



2 June 2017

MEMORANDUM CIRCULAR NO. 41
Series of 2017

T O: All College Deans, Department Heads, Center/Institute Directors

R E: Nominees for Academic and Administrative Awards

The Academic and Administrative Awards Committee is now accepting nominees for the following awards:

Academic:

- A. Outstanding Teacher Award
- B. Outstanding Researcher Award
- C. Outstanding Extensionist Award
- D. Outstanding Academician Award

Administrative:

- I. Supervisory Level
 - a. Exemplary Unit Head (includes office & dept. heads, deans, center directors)
- II. Non-Supervisory Level
 - a. Model Clerk, Secretary, DEMO, REMO, Budget Aide
 - b. Model Utility Worker/Messenger
 - c. Model Science Research Assistant/Aide
 - d. Model Driver/Heavy Equipment Operator
 - e. Model Security Guard/Watchman
 - f. Model Non-Skilled Worker/Laborer
 - g. Model Skilled Worker (Lab. Tech, Lab Aide, Carpenter, Mason, Electrician, Plumber, Draftsman, Library Binder, etc.)
 - h. Best Academic Non-Teaching Staff (Guidance Counselor, Librarian, Educ. Program/Researcher Specialist, Registrar, Broadcaster, Newscaster, etc.)
 - i. Best Adm. Support Staff (Accountant, Cashier, Disbursing Office, Computer Operator, Nurses, Dentist, Doctor and others occupying second level position who are not supervisor)

Please be guided by the attached criteria. Kindly submit the name/s of your nominee/s together with all the required documents to Dr. Wolfreda T. Alesna, Chairperson, on or before 12:00 midnight of June 30, 2017.

For information and guidance.


EDGARDO E. TULIN
President

VSU's SEARCH FOR OUTSTANDING PERFORMANCE AWARD

This shall be given to those who have obtained "**outstanding performance rating**" in accordance with the approved performance evaluation system. Categories of the award shall be as follows:

- A. Outstanding Teacher Award
- B. Outstanding Researcher Award
- C. Outstanding Extensionist Award
- D. Outstanding Academician Award

I. Objectives

A. Outstanding Teacher Award

- 1. To grant reward to the instructor/professor who has served VSU with exemplary competence and dedication:
- 2. To serve as encouragement and incentive for VSU instructor/professor to render his/her best service(s).
- 3. To uphold and maintain the dignity of teacher.

B. Outstanding Researcher Award

- 1. To grant reward to the researcher who has served VSU with exemplary competence and dedication.
- 2. To encourage greater involvement of VSU staff in the conduct of research.
- 3. To further serve as encouragement and incentive for the VSU staff to engage in research activities; and
- 4. To uphold and maintain excellence in scientific and technological endeavors.

C. Outstanding Extensionist Award

- 1. To grant reward to the extensionist who has served VSU with exemplary competence and dedication.
- 2. To encourage greater involvement of VSU staff in the conduct of extension activities.
- 3. To further serve as encouragement and incentive for the VSU staff to engage in extension activities; and
- 4. To uphold and maintain excellence in the field of extension.

D. Outstanding Academician Award

- 1. To grant reward to the academician specifically, the one with instruction, research, extension and management functions who has served VSU with exemplary competence and dedication.
- 2. To serve as encouragement and incentive for VSU academic staff to render his/her best service(s) in instruction, research, extension and management. To further serve as encouragement and incentive for the VSU staff to carry and/or accept assignments related to instruction research, extension and management; and
- 3. To uphold and maintain excellence in instruction, research, extension and management.

