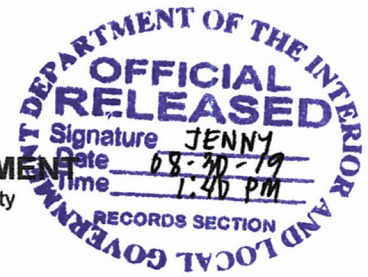




Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

DILG-NAPOLCOM Center, EDSA Corner Quezon Avenue West Triangle, Quezon City  
http://dilg.gov.ph



August 30, 2019

**MEMORANDUM CIRCULAR**

**NO. 2019-146**

**TO : ALL DILG PERSONNEL**

**SUBJECT : REVISED GUIDELINES ON THE CAPACITY DEVELOPMENT AWARDS FOR CATALYSTS OF EXCELLENCE (CapDev ACE)**

**I. RATIONALE**

With an aspiration to integrate the awards system in the Department of the Interior and Local Government (DILG), the Local Government Academy (LGA) introduced in 2016 the Capacity Development Awards for Catalysts of Excellence (CapDev ACE) through the promulgation of Memorandum Circular 2016-40. It was in this platform that the DILG Field Officers were recognized for their outstanding performance and contributions vital to the success of their respective Local Governance Regional Resource Centers (LGRRC).

After three consecutive years of effective implementation, the DILG calls for further harmonization and the institutionalization of CapDev ACE as the National Awards Program within the DILG that shall highlight excellent public service that cuts across the central and field offices. It carries a powerful vision that emboldens its people by rewarding and recognizing their significant contributions as knowledge brokers, leaders, innovators and change-makers as well as their exemplary performance and behaviors genuinely reflective of the DILG's ideals "*Matino, Mahusay, at Maasahan.*" This mission to bring these people in the limelight may serve as a motivation to themselves and an inspiration to others towards a higher level of public service delivery.

The LGA took this into consideration and designed the appropriate modifications. This memorandum, therefore, revises the guidelines of the CapDev ACE implementation processes and award categories to be implemented for 2019 and the years thereafter.

**II. PURPOSE**

The CapDev ACE aims to recognize DILG Local Government-Sector officials, employees, and LGRRC units that have displayed outstanding performance in the delivery of programs, projects, and activities. This awards program honors exceptional contributions of the people and teams, creating a positive effect on fellow employees, the organization, and the community as a whole.

**III. DEFINITION OF TERMS**

- A. **DILG LG Sector** - consists of the DILG Regional and Field Offices, Bureaus, Services, and Operating Units under the Local Government sector of the DILG.
- B. **Year of nomination** - refers to the time when an individual/group is nominated to the awards program

- C. **Year of evaluation** – refers to the period of assessment of the nominee's performance, achievements, and behavior
- D. **Team** - composed of at least two (2) individuals bound by a common objective, a task force, a technical group or a special working team formed/created/organized to undertake LGRRC projects/programs.
- E. **High Officials** – refers to the Assistant Secretaries and the Undersecretaries of the DILG
- F. **Moral conduct** – the observance of the eight norms identified in Republic Act 6713 or "*Code of Conduct and Ethical Standards for Public Officials and Employees.*"

#### **IV. CATEGORIES OF AWARD**

##### **A. Award for Exemplary Performance**

The awards under this category are conferred to an officer or personnel whose extraordinary performance contributed to the attainment of the Department's mandate and the public interest, in general.

##### **1. Tatag ng Agila (Capacity Development Leadership Award)**

The award conferred to the Bureau/Service and Regional Director who has exemplified exceptional leadership and strong advocacy in the delivery of quality, strategic, and responsive capacity development interventions to their main clients. This leader has a keen eye for maximizing the opportunities and linkages within the various levels of the networks established through partnerships. As a leader, the awardee has significantly contributed to the Department's understanding of "leadership." The awardee's strength of spirit, manifested through his or her focused efforts to implement programs, projects and processes, has led to the attainment of unparalleled success for the organization.

