



Republic of the Philippines  
**COMMISSION ON AUDIT**  
**ADMINISTRATION SECTOR**  
*Commonwealth Avenue, Quezon City*

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MEMORANDUM

FOR : **ALL COA Officials and Employees**  
This Commission

SUBJECT : Awarding Ceremony for the 2017 Outstanding COA Officials and  
Employees on May 8, 2017

DATE : April 18, 2017

On the occasion of the 118th COA Anniversary in May of this year and pursuant to COA Resolution No. 2016-004 dated April 1, 2016, this Commission will give due recognition to its officials and employees, individually or in group, for their superior performance of duties and for their long and dedicated years of service. It will be held on May 8, 2017 at 9:00 a.m. at the COA Multi-Purpose Gym as the culmination of the 2017 COA Search for Outstanding Officials and Employees.

In this regard, please be guided by the following:


1. A letter or a memorandum will be sent to all winners/awardees through their Cluster/Regional Director/Head of Office. The Central Office/Regional Office concerned shall cause the dissemination of information to the winners/awardees under their offices.
2. The respective Sector Heads/Directors of the winners of the Major Awards and Incentive Awards shall be the presenters who shall then render not more than three (3) minutes of speech highlighting the worthy and significant contributions of the awardees that have earned them the award. A cue card will be provided before the program starts.
3. Invitations will be distributed before the awarding ceremony.
4. Loyalty Awardees for 40 and 45 years of service from the Central Office shall be conferred the award during the ceremony on May 8 at the Multi-Purpose Gym while the Loyalty Awardees from the Regional Offices shall be conferred their awards in their respective regional offices, which shall determine and decide on the mode of recognition to be given to the awardee. The token and certificate of recognition and a copy of the invitation for each of the Regional Loyalty Awardees shall be handed over to their respective Regional Directors or any of their authorized representatives after the awarding ceremony.
5. The Awardees, the Assistant Commissioners and the Members of the Commission Proper are requested to wear Filipiniana attire.



6. The COA PRAISE Committee, the Directors III and the Directors IV may opt to wear attire with a touch of Filipiniana or smart casual.
7. The Guests and members of the audience may wear smart casual.
8. For Sectoral/Regional Office level search, nominees who were included in the shortlist and found qualified for any type of award but were not selected as winner shall be given a certificate of commendation and recognition signed by the Sector Head/Regional Director to be awarded by the Head of Office/Regional Director in an appropriate occasion.
9. For Commission-wide search, employees who were nominated and found qualified for any type of award but did not make it to the Commission-wide shortlist shall be given a certificate of commendation/appreciation signed by the COA Chairperson. The certificate shall be prepared by the COA PRAISE Secretariat and as soon as signed by the COA Chairperson shall be given to the Head of Office/Cluster/Regional Director and awarded to the nominee in an appropriate occasion.
10. A dry-run of the program flow will be conducted on Sunday, May 7, 2017 at the COA Gym. Central Office/Regional Office awardees who are already in Metro Manila are welcome to come for a briefing at the COA multi-purpose gym on May 7, 2017 at 1:00 p.m
11. Breakfast will be served for the awardees on the day of the awarding ceremony on May 8, 2017, in a designated holding area at the COA Multi-Purpose Gym.
12. Lunch will follow after the awarding ceremony.

For further questions/inquiries, please contact the COA PRAISE Secretariat - Ms. Mel V. Clave, Ms. Fines D. Macapagal and Mr. Christian Galdonez, of the Human Resource Policy Studies and Standards Services-HRMO at telephone number 9510488 and cellphone numbers 09176476922, 09256124145 and 09066241408.

All COA Officials, employees in the Central Office and those delegates from the Regional Offices who are in the Central Office are enjoined to attend the rites to witness the awarding and honoring of our own outstanding officials and employees.

  
**DELFIN P. AGUILAR**  
Assistant Commissioner