II. SELECTION CRITERIA

A. Outstanding Teacher

A.1 Personal Qualities and Character

20 pts

A.1.1 Model of morality and integrity both with peers and subordinates (Include sense of honesty, humility,/diligence, good faith, courtesy, generosity, kindness and love and solicitude for pupils/students; include five reference of the nominee's current and/or previous superior and former students); -10pts

A.1.2 Good interpersonal relations with peers, supervisor and subordinates (Include five references consisting or peers, supervisor and subordinates). References from peers, supervisor, subordinates, and students should be sealed and sent directly to the Nomination and Awards Committee-10pts

A.2. Competence and Effectiveness

60 pts

A.2.1 **Demonstrated competence in the teaching of his subject area as evidenced by his outstanding performance and rank as a school teacher, instructor or professor.**

25

Requirements:

A.2.1.1 Certified true copy of performance evaluation/ratings from both his immediate supervisor and students within the last five years. (20pts)

**A higher weight is given to outstanding ratings obtained from a class with 25 or more students than a smaller class with only 2 or 5 students.*

A.2.1.2 Certification and other evidences of promotion(s) and rank obtained as an instructor or professor (e.g. Instructor V, Asst. Professor III; associate Professor VI; etc. or its equivalents) (5pts)

A.2.2 Produced instructional materials for use in the improvement of teaching.

25 pts

Requirements:

A.2.2.1 Photocopy of title pages of Teaching Guide, Teaching Module (with copy of **endorsement** of the Department Instructional Materials Development Committee and **approval** of the Dean),

books (including copyright date) and other reference materials authored coauthored. Give a brief description of each.

A.2.2.2 Photocopy of modules and workbooks, and evaluation instruments of materials being used. Give a brief description of each.

A.2.2.3 Copy of handouts and PowerPoint files

A.2.2.4 E-copy of original productions (in compact discs or DVDs, etc.) that would help explain concepts and processes.

A.2.3 Involvement in co-curricular activities 5

Requirements

A.2.3.1 Certificates and other evidences of leadership or participation in any activity/organization related to teaching (e.g. P.T.A; faculty club, adviser/coach in school contests, etc.

A.2.4 Professional advancement 5

Requirements

A.2.4.1 Certificates and other evidences of leadership (e.g. as organizer or coordinator, etc) or participation in any advanced training, workshop or seminar

A.3 Professional and Community Involvement 20 pts

A.3.1 Recognition/Award from reputable organization 15

Requirements

A.3.1.1 Certificates and other evidences of awards of recognition from reputable organizations: local, regional/ university; college/national, international (e.g. TOYM)

A.3.2 Involvement in any activity/organization outside of teaching 5

Requirements:

A.3.2.1 Certificates and other evidences of leadership or participation in any activity/organization outside of teaching (e.g., Rotary, research, extension, etc)

TOTAL 100 pts

B. Outstanding Researcher

B.1 Personal Qualities and Character

20 pts.

- B.1.1 Model of morality and integrity with peers and subordinates (Include sense of honesty, humility, diligence, good faith, courtesy, generosity, kindness, love, and solicitude for children/students; include **TWO** references of the nominee's **current** and/or **previous** superior). - 10pts
- B.1.2 Good interpersonal relations with peer, supervisor and subordinates (Include **THREE** references consisting of **peers, superior** and **subordinates**) – 10pts

B.2 Competence and Effectiveness

50 pts

- B.2.1 **Demonstrated competence in the field of research as evidenced by his/her outstanding performance**

30

Requirements

- B.2.1.1 Certified true copy of performance evaluation/ratings by immediate supervisor in the last five years. – **5pts**

- B.2.1.2 Pictures of innovations/inventions or indigenous devices, apparatus, etc. improved or developed (if applicable in his/her field) and a brief description of each. – **10pts**

Certifications of patents obtained from reputable organizations (if applicable, in his/her field), -**5 pts**

**For nominees from non-engineering and technology-related disciplines, this requirement may not be applicable and the points should be redistributed.*

- B.2.1.3 A copy of publication made.
Photocopy of title pages (including copyright date) of books and other reference materials authored or co-authored. Give a brief description of each. -**10pts**

- B.2.2 **Produced research results that have positive impact to beneficiaries/community**

10

Requirements:

- B.2.2.1 **Written testimony** from farmers

beneficiaries/clients. Sealed written testimony should be obtained from farmer-beneficiaries-clients selected by the Committee in coordination with OVPRE.

