

Republic of the Philippines

**PAMANTASAN NG LUNGSOD NG MAYNILA**

(*University of the City of Manila*)

General Luna St. cor. Muralla St.,   
Intramuros, Manila, Philippines

**M E M O R A N D U M**

**FOR** : **Dr. MA. LEONORA V. DE JESUS**

*University President*

**THRU : Dr. NELSON J. CELIS**

Executive-Vice President

**Engr. JOSE A. SILERIO**

*OIC, Vice President for Academic Affairs*

**SUBJECT** : **Proposed Awards for the 2017 University Recognition**

**FROM : Evangeline P. Lubao**

Chairman, Sub-committee for University Recognition

**DATE**  : December 16, 2016

**Action Required**

For the University President’s approval of the proposed awards for the 2017 University Recognition

**Reference(s)**

* **Pamantasan Administrative Order No. 40 – ACA s.2016** which constitutes the 2017 Ad-Hoc Committee for Graduation and Recognition

**Background**

* The 2017 Ad-Hoc Committee for Graduation and Recognition was constituted by virtue of **Pamantasan Administrative Order No. 40 – ACA s.2016**
* The Committee is responsible for the overall preparation and implementation of the university graduation rites and related activities such as the University Recognition Day, Baccalaureate Ceremonies, and the Commencement Exercises.
* The Sub-committees will assist the Ad-Hoc Graduation and Recognition Committee to perform necessary specific tasks and submits plans and recommendation for approval of the President.
* The 2017 Sub-committee on Recognition submits the following awards for approval of the President.
* Included in Part 1 are the awards given in the last year’s University Recognition while those in Part 2 are the new and proposed awards to be included this 2017 University Recognition.

**2017 University Recognition Day Awards**

**PART 1. AWARDS INCLUDED IN THE 2016 UNIVERSITY RECOGNITION**

**Group Category**

1. Most Outstanding College Student Council (previously known as Regential Award)
2. Most Outstanding Academic Organization (previously known as Molave Academic Award)
3. Most Outstanding Non-Academic Organization (previously known as Molave Non-Academic Award)

**Individual Category**

1. Rizal Award for Exemplary Leadership
2. Most Outstanding University Student (previously known as Presidential Award)
3. Model Campus Adviser (previously known as Maynilad Award)

**Awards by Concerned Units**

1. Athlete of the Year (Male)
2. Athlete of the Year (Female)
3. Most Outstanding College Student (for each College)

**Others**

1. **Student Achiever Award** **(proposed new name for Tanging Banggit (students)**- contest winners
2. **Alumni Achiever Award (proposed new name for Gintong Ani (alumni)-** board/bar placers or other awards of distinction for individuals/colleges (plaques)
3. Most Outstanding College- college with the most number of points (previously known as Gawad Villegas Award)
4. Special Awards- special achievement not included in the categories enumerated (Arts & other fields) (plaque)

**GROUP CATEGORY**

* + - 1. **Most Outstanding College Student Council**

*The Award recognizes the outstanding performance of the college student council in contributing to the organization’s goals and objectives.*

**Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **No. of Points** | | **Maximum Points per Criterion** |
| 1. College level sponsored activities |  |  | 70 points |
|  | * 1. Fostered harmonious relationship and cooperative spirit | 3 points |  |
|  | * 1. Manifested relevance and sustainability | 3 points |  |
|  | * 1. Promoted University policy/ies | 4 points |  |
|  | * 1. Developed academic excellence | 4 points |  |
| 1. Trainings, seminars and the like are relevant to the goals and objectives of the organization |  |  | 30 points |
|  | 2.1. Inside the University | 3 points/ day |  |
|  | * 1. Outside the University | 5 points/ day |  |

**Minimum Requirements**

1. College level sponsored activities
   1. Officers shall have no records of any violations with a sanction higher than a warning
   2. Only 5 banner activities (maximum) must be submitted
   3. Evaluation Form for Faculty Adviser must be accomplished by the officers of the organization
   4. For a lone entry, the organization shall have a minimum of 40 points for sponsored activities
2. Attendance in trainings, seminars and the like
   1. Attendance in trainings, seminars and the like shall be approved by the OSDS/ VPAA/EVP/University President
   2. For trainings, seminars and the like that are scheduled during summer and semester breaks and/or with other partner organizations other than those in the University but are relevant to the organization, these can be submitted and evaluated accordingly by the Subcommittee
   3. For a lone entry, the officers shall have a minimum of 20 points for attendance in trainings, seminars and the like

**Documents to be Submitted**

1. Five (5) Banner Projects- Copy of approval (CSW) and proof of execution (e.g. certified true copies of documents, pictures of plaques, trophies)

