



**UNIVERSITY OF THE PHILIPPINES**

**DILIMAN, QUEZON CITY**

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## **OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION**

31 January 2023

MEMORANDUM NO. AAP 2023-03

**TO : ALL DEANS, DIRECTORS AND HEADS OF UNITS**

**SUBJECT : CALL FOR NOMINATIONS FOR THE GAWAD TSANSELOR PARA SA NATATANGING KAWANI 2023 AND UP GALING, UTAK, PUSO, AT DANGAL (GALING UPD) HONOR AND AWARDS PROGRAM**

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In line with the upcoming Linggo ng Parangal 2023, the Office of the Vice-Chancellor for Administration (OVCA) is calling for nominations for the GAWAD TSANSELOR PARA SA NATATANGING KAWANI 2022 AND GALING UPD HONOR AWARDS PROGRAM.

The University of the Philippines Diliman (UPD) recognizes and values the contribution of its employees in the attainment of academic and operational excellence in the University in pursuit of UPD's vision to become a pioneer and model in Research and Development.

The GALING UPD Honor Awards Program, which was introduced in 2021, has four award categories for administrative personnel and REPS that are aligned with the Civil Service Commission Hero and Public Servant Honor and Awards Program.

- GALING AWARD
- UTAK AWARD
- PUSO AWARD
- DANGAL NG UPD AWARD

**Awardees of the DANGAL ng UP Diliman for administrative personnel will vye for the Gawad Tsanselor Para sa Natatanging Kawani. There is no separate nomination for the GAWAD TSANSELOR PARA SA NATATANGING KAWANI 2022.**

For REPS personnel, submission of the nomination of REPS into the DANGAL ng UP Diliman **does not mean** the automatic submission of a nomination to Gawad Tsanselor Para sa Natatanging REPS. If you wish to nominate a REPS personnel to the Gawad Tsanselor Para sa Natatanging REPS, please refer to the call for Gawad Tsanselor Para sa Natatanging REPS issued by the Office of the Vice Chancellor for Research and Development.

Attached are the guidelines and selection criteria for the various GALING UPD AWARDS and the GAWAD TSANSELOR PARA SA NATATANGING KAWANI. The nominating entities are enjoined to use

the attached forms and cover all criteria for each specific category which will be the basis for the Committee's screening and evaluation.

All nominations must be sent *via email to* [praise\\_ovca.upd@up.edu.ph](mailto:praise_ovca.upd@up.edu.ph) and must be received **on or before 12:00nn 31 March 2023**. All nominations for the GALING UPD must be addressed to:

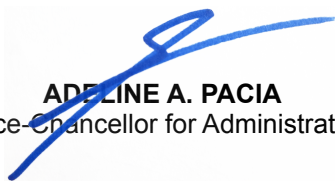
ADELINE A. PACIA  
Office of the Vice Chancellor for Administration  
Ground Floor South Wing  
Quezon Hall, UP Diliman

For your information, below are the schedule of activities for the awards program:

ACTIVITY	PERIOD
Issuance of Call for Nomination	<b>31 January - 31 March 2023</b>
Deadline of Nomination	<b>31 March 2023, 12:00NN</b>
Screening Period at Cluster Level	<b>3 - 12 April 2023, 12:00NN</b>
Submit Screening Result to <b>Human Resource Committee (HRC)</b>	<b>13 April 2023, 1:00PM</b>
<b>HRC</b> Deliberation of the Submitted Recommendations from the Cluster Level	<b>14 - 24 April 2023, 12:00NN</b>
Submission of Recommendation to the Chancellor for GALING UPD Awards	<b>2 May 2023, 1:00PM</b>
Submission of Recommendation by AdHoc Committee for the GAWAD TSANSELOR PARA SA NATATANGING KAWANI from the DANGAL Awardees	<b>9 May 2023, 1:00PM</b>
GALING UPD Awarding Ceremony during Linggo ng Parangal	<b>22 June 2023</b>
GAWAD TSANSELOR Ceremony	<b>23 June 2023</b>

Should you have queries and concerns, you may contact Ms. LEIZEL P. LECTURA, Secretariat for the UPD PRAISE at 09173147224 or email her at [praise\\_ovca.upd@up.edu.ph](mailto:praise_ovca.upd@up.edu.ph).

Thank you.

  
**ADELINE A. PACIA**  
Vice-Chancellor for Administration



# CALL FOR NOMINATIONS

GAWAD TSANSELOR PARA SA NATATANGING KAWANI

GALING UPD AWARDS 2023

(PRAISE HONOR AND AWARDS PROGRAM 2023)

## CALL FOR NOMINATIONS

The University of the Philippines Diliman recognizes and values the contribution of its employees in the attainment of academic and operational excellence in the University in pursuit of UPD's vision to become a pioneer and model in Research and Development.

The GAWAD Tsanselor Para sa Natatanging Kawani **2023** is the highest and most prestigious award bestowed on administrative personnel in recognition of his/her exemplary performance, dedication to service, and valuable contribution to the University beyond his/her regular duties.

In **2021**, Chancellor Fidel R. Nemenzo, upon the recommendation of the UPD Committee on Program on Recognition of Awards and Incentives for Service Excellence (PRAISE), institutionalized the University PRAISE Honor and Awards Program in addition to the Gawad Tsanselor para sa Natatanging Kawani. The GALING, UTAK, PUSO at DANGAL (GALING UPD) Honor and Awards Program is aligned with the Civil Service Commission's Hero and Public Servant Honor and Awards Program.

This is a call for nominations for the Gawad Tsanselor para sa Natatanging Kawani and the GALING, UTAK, PUSO at DANGAL (GALING UPD) Awards.

