



AWARDS FOR OUTSTANDING OFFICIALS AND EMPLOYEES

NOMINATION FORM

Please attach recent 1 x 1 photo

Printed Name of Individual or Group Nominee:

(Surname) (First Name) (Middle Name)

(Name of Group Nominee, which may be a section, division or office)

City Postal Address _____

(Residence No.) (Street) (Barangay/District)

Position/Designation _____ Nickname _____

Date of Birth _____ Place of Birth _____

Nomination for (Please check appropriate box):

- | | |
|---|--|
| <input type="checkbox"/> Best Supervisor Award(F_)(M_)(LGBT_) | <input type="checkbox"/> Cost Economy Measure Award |
| <input type="checkbox"/> Best Teacher Award(F_)(M_)(LGBT_) | <input type="checkbox"/> Most Outstanding Research Award |
| <input type="checkbox"/> Best Rank-and-File Employee Award(F_)(M_)(LGBT_) | <input type="checkbox"/> Most Outstanding Research Project Award |
| <input type="checkbox"/> Exemplary Behavior Award | <input type="checkbox"/> Best Extension Implementer Award |
| <input type="checkbox"/> Best Organizational Unit | <input type="checkbox"/> Best Extension Program/Project Award |

(Signature over printed name of nominee)

For individual nomination, please attach to the duly accomplished nomination form the following supporting documents:

1. Duly accomplished Personal Data Sheet (C.S. Form No. 212 Revised 2017)
2. Duly certified copy of Service Record of the nominee
3. Certified true/xerox copy of the Performance Rating obtained by the nominee for the last 2 rating periods prior to the nomination
4. Certified true/xerox copy of transcript of records, showing the highest degree attained by the nominee
5. Certification that the nominee have not been found guilty of any administrative or criminal offense involving moral turpitude nor have nay pending case against him/her at the time of nomination
6. Clippings, citations, publications, pictures and other relevant documents, if any, in support of the nomination
7. Certified true/xerox copy of the nominees' latest regular teaching load schedule/program (For Best Supervisor/Teacher Award only)

RECOMMENDATION (to be filled out by the nominator)

In no more than one separate sheet of paper, please explain why nominee should receive the award. Please touch on the following areas: personal character, professional competence, efficiency and effectiveness in the performance of duties and responsibilities.

(Signature over printed name of nominator)

Note:

Nominations must be submitted in the prescribed form to the UNIVERSITY PRAISE COMMITTEE Secretariat, c/o HRM Office on or before the cut-off date the Committee has set for inclusion of nomination for the current year awards.