

NOMINATION GUIDELINES

2018 GAWAD TSANSELOR 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 in the University. In recognition of their exemplary performance and dedication to service, the **Gawad Tsanselor sa Natatanging Kawani** award will be given to outstanding administrative personnel in each of the following categories:

Category 1: Salary Grades 1 to 8

Category 2: Salary Grades 9 to below 18

Supervisory Category: SG 18 and above

(Including SG 15 officially designated as head and supervising at least five (5) people)

I. GENERAL GUIDELINES

A. To be eligible for the 2018 Gawad Tsanselor sa Natatanging Kawani, nominees must:

1. Be full-time administrative personnel, who are presently in active service of the University.
2. Have performance ratings of OUTSTANDING during the periods: January – June 2017 and July-December 2017;

Note: Only nominees with performance ratings of “Outstanding” for two consecutive rating periods will be evaluated.

3. Have not have been issued warning/reprimand for conduct unbecoming of a civil servant;
4. Have not been issued a formal charge of any criminal or administrative offense for the last two years (2016 and 2017);
5. Not be an awardee for the last three years (2015-2017); and
6. For nominees to the Supervisory level occupying SG 15 position, must have at least five people under their supervision.

B. All nominations submitted must be properly signed by the nominating party. The nominating party may be the nominee himself/herself.

C. The following documents must be submitted by the nominee in five (5) copies:

1. A duly signed formal letter of nomination by the nominating party in either English or Filipino, citing the nominee's outstanding accomplishments and evaluation of his/her tangible and intangible contributions to the unit, in particular, and to UP, in general. The evaluation must be based on the general criteria for each category and must be presented together with supporting documents. Attached is the form to be used for submission of matrix of accomplishments. Additional forms may be used as needed.
2. Certified photocopies of certificates of training programs, workshops, seminars, conferences, etc., attended in the immediate past two years: 2016 and 2017.

3. Updated Personal Data Sheet (PDS) with recent passport size photo taken in the last six (6) months. All pages of the PDS must be signed. (Use CSC PDS Form #12, revised 2017, which can be downloaded from www.upd.edu.ph).
 4. Official Position Description Form (PDF) of the nominee issued and signed by the Head of Unit. (Use DBM-CSC PDF Form #1, revised 2017, which can be downloaded from www.upd.edu.ph).
 5. HRDO certified photocopies of Performance Rating for the last two (2) rating periods (January – June 2017 and July – December 2017).
 6. HRDO Certification that the nominee is presently in active service in the University.
 7. Certification from the Diliman Legal Office that the nominee is clear of any administrative charge and/or had not been convicted for such in the last two years immediately preceding the nomination.
- D. As necessary, the Committee may invite nominees for interview and may ask for additional documents.
- E. List of all nominees submitted will be posted at UPD website and HRDO information bulletin board.

II. GENERAL EVALUATION CRITERIA

(Please see attached)

Deadline for Nominations

All nominations should be:

1. Submitted with complete documentations, otherwise the nominee will not be eligible for evaluation.
2. Addressed to: Virginia C. Yap
Vice Chancellor for Administration
Office of the Vice Chancellor for Administration
Ground Floor, South Wing, Quezon Hall, UP Diliman
3. Received not later than 09 March 2018

Members of the Gawad Tsanselor sa Natatanging Kawani Committee for the Selection of Outstanding Administrative Personnel are not eligible to be nominated or to nominate.

For inquiries, please contact Joan Lilo-an of OVCA at telephone number 9818500 local 2579 or call Ms. LEIZEL P. LECTURA of HRDO at telephone number 9818500 loc 2577/2576; or email lplectura@up.edu.ph