##### **2. Singsing ng Tanikala (Best C/MLGOO)**

The award conferred to the best performing C/MLGOO who has assisted and influenced LGUs in achieving progress and good local governance. Through his or her efforts, the awardee has helped introduce reforms, and continuously influences localities' perspective and practice of good local governance.

##### **3. Dangal ng Kagawaran (People's Choice)**

The award conferred to an individual who has performed an extraordinary act of public service, consistently demonstrated exemplary ethical behavior, and/or has made an outstanding contribution of ideas or deeds that directly benefited the LGRRC or the community.

Two (2) Dangal ng Kagawaran awardees will be hailed each year, one coming from the Regional Offices and another from the Central Office.

##### **4. Dagitab ng Paglilingkod**

The award conferred to the best performing administrative personnel who has performed well in all key areas of his or her job. The awardee consistently demonstrates exceptional performance, significantly above

what is expected, and has thereby contributed to the attainment of the Department's goals and objectives through the LGRRC.

## **B. LGRRC Champions**

The category of awards for the DILG Teams (LGRRC, Cluster, HUC, or Province) that have demonstrated teamwork and camaraderie through constant communication, coordination, cooperation and cohesiveness among its members. Their collaboration in implementing capacity development initiatives have resulted to improvements in the delivery of services of the local governments where the teams operate.

### **1. Bugkos ng Bayan (Most Outstanding Cluster, HUC or Province)**

The award conferred to the team that has contributed significantly to improving the DILG services extended to local governments. The team has demonstrated an exceptional service to LGUs by providing capacity development initiatives that are responsive to their needs. Further, innovations that go beyond the personal, social, and cultural limitations were developed to enhance the local governance experience in a significant way.

### **2. Ugnay ng Mamamayan (Most Outstanding LGRRC)**

The award conferred to the LGRRC that has introduced or sustained practical and cost-effective initiatives to create positive and substantial impact on capacity development. The recipient of this award has successfully embodied the principles of "knowledge management," and has inspired collaboration and cooperation among major local governance stakeholders in the region to take on a united act in delivering harmonized, calibrated, and sustained capacity development interventions for LGUs. A special citation shall be given to the LGRRC Manager of the winning LGRRC.

## **C. Special Awards**

The category of awards for officers, personnel or DILG Team on special occasions or circumstances.

### **1. Bagwis ng Paglilingkod sa Bayan**

The special award conferred to high officials of the DILG who have distinguished themselves as dedicated public servants by upholding the mandate and core values of the DILG in providing capacity development for local governments, demonstrated professionalism and leadership, and embodies integrity and excellence. More than one (1) recipient may be awarded each year.

### **2. Hall of Fame**

The recognition conferred to any awardee, individual or team, for receiving the same award for three (3) consecutive years. The awardee(s) may rejoin the Awards Program two years after receiving this award.

## **V. ELIGIBILITY REQUIREMENTS OF NOMINEES**

**A.** The nomination for awards is open to all current officers and permanent personnel and LGRRCs of the DILG – Local Government Sector that have satisfied the following eligibility requirements:

1. At least two (2) years of continuous service at the DILG;
2. A performance rating of Very Satisfactory (VS) or Outstanding (O) in the past two (2) years, including the year being evaluated;
3. Never been found guilty of any administrative or criminal offense involving moral turpitude;
4. No pending case during the year of nomination; and
5. Nomination to any category of the PRAISE Awards during the year being evaluated. (This is not applicable for nominees under the *“Tatag ng Agila”* and *“Bagwis ng Paglilingkod sa Bayan”* awards).

