



LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte 6521 A
Philippines

Office of the Board Secretary

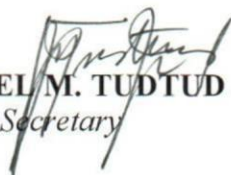
**EXCERPTS OF APPROVED MINUTES OF THE
9th LSU Board of Regents Meeting
21 February 2003 * LNU, Tacloban City**

**Proposed Criteria in Selecting Best Employee
Awards Category for Administrative Group**

Board Resolution No. 14, s. 2003

**Approving the proposed Criteria in Selecting the
Best Employee Awards Category for Administrative
Group.**

Certified True and Correct


DANIEL M. TUDTUD JR.
Board Secretary

Board Action: **APPROVED**
Date: 21 February
Attachment: P

Cc: OVPAF - *cl 5/14*
~~Director, Administration~~
HRMO *ff*
Office of the Director for Administration - *ff 5/14*

1. Concrete evidence of outstanding performance which makes him outshine other members of the functional group 50 pts.

1.a Copy of performance rating reports:

Outstanding	50 pts.
Very Satisfactory	40 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 20 pts.

2.a Certification of supervisor specifying in detail said suggestion/evaluation duly verified and confirmed by next higher supervisor. (10 pts.)

2.b 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 LSU (2 pts. per activity/involvement)

GRAND TOTAL - - - - -100 points

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 qualify for the award, the nominee garnering the highest points shall be declared "the best" in that category.

PROPOSED CRITERIA IN SELECTING BEST EMPLOYEE AWARDS
CATEGORY FOR ADMINISTRATIVE GROUP

Rationale:

The Program on Awards and Incentives for Service Excellence (PRAISE) of the Leyte 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 an approved criteria which has 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 (Rated 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 improve efficiency & effectiveness of operation Requirements :

20 pts.

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

3. Produced manual/handbook of office operations

10 pts.

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

4. Professional Advancement

10 pts

- 4.a 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)
4.b 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.

- 1.a Certificates of recognition/award from organization outside of LSU (5 pts.) 1 pt./certificate or 5 pts. per award.

B

2. Involvement in any activity/organization outside of LSU 1 pt./activity

5 pts.

GRAND TOTAL - - - - - 100 points

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, 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		60 pts.
1.	Concrete evidence of outstanding performance which makes him outshine other members of the functional group	40 pts.
1.a	Copy of performance rating reports:	
	Outstanding 40 pts.	
	Very Satisfactory 30 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	20 pts.
2.a	Certification of supervisor specifying in detail said suggestion/evaluation duly verified and confirmed by next higher supervisor.	
C. Professional Advancement and Community Involvement		20 pts.
1.	Attendance in training/seminars to improve skills/capabilities	10 pts.
1.a	Certification of attendance (2 pts./certificate)	
2.	Involvement in any activity/organization outside of LSU. (2 pts./certificate)	10 pts.
GRAND TOTAL - - - - -		100pts.
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.



P
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Office of the President

21 February 2003

The Honorable Chairman and
Members of the LSU Board of Regents

Ladies/Gentlemen:

I am hereby endorsing the "Proposed Criteria in Selecting Best Employee Awards Category for Administrative Group" which has been deliberated and approved by the University Administrative Council during one of its meetings.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN
President

BOARD ACTION: _____
DATE : 21 February 2003