



**UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE CHANCELLOR**



MEMORANDUM NO. RPB 2019-12-122

TO : All Faculty Members, REPS, and Administrative Personnel
SUBJECT : 2020 UPV Chancellor's Awards for Outstanding Performance and Achievement
DATE : 06 December 2019

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In keeping with the tradition of recognizing the outstanding work performance of its personnel, UP Visayas now opens the 2020 Search for the UPV Chancellor's Awards for Outstanding Performance and Achievement.

A. CATEGORIES AND LEVELS PER CATEGORY

- I. UPV Chancellor's Award for Outstanding Faculty
 - I.1. Instructor
 - I.2. Assistant Professor
 - I.3. Associate Professor
 - I.4. Professor
- II. UPV Chancellor's Award for Outstanding Performance (Administrative 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)
- III. UPV Chancellor's Award for Outstanding Performance (REPS)
 - III.1. Research
 - III.2. Extension
 - III.3. Professional Staff
- IV. UPV Chancellor's Award for Outstanding Achievement in Research
- V. UPV Chancellor's Award for Outstanding Achievement in Creative Works
- VI. UPV Chancellor's Award for Outstanding Achievement in Public Service

B. NOMINATIONS

- 1. Nominees will be evaluated based on the achievements for the period starting 1 January 2017 until 30 June 2019 (2.5 years).
- 2. Personnel may be nominated in only one category.
- 3. To be eligible for the awards, nominees must obtain a percentage weight of at least 90% in the criteria provided for each category.
- 4. For Category I (Chancellor's Award for Outstanding Faculty), 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. The nominees must not have been a Chancellor’s awardee for the last three years (2017-2019).
6. The guidelines and templates can be downloaded from the UPV website and intranet.
7. Recipients of the awards will receive a plaque of achievement and cash prize during the Foundation Week Celebration marking the 73rd Anniversary of the UP Presence in Iloilo in February 2020.

C. GENERAL GUIDELINES

1. There will be ten (10) clusters: (1) CFOS; (2) CAS; (3) CM; (4) UPVTC; (5) SOTECH; (6) OC; (7) OVCAA; (8) OVCRE; (9) OVCPD; and (10) OVCA.
2. Each cluster must constitute an AdHoc Evaluation Committee. The committee will be tasked to screen and evaluate the credentials of nominees, and ensure that the documents to be submitted are in order, based on the checklist provided / attached.
3. Each cluster will submit a nominee per category provided that they have met the basic requirements and obtained the 90% percentage score.
4. Nominations must be submitted using the Nomination Form (Attachment 1) together with the necessary documents. Achievements listed but without accompanying attachments/documents will **not** be considered. Only research, creative works, publication, and public service activities registered with the OVCRE through the RCWPPS database will be considered.
5. Summary listings must be presented using the prescribed templates in the Attachments. **Supporting documents must be organized and properly labelled according to the prescribed checklist in neat folders.**
6. All nominations must be endorsed by the college Deans (clusters 1-5), VCAA (cluster 7), VCRE (cluster 8), VCPD (cluster 9), and VCA (clusters 6 and 10) to the 2020 UPV Chancellor’s Award Committee.
7. One (1) hard copy of all documents (to include the checklist as the first page, the evaluation sheets, and supporting documents) must be submitted in sealed envelopes to:

Prof. Encarnacion Emilia S. Yap
Chair, Committee for the 2020 UPV Chancellor’s Awards for
Outstanding Performance and Achievement
Office of the Dean
College of Fisheries and Ocean Sciences (CFOS)
Villadolid Building, UP Visayas
Miagao, Iloilo

Soft copies of applicable Evaluation Sheets (Attachment 2a – Attachment 8) must also be submitted to the following email address:

chancellorsawards2020@gmail.com

8. The UPV Committee for 2020 Chancellor’s Awards reserves the right to validate the information submitted.

D. DATES TO REMEMBER:

Nominations for 2020 Chancellor's Award opens	December 6, 2019
Deadline of Submission of Nominations to the Cluster Ad Hoc Evaluation Committees	January 6, 2020
Deadline of Submission of Nomination to 2020 UPV Chancellor's Awards Committee	January 13, 2020
Deadline of Submission of Committee Report to the Chancellor	January 20, 2020

Specific guidelines and templates are attached. These may also be downloaded through the UPV website www.upv.edu.ph and intranet. All unit heads are encouraged to nominate to ensure due recognition of the meritorious performance of outstanding UPV faculty members, REPS, and administrative personnel.

For your information and guidance.


RICARDO P. BABARAN
Chancellor

Attachments: As stated
RPB/EESY/eij