29 January 2016

MEMORANDUM NO. RAE 2016-01-014

T O : All Faculty and Non-Teaching Staff

SUBJECT : 2016 Chancellor’s Awards for Outstanding Performance and Achievement

In keeping with the tradition of recognizing the outstanding work performance of its personnel, UP Visayas now opens the 2016 Search for Chancellor’s Awards for Outstanding Performance and Achievement.

1. CATEGORIES

   I. Chancellor’s Award for Outstanding Faculty (Full Time, Permanent or Temporary)
      I.1. Instructor
      I.2. Assistant Professor
      I.3. Associate Professor
      I.4. Professor

   II. Chancellor’s Awards for Outstanding Performance (Non-Teaching Personnel)
      II.1. Salary Grade 1 – 3
      II.2. Salary Grade 4 – 6
      II.3. Salary Grade 7 – 10
      II.4. Salary Grade 11 & above (no supervisory functions)
      II.5. Salary Grade 11 & above (Supervisory)
      II.6. Professional Staff/REPS

   III. Chancellor’s Award for Outstanding Achievement in Research
   IV. Chancellor’s Award for Outstanding Achievement in Creative Work
   V. Chancellor’s Award for Outstanding Achievement in Public Service

2. GENERAL GUIDELINES

   a. Each unit or college will submit only one (1) nominee per category.

   b. Nominations must be submitted using the Nomination Form (Attachment 1) together with the necessary documents. Achievements listed but without accompanying attachments/documents submitted will not be considered. Summary listings will be presented using the prescribed templates in the Attachments. Supporting documents must be arranged accordingly in neat folders.
c. All nominations must be endorsed by the unit’s Ad Hoc Evaluation Committee to be created by the unit head/college dean. The committee will be tasked to screen and evaluate the credentials of nominees, and ensure that the documents to be submitted are in order.

d. Two (2) hard copies of all documents (evaluation sheets and supporting documents) must be submitted in sealed envelopes to the UPV 2016 Chancellor’s Awards Committee (CAC) c/o Prof. Nieves Toledo, CFOS-UPV Miagao, Iloilo or Ms. Lea Papilota, UPV Liaison Office, Iloilo City campus. Soft copies of applicable Evaluation Sheets (Attachment 2a – Attachment 7) must also be submitted to the following email address:

chancellorsawards2016@gmail.com

**Deadline for submission to CAC:** 12:00 nn, Friday, 15 February 2016

e. The UPV Committee for the 2016 Chancellor’s Awards reserves the right to validate the information submitted.

f. These guidelines and templates can be downloaded from the UPV website and intranet.

**Specific guidelines** will be sent by email to the College/School and/or downloaded through the **UPV Website**. All academic/administrative heads are enjoined to nominate to ensure due recognition to meritorious performance of outstanding faculty and staff.

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ROMMEL A. ESPINOSA
Chancellor

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