

2025

**PRAISE EVERLASTING AWARD
GUIDEBOOK**

PRIME-HRM

Program to Institutionalize Meritocracy and Excellence in Human Resource Management

PRIME-HRM is the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management. It aims to evaluate public sector human resource management to a level of excellence through the assessment, assistance, and awarding processes of HRM Systems, Practices, and Competencies using HRM maturity level indicators that are part with global HRM standards (CSC MC No. 24, s. 2016).

4G *(Galing, Gandang-Loob, Gawa, at Gawad)*

4G is the University's Performance Management and Rewards & Recognition customized programs under PRIME-HRM. Galing, Gandang-Loob, Gawa, (Peak Performance Management) refers to the best desired quality of work performance that an employee can achieve; and Gawad (Rewards & Recognition) provides for monetary and non-monetary awards and incentives for peak performance. This is realized through the Program for Rewards, Awards, and Incentives for Service Excellence (PRAISE) EVERLASTING Awards.

PRAISE

Program On Rewards, Awards, and Incentives for Service Excellence

PRAISE was initiated in support of CSC Memorandum Circular No. 24, s. 2016 and MC No. 3, s. 2012 or the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)

It is a program under the Rewards and Recognition (R&R) core area of PRIME-HRM. In the University, this area is spearheaded by the Human Resource Development Office (HRDO). This is offered under the 4G Services of HRDO. The customized R&R policy of the university is referred to as the PRAISE E.V.E.R.L.A.S.T.I.N.G. Policy, which was approved by the Board of Regents in 2018.

THE E.V.E.R.L.A.S.T.I.N.G. AWARDS

The PRAISE EVERLASTING Awards Policy was approved through the Administrative Council Action No. 091-2018 and Board of Regents Resolution No. 2868, s. 2018.

Basic Qualifications:

1. Employed on permanent, co-terminus, or contractual status;
2. Must have rendered at least one (1) year of service at the time of nomination, or otherwise specified;
3. Must have obtained at least Very Satisfactory IPCR/ DPCR/ OPCR Evaluation Rating for the annual period immediately preceding nomination;
4. Has not been found guilty of any criminal or administrative offense during the period covered.

****SCOPE:** The PRAISE EVERLASTING Awards shall apply to all BSU employees while promoting the Equal Opportunity Principle (EOP), and with emphasis on the policies and guidelines on Gender and Development (GAD).

The word EVERLASTING represents the eleven (11) categories of each awards, each letter corresponds to one distinct category which is as follows:

- E**xcellence in Job Performance and Exemplars of Competencies
- V**ibrancy, Vim, and Vigor
- E**fficiency in the Workplace
- R**esponsiveness
- L**eadership in Action
- A**ccountability in Responsibility
- S**ervice at its Best
- T**eamwork in Attitude
- I**nnovative Outputs
- N**obility in Character
- G**reatness in Achievements



The logo was adopted from the design for the PRAISE EVERLASTING Medallion which is given as a non-monetary reward during the EVERLASTING AWARDS Program.

OPENED AWARDS FOR PRAISE EVERLASTING AWARDS 2025

Excellence in Job Performance and Exemplars of Competencies

Outstanding Teacher: Level 1 and Level 2
Outstanding Non-Teaching Employee: Level 1 and Level 2
Outstanding Researcher: Level 1 and Level 2
Outstanding Extensionist
Most Outstanding Research and Extension Manager
Outstanding Thesis Adviser
Outstanding Adviser of a Recognized Student Organization

Vibrancy, Vim & Vigor

Wellness Advocate Award
Wellness Practitioner Award

Efficiency in the Workplace

Cost Economy Measure Award

Responsiveness

Disaster Risk Reduction Advocate: Level 1 and Level 2
Taraki Award

Leadership in Action

Leadership Award: Level 1 and Level 2
Kayabang Award (for outgoing BOR Members)

Service At Its Best

Outstanding Student Services Provider
Loyalty Award & Milestone Loyalty Award
Salamat-Mabuhay

Teamwork in Attitude

Best Organizational Office
Most Improved Office

Innovative Outputs

Innovator of the Year

Nobility in Character

Outstanding Volunteer Award
Gender and Development Advocate Award

Greatness in Achievements

Continuing Career Development Award
Quality Assurance Recognition
Aduyon Award (Institutional Partner Award)
Solibao Award (Individual Partner Award)
Special Citations

EXCELLENCE IN JOB PERFORMANCE AND EXEMPLARS OF COMPETENCIES

Outstanding Teacher: Level 1

Outstanding Teacher: Level 2

Outstanding Non-Teaching Employee: Level 1

Outstanding Non-Teaching Employee: Level 2

Outstanding Researcher: Level 1

Outstanding Researcher: Level 2

Outstanding Extensionist

*Most Outstanding Research and Extension
Manager*

Outstanding Thesis Adviser

*Outstanding Adviser of a Recognized Student
Organization*

Outstanding Teacher: Level 1

Description:	This award shall be granted to Instructors, Assistant Professors, and Associate Professors who have excelled among their fellow faculty members in terms of teaching competence, research and creative outputs, extension and community involvement and educational / professional advancement.
Target No. of Awardees:	There shall be a maximum number of four (4) awardees for each level of Instructor, Assistant Professor, and Associate Professor. Overall, there shall be twelve (12) awardees.
Additional Qualifications:	<ul style="list-style-type: none"> Nominees must at least have fifteen (15) units of regular teaching load during the evaluation period covered by the award Nominees without any research as per the Research and/or Creative Works/ Outputs criterion are still qualified
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00 3. 1 or 2 step increment

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Competence in Teaching (50%)	Performance Evaluation(35%)	<ul style="list-style-type: none"> Duly signed PES Rating in the 2 semesters of the year of nomination
	Instructional Materials developed and approved by the IMC / VPAA or Published Book (15%)	<ul style="list-style-type: none"> Copies of IM or published book Period considered for evaluation of published materials (e.g., books, IM) shall be five (5) years preceding date of evaluation For multiple authors, proportional point system applies Books shall have ISBN publication or at least registered with the IPRO
Research and/or Creative Works (10%)	Research Presentation (5%)	<ul style="list-style-type: none"> Abstracts of completed researches presented in appropriate fora in the last 5 years (with Special Order)
	Research Publication (5%) <i>**Must be registered at R&E</i>	<ul style="list-style-type: none"> Publications in peer-reviewed or refereed or Scopus / ISI Journals / Creative works / patent / utility models in the last 5 years

Outstanding Teacher: Level 1 (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Extension and Community Involvement (10%)	Extension or volunteer works / community service (1 year)	<ul style="list-style-type: none"> • Certification or Accomplishment Report with photo documentations of extension activities for 2024
	Expert services as speaker, lecturer, etc.(1 year)	<ul style="list-style-type: none"> • Certificate as resource person or lecturer, and the like for 2024
	Active Membership in civic / religious organizations (1 year)	<ul style="list-style-type: none"> • Certificate of Active Membership for 2024
Character and Ethical Behavior (25%)	Evaluation of peers, supervisors, and clients (if applicable)	<ul style="list-style-type: none"> • To be facilitated by HRDO Staff
Bonus Points (5%) <i>**Maximum of 5 Points</i>	Awards Received	<ul style="list-style-type: none"> • Proof of awards received
	Current and active membership in professional organizations and/or scientific or honor societies	<ul style="list-style-type: none"> • Certificate of Active Membership
	Continuing Professional Development	Certificates of Participation in relevant trainings, seminars and conferences Certificates of academic distinction

"The task of the excellent teacher is to stimulate 'apparently ordinary' people to unusual effort. The tough problem is not in identifying winners: it is in making winners out of ordinary people"