B.2.3 Involvement in co-curricular activities

5

Requirements:

- B.2.3.1 Certificates and other evidences of leadership or membership in any research/scientific organization (e.g. president/chairman or member of the Phil. Association of Research Managers)

B.2.4. Professional advancement

5

Requirements:

- B.2.4.1 Certificates and other evidences of leadership or participation in any advanced training workshop or seminar- 2.5pts

- B.2.4.2 A one-page abstract of any published work -2.5pts

B.3 Professional and Community Involvement

30 pts

- B.3.1 Recognition/awards from reputable organization 20

Requirements:

- B.3.1.1 Certificates and other evidences of awards of recognition from reputable organizations local, regional/university, college/national, international (e.g. TOYS)

- B.3.2. Involvement in any activity/organization outside of research
10pts

Requirements:

- B.3.2.1 Certificates and other evidences of leadership or participation in any activity organization outside of research (e.g., Rotary, teaching extension etc.)

100 pts

TOTAL

C. Outstanding Extensionist

C.1 Personal Qualities and Character

20 pts

- C.1.1 Model of morality and integrity with peers and subordinates (Include sense of honesty, humility,

5

diligence, good faith, courtesy, generosity, kindness and love and solicitude for children/students. Include **TWO** references of the nominee's current and/or previous superior)

10

- C.1.2 Good interpersonal relations with peers, supervisor and subordinates (Include **THREE** references consisting of peers, supervisor and subordinates)

10

C.2 Competence and Effectiveness

50 pts

C.2.1 Demonstrated competence in the field of extension as evidenced by his outstanding performance

Requirements:

- C.2.1.1 Certified true copy of performance evaluation ratings within the last five years. (5 pts)

- C.2.1.2 Photocopy of publications (including copyright date) of books and other reference materials authored or co-authored. Give a brief description of each. (5 pts)

- C.2.1.3 Certification of awards received as an extensionist from a reputable organization (5 pts)

- C.2.1.4 A copy of citation(s) received from a reputable organization (5 pts)

C.2.2 Produced positive extension impact to his/her beneficiaries/community (20)

Requirements:

- C.2.2.1 Written testimony from farmers/beneficiaries/clients. **Sealed written testimony** should be obtained from farmer-beneficiaries-clients selected by the Committee in coordination with OVPRE

C.2.3 Involvement in co-curricular activities

5

Requirements:

- C.2.3.1 Certificates and other evidences of leadership of membership in any scientific organization related to extension (e.g. chairman, president, member of recognized extension organization)

C.2.4 Professional advancement

5

Requirements:

- C.2.4.1 Certificates and other evidences of leadership or participation in any advanced training workshop or seminar.

C.3 Professional and Community Involvement

30 pts

C.3.1 Recognition/awards from reputable organization 15

Requirements:

C.3.1.1 Certificates and other evidences of awards of recognition from reputable organization; local, regional/university, college/national, international (e.g. Ramon Magsaysay Award).

C.3.2 Involvement in any activity/organization outside of extension 15

Requirements:

C.3.2.1 Certificates and other evidences of leadership or participation in any activity/organization outside of extension (e.g. Rotary, research, teaching, etc.)

TOTAL

100 pts

D. Outstanding Academician

D.1 Personal Qualities and Character

20 pts

D.1.1 Model of morality and integrity with peers and subordinates (Include sense of honesty, humility, diligence, good faith, courtesy, generosity, kindness and love and solicitude for children/students; include **TWO** references of the nominee's current and/or previous superior.) 10

D.1.2 Good interpersonal relations with peers, supervisor and subordinates (Include **THREE** references consisting of peers, supervisor and subordinates) 10

D. 2 Competence and Effectiveness

60 pts

For Teaching 20

D.2.1 Demonstrated competence in teaching of this subject area as evidenced by his/her outstanding performance and production of instructional materials for use in the improvement of teaching.

