



Republic of the Philippines
Professional Regulation Commission
Manila

RESOLUTION NO. 1625
Series of 2023

REVISED GUIDELINES ON THE CONFERMENT OF THE OUTSTANDING PROFESSIONAL OF THE YEAR AWARD, OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR AWARD, NUBLA EXCELLENCE AWARD AND SEAL OF EXCELLENCE IN CONTINUED PARTNERSHIP AWARD

WHEREAS, Section 7(a) of Republic Act (R.A.) No. 8981 or the “PRC Modernization Act of 2000” states that one of the powers, functions and responsibilities of the Commission is to administer, implement and enforce the regulatory policies of the national government with respect to the regulation and licensing of the various professions and occupations under its jurisdiction including the enhancement and maintenance of professional and occupational standards and ethics and the enforcement of the rules and regulations relative thereto;

WHEREAS, Section 7(o) of R.A. No. 8991 further gives the Commission the authority to exercise administrative supervision over the various professional regulatory boards and its members;

WHEREAS, Proclamation No. 118 (s.1987) declared the period from June 16 to June 22 of every year as the Professional Regulation Week. The highlight of this celebration is the Awards Night wherein the Commission confers awards to professionals and professional organizations;

WHEREAS, the Commission began the conferment of the Outstanding Professional Organization of the Year Award in 1994 to give recognition to Accredited Professional Organizations (APOs) for their achievements, service, and commitment to the profession. In 2011, this award was expanded to cover three (3) categories (A, B, and C) based on the number of membership;

WHEREAS, the bestowal of the Outstanding Professional of the Year award commenced in 1997 to acknowledge the achievement and service of professionals who excel in their respective fields of professional endeavor;

WHEREAS, the search for the Nubla Excellence Awardee from among the top five (5) Outstanding Professionals started in 2011 to honor a professional who best embodies the values of professionalism, integrity, responsibility, competence, and excellence;

WHEREAS, Memorandum Circular No. 12 (s. 2017) with the subject: “Selection of the Outstanding Professional of the Year, the Outstanding Accredited Professional Organization of the Year and the Nubla Excellence Awardee for the Year 2018” provides for the composition of the Screening and Selection Committee for Outstanding Professional of the Year Award (Committee);

WHEREAS, the Committee issued Resolution No. 03 (s. 2022) recommending to the Commission the revision of guidelines on the Selection of the Outstanding Professional of the Year Award, Outstanding Accredited Professional Organization of the Year Award, Nubla Excellence Award, and Seal of Excellence in Continued Partnership Award;

WHEREAS, the Committee proposed to the Commission the conferment of another award to be named as “Seal of Excellence in Continued Partnership Award” to be bestowed upon an APO which have been awarded three (3) times as the Outstanding Professional Organization of the Year for three (3) consecutive years or for five (5) cumulative years;

NOW, THEREFORE, in view of the foregoing, the Commission **RESOLVES**, as it is hereby **RESOLVED**, to issue the “Revised Guidelines on the Conferment of the Outstanding Professional of the Year Award, Outstanding Accredited Professional Organization of the Year Award, the Nubla Excellence Award, and the Seal of Excellence in Continued Partnership Award”.

RULE I DEFINITION OF TERMS

Section 1. Definition of Terms. – As used in these rules, the term:

