

**SEARCH FOR OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES**  
**Checklist of Required Nomination Documents (check box)**

- Nomination Folder  
One (1) original nomination folder with accomplished nomination form, original clearances and other documentary requirements, and five (5) additional copies of the original nomination folder
- Completely filled out HAP Nomination Form (*Maximum of 10 pages including Executive Summary and Nomination Write-up*):
  - HAP Form No. 1** – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Individual Category)
  - HAP Form No. 2** – Nomination for the Presidential *Lingkod Bayan* Award and CSC *Pagasa* Award (Group Category)
  - HAP Form No. 2-A** - Information on the Members of the Group Nominee
  - HAP Form No. 3** – Nomination for the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award
- Nominee's updated CS Form 212 or Personal Data Sheet with passport size (4.5cm x 3.5cm) photo with name tag taken within the last six months prior to the nomination.
- Certification from the Chairperson of the Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- Letter from the head of agency endorsing the nomination to the CSC
- Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and in instances that the nominee has pending administrative or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.  
  
A certification issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.
- Detailed information on dismissed/decided case/s of the nominee, if any.
- 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 four (4) semestral or two (2) annual rating periods prior to the nomination. Copy of the rating forms should no longer be attached to the nomination folder.
- Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.
- 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 true copy by the highest ranking Administrative Officer (AO) or authorized officer of the employing agency.
- Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
- Nominee's valid clearances issued from the following agencies in his/her locality:
  - \_\_\_\_\_ National Bureau of Investigation
  - \_\_\_\_\_ BIR Tax Clearance
- For appointive *Barangay* officials/employees, Certification issued by the *Barangay* Chairperson that the nominee meets the conditions provided under CSC Resolution No. 01-1352 dated August 10, 2001.