



GUIDELINES FOR THE 2020 PRESIDENTIAL AWARDS FOR FILIPINO INDIVIDUALS AND ORGANIZATIONS OVERSEAS

1. DESCRIPTION

The Presidential Awards for Filipino Individuals and Organizations Overseas was institutionalized by virtue of Executive Order No. 498 signed by former President Corazon Aquino on 19 December 1991. This awards system serves as a continuing manifestation of the government's recognition of the immense contributions of Filipinos and private organizations overseas in national development efforts and the promotion of the interests of the Filipino diaspora.

2. AWARDS CATEGORIES

There are four (4) categories of awards to be conferred on Filipinos and private organizations overseas.

2.1. Lingkod sa Kapwa Pilipino (LINKAPIL) Award

The term LINKAPIL stands for "Lingkod sa Kapwa Pilipino," which translates to 'service to fellow Filipinos.' It speaks of the enduring sense of bayanihan of Filipinos even when they have found new homes in other countries.

This award is conferred on Filipino individuals or organizations for their exceptional or significant contribution to progress and development in the Philippines.

2.2. Banaag Award

The term "Banaag" means gleam or glimmer or in Filipino translation - *kislap* or *sinag*. It depicts shining a ray of light to one's outstanding contributions to advance the welfare of fellow overseas Filipinos and/or Filipino migrant communities.

This award is conferred on Filipino individuals or organizations for their contributions which have significantly benefited a sector of the diaspora, or advanced the cause and interest of overseas Filipino communities.

2.3. **Pamana ng Pilipino Award**

The term “Pamana” means legacy and heritage. It speaks of the honor that Filipinos bequeath to the homeland through their outstanding recognition, expertise, skills, and talents, among others.

This award is conferred on overseas Filipino individuals, who, in exemplifying the talent and industry of the Filipino, have brought the country honor and recognition through excellence and distinction in the pursuit of their work or profession.

2.4. **Kaanib ng Bayan Award**

The term “Kaanib” means an ally or affiliate or in other Filipino translation – *kasapi* or *kasama*. Loosely translated, it can mean ‘one of us.’ In the Filipino consciousness, being conferred with such status means one is treated as a member of the family. It is also the country’s gesture of appreciation and way of honoring foreign citizens or groups who assisted the Philippines and its people.

This award is conferred to foreign individuals (natural-born) and organizations for their exceptional or significant contribution to Philippine progress and development, or in advancing the cause or promoting the interests of overseas Filipino communities.

3. **ELIGIBILITY**

The award is open to Filipino individuals, groups, associations, clubs, federations, communities overseas, as well as foreign individuals and organizations abroad.

- 3.1. Filipinos who are permanently or temporarily residing and/or working overseas may be nominated.

For purposes of the Awards, overseas Filipinos refer to Filipino migrant workers whether sea-based or land-based; Filipinos who are permanent residents abroad including Filipino immigrants who are either citizens of foreign countries or are still Filipino citizens but awaiting naturalization, recognition, or admission, and their descendants; Filipinos who are naturalized citizens of other countries and with dual citizenships; naturalized former Filipinos; Filipino spouses and other partners of foreign nationals who are based abroad.

- 3.2. Only foreign individuals and organizations may be nominated for the Kaanib ng Bayan Award Category.

For purposes of the Awards, a foreign individual is herein defined as a person who is not a natural-born Filipino and not a national of the Philippines.

A foreign organization is defined as foreign institutions, organizations, societies, foundations, other juristic persons or group of persons which are managed and operated by foreigners and is registered in its home country.

Former Filipinos who have been naturalized as well as Filipino dual citizens are not entitled to this particular award category. They can be nominated, however, in the other three categories.

- 3.3. There is no prescribed age for an individual to be nominated to the awards.
- 3.4. An organization must be operating in good standing for a minimum of five (5) years to be considered for the Award. This is to ascertain its consistency and dedication to its avowed mission and goals.
- 3.5. Both individual and organization nominees should have accomplished at least five years of work or contribution in the field to which they are nominated.
- 3.6. Previous nominees who are not recipients of the award may be re-nominated under the same or other award categories. Nominees from the previous Awards year who are re-nominated for the current year will be evaluated equally with the other new nominees and must provide new accomplishments and contributions other than those cited in the previous nomination.
- 3.7. In cases where an individual and the organization where he/she belongs are both nominated to the same award category, primacy of the organization will be upheld unless the contributions cited by the individual nominee are distinct from the organization. Both individual and organization, however, may be nominated to different awards categories at the same time.
- 3.8. Nominees who are officers of an organization that were already conferred with an award, or vice versa, will still be eligible provided that the accomplishments and contributions cited are proven separate or distinct from that individual or organization already awarded.
- 3.9. Individuals who are members of the religious sector may be nominated. Contributions to help advance the cause of a sector, or assist the vulnerable as part of their religious duties and responsibilities will be considered.
- 3.10. Former overseas Filipinos who are already based in the Philippines may be nominated provided that there is a continuity in his/her services in the Philippines or to overseas Filipinos and the nominee had only resided in the Philippines for not more than three (3) years.
- 3.11. Overseas Filipino and foreign individuals who are employed by the host government or the Philippine government are not eligible if the accomplishments and contributions cited as bases for their nominations are specifically required to be among their official functions and duties.

Nomination will be considered if accomplishment and contributions cited are beyond their regular functions.

- 3.12. Previous recipients of the Presidential Awards may be nominated but under a different category. However, the accomplishments and contributions cited as bases for their nominations must be distinct and entirely separate from their previous Presidential Award.
- 3.13. Nominees (individual and organization) who have derogatory records such as, but not limited to, conviction for crimes involving moral turpitude or pendency of cases or complaints involving moral traits that would reflect adversely on his/her/its character shall not be eligible for nomination. See Section 6 for further guidelines.

4. QUALIFICATIONS AND BASES FOR AWARDS

The awards are granted to those whose past and current achievements, possess the following attributes:

4.1. For Lingkod sa Kapwa Pilipino Award

- Outstanding or significant service or contribution to address the needs and concerns of the Filipino people or nation as a whole;
- The success or impact or effectiveness of the contribution, which could be in the form of any contribution of personal/professional service, financial or material contribution, technology transfer, or useful information/idea/suggestion;
- Resourcefulness and initiative in tapping various sources to support development undertakings in the Philippines;
- Social consciousness in terms of manifesting strong community spirit and spearheading or actively participating in projects and other activities for the common good; and
- Motivation, dedication and commitment in pursuing activities to contribute to progress and development in the Philippines.

4.2. For Banaag Award

- Outstanding or significant service or contribution benefitting a sector of the diaspora, or advanced the cause and interest of overseas Filipino communities;
- The success or impact or effectiveness of the contribution, which could be in the form of any or a combination of personal/professional service, financial or material contribution, technology transfer, or useful information/idea/suggestion;

- Resourcefulness and initiative in tapping various sources to support development undertakings to promote the interests of the Filipino community overseas;
- Social consciousness in terms of manifesting strong community spirit and spearheading or actively participating in projects and other activities for the common good; and
- Motivation, dedication and commitment in pursuing activities to contribute to the betterment of the sector/region in the Philippines or the Filipino community overseas.

4.3. For Pamana ng Pilipino Award

- Consistent exceptional or outstanding performance in a particular profession or field of work;
- Research, new technology, innovation, or pioneering activity in a particular profession or field of work, and the extent of its impact or effect on the advancement of their profession;
- Resourcefulness and initiative in the pursuit of activities in a particular profession or field of work;
- Social consciousness in terms of manifesting strong community spirit and spearheading or actively participating in projects and other activities for the common good; and

4.4. For Kaanib ng Bayan Award

- Outstanding or significant service or contribution which benefitted a particular sector/region in the Philippines or Filipino community overseas;
- The success or impact or effectiveness of the contribution, which could be in the form of any contribution of personal/professional service, financial or material contribution, technology transfer, or useful information/idea/suggestion;
- Resourcefulness and initiative in tapping various sources to support development undertakings in the particular sector/region in the Philippines or to promote the interests of the Filipino community overseas;
- Social consciousness in terms of manifesting strong community spirit and spearheading or actively participating in projects and other activities for the common good; and



