

## **GUIDELINES FOR THE 2017 CHANCELLOR'S AWARDS**

In keeping with the objective of giving due appreciation and recognition to UPV faculty and staff for exemplary work performance and achievement, the following guidelines are hereby issued:

### **A. CATEGORIES AND LEVELS PER CATEGORY**

- I. Chancellor's Award for Outstanding Faculty
  - I.1. Instructor
  - I.2. Assistant Professor
  - I.3. Associate Professor
  - I.4. Professor
- II. Chancellor's Award 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

### **B. NOMINATIONS**

1. Nominees will be evaluated based on the achievements for the period of 01 January 2014 to 31 December 2016.
2. A personnel may be nominated in only one category.
3. To be eligible for the awards, nominees must obtain a percentage weight of 90% in the criteria provided for each category.
4. Nominees must meet the minimum expectations for faculty ranks (UP System Manual Series 2, "Shaping Our Institutional Future: A Statement On Faculty Tenure, Rank and Promotion", Section III, pages 20-21)
5. Chancellor's awardees for the past two consecutive years are not eligible for nomination in the same category but they are eligible for nomination in other categories this year.
6. Personnel who were previously nominated but did not qualify may be nominated again.
7. Awards will be given to individual personnel only.

8. Recipients of these awards will receive a Plaque of Achievement and cash prize of ₱15,000.00 during the Foundation Celebration marking the 70th Anniversary of UP Presence in Iloilo in February 2017.

### **C. GENERAL GUIDELINES**

1. Each unit or college will submit only one (1) nominee per category.
2. 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.
3. 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.
4. Two (2) hard copies of all documents (evaluation sheets and supporting documents) must be submitted in sealed envelopes to the UPV 2017 Chancellor's Awards Committee (CAC) c/o:  
Dr. Mae Grace G. Nillos, OVCAA, Miagao, Iloilo,  
Ms. Noemi V. Palmares, OCEP, Iloilo City Campus or  
Dr. Virgildo E. Sabalo, Dean's Office, Tacloban Campus.  
Soft copies of applicable Evaluation Sheets (Attachment 2a – Attachment 7) must also be submitted to the following email address:  
chancellorsawards2017@yahoo.com.  
**Deadline for submission to CAC: 12:00 nn, Tuesday, 31 January 2017.**
5. The UPV Committee for the 2017 Chancellor's Awards reserves the right to validate the information submitted.
6. These guidelines and templates can be downloaded from the UPV website and intranet.

### **D. SPECIFIC GUIDELINES PER CATEGORY**

#### **I. Chancellor's Award for Outstanding Faculty**

##### Basic Requirements for all categories for outstanding faculty

- a. Must be in full-time active service at present;
- b. Must have been in continuous active service for the last three consecutive years (01 January 2014 to 31 December 2016), whether permanent or temporary;
- c. Must have an average SET rating (student evaluation) of 2.0 or better

(for Instructors and Assistant Professors) and 1.49 or better (for Associate Professors and Full Professors) for the last three years, certified by the DAPC chair/unit head;

d. Must have evidence of productivity related to his/her field of specialization (e.g., research and publications, new strategies and innovations introduced in teaching, instructional materials developed, etc.);

e. Must have involvement in public service over the past three consecutive years; and

f. Must not have administrative case filed against him/her, unless the case has been dismissed.

*Criteria for Instructor and Assistant Professor Levels*

Must meet the basic requirements and obtain the highest percentage score but not below 90% based on the following:

**Instructor**

70% Teaching

10% Research

10% Service to the university and the Larger Community

10% Professional Growth

**Associate Professor**

60% Teaching

20% Research

10% Service to the university and the Larger Community

10% Professional Growth

*Criteria for Associate Professor and Full Professor Levels*

a. Must have at least one (1) ISI-publication or equivalent creative output within the reckoning period that is recognized by peers both within and outside the University as significant contribution to the advancement of knowledge;

b. Must meet the basic requirements and obtain the highest percentage score but not below 90% based on the following:

40% - Teaching

30% - Research

15% - Service to the university and the larger community

15% - Professional Growth

The criteria/indicators for the 2014 Merit Promotions for Faculty shall be the basic reference in the evaluation for all levels in Category I.

Attachment 2a will be used as score sheet and Attachment 2b as guide for detailed assigning of points.

