



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 THE UP MANILA OUTSTANDING TEACHER 2017

Eligibility:

1. The award is open to all faculty members who have been serving UP Manila for three (3) continuous teaching years.
2. The award will be given in recognition of excellent performance in teaching within the last three (3) years.
3. Only regular full time faculty members, as defined by respective colleges, shall qualify for the award.
4. Nominees should not have a record of any administrative case.

Criteria:

1. Teaching	80%
• Teaching philosophy	15%
○ Submit a 500-word essay about philosophy of teaching (Font: Verdana, size 12)	
• Instructional materials:	30%
○ Syllabi, lesson plan, instructional design and creative materials (CDs)	
✓ Appropriateness to content and evaluation of learners	
✓ Consistency with teaching philosophy	
✓ Appropriateness of teaching strategies to content	
✓ Appropriateness of evaluation scheme to objectives	
• Student quantitative evaluation	15%
○ Not lower than VS	
• Teaching innovation	20%
○ What, why, how, who – evaluation by learners	
○ Teaching done in the university	
○ New evaluation and teaching material	
○ Use of technology	
2. Professional Growth	20%
• Include graduate studies	
○ Certification from registrar's office of units within the last 3 years	
○ Certificates of attendance(past – present)	
○ Articles (books or chapters / modules that are for renewal)	
TOTAL	100%

Documents to be submitted together with the Nomination Form

1. Justification for nomination prepared / signed by the College APC / College Faculty Committee and endorsed by the Dean. Only one nomination should be submitted by each College
2. Curriculum vitae of the nominee
3. A one-page resume of highlights of teaching performance and innovations
4. Portfolio of best works e.g. syllabi, modules, sample learning materials, sample exams, sample lectures / visual aids
5. Reports of student evaluation (SET and/or Evaluation of Clinical Supervision) for the last 3 years (AY 2014-2015, AY 2015-2016 and AY 2016-2017)
6. Proof of attendance in trainings, seminars, awards/recognitions received, academic studies and publications
7. Administrative clearance (Certificate of No Pending Administrative Case issues by UP Manila Legal Office)