

**CAGAYAN STATE UNIVERSITY
REWARDS AND RECOGNITION POLICY**



Purpose:

The university is committed to become an institution with the highest quality of employees. Its recognition and rewards policy on acknowledging employee contribution to the university as well as recognition of outstanding performance is vital to achieving this goal.

Policy Statement:

The university envisions to create an environment where the contribution of faculty members as well as administrative personnel and auxiliary services staff of the university are rewarded and recognized. This can foster engagement with the university's vision of transforming lives by educating for the best. This policy serves to retain and attract those who excellently contribute to the attainment of its vision.

Objectives:

The objectives of the rewards and recognition policy is to:

1. Acknowledge and reward outstanding performance;
2. Foster professional development;
3. Ensure that processes are transparent, and rewards and recognition are fairly and equitably applied;
4. Provide a range of formal and informal rewards and recognition, and
5. Ensure that awards and recognition are meaningful to individuals or groups.

FORMS OF REWARDS AND RECOGNITION IN THE UNIVERSITY

Rewards and recognition given by the university come in two forms:

Informal Recognition:

A form of recognition in which supervisors or heads of offices acknowledge the work of faculty members, administrative personnel and auxiliary services staff and let them know that their contribution to the university is valued. It is usually an informal and immediate recognition. This form of recognition should not be used as an alternative to allowances or bonuses. It should be incorporated into everyday working life to complement formal rewards rather than replace them. Supervisors and heads of offices must see to it that every employee in his/her department or office must practice equality among employees regardless of sex, ethnic groups, age, groups civil status, SES and etc. in giving recognition and reward.

Formal Recognition:

Formal recognition is a form of recognition in which employees' performance and services is assessed and through which outstanding performance and service may be recognized. This is supported by the performance and service set by the university and other governing bodies. Rewards must be formalized through an approved process.

Formal recognition in the Cagayan State University come in two forms:

- a. Recognition of Excellent Work Performance
 - Distinguished Teacher of the Year Award
 - Distinguished Researcher of the Year Award
 - Distinguished Extension Project of the Year Award
 - Distinguished Supervisor of the Year Award

- Distinguished Administrative Personnel of the Year Award
- Distinguished Auxiliary Support Staff of the Year Award

b. Recognition of Service

PROCESSES INVOLVED IN GRANTING THE REWARD/RECOGNITION

The university wishes to recognize the contributions of its employees and adopt its Rewards and Recognition policy to recognize and reward outstanding performances. This is done through the following processes:

1. The University Excellence Awards Executive Committee informs the employees of the rewards and recognition and the Chair call for nomination (2 days)
2. The Campus Executive Officers/Vice-Presidents nominates qualified faculty member, faculty-researcher, extension project leader, administrative personnel and auxiliary staff and informs the employees of the nomination (1 week)
3. The nominated employee prepares and submits pertinent documents (1 week)
4. The Secretariat accepts the nomination and submits the list of the nominees and pertinent documents to the Chair of the Executive Committee (2 days)
5. The University Excellence Awards Committee forwards the documents of the nominees to the University Excellence Awards Review Committee for review and verification.

If documents are found incomplete and inauthentic, the Excellence Awards Review Committee Chair informs the employee concerned for compliance (1 day)

If found complete, the committee forwards the documents to the University Excellence Awards Evaluation Committee (3 days)

6. The employee complies with lacking documents and submits to the Review Committee for the latter to forward to the evaluation committee (3 days)
7. The University Excellence Awards Evaluation Committee appraises the documents and other evidences (2 weeks)
8. The University Excellence Awards Evaluation Committee recommends/endorsees the final list of awardees to the University Excellence Awards Executive Committee for approval (1 day)
9. The University Excellence Awards Executive Committee calls for a meeting relative to the conduct of the Recognition Awarding Ceremonies (2 days)
10. The awardees receive the corresponding rewards and recognition.

The matrix below shows the salient points considered in the selection of awardees for the different categories of the Recognition of Excellence in Work Performance Award.