## **II. Chancellor's Award for Outstanding Performance (Non-Teaching Personnel)**

### Basic Requirements

- a. Must be in full-time active service at present;
- b. Must have been in continuous active service for the three consecutive years (i.e. 01 January 2014 to 31 December 2016);
- c. May be permanent or casual except for the supervisory level;
- d. Must have an average performance evaluation based on PES (Part 1 only) and IPCR of "very satisfactory" or "outstanding" during the three years;
- e. Must not have a record of AWOL or any pending administrative case.

### Criteria for Non-Supervisory Administrative Levels

- a. To be drawn from the ranks of administrative personnel from:
  - Salary Grades 1 – 3
  - Salary Grades 4 – 6
  - Salary Grades 7 – 10
  - Salary Grades 11 & above (no supervisory function)
- b. Must meet the basic requirements and obtain the highest percentage score but not below 90% based on the following:
  - 60% PES (Part 1 only) and IPCR rating (average for three years)
  - 20% Intervening activities and significant innovations that improved the efficiency of operations within the unit as certified by the unit head
  - 20% Punctuality, ability to deliver quality outputs on time, ability to work effectively with others as a team

### Criteria for Supervisory Level

- a. To be drawn from the ranks of administrative personnel (salary grades 11 and above) on permanent plantilla items who are presently supervising at least three staff members as certified by the unit head or immediate supervisor.
- b. Must meet the basic requirements and obtain the highest percentage score but not below 90% based on the following:
  - 50% PES (Part 1 only) and IPCR rating (average for three years)
  - 30% Intervening activities and significant innovations that improved the efficiency of operations within the unit

20% Punctuality, ability to deliver quality outputs on time; ability to lead, motivate and work effectively with subordinates as a team (to be evaluated by at least 3 subordinates)

Criteria for Professional Staff / REPS

- a. To be drawn from the ranks of librarians, guidance counselors and REPS.
- b. Must meet the basic requirements and obtain the highest percentage score but not below 90% based on the following:
  - 60% PES (Part 1 only) and IPCR rating (average for three years)
  - 20% Intervening activities and significant innovations that improved the efficiency of operations within the unit as certified by the unit head
  - 20% Punctuality, ability to deliver quality outputs on time, ability to work effectively with others as a team

Attachment 3 provides the format to be used in the Non-supervisory Administrative and Professional Staff/REPS levels. Attachment 4a provides the format for Supervisory level. Attachment 4b is for staff evaluation.

For all levels in this category, additional points will be given for:

- a. awards received within the 3-year period (01 January 2014 to 31 December 2016); and
- b. other related work outputs that brought recognition to the unit.

**III. Chancellor's Award for Outstanding Achievements**

Basic Requirements

- a. Must be in continuous full-time active service for the last three consecutive years (01 January 2014 to 31 December 2016), whether permanent or temporary;
- b. To be drawn from the ranks of the Faculty, REPS and staff

Criteria for Research

Must meet the basic requirements and obtain the highest percentage score but not below 90% based on the following:

- 60% Published articles (at least one ISI publication within the last four and a half years and a track record of publications) with UPV address
- 20% Research undertaken (completed and on-going)
- 20% Presentation (paper/poster) in research conferences

Attachment 5 provides the format to be used in this category. Part B of Attachment 2b will be used in assigning of points for this level.

Criteria for Creative Work

Must meet the basic requirements and obtain the highest percentage score but not below 90% based on the following:

- 70% Presented one-artist show, created, directed or produced a play/s, or produced any artistic (literary, musical, visual arts) work in the last three years (with review, certificate, proof or evidence of review)
- 20% Participated in artistic works/shows/productions
- 10% Presentation in relevant conferences

Attachment 6 provides the format to be used in this level.

Public Service

Must meet the basic requirements and obtain the highest percentage score but not below 90% based on the following:

- 70% Extension activities during the last three consecutive years (01 January 2014 to 31 December 2016)
- 30% Other types of service to the larger community

Attachment 7 provides the format to be used in this category. Part C of Attachment 2b will be used in the assigning of points.

For all levels in this category, additional points will be given for awards received within the 3-year period (01 January 2014 to 31 December 2016). The criteria/indicators for the 2014 Merit Promotions for Faculty shall be the basic reference in the evaluation.

When results show that two or more nominees for the same award have very close scores (based on the computed Total Percentage Score (TPS)), the basis for evaluation should now include the raw scores for teaching, research, service to the University and larger community, and professional growth.

Details of the evaluation will be treated with confidentiality. Any nominee interested to know more details should seek clarification with the committee chair and not with any member of the committee.