

Best Administrative Staff

2023 DSWD PRAISE Individual Award

Award Definition

This award is given to an administrative staff who is able to effectively provide administrative support through a variety of tasks related to organization and communication to ensure the efficient operations of the Office/Bureau/Service and DSWD.

Assessment Criteria

CRITERIA	SCORE
1. Exemplary Work Performance – The degree to which the individual rendered excellent work performance; it is the overall display of administrative support competence, translated into concrete, verifiable outputs that contributed to the attainment of the unit and/or office deliverables	40
2. Commendable and Unique Contributions – The extent to which the extraordinary value and/or uniqueness of the achievements/contributions of the individual made an impact within his/her own workplace, and/or outside his/her unit/office	30
3. Harnessing Interpersonal Relationships to deliver work results – The extent to which the individual was able to manifest good interpersonal relationships with co-workers and external partners; leveraged on this relationship in order to advance/deliver the requirements of the unit/office	20
4. Pursuit of Professional and Personal Development – the commitment to public service that is honest, trustworthy, and with integrity as well as the commitment to create an environment for learning and growth, and the ability to master new technical knowledge for oneself and for his/her team members; recognizes own strengths and weaknesses and pursues self-development; is flexible and open to change; deals effectively with pressure, maintaining focus and intensity	10
Total	100

Eligibility Criteria

- ☐ Must hold a permanent, temporary, coterminous, contractual or casual status employment in DSWD as well as the employees under Contract of Service (COS) status, as applicable, subject to existing budgeting and auditing rules and regulations (Updated CSC Form 212 or Personnel Data Sheet and/or Special Order, if applicable)
- ☐ Have at least *Very Satisfactory* performance rating or its equivalent for six (6) semestral or three (3) annual rating periods prior to the nomination (performance rating certificate)
- ☐ Have not been found guilty of any administrative or criminal offense involving moral turpitude and/or with no pending case at the time of nomination (certificate of no pending case/complaint/grievance by highest HR/Legal Officer; For COS/MOA workers Self-Certification to be noted by Head of OBSU)
- ☐ Must be involved in structured work or those engaged in clerical, crafts, trades or manual work¹ (Diploma or any related certifications); and
- ☐ Must have accomplishments, which the nominee is being recognized for, within the last three (3) years prior to the nomination, and have been consistently and continuously carried out by the nominee during said period (supporting documents)
- ☐ Must have no overdue unliquidated cash advances, suspensions, and/or disallowances as of the time/date of submission of nominations (Certifications)

¹ These positions usually require skills acquired through training and experience of completion of elementary education, secondary or vocational education or completion of up to two (2) years of college education; based on Sub-Professional Non-Supervisory Category, Section 5(d), Republic Act No. 6758

Nomination Details

Name of Nominee	
Position	
Designation (if any)	
Directorate	
Office	
Division	
Unit	
Contact Nos.	
Email Address	
Status of Employment	
Length of Service in the DSWD	
Length of Service in the Position	

Name of Nominator	
Position	
Designation (if any)	
Office/Division/Unit	
Contact Nos.	
Email Address	
Date of Submission	

Additional information about the Nominee:

Were you a previous DSWD PRAISE CO/FO Nominee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:	Award category:
Were you a previous DSWD PRAISE CO/FO Winner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:	Award category:
Were you a previous DSWD PRAISE National Finalist?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:	Award category:
Were you a previous DSWD PRAISE National winner/awardee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:	Award category:

Nomination Write-up

- ☐ Each nomination requires the submission of one (1) original nomination packet containing the fully accomplished DSWD PRAISE Nomination Form and other documentary requirements neatly packaged to the PRAISE CO/FO Committee for screening
- ☐ The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years;
- ☐ Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
 - ☐ Use specific terms;
 - ☐ State outstanding accomplishments or exemplary norms displayed and impact in brief factual and in bullet form;
 - ☐ Present Impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transactions facilitated

I. Executive Summary

Write an overall statement on the nominee's effective provision of administrative support through a variety of tasks related to organization and communication to ensure the efficient operations of the Office/Bureau/Service and DSWD.

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II. Exemplary Work Performance

a.) Cite incidents displaying nominee's demonstration of excellence in his/her delivery of work; performance of assigned tasks in a timely, consistent and orderly manner or Complete Staff Work (CSW) every time; application of his/her knowledge and expertise in troubleshooting/solving problems quickly; nominee's capacity for self-management such as through finishing his/her tasks even with minimum description, direction or supervision

b.) Attach the following means of verification, as applicable or available

- IPCR
- Certificate of no pending case
- Testimonials from immediate supervisor/colleagues

III. Commendable and Unique Contributions

a.) Briefly describe the task/project/s that best demonstrates the nominee's resourcefulness and innovativeness which contributed to the installation or adoption of new systems or procedures simplifying tasks within the office or the agency:

b.) Attach the following means of verification, as applicable or available

- Awards/Certificates
- Sample of actual output

IV. Harnessing Interpersonal Relationships

a.) Briefly describe how the nominee was able to:

- 1.) Consistently demonstrate an enabling work attitude*
- 2.) Demonstrate quality of character manifested in dealing with co-workers, internal and external partners*
- 3.) Influence/motivate others (internal and external partners) towards doing the required deliverables and in attaining the unit's/office's commitments.*

b.) Attach the following means of verification, as applicable or available

- Testimonials from immediate supervisor and colleagues

- Certification from HR on the overtime services rendered

V. Pursuit of Professional and Personal Development

a.) *What are the ways the nominee pursues professional and personal development?*

b.) *Attach the following means of verification, as applicable or available*

- *Training Certificates*
- *Socio-civic Certificates*
- *Diploma*

Certification

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee

Nominator