



**NOMINATION FORM**  
**2017 GAWAD CHANCELLOR**  
 University of the Philippines Manila

Please attach  
 passport photo

NAME OF NOMINEE: \_\_\_\_\_

Unit / College: \_\_\_\_\_

Category (please check)

- Outstanding Teacher
- Outstanding Researcher
- Outstanding REPS
- Outstanding Administrative Personnel (Second Level)
- Outstanding Administrative Personnel (First Level)
- Outstanding Student
- Outstanding Student Organization
  - University-based       College-based
- Outstanding Faculty in Extension Service
- Outstanding Artist
- Outstanding Athlete

Please attach the following general requirements:

- Justification for nomination
- One-page resume of the nominee or the Information Sheet prescribed for specific category
- Certification of no administrative / disciplinary case filed nor pending against the nominee (issued by the Human Resources Development Office or the Office of Student Affairs, as applicable)

NOTE: Please submit additional requirements as stated in specific guidelines for each category.

CONFORME:

NOMINATED BY:

\_\_\_\_\_  
 Signature of the Nominee

\_\_\_\_\_  
 Signature over Printed Name

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ENDORSED BY:

\_\_\_\_\_  
 Signature over printed Name of Dean / Director / Head of Unit

Date: \_\_\_\_\_

## **GUIDELINES FOR THE SEARCH FOR UP MANILA OUTSTANDING RESEARCH, EXTENSION AND PROFESSIONAL STAFF (REPS) 2017**

### **Eligibility**

The nomination is open to all REPS, permanent or temporary, with at least three years of service to UP Manila. Each College / Unit shall submit only one nominee for each REPS category (i.e., URA, UR, UEA, GSS, CL) whichever is applicable.

<b>Criteria</b>	<b>Evaluation Indicators</b>
1. Demonstrated outstanding competence, teamwork and cooperation, which resulted in the achievement of goals and great improvement in the delivery of services, has affected economy in operation and better working condition <b>(40%)</b>	Recommendation by Unit Head / Supervisor; as well as by peers citing specific examples of criterion. Report on output as reflected in the CV
2. Demonstrated professional growth in the exercise of his / her profession <b>(20%)</b> a. Education – professional and academic preparation (masters degree, postgraduate / special training, fellowships) b. Training / continuing education for the last five years – seminars, convention, workshop as a resource speaker, panelist, reactor, facilitator, moderator or participant	CV, proofs / photocopies of diploma, certificates, etc.
3. Consistent, dedicated performance and achievements or demonstrated exemplary ethical behavior, in order to inspire other employees to improve their quality of performance <b>(30%)</b>	Performance ratings for the last two rating periods as reflected in the PES
4. Awards / recognition, certificates of appreciation, citation and membership in professional organization (i.e., officer, committee head or member) <b>(10%)</b>	CV, proofs / certification of awards, citation, etc.

### **Documents to be Submitted Together with the Nomination Form:**

1. Updated curriculum vitae (CV) of the nominee with latest passport photos
2. Performance Evaluation Sheets for the last two rating periods (July – December 2016 and January to June 2017)
3. Proof / photocopies of certification of awards, citation, training, etc.