**Gawad Tsanselor para sa Natatanging Kawani** is open to all full-time ADMINISTRATIVE personnel who are on active service for the last three years. The GALING UPD Honor and Awards Program is open to all Administrative and Research Extension and Personnel Staff (REPS) holding a permanent, temporary, coterminous, contractual, or casual status of employment in the University with some awards open to all UPD personnel regardless of employment status.

For the GALING UPD awards, posthumous nominations may be made for an employee who died in the line of duty or in the pursuit of his/her official duties and responsibilities as a civil servant. Posthumous nominations should be formalized within 12 months from the time of death of the employee<sup>1</sup>.

### **GALING UPD Awards**

There are four categories in the GALING UPD honor and awards program.

- GALING AWARD
- UTAK AWARD
- PUSO AWARD
- DANGAL NG UPD AWARD

The four GALING UPD awards are described as follows:

#### **GALING Award**

The “**GALING Award**” (**Pagkilala sa Pinakamahusay na Yunit/Pangkat**) refers to the recognition of a team of two or more individuals regardless of their employment status bound by a common objective in following the mandate of their Section/Division/Organization and working their best as a team in undertaking

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<sup>1</sup> Adopted from CSC Hero ang Public Servant, Honor and Awards Program, 07 February 2017. "Honor Awards Program (HAP) - Civil Service Commission." <http://www.csc.gov.ph/programs/71-honor-awards-program-hap.html>. Accessed 5 Dec. 2020.

specific projects or programs that significantly contribute to the attainment of Unit's targets and goals.

This award aims to recognize a team in a Section/Division of a Unit for their outstanding contribution resulting in a significant impact on the efficient delivery of services, evidenced with increased client's satisfaction of the services provided by their Unit.

The outstanding performance results from exhibited teamwork, unity, and collective effort on systematizing mechanisms or processes for better and efficient delivery of services.

Inspired from the Civil Service Commission Presidential Lingkod Bayan and Civil Service Commission Pagasa Awards, below are the criteria for evaluation<sup>2</sup>:

1. Noteworthiness of Outstanding Performance/Contribution – the degree of uniqueness and originality of outstanding performance or contribution/s.
2. Impact of Performance/Achievement – the extent to which the idea, suggestion, innovation or invention is being used that benefited a number of persons, caused a paradigm shift, and/or resulted in a significant amount of money saved.
3. Reliability and Effectiveness – the extent to which the innovation/idea has effectively and efficiently addressed a pressing need for improved service delivery. For example, the reduction of expenses translates to savings for the University.
4. Consistency of Performance – the degree of consistency manifested in the outstanding performance based on historical work record.
5. Demonstrated Teamwork, Cooperation, Camaraderie, and Cohesiveness – the extent to which group members motivate and support each other, and positively influence each other.

### **UTAK Award**

The **“UTAK” Award (Pagkilala sa Natatanging Inobasyon at Tuklas Tipid)** refers to the recognition of individuals' innovative interventions and solutions in the performance of duties with significant contribution to the efficiency and effectiveness of office operations, resulting in a reduction of operational cost, timely processing and delivery of services, an increase in the number of completed services, and streamlining of systems, policies, and procedures.

This award aims to encourage employees, regardless of employment status, to explore new ideas or ways of performing various office tasks in a manner that would translate into efficiency and effectiveness in the workplace.

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<sup>2</sup> Adopted from "Honor Awards Program (HAP) - Civil Service Commission."  
<http://www.csc.gov.ph/programs/71-honor-awards-program-hap.html>. Accessed 5 Dec. 2020.

This award is given as recognition for the individual's significant contribution to the Unit by introducing a new system/process/procedure in the workplace that results in the efficient and effective delivery of service.

Efficiency and effectiveness in the delivery of service is evaluated using the following indicators:

- a. significant increase by at least 50% of the volume of output processed within the day as compared to the old ways of doing the tasks;
- b. reduction in the processing time by at least 50% compared to the previous methods of doing the job;
- c. reduction in the manpower requirement that translates into reduced costs in terms of salaries, other monetary benefits, and related costs; and,
- d. 90% of clients served (based on the current survey) are satisfied with the service being provided through the implementation of the new system, processes, and/or procedures.

## **PUSO AWARD**

The “**PUSO**” Award (*Inspirasyon at Husay Kagalingan Award*) refers to the recognition of individuals' inspiring real stories about any member of the administrative staff or research, extension, and professional staff (REPS) in the University, regardless of employment status, that made a positive impact on other employees and contributed to the culture of positivity at work in the Unit.

The criteria for evaluating the entries for this award are as follows:

- a. Inspiring Content of the Story<sup>3</sup>

The stories should demonstrate that they have shown excellent levels of dedication, resilience, and determination in their line of work as a civil servant. It may contain the following:

- Stories that have shown extreme compassion and forgiveness
- Stories that are a source of inspiration in the way they overcame a significant obstacle in their life, yet the expected tasks assigned are performed effectively and efficiently
- Stories and moments that describe the employee finding extraordinary dedication, bravery, compassion, and other characteristics to achieve something phenomenal.
- Stories that made an exceptional personal sacrifice, providing life-changing help to another person or the university community.
- Stories that have undertaken extraordinary journeys of survival or battled against the odds to render service as a public servant.
- Stories that show the subject have publicly risked their reputation, making themselves vulnerable to highlighting a challenging issue.
- Other similar stories

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<sup>3</sup> Words inspired from BBC Inspiration Awards

- b. Impact on the Unit and to other Employees
  - Their story must have an impact. It will help other employees to understand an aspect of a public servant better. These are individuals who show us the better side of being human. Stories that inculcate positivity in the work culture of the Unit and an inspiration to others around them.