5. NOMINATION PROCEDURES

- 5.1. Any individual, whether Filipino or foreigner, may submit nominations for the awards by mail/courier to the Philippine Embassy or Consulate General that has jurisdiction over the place of residence/operations of the nominee. Such individual may be, but are not limited to, the following:
 - a. Private persons or groups, based in the Philippines or abroad;
 - b. Philippine Government agencies, institutions or political subdivisions;
 - c. Beneficiaries of assistance; or
 - d. International and multilateral organizations.
- 5.2. Self-nomination shall be also considered.
- 5.3. Individuals may be jointly nominated in one award category due to collaborative accomplishments and contributions.
- 5.4. An individual or organization may be nominated to any of the categories mentioned under Section 2 thereof.
- 5.5. An individual or organization cannot be nominated in more than one category at any one time or per award year.
- 5.6. The Secretariat and the Awards Committee(s) reserve the right to change the category in which the individual or organization was initially nominated in, as appropriate.
- 5.7. To nominate, only the prescribed Presidential Awards Nomination Forms for individual and organization may be used. Electronic copy of the Presidential Awards Nomination Form is available and can be downloaded for free at: <http://presidentialawards.cfo.gov.ph/forms>.
- 5.8. **Requirements for Nomination**
 - 5.8.1. Completed Nomination Form
 - 5.8.2. Signed Endorsement Form (to be accomplished by the Philippine Embassy or Consulate General that has jurisdiction over the place of residence/operations of the nominee)
 - 5.8.3. Photo - close up or portrait shot for individual nominee; logo and group photo for organization nominee. All images should be in high-resolution.
 - 5.8.4. Introductory Video About the Nominee (maximum of 3 minutes)
 - 5.8.5. Certification of No Derogatory Records (to be issued by the Philippine Embassy or Consulate General)
 - 5.8.6. Educational achievements such as copies of postgraduate studies, diploma and other certificates - for individual nominee only
 - 5.8.7. Constitution and By-laws – for organization nominee only
 - 5.8.8. Supporting documents for work/professional history – for individual nominee only
 - 5.8.9. Supporting documents for accomplishments and contributions – to include, but not limited to, certificates of recognition/commendation,

- letter of acknowledgement from the beneficiary, receipts, photos, videos, reports, news articles, etc.
- 5.8.10. Board Resolution – for organization nominees certifying that they are applying for the Awards
- 5.8.11. Board Resolution – for individual nominee who is a member or officer of an organization certifying that accomplishments and contributions cited in the nomination were done through his/her individual capacity and not of the organization where he/she belongs.
- 5.8.12. Testimonials of at least three (3) competent persons and/or beneficiaries
- 5.9. A summary matrix of requirements for nomination can be found at Annex 1.
- 5.10. Detailed guide and requirements in filing the nomination form for individual and organization nominees can be downloaded at www.presidentialawards.cfo.gov.ph.
- 5.11. Misrepresentation or falsification of information stated in the nomination form or in any of the supporting documents will result in the automatic and perpetual disqualification of the nominee.
- 5.12. Nomination forms, additional sheets, and other supporting documents should be submitted in both soft and hard format. Soft copies of documents and other relevant media formats such as video(s) submitted must be contained in a USB flash drive only (Google drive or any similar cloud storage will not be accepted).
- 5.13. Duly accomplished nomination form, additional sheets (if any), and other supporting documents must be first submitted to the Philippine Embassy or Consulate General that has jurisdiction over the place of residence/operations of the nominee for review and endorsement.
- 5.14. Completed Endorsement Form must be secured from the concerned Philippine Embassy or Consulate General. Electronic copy of the Presidential Awards Endorsement Form can be downloaded at: <http://presidentialawards.cfo.gov.ph/forms>.
- 5.15. The Philippine Embassy or Consulate General may submit the nomination package on behalf of the nominating party and nominee to the Presidential Awards Secretariat through:

PRESIDENTIAL AWARDS SECRETARIAT

Commission on Filipinos Overseas

Citigold Center 1345 President Quirino Avenue

Corner President Osmeña Highway, 1007 Manila, Philippines

- 5.16. The nominating party or nominee may also directly submit the nomination package to the Awards Secretariat provided that the signed endorsement form from the concerned PH Embassy or Consulate General is included.

- 5.17. Nominations that are sent through the Philippine honorary consuls as well as to Philippine service attaches (i.e. POLO, DOT, DND/PNP, DTI, DA, DSWD etc.) must still be coursed through the nearest Philippine Post for endorsement by the Ambassador or Consul General.
- 5.18. Nominations submitted to the Awards Secretariat without endorsements will be referred to the concerned Philippine Embassy or Consulate General for secondary review and will not be considered as an initial submission to the Secretariat. Unendorsed nominations shall be automatically disqualified.
- 5.19. All information and documents received by the Secretariat will be treated with utmost confidentiality. Nominations received, including attachments, materials and other supporting documents shall become property of the Commission on Filipinos Overseas and shall not be returned. Please do not submit original documents that are of value, whether commercial or personal.
- 5.20. The CFO-Presidential Awards Secretariat collects various data and information, including personal information, in accordance with its mandate. By submitting the application, the nominee and nominating party consent explicitly and unambiguously to the collection, use, disclosure, transfer and processing by the Secretariat in accordance with the Philippine Data Privacy Act of 2012, its implementing rules and regulations, and the CFO Data Privacy Policy which may be viewed at www.cfo.gov.ph.

6. DEROGATORY INFORMATION AND INTELLECTUAL PROPERTY

- 6.1.1. If the nominee does not disclose anything pertaining to Section 3.13 of this guidelines, the screening and judging committees are entitled to presume that there is no such information; should any such information come to light independently and verified accordingly, the nominee shall be automatically disqualified and perpetually barred from the succeeding Awards.
- 6.1.2. Any publication, intellectual creation, or other works attributed to the nominee that has become a relevant consideration for the Presidential award are considered original creations as declared in the nomination form, if any of the stated works are done through a group, due credit should be given.
- 6.1.3. Submission of such information means that the nominee certifies that there are no adverse claims regarding intellectual dishonesty against the individual or organization, whether judicially or administratively. In the event that information to the contrary should be discovered, said individual or organization shall be automatically disqualified and perpetually barred from succeeding Awards.

7. SUBMISSION OF ENTRIES

- 7.1. Call for nominations to the Presidential Awards will commence on August 15, 2019. Official advisories will be sent to all PH Embassies and Consulate General and posted in the Presidential Awards website <http://presidentialawards.cfo.gov.ph/> and Gawad ng Pangulo Facebook Page www.facebook.com/gawadpangulo.
- 7.2. The Awards Secretariat must receive the original copies of the nomination package, which includes the duly completed nomination form, supporting documents, and PH Embassy or Consulate General endorsement form not later than July 31, 2020. The Philippine diplomatic posts may set an earlier deadline for those nominees under their jurisdiction to give enough time for review, endorsement and transmittal of the nomination.
- 7.3. Incomplete nomination package submitted to the Awards Secretariat will not be considered as initial submission and may be a cause for disqualification of the nominee.
- 7.4. Nominations received beyond the deadline of July 31, 2020 (Philippine time) will be disqualified.
- 7.5. Nomination package which are in transit and may not reach the Award Secretariat on the deadline will still be accepted provided that the Secretariat has been notified in advance through e-mail by the nominating party, nominee or PH Embassy or Consulate General about the late arrival of the original documents.
- 7.6. The Awards Secretariat through an official letter sent through e-mail will acknowledge receipt of the nomination and verify compliance of the nomination package received. Nominees and nominating parties may be contacted directly by the Awards Secretariat for any clarification and additional supporting documents and information needed.
- 7.7. For transparency, the list of qualified nominees shall be posted in the Presidential Awards website: www.presidentialawards.cfo.gov.ph and Facebook page: www.facebook.com/gawadpangulo.

8. SELECTION GUIDELINES

8.1. Stages of Selection

The awardees will be selected from the nominations which will be reviewed and evaluated through the following stages:

8.1.1. STAGE 1 – Awards Committee Established at the Philippine Embassy or Consulate General

The Philippine Embassy or Consulate General shall establish an Awards Committee composed of the Ambassador / Head of Mission or his / her designated representative, embassy official(s) and a member of the overseas Filipino community to screen and endorse the nominations to the Awards Secretariat.

Upon the discretion of the Philippine Ambassador or Consul General, the membership and composition of the Awards Committee may be revised and expanded up to a maximum of six (6) members.

8.1.2. STAGE 2 – Awards Secretariat

The Commission on Filipinos Overseas (CFO), which serves as the Awards Secretariat, shall review and summarize all endorsed nominations, verify its compliance with all the required documentations, request additional supporting documents (if needed) and prepare the profiles of the nominees.

All unendorsed nominations received by the Secretariat shall revert to the concerned Philippine Embassy or Consulate General for proper disposition.

8.1.3. STAGE 3 – Awards Technical Committee

The Technical Committee shall evaluate all nominations according to their merits and prepare a shortlist of nominees. The Committee shall be composed of the following:

- Executive Director of the Commission on Filipinos Overseas (CFO) – as Chair of the Technical Committee
- Department of Foreign Affairs (DFA) – as Vice-Chair
- Department of Labor and Employment (DOLE)
- Department of Science and Technology (DOST)
- Department of Health (DOH)
- National Commission for Culture and the Arts (NCCA)
- Academe
- Civil society organization whose advocacy is migrant welfare

8.1.4. STAGE 4 – Awards Executive Committee

The Executive Committee shall further evaluate the shortlisted nominees, endorses them to the Office of the President and/or make additional recommendations. The Committee shall be composed of one (1) representative from the following:

- Chairperson of the Commission on Filipinos Overseas (CFO) – as Chair of the Executive Committee
- Department of Foreign Affairs (DFA) – as Vice Chair
- Office of the Executive Secretary of the Office of the President
- Religious sector representative

- Private / business sector representative
- Media representative

8.1.5. **STAGE 5 – Office of the President**

The Office of the President reviews the shortlist and approves the final list of Presidential Awardees.