2. Evaluation of Faculty Adviser’s Performance- Completely filled out evaluation form available at the OSDS

1. Organization officers shall not have records of violation with a sanction higher than a warning- Certification from the OSDS (must be submitted together with the other documents)
   * + 1. **Most Outstanding Academic Student Organization**

*This award recognizes the outstanding performance of academic student organizations which contributed to the attainment of organization goals and objectives.*

**Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **No. of Points** | | **Maximum Points per Criterion** |
| 1. Sponsored activities(department level/course related) |  |  | 70 points |
| * 1. Inside the university   (Maximum points per sponsored activity -12 points) |  |  |  |
| * + 1. Fostered harmonious relationship and cooperative spirit | 4 points |  |
| * + 1. Manifested relevance and sustainability | 4 points |  |
| * + 1. Developed academic excellence | 4 points |  |
| * 1. Outside the university   (Maximum points per sponsored activity -17 points) |  |  |  |
| * + 1. Fostered harmonious relationship and cooperative spirit | 5 points |  |
| * + 1. Manifested relevance and sustainability | 6 points |  |
| * + 1. Developed academic excellence | 6 points |  |
| 1. Trainings, seminars and the like are relevant to the goals and objectives of the organization |  |  | 30 points |
|  | 2.1. Inside the University | 3 points/ day |  |
|  | * 1. Outside the University | 5 points/ day |  |

**Minimum Requirements**

1. Sponsored activities (department level/course related)
   1. Officers shall have no records of any violations with a sanction higher than a warning
   2. Only 5 banner activities (maximum) must be submitted
   3. Evaluation Form for Faculty Adviser must be accomplished by the officers of the organization
   4. For a lone entry, the organization shall have a minimum of 40 points for sponsored activities
2. Attendance in trainings, seminars and the like
   1. Attendance in trainings, seminars and the like shall be approved by the OSDS/ VPAA/EVP/University President
   2. For trainings, seminars and the like that are scheduled during summer and semester breaks and/or with other partner organizations other than those in the University but are relevant to the organization, these can be submitted and evaluated accordingly by the Subcommittee
   3. For a lone entry, the officers shall have a minimum of 20 points for attendance in trainings, seminars and the like

**Documents to be Submitted**

1. Five (5) Banner Projects- Copy of approval (CSW) and proof of execution (e.g. certified true copies of documents, pictures of plaques, trophies)
2. Evaluation of Faculty Adviser’s Performance- Completely filled out evaluation form available at the OSDS
3. Organization officers shall not have records of violation with a sanction higher than a warning- Certification from the OSDS (must be submitted together with the other documents)

**3. Most Outstanding Non-Academic Student Organization**

*This award recognizes the outstanding performance of non-academic student organizations which contributed to the attainment of organization goals and objectives.*

**Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **No. of Points** | | **Maximum Points per Criterion** |
| 1. Extra-curricular sponsored activities(department level/course related) |  | | 70 points |
| * 1. Inside the university   (Maximum points per sponsored activity -12 points) |  |  |  |
| * + 1. Fostered harmonious relationship and cooperative spirit | 4 points |  |
| * + 1. Manifested relevance and sustainability | 4 points |  |
| * + 1. Developed academic excellence | 4 points |  |
| * 1. Outside the university   (Maximum points per sponsored activity -17 points) |  |  |  |
| * + 1. Fostered harmonious relationship and cooperative spirit | 5 points |  |
| * + 1. Manifested relevance and sustainability | 6 points |  |
| * + 1. Developed academic excellence | 6 points |  |
| 1. Trainings, seminars and the like are relevant to the goals and objectives of the organization |  |  | 30 points |
|  | 2.1. Inside the University | 3 points/ day |  |
|  | * 1. Outside the University | 5 points/ day |  |

**Minimum Requirements**

1. Extra-curricular sponsored activities (department level/course related)
   1. Officers shall have no records of any violations with a sanction higher than a warning
   2. Only 5 banner activities (maximum) must be submitted
   3. Evaluation Form for Faculty Adviser must be accomplished by the officers of the organization
   4. For a lone entry, the organization shall have a minimum of 40 points for sponsored activities
2. Attendance in trainings, seminars and the like
   1. Attendance in trainings, seminars and the like shall be approved by the OSDS/ VPAA/EVP/University President
   2. For trainings, seminars and the like that are scheduled during summer and semester breaks and/or with other partner organizations other than those in the University but are relevant to the organization, these can be submitted and evaluated accordingly by the Subcommittee
   3. For a lone entry, the officers shall have a minimum of 20 points for attendance in trainings, seminars and the like

**Documents to be Submitted**

1. Five (5) Banner Projects- Copy of approval (CSW) and proof of execution (e.g. certified true copies of documents, pictures of plaques, trophies)