EXCELLENCE IN WORK PERFORMANCE AWARD

Award Category	Brief Description	Qualifications	General Criteria	Reward
Distinguished Teacher of the Year Award	This award shall be granted to a faculty member who possess good personal characteristics and has excelled in terms of competence in teaching, research, community service	Employment status: On permanent faculty appointment Tenure: Must have rendered at least three years of continuous service in any campus of	The criteria is based on: a. Character and ethical behavior= 10% b. Teaching Innovation= 15% (e.g. developed IMs, teaching strategies, etc.)	Plaque of Recognition, Medallion, and Cash Prize

		the university at the time of the nomination Performance Rating: Must have obtained at least Very Satisfactory (VS) IPCR evaluation rating for three consecutive years immediately preceding the nomination. Must not have been found guilty of any criminal or administrative offense during the period covered Must not be enjoying any scholarship grant during the period covered Designated faculty who are enjoying not more than 9 units ETL	c. Actual workload performance= 75% Teaching Effectiveness Research output, and Extension involvement Giving of points is based on the proportion of assigned loads in instruction, research and extension as reflected in the workload of the faculty two semesters preceding the nomination.	
Outstanding Supervisor of the Year Award	This award shall be granter to a head of office who excelled in terms of managing his staff and office	Employment Status: permanent status Tenure: Must have rendered at least one year of service in the department/section of the university or campus at the time of the nomination. Performance Rating: Must have obtained at least Very Satisfactory (VS) OPCR evaluation rating for three consecutive years immediately preceding the nomination.	Performance (OPCR)= 75% (productivity, effectiveness and efficiency shall be measured Character and ethical behavior= 10% Innovation= 10% Community Involvement= 5%	Plaque of Recognition, Medallion, and Cash Prize

		Must not have been found guilty of any criminal or administrative offense during the period covered Must not be enjoying any scholarship grant during the period Administrator supervisor holding Academic Rank whose ETL must not be lower than 12 units		
Distinguished Administrative Personnel of the Year Award	This award is given to an administrative personnel who provides valuable support and facilitative services in terms of productivity, effectiveness and efficiency. The outstanding administrative personnel contributes individual performance with demonstrated competence or extra ordinary level of achievement or commitment. He/she must have shown outstanding performance in his/her assigned tasks and has displayed significant qualities in terms of responsiveness, initiative and creativity in their respective duties and functions.	Performance Rating: Must have obtained at least Very Satisfactory (VS) IPCR evaluation rating for the year immediately preceding the nomination Must not have been found guilty of any criminal or administrative offense during the period covered. Must not have enjoying any scholarship grant during the period covered Must be performing 100% administrative work	Performance of functions= 75% Character and ethical behavior= 10% Innovations= 15%	Plaque of Recognition, Medallion, and Cash Prize
Distinguished Faculty Researcher of the Year Award	This award shall be granted to a faculty researcher who excelled in terms of research capability. Separate evaluation for the following categories shall be employed:	Employment Status: On regular faculty appointment (permanent or temporary) Tenure: Must have rendered continuous service	Nominees shall be evaluated on: a. Originality of the investigations done- the research works should contribute to a new principle, theory, technology,	Plaque of Recognition, Medallion, and Cash Prize

