

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601
e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

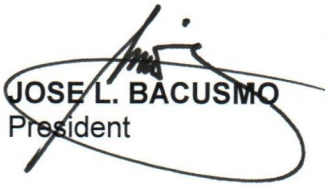
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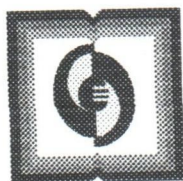
MEMORANDUM CIRCULAR NO. 30
Series of 2008

T O: All Department/Office/Unit Heads

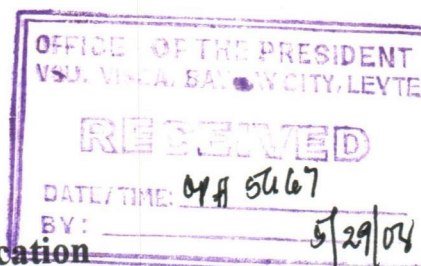
R E: Search for Outstanding Performance Award for Faculty and Staff

This is to inform you that every Anniversary Convocation, we are giving performance awards to Outstanding Faculty and Staff. The Nomination and Awards Committee, chaired by Dr. Monina M. Escalada would be very happy to receive your nominations as early as possible to give the committee ample time to evaluate. In this regard, we would like to request you to initiate the search in your respective offices and send your nomination documents on or before July 15, 2008.


JOSE L. BACUSMO
President



VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte
College of Agriculture
Department of Development Communication



29 May 2008

Prof. Alan B. Loreto
Executive Secretary
Office of the President
Visayas State University
Visca, Baybay, Leyte

Performance award guidelines

With the university anniversary just two months away, we need to once again circulate the performance award guidelines to all units. As the guidelines involve significant university-wide awards, the Committee feels that a memo from the President regarding submission of their nominations to the Nomination and Awards Committee will mobilize unit heads to nominate their most deserving staff.

From experience, there seems to be a lukewarm response from various university units about nominations for various awards unless the memo comes from the President. Attached are the award guidelines. We suggest that all unit heads, particularly department heads, be given copies.

Thank you and best regards.

Sincerely,

A handwritten signature in black ink, appearing to read 'Monina M. Escalada'.

Monina M. Escalada
Chair, Nomination and Awards
Committee

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.

3. 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
4. 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); 10
- A.1.2 Good interpersonal relations with peers, supervisor and subordinates (Include five references consisting of peers, supervisor and subordinates). References from peers, supervisor, subordinates, and students should be sealed and sent directly to the Nomination and Awards Committee 10

A.2. Competence and Effectiveness 50 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. 20

Requirements:

- A.2.1.1 Certified true copy of performance evaluation/ratings from both his immediate, supervisor and students within the last five years.

*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)

- A.2.2 Produced instructional materials for use in the improvement of teaching. 20 pts

Requirements:

A.2.2.1 Photocopy of title pages (including copyright date) of books 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 Photocopy of handouts and PowerPoint files

A.2.3 Involvement in co-curricular activities

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

Requirements

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

A.2.4.2 A one-page abstract of any published work

A.3 Professional and Community Involvement

20 pts

A.3.1 Recognition/Award from reputable organization

10

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

10

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 five references of the nominee's current and/or previous superior).

B.1.2 Good interpersonal relations with peer, supervisor and subordinates (Include five references consisting of peers, superior and subordinates)

10

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.

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.

*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.

B.2.1.4 Certifications of patents obtained from reputable organizations (if applicable, in his/her field), and

B.2.1.5 Photocopy of title pages (including copyright date) of books and other reference materials authored or co-authored. Give a brief description of each.

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
ODREX.

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

Requirements:

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

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

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 10

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.)

TOTAL

100 pts

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, diligence, good faith, courtesy,

generosity, kindness and love and solicitude for children/students. Include five references of the nominee's current and/or previous superior) 10

C.1.2 Good interpersonal relations with peers, supervisor and subordinates (Include five references consisting of peers, supervisor and subordinates) 10

C.2 Competence and Effectiveness

C.2.1 Demonstrated competence in the field of extension as evidenced by his outstanding performance 20

Requirements:

C.2.1.1 Certified true copy of performance evaluation ratings within the last five years.

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.

C.2.1.3 Certification of awards received as an extensionist from a reputable organization.

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

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 ODREX.

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.2.4.2 A one-page abstract of any published work.	
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	
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 five references of the nominee's current and/or previous superior.	10
D.1.2 Good interpersonal relations with peers, supervisor and subordinates (Include five references consisting of peers, supervisor and subordinates)	10
D. 2 Competence and Effectiveness	60 pts
<u>For Teaching</u>	20
D.2.1 Demonstrated competence in teaching of this subject area as evidenced by his 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.

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)

D.2.1.3 Photocopy of title pages (including copyright date) of books and other reference materials authored or co-authored. Give a brief description of each.

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.

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.

D.2.2.2 A copy of publications made.

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

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 ODREX.. Testimony should be sent directly to the Committee in a sealed envelope.

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

D.2.3.2 Functional policies, systems and guidelines

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 ODREx.

D.2.3.4 Establishment of linkages.

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

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)

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

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

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.
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 **15 July 2008.**
7. Prospective winners/awardees shall garner at least 90 points, 40 points of which shall come from the second criterion in order to qualify.
8. A plaque of recognition shall be given to the awardees.
9. The awarding ceremonies shall be held during the VSU Anniversary Convocation program; and
10. This is once in a lifetime award, hence previous awardees shall not qualify for the same award.

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.

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 prs/MOA or MOU)

3. Produced manual/handbook of office operations

10 pts.

- 3a. Original manual or handbook or handbook produced 5 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
2. Good interpersonal relations with peers, supervisors & other co-employee 10

B. Competence & Effectiveness 60

1. Concrete evidence of outstanding performance which makes him 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.

2. Suggestions/innovations in making her 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

1a . Certification of attendance (2 pts./certificate)

2. Involvement in any activity/organization outside of VSU, (2 pts./certificate) 10

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	
2. Good interpersonal relations with peers, supervisors & other co-employee	10	
B. Competence & Effectiveness		70 pts.
1. Concrete evidence of outstanding performance which makes him outshine other members of the functional group	50	
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 next higher supervisor.		
2. Suggestions/innovations in making her 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 nest 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
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- Except for performance rating, all other criteria can be within a 5 year period.
- The minimum total points to quality for any award is 70. If more than one nominee qualify for the award, the nominee garnering the highest points shall be declared "the best" in that category.