



## **ANNEX 1. SUMMARY LIST OF REQUIREMENTS FOR THE 2024 PAFIOO NOMINATION**

### **INDIVIDUAL NOMINEE**

- 1. Nomination Form** – download from this link:  
<https://presidentialawards.cfo.gov.ph/index.php/forms-and-guide/>.
- 2. Photo** – formal close-up or portrait shot in high-resolution JPEG or PNG format and must not exceed 5 MB.
- 3. Introductory Video About the Nominee** - maximum of 3 minutes and must not exceed 500 MB.
- 4. Supporting Documents for Educational Attainment** – Examples: copies of postgraduate studies, diplomas, other certificates, etc.
- 5. Supporting Documents for Work/Professional History** – Example: copy of certificate of employment
- 6. Supporting Documents for Accomplishments and Contributions Made** – Examples: copies of certificates of recognition/commendation, letters of acknowledgment from the beneficiary, receipts, photos, videos, reports, news articles, etc.
- 7. Copy of Certificates and Awards Received** – Note: Do not send original copy.
- 8. Testimonials** – from at least three (3) competent persons or beneficiaries.
- 9. Additional Documentation** (if applicable)
- 10. Board Resolution** (if applicable) – specifically, for individual nominees who are members or officers of an organization certifying that accomplishments and contributions cited in the nomination were made through their individual capacity and not of the organization where they belong.
- 11. Endorsement Form** – to be accomplished only by the Embassy of the Philippines or Philippine Consulate General that has consular jurisdiction over the place of residence, work, or operations of the nominee.
- 12. Certificate of No Derogatory Records** – to be issued only by the Embassy of the Philippines or Philippine Consulate General.
- 13. USB Flash Drive** - to contain soft copies of the above requirements. Note: Email and cloud storage submissions will not be accepted.

**NOTE:** The Guidelines for the 2024 PAFIOO, Step-by-Step Guide for Completing the Nomination Form, Nomination Form, Endorsement Form, and samples of Certificate of No Derogatory Records and Board Resolution are available for download at <https://presidentialawards.cfo.gov.ph/index.php/forms-and-guide/>.



## **ANNEX 1. SUMMARY LIST OF REQUIREMENTS FOR THE 2024 PAFIOO NOMINATION**

### **ORGANIZATION NOMINEE**

- 1. Nomination Form** – download from this link:  
<https://presidentialawards.cfo.gov.ph/index.php/forms-and-guide/>.
- 2. Photos** – in high-resolution JPEG or PNG format and must not exceed 5 MB
  - a. Organization logo**
  - b. Group photo of officers and/or members**
- 3. Introductory Video About the Nominee** - maximum of 3 minutes and must not exceed 500 MB.
- 4. Constitution and By-laws of the Organization**
- 5. Supporting Documents for Accomplishments and Contributions Made** –  
Examples: copies of certificates of recognition/commendation, letters of acknowledgment from the beneficiary, receipts, photos, videos, reports, news articles, etc.
- 6. Copy of Certificates and Awards Received** – Note: Do not send original copy.
- 7. Testimonials** – from at least three (3) competent persons or beneficiaries.
- 8. Additional Documentation** (if applicable)
- 9. Board Resolution** – for organization nominees certifying that they are applying for the Awards.
  - 1. Endorsement Form** – to be accomplished only by the Embassy of the Philippines or Philippine Consulate General that has consular jurisdiction over the place of residence, work, or operations of the nominee.
  - 2. Certificate of No Derogatory Records** – to be issued only by the Philippine Embassy or Consulate General Embassy or Consulate General
  - 3. USB Flash Drive** - to contain soft copies of the above requirements. Note: Email and cloud storage submissions will not be accepted.

**NOTE:** The Guidelines for the 2024 PAFIOO, Step-by-Step Guide for Completing the Nomination Form, Nomination Form, Endorsement Form, and samples of Certificate of No Derogatory Records and Board Resolution are available for download at <https://presidentialawards.cfo.gov.ph/index.php/forms-and-guide/>.