1. **Accreditation** – refers to the formal or official approval granted to an organization upon meeting the requirements and achievement standards, including qualifications, for a period of three (3) years¹;
2. **AIPO** – refers to the professional organization accredited by the Board and the Commission which is specifically mandated by the provision of the Professional Regulatory Law (PRL) to integrate the professionals into one national organization and where the membership therein by professionals is automatic and mandatory²;
3. **APO** – refers to the professional organization accredited by the Commission where membership therein by professionals is only voluntary³;
4. **Board** – refers to the Professional Regulatory Board;
5. **Citation** – commendation given for the most notable contributions, services, works, and awards that had a great impact on the profession of the nominee;
6. **Civic Organization** – a community-based, company, club, committee, association, corporation, or any other organization or group of persons acting in concert which is composed of persons who are members thereof on a voluntary basis and which is primarily established to further educational, charitable or local economic development activities⁴;
7. **Corporate Social Responsibility (CSR)** – the commitment of business to contribute on a voluntary basis to sustainable economic development by working with relevant stakeholders to improve their lives in ways that are good for business, sustainable development agenda and society at large⁵;
8. **Continuing Professional Development (CPD)** – refers to the inculcation of advanced knowledge, skills and ethical values in a post-licensure specialization or in an inter- or multidisciplinary field of study, for assimilation into professional practice, self-directed research and/or lifelong learning⁶;
9. **CPSP** – refers to Career Progression and Specialization Program;
10. **FOP** – refers to the Foundation for Outstanding Professionals, Inc.;
11. **Integrity** – refers to the quality of being honest and having strong moral principles⁷;
12. **Involvement in Civic Organization** – refers to service in voluntary organizations organized and devoted for educational, charitable, or social welfare purposes. It includes membership to an organization without having any direct participation in the community⁸;

¹ PRC Resolution No. 2018-1089 Series of 2018

² *supra*

³ *supra*

⁴ www.lawinsider.com

⁵ House Bill No. 4575

⁶ Republic Act No. 10912

⁷ www.pediaa.com

⁸ www.lawinsider.com

13. **Leadership** – the art of motivating a group of people to act toward achieving a common goal. It is a process of social influence, which maximizes the efforts of others, towards the achievement of a goal⁹;
14. **PAPRB** – refers to Philippine Association of Professional Regulatory Boards, Inc.;
15. **PFPA** – refers to Philippine Federation of Professional Associations, Inc.;
16. **Professional** – refers to a person who is registered and licensed to practice a regulated profession in the Philippines and who holds a valid Certificate of Registration and Professional Identification Card (PIC) from the Professional Regulation Commission;
17. **Social Responsibility** – an ethical theory, in which individuals are accountable for fulfilling their civic duty and the actions of an individual must benefit the whole of society¹⁰; and
18. **Technical Competence** – refers to skill and knowledge in practices needed to accomplish a task, job or business.

RULE II COMPOSITION OF THE SCREENING AND SELECTION COMMITTEES

Section 2. Composition of the Screening and Selection Committees (Committees). The Composition of the Screening and Selection Committees are as follows:

1. For the conferment of the Outstanding Professional of the Year Award (OPYA):
 - a. Representative of the Commission;
 - b. Representative from the concerned Board;
 - c. President or representative of the FOP;
 - d. President or representative of the PAPRB; and
 - e. President or representative of the PFPA.
2. For the conferment of the Outstanding Accredited Professional Organization of the Year Award, Nubla Excellence Award and Accredited Professional Organization Hall of Fame Award, at least three (3) Justices from any of the following courts:
 - a. Supreme Court;
 - b. Court of Appeals;
 - c. Court of Tax Appeals; or
 - d. Sandiganbayan

RULE III QUALIFICATIONS, CRITERIA AND PROCEDURE FOR THE CONFERMENT OF THE OUTSTANDING PROFESSIONAL OF THE YEAR AWARD

Section 3. – Qualifications for the OPYA. The qualifications of nominees for the OPYA are as follows:

1. Must be a Filipino citizen;
2. With updated Professional Identification Card;
3. With good moral character and a member in good standing of the APO/AIPO (if APO/AIPO is the nominating body);
4. Has not been found guilty in an administrative case by a final and executory decision rendered by a Professional Regulatory Board, the PRC or other tribunals, or courts of

⁹ www.nact.org.uk

¹⁰ www.pachamama.org

RESOLUTION NO. 1625

Series of 2023

**REVISED GUIDELINES ON THE CONFERMENT OF THE
OUTSTANDING PROFESSIONAL OF THE YEAR AWARD,
OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR AWARD,
NUBLA EXCELLENCE AWARD, AND SEAL OF EXCELLENCE IN CONTINUED PARTNERSHIP AWARD**

- competent jurisdiction;
5. Has not been convicted by final judgment by a court of competent jurisdiction of any crime involving moral turpitude;
 6. Not an officer or director of the APO/AIPO for at least one (1) year prior to the nomination;
 7. Not an incumbent Member of the Professional Regulatory Board, CPD Council or CPSP-CATS Committee nor an official or employee of the Commission; and
 8. Not a past awardee of the PRC except for another profession of which he/she is also licensed and registered professional.