	a. Social Sciences and Humanities b. Natural Sciences and Applied Sciences	in any campus of the university three years preceding the period of evaluation Must not have done any act of plagiarism or any form of intellectual dishonesty Must not have been guilty of any criminal or administrative offense during the period covered Must not be enjoying any scholarship grant during the period covered Must not be designated official in any of the RDET offices (campus or university)	concept, method, technique (30%) b. Productivity of Researcher- shall consider the number of research and development projects completed and undertaken by the nominee. Only researchers registered at the university RDET office shall be considered (10%) c. Research work, publications, and patents- number of published conducted and published in the last three years indicating the titles of journals where these works were published; papers presented in international conferences; unpublished reports of completed projects; and intellectual properties shall be counted (10%) d. Significance of research findings- the research findings should have significant contribution to science, technology generation, national development policies and programs or to the culture and well-being of Filipinos (20%) e. Contribution to institutional development- such as development of CSU thru promotion of	
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			academic programs, provision of upgraded facilities for instruction and research, university recognition due to the research impact etc. (20%)	
Outstanding Extension Project Award	This award shall be granted to extension projects (with the Project Leader and extensionists and the recipient) that have significant impact on the lives of the target beneficiaries. This will give recognition to group of individuals who find themselves doing some interventions to uplift the lives of identified groups.	Status of project: Must be completed with accompanying Accomplishment Report and Exit Plan There must be comprehensive Needs Assessment Report which should include data on the socio economic profile of the target beneficiaries Funding sources must be clear and Line Item Budget spelled out Special Order of Extension Team must be within the period evaluated	1. Productivity=30% This can be measured in terms of the numbers of: a. Adaptors of a certain technology (or skill/information delivered) b. Trained men and women c. Training conducted etc. 2. Effectiveness can be measured in terms of achieving the goals of the projects (e.g. changes in the SES of the targeted beneficiaries etc. 60%) 3. Teamwork cooperation= 10%	Plaque of Recognition, Medallion, and Cash Prize
Distinguished Auxiliary Staff of the Year Award	This award shall be granted to an Auxiliary Staff who provides the valuable support and auxiliary services in terms of productivity, effectiveness and efficiency. The outstanding auxiliary staff contributes individual performance with demonstrated competence or extra ordinary level of accomplishment or commitment. He/she must have displayed outstanding performance in his/her assigned tasks and has manifested	Employment Status: permanent, casual or COS employee Tenure: Must have rendered at least one year of service in the department/ section of the university or the campus at the time of nomination Performance Rating: Must have obtained at least Very Satisfactory (VS) in the IPCR evaluation rating for the year immediately preceding the nomination.	Performance of Functions= 85% Character and ethical Behavior- 10% Innovations- 5%	Plaque of Recognition, Medallion, and Cash Prize

	significant characteristics like responsiveness, punctuality, initiative and creativity in performing their duties respective duties and functions.	Must not have been guilty of any administrative or criminal offense during the period covered. Must not enjoying any scholarship grant during the period covered Must be performing 100% auxiliary work		
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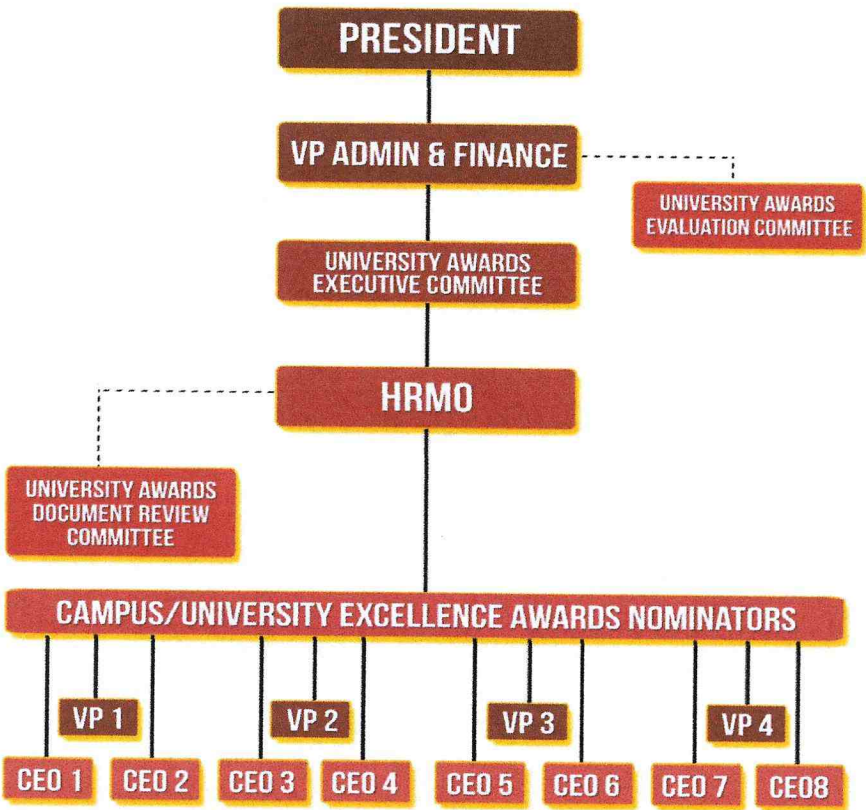
RECOGNITION OF SERVICE AWARD

In manner that commensurate to the period of service to the university of a certain employee, acknowledgement and recognition will be made. This award can be given to any employee of the university. the guidelines set by the Civil Service Commission (CSC) shall be the basis for giving the Service Award.

