

Gawad HUWARAN (Mahuhusay, Wasto at Responsableng Lingkod Bayani ng DSWD)

2023 DSWD PRAISE Individual Award

Award Definition

This award is given to a DSWD employee who is serving the Department for 3 years and able to consistently demonstrate exemplary ethical behavior on the observance of eight (8) norms provided in RA 6713 - commitment to public interest, professionalism, justness, and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living, and render extraordinary work performance or service based on the DSWD's three (3) core values - *maagap at mapagkalingang serbisyo, serbisyong walang puwang sa katiwalian at patas na pagtrato sa komunidad*, thereby significantly contributing and making a positive impact in the workplace and outside the Department.

Assessment Criteria

CRITERIA	SCORE
1. Exemplary Ethical Behavior – The extent to which the extraordinary value and/or achievements/contributions of the individual exemplify the eight (8) norms provided under RA 6713: commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living	25
2. Quality and Consistency of Behavioral Performance - the level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance in adherence to the three (3) core values of DSWD (<i>maagap at mapagkalingang serbisyo, serbisyong walang puwang sa katiwalian and patas na pagtrato sa komunidad</i>)	25
3. Exemplary Work Performance – The degree to which the individual rendered excellent work performance and overall display of competence translated into unique, concrete, verifiable outputs	25
4. Impact of Behavioral Performance – The extent to which extraordinary behavior has created a powerful effect or impact within his/her own workplace, in the DSWD, and/or outside the Department	25
Total	100

Eligibility Criteria

- ☐ Must hold a permanent, temporary, coterminous, contractual, and casual employment in DSWD and rendered at least three (3) years of continuous service in the Department as of deadline of nomination's submission (Updated CSC Form 212 or Personnel Data Sheet)
- ☐ Have at least *Very Satisfactory* performance rating or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination (performance rating certificate)
- ☐ Have not been found guilty of any administrative or criminal offense involving moral turpitude and/or with no pending case at the time of nomination (certificate of no pending case/complaint/grievance)
- ☐ Must have no overdue unliquidated cash advances, suspensions, and/or disallowances as of the time/date of submission of nominations

Nomination Details

Name of Nominee	
Position	
Status of Employment	
Designation (if any)	
Length of Service in the DSWD	
Length of Service in the Position	
Office	
Division	
Unit	
Contact Nos.	
Email Address	

Name of Nominator	
Position	
Designation (if any)	
Office/Division/Unit	
Contact Nos.	
Email Address	
Date of Submission	

Additional information about the Nominee

Were you a previous DSWD PRAISE Nominee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What year:	What award category:
Were you a previous DSWD PRAISE Awardee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What year:	What award category:

Nomination Write-up

- ☐ Each nomination requires the submission of one (1) original nomination packet containing the fully accomplished DSWD PRAISE Nomination Form and other documentary requirements neatly packaged to the PRAISE CO/FO Committee for screening
- ☐ The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years;
- ☐ Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
 - o Use specific terms;
 - o State outstanding accomplishments or exemplary norms displayed and impact in brief factual and in bullet form;
 - o Present Impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transactions facilitated

I. Executive Summary

Write an overall statement on the consistent demonstration of exemplary ethical behavior on the observance of eight (8) norms provided in RA 6713 and render of extraordinary work performance

or service based on the DSWD's three (3) core values, thus significantly making a positive impact in the workplace and outside the Department.

II. Exemplary Ethical Behavior

Describe the nominee's adherence to the following norms of conduct (RA 6713) of public servants:

- 1.) Commitment to Public Interest- Upholds the public interest over and above personal interest; uses all government resources and powers efficiently, effectively and economically.*
- 2.) Professionalism – Performs and discharges one's duties with the highest degree of excellence, professionalism, intelligence and skills*
- 3.) Justness and Sincerity – Remains true to the people at all times; does not discriminate; respects the rights of others; and refrains from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest*
- 4.) Political Neutrality – Provides service to everyone without unfair discrimination and regardless of party affiliation or preference*
- 5.) Responsiveness to the Public – Extends prompt, courteous, and adequate service to the public; provides information on their policies and procedures in clear and understandable language; ensures openness of information and consultations whenever appropriate; simplifies and systematizes policy, rules and procedures*
- 6.) Nationalism and Patriotism – Promotes the use of locally produced goods, resources and technology; encourages appreciation and pride of country and people*
- 7.) Commitment to Democracy – Commits to democratic way of life and values; maintains the principle of public accountability*
- 8.) Simple living - Leads modest lives appropriate to one's position and income; not indulging in extravagant or ostentatious display of wealth in any form*

Attach the following means of verification, as applicable or available

- ☐ *Written Commendations or Testimonies on Norms under RA 6713*

III. Quality and Consistency of Behavioral Performance

Describe nominee's adherence to the three core values of DSWD and how he/she was able to consistently demonstrate an enabling work attitude, as follows:

- 1.) *Maagap at Mapagkalingang Serbisyo*
- 2.) *Serbisyong Walang puwang sa Katiwalian*
- 3.) *Patas na Pagtrato sa Komunidad*

Attach the following means of verification, as applicable or available

- ☐ *Written Commendations or Testimonies on DSWD Core Values*

IV. Exemplary Work Performance

a.) Cite incidents displaying nominee's demonstration of excellence in his/her delivery of work; performance of assigned tasks in a timely, consistent and orderly manner or Complete Staff Work (CSW) every time; application of his/her knowledge and expertise in troubleshooting/solving problems quickly; nominee's capacity for self-management such as through finishing his/her tasks even with minimum description, direction or supervision:

b.) Cite the nominee's superior accomplishments/ achievements; how she/he handled multiple workload effectively and delivered excellent results in a timely fashion, showed technical competence in areas of expertise and are able to teach/mentor/share this to others in the workplace. As applicable, indicate why the nominee's accomplishments are considered exemplary; also indicate whether or not accomplishments are part of the nominee's regular functions/mandated of the office or of his/her own initiative:

Attach the following means of verification, as applicable or available

- ☐ *IPCR Ratings*
- ☐ *Commendable Innovations*
- ☐ *Rewards/Recognition Received along Professional Work/Function*

V. Impact of Behavioral Performance

a.) Briefly describe the task/project/s that best demonstrates the impact of the nominee's behavioral performance using the STAR Framework as guide for this portion:

Situation (Challenges/Situation the nominee faced)

Task (Tasks involved in the challenge/situation)

Action (Action s/he took and why; what were the alternatives)

Result (Outcome of his/her action; were the objectives met and did it contribute to the overall performance of DSWD)

b.) Briefly describe how the nominee was able to:

1.) Demonstrate quality of character manifested in dealing with co-workers, internal and external partners

2.) Influence/motivate others (internal and external partners) towards doing the required deliverables and in attaining the unit's/office's commitments.

Attach the following means of verification, as applicable or available

- ☐ *Written Commendations or Testimonies re: impact on a) workplace, b) DSWD, and c) outside of Department*
- ☐ *Involvement to CIVIC organizations (Membership to Professional Organizations are not included as these are often times required)*
- ☐ *Other Rewards/Recognition Received*

Certification

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the PRAISE Committee 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