



Republic of the Philippines  
SULTAN KUDARAT STATE UNIVERSITY  
P.A. Montaña, City of Marbel, S.K.R.  
Province of Sultan Kudarat

OFFICE OF THE CAMPUS DIRECTOR

Date: 10/26/24

TO/FOR: College Deans

Subject: Official Guidelines  
for Awards

Action/s Needed:

- for your information and perusal  
 for appropriate action/compliance  
 for comments/suggestion/recommendation  
 for signature/Approval  
 please come for a meeting/briefing

Remarks: Please disseminate.

  
ELMER C. BUENAVIDES, DIT  
Campus Director



Republic of the Philippines  
**SULTAN KUDARAT STATE UNIVERSITY**  
 JJC Montilla, City of Tacurong, 9800  
 Province of Sultan Kudarat

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## CALL FOR AWARDS

Program on Awards and Incentives for Service Excellence – Annual  
 Conferment of Medal of Excellence (PRAISE ACME 2024)

The nomination and application for the 2024 PRAISE ACME Awards is now open to all personnel of the Sultan Kudarat State University. Below are the guidelines and requirements to be submitted to the 2024 Committee.

1. Filled out application or nomination form (soft copy is available in the HRMDO, or look for the Chair on Rewards and Recognition, the secretariat for the PRAISE ACME);
2. Submit the nomination or application form to the secretariat along with the portfolio/s on or before November 10, 2024. Portfolio/s submitted after the deadline will no longer be accepted;
3. The softbound portfolio/s should have the following contents:
  - 3.1 Cover Page
  - 3.2 Official Nomination Form
  - 3.3 Executive Summary/Endorsement Letter from the nominator if there is any;
  - 3.4 Copy of supporting documents based on the criteria (refer to the PRAISE-ACME Manual);
  - 3.5 Include other information, if there is any (affiliation, other accomplishments, engagements, etc) to support the nomination or the application;
  - 3.6 Certification from the Head of Office (certifying that you are a working personnel, with good performance records);
4. Field evaluations shall be conducted by the committee/evaluators concerned between November 11-15, 2024 (if found necessary);
5. The shortlist of nominees shall be deliberated and forwarded to the OIC President for approval;
6. Only Rank 1 per category shall be awarded; and
7. Awardees shall be notified through a formal letter.

JESUSA D. ORTUOSTE, PhD  
 OIC President  
 Over-all Chair – PRAISE ACME



## 2024 PRAISE ACME NOMINATION FORM

Date: \_\_\_\_\_

Name of Awardee: \_\_\_\_\_

Campus/ Office Assignment: \_\_\_\_\_

Type of Award: \_\_\_\_\_

\_\_\_\_\_

Category: \_\_\_\_\_

(Individual/Group)

**Executive Summary:** (Not more than 1,000 words)

MOVs attached:

- 1.
- 2.
- 3.

Nominated by:

\_\_\_\_\_  
Name & Signature

VISION: A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region. | MISSION: The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization. | CORE VALUES: Patriotism, Respect, Integrity, Zeal, Excellence in Public Service. | MAXIM: Generator of Solutions.



## 2024 PRAISE ACME NOMINATION FORM

Date: \_\_\_\_\_

Name of Awardee: \_\_\_\_\_

Campus/ Office Assignment: \_\_\_\_\_

Type of Award: \_\_\_\_\_

Category: \_\_\_\_\_  
(Individual/Group)

**Executive Summary:** (Not more than 1,000 words)

MOVs attached:

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- 2.
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## **LIST OF SKSU TYPES OF AWARDS (based on the approved SKSU PRAISE Manual)**

### **1. Individual Major Awards**

#### **1.1 Academic Awards**

- 1.1.a Outstanding Division Director**
- 1.1.b Outstanding Division Chair**
- 1.1.c Outstanding Campus Director/ Dean**
- 1.1.d Outstanding College Dean**
- 1.1.e Outstanding Program Chair**
- 1.1.f Outstanding Teacher**

#### **1.2 Research**

- 1.2.a Outstanding Researcher of the Year**

#### **1.3 Extension**

- 1.3.a Extension Worker of the Year**

#### **1.4 Production/ Resource Generation**

- 1.4.a Outstanding Entrepreneur (Individual)**
- 1.4.b Highest Net Income (Individual Category)**

#### **1.5 Administration**

- 1.5.a Campus Coordinator**
- 1.5.b Division Chairperson**

#### **1.6 Non-Teaching Administrative Support Staff Category**

- 1.6.a Outstanding Division Head**
- 1.6.b Outstanding Unit Head**
- 1.6.c Outstanding Division Employee**
- 1.6.d Outstanding Driver**
- 1.6.e Outstanding Utility Worker**
- 1.6.f Outstanding Security Guard**
- 1.6.g Outstanding Office Staff/ Clerk**