## **DANGAL NG UP DILIMAN AWARD**

The “**DANGAL ng UP Diliman**” Award (**Pagkilala Para sa Pinakamahusay na Kawani**) is a high-level honor awarded to outstanding administrative personnel, and REPS. This award is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior based on his/her observance of the eight norms of behavior provided under Republic Act No. 6713, otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees”, to wit:<sup>4</sup>

1. Commitment to Public Interest
2. Professionalism
3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living

The following shall be considered during the evaluation of the nominees of the DANGAL ng UP Diliman Award:

1. Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance – 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 – The degree of risk and temptation substantially present in work.
4. Special commendations – refers to the performance of service going beyond the call of duty or extraordinary norm/s manifested.
5. Years of Service – the cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.
6. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for DANGAL ng Bayan.

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<sup>4</sup> The PRAISE Committee 2020 adopts the criteria for the DANGAL ng Bayan Award from the "Honor Awards Program (HAP) - Civil Service Commission for the The DANGAL ng UPD Award.  
<http://www.csc.gov.ph/programs/71-honor-awards-program-hap.html>. Accessed 5 Dec. 2020.

The Dangal nominees will be screened in the following levels:

- Level 1: SG 1 to 11
- Level 2: SG 12 to 17
- Level 3: SG 18 and above

#### **GAWAD TSANSELOR PARA SA NATATANGING KAWANI**

University of the Philippines Diliman recognizes and values the contribution of its administrative personnel in the attainment of academic and operational excellence in the University. In recognition of their exemplary performance and dedication to service, the Gawad Tsanselor sa Natatanging Kawani award will be given to outstanding administrative personnel in one of the three levels:

- Level 1: SG 1 to 11
- Level 2: SG 12 to 17
- Level 3: SG 18 and above

We enjoin the units to nominate administrative personnel for the Level 1 (SG 1- 11), Level 2 (SG 12 to 17) and Level 3 (SG 18 and above) for the DANGAL ng UP Diliman Award. Administrative personnel awardees to the DANGAL ng UP Diliman Award are automatically considered as nominees to the Gawad Tsanselor para sa Natatanging Kawani. There is no separate call for the Gawad Tsanselor for the Natatanging Kawani and the criteria for evaluation is the same as the DANGAL ng UP Diliman Award.



## NOMINATION GUIDELINES

Nominations of Administrative and/or Research Extension and Personnel Staff for the “GALING”, “UTAK”, “PUSO” at “DANGAL” (Galing UPD)  
Awards may come from students, administrative staff, REPS, faculty or officials of the University of the Philippines Diliman

CATEGORY	GALING	UTAK	PUSO	DANGAL
ELIGIBILITY	1. be a full-time administrative and REPS personnel who is in active service for <i>at least three (3) years of continuous service</i> as of the nomination submission deadline			
	For the <i>GALING, UTAK and PUSO award</i> , a <i>UP contract of service personnel who has been with UP Diliman for at least three years may be nominated for this award</i> ;			
	2. have accomplishments, for which the nominee is being recognized, within the last three (3) years prior to the nomination, and have been consistently and continuously carried out by the nominee during the said period; 3. have a performance rating of Outstanding (or its equivalent) for four (4) semestral periods or two (2) annual rating periods prior to the nomination; Only nominees with performance ratings of “Outstanding” for two (2) annual rating periods will be evaluated; 4. have not been issued a warning or reprimand for conduct unbecoming of a civil servant; 5. have not been convicted of any criminal or administrative offense; 6. not an awardee in the last three years ( <b>from 2020 to 2022</b> ) of Gawad Tsanselor para sa Natatanging Kawani or any of the CSC Honor and Awards Program.			

CATEGORY	GALING	UTAK	PUSO	DANGAL
<b>DOCUMENTARY REQUIREMENTS</b>	<p>A signed formal letter of nomination addressed to the Chair of the HR Committee/Vice Chancellor for Administration by the nominating party in either English or Filipino, citing the nominee's outstanding accomplishments and evaluation of his/her tangible and intangible contributions to the Unit, in particular, and to UP, in general. The evaluation must be based on the general criteria for each category and must be presented together with supporting documents.</p> <p>Attached are the forms that must be used for the submission of accomplishments. Additional sheets may be used as needed. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size paper, using Arial font size 12.</p>			
	<p>Galing UPD Form No. 1 : "Galing Award"</p> <p>Pagkilala sa Pinakamahusay na Yunit/Pangkat</p>	<p>Galing UPD Form No. 2: "Utak Award"</p> <p>Pagkilala sa Natatanging Inobasyon at Tuklas Tipid</p>	<p>Galing UPD Form No. 3: "Puso Award"</p> <p>Inspirasyon at Husay Kagalingan Award</p>	<p>UPD Form No. 4: DANGAL ng UPD Para sa Pinakamahusay na Kawani</p> <p>There is no separate form for the nomination for the Gawad Tsanselor para sa Natatanging Kawani as all awardees for the DANGAL ng UP Diliman are also evaluated for the Gawad Tsanselor para sa Natatanging Kawani.</p>

