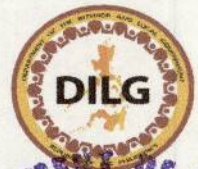




Republic of the Philippines
Department of the Interior and Local Government
LOCAL GOVERNMENT ACADEMY

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MEMORANDUM CIRCULAR

NO. : 2016-40
TO : ALL DILG PERSONNEL
SUBJECT : CAPACITY DEVELOPMENT AWARDS FOR CATALYSTS OF EXCELLENCE (CapDev ACE)

March 21, 2016

I. RATIONALE

DILG Circular No. 2001-17 mandated the promulgation of the DILG PRAISE which is designed to encourage creativity, innovativeness, and productivity among others in the public service by recognizing and rewarding officials and employees, whether individually or in groups, for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency in government operations. It adheres to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior that likewise give emphasis on the timeliness of giving awards or recognition.

Along this line, the DILG Regional Offices designed their own awards system for outstanding personnel which are being bestowed at yearend. Despite these, there is no single awards system that recognizes outstanding performance of DILG personnel across regions. It is therefore in this light that the Local Government Academy came up with a *Capacity Development Awards for Catalyst of Excellence or CapDev ACE*.

II. PURPOSE

This Awards Program aims to recognize DILG officials, employees, and LGRRC units who have displayed outstanding performance in the delivery of public service. It honours exceptional contributions of the people and teams who had demonstrated extra efforts that have a positive effect on fellow employees, the organization, and the community as a whole. Their performance will have set a standard of excellence and efficiency in relation to the achievement of the goals and mission of the Department.



GO FOR GOLD!!! The resonating rally call of the country's premiere local governance training institution on the eve of its 25th anniversary. The year-long celebration, focused primarily on corporate re-branding, fine-tuning of systems and process, recognition of partnerships, communicating banner programs towards greater results, will showcase different national and sub-national activities referenced to a variety of monthly themes until August 2013.

ABOUT THE LOGO: The Philippine Eagle soaring high in a blue backdrop is an embodiment of the Academy's noble pledge in leading the exceptional pack of local governance capacity builders. With the transition of the silver hued icon to a golden fascia, it reflects the Academy's strive for uncompromised excellence in continuously delivering its share in national progress. With the intertwined green-hued numeral 25, signifies the Academy's stronger undertaking, to go green and steer proactive local governance for sustainable development in its passage towards another 25 years and even beyond!

III. CATEGORIES

A. Awards for Exemplary Performance (Individual)

1. Tatag ng Agila (Capacity Development Leadership Award)

- This award is conferred to the Regional Director who stands out for exceptional leadership and strong advocacy in the delivery of quality, strategic, and responsive capacity development interventions to LGUs by maximizing the opportunities and linkages within their networks established through the LGRRC. This leader should have significantly contributed to our understanding of “leadership” by translating noteworthy programs/projects/process improvements that positively impacted to the operations of the organization.

2. Singing ng Tanikala (Outstanding Focal Persons for LGA Programs)

- This award is conferred to the best performing regional focal person in any LGA - led *major* programs along the DILG four (4) Sectoral Outcome Areas for implementation during the *search* period. The recipient has emerged to have reshaped and continually challenged and influenced localities on the way they think about and practice local governance.

3. Dangal ng Kagawaran (People’s Choice)

- This award is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior, and/or an outstanding contribution resulting from an idea or performance that directly benefited the LGRRC or the community.

B. LGRRC Champions (Team)

Conferred to a group of individuals that has demonstrated teamwork, coordination and cohesiveness that contributed to the attainment of Department’s aims and objectives through the LGRRC.

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

- A team that has contributed significantly to improving the DILG services extended to local governments. They have demonstrated exceptional service of an altruistic nature by offering the Department clientele their services beyond their personal, social and cultural needs. They have developed innovative systems and processes that enhance the local governance experience in a significant way.

2. Ugnay ng Mamamayan (Most Outstanding LGRRC)

- The Regional LGRRC that has introduced or sustained practical, cost effective initiatives to create a positive and substantial impact on capacity development. The recipient has successfully built and articulated 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 a harmonized, calibrated and sustained capacity development package for localities.

