

**CRITERIA**  
**2018 GAWAD TSANSELOR SA NATATANGING KAWANI**  
**CATEGORY 1: SALARY GRADES 1 to 8**

Use the attached form to provide information indicating concrete examples/instances/outputs that demonstrate the following:

**A. Outstanding Accomplishments at Work (60%)**

1. **Improvement of work system and increased productivity (20%)**-generation of new ideas and receptivity to their application to improve work procedures, processes and output/accomplishment.
2. **Impact of Performance/ Achievement (20%)**- 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.
3. **Noteworthiness of Outstanding Performance/Contribution (10%)**- The degree of uniqueness and originality of outstanding performance or contributions.
4. **Use of resources (10%)** – effective and efficient use of manpower, material, financial resources, and equipment.

**B. Professionalism (10%)**- observance of ethical behavior in dealing with external and internal clientele; co-workers (superior, subordinates, peers); going about one's work; and maintaining an impeccable reputation.

1. **Reliability and Effectiveness (5%)** – highly dependable and able to effectively and efficiently address pressing needs for improved service delivery.
2. **Demonstrated Teamwork, Cooperation Camaraderie and Cohesiveness (5%)**- The extent the nominee motivates and supports co-workers or the degree to which the nominee positively influences co-workers.

**C. Dedication/ Commitment to Work (15%)** – Devotion to work beyond the call of duty.

- **Obscurity of the position (5%)** - The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
- **Quality and Consistency of Behavioral Performance (5%)** - The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance. Including, **risk or temptation inherent in the work**.
- **Impact of Behavioral Performance (5%)** - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.

**D. Community Involvement (8%)** - active participation in the affairs of his/her community and the University.

**E. Professional/Personal Growth/Development (7%)** - efforts to update job knowledge and expertise through formal and non-formal education to enhance work output.

*Reference: CSC Honor Awards Program: Dangal ng Bayan Award; Presidential or Lingkod Bayan Award and CSC Pag-asa Award.*