Section 4. Criteria for the Award. The award is intended to bestow honor upon a professional who has:

ACTIVITY	RATING	
1. Sufficient demonstration of professional and academic accomplishment / attainment	a. Professional Accomplishment b. Academic Attainment	15% <u>15%</u> 30%
2. Meaningful participation in professional activities through the professional organization	a. Leadership in a professional organization and/or in a professional activity b. Quality of accomplished projects	10% <u>10%</u> 20%
3. Significant contribution to the advancement of the profession, e.g., project/s, inventions, innovations that benefited the country, community and the people	a. Utilization of published researches, inventions or innovations b. Documentation of the positive impact to the profession c. Awards and recognitions	10% 10% <u>10%</u> 30%
4. Significant contribution to the community through own initiative which may or may not be related to the practice of profession.	a. Implementation of community project with impact study b. Ensuring sustainability of the community project on a long term basis.	10% <u>10%</u> 20%
	TOTAL	100%

Section 5. Procedure for Nomination. The procedure in nominating the Outstanding Professional of the Year is as follows:

1. The APO/AIPO must have a valid Certificate of Accreditation to be allowed to submit their nominees;
2. The documentary requirements shall be submitted on or before the deadline set for this purpose;
3. For professions without an APO/AIPO or in cases where the APO/AIPO declines or waives its right to submit nominees, the Board shall be the one to submit nominees. The Board may opt to have an open nomination for this purpose;
4. Only three nominees shall be accepted; and
5. The nomination shall be submitted to the Secretariat of the Screening & Selection Committee (Committee) for the OPYA. Failure to submit nomination on or before the deadline set shall be construed as a waiver to submit a nomination.

Section 6. Documentary Requirements. The following documents shall be submitted in both soft and hard copies (8 copies):

RESOLUTION NO. **1625**

Series of 2023

REVISED GUIDELINES ON THE CONFERMENT OF THE
OUTSTANDING PROFESSIONAL OF THE YEAR AWARD,
OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR AWARD,
NUBLA EXCELLENCE AWARD, AND SEAL OF EXCELLENCE IN CONTINUED PARTNERSHIP AWARD

1. Nomination Form (**Annex "A"**) accompanied by a *curriculum vitae* of each nominee and other documents to prove that the candidate possesses the required qualifications. This Nomination Form must bear the original signatures of the members of the Nominating Committee of the APO/AIPO or the Board, as the case may be. To be included in such submission is 2 x 2 inch size photo of the nominee in business attire with white background (dpi 300 resolution) taken within six months prior to submission, as well as five (5) pictures showing actual practice of the profession in hard and soft copies.
2. Endorsement of nominees by way of any of the following: (1) APO/AIPO Resolution signed by the Board of Directors/Trustees and attested by the APO/AIPO President; (2) Secretary Certificate attested by the APO/AIPO President; or (3) Professional Regulatory Board (Board) Resolution, as the case may be;
3. Valid NBI clearance;
4. Ombudsman clearance of nominees working in the government. The said clearance must be issued within six (6) months prior to nomination;
5. Comparative Summary (**Annex "B"**) signed by the Nominating Committee of the APO/AIPO or the Board, as the case may be. The said document is only for purposes of eligibility screening and shall not be used for evaluation by the Committee;
6. Photocopy of the nominee's updated Professional Identification Card;
7. Proposed Citation (**Annex "C"**) with a maximum of 200 words prepared by the nominee;
8. Proof that a thorough search was conducted nationwide and that the three (3) nominees were subjected to a screening process. Proof may be in the form of printed announcements, web postings, publications or through official social media account/s of the nominating body; and
9. In the submission of hard copy of the Nomination Form and *curriculum vitae* (8.5 x 13-inch size), it shall not exceed twenty-five (25) pages which are ring-bound and color-coded according to cluster of professions, thus:
 - a) Health and Allied Professions – white
 - b) Business, Education and Social Professions – green
 - c) Engineering Professions – blue
 - d) Technology Professions – red

Section 7. Procedure for the Conferment of the OPYA. The procedure for the conferment of the OPYA is as follows:

