



HAP Form No. 3



PASTE
4.5 cm x 3.5 cm
(passport size)
Photo here

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

THE NOMINEE	
Name:	Signature:
Position:	Date of Birth:
Residence Address:	Place of Birth:
Telephone/Cellphone Nos:	
Agency/Region:	Level of Position: <input type="checkbox"/> 1 st Level
Agency Address:	<input type="checkbox"/> 2 nd Level (Executive Managerial)
	<input type="checkbox"/> 2 nd Level <input type="checkbox"/> 3 rd Level
	<input type="checkbox"/> Military <input type="checkbox"/> Elective
Telephone/Cellphone Nos:	Email Address:
OFFICE / REGIONAL HEAD	
Name:	
Position:	
Telephone / Cellphone Nos.:	
Email address:	
DEPARTMENT SECRETARY / AGENCY HEAD	
Name:	
Position:	
Agency Address:	
Telephone/Cellphone Nos.:	
Email address:	
NOMINATOR	
Name:	Position:
Agency:	Telephone/Cellphone Nos.:
Agency Address:	
	Email address:

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: _____

Position: _____

Division/Unit _____

Length of Service in the Position: _____

In Government: _____

I. Executive Summary

Click here to enter text.

II. Exemplary Behavior/Conduct Displayed within the last 3 years

(Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justness 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.)

Click here to enter text.

III. Impact of Accomplishments

(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)

Click here to enter text.

IV. Other Information

(List or mention Major Awards/Citations Received/Membership in the Organization. No need to attached photocopies of certificates.)

Click here to enter text.

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 Head