



Republic of the Philippines
CARAGA STATE UNIVERSITY

Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

OFFICE OF THE UNIVERSITY PRESIDENT

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January 16, 2019

MEMORANDUM ORDER

No. 13s. 2019

TO : ALL CSU PERSONNEL

SUBJECT : CARAGA STATE UNIVERSITY'S SEARCH FOR 2018 OUTSTANDING EMPLOYEES

The University Program on Awards and Incentive for Service Excellence (PRAISE), pursuant to the mandate of the Civil Service Commission to promote morale, efficiency, integrity, responsiveness and courtesy in the public service and to strengthen the merit and rewards system of the University, hereby announces the ***Caraga State University's Search for 2018 Outstanding Employees.***

This event spearheaded by the University PRAISE Committee aims to recognize and reward individual and group/s of employees who have outstanding contributions and achievements, shown exemplary conduct and ethical behavior in the delivery of public service. Categories are as follows:

NO	CATEGORY	REMARKS	DEADLINE OF SUBMISSION
A.	A.1. Academic Excellence Award	Criteria on Awards and Nomination Forms are downloadable at the University website, http://www.carsu.edu.ph/ . Nomination and/or submission of documents will be accepted by the PRAISE Committee thru the HRMS Office as Secretariat.	January 23, 2019
	B.2. General Weighted Average (GWA) Award		
B.	Diploma Award <i>(Self-Funded Study)</i>		
C.	Best Extension Project Award		
D.	D.1. Research Award (Publication Award)		
	D.2. Best R&D Project Award		
	D.3. Innovation & Patent Award		
E.	Book Writing Award		
F.	Special Awards <i>(Academic and Extra-Curricular)</i>		
G.	Cost Economy Measure Award		
H.	BEST EMPLOYEE AWARD		
	1. BEST UNIT HEAD: <ul style="list-style-type: none"> • Department Chairperson (1) • Administrative Support Services Unit Head/Director (1) 		
	2. BEST RANK AND FILE: <ul style="list-style-type: none"> • Faculty Member <i>without designation</i> (1) • Technical Administrative Support Services Staff <i>without designation</i> (1) 		



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Cut-off dates for the supporting documents shall cover the period **January 1, 2018 to December 31, 2018**. Final date on the conferment of awards will be on **February 14, 2019**.

For further details, you may contact *Ms. Jennierose C. Pascual, Technical Assistant of HRMS Office* at local number 216.

For your information and guidance.


ANTHONY M. PENASO, Ph.D.
University President 