

2020 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 Gawad Tsanselor para sa Natatanging Kawani Matrix Form C to provide information indicating concrete examples/instances/outputs that demonstrate the following:

- A. Effective Supervisory Ability (60%)** - Refers to supervisory skills for effective and efficient implementation of office operations, involving Planning, Organizing, Directing, Mentoring and Coaching, and institution of check and balance mechanism.
1. **Planning (10%)** - Determines where the section/division is going and how it will get there; makes decisions on what to do, who will do the work, how it will be done, and when it will be done.
 2. **Organizing (10%)** – Fair distribution of work assignments and systematic implementation of operations.
 3. **Directing (20%)**
 - a. Leadership - Inspires staff to work hard to achieve the goals of the unit and the University; empathizes with co-workers; generates enthusiasm among subordinates, and leads by example.
 - b. Communication - Clearly delivers the message/instruction with sensitivity to the feelings of others.
 - c. Motivation - Encourages people to be more productive.
 4. **Mentoring and Coaching (10%)** – Guides and uplift capabilities of staff for efficient and effective service delivery.
 5. **Institution of check and balance mechanism. (10%)** – Puts 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 to 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. **Courtesy and Respect (2.5%)** - Demonstrate behaviors that include fairness, respect, inclusiveness, empathy, integrity, and ethical conduct in the workplace.
 2. **Reliability and Effectiveness (2.5%)** - The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
 3. **Consistency of Performance (2.5%)** - The degree of consistency of the nominee as manifested by consistent outstanding performance based on historical data/work record.
 4. **Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (2.5%)** - 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. (BPC)