CRITERIA for
2014 GAWAD CHANCELSOR SA NATATANGING KAWANI
SUB-PROFESSIONAL (SALARY GRADES 1-15)

I. Outstanding Accomplishments at Work (50%)
   a. Improvement of work system and increased productivity (25%) – Generation of new ideas; receptivity and their implementation to improve work procedures, processes and output/accomplishment.
   b. Use of resources (25%) – use of manpower, material, financial resources, and equipment efficiently and effectively.

II. Professionalism (15%) – observance of ethical considerations in dealing with people, going about one’s work and maintaining an impeccable reputation.

III. Dedication/Commitment to Work (20%) – Devotion to work beyond the call of duty.

IV. Professional/Personal Growth/Development (10%) – efforts to update job knowledge and expertise through formal and non-formal education to enhance work output.

V. Community Involvement (5%) – active participation in the affairs of his/her community and the University.
SCORING GUIDE

STATE THE PERTINENT ACCOMPLISHMENTS AND CONTRIBUTIONS OF THE NOMINEE BASED ON THE FOLLOWING GENERAL CRITERIA AND ATTACH SUPPORTING DOCUMENTS

1. Outstanding Work Accomplishments (50 pts.)
   1.1 Improvement of work procedures (25 pts.)
   1.2 Use of resources (25 pts.)

2. Professionalism (15 pts.)

3. Dedication/Commitment to work (20 pts.)

4. Professional/Personal Growth/Development (10 pts.)

5. Community Involvement (5 pts.)
CRITERIA for

2014 Gawad Chanselor sa Natatanging Kawani

Professional Non-Supervisory (Salary Grades 10 and above)

I. Outstanding Accomplishments at Work (50%)

a. Improvement of work system and increased productivity (25%) – generation of new ideas and receptivity to their implementation to improve work procedures, processes and output/accomplishment.

b. Use of resources (25%) – use of manpower, material, financial resources, and equipment efficiently and effectively.

II. Professionalism (15%) – observance of ethical considerations in dealing with people, going about one’s work and maintaining an impeccable reputation.

III. Dedication/Commitment to Work (20%) – Devotion to work beyond the call of duty.

IV. Professional/Personal Growth/Development (10%) – efforts to update job knowledge and expertise through formal and non-formal education to enhance work output.

V. Community Involvement (5%) – active participation in the affairs of his/her community and the University.
SCORING GUIDE

STATE THE PERTINENT ACCOMPLISHMENTS AND CONTRIBUTIONS OF THE NOMINEE BASED ON THE FOLLOWING GENERAL CRITERIA AND ATTACH SUPPORTING DOCUMENTS

1. Outstanding Work Accomplishments (50 pts.)
   1.1 Improvement of work systems (25 pts.)
   1.2 Use of resources (25 pts.)

2. Professionalism (15 pts.)

3. Dedication/Commitment to work (20 pts.)

4. Professional/Personal Growth/Development (10 pts.)

5. Community Involvement (5 pts.)
CRITERIA
for
2014 GAWAD CHANSELOR SA NATATANGING KAWANI
PROFESSIONAL [SALARY GRADES 18 AND ABOVE; INCLUDING SG 15 OFFICIALLY DESIGNATED AS HEAD AND SUPERVISING AT LEAST FIVE (5) PEOPLE]

I. Supervisory Ability (60%)
   a. Planning (10%) – determines where the group is going and how it will get there; makes decisions on what is to be done, who is to do the work, how it will be done, and when it is to be done.
   b. Organizing (10%) – matches employees with the right job; ensures that subordinates are trained for the job
   c. Directing (20%)
      1. Leadership – ability to inspire workers under him/her to work hard to achieve the goals of the organization; ability to see how others see them – self-awareness; willingness to work; generates enthusiasm among subordinates; willingness to accept responsibility
      2. Communication – ability to deliver the message/instruction such that it produces the results supervisor wants to achieve; accepts responsibility for what she/he communicates
      3. Motivation – understands why people work; enhances workers’ self-esteem
   d. Mentoring (10%) – ability to impart skills and information; guide subordinates to grow; empower them to perform their duties and responsibilities.
   e. Controlling (10%) – put in place measures for the judicious use of resources.