8.2. **Criteria for Evaluation and Selection Process**

Technical Committee Level

8.2.1. The Awards Technical Committee shall evaluate the nominees according to the following set of criteria:

For nominees of the Banaag, LINKAPIL and Kaanib ng Bayan Award categories:

General Indicator	Percent Weight
1. Relevance of Contribution Relevance of the contributions to the country's or community's development needs	30%
2. Impact of Contribution Effects of the contribution to growth, progress or reconstruction of the Philippines in general, or a sector in particular, or Filipino community overseas	30%
3. Dedication, Commitment and Social Relevance Extent of involvement, dedication, and commitment in providing assistance and contribution to support activities in the Philippines and/or the overseas Filipino community	20%
4. Resourcefulness and Initiative Resourcefulness and initiative in tapping various resources to support activities in the Philippines and/or the overseas Filipino community. The nominee has displayed ability to tap various sources for assistance and acted on own volition to support development undertakings in the Philippines.	20%

For Nominees of the Pamana ng Pilipino Award category:

General Indicator	Percent Weight
1. Consistency of Outstanding Performance Consistent exceptional and outstanding performance in a particular field of endeavor, work or profession	40%
2. Impact of Achievement Effects brought about by the nominee's achievements on a particular field of work or profession	30%
3. Dedication and Commitment Extent of involvement, dedication, and commitment in providing assistance and contribution to support activities in the Philippines and/or the overseas Filipino community	10%
4. Social Relevance Community spirit as demonstrated by the extent of involvement of the nominee in projects and activities for the common good.	10%
5. Excellence and Distinction Other awards and recognition received in pursuit of work or profession	10%

- 8.2.2. The minimum rating for a nominee to be included in shortlist for further evaluation of the Executive Committee is 85 %.

Executive Committee Level

- 8.2.3. Shortlisted nominees shall be further evaluated by the Awards Executive Committee. The Committee will then come up with the final shortlist for endorsement to the Office of the President.
- 8.2.4. Five (5) Yes votes are required for a nominee to be included in the final shortlist for endorsement to the Office of the President.

8.3. Results of Selection Process

- 8.3.1. All decisions of the Technical and Executive Committees in all matters relating to the deliberations are final, conclusive and cannot be amended after the meetings have concluded.
- 8.3.2. The Awards Secretariat, members of the Technical and Executive Committees and any personnel of the Commission on Filipinos Overseas shall not provide information on the status of nomination and

Committee deliberations and are bound by a non-disclosure agreement throughout the awards period.

- 8.3.3. The Awards Secretariat shall inform the concerned Philippine Embassy or Consulate General through official letter of the nominees who were not included in the shortlist.
- 8.3.4. The Awards Secretariat shall likewise inform the concerned Philippine Embassy or Consulate General through official letter of the nominees who were shortlisted. PH Embassies and Consulate General are requested to keep the information confidential from the concerned nominee and nominating party.
- 8.3.5. Final awardees will be notified through official letter once approval from the Office of the President is obtained (around late November - early December).

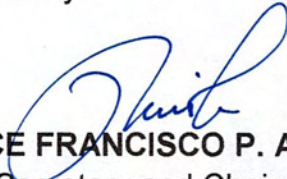
9. PRESENTATION OF THE AWARDS

- 9.1. The Presidential Awards for Filipinos Individuals and Organizations Overseas shall be conferred to the recipients by the President of the Philippines in a ceremony during the observance of the "Month of Overseas Filipinos" in Manila in December 2020. The exact date of the Award shall depend on the availability of the President of the Philippines. The Presidential Awards may also be conferred, by authority of the President, by the Executive Secretary or when so duly authorized by the President, by the Chairperson of the Commission on Filipinos Overseas.
- 9.2. The awards may be given posthumously to any individual entitled thereto, in which case it shall be received by his/her legal heirs or by his/her nearest kin.

10. INCENTIVES

- 10.1. Each Awardee shall receive a medallion from the President. Awardees shall also receive a Plaque of Excellence from the CFO. Non-winning nominees will receive a certificate of appreciation issued by the CFO.
- 10.2. Subject to availability of funds, each Awardee shall be given free roundtrip airfare and accommodation.
- 10.3. Participating Philippine Embassies and Consulate General which actively participated to the Presidential Awards and who has the most number of nominations selected as among the Awardees will be recognized with a Certificate of Commendation. All other Posts that submitted entries will also be given a Certificate of Recognition.

Approved by:




JUSTICE FRANCISCO P. ACOSTA (Ret.)
Secretary and Chairperson
Commission on Filipinos Overseas

09 August 2019
Manila, Philippines

ANNEXES

- Annex 1:** List of Requirements for Nomination
- Annex 2:** a. Guide for Completing the Nomination Form – Individual Nominee
b. Guide to Completing the Nomination Form – Organization Nominee
- Annex 3:** a. Nomination Forms - Individual Nominee
b. Nomination Forms – Organization Nominee
- Annex 4:** Endorsement Form *(to be accomplished by the PH Embassy or Consulate General that has jurisdiction over the place of residence/operation of the nominee)*
- Annex 5:** Certification of No Derogatory Records *(to be issued by the Philippine Embassy or Consulate General)*
- Annex 6:** a. Sample Board Resolution for Organization nominee certifying that they are applying for the 2020 Presidential Awards.
b. Sample Board Resolution for Individual nominee who is a member or officer of an organization certifying that the accomplishments and contributions cited in the nomination were done through the individual capacity of the nominee and not the organization.
- Annex 7.** Timeline of Activities of the 2020 Presidential Awards

	Commission on Filipinos Overseas	Document Code	CFO-PPR-FR-PRA-001 F02
		Page No.	Page 1 of 3
	2020 Presidential Awards for Filipino Individuals and Organization Overseas NOMINATION FORM FOR ORGANIZATION	Revision No.	02
		Effectivity Date	August 15, 2019

Instructions. Please type or print and use additional sheets as necessary. Do not leave any entries blank (use N/A if not applicable). Misrepresentation or falsification of information stated in the nomination form or in any of the supporting documents submitted will result in automatic disqualification.

1. INITIAL NOMINATION CATEGORY		2. FINAL NOMINATION CATEGORY (for the Awards Secretariat only)	
<input type="checkbox"/> Banaag <input type="checkbox"/> Kaanib ng Bayan <input type="checkbox"/> Lingkod sa Kapwa Pilipino		<input type="checkbox"/> Banaag <input type="checkbox"/> Kaanib ng Bayan <input type="checkbox"/> Lingkod sa Kapwa Pilipino	
3. ATTACHMENTS/SUPPORTING DOCUMENTS			
<input type="checkbox"/> Organization Logo <input type="checkbox"/> Group Photo of Officers and Members <input type="checkbox"/> Introductory Video (maximum of 3 minutes) <input type="checkbox"/> Constitution and By-Laws <input type="checkbox"/> Supporting Documents for Accomplishments and Contributions <input type="checkbox"/> Copy of Certificates and Awards Received		<input type="checkbox"/> Testimonials <input type="checkbox"/> Additional Documentation (if applicable) <input type="checkbox"/> Board Resolution <input type="checkbox"/> Signed Endorsement Form <input type="checkbox"/> Signed Certification of No Derogatory Records <input type="checkbox"/> USB Flash Drive	
4. INFORMATION ABOUT THE NOMINEE			
<i>Please attach 12 cm x 9 cm photograph.</i>			
Complete Name of the Organization		Official Acronym of the Organization	
Name of the Head of Organization		Official Title / Designation	
Address of the Organization			
Bldg. Number	Street / Village	City / Town / Province / State	Country
Contact Information			
Telephone No.		Mobile No.	
E-mail Address		Link to Social Media Account (i.e. Facebook, Twitter, etc.)	
Contact Person (if different)		E-mail Address	
5. PROFILE OF ORGANIZATION			
<i>Please attach copy of constitution and by-laws/basic agreement and use additional sheets as necessary.</i>			
Date of Establishment (mm-dd-yyyy)	Type of Organization		Current no. of Members
Click here to enter a date.	<input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Federation		
Mission/Objectives of the Organization			
Officers of the Organization			



Commission on Filipinos Overseas

2020 Presidential Awards for Filipino Individuals and Organization Overseas
NOMINATION FORM FOR ORGANIZATION

Document Code	CFO-PPR-FR-PRA-001 F02
Page No.	Page 2 of 3
Revision No.	02
Effectivity Date	August 15, 2019

6. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS

Please arrange chronologically (starting with the latest) and enclose copies of certifications, annual reports and other supporting documents. Use additional sheets as necessary.

7. AWARDS / CITATIONS / HONORS

Please arrange chronologically (starting with the latest) and enclose copies of certifications or supporting documents. Use additional sheets as necessary.

Awards / Honors / Citations	Conferred by	When Conferred


8. TESTIMONIALS

Please list and submit testimonials from at least three (3) competent persons or beneficiaries. Additional references may be included. Use additional sheets as necessary.

