

GAWAD PANGULO: AWARD FOR EXCELLENCE IN PUBLIC SERVICE

I. What is the Gawad Pangulo: Award for Excellence in Public Service?

The award is anchored on the University's mandate to "lead as a public service university by providing various forms of community, public, and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standard of excellence". It aims to enhance the visibility of university-based public service undertakings; advocate professionalism in their implementation; and promote best and innovative practices for dissemination, support, replication for the greater use and benefit of UP's various stakeholders.

The theme of the awards is "**Galing UP, Lingkod Bayan**" as it aims to recognize initiatives that exemplify dangal (honor) and husay (excellence). **Dangal** (Honor) refers to the high ethical standards exercised in the development and implementation of the program or project, including the manner through which such ethical standards are imparted to the target public or agency. It also refers to the honor of being in service to the nation especially those who need it most. **Husay** (Excellence) refers to excellence in content, methodology, application and innovation of the public service program or project, including the high degree of professionalism in its development and implementation.

II. What public service initiatives are eligible for the award?

To qualify for nomination, the public service initiative should be attached to or based in a UP Constituent Unit, or a collaboration of UP CUs. The project or program is acknowledged and recognized as connected to or part of the work of UP CUs or of their faculty and/or research, extension and professional staff (REPS). Initiatives that are not connected to or attached to a UP CU are not eligible for the Award. The awards recognize projects or initiatives instead of individuals and the initiatives should fall under the following clusters:

1. Arts, Letters, and Communication
2. Science and Technology
3. Social Sciences, Management and Law
4. Health and Allied Sciences
5. Agriculture, Forestry, Fishery, and Natural Resource Management

Furthermore, the following general guidelines inform the initial screening process:

1. A public service initiative is any project or program associated with the University that utilized the academic expertise of faculty, REPS, and/or staff to address a problem or issue affecting publics outside the academic community.
2. The awards exclude initiatives that are part of marketing and/or corporate social responsibility campaigns of private corporations or personal businesses of faculty, REPS, and staff. Consultancy might be classified as personal business if the

faculty/staff has his own consultancy firm and officially represents himself as a member of the firm instead of a member of the University.

3. The project or program being nominated must be clear from any ethical or legal violations.
 - a. If with a research component, the project/program must get a clearance from the ethics board of their unit, if any.
 - b. If involving public funds, the project/program must get a clearance from the accounting office as having liquidated the funds. For continuing projects, there must be no unliquidated cash advances from the previous fiscal year.

5. A nominated project or program should have been implemented, with tangible and substantive output based on stated objectives and outcomes, within the immediately preceding three (3) calendar years from date of the call for nomination.

III. Who shall administer the Award?

The Office of the Vice President for Public Affairs will administer the award. As such, it shall be responsible for disseminating information to all CUs and receive nominations from all interested parties. The following officials and committee shall assist the UPPPSO in carrying out its tasks:

1. The Vice President for Public Affairs (OVPPA) shall head a five-member Board of Judges, which shall be constituted as a Standing Committee of the University. It will be composed of distinguished personalities who have relevant expertise and experience in public service. The Board shall:
 - Evaluate the nominations from the various CUs based on an approved criteria;
 - Transmit the top nominations to the UP President for conferment of the Award;

2. The Chancellors shall:
 - Enjoin the participation of CU's in the call for nominations of the best public service initiatives at their campuses through official channels and information campaign including, but not limited to, the dissemination of the call through a memorandum to all units in the CU, posting of the call for nomination in the CUs website and Facebook page; and, publication of the call in the CUs newsletter.
 - Support the work of the Validation Committee by providing the necessary information.

IV. How are nominees selected?

The search for excellent public service initiatives shall be done System-wide. Each CU could nominate multiple projects/initiatives. Nominated project/program can be a collaborative ef-



fort between different departments in one CU, or among two or more CUs. Provided that, in the case of inter-CU initiatives, the nomination should originate from the unit of the project leader. The Board of Judges shall select the top nominations for the conferment of the awards for excellence every year, using the following procedure:

1. First Level Screening: OVPPA shall review whether the project/program submissions meet the eligibility criteria. It shall check for completeness of the documentary attachments and the nomination form.
2. On-Site Validation: OVPPA staff shall validate project/program claims made in the nomination documents submitted and clarify any issues or concerns raised in the first screening, if any. After the on-site validation, the validators shall submit a report to the Board of Judges. The Vice President for Public Affairs, as chair of the Board, designates the staff that will conduct the on-site validation.
3. Final Screening: The Board of Judges shall rate the nominees according to an approved set of criteria. Nominees must have a rating of 70 percent and above in order to qualify for an award. None will be declared winner in categories where nominees fail to reach the threshold score. Additional winners could be declared in other categories with nominees having a rating of 70 percent and above. After the Board has rated all finalists according to the Selection Criteria, it shall transmit the winners to the UP President, for conferment.