**B.** All Bureau/Service/Regional Directors are automatically nominated for the *“Tatag ng Agila”* award.

**C.** Limitations on Nominations

1. An individual or team may be nominated to only one (1) category per year. An individual's nomination does not disqualify his/her team from being nominated in the LGRRC Champions category for the same year.
2. Previous recipients may be nominated for any award based on a new set of accomplishments and/or exemplary norms/behavior manifested.
3. An individual shall not be denied nomination or the award itself on the basis of discrimination such as ethnicity, sex, age, language, sexual orientation, religion, political affiliation, geographical origin, disability, and other status.

## **VI. CRITERIA FOR EVALUATION**

**A.** Award for Exemplary Performance (Individual)

1. Tatag ng Agila (Capacity Development Leadership Award)
  - a) Leadership - ability to articulate and make operational the vision of LGRRC and DILG Programs; dedicated excellence;
  - b) Achievement - delivering and/or exceeding the required business results in the face of challenges, thereby cultivating performance excellence in the organization
  - c) Innovativeness and creativity - embraces change as an opportunity for growth and innovation employing systems and technologies; strategies to leverage external resources;
  - d) Inclusiveness – fosters a workplace environment that recognizes diversity and encourages participation and collaboration; models appreciation and respect towards colleagues and partners

**2. Singing ng Tanikala (Most Outstanding C/MLGOO)**

- a) High Work Standards - the extent to which the candidate produces quality work and outputs (timely, accurate, and complete); follows established procedures and standards; shows strict observance of organizational policies, rules and regulations, and values and norms.**
- b) Initiative and Innovativeness - the extent to which the candidate takes action beyond what is normally required and test potentially beneficial approaches that ensures smooth progress of program implementation.**
- c) Consistency of Performance - the degree of consistency of the candidate as manifested by consistent outstanding performance based on incident reports and feedbacks from supervisors, colleagues and LGA program officers.**

**3. Dangal ng Kagawaran (People's Choice)**

- a) Noteworthiness of Outstanding Performance/Contribution(s) – the degree of uniqueness and originality of outstanding performance or contribution/s.**
- b) Impact of Performance/Achievement – the extent to which the idea, suggestion, innovation or invention is being used, whether it has far-reaching effect; the number of persons benefited; the paradigm shift it has caused and the amount of money saved.**
- c) Consistency of Performance – the degree of consistency of the individual as manifested by consistent outstanding performance based on historical data/work record.**
- d) Reliability and Effectiveness – the extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.**
- e) Ethical Public Service - the degree of organizational sensitivity the nominee shows as manifested in his/her attitude towards work, colleagues, and clients. It is also shown in the consistency of good moral conduct of the nominee.**

**4. Dagitab ng Paglilingkod**

- a) High Work Standards – the extent to which the candidate produces quality work and outputs (timely, accurate and complete); follows established procedures, standards and shows strict observance of organizational policies, rules and regulations, and values and norms; consistent demonstration of courtesy and promptness to the client needs**
- b) Initiative and Innovativeness – the extent to which the candidate takes action beyond what is normally required that ensures smooth progress of program implementation;**

- c) **Resourcefulness** - the extent to which the candidate has efficiently utilized resources beyond what is available;
- d) **Consistency of performance** – the degree of consistency of the candidate as manifested by consistent outstanding performance based on incident reports and feedbacks from supervisors and colleagues.

**B. LGRRC Champions**

**1. Bugkos ng Bayan (Most Outstanding Cluster, HUC, OR Province)**

- a) **Teamwork** - demonstrated teamwork, camaraderie and cohesiveness; promotes the value of diversity across the unit; Served as an inspiration and advocacy tool for action and change
- b) **Innovativeness** - excelled in governance and public administration at their unit; employed organizational and political strategies in implementing DILG goals and objectives (i.e. systems, procedures, and technologies)
- c) **Impact of Performance/Achievement** - has achieved significant impact on department goals; provided tangible impacts which have contributed to the improvement of the community; contributed strategic solutions to societal issues and challenges through policies and legislations
- d) **Partnership and Collaboration** - highlighted opportunities for partnerships and collaborations among stakeholders
- e) **Sustainability** - provided activities that are replicable and applicable to different situations

