



Pamantasan ng Lungsod ng Maynila
(University of the City of Manila)
Gen. Luna cor. Muralla St. Intramuros, Manila

OFFICE OF STUDENT DEVELOPMENT AND SERVICES

REGENTIAL AWARD **Most Outstanding College Student Council**

The Regential Award is given to a college student council which has effectively developed the following qualities:

1. Foster harmonious relationship among students, faculty, university officials and administrative personnel;
2. Has shown cooperative spirit in university activities;
3. Has helped the college and the university in promoting and implementing policies, rules and regulations, and developed discipline among students;
4. Has helped students attain good academic performance by implementing projects that promote academic excellence.

Percentage Distribution

Criteria	No. of Points	Percentage
1. Sponsored activities	60	60%
2. Attendance (seminars, conferences, conventions, outside projects)	20	20%
3. Punctuality in Submitting documents	10	10%
4. OSDS Dean's Evaluation	5	5%
5. College Dean's Evaluation	5	5%

Specific Guidelines for Determining Points

1. Sponsored Activities (maximum of 60 points)

- a. Activities during the college week are counted collectively as one activity only
- b. Mass sponsorship shall be counted as sponsored activity provided it is certified by campus ministry.
- c. An activity co-organized by more than one organization shall be counted as an activity for each of the partner organizations provided it is certified by the main organizer.
- d. Tutorial projects will only be counted as one sponsored activity even if done on different dates.

Nominees are asked to submit profiles of, at most, five (5) banner projects for the current schoolyear. Evaluation of these activities will be in accordance with the following qualities:

▪ Fostering Harmonious Relationship	3 points
▪ Shown Cooperative Spirit	3 points
▪ Promoted University Policy/ies	3 points
▪ Developed Academic Excellence	3 points
Maximum Points Per Sponsored Activity	12 points



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OFFICE OF STUDENT DEVELOPMENT AND SERVICES

2. Attendance in Seminars and Others (maximum of 20 points)

Nominees may present their Certificates of Participation/Attendance in seminars, conferences, conventions and other projects (except those that are competition in nature) organized by outside organizations. Maximum number of points that may be generated is 20 points. In the event that the total number of points, after conversion, exceeds 20 points, the screening committee shall prioritize the seminar attended in this order: international, national, regional, local.

- International 5 points
- National 3 points
- Regional 2 points
- Local/Institutional 1 point

3. Punctuality in Submitting Documents (maximum of 10 points)

Nominees are informed beforehand about the deadline for submission of their nomination forms and supporting documents. They receive an automatic 3 points for meeting said deadline. More points are awarded to earlier submissions.

- 6 Days Before the Deadline or earlier 10 points
- 4-5 Days Before the Deadline 7 points
- 1-3 Days Before the Deadline 5 points
- On the Day of the Deadline 3 points

4. OSDS Dean's Evaluation (maximum of 5 points)

The average score of the nominee based on the generated score on each of the following criteria shall reflect the OSDS Dean's Evaluation.

- i) Relationship with the OSDS personnel rating between 0 to 5 points
- ii) Relationship with within council rating between 0 to 5 points
- iii) Relationship with other college council rating between 0 to 5 points
- iv) Over-all impression rating between 0 to 5 points

Note: Rating value and their corresponding description

- 1 Poor
- 2 Fair
- 3 Good
- 4 Very Good
- 5 Excellent



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(University of the City of Manila)
Gen. Luna cor. Muralla St. Intramuros, Manila

OFFICE OF STUDENT DEVELOPMENT AND SERVICES

5. College Dean's Evaluation (maximum of 5 points)

The average score of the nominee based on the generated score on each of the following criteria shall reflect the College Dean's Evaluation.

- | | |
|--|------------------------------|
| i) Relationship with college staff & faculty | rating between 0 to 5 |
| points | |
| ii) Relationship with within council | rating between 0 to 5 |
| points | |
| iii) Relationship with other college council | rating between 0 to 5 points |
| iv) Over-all impression | rating between 0 to 5 points |

Note: Rating value and their corresponding description

- | | |
|---|-----------|
| 1 | Poor |
| 2 | Fair |
| 3 | Good |
| 4 | Very Good |
| 5 | Excellent |



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OFFICE OF STUDENT DEVELOPMENT AND SERVICES

MOLAVE AWARD

Most Outstanding Academic Student Organization

The Molave Award recognizes the outstanding performance of academic student organizations, which contributed to the attainment of their goals and objectives. It also honors the academic organization that has effectively developed the following qualities:

1. Foster harmonious relationship among students, faculty, university officials and administrative personnel;
2. Has shown cooperative spirit in university activities;
3. Has helped students attain good academic performance by implementing projects that promote academic excellence.

