

NAME: \_\_\_\_\_  
 UNIT: \_\_\_\_\_ POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
 DATE SIGNED: \_\_\_\_\_

CRITERIA	DESCRIPTION	% WT	CONCRETE CASES	PERIOD	REMARKS
<b>A. Outstanding Accomplishments at Work (60%)</b>					
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>B. Dedication/ Commitment to Work* (15%)</b>					
1. Obscurity of the position	Devotion to work beyond the call of duty.				
2. Quality and Consistency of Behavioral Performance	The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.	5			
	The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance. Including, <b>risk or temptation inherent in the work.</b>	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			
<b>C. Professionalism (10%)</b>					
	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	The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/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			
<b>D. Community Involvement (8%)</b>					
	Active participation in the affairs of his/her community and the University.	8			
<b>E. Professional/Personal Growth/Development (7%)</b>					
	Efforts to update job knowledge and expertise through formal and non-formal education to enhance work output.	7			
<b>TOTAL SCORE</b>					
		100			

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