Witness or Beneficiary	Profession / Designation	Address	Tel/Fax No./ Email

9. OTHER RELEVANT INFORMATION

Please include information other than those mentioned above which may support the nomination such as research papers, publication, news or feature articles or additional photographs. Use additional sheets as necessary.

	Commission on Filipinos Overseas	Document Code	CFO-PPR-FR-PRA-001 F02
		Page No.	Page 3 of 3
	2020 Presidential Awards for Filipino Individuals and Organization Overseas NOMINATION FORM FOR ORGANIZATION	Revision No.	02
		Effectivity Date	August 15, 2019

10. NOMINATING PARTY				
Title	Family Name	Given Name	Middle Name	Suffix
Current Address				
House / Bldg. Number	Street / Village	City / Town	Country	
Telephone No.		Mobile No.		
E-mail Address		Signature of the Nominating Party		

In providing your personal data and the above information, you agree that your data may be used and processed by the CFO in accordance with the Data Privacy Act of 2012, its implementing rules and regulations, and the [CFO Data Privacy Policy](#).

	Commission on Filipinos Overseas	Document Code	CFO-PPR-FR-PRA-001 F01
		Page No.	Page 1 of 3
	2020 Presidential Awards for Filipino Individuals and Organization Overseas NOMINATION FORM FOR INDIVIDUAL	Revision No.	02
		Effectivity Date	August 15, 2019

Instructions. Please type or print and use additional sheets as necessary. Do not leave any entries blank (use N/A if not applicable). Misrepresentation or falsification of information stated in the nomination form or in any of the supporting documents submitted will result in automatic disqualification.

1. INITIAL NOMINATION CATEGORY		2. FINAL NOMINATION CATEGORY (for the Awards Secretariat only)	
<input type="checkbox"/> Banaag <input type="checkbox"/> Kaanib ng Bayan <input type="checkbox"/> Lingkod sa Kapwa Pilipino <input type="checkbox"/> Pamana ng Pilipino		<input type="checkbox"/> Banaag <input type="checkbox"/> Kaanib ng Bayan <input type="checkbox"/> Lingkod sa Kapwa Pilipino <input type="checkbox"/> Pamana ng Pilipino	
3. ATTACHMENTS / SUPPORTING DOCUMENTS			
<input type="checkbox"/> Photo (12cm x 9cm / passport size) <input type="checkbox"/> Introductory Video (max. of 3 minutes) <input type="checkbox"/> Supporting Documents for Educational Achievements <input type="checkbox"/> Supporting Documents for Work/Professional History <input type="checkbox"/> Supporting Documents for Accomplishments and Contributions		<input type="checkbox"/> Copy of Certificates and Awards Received <input type="checkbox"/> Testimonials <input type="checkbox"/> Additional Documentation (if applicable) <input type="checkbox"/> Board Resolution (if applicable) <input type="checkbox"/> Signed Endorsement Form <input type="checkbox"/> Signed Certification of No Derogatory Records <input type="checkbox"/> USB Flash Drive	
4. INFORMATION ABOUT THE NOMINEE			
<i>Please attach 12 cm x 9 cm photograph.</i>			
Title	Family Name	Given Name	Middle Name
Current Address			
House / Bldg. Number	Street / Village	City / Town	Country
Contact Information			
Telephone No.		Mobile No.	
E-mail Address		Link to Social Media Account (i.e. Facebook, Twitter, etc.)	
Date of Birth (mm-dd-yyyy)		Place of Birth (City, Province, Country)	
Click here to enter a date.			
Citizenship (please indicate if dual)	Civil Status		Sex
			<input type="checkbox"/> Female <input type="checkbox"/> Male
5. EDUCATIONAL BACKGROUND			
<i>Please arrange chronologically (starting with the latest) and attach supporting documents. Use additional sheets as necessary.</i>			
Course / Degree / Program	School / College / University	Year	Academic Honors / Awards
6. SUMMARY OF PROFESSIONAL / WORK HISTORY			
<i>Please arrange chronologically (starting with the latest) and attach supporting documents. Use additional sheets as necessary.</i>			
Designation / Position	Office/ Company / Organization	Brief Description of Functions and Responsibilities	Years of Service

	Commission on Filipinos Overseas	Document Code	CFO-PPR-FR-PRA-001 F01
		Page No.	Page 2 of 3
	2020 Presidential Awards for Filipino Individuals and Organization Overseas NOMINATION FORM FOR INDIVIDUAL	Revision No.	02
		Effectivity Date	August 15, 2019

7. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS

Please arrange chronologically (starting with the latest) and attach supporting documents. Use additional sheets as necessary.

8. AWARDS / CITATIONS / HONORS

Please arrange chronologically and enclose copies of citations or supporting documents. Use additional sheets as necessary.

Awards / Honors / Citations	Conferred by	When Conferred

9. TESTIMONIALS

Please list and submit testimonials from at least three (3) competent persons or beneficiaries. Additional references may be included. Use additional sheets as necessary.

Witness or Beneficiary	Profession / Designation	Address	Contact No. and E-mail Address

10. OTHER RELEVANT INFORMATION

Please include information other than those mentioned above which may support the nomination, such as research papers, publications, feature/news articles, other professional/personal affiliations or additional photographs. Use additional sheets as necessary.

	Commission on Filipinos Overseas	Document Code	CFO-PPR-FR-PRA-001 F01
		Page No.	Page 3 of 3
	2020 Presidential Awards for Filipino Individuals and Organization Overseas NOMINATION FORM FOR INDIVIDUAL	Revision No.	02
		Effectivity Date	August 15, 2019

11. NOMINATING PARTY

Title	Family Name	Given Name	Middle Name	Suffix
Current Address				
House / Bldg. Number	Street / Village	City / Town	Country	
Telephone No.		Mobile No.		
E-mail Address		Signature of the Nominating Party		

In providing your personal data and the above information, you agree that your data may be used and processed by the CFO in accordance with the Data Privacy Act of 2012, its implementing rules and regulations, and the [CFO Data Privacy Policy](#).



2020 Presidential Awards for Filipino Individuals and Organizations Overseas

GUIDE FOR COMPLETING THE NOMINATION FORM FOR INDIVIDUAL NOMINEES

Table of Contents

0. General Guidelines	2
1. Initial Nomination Category	3
2. Final Nomination Category	4
3. Attachments/Supporting Documents	4
4. Information About the Nominee	5
5. Educational Background	6
6. Summary of Professional/Work History	7
7. Summary of Accomplishments and Contributions	7
8. Awards/Citations/Honors	8
9. Testimonials	8
10. Other Relevant Information	9
11. Nominating Party	9
*Contact Information of the Awards Secretariat	10

0. GENERAL GUIDELINES

- 0.1. For detailed information on the eligibility, qualifications and nomination procedures, please refer to the **Guidelines on the 2020 Presidential Awards** available at: www.presidentialawards.cfo.gov.ph.
- 0.2. Any individual, whether Filipino or foreigner, may submit nominations for the awards by mail/courier to the Philippine Embassy or Consulate General that has jurisdiction over the place of residence/operations of the nominee.
- 0.3. To nominate, only the prescribed Presidential Awards Nomination Form for Individual may be used. Electronic copy of the said form is available and can be downloaded for free at: <http://presidentialawards.cfo.gov.ph>.
- 0.4. Pay particular attention to the instructions in the form.
- 0.5. Accomplishing the nomination form would require preparation, time, attention to details and close coordination between the nominating party, nominee and concerned Philippine diplomatic post.
- 0.6. Entries in the form may be filled out by handwriting or through encoding. Entries should be in block capital format (i.e. DELA CRUZ, JUAN).
- 0.7. The nomination form must be completed and all required information and supporting documents must be provided. Do not leave blank entries. Put N/A if not applicable and use additional sheets as necessary.
- 0.8. Misrepresentation or falsification of information stated in the nomination form or in any of the supporting documents will result in the automatic and perpetual disqualification of the nominee.
- 0.9. The nomination form for individual nominee contains eleven (11) sections:
 1. Initial Nomination Category
 2. Final Nomination Category (for the Awards Secretariat only)
 3. Attachments/Supporting Documents
 4. Information About the Nominee
 5. Educational Background
 6. Summary of Professional/Work History
 7. Summary of Accomplishments and Contributions
 8. Awards/Citations/Honors
 9. Testimonials
 10. Other Relevant Information
 11. Nominating Party

- 0.10. In referencing attachments / supporting documents, it must correspond to the section where they are introduced and must be in this format:

Example:

For Section 5. Educational Background – it should be 5-A, 5-B, 5-C and so on and so forth; and

For Section 7. Summary of Accomplishments and Contributions – it should be 7-A, 7-B, 7-C and so on and so forth.