-K. Patricia Cross

Outstanding Teacher: Level 2

Description:	This award shall be granted to Professors who have excelled among their fellow faculty members in terms of teaching competence, research and creative outputs, extension and community involvement and educational / professional advancement.
Target No. of Awardees:	There shall be a maximum number of four (4) awardees
Additional Qualifications:	Nominees must at least have nine (9) units of regular teaching load during the evaluation period covered by the nomination.
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00 3. 1 or 2 step increment

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Research/ Creative Outputs (40%)	Research Presentation (20%)	<ul style="list-style-type: none"> • Abstracts of completed researches presented in appropriate fora (with Special Order) • Period considered for evaluation of published materials (e.g., books) shall be five (5) years preceding date of evaluation
	Research Publication (20%)	<ul style="list-style-type: none"> • Publications in peer-reviewed or refereed or Scopus / ISI Journals / creative works / patent / utility models
Competence in Teaching (30%)	Performance Evaluation(15%)	<ul style="list-style-type: none"> • Duly signed PES Rating in the 2 semesters of the year of nomination
	Instructional Materials developed and approved by the IMC / VPAA or Published Book (10%)	<ul style="list-style-type: none"> • Copies of IM or published book Period considered for evaluation of published materials (e.g., books, IM) shall be five (5) years preceding date of evaluation • For multiple authors, proportional point system applies • Books shall have ISBN publication or at least registered with the IPRO
	Participation in Professional Advancement Activities and Exemplary Academic Performance (5%)	<ul style="list-style-type: none"> • Certificates of Participation in relevant trainings, seminars and conferences • Certificates of academic distinction

Outstanding Teacher: Level 2 (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
	Extension or volunteer works/ community service for 2024 (2%)	
Extension/ Public Service (5%)	Expert services as speaker, lecturer, etc. for 2024 (2%)	<ul style="list-style-type: none"> • Certificate as resource person or lecturer, and the like
	Active Membership in civic / religious organizations for 2024 (1%)	<ul style="list-style-type: none"> • Certificate of Active Membership
Character and Ethical Behavior (25%)	Evaluation of peers, supervisors, and clients	<ul style="list-style-type: none"> • To be facilitated by PRAISE Secretariat and HRDO Staff
Bonus Points (5%) <i>**Maximum of 5 Points</i>	Awards Received	<ul style="list-style-type: none"> • Proof or awards received
	Current and active membership in professional organizations and/or scientific or honor societies	<ul style="list-style-type: none"> • Certificate of Active Membership

"To teach is to learn twice."

-Joseph Joubert

Outstanding Non-Teaching Employee: Level 1

Description:	This award shall be given to non-teaching Level 1 employees (based on plantilla positions and not necessarily on salary grade) who provide valuable support and facilitative services in helping the institution achieve organizational effectiveness and productivity. The Outstanding Non-Teaching Employee demonstrates exceptional individual performance through competence, high achievement, or unwavering commitment. He or she has exhibited outstanding performance in assigned tasks and has displayed significant qualities such as responsiveness, initiative, and creativity in the execution of duties and responsibilities.
Target No. of Awardees:	There shall be a maximum number of eight (8) awardees
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00 3. 1 or 2 step increment

CRITERIA

General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Performance of Functions (50%)	Performance Evaluation for two rating periods	<ul style="list-style-type: none"> • Certificate of IPCR Evaluation Rating
Significant Innovations/ Inventions (15%)	Incremental Innovations in the workplace	<p>Documentations of Innovation</p> <ul style="list-style-type: none"> • Innovation = meaningful improvements in the service/ products • Samples: Improved workflow, turnaround time, product line, digital services (e.g. database, online services), etc. <p><i>HRDO will facilitate the rating of the innovation by supervisors, peers, and clientele.</i></p>
Community Involvement (10%)	Participation/ Implementation of outreach/ extension	<p>Certificate and/or other proof of participation</p> <ul style="list-style-type: none"> • sample: fun run/ride with beneficiaries, tree planting, clean-up drive, voluntary community service, bloodletting, and the like
Character and Ethical Behavior (25%)	Evaluation of peers, supervisors, and clients	<ul style="list-style-type: none"> • To be facilitated by PRAISE Secretariat and HRDO Staff

Outstanding Non-Teaching Employee: Level 2

Description:	This award shall be given to non-teaching Level 2 employees (based on the plantilla positions and not necessarily on the salary grade) who provide valuable support and facilitative services in helping the institution achieve organizational effectiveness and productivity. The Outstanding Non-Teaching Employee demonstrates exceptional individual performance through competence, high achievement, or unwavering commitment. He or she has exhibited outstanding performance in assigned tasks and has displayed significant qualities such as responsiveness, initiative, and creativity in the execution of duties and responsibilities.
Target No. of Awardees:	There shall be a maximum number of eight (8) awardees
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00 3. 1 or 2 step increment

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Performance of Functions (45%)	Performance Evaluation for two rating periods	<ul style="list-style-type: none"> Certificate of IPCR Evaluation Rating
Significant Innovations/ Inventions (10%)	Incremental Innovations in the workplace (15%)	<p>Documentations of Innovation</p> <ul style="list-style-type: none"> Innovation = meaningful improvements in the service/ products Samples: Improved workflow, turnaround time, product line, digital services (e.g. database, online services), etc. <p><i>HRDO will facilitate the rating of the innovation by supervisors, peers, and clientele.</i></p>

Outstanding Non-Teaching Employee: Level 2 (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Leadership Competence/Potential (10%)	Leadership Competence shall be assessed with regard to potential and not the actual position or being the head of an office	<ul style="list-style-type: none"> This shall be assessed using the tool PRAISE EVERLASTING AWARDS Appraisal Tool for Leadership Competence for the Search for Outstanding Non-Teaching Employee HRDO will facilitate the rating of the nominee by supervisor, subordinates and peers
Community Involvement (10%)	Participation/ Implementation of outreach/ extension	Certificate and/or other proof of participation <ul style="list-style-type: none"> sample: fun run/ride with beneficiaries, tree planting, clean-up drive, voluntary community service, bloodletting, and the like
Character and Ethical Behavior (25%)	Evaluation of peers, supervisors, and clients	<ul style="list-style-type: none"> To be facilitated by HRDO Staff

"Outstanding achievement is the result of dedication, excellence, and a refusal to settle for less."

– Vince Lombardi (adapted)

Outstanding Researcher: Level 1

Description:	Benguet State University conducts a search for Outstanding Researcher from among its RDE personnel to recognize contributions of personnel in the field of Research, Development and Extension services of the University. The search aims to motivate and give recognition to those engaged in Research and Extension. This award shall be given to employee/s who have exemplary accomplishments in research, development and extension. This award is given to Instructor 1 to Assistant Professor 4 for Teaching Personnel of SG 18 for Non-Teaching Personnel.
Additional Qualifications:	Tenure: Nominee must have rendered at least five (5) years of service in the Department at the time of the nomination/ application.
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Accomplishments for the last five (5) years (50%)	Technology developed/significant information generated (15%)	<ul style="list-style-type: none"> • Proof of technology developed/ significant information generated in the last 5 years
	Publications (15%)	<ul style="list-style-type: none"> • Copies of books/ refereed journals/ series/ Instructional Materials published in the last years
	Awards received (12%)	<ul style="list-style-type: none"> • Proof of awards received in the last five (5) years
	Completed research (8%)	<ul style="list-style-type: none"> • List of supporting documents or researches completed in the last five (5) years

Outstanding Researcher: Level 1 (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Impact/ Adoption of Technology Generated (30%)	Involvement in Research Work (10%)	<ul style="list-style-type: none"> • Copy of documents showing his/her involvement in research work (i.e., as resource person in training, institutional participation / linkages and consultancy services) in the last five (5) years
	Innovative/ Significant Approaches in Research Work and Publication of IEC Materials (10%)	<ul style="list-style-type: none"> • Copy of certificates and other evidences showing innovative and significant approaches in research work and publication of IEC materials in the last five (5) years
	Technologies Extended to Various Interest Groups (10%)	<ul style="list-style-type: none"> • Copy of documents showing technologies extended to various interest groups in the last five (5) years
Educational and Professional Advancement (10%)	Highest Educational Obtained/ Being Pursued (5%)	<ul style="list-style-type: none"> • Certified true copy of transcript of records or diploma for the highest degree attained or the degree being pursued
	Trainings/ Seminars/ Workshops (5%)	<ul style="list-style-type: none"> • Certificate of participation in any advanced training, seminar or workshop attended in the last five (5) years related to research activities
Personal Qualities and Character (10%)	Performance Evaluation (10%)	<ul style="list-style-type: none"> • Performance Evaluation System (PES) for the last five years (mean rating)/ Certificate of IPCR/ DPCR Rating in the last 5 years

"Somewhere, something incredible is waiting to be known."