**3. Ugnay ng Mamamayan (Most Outstanding LGRRC)**

- a) **Effectiveness and Efficiency** - demonstrated management effectiveness and efficiency in implementing sustained, practical, cost effective initiatives to create a positive and substantial impact on capacity development
- b) **Innovations and Creativity** - instituted innovations and new ways of thinking in implementing citizenship development programs
- c) **Partnerships and alliance building** - has inspired collaboration and cooperation among major local governance stakeholders in the region to take on a united act in delivering a harmonized, calibrated and sustained capacity development package for localities; functional Multi-Stakeholders Advisory Committee (MSAC)
- d) **Results of the LGRRC Assessment** conducted by the LGA on the year of nomination will form part of the rating under this category

## **VII. DOCUMENTARY REQUIREMENTS**

A. The following documents must be submitted together in a legal size folder properly labelled per award category:

1. Official nomination using the following forms:  
Individual – CapDev ACE Form No.1  
Team – CapDev ACE Form No. 2.

Nomination forms may be secured through the DILG Regional Office HR Unit (HR Unit) or the HRMD Unit of the DILG Central Office, or by downloading the form from the LGA Official Website ([www.lga.gov.ph](http://www.lga.gov.ph)).

2. Self-assessment write-up accomplished by the nominees using CapDev ACE Form No. 3
3. Updated CSC Form 212 (or Personal Data Sheet) with passport size photo (4.5cm x 3.5cm), with name tag, taken within the last six (6) months prior to the nomination
4. Updated Personnel Description and Qualification (PDQ)
5. Certification from the PRAISE Committee concerned that the nomination has undergone Committee deliberation and/or that the nominee was a PRAISE nominee during the year being evaluated
6. Letter of endorsement from the Regional/Bureau/Service Director
7. Certificate of no pending administrative or criminal case and that none of the nominees was found guilty of any administrative or criminal offence involving moral turpitude, issued by the HR Unit or Legal Service in the case of nominees from the Central Office
8. Certification that the nominee has obtained a performance rating of Very Satisfactory (VS) or Outstanding (O) in the last two (2) years, including the year being assessed, issued by the HR Unit or the HRMD Unit in the case of DILG Central Office.
9. Certification that the nominee has no unliquidated cash advances and disallowances for previous accountabilities for the year being evaluated, signed by the Resident COA Auditor
10. Updated Service Record duly-certified by the Head of the HR Unit or the HRMD Unit in the case of DILG Central Office
11. For nomination under *"Bugkos ng Bayan,"* the following information on the Highly Urbanized City (HUC), Cluster or Province being nominated must be provided adequately: Name of qualified team members, Respective positions and status of appointment, Length of government service, Contribution and/or accomplishment of each member
12. For nomination under *"Ugnay ng Mamamayan,"* a certification that the LGRRRC underwent assessment, to be provided by the LGA

13. For nominations initiated by individuals or group outside of the DILG, a certification stating the reasons they believe the DILG personnel or team deserves to be conferred with the award
- B. All documents must be original copies, enclosed in an envelope, labelled by category.
- C. Documents submitted shall be considered records of LGA and shall no longer be returned to the nominees.

#### **VIII. WRITE – UP OF ACCOMPLISHMENTS**

- A. The write-ups must highlight the outstanding accomplishments or exemplary norms of conduct manifested within the last two (2) years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following format:
  1. Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated.”
  2. State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form.
  3. Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.
  4. The write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #11 font) to include the summary of accomplishments, impact and assessment questions.

