# [Please submit CV in the format below and a cover letter by the nominating person or organization describing the nominee’s professionalism, dedication and commitment to work and notable achievements.]

# Nomination Form

# *[Maximum twelve (12) pages plus maximum twenty (20) pages attachments]*

**2019 Gawad Tsanselor sa Natatanging REPS**

*(1 hard copy with original signatures and complete soft copy including attachments,*

*submit by* ***29 March 2019*** *to OVCRD)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019

Nominee’s Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/ Institute/ Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/ Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Position and Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach a Service Record from HRDO indicating position, inclusive dates, department/ institute/ division, and college/ unit)

**I. PUBLICATIONS/MATERIALS/PATENTS/COPYRIGHTS** [Five (5) most significant for the last three (3) calendar years]

- include number of citations and proof/source

- include written and signed acknowledgments by the target beneficiaries/ stakeholders

- include documentation/ proof of extent of utilization of such materials

**II. LIST OF RESEARCH/EXTENSION/PROFESSIONAL WORK**

[Please cite two (2) to five (5) most significant work as REPS for the last three (3) calendar years]

- indicate name/ title of activity, brief description of the nature/ type of activity, type of involvement (e.g., project leader, principal proponent), beneficiary and address, and impact

In addition to the above, active role in professional organizations shall be considered in the evaluation.

**III. PERFORMANCE RATING** \*

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Rating Period | Numerical Rating | Equivalent Rating |
| 2016 | January – June |  |  |
| July – December |  |  |
| 2017 | January – June |  |  |
| July – December |  |  |
| 2018 | January – June |  |  |
| July – December |  |  |

\*Nominees must have a Performance Rating of **O** or **VS** during the rating periods specified. Please submit Performance Ratings during the specified rating period issued/certified by the HRDO.

\*For supervisors, an external evaluation such as that from the Career Executive Service Board should be submitted.

**IV. ADDITIONAL FORMAL TRAINING**

- indicate the nature/type of training, venue, inclusive dates, and degree/diploma/certificate obtained during the last three (3) years (if any)

- in a short sentence for each, state how the degrees or training enhanced the nominees’ performance

**V. OTHER AWARDS RECEIVED** [for the last three (3) calendar years]

- indicate the title of the award, the awarding body, and the date received

Submission of nomination form without complete attachments will not be considered.

**VI. CERTIFICATION**

I certify that I have not been found guilty of any administrative or criminal offense involving moral turpitude, or in the instance that there is a pending administrative or criminal case against me, there is no adverse judgment/ruling on administrative or criminal case at the time of my nomination.

I attest to the veracity of the information in this form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Signature of the Nominee

Nominated by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Signature