



# ATENEIO DE MANILA UNIVERSITY

## OFFICE OF THE PRESIDENT

### THE ATENEIO DE MANILA UNIVERSITY EXCELLENCE AWARDS

#### Introduction

The Ateneio de Manila University strives for excellence in the pursuit of its mission. The quality of excellence distinctive of the Ateneio employee is found in the person who possesses not only professional abilities for high-quality performance, but also such human and personal qualities by which the person becomes an embodiment of Ateneio's Ignatian values and mission of service to others.

At the unit level, the Excellence Award nominee must have made noteworthy and substantive contributions during the specified years of eligibility. These contributions clearly show the nominee's competence and exemplary work ethic, which, by extension, present the unit in a favorable light to its various clientele and publics. The nominee's work achievements, therefore, are reflective of the Ignatian ideal of *magis*, showing a commitment to finding ways consistently to transform the world for God's greater glory.

The nominee also demonstrates a supportive concern for the work and welfare of the people they directly manage or supervise and /or peers, and enjoys their respect. This respect is anchored not only in meritorious work performance but also in hard-earned reputation for fairness, transparency, sincerity, integrity, and manifest concern for organizational welfare. If in a leadership position, the nominee can strike a judicious balance between firmness and compassion toward people they directly manage or supervise.

Toward the direct beneficiaries of their service, the nominee practices the Ignatian value of *cura personalis*—the nurturing, involvement, and personal investment of self in people's well-being. This quality is characterized by a genuine desire to be of service to others and to help to the extent one can.

Finally, towards oneself, the nominee embodies a sense of peace and integrity that does not lessen the striving towards even greater personal growth.

Code of Procedure

A. Nomination

1. Full-time employees across competency tracks (Leadership-Supervisor, Leadership-Manager, Individual Contributor-Specialist and Regulated Professional, Individual Contributor- Academic Support Professional, Rank-and-File, and Staff) who meet the criteria are eligible to receive a nomination. A nomination may be submitted by any full-time and part-time employee.

	Award Category	Competency Track/ Classification	Sub Track/ Sub Classification	Description	Sample Position Titles*
1	Leadership-Manager	Leadership	Manager	Jobs whose main responsibility is to lead an organizational unit (e.g., office, department, center, institute, section) or a group of offices in the implementation of plans and policies/ guidelines. Further, these are jobs that recommend to "lay down and execute management policies and/or to hire, transfer, suspend, layoff, recall, discharge, assign or discipline employees"	Director, SQMO Director, GSB-CCE University Registrar Deputy University Librarian Facilities and Utilities Group Head Controls and Student Accounts Head
2	Leadership-Supervisor	Leadership	Supervisor	Jobs whose main responsibility is to oversee a team of individuals in their day-to-day operations in the interest of the University, requiring the use of independent judgment.	Campus Life Head Core Network Management Lead Housekeeping Supervisor

3	Individual Contributor-	Individual Contributor	Specialist	Jobs whose main responsibility requires the application of a specialized field of knowledge/industry practice with established technical standards.	Student Discipline and Gender Administrator Student Recruitment Officer Business Analyst
	Specialist and Regulated Professional	Individual Contributor	Regulated Professional	Jobs whose main responsibility requires the application of a specialized field of knowledge/industry practice with established technical standards and licensure by a government regulatory body and/or an established regulatory body, such as the Catholic Church	School Physician School Nurse Construction Management Officer
4	Individual Contributor-Academic Support Professional	Individual Contributor	Academic Support Professional	Jobs that perform certain prescribed academic functions directly supportive of teaching and/or the formation of Ateneo de Manila University students, holding some academic qualifications and, where required, licensure by a government regulatory body	Campus Minister Career Adviser Librarian Student Affairs Professional
5	Rank and File and Staff	Rank and File	Office-based	Jobs whose main responsibility is to perform administrative tasks.	Administrative Assistant Department Secretary
		Rank and File	Technology-based	Jobs whose main responsibility is to perform basic IT-Support	IT Deskside Support Assistant

		Staff	Maintenance Staff	Maintenance Staff Painter Carpenter
				Plumber Electrician Foreman
		Staff	Technician Staff	AV Technician Laboratory Technician

\* For additional clarification on the position titles, visit the University's People, Team, and Organization Development [microsite](#).

2. The following employees are not eligible for the award:
  - President, Vice Presidents, and Assistant Vice Presidents
  - Deans, Principals, and Headmaster
  - Jesuits
  - Part-time supervisors and managers
  - Supervisors and managers who are on post-retirement employment
  
3. Nominations are done in writing. The nomination should contain the following information:
  - a. The name of the nominee
  - b. The unit and office of the nominee
  - c. The reason for the nomination
  
4. The nomination letter should be signed by the person nominating and should indicate the unit and office to which the nominator belongs.
  