Requirements:

D.2.1.1 Certified true copy of performance evaluation/ratings from both his immediate supervisor and students in the last **five years**. -5pts

D.2.1.2 Certifications and other evidences of promotion and rank obtained as an instructor or professor (e.g. Instructor V, Asst. Professor III, Associate Professor VI, etc. or its equivalent)-5pts

D.2.1.3 Photocopy of title pages of Teaching Guide, Teaching Module (with copy of **endorsement** of the Department Instructional Materials Development Committee and **approval** of the Dean), books (including copyright date) and other reference materials authored coauthored. Give a brief description of each. 5-pts
E-copy of original productions (in compact discs or DVDs, etc.) that would help explain concepts and processes.

D.2.1.4 Photocopy of modules, workbooks, and evaluation instruments being used. Give a brief description of each. Provide table of contents to modules and workbooks to facilitate review.-5pts

For Research and Extension

20

D.2.2 **Demonstrated competence in the field of research/extension as evidence by his outstanding performance.**

Requirements:

D.2.2.1 Certified true copy of performance evaluation/ ratings by immediate supervisor.-5pts

D.2.2.2 A copy of publications made.-5pts

D.2.2.3 Certification of awards received as researcher/extensionist from a reputable organization.-5pts

D.2.2.4 Written testimony of positive research results/extension impact from farmers beneficiaries/clients. Sealed written testimony should be obtained from farmer-beneficiaries-clients selected by the Committee in coordination with OVPRE.. Testimony should be sent directly to the Committee in a sealed envelope. -5pts

For Management Capability

20

D.2.3 Initiative and ability to manage resources

effectively and efficiently and implement policies and innovations for improvement of instruction, research and extension

Requirements:

D.2.3.1 Implementation of programs/ projects to establish appropriate mechanism for efficient management of resources-5pts

D.2.3.2 Functional policies, systems and guidelines-5pts

D.2.3.3. Generation of funds from outside institution's budget. Provide a list of research proposals approved and funded certified by VIFARD and/or OVPRE. -5pts

D.2.3.4 Establishment of linkages.

Present photocopy of MOA, MOU or certificate of involvement with other agencies or LGUs.-5pts

D.3 Professional Advancement and Community Involvement

20 pts

D.3.1 Recognition/Awards from reputable organization 10

Requirements:

D.3.1.1 Certifications and other evidences of awards of recognition from reputable organizations: local, regional/university, college/national, international (e.g. TOYS)- 4pts

D.3.1.2 Certificates and other evidences of leadership or participation in any advance training, workshop or seminar-3pts

D.3.1.3 A one-page abstract of any published work of the nominee.-3pts

D.3.2 Involvement in extra-curricular activities 10

Requirements:

D.3.2.1 Evidences of leadership or participation in any activity/organization involved in community development activities.

D.3.2.2 Certificates and other evidences of leadership or participation in any activity/organization outside of teaching, research, extension and administration (e.g. sportsfest. Faculty Club, adviser/coach in school contests, etc.)