CATEGORY	GALING	UTAK	PUSO	DANGAL
<b>ADDITIONAL DOCUMENTARY REQUIREMENTS</b>	<p>The nomination write-up using the forms should include a summary of accomplishments, impact, and other information.</p> <p>A letter from the head of the Unit endorsing the nomination to the PRAISE Committee must be submitted together with the accomplished GALING UPD form.</p>			
	Proofs of accomplishments and other documents supporting the contents written in the GALING UPD Form.	Updated Personal Data Sheet (PDS) with recent passport size photo taken in the last six (6) months, prior to the nomination. All pages of the PDS must be signed. Use CSC PDS Form 212, revised 2017, which can be downloaded from <a href="http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-rev is">http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-rev is</a>	Photos or proofs of the content written in the inspiring story	Updated Personal Data Sheet (PDS) with recent passport size photo taken in the last six (6) months, prior to the nomination. All pages of the PDS must be signed. Use CSC PDS Form 212, revised 2017, which can be downloaded from <a href="http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-rev is">http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-rev is</a>
	Organizational Chart of the Unit	Official Position Description Form (PDF) of the nominee issued and signed by the Head of Unit. (Use DBM-CSC PDF Form 1, revised 2017, which can be downloaded from <a href="http://bit.ly/PDFForm1">bit.ly/PDFForm1</a> ).		Official Position Description Form (PDF) of the nominee issued and signed by the Head of Unit. (Use DBM-CSC PDF Form 1, revised 2017, which can be downloaded from <a href="http://bit.ly/PDFForm1">bit.ly/PDFForm1</a> ).

CATEGORY	GALING	UTAK	PUSO	DANGAL
ADDITIONAL DOCUMENTARY REQUIREMENTS	<p>The nomination write-up using the forms should include the summary of accomplishments, impact, and other information.</p> <p>A letter from the head of the Unit endorsing the nomination to the PRAISE Committee must be submitted together with the completed GALING UPD form.</p>			
		<p>Photocopies of certificates of training programs, workshops, seminars, conferences, etc., attended in the immediate past three years: <b>(2020- 2022)</b>, <b>certified true and correct by the nominee.</b> This set of documents is not needed for GALING AWARD</p>		<p>Photocopies of certificates of training programs, workshops, seminars, conferences, etc., attended in the immediate past three years: <b>(2020- 2022)</b>, <b>certified true and correct by the nominee.</b> This set of documents is not needed for GALING AWARD</p>
		<p>Proofs of accomplishments and other documents supporting the contents written in the GALING UPD Form.</p>		<p>Proofs of accomplishments and other documents supporting the contents are written in the GALING UPD Form.</p>

<p><b>DOCUMENTS NEEDED FOR EVALUATION BUT NOT REQUIRED TO BE SUBMITTED</b></p>	<p>The following documents <i>need not be submitted</i> as the HR Committee will request the documents from HRDO, Diliman Accounting Office and Diliman Legal Office</p> <ul style="list-style-type: none"> <li>• Updated service record duly certified by the Human Resource Development Office</li> <li>• HRDO Certification that the nominee is presently in active service at the University.</li> <li>• HRDO Certification of Performance Ratings for the last four (4) rating periods (January – June 2021; July - December 2021; January - June 2022; and July – December 2022).</li> <li>• HRDO Certification of Office Performance Rating (For the Galing Award only)</li> <li>• Certification from the Diliman Legal Office that the nominee is clear of any administrative charges and/or has not been convicted.</li> <li>• Detailed information on dismissed/decided case/s of the nominee, if there is any.</li> <li>• Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, <b>2023</b> prior to the nomination from the Diliman Accounting Office.</li> </ul>
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Submit all documents in **electronic PDF form (digital copy, single file)** via email to [praise\\_ovca.upd@up.edu.ph](mailto:praise_ovca.upd@up.edu.ph). All nominations should be received before the set deadline.

**Incomplete documents will not be evaluated by the HR Committee.**

## **SUGGESTED WRITE-UP OF ACCOMPLISHMENTS <sup>5</sup>**

The write-up for **GALING AWARD: Pagkilala sa Pinakamahusay na Yunit/Pangkat), UTAK AWARD: Pagkilala sa Natatanging Inobasyon at Tuklas Tipid), and DANGAL ng UPD Para sa Pinakamahusay na Kawani)** awards must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of achievements or norms manifested should be in the order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated” by stating how exactly or specifying what he/she did;
- State outstanding accomplishments or exemplary norms displayed and impact in brief, factual and in bullet form;
- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- The nomination write-up of heads of offices should present individual accomplishments or behavioral norms, not the accomplishments of the entire Unit.

The following information must be adequately provided:

- For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of the nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated.
- For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.
- For the PUSO Award (Inspiring story) – the write-up should be able to deliver positivity and inspiration to other employees despite the challenges and difficulties in the workplace.

## **SCHEDULE OF ACTIVITIES**

- A. Issuance of Call for Nomination - **31 January - 31 March 2023**
- B. Deadline of Nomination - **31 March 2023, 12:00 NN**
- C. Screening Period at cluster level - **3 - 12 April 2023, 12:00 NN**
- D. Submit Screening Result to **HR Committee (HRC) - 13 April 2023, 1:00PM**
- E. **HRC** Deliberation of the Submitted Recommendations from the Cluster Level - **14 - 24 April 2023, 12:00NN**
- F. Submit recommendation to Chancellor - **2 May 2023, 1:00PM**
- G. GALING UPD Awarding Ceremony during Linggo ng Parangal - **22 June 2023**

The nominations will be screened at the Cluster level before final screening by the UPD HR Committee. Screening Committee members for the GALING UPD Awards who are

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<sup>5</sup> Mostly adopted from the suggestion of Honor and Awards Program of the Civil Service Commission <http://www.csc.gov.ph/programs/71-honor-awards-program-hap.html>. Accessed 5 Dec. 2020.

nominated and will nominate awardee should inhibit from the Galing UPD screening process.

The screening committee may invite nominees, the nominating party, colleagues, or unit heads for an interview if it is decided by the screening committee to be necessary. The committee may ask for additional documents during the interview.

**CONTACT US:**

For inquiries, please contact Ms. Leizel P. Lectura, Secretariat for the UPD **HRC** at 9818500 local 2577 and send email to [praise\\_ovca.upd@up.edu.ph](mailto:praise_ovca.upd@up.edu.ph).