Formal awarding of grantees shall be done in an appropriate forum as programmed by the Human Resource Management Office (HRMO) through the University Excellence Awards Committee.

ORGANIZATIONAL STRUCTURE FOR THE UNIVERSITY REWARDS AND RECOGNITION OFFICE

ORGANIZATIONAL STRUCTURE *for the* UNIVERSITY REWARDS *and* RECOGNITION OFFICE



Nomination shall be done by the CEOs/VPS (through channels) with accompanying documents required. Submitted documents and other evidence submitted will be reviewed by the University Awards Documents Review Committee as to completeness and authenticity. When documents review has been completed, the complete set of documents for all the nominees shall be forwarded to the University Awards Evaluation Committee for evaluation. Evaluation shall be done through the use of criteria A approved by the University Awards Committee. Results of Final Evaluation will be forwarded to the University Awards Committee.

COMPOSITIONS AND FUNCTIONS OF PERSONNEL INVOLVED IN THE REWARDS AND RECOGNITION POLICY OF THE UNIVERSITY

A. University Excellence Awards Executive Committee

The main function of the University Excellence Awards Executive Committee is to manage the implementation of the Rewards and Recognition Policy of the University. The committee shall be responsible for keeping records/documents pertinent to the Rewards and Recognition Office. They shall be responsible for the programming and implementing the activities related to R and R process from application to awarding stages. It shall also be the duty of the committee to notify all concerned individuals about the activities related to the awards and recognition process including publication and promotion.

The committee shall be directly supervised by the Office of the Vice-President for Administration and Finance with the VP as Chair. The VPs for Academics and Research Extension and Development and VP for Partnership and Linkages as members. The Human Resource Management Office (HRMO) shall serve as the Secretariat.

B. University Excellence Awards Evaluation Committee

The University Excellence Awards Evaluation Committee functions to technically evaluate documents reviewed and forwarded by the Document Review Committee. They shall appraise the documents and other evidence based on university approved criteria to arrive at a final list of awardees.

Different groups of technical evaluators shall be composed (at least three members) to evaluate nominees for the different excellence award categories namely: Distinguished Teacher Excellence Award, Distinguished Supervisor of the Year Award, Distinguished Administrative Staff of the Year Award, Distinguished Auxiliary Staff of the Year Award, Distinguished Researcher of the Year Award and Extension Project of the Year Award. Members of these committees shall be Senior employees carefully chosen based on their capability to objectively appraise and evaluate documents submitted.

C. University Excellence Awards Review Committee

The Document Review Committee shall be responsible for reviewing submitted documents and other evidence based on completeness and authenticity. They shall notify nominees regarding lacking and those not clearly presented documents (provided that that time element is not sacrificed)

The committee shall be chaired by the HRMO. A Senior Faculty and a Senior Administrative Staff shall serve as members. They shall also serve as the implementer of the conduct of recognition program or ceremonies for Awardees.

GUIDELINES ON THE UNIVERSITY REWARDS AND RECOGNITION ON EQUAL OPPORTUNITIES PRINCIPLE

The Cagayan State University supports and recognizes the value of equality, and diversity among pillars and elements of human resource management system.

The University Rewards and Recognition on Equal Opportunities is established in order to avoid discrimination and the non-appreciation of efforts of the employees toward the attainment of the university's vision. This also foster equality among employees regardless of sex, ethnic groups, age, groups, civil status, religious belief, and other pertinent laws protecting the rights of the underprivileged or discriminated sectors in giving awards and recognition.

Coverage:

The guidelines will be applied to the following: Persons with disabilities, Pregnant Women, Indigenous people, and all other underprivileged persons provided by relevant laws protecting the rights like: An Act Prohibiting Discrimination Against Individual in Employment on Account of Age and Providing Penalties Therefor; An Act Strengthening the Prohibition on Discrimination Against Women in respect to terms and conditions of employment; CSC Memorandum Circular No. 48, series of 2013 (gender equality guidelines), and Solo Parent Act.