Percentage Distribution

Criteria	No. of Points	Percentage
1. Sponsored activities	60	60%
2. Attendance (seminars, conferences, conventions, outside projects)	20	20%
3. Punctuality in Submitting documents	10	10%
4. OSDS Dean's Evaluation	5	5%
5. College Dean's Evaluation	5	5%

Specific Guidelines for Determining Points

1. Sponsored Activities (maximum of 60 points)

Nominees are asked to submit profiles of, at most, five (5) banner co-curricular (academic in nature) projects for the current schoolyear. Evaluation of these activities will be in accordance with the following qualities: Fostering Harmonious Relationship, Shown Cooperative Spirit, and Developed Academic Excellence.

Local/Institutional Activity

- Fostering Harmonious Relationship 6 points
 - Shown Cooperative Spirit 6 points
 - Developed Academic Excellence 6 points
- Maximum Points Per Sponsored Activity 18 points**

Regional Activity

- Fostering Harmonious Relationship 5 points
 - Shown Cooperative Spirit 5 points
 - Developed Academic Excellence 5 points
- Maximum Points Per Sponsored Activity 15 points**



Pamantasan ng Lungsod ng Maynila
(University of the City of Manila)
Gen. Luna cor. Muralla St. Intramuros, Manila

OFFICE OF STUDENT DEVELOPMENT AND SERVICES

National Activity

- Fostering Harmonious Relationship 4 points
 - Shown Cooperative Spirit 4 points
 - Developed Academic Excellence 4 points
- Maximum Points Per Sponsored Activity 12 points**

International Activity

- Fostering Harmonious Relationship 3 points
 - Shown Cooperative Spirit 3 points
 - Developed Academic Excellence 3 points
- Maximum Points Per Sponsored Activity 9 points**

2. Attendance in Seminars and Others (maximum of 20 points)

Nominees may present their Certificates of Participation/Attendance in seminars, conferences, conventions and other projects (except those that are competition in nature) organized by outside organizations. Maximum number of points that may be generated is 20 points. In the event that the total number of points, after conversion, exceeds 20 points, the screening committee shall prioritize the seminar attended in this order: international, national, regional, local.

- International 5 points
- National 3 points
- Regional 2 points
- Local/Institutional 1 point

3. Punctuality in Submitting Documents (maximum of 10 points)

Nominees are informed beforehand about the deadline for submission of their nomination forms and supporting documents. They receive an automatic 3 points for meeting said deadline. More points are awarded to earlier submissions.

- 6 Days Before the Deadline or earlier 10 points
- 4-5 Days Before the Deadline 7 points
- 1-3 Days Before the Deadline 5 points
- On the Day of the Deadline 3 points

4. OSDS Dean's Evaluation (maximum of 5 points)

The average score of the nominee based on the generated score on each of the following criteria shall reflect the OSDS Dean's Evaluation.



Pamantasan ng Lungsod ng Maynila
(University of the City of Manila)
Gen. Luna cor. Muralla St. Intramuros, Manila

OFFICE OF STUDENT DEVELOPMENT AND SERVICES

- i) Relationship with the OSDS personnel rating between 0 to 5 points
- ii) Relationship with within council rating between 0 to 5 points
- iii) Relationship with other college council rating between 0 to 5 points
- iv) Over-all impression rating between 0 to 5 points

Note: Rating value and their corresponding description

- 1 Poor
- 2 Fair
- 3 Good
- 4 Very Good
- 5 Excellent

5. College Dean's Evaluation (maximum of 5 points)

The average score of the nominee based on the generated score on each of the following criteria shall reflect the College Dean's Evaluation.

- i) Relationship with college staff & faculty rating between 0 to 5 points
- ii) Relationship with within council rating between 0 to 5 points
- iii) Relationship with other college council rating between 0 to 5 points
- iv) Over-all impression rating between 0 to 5 points

Note: Rating value and their corresponding description

- 1 Poor
- 2 Fair
- 3 Good
- 4 Very Good
- 5 Excellent



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OFFICE OF STUDENT DEVELOPMENT AND SERVICES

MOLAVE AWARD

Most Outstanding Non-Academic Student Organization

The Molave Award recognizes the outstanding performance of non-academic student organizations, which contributed to the attainment of their goals and objectives. It also honors the non-academic organization that has effectively developed the following qualities:

1. Foster harmonious relationship among students, faculty, university officials and administrative personnel;
2. Has shown cooperative spirit in university activities;
3. Has helped students attain holistic development by implementing projects that are extra-curricular in nature.

