

2020 GAWAD TSANELOR PARA SA NATATANGING KAWANI
CATEGORY 1: SALARY GRADES 1 to 8
CRITERIA

Please use the attached Gawad Tsanelor para sa Natatanging Kawani Matrix Form A to provide information indicating concrete examples/instances/outputs that demonstrate the following:

A. Outstanding Accomplishments at Work (60%) - Important accomplishments/contributions

1. **Improvement of work system and increased productivity (20%)** - Generation of new ideas and receptivity to their application to improve work procedures, processes and output/accomplishment.
2. **Impact of Performance/ Achievement (20%)** - 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.
3. **Noteworthiness of Outstanding Performance/Contribution (10%)**- The degree of uniqueness and originality of outstanding performance or contributions.
4. **Use of resources (10%)** – Effective and efficient use of manpower, material and financial resources.

B. Dedication/Commitment to Work (15%) – Devotion to work beyond the call of duty.

1. **Obscurity of the position (5%)** - The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
2. **Quality and Consistency of Behavioral Performance (5%)** - 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.**
3. **Impact of Behavioral Performance (including risk or temptation inherent in the work) (5%)** - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.

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 (5%)** – Highly dependable and able to effectively and efficiently address pressing needs for improved service delivery.
2. **Demonstrated Teamwork, Cooperation Camaraderie and Cohesiveness (5%)** - 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.