1. The Secretariat of the Screening and Selection Committee (Secretariat) shall send to the Screening and Selection Committee (Committee) members, via electronic mail, at least two (2) days before the scheduled activity the soft copy of nominees' submitted documents, together with the created online rating sheet, i.e., "Documentary Evaluation Rating Sheet" and "Interview Rating Sheet".
2. The nominee's score comprises the following: (a) seventy percent (70%) for the criteria as based on the evaluation of the nominee's submitted documents (**Annex "D"**); and (b) thirty percent (30%) to be given during the conduct of panel interview to validate the information provided by the nominating body and to elicit further information about the achievements of the nominee (**Annex "E"**).
3. Prior to the interview proper, the Committee shall first individually evaluate the nominee's submitted documents and make ratings thereon to be reflected in the "Documentary Evaluation Rating Sheet".

RESOLUTION NO.1625

Series of 2023

**REVISED GUIDELINES ON THE CONFERMENT OF THE
OUTSTANDING PROFESSIONAL OF THE YEAR AWARD,
OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR AWARD,
NUBLA EXCELLENCE AWARD, AND SEAL OF EXCELLENCE IN CONTINUED PARTNERSHIP AWARD**

4. During the interview proper, the ratings to be individually given by the Committee shall be indicated in the "Interview Rating Sheet".
5. The nominees shall make themselves available for an interview via face-to-face or video conferencing on their scheduled interview. For this purpose, the nominating body shall make the necessary arrangements with their nominees and the Secretariat for the availability of the venue and video conferencing facility. No audio-visual presentation shall be made.
6. The Secretariat shall tally the ratings online to determine the highest ranked nominees qualified for the award. In case of a tie in the overall rating, the Committee members shall make a deliberation and agree on the ratings and rankings. This shall be done immediately after the panel interview.
7. The selected nominee shall be officially notified in writing. The awardee shall confirm his/her attendance to the PRC Awards ceremony. A Confirmation of Attendance to the PRC Awards shall be sent to each awardee and shall be returned within five (5) days from receipt. A copy of the Confirmation of Attendance is hereto attached as **Annex "F"**.

RULE IV

**QUALIFICATIONS, CRITERIA AND PROCEDURE FOR THE CONFERMENT OF THE
OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR AWARD**

Section 8. Qualifications for the Outstanding Accredited Professional Organization of the Year Award. The following shall be the qualifications of a professional organization as nominee for the Outstanding Accredited Professional Organization of the Year Award:

1. Must have valid Certificate of Accreditation; and
2. Must be classified according to the number of registered professionals, thus:
 - a) Category A – 100,000 and more
 - b) Category B – 10,000 to 99,999
 - c) Category C – 9,999 and less

Section 9. Criteria for the Award. The awardee shall be selected based on the following criteria:

ACTIVITY	RATING
1) Participation in collaborative programs/activities of the organization with the PRC and/or the Board, such as in the following: <ol style="list-style-type: none">a. Social Responsibility Program;b. Consultations for proposed Bills and Policies; andc. Crafting and implementation of the Competitiveness Roadmap	20%
2) Establishment of programs to advance the professional growth of its members. <ol style="list-style-type: none">a. Quality and relevance of CPD/CPSP programs administered and implemented for the maintenance of competence and career progression of members of organization.b. Regular and timely dissemination of news, researches, technological advances, national and international developments affecting the profession.	15%
3) Improvement of the community through the introduced projects and activities of the organization. <ol style="list-style-type: none">a. Implementation of community project with impact study.b. Ensuring sustainability of the community project on a long term basis.	30%

RESOLUTION NO. **1625**

Series of 2023

REVISED GUIDELINES ON THE CONFERMENT OF THE
OUTSTANDING PROFESSIONAL OF THE YEAR AWARD,
OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR AWARD,
NUBLA EXCELLENCE AWARD, AND SEAL OF EXCELLENCE IN CONTINUED PARTNERSHIP AWARD