- 0.11. Making reference only to the attached supporting documents without filling up the entries in the nomination form will not be considered.
- 0.12. Duly completed nomination form, additional sheets, and other supporting documents must be submitted first to the concerned Philippine Embassy or Consulate General for review and endorsement. Unendorsed and incomplete nominations shall be disqualified.
- 0.13. The directory of the Philippine diplomatic posts and their respective areas of jurisdiction can be found at the Department of Foreign Affairs (DFA) website: <https://www.dfa.gov.ph/about/dfa-directory/our-foreign-service-posts-dfa>.
- 0.14. Nominations received beyond the deadline of July 31, 2020 (Philippine time) shall be disqualified. Appeals will not be entertained.

1. INITIAL NOMINATION CATEGORY

- 1.1. Mark the appropriate box of the award category of the individual you are nominating.

1. INITIAL NOMINATION CATEGORY
<input type="checkbox"/> Banaag
<input type="checkbox"/> Kaanib ng Bayan
<input type="checkbox"/> Lingkod sa Kapwa Pilipino
<input checked="" type="checkbox"/> Pamana ng Pilipino

- 1.2. An eligible individual may be nominated in one of the following Award categories:

1.2.1. **Banaag** – conferred on Filipino individuals or organizations for their contributions which have significantly benefited a sector of the diaspora, or advanced the cause and interest of overseas Filipino communities.

1.2.2. **Kaanib ng Bayan** – conferred to foreign individuals (natural-born) and organizations for their exceptional or significant contribution to

Philippine progress and development, or in advancing the cause or promoting the interests of overseas Filipino communities.

1.2.3. **Lingkod sa Kapwa Pilipino** – conferred on Filipino individuals or organizations for their exceptional or significant contribution to progress and development in the Philippines.

1.2.4. **Pamana ng Pilipino** – conferred on overseas Filipino individuals, who, in exemplifying the talent and industry of the Filipino, have brought the country honor and recognition through excellence and distinction in the pursuit of their work or profession.

1.3. An individual cannot be nominated in more than one category at any one time or per award year.

2. FINAL NOMINATION CATEGORY

2.1. This part of the nomination form is only for the Presidential Awards Secretariat. Kindly leave it blank.

2. FINAL NOMINATION CATEGORY (for the Awards Secretariat only)
<input type="checkbox"/> Banaag
<input type="checkbox"/> Kaanib ng Bayan
<input type="checkbox"/> Lingkod sa Kapwa Pilipino
<input type="checkbox"/> Pamana ng Pilipino

2.2. The Secretariat and the Awards Committees reserve the right to change, as appropriate, the category in which the individual was initially nominated.

3. ATTACHMENTS/SUPPORTING DOCUMENTS

3.1. This section serves as a checklist of required documents in support of the nomination. All applicable boxes must be marked and their supporting documents attached to the nomination prior to submission.

3. ATTACHMENTS/SUPPORTING DOCUMENTS	
<input checked="" type="checkbox"/> Photo (12cm x 9cm / passport size)	<input checked="" type="checkbox"/> Copy of Certificates and Awards Received
<input checked="" type="checkbox"/> Introductory Video (max. of 3 minutes)	<input checked="" type="checkbox"/> Testimonials
<input checked="" type="checkbox"/> Supporting Documents for Educational Achievements	<input checked="" type="checkbox"/> Additional Documentation (if applicable)
<input checked="" type="checkbox"/> Supporting Documents for Work/Professional History	<input checked="" type="checkbox"/> Board Resolution (if applicable)
<input checked="" type="checkbox"/> Supporting Documents for Accomplishments and Contributions	<input checked="" type="checkbox"/> Signed Endorsement Form
	<input checked="" type="checkbox"/> Signed Certification of No Derogatory Records
	<input checked="" type="checkbox"/> USB Flash Drive

3.2. Attach recent high resolution close up or portrait photo of the nominee.

3.3. Prepare a maximum of 3-minute video introducing the nominee. There is no prescribed format/style for the introductory video. Essentially, the video

must showcase the accomplishments and contributions of the nominee and why he/she deserves to be conferred with the Presidential Awards.

- 3.4. As applicable, an individual nominee who is an officer or a member of an organization must secure a Board Resolution from the organization where he/she belongs to certify that relevant accomplishments/contributions cited in the nomination form were done through his/her individual capacity and not of the organization. A sample template of the said Board Resolution is available and can be downloaded at: <http://presidentialawards.cfo.gov.ph>.
- 3.5. The Endorsement Form and Certification of No Derogatory Records shall be completed by the Philippine Embassy or Consulate General which has jurisdiction over the place of residence/operation of the nominee. Electronic copy of the Endorsement form and sample template for Certification of No Derogatory Records are available and can be downloaded at: <http://presidentialawards.cfo.gov.ph>.
- 3.6. Nomination form, additional sheets, and other supporting documents should be submitted in both soft and hard format. Soft copies of documents and other relevant media formats such as video(s) submitted must be contained in a USB flash drive only (Google drive or any similar cloud storage will not be accepted).
- 3.7. Guidelines concerning the other attachments/supporting documents mentioned in the checklist are included in its relevant section i.e. Certified Copy of Educational Achievements can be found in Section 5. Educational Background.

4. INFORMATION ABOUT THE NOMINEE

4. INFORMATION ABOUT THE NOMINEE				
Please attach 12 cm x 9 cm photograph.				
Title	Family Name	Given Name	Middle Name	Suffix
MR.	DELA CRUZ	JUAN	SANTOS	JR.
Current Address				
House / Bldg. Number	Street / Village	City / Town	Country	
59	EAST COAST CRESCENT	BRISBANE	AUSTRALIA	
Contact Information				
Telephone No.		Mobile No.		
+61-7-1234-5678		+61-4-7654-3210		
E-mail Address		Link to Social Media Account (i.e. Facebook, Twitter, etc.)		
jsdelacruz67@gmail.com		https://www.facebook.com/juan.delacruz.67		
Date of Birth (mm/dd/yyyy)		Place of Birth (City, Province, Country)		
12/22/1967		LEGAZPI CITY	ALBAY	PHILIPPINES
Citizenship (please indicate if dual)	Civil Status		Sex	
FILIPINO-AUSTRALIAN	MARRIED		<input type="checkbox"/> Female <input checked="" type="checkbox"/> Male	

- 4.1. The legal name of the nominee is to be filled out in the following format: Surname, First Name, Middle Name, Name Extension/Suffix (if applicable).

Use of aliases must be accompanied by a legal document / certification attesting to its use.

- 4.2. Contact numbers should include country and area codes.
- 4.3. Formal communications such advisories, acknowledgement and inquiries regarding the nomination will be sent primarily through e-mail. Thus, it is important to indicate an active e-mail address.
- 4.4. Indicate link to the nominee's social media account such as Facebook, Twitter, etc. The Presidential Awards has a Facebook Page (<https://www.facebook.com/gawadpangulo>) wherein information about the Awards, additional tips and reminders in packaging nominations and other important advisories are regularly posted in its page.
- 4.5. The date of birth should be in numeric format: mm/dd/yyyy i.e. 12/22/1967.
- 4.6. Indicate the nominee's place of birth such as the town or city and the province where the nominee came from in the Philippines. In case the nominee is born overseas, state "Foreign Born" and indicate the city, province and country of birth.
- 4.7. Indicate the current citizenship of the nominee. For dual citizen, indicate both citizenships.

5. EDUCATIONAL BACKGROUND

5. EDUCATIONAL BACKGROUND			
<i>Please arrange chronologically (starting with the latest) and attach supporting documents. Use additional sheets as necessary.</i>			
Course / Degree / Program	School / College / University	Year	Academic Honors / Awards
MASTER OF SCIENCE IN MANAGEMENT ENGINEERING (see 5.A.)	UNIVERSITY OF THE PHILIPPINES – DILIMAN	1987	N/A
BACHELOR OF SCIENCE IN CIVIL ENGINEERING (see 5.B.)	BICOL UNIVERSITY	1982	CUM LAUDE

- 5.1. Starting with the latest, indicate only the nominee's highest educational attainment (i.e. post-graduate, undergraduate, vocational or secondary).
- 5.2. Diploma or certificate courses may also be included.
- 5.3. Each educational/vocational attainment must have a supporting document such as diploma, certificate, etc.

6. SUMMARY OF PROFESSIONAL/WORK HISTORY

6. SUMMARY OF PROFESSIONAL / WORK HISTORY <i>Please arrange chronologically (starting with the latest) and attach supporting documents. Use additional sheets as necessary.</i>			
Designation / Position	Office/ Company / Organization	Brief Description of Functions and Responsibilities	Years of Service
MANAGER (see 6.A.)	EACOM AUSTRALIA PROPERTY LTD.	COORDINATE AND DIRECT PROJECTS	2011 - PRESENT
CHIEF CIVIL ENGINEER (see 6.B.)	EACOM AUSTRALIA PROPERTY LTD.	OVERSEES THE ENGINEERING AND TECHNICIANS AS THEY DEVELOP DESIGNS, APPROXIMATE COSTS, AND EXECUTE THEIR PLANS	1999 - 2011
PROJECT ENGINEER (see 6.C.)	SYDNEY MINE DESIGN AND DEVELOPMENT	PREPARES, SCHEDULES, COORDINATES AND MONITORS ASSIGNED ENGINEERING PROJECTS	1995 - 1999
SENIOR CIVIL ENGINEER (see 6.D.)	GLOBAL MINING SERVICES	INVOLVED IN THE PLANNING PROCESS OF PROJECTS	1990 - 1995

- 6.1. Starting from the current work, indicate positions held/work experience, and the complete name of office/company/organization. Please do not abbreviate.
- 6.2. Briefly describe the functions and responsibilities of the nominee with respect to the position held/work experience cited in the nomination form.
- 6.3. Indicate years of service for each of the position held/work experience.
- 6.4. Attach supporting documents. Use additional sheets as necessary.

7. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS

7. SUMMARY OF ACCOMPLISHMENTS OR CONTRIBUTIONS <i>Please arrange chronologically (starting with the latest) and attach supporting documents. Use additional sheets as necessary.</i>
<p>A. LED MAJOR INFRASTRUCTURE PROJECTS IN BRISANE (see 7.A.)</p> <p>B. AUTHORED NUMEROUS PUBLICATIONS AND SERVED AS RESOURCE PERSON IN INTERNATIONAL, REGIONAL AND NATIONAL CONFERENCES AND MEETINGS (see 7.B.)</p> <p>C. CURRENTLY PROVIDING FINANCIAL SUPPORT (PHP XXX) AND MENTORING (X) ENGINEERING STUDENTS FROM ALBAY (see 7.C.)</p> <p>D. DONATED (PHP XXX) FOR THE ESTABLISHMENT OF CLASSROOMS IN LEGAZPI CITY AND MASBATE CITY (see 7.D.)</p> <p>E. ACTIVE FILIPINO COMMUNITY LEADER IN BRISBANE (see 7.E.)</p>

- 7.1. The contribution of the nominee must be specifically described, whether personal or professional service, material or financial contribution, or technology, skill or know-how that has proven to be recognized or beneficial. Indicate estimated value if the contribution is monetary or material.

- 7.2. Include qualitative and/or quantitative information to describe the outcome or impact of the nominee's contribution to the beneficiaries, community, or the country, or the nominees own profession.
- 7.3. Arrange chronologically (starting with the latest) and attach supporting documents for each accomplishment and contribution.
- 7.4. Supporting documents may include, but not limited to, letter of acknowledgement from the beneficiary, news articles, photos, reports receipts, certificates of appreciation or commendation and the like.

8. AWARDS/CITATIONS/HONORS

8. AWARDS / CITATIONS / HONORS <i>Please arrange chronologically and enclose copies of citations or supporting documents. Use additional sheets as necessary.</i>		
Awards / Honors /Citations	Conferred by	When Conferred
AUSTRALIAN ENGINEERING EXCELLENCE AWARDS (see 8.A.)	ENGINEERS AUSTRALIA	2018
PUBLIC SERVICE MEDAL (see 8.B.)	BRISBANE CITY COUNCIL	2016
GLOBAL PROJECT INNOVATION AWARDS (see 8.C.)	ENGINEERS AUSTRALIA	2013
OUTSTANDING ALUMNA IN THE FIELD OF ENGINEERINGS (see 8.D.)	BICOL UNIVERSITY	2011

- 8.1. Starting with the most recent, list the awards, recognitions, citations, commendations, honors, etc. received by the nominee. Achievement emanating from scholastic performance, employment, voluntary or non-profit work may be included.
- 8.2. Attach supporting documents for each award, recognition, citation, commendation, honor, etc. cited in the nomination form.
- 8.3. Supporting documents may include, but not limited to, copy of the certificates / awards received, letter of commendation, photos, feature/news articles, etc.

9. TESTIMONIALS

9. TESTIMONIALS <i>Please list and submit testimonials from at least three (3) competent persons or beneficiaries. Additional references may be included. Use additional sheets as necessary.</i>			
Witness or Beneficiary	Profession / Designation	Address	Contact No. and E-mail Address
OLIVER RYAN (see 9.A.)	CHIEF OPERATIONS OFFICER	BRISBANE, AUSTRALIA	+61-7-3124-7658 ryanoliver@eacom.com
NOAH WILLIAMS (see 9.B.)	SENIOR CIVIL ENGINEER	SYDNEY, AUSTRALIA	+61-2-2143-6587 noahwilliams@gmail.com
NICANOR C. TOMAS (see 9.C.)	DEAN	METRO MANILA, PHILIPPINES	+63-917-123-4567 ntomas@tup.edu.ph

- 9.1. List and submit testimonials from at least three (3) competent persons or beneficiaries of assistance.
- 9.2. Indicate their full name (with the format: First Name, Middle Initial, Surname), profession / designation, addresses and contact information.
- 9.3. There is no prescribed format for testimonials.
- 9.4. There is no statute of limitations as to the date when the testimonial was acquired. Exemplary commendations earned a decade or so may be included.
- 9.5. Additional testimonials may be included. Use additional sheets as necessary.

10. OTHER RELEVANT INFORMATION

10. ADDITIONAL DOCUMENTATION

Please include information other than those mentioned above which may support the nomination, such as research papers, publications, feature/news articles, other professional/personal affiliations or additional photographs. Use additional sheets as necessary.

- A. INTERVIEWED IN ABC NEWS (see 10.A.)
- B. FEATURED ARTICLE IN THE AUSTRALIAN BROADSHEET (see 10.B.)
- C. PUBLISHED WRITTEN ARTICLES IN BRISBANE TIMES (see 10.C.)

- 10.1. Include information other than those previously mentioned which may support the nomination, such as research papers, publications, feature/news articles, other professional/personal affiliations or additional photographs. Use additional sheets as necessary.
- 10.2. Each information must have supporting documents attached to the nomination.

11. NOMINATING PARTY

11. NOMINATING PARTY				
Title	Family Name	Given Name	Middle Name	Suffix
MS.	RAMOS	MARIAN	DELA CRUZ	N/A
Current Address				
House / Bldg. Number	Street / Village		City / Town	Country
651	QUEEN STREET		BRISBANE	AUSTRALIA
Telephone No.		Mobile No.		
+61-7-1234-5678		+61-7-8765-4321		
E-mail Address		Signature of the Nominating Party		
mdcramos@yahoo.com				

- 11.1. The name of the nominating party must be filled out in the following format: Title, Surname, First Name, Middle Name, and Name Extension/Suffix (if applicable).
- 11.2. Contact numbers should include country and area codes.
- 11.3. Important communications such advisories, acknowledgement and inquiries regarding the nomination will be sent primarily through e-mail. Thus, it is important to indicate an active e-mail address.
- 11.4. Indicate link to the nominating party's social media account such as Facebook, Twitter, etc. The Presidential Awards has a Facebook Page (<https://www.facebook.com/gawadpangulo>) wherein information about the Awards, additional tips and reminders in packaging nominations and other important advisories are regularly posted in its page.
- 11.5. The nomination form must bear the signature of the nominating party.

For further information and questions, you may contact the:

PRESIDENTIAL AWARDS SECRETARIAT

Commission on Filipinos Overseas

Citigold Center, 1345 Pres. Quirino Avenue corner
South Superhighway, Paco, 1007 Manila, Philippines

Tel. Nos.: 552-4760 to 68

E-mail: presidentialawards.cfo@gmail.com

Website: www.presidentialawards.cfo.gov.ph

Facebook: <http://www.facebook.com/gawadpangulo>



2020 Presidential Awards for Filipino Individuals and Organizations Overseas

GUIDE FOR COMPLETING THE NOMINATION FORM FOR ORGANIZATION NOMINEES

Table of Contents

0. General Guidelines	2
1. Initial Nomination Category	3
2. Final Nomination Category	4
3. Attachments/Supporting Documents	4
4. Information About the Nominee	5
5. Profile of the Organization	6
6. Summary of Accomplishments and Contributions	7
7. Awards/Citations/Honors	7
8. Testimonials	8
9. Other Relevant Information	8
10. Nominating Party	9
*Contact Information of the Awards Secretariat	9

0. GENERAL GUIDELINES

- 0.1. For detailed information on the eligibility, qualifications and nomination procedures, please refer to the **Guidelines on the 2020 Presidential Awards** available at: www.presidentialawards.cfo.gov.ph.
- 0.2. Any individual, whether Filipino or foreigner, may submit nominations for the awards by mail/courier to the Philippine Embassy or Consulate General that has jurisdiction over the place of residence/operations of the nominee.
- 0.3. To nominate, only the prescribed Presidential Awards Nomination Form for Organization may be used. Electronic copy of the said form is available and can be downloaded for free at: <http://presidentialawards.cfo.gov.ph>.
- 0.4. Pay particular attention to the instructions in the form.
- 0.5. Accomplishing the nomination form would require preparation, time, attention to details and close coordination between the nominating party, nominee and concerned Philippine diplomatic post.
- 0.6. Entries in the form may be filled out by handwriting or through encoding. Entries should be in block capital format (i.e. DELA CRUZ, JUAN).
- 0.7. The nomination form must be completed and all required information and supporting documents must be provided. Do not leave blank entries. Put N/A if not applicable and use additional sheets as necessary.
- 0.8. Misrepresentation or falsification of information stated in the nomination form or in any of the supporting documents will result in the automatic and perpetual disqualification of the nominee.
- 0.9. The nomination form for organization nominee contains eleven (11) sections:
 1. Initial Nomination Category
 2. Final Nomination Category (for the Awards Secretariat only)
 3. Attachments/Supporting Documents
 4. Information About the Nominee
 5. Profile of the Organization
 6. Summary of Accomplishments and Contributions
 7. Awards / Citations / Honors
 8. Testimonials
 9. Other Relevant Information
 10. Nominating Party

- 0.10. In referencing attachments / supporting documents, it must correspond to the section where they are introduced and must be in this format:

Example:

For Section 6. Summary of Accomplishments and Contributions – it should be 6-A, 6-B, 6-C and so on and so forth; and

For Section 8. Testimonials – it should be 8-A, 8-B, 8-C and so on and so forth.

