

2020 UPV Chancellor's Awards for Outstanding Performance and Achievement

NOMINATION CHECKLIST

CATEGORY II. OUTSTANDING PERFORMANCE – ADMINISTRATIVE PERSONNEL

Name of Nominee: _____

Category :

- _____ Salary Grade 1 - 3
- _____ Salary Grade 4 - 6
- _____ Salary Grade 7 - 10
- _____ Salary Grade 11 & above (Non- Supervisory)
- _____ Salary Grade 11 & above (Supervisory)

Attachments:

- 1. Nomination Form (Attachment 1)
- 2. Score sheet (Attachment 3a–Non Supervisory Level / Attachment 4a–Supervisory Level)
- 3. IPCR
 - a) 2017 (Jan- June; July- Dec)
 - b) 2018 (Jan – June; July – Dec)
 - c) 2019 (Jan – June)
- 4. List of intervening activities including committee work (certifications, Administrative Order)
- 5. List of significant innovations that improved the efficiency of unit operations (with certification from immediate supervisor)
- 6. List of awards received within the reckoning period (attach certificates or proof of award)
- 7. List of other related work outputs that brought recognition to the unit (attach proof and/or certification)
- 8. Punctuality (attach summary report of tardiness)
- 9. Certification from immediate supervisor to deliver quality outputs on time and ability to work effectively with others as a team (with certification from immediate supervisory; Attachment 3b–Non Supervisory Level / Attachment 4b-Supervisory Level)

Note: Please list and arrange attachments (certifications, awards) accordingly.