Percentage Distribution

Criteria	No. of Points	Percentage
1. Sponsored activities	60	60%
2. Attendance (seminars, conferences, conventions, outside projects)	20	20%
3. Punctuality in Submitting documents	10	10%
4. OSDS Dean's Evaluation	10	10%

Specific Guidelines for Determining Points

1. Sponsored Activities (maximum of 60 points)

Nominees are asked to submit profiles of, at most, five (5) banner extra-curricular (academic in nature) projects for the current schoolyear. Evaluation of these activities will be in accordance with the following qualities: Fostering Harmonious Relationship, Shown Cooperative Spirit, and Holistic Development.

Local/Institutional Activity

- Fostering Harmonious Relationship 6 points
- Shown Cooperative Spirit 6 points
- Holistic Development 6 points

Maximum Points Per Sponsored Activity 18 points

Regional Activity

- Fostering Harmonious Relationship 5 points
- Shown Cooperative Spirit 5 points
- Holistic Development 5 points

Maximum Points Per Sponsored Activity 15 points



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(University of the City of Manila)
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OFFICE OF STUDENT DEVELOPMENT AND SERVICES

National Activity

- Fostering Harmonious Relationship 4 points
 - Shown Cooperative Spirit 4 points
 - Holistic Development 4 points
- Maximum Points Per Sponsored Activity 12 points**

International Activity

- Fostering Harmonious Relationship 3 points
 - Shown Cooperative Spirit 3 points
 - Holistic Development 3 points
- Maximum Points Per Sponsored Activity 9 points**

2. Attendance in Seminars and Others (maximum of 20 points)

Nominees may present their Certificates of Participation/Attendance in seminars, conferences, conventions and other projects (except those that are competition in nature) organized by outside organizations. Maximum number of points that may be generated is 20 points. In the event that the total number of points, after conversion, exceeds 20 points, the screening committee shall prioritize the seminar attended in this order: international, national, regional, local.

- International 5 points
- National 3 points
- Regional 2 points
- Local/Institutional 1 point

3. Punctuality in Submitting Documents (maximum of 10 points)

Nominees are informed beforehand about the deadline for submission of their nomination forms and supporting documents. They receive an automatic 3 points for meeting said deadline. More points are awarded to earlier submissions.

- 6 Days Before the Deadline or earlier 10 points
- 4-5 Days Before the Deadline 7 points
- 1-3 Days Before the Deadline 5 points
- On the Day of the Deadline 3 points

4. OSDS Dean's Evaluation (maximum of 10 points)

The average score of the nominee based on the generated score on each of the following criteria shall reflect the OSDS Dean's Evaluation.



Pamantasan ng Lungsod ng Maynila
(University of the City of Manila)
Gen. Luna cor. Muralla St. Intramuros, Manila

OFFICE OF STUDENT DEVELOPMENT AND SERVICES

Page 2 of 3 Guidelines for Molave Award (Non-Academic)

- | | |
|--|----------------------------------|
| i) Relationship with the OSDS personnel | rating between 0 to 10 points |
| ii) Relationship with within council
points | rating between 0 to 10
points |
| iii) Relationship with other college council | rating between 0 to 10 points |
| iv) Over-all impression | rating between 0 to 10 points |

Note: Rating value and their corresponding description

1-2	Poor
3-4	Fair
5-7	Good
8-9	Very Good
10	Excellent



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OFFICE OF STUDENT DEVELOPMENT AND SERVICES

PRESIDENTIAL AWARD **Most Outstanding Student of the University**

The Presidential Award is given to the student who has achieved outstanding academic performance and has shown effective leadership in different University organizations and in various recognized activities inside and outside the University

The awardee shall have received the highest point from among the recipients of Most Outstanding College Student awards.

Percentage Distribution

Criteria	No. of Points	Percentage
1. Academic Performance	35	35%
2. Scholarship Grants	5	5%
3. Leadership	20	20%
4. Character	20	20%
5. Community Activities	20	20%

Specific Guidelines for Determining Points

1. Academic Performance (maximum of 35 points)

The nominee must be of good academic standing from 1st year to graduation year. Moreover, he/she must belong to the upper 5% rank of the students in his/her college and has no failing grade in any subject from 1st year to graduation year.

2. Scholarship Grants (maximum of 5 points)

Merit is given to the scholarship grants acquired by the nominee during the student's whole stay in the University. Nominee must submit certification from scholarship provider or the Office of Student Development and Services.

- For a 5 year course, 1 year of scholarship is equivalent to 1 point
- For a 4 year course, 1 year of scholarship is equivalent to 1.25 points

3. Leadership (maximum of 20 points)

Nominees must have participated actively in college or university activities. He/she must have had significant and worthwhile undertaking such as projects, researches, creative works, etc., which has given honor to the college or University. He/she must have been an officer or member of a student or youth organization.