– Carl Sagan

Outstanding Researcher: Level 2

Description:	Benguet State University conducts a search for Outstanding Researcher from among its RDE personnel to recognize contributions of personnel in the field of Research, Development and Extension services of the University. The search aims to motivate and give recognition to those engaged in Research and Extension. This award shall be given to employee/s who have exemplary accomplishments in research, development and extension. This award is given to Associate Professor 1 to University Professor for Teaching Personnel or SG 19 and Above for Non-Teaching Personnel.
Additional Qualifications:	Tenure: Nominee must have rendered at least five (5) years of service in the Department at the time of the nomination/ application.
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Accomplishments for the last five (5) years (60%)	Technology developed/significant information generated (20%)	<ul style="list-style-type: none"> Proof of technology developed/ significant information generated in the last 5 years
	Publications (20%)	<ul style="list-style-type: none"> Copies of books/ refereed journals/ series/ Instructional Materials published in the last five (5) years
	Awards received (20%)	<ul style="list-style-type: none"> Proof of awards received in the last five (5) years

Outstanding Researcher: Level 2 (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Impact/ Adoption of Technology Generated (30%)	Involvement in Research Work (10%)	<ul style="list-style-type: none"> Copy of documents showing his/her involvement in research work in the last five (5) years
	Innovative/ Significant Approaches in Research Work & Publication of IEC Materials (10%)	<ul style="list-style-type: none"> Copy of certificates and other evidences showing innovative and significant approaches in research work and publication of IEC materials in the last five (5) years
	Technologies Extended to Various Interest Groups (10%)	<ul style="list-style-type: none"> Copy of documents showing technologies extended to various interest groups in the last five (5) years (i.e., as resource person in training, institutional participation / linkages and consultancy services)
Educational and Professional Advancement (5%)	Highest Educational Obtained/ Being Pursued	<ul style="list-style-type: none"> Certified true copy of transcript of records or diploma for the highest degree attained or the degree being pursued
	Trainings/ Seminars/ Workshops	<ul style="list-style-type: none"> Certificate of participation in any advanced training, seminar or workshop attended in the last five (5) years related to research activities
Personal Qualities and Character (5%)	Performance Evaluation	<ul style="list-style-type: none"> Performance Evaluation System (PES) for the last five years (mean rating)/ Certificate of IPCR/ DPCR Rating in the last 5 years

"Research is to see what everybody else has seen, and to think what nobody else has thought."

– Albert Szent-Györgyi

Outstanding Extensionist

Description:	Benguet State University conducts a search for an Outstanding Extensionist from among its RDE personnel to recognize contributions of personnel in the field of Research, Development and Extension services of the University. The search aims to motivate and give recognition to those engaged in Research and Extension. This Award shall be given to employee/s who have exemplary accomplishments in research, development and extension.
Additional Qualifications:	Tenure: Nominee must have rendered at least five (5) years of service in the Department at the time of the nomination/ application.
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00

CRITERIA

General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Extension Involvement 60%	Assessment of Extension Works/ Involvements	<ul style="list-style-type: none"> • Community/ Institutional assessment of the nominee in the area (province, municipality, or barangay) and institution where the extension work has been conducted and participated, respectively.
	Workload and/or Designations in the last two years (20%)	<ul style="list-style-type: none"> • Certified copy of workload and/ or designations within the last 2 (two) years
Impact/ Adoption of Extension Service Rendered (30%)	Involvement in Extension Work (10%)	<ul style="list-style-type: none"> • Copy of documents showing his/her involvement in extension work (i.e as resource person in training, community involvement, student involvement, institutional participation/ linkages, and consultancy service)
	Innovative/ Significant Approaches/ Models in Extension Work (10%)	<ul style="list-style-type: none"> • Copy of certificates and other evidences showing innovative and significant approaches/ models in extension work (demonstration projects and publication of IEC materials)
	Technologies Extended to Various Groups (10%)	<ul style="list-style-type: none"> • Copy of documents showing technologies extended from various interest groups

Outstanding Extensionist (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Educational and Professional Advancement (5%)	Highest Educational Attainment/ Currently Being Pursued	<ul style="list-style-type: none"> • Certified true copy of transcript of records or diploma for the highest degree attained or the degree being pursued
	Trainings/ Seminars/ Workshops	<ul style="list-style-type: none"> • Certificate of participation in any advanced training, seminar or workshop attended in the last five (5) years related to extension activities
Personal Qualities and Character (5%)	Performance Evaluation (5%)	<ul style="list-style-type: none"> • Performance Evaluation System (PES) for the last five years (mean rating)

"Success is not measured by what you accomplish, but by the difference you make in people's lives."

– Michelle Obama

Most Outstanding Research and Extension Manager

Description:	This award shall be given to R&E Institute/ Center/ Office Director or Assistant Directors, designates, program/ project leaders, etc.
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Educational and Professional Advancement (5%)	Continuing Professional Education	<ul style="list-style-type: none"> Proof of highest degree earned
Human Resource Development (10%)	Subordinates sent to pursue degree programs (5%)	<ul style="list-style-type: none"> List of personnel / subordinates List of personnel sent to pursue higher degree programs
	Subordinates sent to pursue training and non-degree programs (5%)	<ul style="list-style-type: none"> Matrix of trainings/ non-degree programs attended and proof of participation/ completion
Promotions/ Awards (15%)	Promotions (3%)	<ul style="list-style-type: none"> Proof of promotion
	Incentive Awards (3%)	<ul style="list-style-type: none"> Proof of awards (certificates, documentations, etc.)
	Awards received by staff (3%)	<ul style="list-style-type: none"> Proof of awards (certificates, documentations, etc.)
	Awards received by the office/ organization (3%)	<ul style="list-style-type: none"> Proof of awards (certificates, documentations, etc.)
	Attendance to Seminars/ International/ National Conference (3%)	<ul style="list-style-type: none"> Proof of attendance(certificates, documentations, etc.)
Capability to Generate Resources (15%)	Resources Generated (15%)	<ul style="list-style-type: none"> Proof of resources generated
Policy Advocacy/ Innovations to Enhance Effectiveness of the Agency (10%)	<ul style="list-style-type: none"> Documentary evidences showing policy advocacies or innovations that enhanced the effectiveness of the agency, which include but not limited to: participation in policy crafting/ implementation, advocacy of specific agency policies, enhancement of existing policies/ innovations, other policy advocacies/ innovations 	

Most Outstanding Research and Extension Manager (continuation)

CRITERIA		
<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Local and International Linkages Established (15%)	Linkages established (15%)	<ul style="list-style-type: none"> Signed Memorandums of Agreement/ Memoranda of Understanding
Information Technologies Generated which have been Adapted by Clientele(15%)	Documentary evidences showing information/ technologies generated which have been adapted by clientele.	
Membership in Professional (5%)	As Member (2%)	<ul style="list-style-type: none"> Certificates of Active Membership
	As Officer(3%)	
Awards Received as R&D Implementer/ Manager (10%)	As Implementer/ Main Worker (5%)	<ul style="list-style-type: none"> Special Order and/ or other appropriate documentations
	As Manager/ Supervisor (5%)	

"Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world."

