

University of the Philippines Diliman
 2019 GAWAD TSANSELOR PARA SA NATATANGING KAWANI
 MATRIX OF CRITERIA FOR SUPERVISORY ADMINISTRATIVE PERSONNEL, SALARY GRADES 18 Above
 (INCLUDING SG 15 OFFICIALLY DESIGNATED AS HEAD AND SUPERVISING AT LEAST FIVE (5) PEOPLE)

DATE SUBMITTED: _____

TIME RECEIVED: _____

NAME: _____

SIGNATURE: _____

UNIT: _____

POSITION: _____

DATE SIGNED: _____

CRITERIA	DESCRIPTION	% WT	CONCRETE CASES	PERIOD	REMARKS
A. Effective Supervisory Ability (60%)					
1. Planning	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.	10			
2. Organizing	Appropriate distribution of assignments; systematization of operation/ activities, tasking, etc.	10			
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	ability to guide and uplift capabilities of staff for efficient and effective service delivery.	10			
5. Controlling	ability to put in place measures to ensure achievement of objectives.	10			
B. Dedication/ Commitment to Work* (15%)					
1. Quality and Consistency of Behavioral Performance	The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.	5			
2. Impact of Behavioral Performance	The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.	5			
2. Risk or Temptation Inherent in the Work	The degree of risk and temptation substantially present in the work.	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.				

University of the Philippines Diliman
 2019 GAWAD TSANSELOR PARA SA NATATANGING KAWANI
 MATRIX OF CRITERIA FOR SUPERVISORY ADMINISTRATIVE PERSONNEL, SALARY GRADES 18 Above
 (INCLUDING SG 15 OFFICIALLY DESIGNATED AS HEAD AND SUPERVISING AT LEAST FIVE (5) PEOPLE)

DATE SUBMITTED: _____

TIME RECEIVED: _____

NAME: _____

SIGNATURE: _____

UNIT: _____

POSITION: _____

DATE SIGNED: _____

CRITERIA	DESCRIPTION	% WT	CONCRETE CASES	PERIOD	REMARKS
1. Noteworthiness of Outstanding Performance/ Contributions	The degree of uniqueness and originality of outstanding performance or contributions.	2			
2. Impact of Performance/ Achievement	The extent to which the innovation/idea has far reaching effect.	2			
3. Reliability and Effectiveness	The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.	2			

University of the Philippines Diliman
 2019 GAWAD TSANSELOR PARA SA NATATANGING KAWANI
 MATRIX OF CRITERIA FOR SUPERVISORY ADMINISTRATIVE PERSONNEL, SALARY GRADES 18 Above
 (INCLUDING SG 15 OFFICIALLY DESIGNATED AS HEAD AND SUPERVISING AT LEAST FIVE (5) PEOPLE)

DATE SUBMITTED: _____

TIME RECEIVED: _____

NAME: _____

SIGNATURE: _____

UNIT: _____ POSITION: _____

DATE SIGNED: _____

CRITERIA	DESCRIPTION	% WT	CONCRETE CASES	PERIOD	REMARKS
4. Consistency of Performance	The degree of consistency of the nominee as manifested by consistent outstanding performance based on historical data/work record.	2			
5. 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.	2			
D. Community Involvement (8%)	Active participation in the affairs of his/her community and the University.	8			
E. Professional/Personal Growth/Development (7%)	Efforts to update job knowledge and expertise through formal and non-formal education to enhance work output.	7			
TOTAL SCORE		100			

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