2. Evaluation of Faculty Adviser’s Performance- Completely filled out evaluation form available at the OSDS

1. Organization officers shall not have records of violation with a sanction higher than a warning- Certification from the OSDS (must be submitted together with the other documents)

**INDIVIDUAL CATEGORY**

**1. Rizal Award for Exemplary Leadership**

*The awardee, who is selected among the graduating students of the University as recommended by their respective Colleges, shall obtain the highest number of points according to the criteria. Non-graduating students may also be considered if deemed qualified by the Administration, the College and the Subcommittee on Recognition and Awards.*

**Criteria for the Rizal Award (Annex 1)**

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Points** | **Maximum Points Per Criterion** |
| 1. Academic Performance (GWA) |  | 20 points\* |
| 1. Leadership |  | 50 points |
| * 1. Inside the University | 25 points |  |
| * + 1. As President | 16 points |  |
| * + 1. As Officer | 9 points |  |
| * 1. Outside the University | 25  points |  |
| * + 1. As President | 16 points |  |
| * + 1. As Officer | 9 points |  |
| 1. Community/Extension Activities |  | 20 points |
| * 1. Inside the University |  |  |
| * + 1. As one of the organizers | 2 points/ activity |  |
| * + 1. As a Participant | 1 point/ activity |  |
| * 1. Outside the University |  |  |
| * + 1. As one of the organizers | 4 points/ activity |  |
| * + 1. As a Participant | 2 points/ activity |  |
| 1. Attendance in trainings, seminars and the like |  | 10 points |
| * 1. Inside the University | 1 point/ day |  |
| * 1. Outside the University | 2 points/ day |  |

\* 1.0= 20 points, 1.25= 18 points, 1.5= 16 points, 1.75= 14 points, 2.0= 12 points, 2.25=10 points, 2.5= 8 points , 2.75= 6 points, 3.0= 4 points

**Minimum Requirements**

1. Must show exemplary leadership qualities as evaluated using the stipulated criteria
2. Candidate shall have no record of violations with a sanction higher than a warning
3. No failing grade from 1st to the last year at PLM, or up to the last year of evaluation if not yet graduating
4. Attendance to trainings, seminars and the like shall be approved by OSDS/VPAA/EVP/University President
5. Interview of the Nominee by the Subcommittee on Recognition and Awards en banc using the following Evaluation Tool (Annex 2A)
6. Interview of teacher/adviser/fellow officer of the Nominee by the Subcommittee on Recognition and Awards en banc using the Evaluation tool (Annex 2B)

**Consolidated Assessment and Breakdown of Points**

Approved Criteria for Rizal Award (Annex 1) 50%

Subcommittee Interview 50%

Interview of Nominee by Subcommittee 50 points (Annex 2A)

Interview of teacher/adviser/fellow officer 50 points (Annex 2B)

***Subcommittee Evaluation of Top 3 Nominees***

**Evaluation Tool of the Subcommittee on Recognition and Awards for Nominee (Annex 2A)**

The Rizal Leadership Award is presented to individuals who demonstrated the most exemplary leadership skills (internal &/or external) as seen in the following parameters. Please check the corresponding column as to whether each parameter was exhibited by the Nominee. Check “O” for Observed for 10 points, “PO” for Partially Observed for 5 points and “NO” for Not Observed for 0 point.

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **O**  **(10 points)** | **PO**  **(5 points)** | **NO**  **(0 point)** |
| 1. Demonstrated exemplary leadership skills that had a positive impact on the College / University (e.g. increased the recognition of the College / University as a center of excellence and achievement of sustainable results); |  |  |  |
| 1. Demonstrated outstanding leadership skills with external partners/agencies, that strengthened the College’s or University's external engagement and contribution to society (e.g. key and strategic leadership on external bodies at national and international level; forging active collaborations and alliances with external partners/agencies) |  |  |  |
| 1. Articulated and consciously integrated the University/College vision, mission and goals into the organization’s activities and helped others understand their role in achieving them. |  |  |  |
| 1. Inspired collaboration and cooperation by motivating and inspiring the people around them to a high level of commitment beyond the expected for new initiatives and /or tasks on hand to obtain sustainable and innovative results (e.g. leading by example; creating a work climate that encourages open dialogue and constructive criticism; respecting and valuing contributions of each member of the team and by remaining true to the highest ethical standards at all times; consensus building; including all team members in discussions and decision-making processes, and accounting for these decisions) |  |  |  |
| 1. Exhibited exceptional analytical and decision-making skills through prompt decisive action to resolve issues quickly and effectively |  |  |  |
| 1. Created sustainable and/or innovative methods for improving organizational performance and operational efficiency (e.g. securing long-term professional development for the group members of the team / organization through capacity building including leadership skills in areas of responsibility, giving the team members all of the tools, authority and trust needed to achieve their tasks); |  |  |  |
| 1. Communicated in a manner which was open, fair, straightforward, respectful and appropriate; |  |  |  |
| 1. Set a high standard of integrity by leading through example and maintaining high personal standards of academic excellence, social responsibility and accountability. |  |  |  |