Specific guidelines for the following:

I. Person with Disabilities (PWD)

- a. No person with disability shall be denied access to opportunities for rewards and recognition. A qualified employee with disability shall be subject to the same terms and condition relative to the awards and recognition as a qualified abled-bodied person;
- b. The Campus Executive Officers and Vice-Presidents are encouraged to nominate qualified employees with disability to be part of the search.
- c. Employees with disabilities must be given utmost consideration and importance during the nomination stage, and judging process.
- d. If the disabled employee cannot submit his/her credentials physically to the search, sending scanned copy of his/her credentials are highly encouraged.
- e. If the search committee needs a printed copy of his/her credentials, the employee is allowed to send his/her credentials to the Office of the Campus Executive Officers or Campus Officials to submit the documents on his/her behalf.

II. Solo-parent, and pregnant women

- a. No solo-parent or pregnant women shall be denied access to opportunities for rewards and recognition. A qualified solo-parent or pregnant women employee

shall be subject to the terms and condition relative to the awards and recognition policy.

- b. The Campus Executive Officers and Vice Presidents are highly encouraged to nominate qualified employees to be part of the search.
- c. In the case of pregnant women, the CEOs and VPs shall communicate with them through the most convenient means, avoiding when possible, the need of physical presence. Electronic submission of scanned copy of their credentials is highly encouraged.
- d. In the case of solo parent, the search committee conduct an online interview and not required them to be physically present in submitting their documents. Electronic submission of scanned copies of their credentials is highly encouraged.
- e. In the event that the documents are lacking, the search committee will communicate online with the concerned employee and comply with their documentary requirements of the search committee.
- f. If the search committee needs a printed copy of his/her credentials, the employee is allowed to send his/her credentials to the Office of the Campus Executive Officers or Campus Officials to submit the documents on his/her behalf.
- g. No inappropriate questions relating to the status of the applicant may be asked.

III. Indigenous People (IP)

- a. No indigenous people shall be denied access to opportunities for rewards and recognition. A qualified employee shall be subject to the terms and conditions relative to the awards and recognition policy.
- b. Regardless of race or indigenous affiliations he/she belongs, the search committee doesn't have the right to refuse or reject the application or any nomination from the CEOs or VPs
- c. The university shall, when appropriate, engage in affirmative action in favor of IPs.


URDUJAH G. ALVARADO, PhD, CESO II
University President

SEARCH FOR TEACHER OF THE YEAR AWARD
(May 2023)

Name of nominee: _____
Campus: _____

CRITERIA

A. ACTUAL WORKLOAD PERFORMANCE ----- 75%

1. Teaching Effectiveness for the Last 3 years
 - Student's Rating (60%)
 - Supervisor's Rating (40%)
2. Research Outputs
 - No. of publications (last 3 years)
 - No. of completed researches
 - No. of on-going researches
 - No. of engagement as thesis adviser/panel of evaluator
3. Involvement in Community Services and Extension
 - No. of Extension activities conducted/participated
 - No. of Accreditation/ Educational Quality Assurance activities
 - No. of Community Service Award received
 - Administrative Designation (Institutional/College level)
 - As Mentor/Coach/Trainer of student activities

KRA Weights Per Faculty Rank

Faculty Rank	Teaching Effectiveness	Research Outputs	Involvement in Community Services and Extension
Instructor	70%	10%	20%
Assistant Professor	60%	20%	20%
Associate Professor	50%	30%	20%
Professor	40%	40%	20%
College/Univ Professor	30%	50%	20%

B. TEACHING INNOVATION ----- 15 %

1. Instructional Materials Developed
2. Patented innovation (UM, inventions, Industrial design)
3. Copyrighted and utilized software products
4. Scientific discoveries
5. Creative works

C. CHARACTER AND ETHICAL BEHAVIOR ----- 10%

1. Submits accurate and well-crafted reports and other --- 1
requirements on time
2. Shows interest in school functions activities or programs -- 1
3. Relates himself/herself well to students ----- 1

100



Criteria for Dean of the Year Award (May 2023)

