

**Philippine Association of Students in Office Administration
(PASOA CMU Chapter)**

SEARCH FOR EHEMPLONG PASOAN NG TAON

Rationale

The Search for *Ehemplong PASOAn ng Taon* is established to recognize and honor outstanding Bachelor of Science in Office Administration (BSOA) students who exemplify academic excellence, leadership, and dedication to their field. This recognition aims to motivate students to strive for excellence in their studies, develop strong professional and ethical values, and actively contribute to their academic community. By highlighting exemplary students, the award fosters a culture of continuous learning, inspires peers to achieve their full potential, and sets a benchmark for future BSOA students to follow. Ultimately, it serves as a means to celebrate and promote the significance of office administration as a vital profession in various industries.

Guidelines and Mechanics

1. Only second, third, and fourth year students are qualified to apply for this recognition.
3. Applicants must fill-in the Application Form and submit it together with their supporting documents as evidence.
4. Only those acquired during your tertiary/college years will be covered and evaluated.
5. All supporting documents must be scanned into an image file type (jpg or jpeg format) and compiled in word file (Microsoft word) as Annex. It must be arranged in sequence with the list you provided in the application form.
6. Application form and supporting documents must be submitted on or before February 24, 2026.

Search and Evaluation Criteria

Second Semester GWA (SY 2024-2025)	x 25%
First Semester GWA (SY 2025-2026)	x 25%
Outstanding Achievements/Contribution	x 40%
Attitude, Moral, Personality & Behavior	<u>x 10%</u>
TOTAL	
100%	

Example:

Second Sem GWA is	1.2345 x .25 = 0.308625
First Sem GWA is	2.3412 x .25 = 0.5853
Total earn points in Achievement Contribution is 133 points (Check the point equivalent table)	1.6700 x .40 = 0.668
Attitude, Moral, Personality & Behavior	1.2500 x .10 = <u>0.125</u>
TOTAL	1.686925

POINT EQUIVALENT TABLE
(For Outstanding Achievements and Contributions)

Total Points Earned	Grade	Total Points Earned	Grade	Total Points Earned	Grade	Total Points Earned	Grade
200	1.00	150	1.50	100	2.00	50	2.50
199	1.01	149	1.51	99	2.01	49	2.51
198	1.02	148	1.52	98	2.02	48	2.52
197	1.03	147	1.53	97	2.03	47	2.53
196	1.04	146	1.54	96	2.04	46	2.54
195	1.05	145	1.55	95	2.05	45	2.55
194	1.06	144	1.56	94	2.06	44	2.56
193	1.07	143	1.57	93	2.07	43	2.57
192	1.08	142	1.58	92	2.08	42	2.58
191	1.09	141	1.59	91	2.09	41	2.59
190	1.10	140	1.60	90	2.10	40	2.60
189	1.11	139	1.61	89	2.11	39	2.61
188	1.12	138	1.62	88	2.12	38	2.62
187	1.13	137	1.63	87	2.13	37	2.63
186	1.14	136	1.64	86	2.14	36	2.64
185	1.15	135	1.65	85	2.15	35	2.65
184	1.16	134	1.66	84	2.16	34	2.66
183	1.17	133	1.67	83	2.17	33	2.67
182	1.18	132	1.68	82	2.18	32	2.68
181	1.19	131	1.69	81	2.19	31	2.69
180	1.20	130	1.70	80	2.20	30	2.70
179	1.21	129	1.71	79	2.21	29	2.71
178	1.22	128	1.72	78	2.22	28	2.72
177	1.23	127	1.73	77	2.23	27	2.73
176	1.24	126	1.74	76	2.24	26	2.74
175	1.25	125	1.75	75	2.25	25	2.75
174	1.26	124	1.76	74	2.26	24	2.76
173	1.27	123	1.77	73	2.27	23	2.77
172	1.28	122	1.78	72	2.28	22	2.78
171	1.29	121	1.79	71	2.29	21	2.79
170	1.30	120	1.80	70	2.30	20	2.80
169	1.31	119	1.81	69	2.31	19	2.81
168	1.32	118	1.82	68	2.32	18	2.82
167	1.33	117	1.83	67	2.33	17	2.83
166	1.34	116	1.84	66	2.34	16	2.84
165	1.35	115	1.85	65	2.35	15	2.85
164	1.36	114	1.86	64	2.36	14	2.86
163	1.37	113	1.87	63	2.37	13	2.87
162	1.38	112	1.88	62	2.38	12	2.88
161	1.39	111	1.89	61	2.39	11	2.89
160	1.40	110	1.90	60	2.40	10	2.90
159	1.41	109	1.91	59	2.41	9	2.91
158	1.42	108	1.92	58	2.42	8	2.92
157	1.43	107	1.93	57	2.43	7	2.93
156	1.44	106	1.94	56	2.44	6	2.94
155	1.45	105	1.95	55	2.45	5	2.95
154	1.46	104	1.96	54	2.46	4	2.96
153	1.47	103	1.97	53	2.47	3	2.97
152	1.48	102	1.98	52	2.48	2	2.98
151	1.49	101	1.99	51	2.49	1	2.99

SCORING TABLE
(For Outstanding Achievements and Contributions)

1. CONTEST & COMPETITIONS

Acceptable proofs and evidence are the following:

For winners: certificates and picture of medal/trophy (if medal/trophy is not available, present any proof that supports your claim.

