NOMINATION GUIDELINES
for the
2014 GAWAD CHANSELOR SA NATATANGING KAWANI

The University of the Philippines Diliman recognizes and values the contribution of its administrative personnel in the attainment of academic and operational excellence of the University through the provision of an enabling and nurturing environment to all its clientele. In recognition of their exemplary performance and dedication to service, the Gawad Chanselor sa Natatanging Kawani award will be given to outstanding administrative personnel in each of the following categories:

- Sub-Professional (Salary Grades 1 to 15)
- Professional Non-Supervisory level (Salary Grades 10 and above)
- Professional Supervisory level (Salary Grades 18 and above, including SG 15 officially designated as Head and supervising at least 5 people).

I. GENERAL GUIDELINES

A. To be eligible for the 2014 Gawad Chanselor Para sa Natatanging Kawani, nominees must:

1. Be full-time administrative personnel, who are presently in active service of the University and who, during the period from July 2012 to June 2013, had not incurred leaves of absence without pay;


Note: Only those with PR of “Outstanding” for two consecutive rating periods will be accepted.

3. Have not have been issued warning/reprimand for conduct unbecoming of a civil servant;

4. Have no pending administrative or criminal case, neither have they been suspended from office nor convicted of any criminal or administrative offense for the last two years (July 2011 – June 2013);

5. Not be an awardee for the last three years (2010-2012); and

6. Supervise at least five (5) people for the Professional Supervisory Level category.

B. Nominations submitted must be properly signed by the nominating entity.

C. The Dean/Director/Head of Unit and the Unit APC or Unit Fellowship Committee or its equivalent must certify to the accuracy of the data provided for the nominee.

D. The following documents must be submitted in five (5) copies:

1. A duly signed formal letter of nomination by the nominating entity in either English or Filipino, citing the nominee’s outstanding accomplishments and an evaluation of his/her tangible and intangible contributions to the unit, in particular and UP in
general. The evaluation must be based on the general criteria for each category and must be presented together with the supporting documents.

2. Certified photocopies of certificates of training programs, workshops, seminars, conferences, formal education, etc., attended in 2012 and 2013.

3. Updated Personal Data Sheet with recent passport size photo.

4. Certification by the nominee that he/she has not been charged or convicted of any administrative or criminal offense for the last two (2) years, and if subjected to preventive suspension, the decision was ultimately in favor of the nominee.

5. To be furnished by the Head of Unit:
   ✮ Official Position Description Form of the nominee.

6. To be furnished by HRDO:
   ✮ Certified photocopies of Performance Ratings for the last two (2) rating periods (July – December 2012 and January – June 2013);
   ✮ HRDO certification that the nominee is presently in active service in the University and who, during the period July 2012 to June 2013, had not incurred leaves of absence without pay for the entire period; and
   ✮ HRDO certification that the nominee is clear of any administrative charge and/or had not been convicted for the last two years.

E. As necessary, the Committee may invite nominees for interview and may ask for additional documents.

II. GENERAL EVALUATION CRITERIA

A. OUTSTANDING ACCOMPLISHMENTS AT WORK. Improvements of work procedures, effective and efficient use of resources. (eg. manpower, materials, funds, equipment, etc.).

B. PROFESSIONALISM. Observance of ethical code of conduct as a civil servant; relationship with supervisor, peers and clientele, etc.

C. DEDICATION/COMMITMENT TO WORK. Devotion to work beyond the call of duty.

D. PROFESSIONAL/PERSOanal GROWTH/DEVELOPMENT. Efforts to update job knowledge and expertise through formal and non-formal education to enhance work output.

E. COMMUNITY INVOLVEMENT. Active participation in the affairs of his community.
Notes: (1) Members of the Committee for the Selection of Outstanding Administrative Personnel are not eligible to be nominated or to nominate.

(2) Only submission with complete supporting documents will be accepted.

Deadline for Nominations

All nominations should be addressed to and received on or before **14 January 2014**:

**PROF. VIRGINIA C. YAP**  
Vice Chancellor for Administration  
Office of the Vice Chancellor for Administration  
G/F South Wing, Quezon Hall, UP Diliman

For inquiries, please contact Ms. Maria Eloisa A. Zabat of the OVCA or call 928-2828 or 981-8500 loc 2579; or email vcyap2002@yahoo.com.