Name of nominee: _____

Campus: _____

CRITERIA

A. Performance

I. Productivity - 75 %

1. COPC Compliance ----- (10)
2. Number of Accredited programs for the past 3 years (Levels, 2,3)----- (10)
3. Number of researches in the college that are completed ----- (5)
4. Number of researches in the college that are published ----- (5)
5. ISO certification of the college----- (5)
6. AUN-QA certification in the college ----- (5)
7. Licensure Exam Results for the past three years ----- (10)
8. Awards received by the college/faculty/students
(International/National/Regional in Academics, Sports, Socio-cultural
events)----- (5)

II. Efficiency and Effectivity

1. In-service trainings, seminars, workshops conducted/initiated by the dean -- (5)
2. Managerial skills ----- (5)
3. Prompt submission of reports----- (5)
4. Initiates community/extension services----- (5)

B. Innovations Produced by the Applicant - 10%

1. Instructional Material Developed
2. Patents, Copyrights, Software Products
3. New program offering offered for the past 3 years/ under the applicant's term

C. Character and Ethical Behavior - 10%

The nominee:

1. Shows proper decorum in speech, grooming,
and over-all behavior
2. Manifests the right attitude towards assigned tasks
3. Maintains good working relationship with peers
and supervisors
4. Gives priority to CSU duties over other concerns
5. Is prompt and regular in reporting to work
6. Shows initiative in resolving work-related problems
and concerns
8. Is physically and mentally healthy
9. Is approachable and available when needed
10. Is a dependable worker
11. Has devotion to his work and sincerity of purposes

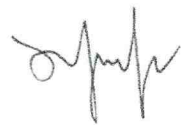


D. Community Involvement

- 5%

1. Number of linkages/Networking/Partnership activity with corresponding MOA for the past 3 years
2. Professional expertise-based service delivered/rendered
3. Responsive service to the community (Client Satisfaction)

100%



CRITERIA FOR ADMINISTRATIVE PERSONNEL OF THE YEAR AWARD
(May 2023)

Name of nominee: _____

Campus: _____

A. PERFORMANCE (75%)

The nominee

1. Displays exemplary performance in assigned tasks and manifests significant characteristics in terms of;
 - a. Productivity----- (15pts)
 - b. Effectiveness----- (10pts)
 - c. Efficiency----- (10pts)
 - d. Responsiveness----- (15pts)
 - e. Punctuality/ Initiative/ Resourcefulness----- (25pts)

B. CHARACTER AND ETHICAL BEHAVIOR (10%)

The nominee:

1. Shows proper decorum in speech, grooming, and over-all behavior
2. Manifests the right attitude towards assigned tasks
3. Maintains good working relationship with peers and supervisors
4. Gives priority to CSU duties over other concerns
5. Is prompt and regular in reporting to work
6. Shows initiative in resolving work-related problems
7. and concerns
8. Is physically and mentally healthy
9. Is approachable and available when needed
10. Is a dependable worker
11. Has devotion to his work and sincerity of purposes

C. Innovations/ Creativity (15%)

The nominee develops digitized materials to improve operational procedures



CRITERIA FOR AUXILIARY STAFF OF THE YEAR AWARD
(May 2023)

Name of nominee: _____

Campus: _____

A. PERFORMANCE (85%)

- The nominee displays exemplary performance in assigned tasks and manifests significant characteristics in terms of;

1. Productivity -----(15pts)
2. Effectiveness -----(10pts)
3. Efficiency -----(10pts)
4. Responsiveness -----(15pts)
5. Punctuality -----(15pts)
6. Initiative -----(10pts)
7. Resourcefulness -----(10pts)

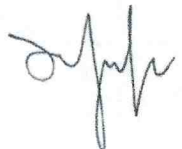
B. CHARACTER AND ETHICAL BEHAVIOR (10%)

- The nominee:

1. Shows proper decorum in speech, grooming, and over-all behavior
2. Manifests the right attitude towards assigned tasks
3. Maintains good working relationship with peers and supervisors
4. Gives priority to CSU duties over other concerns
5. Is prompt and regular in reporting to work
6. Shows initiative in resolving work-related problems and concerns
7. Is physically and mentally healthy
8. Is approachable and available when needed
9. Is a dependable worker
10. Has devotion to his work and sincerity of purposes

C. Innovations/ Creativity (5%)

The nominee employs responsive service delivery



SEARCH FOR RESEARCHER OF THE YEAR AWARD
(May 2023)

Name of nominee: _____
Campus: _____

CRITERIA

A. Originality of the Investigations done (30%)

1. Patents
2. UM
3. Industrial Design
4. Copyrighted and utilized software.
5. New plant variety/ animals developed or new microbial strains isolated.