V. What are the criteria for the awards?

Impact

40%

Fair	Good	Very Good	Outstanding
The initiative contributed outputs that based on the evidence has a possibility of having affected the behavior, actions or economic situation of the beneficiaries.	The initiative contributed to a documented change in the behavior, actions or economic situation of the beneficiaries.	The initiative contributed to a documented change in the behavior, actions or economic situation of the beneficiaries. <i>The documented change is sustainable.</i>	The initiative contributed to a documented change in the behavior, actions or economic situation of the beneficiaries. <i>The documented change is sustainable and has been replicated.</i>

Approach or Method

25%

Fair	Good	Very Good	Outstanding
An orientation about the project's timeline, goals, resources, and capacity was conducted for the beneficiaries; slight differences in objectives were observed; identification of program beneficiaries is available.	The purpose, scope, and objectives of the program is mutually created and formalized by community members and organizers; mechanism for evaluation is available.	Organizers are responsive to feedback; monitoring and evaluation is regularly conducted; needs assessment and identification was conducted prior to implementation.	The implementation of the program, from beginning until the end, is inclusive and participatory, with all beneficiaries taking part in decision making, project execution, and assessment.

Service Orientation

20%

Fair	Good	Very Good	Outstanding
The initiative effectively serves sectors that are not marginalized with compensation.	The initiative effectively serves sectors that are not marginalized through volunteerism or similar modalities without compensation, if any.	The initiative effectively serves marginalized sectors of society through projects and initiatives with compensation.	The initiative effectively serves marginalized sectors (low-income municipalities, people's organizations, underserved communities, etc.) of society through volunteerism or similar modalities without compensation, if any.

Enhancement of Teaching and Research

15%

Fair	Good	Very Good	Outstanding
Generated publications that are potential useful for teaching and research.	Generated publications that were either used for teaching or cited by other research-	The initiative has enhanced teaching either as part of a course but did not generate	The initiative has enhanced teaching either as part of a course <i>and</i> generated pub-

ers.	any publica- tions or materi- als useful for teaching and research.	lications that were either used for teach- ing or cited by other research- ers.
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VI. How is a public service project/program nominated for the award?

The nomination process follows the following guidelines:

1. Any individual or group may submit a nomination.
2. Nominations shall be made by accomplishing and submitting a complete application form with proper documentary attachments (please refer to Annex 1).
3. Nominations could be sent in .pdf format to ovppa@up.edu.ph with the subject: "Public Service Award Nomination <name of constituent university>".
4. Nominations could be sent by courier or registered mail and must be postmarked no later than the deadline (For 2017, on 31 July 2017). Nominations and supporting documents should be sent to:

Office of the Vice President for Public Affairs
Temporary Address for 2017 at:
Room 208, Vidal A. Tan Hall, ITDC Bldg.
Quirino Ave. corner Velasquez St.
University of the Philippines
Diliman, Quezon City 1101

5. An acknowledgement email will be sent to the nominee. Non-receipt of the email would mean that the nomination was not received. It is the duty of the nominator to follow up with OVPPA or the courier company regarding receipt of the sent documents on or before the deadline.
6. Only complete and properly accomplished forms shall be accepted.

VII. What are the required supporting documents?

The nomination form should be accompanied by the following:

1. A documentation of the public service initiative. This includes any official report on the project/program implementation that was submitted previously to a UP office or to a non-UP agency, a published story or article on the project/program, and/or a signed testimonial from a recognized leader of the partner/beneficiary agency, sector or community.

2. A list of academic and/or official citations of the project/program, if any.
3. Certification from the beneficiary stating the nature of the beneficiary, e.g. community, company, NGO, etc., a short description of the project and a statement that the project was implemented without any complaints. In cases where UP or government funds were used, clearance from the competent authority stating that the funds were properly liquidated.

VIII. What is the timeline of the award?

The awards will be implemented annually according to the following timeline:

Phase	Inclusive Dates
Deadline for Submission	31 July 2017
First Level Screening	On a rolling basis until 4 August 2017
Onsite Validation	On a rolling basis until 30 September 2017
Notification of Winners	On or before 15 November 2017
Awarding Ceremony	5 December 2017 (UN International Volunteers Day)