

STAFF AWARDS

The Ateneo de Manila University strives for excellence in the pursuit of its mission. The distinctive characteristic of Ateneo excellence goes beyond such normal criteria of other organizations as work output of high quality, reliability, initiative, resourcefulness, and so on. These qualities are valued, and indeed are assumed to be present in any attempt to identify excellence in staff work. Organizationally, these qualities are encouraged through the system of annual performance evaluation. Over and above these qualities, there is the distinctly Ateneo sense of excellence that is defined in its mission of serving others and *magis*.

On the staff level, this distinctive sense of Ateneo excellence is manifested by such behavior as willingness and ability of the staff personnel, out of a genuine desire to serve, to meet the demands on one's time, and effort to meet needs beyond one's job description. Within the unit, such excellence is shown in deference to and in support of superiors without being servile, initiative without being pushy, demanding of quality without being critical. Towards peers, such excellence is shown in supportive concern for the work and welfare of others, creative effort to develop unity within the unit, willingness to share one's knowledge, talents, and gifts with others that they may grow. Towards those who come to the office for assistance, towards students, faculty, and visitors, such excellence is shown in a genuine desire to be of service, to help to the extent one can and, when one cannot, to assist the person in finding appropriate help. Finally, towards one's self, such excellence reveals a sense of peace and integrity that does not lessen striving towards even greater personal growth.

In short, the quality of excellence distinctive of the Ateneo staff personnel is found in the person who possesses not only the professional abilities for high quality performance found in the best staff of organizations, but also such human and personal qualities by which the person becomes an embodiment of the Ateneo's mission of service to others, in and through the work as staff personnel of the Ateneo de Manila University.

GUIDELINES FOR AWARDS FOR STAFF

A. Criteria for Eligibility

1. **Residence.** All full time staff personnel with the following minimum number of years of meritorious service are eligible for the awards:

Initial Award. Initial award is after five (5) years of continuous meritorious service.

Succeeding Awards. The person will be eligible for another award after three (3) years from the previous award. Example: Staff A receives award in SY 2022-2023. The person will be eligible again in SY 2025-2026.

Any leave without pay is a break in service, and will make the employee ineligible for the award.

During the year of the award, there should be no leaves of absence without pay. However, approved leaves without pay not exceeding a total of ninety (90) days within two years immediately preceding the year of the award will not invalidate the residency requirement provided that said leave should be a study leave or one due to illness of the employee or of a member of his/her immediate family.

2. **Performance Ratings.** The nominee should have obtained a total score of **5.5 upwards** in the performance evaluation for the year of the award, and a score of **87 or 5.0 upwards** for the last four years immediately preceding the year of the award. For this year's awards, therefore, the nominee should have obtained a performance rating of 5.5 or higher for fiscal year 2022-2023, and 87 or 5.0 for FY 2021-2022, FY 2020-2021, FY 2019-2020, and FY 2018-2019.
3. **Sense of Excellence and Service.** As explained in the description on Staff Awards, the nominee is expected to possess a sense of Excellence and Service, ie, "not only the professional abilities for high quality performance... but also such personal qualities (eg, integrity) by which the person becomes an embodiment of the Ateneo's mission of service to others." Such expression of shared mission and values with the Ateneo de Manila University may be manifested in the following:

Within the unit

- a. Respect and support for superiors in the pursuit of unit goals
- b. Initiative and adaptability to change
- c. Constant striving to do more things better
- d. Reliability and professionalism, including attendance and punctuality

Towards peers

- a. Supportive concern for the work and welfare of others
- b. Creative effort to promote cooperation and understanding
- c. Willingness to share one's knowledge, talents, gifts and time with others that they may grow

Towards those who come to the office/unit for assistance: students, faculty, administrators, and visitors

A genuine desire to be of service, to help to the extent one can, and when one cannot, to assist the person in finding appropriate help

Towards one's self

A sense of peace and integrity that does not diminish the desire towards greater personal growth and deeper intimacy with God

In short, he or she should be looked upon as a role model.

4. **University Involvement.** The nominee should have shown interest and participation in University-wide events/activities, and/or manifested genuine concern and involvement for the University community in general.
5. **Percentage Distribution.** Recommended percentage distribution to be observed in the process is as follows:

50%	-	Annual Performance Evaluation
30%	-	Sense of Excellence and Service
<u>20%</u>	-	University Involvement
100%	-	Total
6. **Other Criteria.** The University Screening Committee on Excellence Awards for Staff may consider other reasons, as may be justified by the unit head concerned.

B. Number of Awards

1. The Awards have been made possible through private donations. The number of awards per year may vary depending on the funds available.
2. As much as possible, the awards are distributed among the units in proportion to the number of their eligible personnel vis-à-vis the total eligible personnel in the University.

C. Frequency of the Awards

Individual staff employees may receive awards every three (3) years. Example: Staff A receives award in SY 2022-2023. The person will be eligible again in SY 2025-2026.

D. Nominations

1. Any university employee or recognized university organization may nominate IN WRITING any University staff employee. Self-nomination is likewise acceptable.

2. The nomination should contain the following:
 - a. name, office, and unit/cluster of the nominee
 - b. reason for the nomination
 - c. name, office, and unit/cluster of the person or organization nominating
 - d. signature of the individual person or official organization representative submitting the nomination
3. The nomination is submitted to the Vice President of the cluster to which the office of the nominee belongs, or to the President for the offices under his cluster.
4. Nominations submitted directly to the University Screening Committee for Excellence Awards for Staff, the Office of Human Resource Management and Organization Development, or the Office of the President will be referred to the Vice Presidents concerned for prescreening.

E. Selection Procedures

1. The office/unit undertakes the prescreening of the nominations. The office/unit develops the mechanism by which the prescreening process takes place. Such mechanism should provide for the desired input from peers, supervisors, and the unit head himself/herself.
2. The office/unit submits to the Cluster Vice President, or to the President for his cluster, the following documents:
 - a. their ranked list of nominees
 - b. a description of the prescreening structure and process
 - c. other information relevant to the deliberation of the University Screening Committee for Excellence Awards for Staff
3. The Vice President, or the President for his cluster, will review all the nominations from his/her cluster and submits to the University Screening Committee for Excellence Awards for Staff (c/o the Office of the President) the following documents:
 - a. the ranked list of nominees from his/her cluster
 - b. other information relevant to the deliberation of the University Screening Committee for Excellence Awards for Staff
4. The University Screening Committee for Excellence Awards for Staff reviews the nominations from all the clusters and draws up its list of nominees for the year's awards and submits the list to the Committee on Professorial/Faculty Chairs and Other Awards.
5. The Board of Trustees makes the final decision on the list of awardees. The Office of the President formally informs the individual awardees and communicates to the university community the names of awardees.