– Joel A. Barker

Outstanding Thesis Adviser

Description:	This award shall be given to teaching or non-teaching personnel who serve as Thesis Advisers in the undergraduate and graduate programs. Reference period shall be in the current year or the most recent University Research Congress prior to the awards program.
Target No. of Awardees	10 (ten) awardees based on the categories provided during the Annual Students Congress to wit: <ul style="list-style-type: none"> • Science and Technology-AANR (Graduate and Undergraduate category) • Science and Technology-FIET (Graduate and Undergraduate category) • Education (Graduate and Undergraduate category) • Social AANR (Graduate and Undergraduate category) • Social Non-AANR (Graduate and Undergraduate category)
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00

CRITERIA

Advisers to the Undergraduate/Graduate School Top Student in each field of research in the Student Research Congress shall automatically be declared as Outstanding Thesis Advisers.

Outstanding Adviser of a Recognized Student Organization

Description:	This award shall be given to employees who outstandingly perform the duties and responsibilities of an Organization Adviser. Reference period shall be the current year of the awards program.
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 10,000.00

CRITERIA

Adviser to Student Organizations that are awarded during the Student Awards shall be automatically declared as the Outstanding Adviser of a Recognized Student Organization.

V IBRANCY, VIM & VIGOR

Wellness Advocate Award

Wellness Practitioner Award

Wellness Advocate Award

Description:	<ul style="list-style-type: none"> The Wellness Advocate Award shall be given to an individual, group or office who devotes time and effort to share and inspire other employees to enliven health and wellness practices. Awarding shall be based on nominees' accomplishments from the preceding year. Health and wellness activities include physical health or wellness activities like dancing, Zumba, tai chi, yoga or meditation. Activities, sports, activities, biking activities, mental health promotion activities, and the like. It includes activities conducted within and outside the University. Activities conducted outside the University are activities with non-BSU employees or students as participants. Activities should have been conducted during the identified wellness hours of employees (for activities for BSU employees or students) or outside office hours (activities conducted within and outside University).
Rewards:	<ol style="list-style-type: none"> EVERLASTING plaque Monetary incentive of P 5,000.00

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Number of Health and Wellness Activities Conducted (30%)	Number of Wellness Activities Organized or Co-organized / conducted / Facilitated or Co-facilitated WITHIN the University which are not related to current designation or position in the University (15%)	<ul style="list-style-type: none"> Certificate as co-organizer or facilitator or co-facilitator
	Number of Seminar or Webinars or Trainings related to wellness advocacy where the nominee served as Learning Service Provider (15%)	<ul style="list-style-type: none"> Certificate as Learning Service Provider of a training related to wellness advocacy
Service Beyond the Call of Duty (30%)	Number of Wellness Activities Organized or Co-organized / conducted / Facilitated or Co-facilitated OUTSIDE the University, which are not related to current designation or position in the University. (20%)	<ul style="list-style-type: none"> Certificate as co-organizer or facilitator or co-facilitator
	Organizational Membership to organizations advocating health and wellness and registered with SEC. This includes organizations which the nominee may have founded. (10%)	<ul style="list-style-type: none"> Certificate of Membership or ID as a member with proof of latest membership fee paid Photocopy of SEC Registration of the organization

Wellness Advocate Award (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Impact of Health and Wellness Activities to the Holistic Well-being of Service Users (40%)	Evaluation Results of Wellness Activities Organized or Co-organized / conducted / Facilitated or Co-facilitated WITHIN the University which are not related to current designation or position in the University (20%)	<ul style="list-style-type: none"> Assessment/ Evaluation shall be facilitated by the HRDO Staff/ PRAISE Secretariat
	Wellness Activities Organized or Co-organized / conducted / Facilitated or Co-facilitated OUTSIDE the University which are not related to current designation or position in the University (20%)	<ul style="list-style-type: none"> Assessment/ Evaluation shall be facilitated by the HRDO Staff/ PRAISE Secretariat

"When 'I' is replaced with 'we', illness becomes wellness."

– Shannon L. Alder

Wellness Practitioner Award

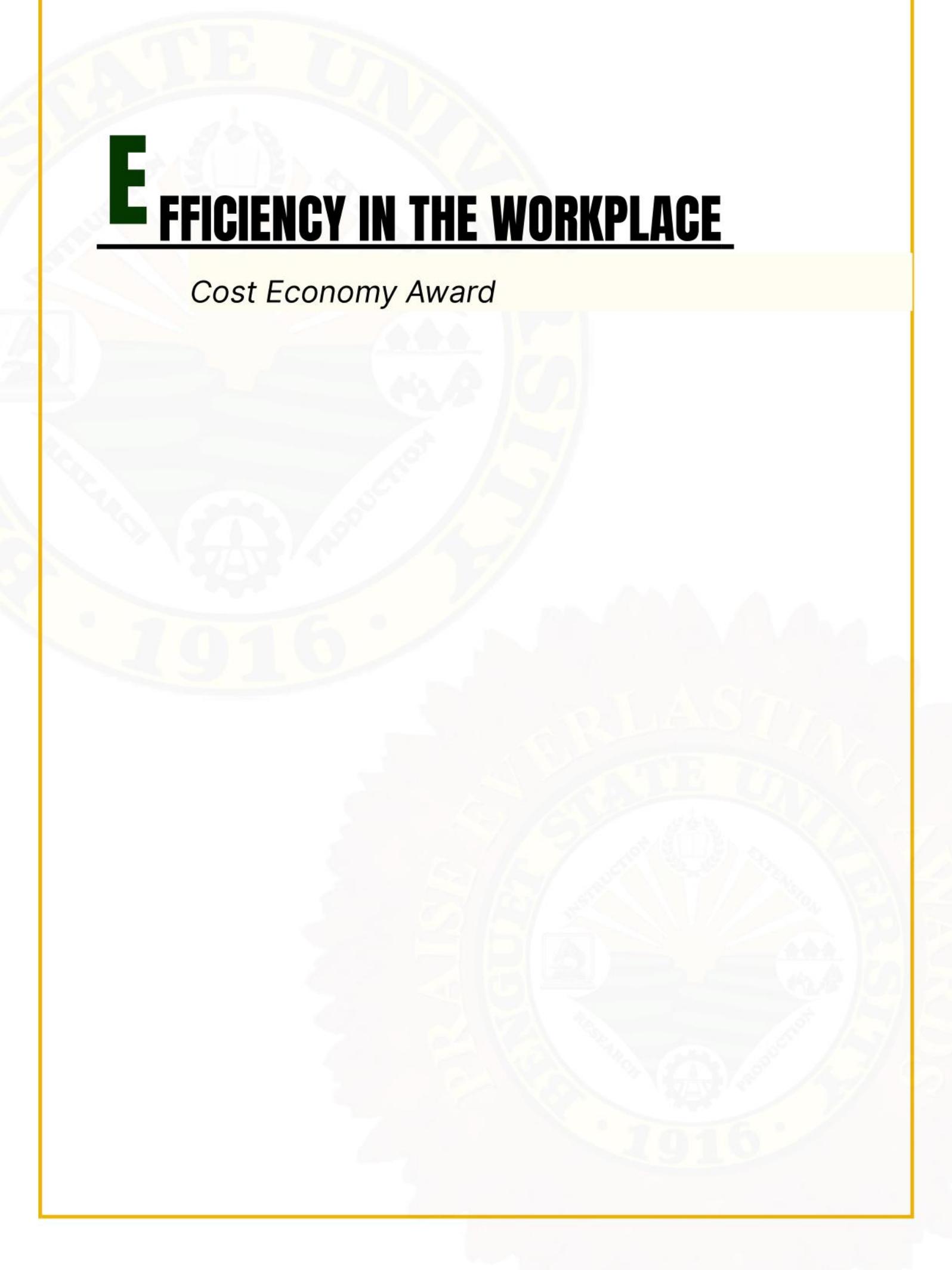
Description:	<ul style="list-style-type: none"> The Wellness Practitioner Award shall be given to any employee who practices health and wellness activities in his/ her day-to-day living. Awardees are individuals who work towards healthy living. Awarding shall be based on the nominees' accomplishments from the preceding year. Health and wellness activities include physical health or wellness activities like dancing, Zumba, tai chi, yoga or meditation. Activities, sports, activities, biking activities, mental health promotion activities, and the like. It includes activities conducted within and outside the University. Activities conducted outside the University are activities with non-BSU employees or students as participants. Activities should have been conducted during the identified wellness hours of employees (for activities for BSU employees or students) or outside office hours (activities conducted within and outside University).
Rewards:	<ol style="list-style-type: none"> EVERLASTING plaque Monetary incentive of P 5,000.00

