

GUIDELINES FOR THE SEARCH FOR PNU OUTSTANDING EMPLOYEE 2017

Rationale and Objectives

In line with CSC's HAP (Honor Awards Program), the University is also giving honor to the administrative employees in recognition of their consistent performance of extraordinary service and exemplary conduct and ethical behavior. This recognition is aimed to instill the values of work, deeper commitment to service and strong desire for outstanding performance.

Who are Qualified?

The Search is open to all regular/permanent administrative employees of the Philippine Normal University System with at least five (5) years of continuous service to the University. Administrative Directors, Heads of Administrative Offices/Units and past awardees are not qualified for the award.

Award and Incentive

The awardee shall receive the following award and incentive:

1. Plaque of Recognition
2. Cash Prize of Thirty Five Thousand Pesos (P35,000.00)

The shortlisted nominees will likewise receive a cash prize of P5,000 and a certificate of recognition.

The awarding ceremony will coincide with the celebration of the 26th Universityhood in February 2017.

Nomination

1. Candidates for the award must be duly nominated by the following:
 - a. Heads of Administrative Offices/Units, only one (1) nominee from each unit/office;
 - b. Administrative Staff rendering services in the Academic Offices/Colleges/Institutes shall be nominated by the Head of Office/Dean of Colleges/Directors of Institutes.
 - c. Administrative Staff in the PNU Hubs shall be nominated by the Campus Provost.
2. The nomination folder containing the following documents shall be submitted:
 - a. Properly accomplished nomination form;
 - b. Personal Data Sheet (PDS) of the nominee with photo (Forms available at the HRMDS);
 - c. Photocopy of work performance evaluation for the past two (2) semesters (January to June 2017 and July to December 2017);
 - d. Certificate of completion/participation to trainings/ seminars/committees/extension and research activities;
 - e. Copy or proof of innovations and initiatives developed and/or introduced that contributed to the improvement of services of the unit/university within the year 2017
3. All nominations must be addressed to the Chair of the 2017 Search Committee for PNU Outstanding Employee and must be submitted in the prescribed form to the Human Resource Management and Development Services (HRMDS) on or before January 19, 2018. The nomination form may also be scanned and emailed to hrmo@pnu.edu.ph.

Criteria for Selection

1. Work Performance (40%)

Documented outstanding performance or contribution to work effectiveness.

2. Commitment and Professionalism- 30%

Going beyond the call of duty, manifests strong desire for outstanding performance based on work experience record, attendance and punctuality, active participation in University activities, reliable and dependable.

3. Innovativeness, Initiative, and Resourcefulness- 10%

Innovative ideas have efficiently addressed pressing need and improved delivery of services.

4. Team Player (10%)

Demonstrates teamwork, cooperation and camaraderie, positively influences fellow workers, motivates and supports other employees.

5. Integrity and Accountability (10%)

Firm adherence to the moral values, trustworthiness and uprightness of character

Judging

The PRAISE and Search Committee shall recommend the shortlisted candidates to the Board of Judges which shall be composed of the OIC, Office of the President; the Vice Presidents, and the PNU AEA President. The decision of the Board of Judges is final and irrevocable. Winners shall be announced in a week after the selection process.

Important Dates to Remember

January 19, 2018

Deadline for submission of nomination forms (at the HRMDS)

January 22, 2018

Semi-final judging and short listing

January 31 – Feb 3, 2018

Panel interview and final judging

February 12, 2018

Awarding Ceremony