B. Productivity of Research (15%)

1. No. of Research presented In-House Review
-Completed
2. No. of externally founded collaborative research
-Completed

C. Research work, Publication and Patent (15%)

1. No. of published research output published in referred and internationally indexed bodies (ASEAN) citation index, Scopus and web of science

A. Journal/ Article

- Sole authorship
- co- authorship

B. Books/ Academic monograph

C. Book Chapter

2. Creative Works

3. No. Of papers presented in international conferences endorsed by the CHED and SUC.

D. Significance of Research Findings (20%)

1. No. of research Publication

E. Contribution of Institutional Development. (20%)

1. Research output translated into project, policy on project
2. Awards/ recognition due to research impact



Extension Project Award
(May 2023)

Name of nominee: _____

Campus: _____

Criteria

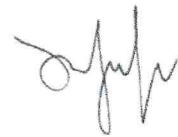
A. Productivity (30%)

1. No. of adaptors of Technology/ skill/ information delivered
2. No. of trained participants
3. No. of training conducted
4. Total contribution to income generation for the 3-year period

B. Effectiveness (60%)

1. At least very satisfactory Client's satisfactions for outreach
2. Evidence of improved socio-economic conditions for the beneficiaries

C. Teamwork and cooperation (10%)



MODEL STUDENT AWARD
(May 2023)

Name of nominee: _____
Campus: _____

Criteria

Qualifications:

The student applicant must:

- 1. be a working student, solo parent student without current partner, differently abled student;
- 2. be a graduating student for Academic Year 2023-2024;
- 3. have at least 90% or higher GWA for the past seven semesters with no grade lower than 85;
- 4. have No INC, dropped, failed subject;
- 5. have enrolled the regular load per semester;
- 6. finish the course within the prescribed period;
- 7. not have been subjected to any disciplinary actions

CRITERIA

I. Academic Performance (60 points)

General Weighted Average		
99% - 100%	-	50 pts.
96% - 98%	-	45 pts.
93% - 95%	-	40 pts.
90% - 92%	-	35 pts.

II. Honors/Awards (Academics/Co-curricular) (25 points)

National Level	Regional Level	Provincial/University wide	Municipal/Campus wide	College Level
1 st - 2.0	1 st - 1.5	1 st - 1.0	1 st - 0.75	1 st - 0.5
2 nd - 1.75	2 nd - 1.25	2 nd - 0.75	2 nd - 0.5	
3 rd - 1.5	3 rd - 1.0	3 rd - 0.5	3 rd - 0.25	
4 th - 1.25	4 th - 0.75			
5 th - 1.0	5 th - 0.5			
6 th - 0.75	6 th - 0.25			
7 th - 0.50				
8 th - 0.25				

III. Positions Held in Student Organizations/Student Publication (10 points)

National Organization/Publication
President/Editor in Chief - 5


8

Vice President/Associate Editor	- 4
Secretary to Sentinel/Other positions in the Editorial Board	- 3
Member of national Organization/publication	- 2
Regional Publication/University Student Council Federation	
President/Chairperson/Editor in Chief	- 4
Vice President/Vice Chairperson/Associate Editor	- 3
Secretary/Treasurer/Managing Editor	- 2
Other Positions	- 1
Member of Regional Organization/Publication	- 0.5

Campus Student Council/Campus Publication	
President/Editor in Chief	- 3
Vice President/Associate Editor	- 2
Secretary/Treasurer/Managing Editor	- 1
Other Positions	- 0.5
Member of Regional Organization/Publication	- 0.25

College Student Council/College Publication	
Governor/Editor in Chief	- 2
Vice Governor/Associate Editor	- 1
Other Positions	- 0.75

IV. Character and Ethical Behavior (5%)

Certification of good moral from Guidance Counselor, Barangay Chairman, and Parish Priest/Pastor