For participation: certificate only.

A. SCHOOL BASED

Any forms of competition that represents either the university, the college, or your department. It includes all activities that are highly considered as school co-curricular activities.

Level	1 ST Place	2 nd Place	3 rd Place	Participation
Organization/Department Level	2.0	1.5	1.0	0.5
College Level	2.5	2.0	1.5	1.0
University Level	3.0	2.5	2.0	1.0
Municipality/City level	4.0	3.0	2.0	2.0
Provincial Level	5.0	4.0	3.0	2.0
Regional/Mindanao Level	6.0	5.0	4.0	3.0
National Level	8	7.0	6.0	4.0
International Level	10	9.0	8.0	5.0

B. COMMUNITY- BASED

Any forms of competition that represents yourself, your family, clan, community (zone), barangay, municipality, city, province, or region.

Level	1 ST Place	2 nd Place	3 rd Place	Participation
Purok/Zone Level	2.5	2.0	1.5	1.0
Barangay Level	3.0	2.5	2.0	1.0
Municipality/City level	4.0	3.0	2.0	2.0
Provincial Level	5.0	4.0	3.0	2.0
Regional/Mindanao Level	6.0	5.0	4.0	3.0
National Level	8	7.0	6.0	4.0
International Level	10	9.0	8.0	5.0

2. SEMINARS, WORKSHOPS, CONFERENCES, & CONVENTIONS

Acceptable proofs and evidence are the following:

For being a Resource/Guest Speaker: Certificates/Plaques and Invitation Letter

For being the Facilitator/Organizer/Officer: Approved communication of the event and certification from Dean/OSA that you are an officer or any certificate that support your claim

For Participation: Certificate of Participation only.

A. SCHOOL-BASED

Any forms of seminars, workshops, conferences, and conventions attended/conducted as representative/delegates/facilitator of the university, the college, or your department.

Level	Resource/Guest Speaker	Facilitator/ Organizer/ Officer	Participation
Organization/Department Level	2.0	1.0	0.5
College Level	2.5	1.5	1.0
University Level	3.0	2.0	1.0
Municipality/City level	4.0	2.0	2.0
Provincial Level	5.0	3.0	2.0
Regional/Mindanao Level	6.0	4.0	3.0
National Level	8	6.0	4.0

International Level	10	8.0	5.0
----------------------------	-----------	------------	------------

B. COMMUNITY-BASED

Any forms of seminars, workshops, conferences, and conventions attended/conducted/facilitated as representative/delegates/facilitator of your zone, purok, barangay, municipality, city, province, or region.

Level	Resource/Guest Speaker	Facilitator/ Organizer/ Officer	Participation
Purok/Zone Level	2.5	1.5	0.5
Barangay Level	3.0	2.0	1.0
Municipality/City level	4.0	2.0	2.0
Provincial Level	5.0	3.0	2.0
Regional/Mindanao Level	6.0	4.0	3.0
National Level	8	6.0	4.0
International Level	10	8.0	5.0

3. TRAININGS, SHORT COURSES, AND PROGRAMS

Acceptable proofs and evidence are the following:

For being a Resource/Guest Speaker: Certificates/Plaques and Invitation Letter

For being the Facilitator/Organizer/Officer: Approved communication of the event and certification from Dean/OSA that you are an officer or any certificate that support your claim

For Participation: Certificate of Participation and approved communication that you are allowed to join the said training, short courses and programs.

A. SCHOOL-BASED

Any forms of trainings, short courses and programs attended/conducted as representative/delegates/facilitator of the university, the college, or your department. These also includes academic programs from the university's linkages and partners. To determine the total points to be earned, the number of days will be multiplied to the point assignment.

Example $0.5 \times 4 \text{ days} = 2.0 \text{ points}$

Level	Resource/ Guest Speaker	Facilitator/ Organizer/ Officer	Participation
Org/Dep't Level	2.0	1.0	0.5
College Level	2.5	1.5	1.0
University Level	3.0	2.0	1.0
Municipality/City level	4.0	2.0	2.0
Provincial Level	5.0	3.0	2.0
Regional/Mindanao Level	6.0	4.0	3.0
National Level	8	6.0	4.0
International Level	10	8.0	5.0

B. COMMUNITY-BASED

Any forms of trainings, short courses and programs attended/conducted/facilitated as representative/delegates/facilitator of your zone, purok, barangay, municipality, city, province, or region. These also includes online short courses from TESDA, SK Activities and other activities from recognized private organizations and associations. To determine the total points to be earned, the number of days will be multiplied to the point assignment.