**Evaluation Tool of the Subcommittee on Recognition and Awards for Nominee’s Nominator/Teacher/Adviser/Fellow Officer (Annex 2B)**

The Rizal Leadership Award is presented to individuals who demonstrated the most exemplary leadership skills (internal &/or external) as seen in the following parameters. Please check the corresponding column as to whether each parameter was exhibited by the Nominee. Check “O” for Observed for 5points, “PO” for Partially Observed for 3 points and “NO” for Not Observed for 0 point.

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **O**  **(5 points)** | **PO**  **(3 points)** | **NO**  **(0 point)** |
| 1. Demonstrated exemplary leadership skills that had a positive impact on the College / University (e.g. increased the recognition of the College / University as a center of excellence and achievement of sustainable results); |  |  |  |
| 1. Demonstrated outstanding leadership skills with external partners/agencies, that strengthened the College’s or University's external engagement and contribution to society (e.g. key and strategic leadership on external bodies at national and international level; forging active collaborations and alliances with external partners/agencies); |  |  |  |
| 1. Articulated and consciously integrated the University/College vision, mission and goals into the organization’s activities and helped others understand their role in achieving them. |  |  |  |
| 1. Inspired collaboration and cooperation by motivating and inspiring the people around them to a high level of commitment beyond the expected for new initiatives and /or tasks on hand to obtain sustainable and innovative results (e.g. leading by example; creating a work climate that encourages open dialogue and constructive criticism; respecting and valuing contributions of each member of the team and by remaining true to the highest ethical standards at all times; consensus building; including all team members in discussions and decision-making processes, and accounting for these decisions) |  |  |  |
| 1. Exhibited exceptional analytical and decision-making skills through prompt decisive action to resolve issues quickly and effectively |  |  |  |
| 1. Created sustainable and/or innovative methods for improving organizational performance and operational efficiency (e.g. securing long-term professional development for the group members of the team / organization through capacity building including leadership skills in areas of responsibility, giving the team members all of the tools, authority and trust needed to achieve their tasks); |  |  |  |
| 1. Communicated in a manner which was open, fair, straightforward, respectful and appropriate; |  |  |  |
| 1. Set a high standard of integrity by leading through example and maintaining high personal standards of academic excellence, social responsibility and accountability. |  |  |  |

**Documents to be Submitted**

1. Academic Status and Certification of Grades from First Year to Graduation Year (or last year if not yet graduating) with GWA from the University Registrar
2. List of positions held and membership to organizations from the Office of Student Development and Services (OSDS) for organizations inside the University or from the recognized Head/Authority for organizations outside the University
3. Attendance in training and the like with copy of approved permission from the OSDS/VPAA/EVP/President and proof of participation
4. Community Extension involvement- Certification from the CUES/College/OSDS or from authority outside the University
5. Awardee should not have records of violation with a sanction higher than a warning–Certification from OSDS

**2. Most Outstanding University Student**

*The awardee, who is selected among the top graduating students of the University as recommended by their respective Colleges, shall obtain the highest number of points according to the criteria.*

**Criteria**

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Points** | **Maximum Points Per Criterion** |
| 1. Academic Performance |  | 35 points |
| 2. Leadership |  | 30 points |
| * 1. Inside the University |  |  |
| * + 1. As President | 10 points |  |
| * + 1. As Officer | 6 points |  |
| * 1. Outside the University |  |  |
| * + 1. As President | 8 points |  |
| * + 1. As Officer | 3 points |  |
| 1. Community Activities |  | 20 points |
| * 1. Inside the University |  |  |
| 1. As one of the organizers | 2 points |  |
| 1. As a Participant | 1 point |  |
| * 1. Outside the University |  |  |
| * + 1. As one of the organizers | 4 points |  |
| * + 1. As a Participant | 2 points |  |
| 1. Attendance in trainings, seminars and the like |  | 15 points |
| * 1. Inside the University | 1 point/ day |  |
| * 1. Outside the University | 2 points/ day |  |

**Minimum Requirements**

1. Candidate shall have no records of any violations with a sanction higher than a warning
2. Candidate must be recommended by the College based on the above criteria
3. No failing grade and with Good Standing status (whether regular or irregular) from 1st to last year at PLM
4. Attendance in trainings, seminars and the like shall be approved by the OSDS/ VPAA/EVP/University President
5. For trainings , seminars and the like that are scheduled during summer and semester breaks and/or with other partner organizations other than those in the University but are relevant to the organization, these can be submitted and evaluated accordingly by the Subcommittee

