

**CRITERIA**  
**2018 GAWAD TSANSELOR SA NATATANGING KAWANI**  
**SUPERVISORY ADMINISTRATIVE PERSONNEL: SALARY GRADES 18 AND ABOVE,**  
**INCLUDING SG 15 OFFICIALLY DESIGNATED AS HEAD AND SUPERVISING AT LEAST FIVE (5) PEOPLE**

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

**A. Effective Supervisory Ability (60%) involving:**

1. **Planning (10%)**- determines where the section/division 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.
2. **Organizing (10%)** – Appropriate distribution of assignments; systematization of operation/ activities, tasking, etc.
3. **Directing (20%)**
  - a. Leadership- ability to inspire staff to work hard to achieve the goals of the units and the university; empathize with co-workers; generate enthusiasm among subordinates, and demonstrate leadership by example.
  - b. Communication- ability to clearly deliver the message/instruction with sensitivity to the feelings of others.
  - c. Motivation- ability to encourage people to be more productive.
4. **Mentoring (10%)** – ability to guide and uplift capabilities of staff for efficient and effective service delivery.
5. **Controlling (10%)** – ability to put in place measures to ensure achievement of objectives.

**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.

- **Noteworthiness of Outstanding Performance/ Contributions**- The degree of uniqueness and originality of outstanding performance or contributions.
- **Impact of Performance/ Achievement** - 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.
- **Reliability and Effectiveness** - highly dependable and able to effectively and efficiently address pressing needs for improved service delivery.
- **Consistency of Performance** - The degree of consistency of the nominee as manifested by consistent outstanding performance based on historical data/work record.
- **Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness**- 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.

- **Quality and Consistency of Behavioral Performance**- The level of consistency for which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
- **Impact of Behavioral Performance**- The extent to which the extraordinary act has created a powerful effect or impact on the organization or public
- **Risk or temptation inherent in the Work**- The degree of risk and temptation substantially present in the work.

**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. (BPC)*