## ANNEX A

Units in UP Diliman will be divided into **8** clusters in which awards will be given per cluster. The clustering of units can be found in the Annex. The number of awards for Category 4 (DANGAL ng UPD) is one award per cluster. The number of awards per cluster for other categories may vary depending on the number of administrative and REPS personnel in the cluster.

### I. Executive Offices Clusters (Office of the Chancellor, Office of the Vice Chancellors)

#### Offices and Programs under the Executive Offices

##### 1. Office of the Chancellor (OC) and Research Institutions Cluster

- Office of the Chancellor (OC)
- Child Care Center (CCC)
- Data Protection Office (DPO)
- Department of Military Science & Tactics (DMST)
- Diliman Gender Office (DGO)
- Diliman Information Office (DIO)
- Diliman Legal Office (DLO)
- Office for Initiatives in Culture and the Arts (OICA)
- Sentro ng Wikang Filipino (SWF)
- Office of Anti-Sexual Harassment (OASH)
- University Theater (Theater)
- UP Computer Center (UPCC)
- National Engineering Center (NEC)
- National Institute for Science and Mathematics Education Development (NISMED)
- Natural Sciences Research Institute (NSRI)

##### 2. Office of the Vice Chancellor for Academic Affairs (OVCAA), Office of the Vice Chancellor for Research and Development (OVCRD) and Office of the Vice Chancellor for Student Affairs (OVCSA) Cluster

- Office of the Vice Chancellor for Academic Affairs (OVCAA)
- Diliman Learning and Resource Center (DLRC)
- National Service Training Program Diliman (NSTP)
- Office for the Advancement of Teaching Diliman (OAT)
- Office of the University Registrar (OUR)
- University Library (UL)
- Office of the Vice Chancellor for Research and Development (OVCRD)
- Institute for Small-Scale Industries (ISSI)
- Office of the Vice Chancellor for Student Affairs (OVCSA)
- Kalayaan Dining Hall
- Office of Counseling and Guidance (OCG)
- Office of Scholarships and Student Services (OSSS)
- Office of Student Activities (OSA)
- Office of Student Housing (OSH)
- University Food Service (UFS)



3. Office of the Vice Chancellor for Administration (OVCA) and Office of the Vice Chancellor for Planning and Development (OVCPD) Cluster
  - Office of the Vice Chancellor for Administration (OVCA)
  - Commission on Audit (COA)
  - Diliman Accounting Office (DAO)
  - Diliman Budget Office (DBO)
  - Diliman Cash Office (DCO)
  - Human Resources Development Office (HRDO)
  - Supply and Property Management Office (SPMO)
  - Utilities Management Team- PABX (UMT-PABX)
  - Office of the Vice Chancellor for Planning and Development (OVCPD)
  - Office of Campus Architect (OCA)
4. Office of the Vice Chancellor for Community Affairs (OVCCA) Cluster
  - Campus Maintenance Office (CMO)
  - Housing Office (HO)
  - Office of Community Relations (OCR)
  - Public Safety and Security Office (PSSO)
  - Supervisory Team for Private Security (STPS)
  - University Health Service (UHS)
  - UP Diliman Police (UPDP)

## II. Academic Units Cluster

5. Arts and Letter Cluster
  - College of Arts and Letters (CAL)
  - College of Fine Arts (CFA)
  - College of Human Kinetics (CHK)
  - College of Mass Communication (CMC)
  - College of Music (CM)
6. Management and Economics Cluster
  - Asian Institute of Tourism (AIT)
  - Cesar E.A. Virata School of Business (VSB)
  - National College of Public Administration and Governance (NCPAG)
  - School of Economics (SE)
  - School of Labor and Industrial Relations (SOLAIR)
  - School of Urban and Regional Planning (SURP)
  - Technology Management Center (TMC)
  - UPD Extension Program in Pampanga and Olongapo (UPDEPPO)
7. Science and Technology Cluster
  - Archaeological Studies Program (ASP)
  - College of Architecture (CA)
  - College of Engineering (CEN)
  - College of Home Economics (CHE)
  - College of Science (CS)
  - School of Library and Information Studies (SLIS)
  - School of Statistics (SS)

8. Social Science and Law Cluster

- Asian Center
- College of Education
- College of Law
- College of Social Sciences and Philosophy
- College of Social Work and Community Development
- Institute of Islamic Studies

**2023 GALING UPD Honor and Awards Program**  
***GALING AWARD: Pagkilala sa Pinakamahusay na Yunit/Pangkat***

**EVALUATION CRITERIA**

Please use the attached GALING UPD Form No. 1: "GALING AWARD" or Pagkilala sa Pinakamahusay na Yunit/Pangkat to provide information indicating concrete examples/instances/outputs that demonstrate the following:

- A. Noteworthiness of outstanding performance/contribution at Work (20%)** - The degree of uniqueness and originality of outstanding performance or contribution/s.
  - 1. **Important contribution made (10%)** – refers to outstanding contribution of the team to its mother office/cluster which resulted in achievement of work goals, effective and efficient delivery of service.
  - 2. **Uniqueness and originality of outstanding performance/contribution at work (10%)** - The extent of originality to which the ideas, suggestions, interventions are being applied by the team.
- B. Impact of Performance/Achievement (20%)**– The extent to which the idea, suggestion, innovation, or invention is being used. This includes the number of persons benefited, the paradigm shift has caused, and the resources saved through the team effort.
- C. Reliability and Effectiveness (20%)** – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need for an improved service delivery.
- D. Consistency of Performance (20%)** – The degree of consistency manifested by consistent outstanding performance based on historical work record.
  - 1. **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.
  - 2. **Commitment (10%)** –team performs functions beyond the call of duty or mandate.
- E. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations) (20%)** – The extent the group members motivate and support, and positively influence each other.