**Documents to be Submitted**

1. Academic Status and Certification of Grades from First Year to Graduation Year with GWA- Certification from the University Registrar
2. List of positions held and membership to organizations from the Office of Student Development and Services (OSDS) for organizations inside the University or from the recognized Head/Authority for organizations outside the University
3. Attendance in training and the like with copy of approved permission from the OSDS/VPAA/EVP/President and proof of participation
4. Community Extension involvement- Certification from the CUES/College/OSDS or from authority outside the University
5. Awardee should not have records of violation with a sanction higher than a warning–Certification from OSDS

**3. Most Outstanding Campus Adviser**

*The award is given to an outstanding campus adviser who has actively and effectively supervised an equally outstanding organization.*

**Criteria**

|  |  |
| --- | --- |
| **Criterion** | **Maximum points per criterion** |
| 1. Points from sponsored activities of the Organizations | 70 |
| 1. Performance Evaluation from Organization’s Officers | 30 |

**Minimum Requirement**

The candidate must be the adviser of the winning organization, either in the Most Outstanding Student Council, and the Most Outstanding Academic or Non-academic Organization

**Document to be Submitted**

Evaluation of Faculty Adviser’s Performance- Form available at OSDS

**AWARDS BY CONCERNED UNITS**

* + - 1. **Athlete of the Year Award (Male and Female)**

*This award is given to students, one male and one female, who are known to be a national extramural or an intramural player.*

Criteria:

1. Participation in a national or international athletic event (SEA Games, Asian Games, Olympics)
2. Membership in the national train ing pool of athletes recognized by the Philippine Olympic Committee or the Philippine Sports Commission
3. Participation in Extramural Games (ALCU-AA)
   1. Member of a winning team in case of participation in a team event
   2. Winner in an individual or dual event
   3. Additional points are given for those who will be given special awards
4. Participation in Intramural Games
   1. Must participate actively in the University intramural games
   2. Recognized as one of the following:
      1. Member of a winning team in case of participation in a team event
      2. Winner in an individual or dual event
      3. Additional points are given for those who will be given special awards
5. Demonstrate good moral character traits such as courtesy, honesty and integrity

**Documents to be Submitted**

1. Records from the CED – Physical Education Department regarding participation and awards won in the games
2. Certificate of Good Moral Character from OSDS
   * + 1. **Most Outstanding College Student Award**

*The award is given to a student in any year level who has achieved outstanding academic performance and has shown effective leadership in the different university organizations and in various recognized activities inside and outside the University. The candidate shall be recommended by their respective Colleges according to the set criteria but each College is free to modify the parameters/indicators for each criterion.*

**Criteria**

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Points** | **Maximum Points Per Criterion** |
| 1. Academic Performance |  | 35 points |
| 1. Leadership |  | 30 points |
| * 1. Inside the University |  |  |
| * + 1. As President | 10 points |  |
| * + 1. As Officer | 6 points |  |
| * 1. Outside the University |  |  |
| * + 1. As President | 8 points |  |
| * + 1. As Officer | 3 points |  |
| 1. Community Activities |  | 20 points |
| * 1. Inside the University |  |  |
| * + 1. As one of the organizers | 2 points |  |
| * + 1. As a Participant | 1 point |  |
| * 1. Outside the University |  |  |
| * + 1. As one of the organizers | 4 points |  |
| * + 1. As a Participant | 2 points |  |
| 1. Attendance in trainings, seminars and the like |  | 15 points |
| * 1. Inside the University | 1 point/day |  |
| * 1. Outside the University | 2 points/ day |  |

**Minimum Requirements**

1. Candidate shall have no records of any violations with a sanction higher than a warning
2. Candidate must be recommended by the College
3. No failing grade and with *Good Standing* status (whether regular or irregular) from 1st to last year at PLM
4. Attendance in trainings, seminars and the like shall be approved by the OSDS/ VPAA/EVP/University President
5. For trainings , seminars and the like that are scheduled during summer and semester breaks and/or with other partner organizations other than those in the University but are relevant to the organization, these can be submitted and evaluated accordingly by the Subcommittee

**Documents to be Submitted**

1. Academic Status and Certification of Grades from First Year to Graduation Year (or last year if not graduating)with GWA- Certification from the University Registrar
2. List of positions held and membership to organizations from the Office of Student Development and Services (OSDS) for organizations inside the University or from the recognized Head/Authority for organizations outside the University
3. Attendance in training and the like with copy of approved permission from the OSDS/VPAA/EVP/President and proof of participation
4. For trainings , seminars and the like that are scheduled during summer and semester breaks and/or with other partner organizations other than those in the University but are relevant to the organization, these can be submitted and evaluated accordingly by the Subcommittee
5. Community Extension involvement- Certification from the CUES/College/OSDS or from authority outside the University
6. Awardee should not have records of violation with a sanction higher than a warning–Certification from OSDS

