DNP FORM 2

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(passport-sized)

Passport-sized photo

**AWARD FOR EXCELLENT PERFORMANCE**

**OF SERVICE CONTRACTORS 2025**

Award Category

Research  Development

General Admin Support Services

R, D, A Support Service

|  |  |  |  |
| --- | --- | --- | --- |
| Name  (LAST NAME, First Name, MI. | Station/ Division/Office | Position | Salary Grade |
|  |  |  |  |

*Was the nominee a previous awardee of any of the categories of the Awards for Excellent Performance of Service Contractors? Yes No*

*If yes, specify year & award/s received:*

**Nomination Write-up**

***Instructions***

1. *For Executive Summary: maximum of 1 page and focused on the three major accomplishments stated in order of significance (first as most significant)*
2. *For Justification/Reason for Nomination: please be guided by the evaluation criteria provided and always think what makes the nominee excellent/exemplary; reference years are from 2023-2024; and roles must be stated in specific terms (e.g., led, coordinated, assisted, initiated)*
3. *For Other Relevant Information: e.g., publications*
4. *For Action Photos: relevant to the award and with caption; 3 photos, 1 page only*

|  |  |
| --- | --- |
| * 1. **Executive Summary** *(highlights of the nomination)* | |
| * 1. **Justifications/Reasons for Nomination** *(include data as much as possible)*  1. *Significant accomplishments (45%)* | |
| Noteworthiness of accomplishments and overall quality of work (efficiency, quality, timeliness) |  |
| Consistency of excellent performance (i.e., in terms of efficiency, quality, and timeliness) |  |
| Volume/ weight of workload and accomplishments relative to position |  |
| *b) Strategic/Innovative approaches (20%)* | |
| Innovations and unique and/or creative but practical solutions and strategies implemented to improve work processes, solve work problems/ challenges and/or optimize resources (e.g. generate savings or increase income) |  |
| Initiative; proactive suggestions/ideas shared to solve potential issues; responsiveness to challenges/changes at work |  |

|  |  |
| --- | --- |
| *c)The extra mile (20%)* | |
| Willingness to accept work beyond regular functions/workload if needed or whenever necessary; Participation in regular and/or intervening activities |  |
| Outputs delivered beyond what is expected in terms of quantity/ quality/ timeliness/ efficiency |  |
| Recognition/ awards received from PhilRice/ other institutions or clients |  |
| *d) Work attitude and relationships (15%)* | |
| Work ethics and attitude at work (e.g. professionalism, punctuality, integrity, empathy, ability to work with minimal supervision, good manners, and right conduct) |  |
| Collaborative spirit and ability to maintain good working relationships with supervisor, colleagues, & clients (as applicable) |  |
| * 1. **Other Relevant Information** | |
| * 1. **Action Photos** | |