

NAME: _____

SIGNATURE: _____

UNIT: _____

POSITION: _____

DATE SIGNED: _____

| CRITERIA | DESCRIPTION | % WT | CONCRETE CASES | PERIOD | REMARKS |
|---|---|------------|----------------|--------|---------|
| A. Outstanding Accomplishments at Work (60%) | | | | | |
| 1. Improvement of work system and increased productivity | Generation of new ideas and receptivity to their application to improve work procedures, processes and output/accomplishment. | 20 | | | |
| 2. 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. | 20 | | | |
| 3. Noteworthiness of Outstanding Performance/Contribution | The degree of uniqueness and originality of outstanding performance or contributions. | 10 | | | |
| 4. Use of resources | Effective and efficient use of manpower, material, financial resources, and equipment. | 10 | | | |
| B. Dedication/ Commitment to Work* (15%) | | | | | |
| Devotion to work beyond the call of duty. | | | | | |
| 1. Obscurity of the position | The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested. | 5 | | | |
| 2. Quality and Consistency of Behavioral Performance | 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. | 5 | | | |
| 3. Impact of Behavioral Performance including risk or temptation inherent in the Work | The extent to which the extraordinary act has created a powerful effect or impact on the organization or public. | 5 | | | |
| C. 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 | Highly dependable and able to effectively and efficiently address pressing needs for improved service delivery. | 5 | | | |
| 2. 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. | 5 | | | |
| D. Community Involvement (8%) | | | | | |
| Active participation in the affairs of his/her community and the University. | | | | | |
| E. Professional/Personal Growth/Development | | | | | |
| Efforts to update job knowledge and expertise through formal and non-formal education to enhance work output. | | | | | |
| TOTAL SCORE | | 100 | | | |

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