**OTHERS**

**1. Student Achiever Award (proposed new name for Tanging Banggit Award)**

*This award is given to students who receive honor and award for participating in activities within the University or outside the University. This includes the following:*

1. Contest winners (individual/group) participated in by other schools
2. Significant achievement outside the University (sole awardee, best among others)

|  |  |
| --- | --- |
| **Criterion** | **Maximum points per criterion** |
| 1. Contest winners (individual/group) | 10 points \*\* |
| 1. Significant achievement | 10 points |

**\*\*** 1st place= 10 points, 2nd=9, 3rd=8, 4th=7, 5th=6, 6th=5, 7th=4, 8th=3, 9th=2, 10th=1 point

**Documents to be Submitted**

* + - 1. Nature of the Award Received
      2. Name of the Organization which gave the Award
      3. Date When the Award was given or won
      4. Medals/Certificate or any proof of the awards received (pictures to be incorporated among the documents if needed)

**2. Alumni Achiever Award (proposed new name for Gintong Ani Award)**

*This award is given to PLM alumni who received honors and awards in their respective fields of specialization, which brought honors to the University and attests to PLM’s excellence. This includes the following:*

|  |  |
| --- | --- |
| **Criterion** | **Maximum points per criterion** |
| 1. Board/bar topnotcher | 10 points \*\*\* |
| 1. Colleges who ranked in Board/Bar Exams | 10 points \*\*\* |
| 1. Other honors and awards (Sole awardee, the best among others, Most Outstanding in their respective field of specialization) | 10 points \*\*\*  10 points for sole awardee |

**\*\*\*** 1st place= 10 points, 2nd=9, 3rd=8, 4th=7, 5th=6, 6th=5, 7th=4, 8th=3, 9th=2, 10th=1 point

**Documents to be Submitted**

1. Nature of the Award Received
2. Name of the Organization which gave the Award
3. Date When the Award was given or won
   * + 1. Medals/Certificate or any proof of the awards received pictures to be incorporated among the documents if needed)

**3. Most Outstanding College**

*The award is given to the College with the most number of awards received in accordance with the following point system:*

|  |  |
| --- | --- |
| **Award** | **Points** |
| **Rizal Award** | **20** |
| **Most Outstanding University Student** | **15** |
| **Most Outstanding College Student** | **15** |
| **Most Outstanding College Student Council** | **10** |
| **Most Outstanding Academic Organization** | **10** |
| **Model Campus Adviser** | **10** |
| **Athlete of the Year award (Male)** | **5** |
| **Athlete of the Year award (Female)** | **5** |
| **Student Achiever Award (Tanging Banggit)** | **5** |
| **Alumni Achiever Award (Gintong Ani)** | **5** |
|  |  |

1. **Special Awards (Arts and other fields other than athletics)**

*This award is given to a candidate with special achievement in categories other than those included in the list of awards.*

**Minimum Requirements**

1. Endorser shall submit justification for the award
2. Approval of the President is required

**Documents to be Submitted**

1. Nature of the Award Received
2. Name of the Organization which gave the Award
3. Date When the Award was given or won
4. Medals/Certificate or any proof of the awards received

**PART 2. NEW AND PROPOSED AWARDS AND THEIR CRITERIA**

**Individual Category**

1. University Academic Excellence Award
2. Top 3 Outstanding Faculty Members
3. Most Outstanding Alumni
4. Outstanding Dean

**Awards by Concerned Units**

1. College Academic Excellence Award
   1. Undergraduate Level
   2. Graduate Level

**Others**

Top Performing College

**INDIVIDUAL CATEGORY**

* + - 1. **University Academic Excellence Award**

*This award is given to the undergraduate student who has obtained the highest general weighted average across the university and across all year levels. The candidates are the awardees from all the colleges.*

* + - 1. **Top 3 Outstanding Faculty Members**

*This award is given to the top 3 faculty members who obtained the total highest number of points in the following: Student Faculty Evaluation, IPCR Rating, Peer Evaluation (office staff, co-faculty) Immediate Superior’s Evaluation, and Dean’s Evaluation*

**Minimum Requirement**

The faculty member must have a total of four (4) consecutive semesters with an EXCELLENT Rating in the Student Faculty Evaluation.