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Number of Health and Wellness Activities Participated in (30%)	Participation in health and wellness activities within or outside the University	<ul style="list-style-type: none"> Certificates Photo and report documentation
Impact of Health and Wellness Practices to One's Well-being (45%)	Wellness Assessment Results by the Employee (20%)	<ul style="list-style-type: none"> Assessment/ Evaluation shall be facilitated by the HRDO Staff/ PRAISE Secretariat
	Peers & Supervisors' Evaluation of Wellness Status (25%)	<ul style="list-style-type: none"> Assessment/ Evaluation shall be facilitated by the HRDO Staff/ PRAISE Secretariat
Duration of Health and Wellness (25%)	Sustainability of Participation in Health and Wellness Activities	<ul style="list-style-type: none"> Certificates Photo and report documentation

EFFICIENCY IN THE WORKPLACE

Cost Economy Award



Cost Economy Measure Award

Description:	This award shall be granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in saving in terms of man-hours and cost to be elaborated] or otherwise benefit the university and government as a whole in their maintenance and other operating expenses (MOOE). The monetary award shall not exceed 20% of the monetary savings generated form the contribution.
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Monetary incentive of P 5,000.00 (Individual) or P 10,000.00 (Group)

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Originality of Cost Economy Measure Practices (30%)	Nature of the Innovation; i.e. is it an original creation or innovation from existing practice (15%)	<ul style="list-style-type: none"> • Project proposal/program design/ implementation report • Certificates • Photo and report documentation
	Feasibility of Practice (15%)	<ul style="list-style-type: none"> • Based on Perceived Value of Innovation Scale (PVIS) to be facilitated by PRAISE Secretariat and HRDO Personnel
Impact of Cost Economy Measure (Years of Utilization) (45%)	Sustainability	<ul style="list-style-type: none"> • Proof/ documentation of utilization of the innovation including the timeline of utilization of the innovation
Value of Cost Economy Measure (25%)	Evaluation of peers, supervisors, and clients on the value of innovation	<ul style="list-style-type: none"> • To be facilitated by PRAISE Secretariat and HRDO Personnel

"The only way to do great work is to love what you do, and to do it with precision and efficiency."

– Steve Jobs

RESPONSIVENESS

Disaster Risk Reduction Advocate: Level 1

Disaster Risk Reduction Advocate: Level 1

Taraki Award

Disaster Risk Reduction Advocate

Description:	<p>This award shall be given to employees who are active in providing medical assistance, relief assistance, first aid, etc. outside of work during typhoons, accidents, calamities, etc. It shall cover actions which are above and beyond regular actions conducted along any of the three (3) phases: before onslaught, during, and after the disaster. Furthermore, it shall cover not only actual activities but also Disaster Risk Reduction Activities. The award will cover DRR activities in the last 5 years.</p> <ul style="list-style-type: none"> Level 1: for DRRM Committee Members Level 2: non-DRRM Members
Rewards:	<p>1. EVERLASTING plaque; and 2. P 5,000.00</p>

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Originality of Cost Economy Measure Practices (30%)	<p>Prevention (10%)</p> <ul style="list-style-type: none"> Prevention measures seek to eliminate the impact of hazards and/ or reduce susceptibility to them Eg. Evacuation plans, environmental planning and design standards 	<p>Any of the following:</p> <ul style="list-style-type: none"> Communication Letters on DRRM (To stakeholders, community, offices), Printed IEC Materials on DRRM (Posters, Infographics) Online IEC Materials on DRRM (Social Media Posts) Minutes of Meetings, Certificates of Trainings on DRRM Other Related Documents
	<p>Mitigation (10%)</p> <ul style="list-style-type: none"> Mitigation measures accept that the event will occur and seek to reduce the inevitable impact. Eg. The establishment of building codes and zoning requirements or the creation of defensible space around homes to protect them from wildfire are examples of mitigation efforts. 	
	<p>Preparedness (10%)</p> <ul style="list-style-type: none"> Planning, organizing, training, equipping, exercising, evaluating, and taking corrective action Eg. memorandum of understanding, training for both response personnel and concerned citizens, conducting disaster exercises to reinforce training and test capabilities, and presenting all-hazards education campaign 	

Disaster Risk Reduction Advocate (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Response (During) 40%	Response actions may include activating the emergency operations center, evaluating threatened populations, opening shelters and providing mass care, emergency rescue and medical care, fire lighting, and urban search and rescue.	<ul style="list-style-type: none"> • Photo Documentation • Certificates • Communication Letters • Narrative/ Accomplishment Reports • Other Related Documents
Recovery (After the Disaster) 30%	Recovery actions include debris cleanup, financial assistance to individuals and governments, rebuilding of roads and bridges and key facilities, and sustained mass care for displaced human and animal populations.	<ul style="list-style-type: none"> • Photo Documentation • Narrative/ Accomplishment Reports • Other Related Documents

Taraki Award

Description:	The Taraki Awards is given to employees who display enthusiasm and quick to react and act to the needs of others and who performs their duties sharply. Nominations shall be from the Heads of Offices or the sectoral Vice Presidents and the University President
Rewards:	1. EVERLASTING plaque; and 2. P 5,000.00

CRITERIA

Superiors and colleagues shall determine accounted situations/ behaviors worthy of the award via incident reports.

L **LEADERSHIP IN ACTION**

Leadership Award: Level 1

Leadership Award: Level 2

Kayabang Award (for outgoing BOR Members)

Leadership Award

Description:	<p>The Leadership Awards is based on the 5 Leadership Competencies as identified by the Civil Service Commission. Only Heads of Offices and Designates shall be eligible for this award.</p> <p>2 Levels:</p> <ul style="list-style-type: none"> Level 1: Unit/Section Heads and Department Chairs Level 2: Deans / Directors/CAOs and Vice Presidents
Additional Qualifications	<p>Nominees must:</p> <ol style="list-style-type: none"> 1. Be Heads of Offices or designates for at least five (5) years <ul style="list-style-type: none"> Years of service shall not be necessarily be continuous or served under one (1) same office or unit <i>For cumulative leadership service, the gap between designations shall not be more than one year</i> 2. have rendered at least ten (10) years of service in the University at the time of nomination/ application. <i>Service refers to continuous years of services in the University</i> 3. The nominee shall be a head of office in the immediately preceding year 4. Years of evaluation covered: <ul style="list-style-type: none"> 3 years performance as leader to check on consistency of performance In case the nominee is heading 2 or more offices, s/he will be evaluated in all the offices s/he is heading to check on consistency of performance
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque; and 2. P 10,000.00

CRITERIA

General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Building Collaborative, Inclusive Working Relationships (20%)	Internal networks (10%)	<ul style="list-style-type: none"> Proof of collaboration with other colleges or offices in the University
	External networks (5%)	<ul style="list-style-type: none"> Proof of collaboration with external organizations, agencies, etc. (e.g., projects, programs, activities)
	Subordinate, peer, and supervisor rating on the identified competency (5%)	<ul style="list-style-type: none"> Leadership Competencies Rating Scale Part C