4) Strategic and Financial Solvency a. Published written strategic plan and budget allocation for one (1) year with an accomplishment report for the previous year. b. Financial solvency i. ownership of national headquarter; ii. sponsorship of international conventions, conferences, workshops, symposia and other similar gatherings of professionals; and iii. sound financial status as shown in the current audited financial statement of the organization.	25%
5) Compliance with the regulatory requirements. a. Valid accreditation with PRC; b. Submission of annual reports (financial and operations) to PRC and the Securities and Exchange Commission (SEC); and c. In good standing with the Commission and the Board.	10%
TOTAL	100%

Section 10. Procedure for the Conferment of the Outstanding Accredited Professional Organization of the Year Award. The procedure for the conferment of the Outstanding Accredited Professional Organization of the Year Award is as follows:

1. The APO/AIPO shall submit the supporting documents for its bid based on the criteria enumerated above both in soft and hard copies (five (5) copies). The hard copy submissions shall be filed in a folder based on the assigned color and submit the same to the Secretariat of the Committee.
2. The color code for each cluster shall be as follows:
 - a. Health and Allied Professions – white
 - b. Business, Education and Social Professions – green
 - c. Engineering Professions – blue
 - d. Technology Professions – red
3. The documentary requirements shall be submitted within four (4) months prior to the Awards ceremony.
4. The Commission shall set the schedule for the presentation and interview of APO/AIPO before the Committee.
5. During the presentation, the APO/AIPO shall convey to the Committee a maximum of twenty (20) – minute audio visual presentation of its activities pursuant to the abovementioned criteria. The accomplishment period shall include activities conducted or performed within the one (1) year period immediately preceding the year of the conferment of the award.
6. Only one nominee from each category shall be awarded.

**RULE V
QUALIFICATIONS, CRITERIA AND PROCEDURE FOR THE
ERIC C. NUBLA EXCELLENCE OF THE YEAR AWARD**

Section 11. Qualifications for the Eric C. Nubla Excellence of the Year Award. This award is intended to accord distinct honor to a professional who excels not only in his/her profession but stands out among the top five (5) Outstanding Professionals based on the criteria set under Section 12 of this Rule.

Section 12. Criteria for the Award. The awardee shall be selected based on the following criteria:

RESOLUTION NO. ~~1625~~

Series of 2023

REVISED GUIDELINES ON THE CONFERMENT OF THE
OUTSTANDING PROFESSIONAL OF THE YEAR AWARD,
OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR AWARD,
NUBLA EXCELLENCE AWARD, AND SEAL OF EXCELLENCE IN CONTINUED PARTNERSHIP AWARD

ACTIVITY	RATING	
1. Sufficient demonstration of professional and academic accomplishment / attainment	a. Professional Accomplishment b. Academic Attainment	15% 15% 30%
2. Meaningful participation in professional activities through the professional organization	a. Leadership in a professional organization and/or in a professional activity b. Quality of accomplished projects	10% <u>10%</u> 20%
3. Significant contribution to the advancement of the profession, e.g., project/s, inventions, innovations that benefited the country, community and the people	a. Utilization of published researches, inventions or innovations b. Documentation of the positive impact to the profession c. Awards and recognitions	10% 10% <u>10%</u> 30%
4. Significant contribution to the community through own initiative which may or may not be related to the practice of profession.	a. Implementation of community project with impact study b. Ensuring sustainability of the community project on a long term basis.	10% <u>10%</u> 20%
	TOTAL	100%

Section 13. Procedure for the Conferment of the Eric C. Nubla Excellence of the Year Award. The procedure for the conferment of the Nubla Excellence of the Year Award is as follows:

1. The top five (5) outstanding professionals shall be informed by the Secretariat of the Committee in writing, copy of which furnished their nominating body (APO/AIPO or Board);
2. The Commission shall set the schedule for interview of the nominees before the Committee;
3. The top five (5) outstanding professionals shall undergo an interview; and
4. From among the top five outstanding professionals, the one who will garner the highest rating based on the abovementioned criteria shall be awarded the Eric C. Nubla Excellence of the Year Award.

**RULE VI
QUALIFICATIONS AND PROCEDURE FOR THE
SEAL OF EXCELLENCE IN CONTINUED PARTNERSHIP AWARD (SECPA)**

Section 14. Qualifications for the Seal of Excellence in Continued Partnership. The following shall be the qualifications of a professional organization as nominee for the Outstanding Accredited Professional Organization of the Year Award:

- 1) Must have valid Certificate of Accreditation; and
- 2) Must have been awarded as the Outstanding Professional Organization of the Year three (3) times for three (3) consecutive years or cumulatively within five (5) years.

The conferment of the Seal of Excellence in Continued Partnership Award will start on the year 2024.

RESOLUTION NO. 1625

Series of 2023

REVISED GUIDELINES ON THE CONFERMENT OF THE
OUTSTANDING PROFESSIONAL OF THE YEAR AWARD,
OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR AWARD,
NUBLA EXCELLENCE AWARD, AND SEAL OF EXCELLENCE IN CONTINUED PARTNERSHIP AWARD

**RULE VII
ANNOUNCEMENT OF AWARDEES AND FINAL PROVISIONS**

Section 17. Announcement of Awardees. The decision of the Committee is final and non-appealable. The Commission shall make an official announcement of the awardees through publication in print, broadcast media, PRC website and/or social media. For this purpose, the APO/AIPO and the Boards are prohibited from announcing the names of their respective awardees until the Commission shall have made the official announcement.

The Committee for the Outstanding Accredited Professional Organization of the Year Award, Nubla Excellence Award, and Seal of Excellence in Continued Partnership shall announce the result of their deliberations for the said awards during the PRC Awards ceremony.

Section 18. Separability Clause. If any provision or portion of these Guidelines is declared unconstitutional or invalid, it shall not affect, invalidate or impair any other part thereof.

Section 19. Repealing Clause. This supersedes Memorandum Circular No. 12 (s. 2017). All other issuances inconsistent herewith are hereby repealed and/or amended accordingly.

Section 20. Effectivity. This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation, copy furnished the U.P Law Center.

Done this 31st day of March, 2023 in Manila, Philippines.


CHARITO A. ZAMORA
Chairperson


JOSE Y. CUETO, JR.
Commissioner


ERWIN M. ENAD
Commissioner

**DATE OF PUBLICATION IN THE
BUSINESS MIRROR : April 14, 2023
EFFECTIVE DATE : April 30, 2023**



Professional Regulation Commission

**NOMINATION FORM
OUTSTANDING PROFESSIONAL OF THE YEAR AWARD**

(To be accomplished and signed by the Chairman and Members of the APO/AIPO/PRB Nominating Committee. Submit eight (8) copies. A copy of curriculum vitae of nominee shall be attached to this form. The prescribed format of the curriculum vitae is hereto attached.)

Name of PRB : _____

Name of APO / AIPO : _____

Address : _____

Contact Nos. : _____

Name of PRB Chairman : _____

Name of APO President : _____

ID PICTURE
(colored 2" x 2" with
white background
resolution dpi 300)

Name of Nominee : **LAST NAME** _____**FIRST NAME** _____**MIDDLE NAME** _____

Profession : _____

PRC Lic. No. : _____ Expiry Date _____

Residence Address : _____

Res. Tel. /Fax No. : _____

Present Position : _____

Name of Office : _____

Address : _____

Office Tel/ Fax No. : _____

Email Address : _____

- Pls. check appropriate box: Employed
 Private Government
 Independent Practice
 Retired

JUSTIFICATION FOR THE AWARD

1. SUFFICIENT DEMONSTRATION OF PROFESSIONAL AND ACADEMIC ACCOMPLISHMENT / ATTAINMENT: (30%)

	Percentage	Ratings Given
a. Professional Accomplishment / Attainment	15%	_____
b. Academic Attainment	15%	_____

Total	30%	

(Please use separate sheet for justification if necessary).

2. MEANINGFUL PARTICIPATION IN PROFESSIONAL ACTIVITIES THROUGH PROFESSIONAL ORGANIZATION: (20%)

	Percentage	Ratings Given
a. Leadership in a professional organization and/or in a professional activity	10%	_____
b. Quality of Projects / Accomplishments	10%	_____

Total	20%	

(Please use separate sheet for justification if necessary).

3. SIGNIFICANT CONTRIBUTION TO THE ADVANCEMENT OF THE PROFESSION (PROJECT/S, INVENTIONS, INNOVATIONS THAT BENEFITED THE COUNTRY, COMMUNITY AND THE PEOPLE): (30%)

	Percentage	Ratings Given
a. Utilization of results of published researches and inventions / innovations	10%	_____
b. Documentation of the positive impact to the Profession	10%	_____
c. Awards and Recognition	10%	_____

Total	30%	

(Please use separate sheet for justification if necessary).

4. SIGNIFICANT CONTRIBUTION TO THE COMMUNITY THROUGH OWN INITIATIVE WHICH MAY BE RELATED OR NOT RELATED TO THE PRACTICE OF PROFESSION: (20%)

	Percentage	Ratings Given
a) Implementation of community project with Impact study	10%	_____
b) Ensuring sustainability of the community Project on a long term basis	10%	_____

Total	20%	

(Please use separate sheet for justification if necessary).

GRAND TOTAL: 100%

WE, THE CHAIRMAN AND MEMBERS OF THE APO/AIPO/PRB NOMINATING COMMITTEE, ATTEST TO THE TRUTH/CORRECTNESS OF THE FOREGOING AND FURTHER ATTEST THAT THE ABOVE-NAMED NOMINEE POSSESS THE FOLLOWING QUALIFICATIONS:

1. A Filipino citizen;
2. With valid and current Professional Identification Card;
3. With good moral character and, if applicable, a member in good standing of the APO/AIPO;
4. Has not been found guilty in an administrative case by a final and executory decision rendered by a Professional Regulatory Board, the PRC or other tribunals, or courts of competent jurisdiction;
5. Has not been convicted by final judgment by a court of competent jurisdiction of any crime involving moral turpitude;
6. Not an officer or director of the national organization of APO/AIPO for at least one (1) year prior to the nomination for the awards;
7. Not an incumbent Professional Regulatory Board, CPD Council or CPSP-CATS Committee nor an official or employee of the Commission; and
8. Not a past awardee of the PRC except for another profession which he/she is also licensed and registered.

Done in the City of _____ this _____ day of _____, _____.

APO/AIPO/PRB NOMINATING COMMITTEE:

(Please sign above printed name)

Chairman

Member

Member

COMPREHENSIVE CURRICULUM VITAE

- I. PERSONAL INFORMATION
- II. EDUCATIONAL BACKGROUND
(Includes trainings and work experiences)
- III. PROFESSIONAL ACTIVITIES THROUGH PROFESSIONAL ORGANIZATIONS
- IV. CONTRIBUTIONS TO THE ADVANCEMENT TO THE PROFESSION
- V. PARTICIPATION IN SOCIO – RELATED ACTIVITIES



**COMPARATIVE SUMMARY OF NOMINEES
OUTSTANDING PROFESSIONAL OF THE YEAR**

NAME OF APO / AIPO / PRB:

PROFESSION:

NAME OF NOMINEES			NOMINEE 1		NOMINEE 2		NOMINEE 3	
	CRITERIA	General Rating	Qualifications	Rating	Qualifications	Rating	Qualifications	Rating
1.	Sufficient demonstration of professional and academic accomplishment / attainment (30%)							
	a. Professional Accomplishment / Attainment	15%						
	b. Academic Attainment	15%						
	Total	30%						
2.	Meaningful participation in professional activities through professional organization (20%)							
	a. Leadership in a professional organization and/or in a professional activity	10%						
	b. Quality of Projects / Accomplishments	10%						
	Total	20%						
3.	Significant contribution to the advancement of the profession (project/s, inventions, innovations that benefited the country, community and the people) (30%)							
	a. Utilization of results of published researches and inventions / innovations	10%						
	b. Documentation of the positive impact to the Profession	10%						
	c. Awards and Recognition	10%						
	Total	30%						

NAME OF APO / AIPO / PRB:

PROFESSION:

NAME OF NOMINEES		NOMINEE 1		NOMINEE 2		NOMINEE 3		
	CRITERIA	General Rating	Qualifications	Rating	Qualifications	Rating	Qualifications	Rating
4.	Significant contribution to the community through own initiative which may be related or not related to the practice of profession (20%)							
	a. Implementation of community project with impact study	10%						
	b. Ensuring sustainability of the community project on a long term basis	10%						
	Total	20%						
	GENERAL AVERAGE RATING	100%						

APO / AIPO / PRB NOMINATING COMMITTEE

Chairman

Member

Member

**OUTSTANDING PROFESSIONAL OF THE YEAR AWARD
PROPOSED CITATION FORM**

Name of Nominee : _____

Profession : _____

Fill-out the spaces with the following information:

- 1. Indicate Profession
- 2. Indicate Highlights of Experience and Practice
- 3. List of Awards and Recognition Received
- 4. Indicate the Association you are part of

(Maximum of 200 words)

Proposed Citation:

For his/her distinguished contribution in the field of (1) _____,
his/her exemplar service in his/her profession such as (2) _____

shows his/her commitment and professionalism in his/her field. His/her competence, excellence, and commendable track record have earned him/her various awards and recognition such as (3) _____

As a member of (4) _____

his/her relentless dedication to the organization/s is a testament of his/her outstanding career.



**Professional Regulation Commission
Manila**

Annex "D"

**DOCUMENTARY EVALUATION RATING SHEET (70%)
OUTSTANDING PROFESSIONAL OF THE YEAR**

PROFESSION:

NAME OF NOMINEES		NOMINEE 1	NOMINEE 2	NOMINEE 3	
	CRITERIA	General Rating	Rating	Rating	Rating
1.	Sufficient demonstration of professional and academic accomplishment / attainment (30%)				
	a. Professional Accomplishment / Attainment	15%			
	b. Academic Attainment	15%			
	Total	30%			
2.	Meaningful participation in professional activities through professional organization (20%)				
	a. Leadership in a professional organization and/or in a professional activity	10%			
	b. Quality of Projects / Accomplishments	10%			
	Total	20%			
3.	Significant contribution to the advancement of the profession (project/s, inventions, innovations that benefited the country, community and the people) (30%)				
	a. Utilization of results of published researches and inventions / innovations	10%			
	b. Documentation of the positive impact to the Profession	10%			
	c. Awards and Recognition	10%			
Total	30%				
4.	Significant contribution to the community through own initiative which may be related or not related to the practice of profession (20%)				
	a. Implementation of community project with impact study	10%			
	b. Ensuring sustainability of the community project on a long term basis	10%			
	Total	20%			
GENERAL AVERAGE RATING		100%			

EVALUATED BY:

Name of Screening and Selection Committee



Professional Regulation Commission
Manila

Annex "E"

INTERVIEW RATING SHEET (30%)
OUTSTANDING PROFESSIONAL OF THE YEAR

PROFESSION:

NAME OF NOMINEES			NOMINEE 1	NOMINEE 2	NOMINEE 3
	CRITERIA	Assigned Weight	Rating	Rating	Rating
1.	Communication Skills (Clarity of answers to clarificatory questions based on the submitted documents)	30%			
2.	Depth of Analysis of Problems in the Profession	30%			
3.	Concrete recommendations and intervention to solve identified problems	40%			
GENERAL AVERAGE RATING		100%			

INTERVIEWED BY:

Name of Screening and Selection Committee



Republic of the Philippines
Professional Regulation Commission
Manila

Annex "F"

CONFIRMATION OF ATTENDANCE TO THE PRC AWARDS CEREMONY

Dear _____,

Congratulations on being selected as an Outstanding Professional of the Year Awardee!

We are pleased to invite you to the PRC Awards Ceremony that will be held at _____ on the _____ of _____. It is indeed a privilege to have you with us at this special event.

The event will start at _____ followed by a gala dinner at _____. Required attire for the event is _____.

We hope that you honor us with your presence. Kindly confirm your attendance by checking the appropriate box in the space provided below.

Please return this letter within five (5) days from receipt. Should there be any changes in your attendance, kindly inform the PRC Awards Secretariat at least three (3) days before the date of the event.

We are looking forward to your confirmation. Thank you.

Sincerely,

AWARDEE'S CONFIRMATION:

I will attend the Awards ceremony and accept the award personally

I will not be able attend the Awards ceremony but I will accept the award by proxy.
My authorized representative is _____.

Name and Signature of Awardee

Date