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

**2023 GALING UPD Honor and Awards Program**  
**UTAK AWARD: Pagkilala sa Natatanging Inobasyon at Tuklas Tipid**

**EVALUATION CRITERIA**

**Please use the attached GALING UPD Form No. 2 – for Category 2: The Award for “UTAK” or Pagkilala sa Natatanging Inobasyon at Tuklas Tipid to provide information indicating concrete examples/instances/outputs that demonstrate the following:**

1. significant increase by at least 50% of the volume of output processed within the day as compared to the old ways of doing the tasks
2. reduction in the processing time by at least 50% compared to the old ways of doing the job;
3. reduction in the manpower requirement that translates into reduced costs in terms of salaries, other monetary benefits, and related costs; and,
4. 90% of clients served (based on a current survey) are satisfied with the service being provided through the implementation of the new system, processes and/or procedures.

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

## **2023 GALING UPD Honor and Awards Program**

### ***PUSO AWARD - Inspirasyon at Husay Kagalingan Award***

#### **EVALUATION CRITERIA**

**Please use the attached GALING UPD Form No. 3 – for Category 3: The Award for “PUSO” or Inspirasyon at Husay Kagalingan Award to provide information indicating concrete examples/instances/outputs that demonstrate the following:**

**1. Inspiring Content of the Story (50%)**

The stories should demonstrate that they have shown excellent levels of dedication, resilience, and determination in their line of work as a civil servant. It may contain the following:

- Stories that have shown extreme compassion and forgiveness
- Stories that are a source of inspiration in the way they overcame a significant obstacle in their life, yet the expected tasks assigned are performed effectively and efficiently
- Stories and moments that describe the subject finding extraordinary dedication, bravery, compassion, and other characteristics to achieve something phenomenal.
- Stories that made an exceptional personal sacrifice, providing life-changing help to another person or the university community.
- Stories that have undertaken extraordinary journeys of survival or battled against the odds to render service as a public servant.
- Stories that show the subject have publicly risked their reputation, making themselves vulnerable to highlighting a challenging issue.
- Other similar stories

**1. Impact on the Unit and to other Employees (50%)**

- Their story should have an impact. It will help listeners to understand an aspect of a public servant better. These are all people who show us a better side of being human. Stories that inculcate positivity in the work culture of the unit and an inspiration to all around them.

The story must be supported by photos or evidences.

## 2023 GALING UPD Honor and Awards Program

*DANGAL ng UPD Para sa Pinakamahusay na Kawani*

### EVALUATION CRITERIA

Please use the attached GALING UPD Form No. 4 – for Category 4: The Award for “DANGAL” or DANGAL ng UP Diliman Award (Pagkilala Para sa Pinakamahusay na Kawani) to provide information indicating concrete examples/instances/outputs that demonstrate the following:

1. Quality and Consistency of Behavioral Performance (25%) – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance (20%) – 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 (20%) – The degree of risk and temptation substantially present in work.
4. Special commendations (25%) – refers to the performance of service going beyond the call of duty or extraordinary norm/s manifested.
5. Years of Service (5%) – the cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments. Full points will be given to those who have 40 years or more cumulative service in the University. The computation for years in service starts with the date of original appointment. This excludes leave without pay but includes service to the University prior to reemployment.

Sample computations:

5 points : highest points for years of service

Computation:  $\text{number of years} / 40 \text{ years} * 5 \text{ points}$

Sample 1 :

Original Appointment: Jan. 1, 2011 until Dec. 31, 2011 - 1 year

Reemployment : Jan. 1, 2013 until present - 10 years

Total no. of years: 11 years

Computation :  $11 \text{ years} / 40 \text{ years} * 5 \text{ points}$

No. of Points: 1.375 points

Sample 2:

Original Appointment: Jan. 1, 2011 until Dec. 31, 2011 - 1 year


Reemployment : Jan. 1, 2013 until present - 10 years

Leave Without Pay: Jan. 1, 2014 until Dec. 31, 2014 - 1 year

Total no. of years :  $1+10-1 = 10 \text{ years}$

No. of Points: 1.25 points

6. Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee on Award for DANGAL ng Bayan (5%).

<h1 style="color: red; margin: 0;">SEARCH FOR GALING UPD</h1> <h1 style="color: red; margin: 0;"><u>GALING AWARD</u></h1>		<b>GALING UPD Form 1</b>
		Paste Photo of the Group/Team here
THE NOMINEE		
Name of UNIT/DIVISION/SECTION/GROUP:		
Unit HEAD/LEADER:		
UNIT/COLLEGE/OFFICE:		
Telephone/Cellphone Nos:		
Email Address:		
COLLEGE/ OFFICE / UNIT HEAD		
Name:		
Position:		
Office Name		
Telephone / Cellphone Nos.:		
Email address:		
NOMINATOR		
Name:		Position:
Unit/Office Name:		Telephone/Cellphone Nos.:
Office Address:		
		Email add:

**Additional Information about the Nominee:**

Was your group a previous Awardee in a University Award (e.g. Gawad Tsanselor)? <input type="checkbox"/> Yes <input type="checkbox"/> No What year: _____ What Award Category: _____
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Nomination Write-up:

(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

To be considered as a nominee for the PRAISE award: **“GALING” or Pagkilala sa Pinakamahusay na Yunit/Pangkat**, a section/division/unit seeking to be recognized as such, must submit a ***write-up that will reflect the*** outstanding performance demonstrated by their teamwork, unity and collective effort on systematizing mechanisms or processes that made the delivery of service better and efficient

**I. Executive Summary**

Click here to enter text.

**II. Noteworthiness of Outstanding Performance/Contribution** – The degree of uniqueness and originality of outstanding performance or contribution/s.