IV. ELIGIBILITY

Individual

All DILG LGRRC personnel and staff (permanent and temporary in appointment) are eligible to be nominated for this award based on the following:

1. Have rendered at least two (2) years of continuous government service at the DILG as part of the LGRRC. Accomplishments for which nominee/candidate is being recognized for should be made within the last two (2) years immediately prior to nomination. Said accomplishments should have been consistent and continuously carried out by the nominee during the said period;
2. Have demonstrated at least Very Satisfactory (VS) performance evaluation rating in the last two (2) years prior the nomination period;
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

Group

A group is defined as:

1. Composed of at least two 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. There is no maximum membership.
2. The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

V. CRITERIA FOR EVALUATION

A. Awards for Exemplary Performance (Individual)

1. Tatag ng Agila Capacity Development Leadership Award

- Leadership- ability to articulate and make operational the vision of LGRRC; dedicated excellence
- Achievement- is about having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality and time standards, and delivering the required business results
- Innovativeness and creativity- embraces change as an opportunity for growth and innovation employing systems and technologies; strategies to leverage external resources
- Inclusiveness- promotes an inclusive workplace and participation, encourage collaboration and models appreciation and respect towards colleagues and partners

2. Singsing ng Tanikala (Outstanding Focal Person for LGA Programs)

- 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.
- 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.
- 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)

- Noteworthiness of Outstanding Performance/Contribution(s) – The degree of uniqueness and originality of outstanding performance or contribution/s.
- 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.
- Consistency of Performance – The degree of consistency of the individual as manifested by consistent outstanding performance based on historical data/work record.
- Reliability and Effectiveness – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.

B. LGRRC Champions (Team)

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

- 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
- 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)
- Impact of Performance/ Achievement - Has achieved significant impact on department goals; provided tangible impacts which have contributed to the improvement of the community; contributed to societal issues and challenges through policies and legislations
- Partnership and Collaboration - Highlighted opportunities for partnerships and collaborations among stakeholders
- Sustainability - provided activities that are replicable and applicable to different situations

2. Ugnay ng Mamamayan (Most Outstanding LGRRC)

- 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
- Innovations and Creativity- instituted innovations and new ways of thinking in implementing citizenship development programs
- 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)

This will be based on the results of the LGRRRC assessment being conducted by LGA.

VI. EVALUATION GUIDELINES

For individual awards:

- All Regional Directors shall be assessed based on the standards set by the awards committee.
- All Regional Focal Persons for programs identified during the search period will be evaluated.
- Any DILG personnel/ staff can nominate using the prescribed nomination forms.

For Team awards:

- The Regional Director shall nominate one Cluster, HUC and Provincial Office from his/her Region.
- Documentations should be submitted describing clearly why the team is being nominated and how it fulfilled the criteria provided under the category.
- Support materials may be submitted to include letters of support and other awards received by the team.
- All LGRRRCs shall also be assessed.

VII. AWARDS COMMITTEE

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

- Business Sector Representative
- LRI Representative
- LGU Representative
- DILG Representative
- LGA Representative

The Committee shall establish the evaluation and rating system and shall determine the award recipient as a result of a calibration of the assessment conducted for the purpose. The decision of the Awards Committee is final.

VIII. REWARDS

For each category, there shall be only one (1) winner. The awards will be presented at an annual award event. The winners will receive:

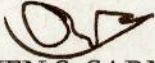
- Tatag ng Agila CapDev Leadership Award – Gold Medallion
- Singsing ng Tanikala (Outstanding Focal Persons for LGA Programs) - Plaque of Recognition and P50,000 cash
- Dangal ng Kagawaran (People's Choice)- Plaque of Recognition and P50,000 cash
- Bugkos ng Bayan (Most Outstanding Cluster/HUC/PO) - Plaque of Recognition and P100,000 cash
- Ugnay ng Mamamayan (Most Outstanding LGRRC) - Plaque of Recognition and P100,000 cash

Moreover, a special leadership training will be designed and implemented for all the winners. Scholarships (local and foreign trainings) may also be facilitated to all the winners.

IX. PERIOD OF IMPLEMENTATION AND FUND SOURCE

The search shall be done at the beginning of the ensuing year. The local Government Academy shall allocate in its annual budget funds for the event, cash and other awards.

For the information and guidance of all concerned.


MEL SENEN S. SARMIENTO
Secretary 