5. The office/unit is responsible for prescreening the nomination and establishing a mechanism for this process. This may include gathering input from peers, direct reports, and the unit head to ensure a thorough and comprehensive evaluation.
  
6. The office/unit then submits to the Cluster head the following documents:
  - a. The ranked list of nominees
  - b. A description of the prescreening structure and process

- c. Other information relevant to the deliberation of the University Screening Committees
7. The Cluster head reviews all nominations from their cluster and submits to the University Screening Committees (% of the Office of the President) the following documents:
    - a. The ranked list of nominees from their Cluster
    - b. Other information relevant to the deliberation of the University Screening Committee

B. Selection

1. The University Screening Committees for Excellence Awards are appointed each year by the President to deliberate on the nominees. The Screening Committees evaluate the nominees for Excellence Awards in the following categories:
  - a. Leadership-Manager
  - b. Leadership-Supervisor
  - c. Individual Contributor-Specialist and Regulated Professional
  - d. Individual Contributor- Academic Support Professional
  - e. Rank and File and Staff
2. The Screening Committees select the prescreened list, which are then endorsed to the Committee on Professorial/ Faculty Chairs and Other Awards.
3. The Committee on Professorial/Faculty Chairs and Other Awards endorses the prescreened list to the University President.
4. The President makes the final decision on the list of awardees. The Office of the President formally informs the individual awardees and communicates the names of the award recipients to the University community.

C. Computation on the Number of Awards and Financing the Awards

1. Awards are distributed proportionately across all schools and administrative units using the following formula:

$$\text{Number of awards available} \quad X \quad \frac{\text{Number of employees in the category in the Unit}}{\text{Total Number of employees in category}}$$

2. The awards have been made possible through the generous benefaction of University friends and alumni who created endowment funds in honor of Jesuits and alumni who have personified Ignatian values of service, faith, justice, and integrity. The number of awards per year varies depending on the funds available.

## *General Criteria*

1. The employee should meet the residency requirement:
  - Minimum of three (3) years of service in the University, with at least two years of service in the nominated competency track
  - Continuous performance rating for three (3) years, with at least two (2) years of service from the nominated competency track
2. The employee should have meritorious performance during the past three (3) years:
  - performance rating of 5.5 (“exceeded expectations”) upwards in the performance evaluation for the year of the award, and
  - a performance rating of 5.0 (“exceeded expectations”) upwards for the last two years immediately preceding the year of the award
3. The employee should possess a sense of excellence and service - exhibit professionalism and high-quality performance, and also embody Ateneo’s mission of service to others.
4. The employee shows interest and participation in University-wide events/activities, and/or manifests genuine concern and involvement for the University community in general.
5. The employee should be in active service during the entire evaluation year. Any leave without pay constitutes a break in service, rendering the employee ineligible for the award. However, approved leaves without pay not exceeding a total of ninety (90) days within two (2) years immediately preceding the year of the award will not invalidate the residency requirement, provided that said leave is a study leave or one due to illness of the employee or of a member of their immediate family.
6. A disciplinary action imposes adverse effects on eligibility for the award. An employee who has been subject to disciplinary action is disqualified from receiving an Excellence Award for the period specified in the table on page 19 of the Employee Code of Discipline (ECOD).

Likewise, an employee with a pending disciplinary case in the year of the award is disqualified from receiving an Excellence Award.

7. An employee selected by the University Screening Committee on Excellence Awards who leaves the University before the date of the awarding ceremony for any of the following reasons —end-of-contract, cancellation of contract, or resignation— will not be included in the list of awardees for public recognition.

8. An awardee will be eligible to receive another award three years after receiving their last award. Example: Employee A receives an award in SY 2023–2024. The person will be eligible again in SY 2026–2027.

#### *Additional Criteria*

1. For Leadership– Supervisor and Leadership– Manager categories  
Faculty members who have assumed leadership functions are eligible for the awards, even if they are also eligible for faculty excellence awards.

2. For Rank-and-File and Staff  
The nominee should not have any record of habitual and/or excessive tardiness.

#### *Hall of Fame*

The Hall of Fame Award is given to any excellence awardee for the current year who has received the Award for Excellence five times or more in the past. Employees permanently recognized in the Hall of Fame will no longer be eligible for the annual excellence award in the succeeding years.

#### *Eligibility*

An excellence awardee for the current year is qualified for the Hall of Fame if they have received the Award for Excellence five times or more in the past.

#### *Prize*

The recipient of the Hall of Fame award for the year shall

- Receive a certificate of recognition from the President of the University
- Receive a cash amount of PhP 20,000.00
- Be entitled to the Hall of Fame vacation benefit: a 3-day annual vacation leave entitlement, avilment of which shall be made one time (3 full, consecutive days) during the year awarded. This is not cumulative and not convertible into cash
- Have their name permanently inscribed in the roster wall of awardees at Faber Hall
- Be invited to the annual Excellence Awards dinner, where a special table will be reserved for Hall of Fame awardees