Leadership Award (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Leading Change (20%)	Innovation (10%) <ul style="list-style-type: none"> Considers innovation in the workplace as an ongoing responsibility and welcomes change as an integral part of both individual and company growth; views all employees as leaders, innovators, and change agents and regularly gains new perspectives from peers and team members and likewise provides constructive input relative to other's ideas and suggestions; 	<ul style="list-style-type: none"> Minutes of the Meeting Proof/ documentation of application and impact of brainstormed ideas as documented by minutes of meeting
	Subordinate, peer, and supervisor rating on the identified competency 10%)	<ul style="list-style-type: none"> Leadership Competencies Rating Scale Part B
Managing Performance and Coaching for Results (20%)	Coaching and Mentoring (10%)	<ul style="list-style-type: none"> Minutes of meetings and/or other documentations of coaching and mentoring activities
	DPCR/OPCR Rating (5%)	<ul style="list-style-type: none"> Rated DPCR / OPCR in 2 rating periods
	Subordinate, peer, and supervisor rating on the identified competency (5%)	<ul style="list-style-type: none"> Leadership Competencies Rating Scale Part D
Creating and Nurturing a High Performing Organization (20%)	Nurturing a High Performing Organization (10%) <ul style="list-style-type: none"> Regularly looks for common ground and encourages collaboration among team members. He/ she promotes/ creates a work environment based on inclusiveness, welcoming others' suggestions and points of view. 	<ul style="list-style-type: none"> Documentation of activities or initiatives on how the nominee nurtures collaboration among his or her team members or subordinates (e.g. minutes of meeting, narratives from subordinates, and the like)
	Employee Recognition (5%) <ul style="list-style-type: none"> Celebrates successes and recognizes and appreciates other's contributions. 	<ul style="list-style-type: none"> Documentation of celebration of employee successes
	Subordinate, peer, and supervisor rating on the identified competency (5%)	<ul style="list-style-type: none"> Leadership Competencies Rating Scale Part E

Leadership Award (continuation)

CRITERIA		
General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Thinking Strategically and Creatively (20%)	Strategic Creativity (7.5%) <ul style="list-style-type: none"> regularly looks for opportunities to turn ideas into action, inject creativity into every touch point, and develop strategies for innovation 	<ul style="list-style-type: none"> Proof/ documentation of creative approach to service delivery and outputs (e.g., brand building)
	Service Improvements / Process Streamlining (7.5%) <ul style="list-style-type: none"> looks for new ways of reinventing the workflow to keep the services dynamic in the office's aim to meet changing client needs. 	<ul style="list-style-type: none"> Proof/ documentation of enhancement of workplace environment and integration of partner offices in such enhancements (e.g., digitization of process delivery, streamlining of processes, and the like)
	Subordinate, peer, and supervisor rating on the identified competency(5%)	<ul style="list-style-type: none"> Leadership Competencies Rating Scale Part A

“True leadership lies in guiding others to success—in ensuring that everyone is performing at their best, doing the work they are pledged to do, and doing it well.”

— Bill Owens

Kayabang Award (Outgoing Board of Regent's Recognition)

Description:	This award is to give due recognition to outgoing Board of Regents for their contributions to the University. It may be granted in the University Charter Anniversary Celebration.
Rewards:	1. EVERLASTING plaque; and 2. BSU-branded inabel wall décor.

CRITERIA

Any outgoing member of the Board of Regent shall be automatically given the Kayabang Award.

**“Leadership is the art of giving people a platform for spreading ideas
that work.”**
– Seth Godin

SERVICE AT ITS BEST

Outstanding Student Services Provider

Loyalty Award & Milestone Loyalty Award

Salamat-Mabuhay

Outstanding Student Services Provider

Description:	This is a Group award that is in compliance with the Enhanced Policies and Guidelines for Student Affairs and Services (Section 40.1 of CMO No.9, s. 2013) which states that, "There shall be a mechanism for HEIs to provide incentives and rewards for proper implementation and execution of the Student Affairs and Services." The award shall ONLY cover all offices or units that offer services to the University students.
Additional Requirements:	Offices or units nominated must be considered Student Services Providers (e.g., GGU, VPU, SSGU, TMDU, SOAU, SDU, ULIS, UHS, Security Services, Canteen, Registrar's Office, Accounting Office, Cashiering Office, Legal Office)
Rewards:	1. EVERLASTING plaque; and 2. P 10,000.00

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Citizen's Charter Implementation (40%)	Compliance to policies/requirements for frontline service providers (20%)	<ul style="list-style-type: none"> On the Spot Monitoring Copy of the EODB Monitoring Form
	Adherence to Citizen's Charter provisions based on RA 11032 (20%)	<ul style="list-style-type: none"> On the Spot Monitoring Copy of the EODB Monitoring Form
Client Satisfaction Evaluation (30%)	Client Satisfaction Ratings	<ul style="list-style-type: none"> Copy of the Summary of CSMFF in 2024
Work Performance and Significant Accomplishments (30%)	IPCR/DPCR (10%)	<ul style="list-style-type: none"> Certificate of DPCR/ IPCR Rating in 2024
	Impact of Policies/Programs/Activities (20%) *From the Perceived Value of Innovation Scale rating	<ul style="list-style-type: none"> Proof/ Report of Impact in 2024 of implemented policies, programs, or activities Evaluation of impact will be facilitated by the PRAISE Secretariat and HRDO Personnel

Loyalty Award & Milestone Loyalty Award

Description:	The Loyalty Service Award shall be granted to employees who have completed at least ten (10) years of service in the University. The Milestone Service Award shall be given for every succeeding five (5) years of continuous and satisfactory service in the government, in accordance with CSC MC No. 42, s. 1992, and other relevant guidelines issued by the Civil Service Commission (CSC) and/or the Department of Budget and Management (DBM). Government service rendered by the nominee prior to joining the University shall be considered. The list of awardees shall be based on the records provided by the Human Resource Management Office (HRMO).
Additional Qualifications	<p>Nominees must have:</p> <ol style="list-style-type: none"> 1. at least a consistent Performance Rating of Satisfactory in his/her services to the time of nomination; and 2. no record of suspension from work. <p><i>For reference, the following provisions are cited from CSC MC No. 6, s. 2002:</i></p> <p style="text-align: center;"><i>XXX</i></p> <ol style="list-style-type: none"> 1. <i>"A loyalty award is granted to all officials and employees in national and local government, including those in state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with an original charter, who have rendered ten (10) years of continuous and satisfactory government service.</i> 2. <i>The agency where the official or employee completed the ten years of continuous and satisfactory service shall be the one to grant the award.</i> 3. <i>An official or employee who incurred an aggregate of not more than fifty (50) days of authorized vacation leave without pay within the 10-year period shall still be considered to have rendered continuous service for purposes of granting the loyalty award. Similarly, an official or employee who incurred not more than twenty-five (25) days of authorized vacation leave without pay within the 5-year period may qualify for the five-year milestone loyalty award."</i> <p style="text-align: center;"><i>XXX</i></p>
Computation of Years of Service	<ul style="list-style-type: none"> • Proportional Vacation Pay (PVP) shall not be considered as a gap in service. • Years of service under Contract of Service status shall not be treated as government office.
Reward	<p>NOTE: For the first ten(10) years, the award will be given the succeeding year</p> <ol style="list-style-type: none"> 1. EVERLASTING Plaque 2. Php 10,000 for the Loyalty Service Award and Php. 5,000 for employees every Milestone Service Award thereafter.

