Administrative Staff Award of Innovation and Excellence

#	Main Criteria	#	Sub Criteria	Suggested Evidence
1	Operational Excellence & Innovation	1	Improved services or admin processes	Before/after KPIs, process docs, screenshots, manager note
		2	Introduced cost/time-saving digital tools	Screenshots, usage data, user testimonials
		3	Led change in admin/service processes	Project timeline, reports, staff feedback
		4	Applied new strategies to enhance procedures and performance	Implementation plans, results documentation, impact assessments
		5	Enhanced user experience for students, faculty, or beneficiaries	Initiative reports, user surveys, testimonials
				Weight: 25%
2	Professionalism & Leadership	1	Outstanding attendance and adherence to work hours	HR logs, punctuality records, biometric attendance
		2	Effective communication with colleagues and supervisors	Peer/supervisor feedback, emails, commendations
		3	Team leader, committee member, or coordinator	Assignment letters, meeting minutes, project roles
		4	Participated in college events and committees	Invitations, schedules, event reports
				Weight: 20%
3	Self-Development	1	Completed 25+ training hours annually (or 50+ in two years)	Certificates, HR training transcripts
		2	Delivered or led training sessions or seminars	Presentation materials, event photos, evaluations
		3	Active in professional or administrative communities	Memberships, publications, contributions
				Weight: 15%

4	**Problem-Solving & Impact Achievement**	1	Solved operational problem with creative solution	Summary, results/impact reports, innovation descriptions
		2	Contributed to high-impact projects	Initiative briefs, role confirmation, outcomes
		3	Initiated cross-department collaboration to resolve complex operational challenges	Meeting minutes, collaboration logs, project outcome reports
		4	Developed contingency or resilience plans to maintain operations during unexpected disruptions	Documented contingency plans, implementation reports, success metrics
				Weight: 20%
5	**Technology Utilization**	1	Employed new tools/tech to streamline admin processes	Screenshots, reports, digital platform usage stats
		2	Used innovative technologies to improve administrative workflows	Tech adoption results, before/after comparisons
		3	Used technology to enhance training or skill development, e.g., online simulations, e-learning modules, or interactive tutorials for staff/students	Platform usage data, completion certificates, participant feedback, engagement metrics
		4	Applied technology for knowledge management and resource sharing, e.g., creating digital repositories, shared libraries, or searchable databases for faculty and students	Screenshots of platforms, access logs, number of resources uploaded/downloaded, user feedback
				Weight: 20%