**Document to be Submitted**

1. A letter of recommendation from the Dean of the College.
2. A summary of the Student Faculty Evaluation for the last four consecutive semesters.
3. A summary of the peer evaluation which includes the evaluation from the co-faculty and the office staff.
4. A summary of the evaluation of the immediate superior.
5. Dean’s Evaluation
6. Summary of the IPCR Rating for the two(2) consecutive semesters

**Criteria**

|  |  |
| --- | --- |
| **Criterion** | **Maximum points per criterion** |
| 1. Student Faculty Evaluation | 40 |
| 1. IPCR Rating for the two(2) consecutive semesters | 20 |
| 1. Dean’s Evaluation | 15 |
| 1. Immediate Superior’s Evaluation | 15 |
| 1. Peer Evaluation | 10 |

**Immediate Superior Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parameter** | **SA**  **(5)** | **A**  **(4)** | **D**  **(3)** | **SD**  **(2)** | **NA**  **(1)** |
| * + - 1. Clearly identifies the course expectations/objectives and the grading system at the beginning of the semester. |  |  |  |  |  |
| 1. Follows the course syllabus/outline. |  |  |  |  |  |
| 1. Discusses the course content successfully. |  |  |  |  |  |
| 1. Uses effective communication in the discussion. |  |  |  |  |  |
| 1. Uses different forms of resources effectively. |  |  |  |  |  |
| 1. Meets class regularly and on time. |  |  |  |  |  |
| 1. Uses the class time effectively. |  |  |  |  |  |
| 1. Encourages an atmosphere of respect and courtesy. |  |  |  |  |  |
| 1. Encourages students to participate in class discussions. |  |  |  |  |  |
| 1. Encourages the students to form study groups within or outside the classroom. |  |  |  |  |  |

Note: SA – strongly agree, A – agree, D – disagree, SD – strongly disagree, NA – not applicable

**Peer Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parameter** | **O**  **(5)** | **VS**  **(4)** | **S**  **(3)** | **US**  **(2)** | **UA**  **(1)** |
| * + - 1. Courtesy |  |  |  |  |  |
| 2. Human Relations |  |  |  |  |  |
| 3. Initiative & Creativity |  |  |  |  |  |
| 1. Dependability |  |  |  |  |  |
| 1. Service-orientedness |  |  |  |  |  |
| 1. Professionalism |  |  |  |  |  |
| 1. Honesty and Integrity |  |  |  |  |  |
| 1. Sense of Responsibility and Accountability |  |  |  |  |  |
| 1. Teamwork |  |  |  |  |  |

Note: O – outstanding, VS – very satisfactory, S – satisfactory, US – unsatisfactory, UA - unacceptable

**Dean’s Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parameter** | **SA**  **(5)** | **A**  **(4)** | **D**  **(3)** | **SD**  **(2)** | **NA**  **(1)** |
| 1. Attends faculty meetings regularly. |  |  |  |  |  |
| 1. Submits required documents complete and on-time. |  |  |  |  |  |
| 1. Participates actively in committee assignments. |  |  |  |  |  |
| 1. Adheres to the University and College procedures and policies. |  |  |  |  |  |
| 1. Works effectively with peers/colleagues. |  |  |  |  |  |
| 1. Handles student issues promptly and properly. |  |  |  |  |  |
| 1. Supports the department and the college in the curriculum and syllabus development or revision and other related activities. |  |  |  |  |  |
| 1. Participates actively in professional development |  |  |  |  |  |
| 1. Participates actively in the college/university extension programs/activities. |  |  |  |  |  |
| 1. Engages in researches or scholarly articles. |  |  |  |  |  |

Note: SA – strongly agree, A – agree, D – disagree, SD – strongly disagree, NA – not applicable

**3. Outstanding Alumni**

*The Outstanding Alumni Award is conferred to any graduate of Pamantasan ng Lungsod ng Maynila who has demonstrated exceptional achievements and outstanding contributions in the chosen field of expertise or profession, academic, research, community and the advancement of society.*

**Minimum Requirement**

1. Nominee must be a graduate of Pamantasan ng Lungsod ng Maynila either from the undergraduate or graduate level.
2. Nominations can be made by any member of the community including: Pamantasan ng Lungsod ng Maynila alumni, staff, students, family, friends and business associates. Self–nominations are accepted if a letter of endorsement is included from another person stating why they believe the nominee is eligible.
3. Nominee has demonstrated excellence in his field (professional, academic, research or community)
4. Nominee has demonstrated effective and inspiring personal leadership.
5. There is an evidence of contribution to and recognition by the profession or community at a local, national, or international level.