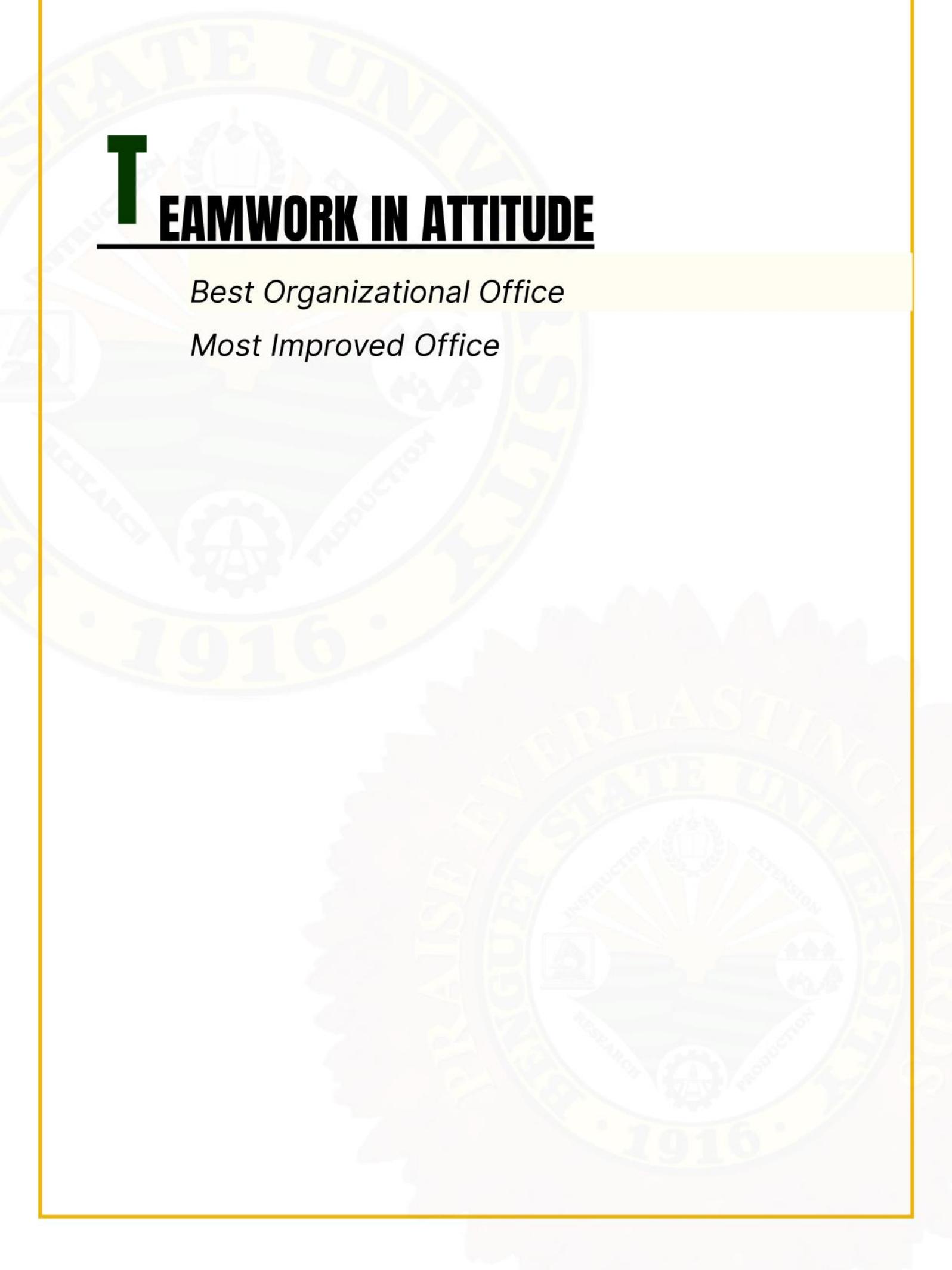
Salamat-Mabuhay

Description:	This award shall be given to all retiring employees who has rendered satisfactory government service in accordance with Section 7, Rule X, and Omnibus Rules implementing Book V of EO 292. The list of awardees shall be based on the list provided by HRMO.
Reward:	<ol style="list-style-type: none"> 1. EVERLASTING Plaque 2. Wristwatch

T **EAMWORK IN ATTITUDE**

Best Organizational Office

Most Improved Office



Best Organizational Office

Description:	The Best Organizational Office Award shall be given to the office with distinguished performance characterized by extraordinary, notable or prestigious contributions with a direct and lasting impact on the mission of the University. The contribution(s) must focus on the quantitative and qualitative performance measures consistent with the office's strategic plan and/or on the basis of meeting the university's performance targets. Achievements/ contributions may include but are not limited to improved customer service, technological breakthroughs, and outstanding level of administrative and technical support which assisted the work of employees and advanced the goals and mission of the University.
Rewards:	<ol style="list-style-type: none"> 1. EVERLASTING plaque; and 2. P 10,000.00

CRITERIA

General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Work Performance (30%)	Performance Evaluation	<ul style="list-style-type: none"> • Copy of Certificate of OPCR/ DPCR Rating
Customer Service(30%)	Client Service Survey and Feedback Reports	<ul style="list-style-type: none"> • Summary of CSMFF for 2024
System / Data Management, Technical Breakthroughs (20%)	Process Implementation in alignment to OPCR/ DPCR/ Operational Plan, etc.	<ul style="list-style-type: none"> • Documentation of process implementation in alignment to OPCR/ DPCR, Operational Plan, etc. • Evidence Requirements should clearly identify the targets met by the documentation
Other Outstanding level of Administrative and Technical Support (20%)	Integration of office processes with other offices	<ul style="list-style-type: none"> • Documentation on the integration of office's processes with other offices • Evidence Requirements/ Documentation should clearly present how the office meets this criteria

Most Improved Office

Description:	This award shall be granted to an office based on ISO Baseline and that has shown a marked improvement in their activities, delivery of service, DPCR, client satisfaction, etc. for the past year.
Rewards:	1. EVERLASTING plaque; and 2. P 10,000.00

CRITERIA

General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Office Improvements (50%)	Work Environment (10%)	<ul style="list-style-type: none"> Photo or report documentation of improvements of the work environment Documentations should clearly establish or present the baseline/ old practices and the current improvements resulting to enhanced delivery of services On-the-spot monitoring
	Delivery of Services / Tasks and Roles (20%)	<ul style="list-style-type: none"> Documentations on the delegation of tasks Documentations on how the office delegated tasks before (baseline) and now/ during the evaluation provided which contributed to the enhanced service delivery
	Office Policies and Protocols (20%)	<ul style="list-style-type: none"> Copy of new office policies and proof of implementation Documentations should clearly establish the baseline and the current improvements. EODB Compliance (On-the-Spot Monitoring)
Impact (50%)	Office Performance(35%) <ul style="list-style-type: none"> Contribution to University's Strategic Plan, OPCR, and the International and Local Standards or targets 	<ul style="list-style-type: none"> Certificate of DPCR Rating in 2024 Office Accomplishment Reports clearly documenting how the accomplishments contributed in meeting the University's targets.
	Client Satisfaction Survey and Feedback Reports (15%)	<ul style="list-style-type: none"> Copy of the Office's Summary of CSMFF for 2024

NOTE: Establish a baseline to clearly demonstrate the improvement. Include documentation or evidence for both the before and after the implemented improvements.



I **NOVATIVE OUTPUT**

Innovator of the Year

Innovator of the Year

Description:	This award acknowledges the talent and hard work of employee(s) whose technology innovations has enriched the University and has significantly contributed to development and exemplifies the University's vision towards becoming a premier state university in Asia.
Rewards:	1. EVERLASTING plaque; and 2. P 5,000.00.

