

4. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination,

B. Criteria for Evaluation

Antonio Cabangon Chua "Gintong Parangal Para sa Edukasyon - Pamumuno"

1. Noteworthiness of Outstanding Performance/Contribution/s - The degree of uniqueness and originality of outstanding performance or contribution/s.
2. Impact of Performance/Achievement - The extent to which the idea, suggestion, innovation is being used, whether it has far-reaching effect; the number of persons benefited; the paradigm shift it has caused.
3. Reliability and Effectiveness - The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. Consistency of Performance - The degree of consistency of the individual as manifested by consistent outstanding performance based on historical data/work record.

C. Required Nomination Documents

1. Each nomination requires the submission of a nomination folder containing the summary of accomplishments, impact and other information and other documentary requirements.
2. Nominee's Personal Data Sheet with passport size (1 1/2" x 2") photo with name tag taken within the last six months prior to the nomination.
3. A narrative composition (not more than 1,500 words) done by one of the employees of the division detailing the accomplishments of the nominee, his personal deeds as a hardworking and disciplined leader, served as a role model to inspire all his/her constituents in the division.
4. A narrative composition (not more than 1,000 words) done by one of the students or teacher in the nominee's division on the theme: Leadership thru Hardwork and Discipline.
5. Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude and in

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Instances that the nominee/s has/have pending administrative or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.

6. Detailed information on dismissed/decided case/s of the nominee, if any.

7. Certifications Issued by the Human Resource Management Officer (HRMO) that the nominee has obtained at least Very Satisfactory (VS) performance ratings for two (2) annual rating periods prior to the nomination.

8. Picture/videos depicting the noteworthiness of Outstanding Performance/Contribution/s of the nominee in powerpoint presentation.

Any misrepresentation made in any of the documents submitted shall be a ground for disqualification.

D. Procedure for Nomination

On Summary of Accomplishments/Norms of Conduct Manifested, the following information should be provided:

1. Highlights of outstanding accomplishments or exemplary norms manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define terms such as "assisted", "contributed" or "facilitated";
- State outstanding accomplishments or exemplary norms displayed and impact in brief, factual and in bullet form
- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.

2. For outstanding work accomplishment – state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary.