

Requirements

Nominations must be made on the prescribed form (enclosed) and submitted together with supporting documents. All submissions must be written in, or translated into English or Filipino.

A. Duly completed Nomination Form (see detachable copy which may be reproduced). The nomination form must contain the following information, as relevant:

1. Personal data for individual nominees or organizational profile for other nominees

- Personal data includes personal circumstances, educational background, employment history, and organizational membership or affiliations

- Organizational profile includes names of officers and members, organization's history, programs and services, and official accomplishment reports for the last five years.

2. A summary of the relevant contributions made by the nominee, which includes specific data on the following:

- Contribution of the nominee, in particular, whether personal or professional service, material or financial contribution, or technology that has proven to be beneficial (Please indicate estimated value, if the contribution is monetary or material);

Requirements

- Description of the situation, activity or project where the contribution or assistance was used; and

- Description of the number of beneficiaries, results/effects, or impact of the nominee's contribution to a particular sector, community, or to the country in general

3. Names, addresses, contact numbers of at least three (3) beneficiaries of the nominee's contribution to a particular sector, community or the country in general, and their testimonials;

4. Other supporting documents (e.g. awards and citations, scientific papers, publications, news articles, photos of activities, etc.)

B. Duly completed Endorsement Form to be completed by the Post's Awards Committee (see detachable copy which may be reproduced)

C. Constitution and by-laws, and organizational logo or seal (if organization)

D. Good photographs (9 cm. x 12 cm. for individual and 12.75 cm. x 17.5 cm. for organization). Photographs of individual nominees should be in black and white.

For online submission, nominating party can access www.cfo.gov.ph and follow the instructions on "2012 Presidential Awards: How to Submit Nominations Online". Supporting documents should be clearly scanned in PDF format.

Deadline for Submission

All nominations submitted through mail or online must be received by the CFO *on or before 15 June 2012*

Non-submission of the required documents may be a cause for disqualification of the nominee from the awards.