Example $0.5 \times 4 \text{ days} = 2.0 \text{ points}$

Level	Resource/Guest	Facilitator/	Participation
-------	----------------	--------------	---------------

	Speaker	Organizer/ Officer	
Purok/Zone Level	2.5	1.5	0.5
Barangay Level	3.0	2.0	1.0
Municipality/City level	4.0	2.0	2.0
Provincial Level	5.0	3.0	2.0
Regional/Mindanao Level	6.0	4.0	3.0
National Level	8	6.0	4.0
International Level	10	8.0	5.0
Online TESDA Training Courses (Modules)			1.0

4. SPECIAL AWARDS, RECOGNITIONS AND CITATIONS

Acceptable proofs and evidence are the following:

For Recipient: certificates and picture of medal/trophy (if medal/trophy/plaque is not available, present any proof that supports your claim.

For Nominee/Finalist: certificate or letter informing you that you are a nominee/finalist.

A. SCHOOL-BASED

Special awards, recognitions, and citations given to a particular person due to his/her exemplary performances including university, college and department's recognitions, special awards during palaro, and other events.

Level	Recipient	Nominee/ Finalist
Organization/Department Level	2.0	0.5
College Level	2.5	1.0
University Level	3.0	1.0
Municipality/City level	4.0	2.0
Provincial Level	5.0	2.0
Regional/Mindanao Level	6.0	3.0
National Level	8	4.0
International Level	10	5.0

B. COMMUNITY-BASED

Special awards, recognitions and citations given to a particular person due to his/her exemplary performances in their respective community.

Level	Recipient	Nominee/ Finalist
Purok/Zone Level	2.0	1.0
Barangay Level	3.0	1.0
Municipality/City level	4.0	2.0
Provincial Level	5.0	2.0
Regional/Mindanao Level	6.0	3.0
National Level	8	4.0
International Level	10	5.0

5. ELIGIBILITIES AND CERTIFICATIONS

Acceptable proofs and evidence are the following:

For Sigma and TESDA: Certificate/NC Certificate

For Civil Service: Eligibility Certificate

For PRC and Non-PRC Licenses: picture of ID or Certificate of Board Rating

Any forms of eligibilities and certifications, including national and local organizations (government and non-government) that are highly considered as legal and recognized.

	Recipient
Lean Six Sigma White Belt	4.0
Lean Six Sigma Yellow Belt	5.0
Lean Six Sigma Green Belt	6.0
Lean Six Sigma Black Belt	7.0
Lean Six Sigma Master Belt	8.0
TESDA Certification Level 1	4.0
TESDA Certification Level 2	5.0
TESDA Certification Level 3	6.0
TESDA Certification Level 4	7.0
Civil Service Passer-Subprof	10.0
Civil Service Passer-Prof	20.0
Other licenses (board takers-PRC regulated)	25.0
Other licenses (board takers-non-PRC regulated but recognized)	20.0

6. MEMBERSHIP & AFFILIATIONS

Acceptable proofs and evidence are the following:

For School Officers: Certification from the OSA/Dean, Private Org and Association and

For Private Org and Community Associations: Certification from the higher authority.

For SK Officials: Certification from the Brgy. Captain or Mayor or Governor

For Members: Certificate of Membership

A. SCHOOL-BASED

Any forms of membership and affiliations to any groups that are OSA registered. Including national and local organizations that are highly considered as legal and recognized. All student's affiliation to their higher-level form of organizations are also considered. *Please do not include any automatic membership such as member of pasoa-cmu, cbmsco, siglakas, and etc (not unless if you are an officer)*

Level	Pres & VP	Sec - P.I.O	Representatives and other lower positions	Member
Organization/Department Level	2.0	1.5	1.0	0.5
College Level	2.5	2.0	1.5	1.0
University Level	3.0	2.5	2.0	1.0
Municipality/City level	4.0	3.0	2.0	2.0
Provincial Level	5.0	4.0	3.0	2.0
Regional/Mindanao Level	6.0	5.0	4.0	3.0
National Level	8	7.0	6.0	4.0
International Level	10	9.0	8.0	5.0

B. COMMUNITY-BASED

Any forms of membership and affiliations to any groups that are registered. All national and local organizations that are highly considered as legal and recognized. Including youth and SKs to their higher-level form of organizations are also considered.

Level	Pres & VP, SK Pres	Sec - P.I.O, SK Officials	Representatives and other lower positions	Member
Purok/Zone Level	2.5	2.0	1.5	1.0
Barangay Level	3.0	2.5	2.0	1.0
Municipality/City level	4.0	3.0	2.0	2.0
Provincial Level	5.0	4.0	3.0	2.0
Regional/Mindanao Level	6.0	5.0	4.0	3.0
National Level	8	7.0	6.0	4.0
International Level	10	9.0	8.0	5.0

Search & Evaluation Committee

Chair: Argel M. Vallecer

Co-Chair: Korina Marie T. Cagande

Members:

Dr. Gamaliela A. Dumancas

Scyra June L. Omahoy

Jhune Clyde F. Pepito