Click here to enter text.

**III. Impact of Performance/Achievement** – The extent to which the idea, suggestion, innovation or invention is being used and its result; the number of persons who benefited; the paradigm shift it has caused and the amount of money saved.

Click here to enter text.

**IV. Reliability and Effectiveness** – The extent to which the innovation/idea has effectively and efficiently addressed a pressing need to improve the delivery of service.

Click here to enter text.

**V. Consistency of Performance** – The degree of consistency manifested by consistent outstanding performance based on historical data/work record.

Click here to enter text.

**IV. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness (for group nominations)** – The extent the group members motivate and support each other or the degree to which group members positively influence each other.

Click here to enter text.

CERTIFICATION



I attest to all facts contained herein and authorize the use of this information for publication and during the awarding ceremony, if needed. I understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant my consent to verify information presented herein. In submitting this nomination, I, the nominee, is giving permission to use the entry without further compensation, notification, or permission, unless prohibited by law, and I am giving consent to the PRAISE Committee and other related offices to access the documents and requirements with sensitive and personal information in 201 file which was indicated in the nomination guidelines.

***Printed Name and Signature:***

<b>Nominee</b>
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***Printed Name and Signature:***


<b>Nominator</b>	<b>Office Head</b>
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To be filled by the CLUSTER PRAISE COMMITTEE:

<b>Nomination Form Complete</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supporting Documents Complete</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Names and Signatures of the Cluster PRAISE Committee	Date

NAME & SIGNATURE OF MEMBERS

<h1 style="text-align: center; color: red;">SEARCH FOR GALING UPD UTAK AWARD</h1> 	<p style="text-align: right;"><b>GALING UPD Form 2</b></p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>PASTE</p> <p>1 ½" x 2"</p> <p>(passport size)</p> <p>Photo here</p> </div>
<b>THE NOMINEE</b>	
Name:	
Position:	
Unit:	
Telephone/Cellphone Nos:	
<input type="checkbox"/> Permanent <input type="checkbox"/> UP Contractual <input type="checkbox"/> UP Contractual	
Telephone/Cellphone Nos:	
Email Address:	
<b>COLLEGE/ OFFICE / UNIT HEAD</b>	
Name:	
Position:	
Office Name	
Telephone / Cellphone Nos.:	
Email address:	
<b>NOMINATOR</b>	
Name:	Position:
Unit/Office Name:	Telephone/Cellphone Nos.:
Office Address:	
	Email add:

**Additional Information about the Nominee:**

<p><b>Was the nominee a previous Awardee in a University Award (e.g. Gawad Tsanselor)?</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><b>What year:</b> _____</p> <p><b>What Award Category:</b> _____</p>
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Nomination Write-up:

(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

<b>Name of Nominee:</b>	<b>Unit/Office:</b>	<b>Division/Section:</b>
<b>Position:</b>		
<b>Length of Service in the Position:</b>	<b>In the University:</b>	

To be considered as a nominee for this PRAISE award: **“Pagkilala sa Natatanging Inobasyon at Tuklas Tipid”**, an employee seeking to be recognized as such, must submit a **write-up** following the format/outline below:

<b>I. Title of the systems/processes/procedures that were introduced and implemented</b>
<b>II. Description of the systems/processes/procedures</b>  Click here to enter text.
<b>III. Objectives</b> Click here to enter text.
<b>IV. Benefits/Advantages</b>
<b>V. Comparison of the old vs. new system/processes/procedures</b> Click here to enter text.
<b>VI. Benefits/Advantages Identification of clients being served</b>  Click here to enter text.
<b>VII. Identification of clients being served</b>  Click here to enter text.

Note: Discussion should consider the indicators of efficiency and effectiveness that were enumerated in the UTAK Award: Pagkilala sa Natatanging Inobasyon at Tuklas Tipid

## CERTIFICATION

I attest to all facts contained herein and authorize the use of this information for publication and during the awarding ceremony, if needed. I understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant my consent to verify information presented herein. In submitting this nomination, I, the nominee, is giving permission to use the entry without further compensation, notification, or permission, unless prohibited by law, and I am giving consent to the PRAISE Committee and other related offices to access the documents and requirements with sensitive and personal information in 201 file which was indicated in the nomination guidelines.

***Printed Name and Signature:***

Nominee
---------

***Printed Name and Signature:***


Nominator	Office Head
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To be filled by the CLUSTER PRAISE COMMITTEE:

<b>Nomination Form Complete</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supporting Documents Complete</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Names and Signatures of the Cluster PRAISE Committee	Date

NAME & SIGNATURE OF MEMBERS

<h1 style="text-align: center; color: red;">SEARCH FOR GALING UPD PUSO AWARD</h1> <div style="text-align: center;">  </div>		<b>GALING UPD Form 3</b>
		Paste Photo of the Subject/Employee of the Inspiring Story Award
<b>THE NOMINEE</b>		
Name:		
Position:		
Unit:		
Telephone/Cellphone Nos:		
<input type="checkbox"/> Permanent <input type="checkbox"/> UP Contractual <input type="checkbox"/> UP Contractual		
Telephone/Cellphone Nos:		
Email Address:		
<b>COLLEGE/ OFFICE / UNIT HEAD</b>		
Name:		
Position:		
Office Name		
Telephone / Cellphone Nos.:		
Email address:		
<b>NOMINATOR</b>		
Name:		Position:
Unit/Office Name:		Telephone/Cellphone Nos.:
Office Address:		
Email address:		

Nomination Write-up:

(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

<b>Name of Nominee:</b>	<b>Unit/Office:</b>	<b>Division/Section:</b>
<b>Position:</b>		
<b>Length of Service in the Position:</b>	<b>In the University:</b>	

To be considered as a nominee for the **PRAISE** award: Inspiring employee “**PUSO**” or **Inspirasyon at Husay Kagalingan Award**, an employee seeking to be recognized as such, must submit a **write-up that will** deliver positivity and inspiration. Include two to three photos related to the story of the subject.

