



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: _____ Signature of the Nominee Date: _____	NOMINATED BY: _____ Signature over Printed Name Designation: _____ Date: _____
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ENDORSED BY:

 Signature over printed Name of Dean / Director / Head of Unit
 Date: _____

GUIDELINES FOR THE SEARCH FOR UP MANILA OUTSTANDING ADMINISTRATIVE EMPLOYEE 2017 (LEVEL 1 AND LEVEL 2)

Eligibility:

1. At least five (5) years of continuous service to UP Manila
2. Has not incurred leave without pay during the period under review (July 1 to December 31, 2016 and January 1 to June 30, 2017)
3. Full time personnel, except Job Order, regardless of status of appointment
4. Obtained at least Very Satisfactory for the last two rating periods (July 1 to December 31, 2016 and January 1 to June 30, 2017)
5. Has no pending administrative case or has not been given any disciplinary action during the period under review.

Criteria:

	Level 1	Level 2
Significant Accomplishments	35 pts.	40 pts.
Consistency of Performance	30 pts.	20 pts.
Work Attitude and Interpersonal Relations	20 pts.	20 pts.
Professional Growth	10 pts.	15 pts.
Loyalty to the University	5 pts.	5 pts.
TOTAL	100 pts.	100 pts.

Level 1 positions shall include clerical, trades and crafts, and custodial service positions, which involve non-professional or sub-professional work in a non-supervisor or supervisory capacity requiring less than four (4) years of collegiate studies.

Level 2 positions shall involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief Level or its equivalent.

Documents to be attached to the Nomination Form

1. Justification for the nomination (description of the nominee's performance, accomplishments, work attitude and interpersonal relations) to be accomplished by the College / CAD APC and endorsed by the Dean / Head of Unit. Only one nominee should be nominated by a College / Unit.
2. Personal data sheet (PDS)
3. Certified photocopies of proofs of:
 - Academic degree(s) or subjects earned / taken / enrolled within the rating period
 - Seminars / trainings / workshops attended within the rating period
4. Certification of no pending administrative case
6. Photocopies of IPCR rating July 1 to December 2016, IPCR for and January 1 to June 30, 2017.