- 0.11. Making reference only to the attached supporting documents without filling up the entries in the nomination form will not be considered.
- 0.12. Duly completed nomination form, additional sheets, and other supporting documents must be submitted first to the concerned Philippine Embassy or Consulate General for review and endorsement. Unendorsed and incomplete nominations shall be disqualified.
- 0.13. The directory of the Philippine diplomatic posts and their respective areas of jurisdiction can be found at the Department of Foreign Affairs (DFA) website: <https://www.dfa.gov.ph/about/dfa-directory/our-foreign-service-posts-dfa>.
- 0.14. Nominations received beyond the deadline of **July 31, 2020 (Philippine time)** shall be disqualified. Appeals will not be entertained.

1. INITIAL NOMINATION CATEGORY

- 1.1. Mark the appropriate box of the award category of the organization you are nominating.

1. INITIAL NOMINATION CATEGORY
<input type="checkbox"/> Banaag
<input type="checkbox"/> Kaanib ng Bayan
<input checked="" type="checkbox"/> Lingkod sa Kapwa Pilipino

- 1.2. An eligible organization may be nominated in one of the following Award categories:

- 1.2.1. **Banaag** – conferred on Filipino individuals or organizations for their contributions which have significantly benefited a sector of the diaspora, or advanced the cause and interest of overseas Filipino communities.
- 1.2.2. **Kaanib ng Bayan** – conferred to foreign individuals (natural-born) and organizations for their exceptional or significant contribution to

Philippine progress and development, or in advancing the cause or promoting the interests of overseas Filipino communities.

- 1.2.3. **Lingkod sa Kapwa Pilipino** – conferred on Filipino individuals or organizations for their exceptional or significant contribution to progress and development in the Philippines.

- 1.3. An organization cannot be nominated in more than one category at any one time or per award year.

2. FINAL NOMINATION CATEGORY

- 2.1. This part of the nomination form is only for the Presidential Awards Secretariat. Kindly leave it blank.

2. FINAL NOMINATION CATEGORY (for the Awards Secretariat only)

- ☐ Banaag
☐ Kaanib ng Bayan
☐ Lingkod sa Kapwa Pilipino

- 2.2. The Secretariat and the Awards Committees reserve the right to change, as appropriate, the category in which the organization was initially nominated.

3. ATTACHMENTS / DOCUMENTS

- 3.1. This section serves as a checklist of required documents in support of the nomination. All applicable boxes must be marked and their supporting documents attached to the nomination prior to submission.

3. ATTACHMENTS/SUPPORTING DOCUMENTS

- | | |
|--|---|
| <input checked="" type="checkbox"/> Organization Logo | <input checked="" type="checkbox"/> Testimonials |
| <input checked="" type="checkbox"/> Group Photo of Officers and Members | <input checked="" type="checkbox"/> Additional Documentation (if applicable) |
| <input checked="" type="checkbox"/> Introductory Video (maximum of 3 minutes) | <input checked="" type="checkbox"/> Board Resolution |
| <input checked="" type="checkbox"/> Constitution and By-Laws | <input checked="" type="checkbox"/> Signed Endorsement Form |
| <input checked="" type="checkbox"/> Supporting Documents for Accomplishments and Contributions | <input checked="" type="checkbox"/> Signed Certification of No Derogatory Records |
| <input checked="" type="checkbox"/> Copy of Certificates, Awards, etc. Received | <input checked="" type="checkbox"/> USB Flash Drive |

- 3.2. Attach high resolution organization logo and group photo of the organization.
- 3.3. Prepare a maximum of 3-minute video introducing the nominee. There is no prescribed format/style for the introductory video. Essentially, the video must showcase the accomplishments and contributions of the organization and why they deserve to be conferred with the Presidential Awards.
- 3.4. Organization nominee must submit a Board Resolution certifying that they are applying for the Presidential Awards. A sample template of the said

Board Resolution is available and can be downloaded at:
<http://presidentialawards.cfo.gov.ph>.

- 3.5. The Endorsement Form and Certification of No Derogatory Records shall be completed by the Philippine Embassy or Consulate General which has jurisdiction over the place of residence/operation of the nominee. Electronic copy of the Endorsement form and sample template for Certification of No Derogatory Records are available and can be downloaded at:
<http://presidentialawards.cfo.gov.ph>.
- 3.6. Nomination form, additional sheets, and other supporting documents should be submitted in both soft and hard format. Soft copies of documents and other relevant media formats such as video(s) submitted must be contained in a USB flash drive only (Google drive or any similar cloud storage will not be accepted).
- 3.7. Guidelines concerning the other attachments/supporting documents mentioned in the checklist are included in its relevant section i.e. Certified Copy of Educational Achievements can be found in Section 5. Educational Background.

4. INFORMATION ABOUT THE NOMINEE

4. INFORMATION ABOUT THE NOMINEE			
<i>Please attach 12 cm x 9 cm photograph.</i>			
Complete Name of the Organization			Official Acronym of the Organization
ASSOCIATION OF FILIPINO ENTREPRENEURS IN SINGAPORE			AFES
Name of the Head of Organization			Official Title / Designation
MARINA C. SANTOS			PRESIDENT
Address of the Organization			
Bldg. Number	Street / Village	City / Town / Province / State	Country
71	WEST ROAD	SINGAPORE	SINGAPORE
Contact Information			
Telephone No.		Mobile No.	
+65-653-876-5432		+65-8-012-3456	
E-mail Address		Link to Social Media Account (i.e. Facebook, Twitter, etc.)	
filipinoentrep_sg@gmail.com		https://www.facebook.com/associationoffilipinoentrepreneurssg	
Contact Person (if different)			E-mail Address
JOSELITO S. PABLO			josepablo@gmail.com

- 4.1. Indicate complete name and official acronym of the organization being nominated.
- 4.2. Contact numbers should include country and area codes.
- 4.3. Indicate full name of the Head of Organization and Contact Person from the Organization (if different) with this format: Title, First Name, Middle Initial and Surname.

- 4.4. Formal communications relevant to the Presidential Awards such as important advisories, acknowledgement and inquiries regarding the nomination will be sent primarily through e-mail. Thus, it is important to indicate an active e-mail address.
- 4.5. Indicate link to the organization's social media account (if applicable such as Facebook, Twitter, etc. The Presidential Awards has a Facebook Page (<https://www.facebook.com/gawadpangulo>) wherein information about the Awards, additional tips and reminders in packaging nominations and other important advisories are regularly posted in its page.

5. PROFILE OF THE ORGANIZATION

5. PROFILE OF ORGANIZATION		
<i>Please attach copy of constitution and by-laws/basic agreement and use additional sheets as necessary.</i>		
Date of Establishment (mm/dd/yyyy)	Type of Organization	Current no. of Members
8/11/1996	<input checked="" type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Federation	82
Mission/Objectives of the Organization		
PROVISION OF BUSINESS/ENTREPRENEURIAL ADVICE AND FINANCIAL EDUCATION TO OVERSEAS FILIPINOS IN SINGAPORE AND THEIR FAMILIES IN THE PHILIPPINES		
Officers of the Organization		
PRESIDENT – MARINA C. SANTOS BOARD OF DIRECTORS (see 5-A for full list of officers and members) JOSE D. PABLO MARIE E. SANTOS FORTUNATO Y. CRUZ PEDRO D. ROCES ANNA C. FLORES LORENA F. DELA CRUZ		

- 5.1. Attach a copy of the organization's constitution and by-laws/basic agreement.
- 5.2. The date of establishment of the organization should be in numeric format: mm/dd/yyyy i.e. 8/11/1996.
- 5.3. Briefly state the primary mission/objectives of the organization.
- 5.4. List the full names of incumbent/current officers of the organization. Use additional sheets as necessary.

6. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS

6. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS

Please arrange chronologically (starting with the latest) and enclose copies of certifications, annual reports and other supporting documents. Use additional sheets as necessary.

