

2019 GAWAD TSANSELOR PARA 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
CRITERIA

Please 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. Dedication/Commitment to Work (15%)- devotion to work beyond the call of duty.

1. **Quality and Consistency of Behavioral Performance (5%)** - The level of consistency for which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. **Impact of Behavioral Performance (5%)** - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public
3. **Risk or temptation inherent in the Work (5%)** - The degree of risk and temptation substantially present in the work.

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. **Noteworthiness of Outstanding Performance/ Contributions (2%)** - The degree of uniqueness and originality of outstanding performance or contributions.
2. **Impact of Performance/ Achievement (2%)**- The extent to which the ideas, suggestions, innovations or inventions are being applied: the number of persons benefited, the paradigm shift they have caused, and the resources saved.
3. **Reliability and Effectiveness (2%)** - highly dependable and able to effectively and efficiently address pressing needs for improved service delivery.
4. **Consistency of Performance (2%)** - The degree of consistency of the nominee as manifested by consistent outstanding performance based on historical data/work record.
5. **Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (2%)** - The extent the nominee motivates and supports co-workers or the degree to which the nominee positively influences co-workers.

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)