**Document to be Submitted**

* + - 1. A current Curriculum Vitae (CV) and other relevant supporting documentation (up to a maximum of 5), such as media coverage and information on previous awards and recognition.
      2. Completed nomination form which will include the following:
  1. *Nominee’s Name*
  2. *Address*
  3. *Telephone Number*
  4. *Email- address*
  5. *Educational Background (degrees, honorary degrees, names of institutions, year conferred)*
  6. *Present Employment/Occupation/ Profession*
  7. *Other Positions/ Affiliations*
  8. *Past Employment*
  9. *Research and publications*
  10. *Honors/ Awards / Recognition received (profession-related, community, research, etc.)*
  11. *Membership in professional, civic and other organizations*
  12. *Nomination Letter (description of the work, achievement, accomplishment on which the nomination for the award is based)*
  13. *Letters of support (justification for the award)*

**Criteria**

|  |  |
| --- | --- |
| **Criterion** | **Maximum points per criterion** |
| 1. Personal - manifestation of the important role of college education and how it has helped in his/her career and personal life | 25 |
| 1. Occupation – manifestation of the noteworthy accomplishments in his/her field | 25 |
| 1. Community – manifestation of his/her service to the community through civic, religious, charitable, business, professional, etc. | 25 |
| 1. Support to PLM – demonstrates unwavering support to PLM in any way | 15 |
| 1. Continuing Education – demonstrates his/her personal continuing education program goals and accomplishments | 10 |

**AWARDS BY CONCERNED UNITS**

* + - 1. **College Academic Excellence Award**
         1. **Undergraduate Level**

*This award is given to a student who has obtained the highest General Weighted Average in his/her year level across degree programs in the college.*

**Minimum Requirements**

1. The student shall have no records of any violations with a sanction higher than a warning.
2. The student must be recommended by the College.
3. The student must not incur any failing grade in all his/her subjects.
4. For students from the 3rd year and higher year levels, the student must have passed and completed his/her PE and NSTP/ROTC subjects.
5. Shifter within and across colleges may qualify provided, the student observe the minimum academic load of fifteen (15)units per semester or as prescribed by the curriculum of the program they pursue and must not exceed the maximum residency period of the program.
6. Students who had irregular load may still qualify provided the irregular status is not due to academic deficiency.
7. Transferees are disqualified.

**Documents to be Submitted**

1. Academic Status and Certification of Grades from First Year to Application Year (current year)with GWA- Certification from the University Registrar
2. Letter of endorsement from the Dean.
   * + - 1. **Graduate Level**

*This award is given to a student who has obtained the Highest General Weighted Average across all post graduate programs in his/her respective graduate school and who has followed his/her prospectus/curriculum correctly in the prescribed period.*

**Minimum Requirements**

1. The student must have completed all his academic subjects in the present school year as prescribed by his/her degree program.
2. The academic subjects are completed within the prescribed period.
3. Transferee students are not qualified.

**Documents to be Submitted**

1. Certification of Grades from entry year to application year (current school year)with GWA- Certification from the University Registrar
2. Letter of endorsement from the Dean.

**OTHERS**

1. **Top Performing College**

*This award is given to the college who has obtained the highest points in all the criteria in the professional examinations given in its respective degree programs.*

**Criteria**

|  |  |
| --- | --- |
| **Criterion** | **Maximum points per criterion** |
| 1. School Performance | 35 |
| 1. Bar/Board Placers | 35 |
| 1. Above National Passing Rate | 30 |

1. **Outstanding Dean**

*This award is given to the dean with the highest points based from the criteria given.*

***Minimum Requirement:*** *Must have a minimum tenure of one academic year and presently the dean of his college.*

*Criteria:*

|  |  |
| --- | --- |
| **Criterion** | **Maximum points per criterion** |
| 1. IPCR | 20 |
| 1. Student Evaluation | 20 |
| 1. Individual Accomplishments    1. Post Graduate Studies    2. Seminars/Conventions/Conferences/Trainings Attended | 20 |
| 1. OPCR | 40 |

* **Original documents will be returned to the College/Organization after the University Recognition Day**
* **All decisions of the Subcommittee are FINAL.**

**Analysis**

* + - * The approval of the above mentioned proposal will enable the committee to finalize all its preparations related to the 2017 University Recognition
      * Giving these awards to the individual and groups will definitely boost their morale and give inspiration to others.
      * The recognition will also motivate all the awardees to exert more and achieve more not only for their professional achievement but also the University’s success

**Recommendation**

The proposed awards for the 2017 University Recognition are thereby submitted to the University President for her approval.

*I hereby certify that I have subjected the abovementioned proposal or recommendation to “Completed Staff Work” through my Office, College of Engineering and Technology, in full and strict compliance with Pamantasan Administrative Order No. 35-GPP, series of 2016.*

|  |  |  |
| --- | --- | --- |
| Submitted by: | Recommending Approval: | |
| **EVANGELINE P. LUBAO**  Chairman, 2017 Sub-committee for University Recognition | **ENGR. JOSE A. SILERIO**  OIC, Vice President for Academic Affairs | **DR. NELSON J. CELIS**  Executive-Vice President |
| \_\_\_Approved \_\_\_Disapproved Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Dr. MA. LEONORA V. DE JESUS**  University President | | |