TOTAL

100 pts

III. Guidelines for Selection:

1. Nomination to the Search shall cover only those who have served as instructor, professors, researchers, extensionists and managers for the last ten (10) years; **the last five (5) of which should be in VSU.**
2. Nominations shall be open to any bonafide worker of the academic community. The nominating sponsor can endorse only one (1) candidate per category.
3. Nominations should be made on the prescribed VSU Nomination Form (**VSU-OPA Form 1**) which shall be accompanied by the nominee's resume. **In the absence of this form, the one nominating should just write a nomination letter to the Committee through the Chair.**
4. All nominations shall be screened and evaluated by the university's Nomination and Awards Committee.
5. This committee shall select one (1) awardee for each category such as Outstanding Teacher, Outstanding Researcher, Outstanding Extensionist and Outstanding Academician for recommendation to the University President.
6. All pertinent papers/documents should be received by the Nomination and Awards Committee on or before **12:00 MIDNIGHT, on Friday, June 30, 2017.**
7. Prospective winners/awardees shall garner at least **90 points (to be outstanding)**, 40 points of which shall come from the second criterion to qualify. Those whose scores are **below 90 but NOT LESS THAN 86 points** will be given **EXEMPLARY AWARD.**
8. A plaque of recognition shall be given to the awardee.
9. The awarding ceremonies shall be held during the VSU Anniversary Convocation program (**WHICH IS SET IN THE MORNING OF AUGUST 10, 2017**); and
10. **This is once in a lifetime award, hence previous awardees shall not qualify for the same award.**

Filename: Outstanding performance award guidelines rev June 23, 2011

CRITERIA IN SELECTING BEST EMPLOYEE AWARDS CATEGORY FOR ADMINISTRATIVE GROUP

Rationale

The **Program on Awards and Incentives for Service Excellence (PRAISE)** of the Visayas State University as approved by the Civil Service Commission mandates the university to recognize, confirm and reward officials and employees for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy and improvement of operation.

For the academic group, selection of awardee is based on approved criteria which have been in use for a number of years. Unfortunately for the administrative group, no criteria have been prepared. Granting of awards has been based primarily on the justification and performance rating submitted in support of the nomination.

Since award is given to the best among peers or within a functional group, there is a need to come up with measurable and objective criteria in the evaluation of nominees for various administrative award categories as follows:

I. Supervisory Level

- a. **Exemplary Unit Head** (includes office & dept. heads, deans, center directors)

II. Non-Supervisory Level

- a. Model Clerk, Secretary, DEMO, REMO, Budget Aide
- b. Model Utility Worker/Messenger
- c. Model Science Research Assistant/Aide
- d. Model Driver/Heavy Equipment Operator
- e. Model Security Guard/Watchman
- f. Model Non-Skilled worker/Laborer
- g. Model Skilled worker (Lab. Tech, Lab Aide, Carpenter, Mason, Electrician, Plumber, Draftsman, Library Binder, etc.)
- h. Best Academic Non-Teaching Staff (Guidance Counselor, Librarian, Educ. Program/Researcher Specialist, Registrar, Broadcaster, Newscaster, etc.)
- i. Best Adm. Support Staff (Accountant Cashier, Disbursing Officer, Computer Operator, Nurses, Dentist, Doctor & others occupying second level position who are not supervisor)

Guidelines

1. The proposed criteria are as follows:

I. For Supervisory Level: (Best Unit/Division/Section Head)

A. Personal Qualities and Character

20 pts.

1. Model of Morality and Integrity (Include sense of honesty, humility, diligence, resourcefulness, good

faith, courtesy, generosity, kindness, helpfulness, love and solicitude for clientele, subordinates and peers)

10 pts.

2. Good interpersonal relations with peers, higher supervisors and subordinates (using separate instrument)

10 pts.

B. Competence and Effectiveness

70 pts.

1. **Demonstrated competence in the management of his unit as evidenced by his outstanding performance (Rating based on performance evaluation for the year)**

30 pts.

Outstanding 30 pts.
Very Satisfactory 20 pts

- Should be supported with certification from supervisor specifying evidence of outstanding performance duly verified and confirmed by next higher supervisor.

2. **Introduced innovation to improved efficiency & effectiveness of operation**

20 pts.

Requirements:

- 2a. Document showing evidence of innovation introduced or special skills (5 pts./doc.)
2b. Number/amount of funds raised, cost-cutting activities leading to cost saving measures (5 pts.)
2c. Established workable MOU/MOA with external partners (5 pts/MOA or MOU)

3. **Produced manual/handbook of office operations**

10 pts.