#### **IX. PROCEDURE FOR NOMINATION**

- A. Submission of nominations to the DILG Regional Office HR Unit (HR Unit) or the HRMD Unit, in the case of DILG Central Office nominees. Nominations may be initiated by individuals within and outside the DILG or local governance stakeholders or other interested parties. However, nomination for the “*Tatag ng Agila*” shall emanate from the Assistant Director or any Division Chiefs of the operating unit where the Regional/Bureau/Service Director belongs.
- B. Review of all nominations by the concerned PRAISE Committees for endorsement to the LGA by the concerned Regional Directors, or the Assistant Secretary for Human Resource Development in the case of DILG Central Office, except for the “*Tatag ng Agila*” and “*Bagwis ng Paglilingkod sa Bayan*” categories.
- C. Accomplishment of self-assessment form (Form No. 3) by nominees and preparation of other documentary requirements by the HRMD Unit or HR Unit, as the case may be.
- D. Submission of complete documentary requirements to the LGA.



## X. PROCEDURE FOR SCREENING AND EVALUATION

### A. Regional/Central Office Level Screening

1. The PRAISE Committee shall serve as the First Level Screening Committee; the HR Unit and the HRMD Unit in the case of Central Office, shall serve as Secretariat and shall coordinate closely with the LGA.

### B. National Level Screening

1. Only nomination with complete documentation shall be considered for national level screening.
2. All nominations will be subjected to shortlisting
3. Short-listed nominees shall proceed to the validation stage
4. The National Screening Committee shall be composed of individuals from different sectors as stated in Section XIII; the LGA shall serve as the overall Secretariat of the CapDev ACE Award Program.
5. The deliberation of the NSC shall include:
  - a) Results of the documents review
  - b) Results of the onsite validation
  - c) Interview of the nominees and/or validators, either face-to-face or through video patch
6. The NSC shall deliberate on the conferment of "*Bagwis ng Paglilingkod sa Bayan*," as necessary.

## XI. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS

Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable laws and rules.

## XII. REWARDS

- A. There shall be only one (1) winner for each category and two (2) winners for the *Dangal ng Kagawaran*. The awards will be presented at an annual award event. The winners will receive:

CATEGORY	REWARD
Tatag ng Agila	Gold Medallion and Php 50,000.00 cash
Singsing ng Tanikala	Trophy and Php 50,000.00 cash
Dangal ng Kagawaran <ul style="list-style-type: none"><li>▪ (1) Regional Office</li><li>▪ (1) Central Office</li></ul>	Trophy and Php 50,000.00 cash
Bugkos ng Bayan	Trophy and Php 100,000.00 cash
Ugnay ng Mamamayan	Trophy and Php 100,000.00 cash A special citation will be given to the LGRRC Manager
Hall of Fame	Trophy and Php 50,000.00 cash
Dagitab ng Paglilingkod	Trophy and Php 50,000.00 cash
Bagwis ng Paglilingkod sa Bayan	A gold medallion and trophy

- B. Recipients of CapDev ACE Award in any category shall be given priority for participation to local and foreign scholarship grants.

### XIII. AWARDS COMMITTEE

The selection shall be made by the CapDev ACE Awards Committee composed of the following:

- Business Sector Representative
- Local Resource Institute Representative
- LGU Representative
- DILG Representative
- LGA Executive Director

The Awards Committee shall short-list the nominees to the top five (5) per category who will be subjected to the next two stages: On-site Validation and Final Interview. The decision of the Awards Committee is final.

### XIV. PERIOD OF IMPLEMENTATION AND FUND SOURCE

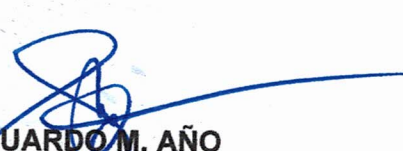

The search shall be implemented annually. The LGA shall allocate modest funds for the event, cash and other awards.



Below is the period of implementation:

PERIOD	ACTIVITY
January – June	Call for Nomination
July - August	Documents Review
September – November	On-site Validation
November	Final Interview
December (2 <sup>nd</sup> Thursday of the month)	Gabi ng Parangal

### XV. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

  
**EDUARDO M. AÑO**  
Secretary 

   
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