Pamantasan ng Lungsod ng Maynila
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OFFICE OF STUDENT DEVELOPMENT AND SERVICES

- Local/Institutional
 - As member/participant 2 points
 - As officer/organizer 4 points
- Regional
 - As member/participant 2 points
 - As officer/organizer 5 points
- National/International
 - As member/participant 2 points
 - As officer/organizer 6 points

4. Character (maximum of 20 points)

Nominees must not have violated any rules and regulations of the University as certified by the Dean of the Office of Student Development and Services and the Dean of the College where he/she belongs.

- OSDS Dean 10 points
- Dean of the College 10 points

5. Community Activities (maximum of 10 points)

Community involvement in projects organized by outside organizations where the student is not a member or an officer of.

- Local/Institutional 1 point
- Regional/National 2 points
- International 3 points

6. Attendance in Trainings, Seminars, Conferences etc. (maximum of 10 points)

Nominees may present their Certificates of Participation/Attendance in seminars, conferences, conventions and other projects (including those that are competition in nature) organized by outside organizations.

- Local/Institutional 1 point
- Regional/National 2 points
- International 3 points



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OFFICE OF STUDENT DEVELOPMENT AND SERVICES

MAYNILAD AWARD **Model Campus Adviser**

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

Percentage Distribution

Criteria	No. of Points	Percentage
1. Sponsored Activities	20	20%
2. Attendance (Trainings, Seminars, etc)	15	15%
3. Punctuality in Submitting Documents	10	10%
4. College Dean's Evaluation	10	10%
5. Recognitions, Honors & Awards Received	10	10%
6. Membership in Organizations	10	10%
7. Length of Service as Adviser	10	10%
8. Organization Evaluation	15	15%

Specific Guidelines for Determining Points

1. Sponsored Activities of the Organization Represented (maximum of 20 points)

- International 8 points
- National 6 points
- Regional 4 points
- Local/Institutional 2 points

2. Attendance in Trainings, Seminars, etc. (maximum of 15 points)

- Local/Institutional 1 point
- Regional 2 points
- National 2 points
- International 3 points

3. Punctuality in Submitting Documents (maximum of 10 points)

Nominees receive an automatic 3 points for meeting the deadline for submission of documents. More points are awarded to earlier submissions.

- 6 Days Before the Deadline or earlier 10 points
- 4-5 Days Before the Deadline 7 points
- 1-3 Days Before the Deadline 5 points
- On the Day of the Deadline 3 points



Pamantasan ng Lungsod ng Maynila
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OFFICE OF STUDENT DEVELOPMENT AND SERVICES

4. College Dean's Evaluation (maximum of 10 points)

- | | |
|--|-------------------------------|
| i) Relationship with the college staff,
College Secretary, and Dean | rating between 0 to 10 points |
| ii) Availability and willingness to accept
responsibility. | rating between 0 to 10 points |
| iii) Ability to Manage the Organization | rating between 0 to 10 points |
| iv) Over-all impression as an Adviser | rating between 0 to 10 points |

Note: Rating value and their corresponding description

1-2	Poor
3-4	Fair
5-7	Good
8-9	Very Good
10	Excellent

5. Recognitions, Honors, and/or Awards Received in Relation to Campus Advising (maximum of 10 points)

- | | |
|-----------------------|----------|
| • Local/Institutional | 2 points |
| • Regional | 4 points |
| • National | 5 points |
| • International | 6 points |

6. Membership in Organizations (maximum of 10 points)

- | | |
|--------------------------|----------|
| ▪ Local/Institutional | |
| ○ As member/participant | 2 points |
| ○ As officer/organizer | 4 points |
| ▪ Regional | |
| ○ As member/participant | 2 points |
| ○ As officer/organizer | 5 points |
| ▪ National/International | |
| ○ As member/participant | 2 points |
| ○ As officer/organizer | 6 points |

7. Length of Service as Adviser (maximum of 10 points)

- | | |
|-------------------|-----------|
| • 1 year | 2 points |
| • 2 years | 4 points |
| • 3 years | 6 points |
| • 4 years | 8 points |
| • 5 years or more | 10 points |



Pamantasan ng Lungsod ng Maynila
(*University of the City of Manila*)
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OFFICE OF STUDENT DEVELOPMENT AND SERVICES

8. Organization Evaluation (maximum of 10 points)

- i) Attitude towards officers and members rating between 0 to 10 points
Of the organization
- ii) Availability and willingness to guide and rating between 0 to 10
points
Monitor the organization's activities
- iii) Support extended to the organization rating between 0 to 10 points
- iv) Over-all impression as an Adviser rating between 0 to 10 points

Note: Rating value and their corresponding description

1-2	Poor
3-4	Fair
5-7	Good
8-9	Very Good
10	Excellent