- A. ASSISTED (X) NO. OF OVERSEAS FILIPINOS WHO WERE VICTIMS OF HUMAN TRAFFICKING AND ILLEGAL RECRUITMENT (see 6.A.)
- B. CONDUCTED (X) NO. OF MEDICAL MISSIONS IN THE PROVINCE OF LEYTE BENEFITING (X) NO. OF FILIPINOS/FAMILIES (see 6.B.)
- C. DONATED (PHP XXX) AND CONDUCTED RELIEF OPERATIONS TO TACLOBAN CITY BENEFITING (X) NO OF FILIPINOS/FAMILIES (see 6.C.)

- 6.1. The contribution must be specifically described, whether material or financial contribution, or technology, skill or know-how that has proven to be recognized or beneficial. Indicate estimated but conservative value in USD if the contribution is monetary or material.
- 6.2. Include qualitative and/or quantitative information to describe the outcome or impact of the nominee's contribution to the beneficiaries, community, or the country.
- 6.3. Arrange chronologically (starting with the latest) and attach supporting documents for each accomplishment and contribution.
- 6.4. Supporting documents may include, but not limited to, letter of acknowledgement from the beneficiary, news articles, photos, reports receipts, certificates of appreciation or commendation and the like.

7. AWARDS/CITATIONS/HONORS

7. AWARDS/CITATIONS/HONORS

Please arrange chronologically (starting with the latest) and enclose copies of certifications or supporting documents. Use additional sheets as necessary.

Awards / Honors / Citations	Conferred by	When Conferred
PUBLIC SECTOR EXCELLENCE AWARD (see 7.A.)	SOCIAL MOVEMENT ASIA	2018
PLAQUE OF RECOGNITION (see 7.B.)	GLOBAL ENTREPRENEURS CLUB	2015
CERTIFICATE OF APPRECIATE (see 7.C.)	MUNICIPALITY OF TACLOBAN	2014

- 7.1. Starting with the most recent, list the awards, recognitions, citations, commendations, honors, etc. received by the nominee.
- 7.2. Attach supporting documents for each award, recognition, citation, commendation, honor, etc. cited in the nomination form.
- 7.3. Supporting documents may include, but not limited to, copy of the certificates / awards received, letter of commendation, photos, feature/news articles, etc.

8. TESTIMONIALS

8. TESTIMONIALS			
Please list and submit testimonials from at least three (3) competent persons or beneficiaries. Additional references may be included. Use additional sheets as necessary.			
Witness or Beneficiary	Profession / Designation	Address	Tel/Fax No./ Email
NORMA G. RAMOS (see 8.A.)	HOUSEHOLD SERVICE WORKER	SINGAPORE, SINGAPORE	+65-653-345-6789 n.ramos208@yahoo.com
TEODORO V. SOLIS (see 8.B.)	TEACHER	SINGAPORE, SINGAPORE	+65-653-543-9876 teddysolis@yahoo.com
GLENDAR. TOMAS (see 8.C.)	HOUSEWIFE	TACLOBAN CITY, LEYTE	+63-53-123-4567 Tomas_glenda@gmail.com


- 8.1. List and submit testimonials from at least three (3) competent persons or beneficiaries of assistance.
- 8.2. Indicate their full name (with the format: First Name, Middle Initial, Surname), profession / designation, addresses and contact information.
- 8.3. There is no prescribed format for testimonials.
- 8.4. There is no statute of limitations as to the date when the testimonial was acquired. Exemplary commendations earned a decade or so may be included.
- 8.5. Additional testimonials may be included. Use additional sheets as necessary.

9. OTHER RELEVANT INFORMATION

<p>9. OTHER RELEVANT INFORMATION</p> <p><i>Please include information other than those mentioned above which may support the nomination such as research papers, publication, news or feature articles or additional photographs. Use additional sheets as necessary.</i></p> <p>A. FEATURE ARTICLE IN SINGAPORE STANDARD B. NEWS ARTICLES THE STRAIT TIMES C. TRAINING MANUALS OF ENTREPRENEURSHIP FOR OVERSEAS FILIPINOS D. INTERVIEW WITH CHANNEL NEWS ASIA</p>
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- 9.1. Include information other than those previously mentioned which may support the nomination, such as research papers, publications, feature/news articles, other professional/personal affiliations or additional photographs. Use additional sheets as necessary.
- 9.2. Each information must have supporting documents attached to the nomination.

10. NOMINATING PARTY

10. NOMINATING PARTY				
Title	Family Name	Given Name	Middle Name	Suffix
MS.	FLORES	ANNA	CLARO	N/A
Current Address				
House / Bldg. Number	Street / Village	City / Town	Country	
53-B	CRESCENT HILL	SINGAPORE	SINGAPORE	
Telephone No.		Mobile No.		
+65-653-312-7564		+65-8-012-3456		
E-mail Address		Signature of the Nominating Party		
anna_flores17@yahoo.com				

- 10.1. The name of the nominating party must be filled out in the following format: Title, Surname, First Name, Middle Name, Name Extension/Suffix.
- 10.2. Contact numbers should include country and area codes.
- 10.3. Important communications such advisories, acknowledgement and inquiries regarding the nomination will be sent primarily through e-mail. Thus, it is important to indicate an active e-mail address.
- 10.4. Indicate link to the nominating party's social media account such as Facebook, Twitter, etc. The Presidential Awards has a Facebook Page (<https://www.facebook.com/gawadpangulo>) wherein information about the Awards, additional tips and reminders in packaging nominations and other important advisories are regularly posted in its page.
- 10.5. The nomination form must bear the signature of the nominating party.

For further information and questions, you may contact the:

PRESIDENTIAL AWARDS SECRETARIAT


Commission on Filipinos Overseas

Citigold Center, 1345 Pres. Quirino Avenue corner
South Superhighway, Paco, 1007 Manila, Philippines
Tel. Nos.: 552-4760 to 768

E-mail: presidentialawards@gmail.com

Website: www.presidentialawards.cfo.gov.ph

Facebook: <http://www.facebook.com/gawadpangulo>

	Commission on Filipinos Overseas	Document Code	CFO-PPR-FR-PRA-001 F03
		Page No.	Page 1 of 1
	2020 Presidential Awards for Filipino Individuals and Organizations Overseas ENDORSEMENT FORM	Revision No.	02
		Effectivity Date	August 15, 2019

This form shall be completed by the Philippine Embassy or Consulate General which has jurisdiction over the place of residence/operation of the nominee.

ENDORISING PARTY	
Philippine Embassy / Consulate General	
Name of Nominee	
Initial Award Category Nominated	
Nominating Party	
ENDORSEMENT	
<p>The Awards Committee established in this PH Post hereby certifies that it has exercised due diligence in reviewing this nomination and states that (please check boxes):</p> <p><input type="checkbox"/> The nomination form has been duly completed and signed, and submitted on or before the announced deadlines with supporting documentation.</p> <p><input type="checkbox"/> The nominee is a resident or registered / active organization in the country / state / territory under the jurisdiction of this Embassy / Consulate.</p> <p><input type="checkbox"/> The nomination form is accompanied by documentary evidence or written testimonial in connection with the nominee's activities within this jurisdiction or in other jurisdictions.</p> <p>On the basis of the above, the Awards Committee hereby submits this endorsement to the Commission on Filipinos Overseas for evaluation of this nomination.</p>	
Awards Committee Chairman	Signature
Designation	Date of Endorsement

IMPORTANT:

All documents attached to this form must be written in or translated into English or Filipino. All documents shall be treated with utmost confidentiality, and shall become the property of the Commission on Filipinos Overseas.

Non-submission of required documents may be a cause for disqualification from the awards. Original copies of endorsed nominations and other supporting documents must be submitted not later than **July 31, 2020 (Philippine time)** to:

PRESIDENTIAL AWARDS SECRETARIAT
Commission on Filipinos Overseas
 Citigold Center, 1345 Pres. Quirino Avenue corner
 South Superhighway, Paco, 1007 Manila, Philippines
 Tel. Nos.: 552-4760 to 68
 E-mail: presidentialawards.cfo@gmail.com
 Website: www.presidentialawards.cfo.gov.ph
 Facebook: <http://www.facebook.com/gawadpangulo>



ANNEX 5: CERTIFICATION OF NO DEROGATORY RECORDS

(To be issued by the Philippine Embassy or Consulate General)

(Sample Only)

CERTIFICATION OF NO DEROGATORY RECORDS

This is to certify that _____ (name of the nominee) _____, Filipino /
_____ (other) _____ citizen, of legal age, _____ (civil status) _____ and a resident of
_____ (complete address) _____, has no existing
derogatory records in this Office such as, but not limited to, conviction for crimes
involving moral turpitude or pendency of cases or complaints involving moral traits that
would reflect adversely on his/her/its character, or of any recent report of an incident
that would make the applicant an unsuitable candidate for the award which may
negatively impact and cause embarrassment to the Office of the President, if he/she
were to be conferred an award of this high distinction.

This Certification is being issued in support of his/her application with the Commission
on Filipinos Overseas - Presidential Awards for Filipino Individuals and Organizations
Overseas.

It is understood that any misrepresentation as to the truth of the foregoing shall cause
the disapproval of his/her/their application and perpetual disqualification from the
Presidential Awards.

Done this _____ day of _____, 20_____.

Signature over full printed name of Head of Post

(Date)