- 3a. Original manual or handbook or handbook produced 10 pts.
3b. Revised manual 5 pts.

4. **Professional Advancement**

10 pts.

- 4a . Certificate or evidence of advanced degree earned or participation in advanced training, workshop or seminar related to management and supervision (5 pts.) (1 pt. /certificate)

- 4b . Certificates or evidence as lecturer or resource person in any workshop, training (5 pts.) (1 pt./certificate)

C. Professional and Community Involvement 10 pts.

1. Recognition from reputable organization 5 pts.
 - 1a. Certificates of recognition/award from organization outside of VSU (5 pts.) 1 pt./certificate or 5 pts. per award.
2. Involvement in any activity organization outside of VSU 1 pt./activity 5 pts.

GRAND TOTAL ----- 100 pts

II. For Non-Supervisory Level

a. Best Clerk/Secretary, Science Research Assistant/Aide, Best Academic Non-Teaching Staff & Best Administrative Support Staff

A. Personal Qualities & Character 20 pts

1. Model of morality & integrity (include sense of honesty, humility, diligence, generosity, kindness, helpfulness, love & solicitude for clientele, peers & supervisors)-10 pts
2. Good interpersonal relations with peers, supervisors & other co-employee- 10pts

B. Competence & Effectiveness 60

1. Concrete evidence of outstanding performance which makes him/her outshine other members of the functional group 40
 - 1a. Copy of performance rating reports:

Outstanding	30 pts.
Very Satisfactory	20 pts

 - Certification of supervisor specifying in detail the evidence of outstanding performance duly verified and confirmed by next higher supervisor. -10 pts

2. Suggestions/innovations in making her/his work economical, more responsive and less time consuming or has special skills

20

- 2a . Certification of supervisor specifying in detail the suggestion/evaluation or special skills duly verified and confirmed by next higher supervisor.

C. Professional Advancement and community Involvement

20

1. Attendance in training/seminars to improve skills/capabilities-10 pts
- 1a . Certification of attendance (2 pts./certificate)
2. Involvement in any activity/organization outside of VSU, (2 pts./certificate)- 10 pts

GRAND TOTAL -----

100 pts

b. Best Utility Worker/Messenger, Best Driver/Heavy Equipment Operator, Best Security Guard, Watchman, Best Non-skilled Worker/Laborer and Best Skilled Worker.

A. Personal Qualities & Character

20 pts.

1. Model of morality & integrity (include sense of honesty, humility, diligence, resourcefulness, good faith, courtesy generosity, kindness, helpfulness, love & solicitude for clientele, peers & supervisors- 10 pts
2. Good interpersonal relations with peers, supervisors & other co-employee- 10 pts

B. Competence & Effectiveness

70 pts.

1. Concrete evidence of outstanding performance which makes him outshine other members of the functional group
- 1a. Copy of performance rating reports:
- | | |
|-------------------|----|
| Outstanding | 50 |
| Very Satisfactory | 40 |
- Certification of supervisor specifying in detail the evidence of outstanding performance duly verified and confirmed by

50

next higher supervisor.

2. Suggestions/innovations in making her/his work economical, more responsive and less time consuming or has special skills

20

- 2a. Certification of supervisor specifying in detail the nominee's special skills or suggestion/evaluation duly verified and confirmed by next higher supervisor. (10 pts)

- 2b. Indicator showing productivity by introducing cost-cutting activities (10 pts.)

C. Professional Advancement & Community Involvement

10 pts.

1. Involvement in any activity organization outside of VSU (2 pts. Per activity/involvement)

GRAND TOTAL -----

100 pts

2. Except for performance rating, all other criteria can be within a 5 year period.

3. The minimum total points to qualify for any award is **70**. If more than one nominee qualifies for the award, the nominee garnering the highest points shall be declared "the best" in that category.