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Originality of Innovation (40%)	Is/ Are the innovation/s granted IPR (Intellectual Property Rights) certification or registration?	<ul style="list-style-type: none"> • Documentation i.e. photo and description of the innovation • IPR Registration or • Proof of Processing of IPR or • Certification from immediate supervisor that the innovation is original based on his/ her knowledge and evaluation
Impact of Innovation (40%)	Evaluation by supervisor, colleagues and clients on the significance of the innovation using the Perceived Value of Innovation Survey (PVIS) Part 1	<ul style="list-style-type: none"> • Evaluation will be facilitated by the PRAISE Secretariat and HRDO Personnel
Extent to which the Innovation would be valued by colleagues and the University (20%)	Evaluation by supervisor and colleagues on the Value of the Innovation using the Perceived Value of Innovation Survey (PVIS)	<ul style="list-style-type: none"> • Evaluation will be facilitated by the PRAISE Secretariat and HRDO Personnel

“Dreamers are mocked as impractical. The truth is they are the most practical—since their innovations lead to progress and a better way of life for all of us.”

— Robin Sharma

NOBILITY IN CHARACTER

Outstanding Volunteer Award

Gender and Development Advocate Award

Outstanding Volunteer Award

Description:	This award shall be given to an employee or group of employees who demonstrated extraordinary acts of services in the public interest not or indirectly connected or related to their official employment such as but not limited to assistance to victims of calamities, assistance to persons under difficult situations etc. The act of service must be outside the group/ team's official functions and can be considered beyond the call of duty.
Rewards:	<p><i>For Group awarding:</i></p> <ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Php 10,00.00 <p><i>For Individual awarding:</i></p> <ol style="list-style-type: none"> 1. EVERLASTING plaque 2. Php 5,000.00

CRITERIA

General	Specific	Evidence Requirements (ER) / Means of Verification (MOV)
Initiative (25%)	Activities initiated/ organized (15%)	<ul style="list-style-type: none"> Certificate of volunteer work with proof that the nominee is the initiator or organizer
	Activities participated (10%)	<ul style="list-style-type: none"> Certificate of volunteer work or any proof of active participation
Dedication and Commitment (25%)	Number of years an Advocacy is pursued (15%)	<ul style="list-style-type: none"> Certificates, screenshots of social media engagement showing dates, pictures, etc
	Promotion of volunteerism (10%)	<ul style="list-style-type: none"> Certificates, program, promotion of activities thru social media and other platforms (screenshots, pictures, etc)
Social Consciousness (25%)	Relevance of volunteer assistance to societal issues (25%)	<ul style="list-style-type: none"> Matrix of activities with societal issue being addressed and brief explanation of relevance of activities
Noteworthiness (25%)	Scope of volunteer work (10%)	<ul style="list-style-type: none"> Certification from the community (beneficiaries)
	Adoption of Volunteer Practices (15%)	<ul style="list-style-type: none"> Certification from the community (beneficiaries) that the practices and advocacies are adopted by communities for at least 1 year

Gender and Development Advocate Award

Description:	This award shall be granted to a group who works toward developing a workplace of gender equality and zero gender discriminatory policies, who ensures that work is maximized and targeted to changing key decision-making processes and policies that infringe on a specific gender's rights.
Additional Qualifications:	The Office of Gender Development and its staff is exempted from the award.
Rewards:	1. EVERLASTING plaque 2. Php 5,000.00

CRITERIA

<i>General</i>	<i>Specific</i>	<i>Evidence Requirements (ER) / Means of Verification (MOV)</i>
Number and Duration of Gender and Development Advocacies (35%)	Number of GAD activities attended (BSU or Sponsored by external bodies) (15%)	<ul style="list-style-type: none"> • Proof of attendance to GAD activities attended (BSU or Outside Sponsored)
	Number of Training Designs/Project Proposals submitted (20%)	<ul style="list-style-type: none"> • Copies of Training Designs, Project Proposals, or other similar documents submitted
Impact of Gender and Development Advocacies (45%)	Timeliness (5%)	<ul style="list-style-type: none"> • Copy of Accomplishment Reports with their respective attachments highlighting the activity's contribution to GAD initiatives of the University
	Completeness (15%)	
	Activity Evaluation (25%)	
Job Performance (10%)	Performance Evaluation	<ul style="list-style-type: none"> • Copy of Certificate of IPCR/ DPCR Rating
Personality Characteristic (10%)	Assessed using the customized tool on RA 6713 to be facilitated by HRDO Staff and PRAISE Secretariat	

“If you want to go fast, go alone. If you want to go far, go together.”

– African Proverb

GREATNESS IN ACHIEVEMENTS

Continuing Career Development Award

Quality Assurance Recognition

Aduyon Award (Institutional Partner Award)

Solibao Award (Individual Partner Award)

Special Citations

Continuing Career Development Award

Description:	This award shall be granted in recognition of individuals who have satisfactorily completed a Doctorate Degree within or outside the country within the prescribed time. It shall also include the recognition of those who finished advanced studies without financial support from the University
Rewards:	1. EVERLASTING plaque 2. Php 5,000.00

CRITERIA

Nominees under scholarships approved by the HRDC must complete their degrees within the stipulations of their contract with the University. Meanwhile, nominees who completed their doctorate degrees through personal financial means shall not be subject to the time requirement and may still be rewarded, provided they successfully complete all requirements and graduate with a doctorate degree (for both teaching and non-teaching personnel), a master's degree (for non-teaching personnel only), or a baccalaureate degree (for non-teaching personnel whose positions do not require a baccalaureate degree). However, those who completed their studies through personal financial capacity must also submit copies of their duly approved permits to enroll.

Quality Assurance Recognition

Description:	This award shall be granted to a College/ Office that achieved either of the following: <ol style="list-style-type: none">1. Outstanding Board Performance (Based on B.O.R. Resolution)2. A Student made it to the Top Ten Licensure Exam Passers3. The College made it to the Top Ten Best Performing Schools in the Licensure Exams4. Having courses designated by CHED as Center of Development/ Center of Excellence (during the 1st time the college was awarded)
Rewards:	1. EVERLASTING plaque; 2. Php 5,000.00 3. Recognition during the EVERLASTING Award Ceremony

Aduyon Award (Institutional Partner Award)

Description:	This award recognizes the partnership between BSU and another institution or agency. It is a symbol for the service or contribution extended to BSU in implementing its programs for the last three (3) years. This award can be given to international institutional partners and local institutional partners.
Additional Qualifications:	<ul style="list-style-type: none"> • The nominated institution or agency must have contributed to BSU for at least the last three (3) years. • The nominated institution's or agency's project should be existing with a University-wide impact and covered by a Memorandum of Agreement
Rewards:	1.EVERLASTING plaque

Solibao Award (Individual Partner Award)

Description:	This award symbolizes leadership, authority, wealth and belongingness to the group and proclaims to the community the valuable contributions or assistance of an individual to the University.
Additional Qualifications:	<ul style="list-style-type: none"> • The nominee's project should be existing with a University-wide impact and covered by a Memorandum of Agreement.
Rewards:	1.EVERLASTING plaque; and

Special Citations

Description:	This award is given to an employee, employee organization officers, offices, or the organization itself as a whole who has a significant accomplishment outside the university
Rewards:	<ul style="list-style-type: none"> • Certificate of Recognition
Evidence Requirement	<ul style="list-style-type: none"> • Copy of Certificate/ Plaque/ Trophy received in 2024

NOMINATION / APPLICATION STEPS

STEP 1

Complete the PRAISE EVERLASTING Awards Nomination/Application Form (QF-HRDO-14), then prepare an Executive Summary.

STEP 2

Carefully review the PRAISE EVERLASTING Award Guidebook you are nominated for, and prepare the necessary Evidence Requirements. Compile all the evidence requirements in one folder or envelope. **Evidence Requirements should be properly labeled and tabbed** according to the identified General and Specific Criteria of the Award.

STEP 3

Submit **2 Copies of PRAISE EVERLASTING Awards Nomination/Application Form (QF-HRDO-14), the Executive Summary, and the compiled Evidence Requirements** to the HRDO-LEADS Center for review by the PRAISE Secretariat. Feedback will be provided after the initial review, and final results will be released following the PRAISE Committee's deliberation.



HUMAN RESOURCE DEVELOPMENT OFFICE

CONTACT US FOR QUESTIONS AND CLARIFICATIONS:



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