Members

Name (first, middle, last) : Click or tap here to enter text.		
Age : Click or tap here to enter text.	Sex : Choose an item.	Gender : Choose an item.
Agency : Click or tap here to enter text.		
Position title : Click or tap here to enter text.	Status of appointment : Choose an item.	
Position level : Choose an item.		

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
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Name (first, middle, last) : Click or tap here to enter text.		
Age : Click or tap here to enter text.	Sex : Choose an item.	Gender : Choose an item.
Agency : Click or tap here to enter text.		
Position title : Click or tap here to enter text.	Status of appointment : Choose an item.	
Position level : Choose an item.		

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
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Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

3

Name (first, middle, last): Click or tap here to enter text.		
Age: Click or tap here to enter text.	Sex: Choose an item.	Gender: Choose an item.
Agency: Click or tap here to enter text.		
Position title: Click or tap here to enter text.		Status of appointment: Choose an item.
Position level: Choose an item.		

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
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4

Name (first, middle, last): Click or tap here to enter text.		
Age: Click or tap here to enter text.	Sex: Choose an item.	Gender: Choose an item.
Agency: Click or tap here to enter text.		
Position title: Click or tap here to enter text.		Status of appointment: Choose an item.
Position level: Choose an item.		

Were you awarded under the Honor Awards Program within the past five (5) years? Choose an item.	If you answered yes, what was your award category? Choose an item.
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Proceed to next sections: Nominee's References, Accomplishments and Impact/Results, Checklist

NOMINEE'S REFERENCES

Name of regional office head: Click or tap here to enter text.		
Position: Click or tap here to enter text.		
Landline and mobile number/s: Click or tap here to enter text.		
Email address/es: Click or tap here to enter text.		

Name of head of agency: Click or tap here to enter text.		
Position: Click or tap here to enter text.		
Landline and mobile number/s: Click or tap here to enter text.		
Email address/es: Click or tap here to enter text.		

Name of nominator: Click or tap here to enter text.		
Nominator's contact number/s: Click or tap here to enter text.		
Nominator's email address/es: Click or tap here to enter text.		
Affiliation/agency: Click or tap here to enter text.		

CHECKLIST OF DOCUMENTS SUBMITTED WITH THIS NOMINATION FORM

- Updated Personal Data Sheet (with photo, signatures of employee and the person administering oath)
- Certificate from the Chairperson of the agency's local, provincial, regional, or national Program on Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent
- Letter from the Agency Head endorsing the nomination to the CSC (when the nominee is the Agency Head, endorsement from the superior official is required)

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

Certification signed by the nominee that he or she has not been found guilty of any administrative or criminal offense involving moral turpitude and does not have any pending case at the time of nomination (for posthumous nominations, Certificate of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required)

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 *Very Satisfactory* (VS) performance ratings for six (6) semestral or three (3) annual rating periods prior to the nomination

Certification of No Unliquidated Cash Advance signed by the agency's Financial Officer/Accountant as of 31 December of the year prior to nomination

Certification of No Disallowance issued by the Commission on Audit (COA) Resident Auditor for previous accountabilities as of 31 December of the year prior to the nomination (in case of a Notice of Disallowance, the certification from COA needs to show 1) the specific grounds or bases for the disallowance; and 2) an update on whether or not the nominee has started paying the refund or is acknowledging his/her obligation under the law, should the decision be executory)

Copy of the Statement of Assets, Liabilities and Net Worth (SALN) of the individual nominee or each member of the group nominee for the year prior to nomination, signed by the authorized officer administering the oath

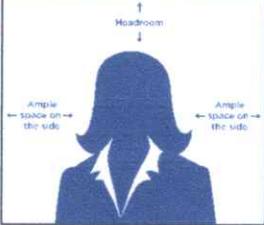
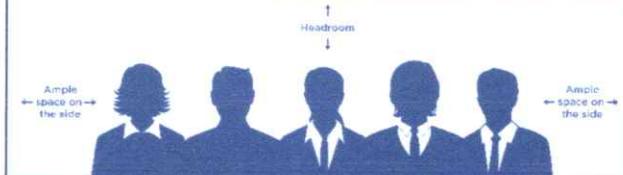
For career and non-career employees - copy of nominee's Appointment Paper;
For elective officials - copy of Commission on Election or COMELEC Certification of Elected Candidate
For military - Designation Order

Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)

Nominee's valid clearances to be secured from the following agencies in the locality: National Bureau of Investigation, BIR Tax Clearance, Police Clearance

Clearance for Pendency or No Pendency of Administrative Case issued by the CSC Regional Office

Digital photo of the nominee taken using a DSLR or smart phone (scanned photo from a printout is not recommended) following the specifications below:

<i>Individual Nominees</i>	<i>Group Nominees</i>
 <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 plain background (white or beige are recommended), and 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 Additional specifications for the group photo: <ul style="list-style-type: none"> Landscape orientation (at least 6x4 inches)

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

Please submit this form with the duly signed HAP Form No. 2 (rev. 2023)

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)

Start typing here

<p>Accomplishments and Impact/Results <i>Please only fill out the sections applicable to your award category:</i></p>	
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For Presidential *Lingkod Bayan* and CSC *Pagasa* Individual Nominees

Significant Accomplishments within the last three (3) years	Impact of Accomplishments
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.	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.
Start typing here	For Presidental <i>Lingkod Bayan</i> nominees, identify the impact of the extraordinary contribution to national public interest.
Start typing here	For CSC <i>Pagasa</i> nominees, identify the impact of the outstanding contribution to one or more department of government.
Add more rows if necessary	

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.	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 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	Start typing here	Start typing here
Add more rows if necessary			
Start typing here	Start typing here		

Please submit this form with the duly signed certification page along with HAP Form No. 1 (rev. 2023)

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 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:

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.

Honor Awards Program Nomination Process Flow