II. Professionalism (15%) – observance of ethical considerations in dealing with people, going about one’s work and maintaining an impeccable reputation.

III. Dedication/Commitment to Work (15%) – devotion to work beyond the call of duty.

IV. Professional/Personal Growth/Development (5%) – efforts to update job knowledge and expertise through formal and non-formal education to enhance work output

V. Community Involvement (5%) – active participation in the affairs of his/her community and the University.
STATE THE PERTINENT ACCOMPLISHMENTS AND CONTRIBUTIONS OF THE NOMINEE BASED ON THE FOLLOWING GENERAL CRITERIA AND ATTACH SUPPORTING DOCUMENTS

1. Supervisory Ability (60 pts.)
   1.1 Planning (10 pts.)
   1.2 Organizing (10 pts.)
   1.3 Directing (20 pts.)
   1.4 Mentoring (10 pts.)
   1.5 Controlling (10 pts.)

2. Professionalism (10 pts.)

3. Dedication/Commitment to work (15 pts.)

4. Professional/Personal Growth/Development (5 pts.)

5. Community Involvement (5 pts.)
CRITERIA for
2014 GAWAD CHANSELORSA NATATANGING KAWANI

SUB-PROFESSIONAL (SALARY GRADES 1-15)

I. Outstanding Accomplishments at Work (50%)
   a. Improvement of work system and increased productivity (25%) – Generation of new ideas; receptivity and their implementation to improve work procedures, processes and output/accomplishment.

   b. Use of resources (25%) – use of manpower, material, financial resources, and equipment efficiently and effectively.

II. Professionalism (15%) – observance of ethical considerations in dealing with people, going about one’s work and maintaining an impeccable reputation.

III. Dedication/Commitment to Work (20%) – Devotion to work beyond the call of duty.

IV. Professional/Personal Growth/Development (10%) – efforts to update job knowledge and expertise through formal and non-formal education to enhance work output.

V. Community Involvement (5%) – active participation in the affairs of his/her community and the University.
SCORING GUIDE

STATE THE PERTINENT ACCOMPLISHMENTS AND CONTRIBUTIONS OF THE NOMINEE BASED ON THE FOLLOWING GENERAL CRITERIA AND ATTACH SUPPORTING DOCUMENTS

1. Outstanding Work Accomplishments (50 pts.)
   1.1 Improvement of work procedures (25 pts.)
   1.2 Use of resources (25 pts.)

2. Professionalism (15 pts.)

3. Dedication/Commitment to work (20 pts.)

4. Professional/Personal Growth/Development (10 pts.)

5. Community Involvement (5 pts.)
CRITERIA for
2014 GAWAD CHANSELORS NA TATANGING KAWANI
SUB-PROFESSIONAL (SALARY GRADES 1-15)

I. Outstanding Accomplishments at Work (50%)

   a. Improvement of work system and increased productivity (25%) –
      Generation of new ideas; receptivity and their implementation to
      improve work procedures, processes and output/accomplishment.

   b. Use of resources (25%) – use of manpower, material, financial
      resources, and equipment efficiently and effectively.

II. Professionalism (15%) – observance of ethical considerations in dealing
    with people, going about one’s work and maintaining an impeccable
    reputation.

III. Dedication/Commitment to Work (20%) – Devotion to work beyond the
     call of duty.

IV. Professional/Personal Growth/Development (10%) – efforts to update
     job knowledge and expertise through formal and non-formal education
     to enhance work output.

V. Community Involvement (5%) – active participation in the affairs of
   his/her community and the University.
STATE THE PERTINENT ACCOMPLISHMENTS AND CONTRIBUTIONS OF THE NOMINEE BASED ON
THE FOLLOWING GENERAL CRITERIA AND ATTACH SUPPORTING DOCUMENTS

1. Outstanding Work Accomplishments (50 pts.)
   1.1 Improvement of work procedures (25 pts.)
   1.2 Use of resources (25 pts.)

2. Professionalism (15 pts.)

3. Dedication/Commitment to work (20 pts.)

4. Professional/Personal Growth/Development (10 pts.)

5. Community Involvement (5 pts.)