**I. Executive Summary** (of individuals inspiring real stories about any member of the administrative staff (ADMIN) or research, extension, and professional staff (REPS) in the University that made a positive impact to other employees and contributing to the culture of positivity at work in the unit.)

**II. The stories should demonstrate that they have shown excellent levels of dedication, resilience, and determination in their line of work as a civil servant. It may contain the following:**

- o Stories that have shown extreme compassion and forgiveness
- o Stories that are a source of inspiration in the way they overcame a significant obstacle in their life, yet the expected tasks assigned are performed effectively and efficiently
- o Stories and moments that describe the subject finding extraordinary dedication, bravery, compassion, and other characteristics to achieve something phenomenal.
- o Stories that made an exceptional personal sacrifice, providing life-changing help to another person or the university community.
- o Stories that have undertaken extraordinary journeys of survival or battled against the odds to render service as a public servant.
- o Stories that show the subject have publicly risked their reputation, making themselves vulnerable to highlighting a challenging issue.
- o Other similar stories

**Note: Include photo(s) related to the story**

Click here to enter text.

**III. Impact on the Unit and to other Employees** (Their story should have an impact. It will help listeners to understand an aspect of a public servant better. These are all people who show us a better side of being human. Stories that inculcate positivity in the work culture of the unit and an inspiration to all around them)

**Note: Include photo(s) related to the story**

Click here to enter text.

#### IV. Other Information

Click here to enter text.

Note: For Inspiring employee writing and delivery of the story – the write-up should be able to deliver positivity and inspiration.

#### CERTIFICATION

I attest to all facts contained herein and authorize the use of this information for publication and during the awarding ceremony, if needed. I understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant my consent to verify information presented herein. In submitting this nomination, I, the nominee, is giving permission to use the entry without further compensation, notification, or permission, unless prohibited by law, and I am giving consent to the PRAISE Committee and other related offices to access the documents and requirements with sensitive and personal information in 201 file which was indicated in the nomination guidelines.

***Printed Name and Signature:***

Nominee

***Printed Name and Signature:***

Nominator

Office Head

-----  
To be filled by the CLUSTER PRAISE COMMITTEE:

**Nomination Form Complete** ☐ Yes ☐ No

**Supporting Documents Complete** ☐ Yes ☐  
No

Names and Signatures of the Cluster PRAISE Committee	Date

NAME & SIGNATURE OF MEMBERS

# SEARCH FOR GALING UPD DANGAL NG UPD AWARD



**GALING UPD Form 4**

PASTE

1 ½" x 2"

(passport size)

Photo here

## THE NOMINEE

<b>Name:</b>	
<b>Position:</b>	
<b>Residence Address:</b>	
<b>Telephone/Cellphone Nos:</b>	
<b>Unit:</b>	<b>Level of Position</b>
<b>Agency Address:</b>	<input type="checkbox"/> 1 <sup>st</sup> Level <input type="checkbox"/> 2 <sup>nd</sup> Level
<input type="checkbox"/> Permanent <input type="checkbox"/> UP Contractual	
<b>Telephone/Cellphone Nos:</b>	
<b>Email Address:</b>	

## COLLEGE/ OFFICE / UNIT HEAD

<b>Name:</b>
<b>Position:</b>
<b>Office Name</b>
<b>Telephone / Cellphone Nos.:</b>
<b>Email address:</b>

## NOMINATOR

<b>Name:</b>	<b>Position:</b>
<b>Unit/Office Name:</b>	
<b>Telephone/Cellphone Nos.:</b>	
<b>Office Address:</b>	
<b>Email address:</b>	

**Additional Information about the Nominee:**

Was the nominee a previous awardee of a University award? ☐ Yes ☐ No

What year: \_\_\_\_\_

What Award Category: \_\_\_\_\_



Nomination Write-up:

(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

<b>Name of Nominee:</b>	<b>Unit/Office:</b>	<b>Division/Section:</b>
<b>Position:</b>		
<b>Length of Service in the Position:</b>	<b>In the University:</b>	

**I. Executive Summary**

[Click here to enter text.](#)

**II. Exemplary Behavior/Conduct Displayed within the last 3 years** (Describe the nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living (from CSC Honor and Awards Program). Cite circumstances providing such norms, risks involved, and problems encountered.)

[Click here to enter text.](#)

**III. Impact of Accomplishments** (Indicate problems addressed, savings generated, people/office benefited, and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary) Please attach supporting documents

[Click here to enter text.](#)

**IV. Other Information** (Major Awards/Citations Received/Membership in the Organization)

[Click here to enter text.](#)

**CERTIFICATION**

I attest to all facts contained herein and authorize the use of this information for publication and during the awarding ceremony, if needed. I understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant my consent to verify information presented herein. In submitting this nomination, I, the nominee, is giving permission to use the entry without further compensation, notification, or permission, unless prohibited by law, and I am giving consent to the PRAISE Committee and other related offices to access the documents and requirements with sensitive and personal information in 201 file which was indicated in the nomination guidelines.

**Printed Name and Signature:**

Nominee

***Printed Name and Signature:***

<b>Nominator</b>	<b>Office Head</b>
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To be filled by the CLUSTER PRAISE COMMITTEE:

<b>Nomination Form Complete</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supporting Documents Complete</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Names and Signatures of the Cluster PRAISE Committee</b>	<b>Date</b>

NAME & SIGNATURE OF MEMBERS