



**ANNEX 2B. STEP-BY-STEP GUIDE FOR COMPLETING THE
PAFIOO NOMINATION FORM**
- FOR ORGANIZATION NOMINEE -

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NOTE: Accomplishing the Nomination Form would require preparation, time, attention to detail, and close coordination between the nominating party, nominee, and concerned Philippine Foreign Service Post. Kindly take all of these into consideration.

0. INTRODUCTION AND GENERAL GUIDELINES

0.1. This Annex 2B. Step-by-Step Guide for Completing the PAFIOO Nomination Form (For Organization Nominees) provides the detailed process and helpful tips on how to accomplish and package the Nomination Form and relevant supporting documents of an organization nominee for the PAFIOO accordingly.

0.2. For detailed information on the eligibility, qualifications, and nomination process, please refer to the **Guidelines for the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas**, available at: <https://presidentialawards.cfo.gov.ph/index.php/forms-and-guide/>.

0.3. Any individual, whether Filipino or foreigner, may submit nominations for the awards by mail/courier to the Embassy of the Philippines or Philippine Consulate General, which has consular jurisdiction over the place of residence, work, or operations of the nominee. Email submission of nomination is not allowed.

0.4. To nominate, only the prescribed PAFIOO Nomination Form (For Organization Nominee) may be used. The electronic copy of the said form is available and can be downloaded at: <https://presidentialawards.cfo.gov.ph/index.php/forms-and-guide/>.

FIGURE 1. NOMINATION FORM FOR ORGANIZATION

The figure displays three pages of the PAFIOO Nomination Form for Organization. The first page (Page 2 of 9) includes the title, instructions, nomination categories, and nominee information. The second page (Page 3 of 9) contains sections for accomplishments and contributions, testimonials, and other relevant information. The third page (Page 4 of 9) details the nominating party information, including name, address, and contact details, along with a declaration of interest.

ANNEX 2B. STEP-BY-STEP GUIDE FOR COMPLETING THE PAFIOO NOMINATION FORM - FOR ORGANIZATION NOMINEE -

- 0.5. Please pay particular attention to the instructions in the Nomination Form.
- 0.6. Accomplishing the Nomination Form would require preparation, time, attention to detail, and close coordination between the nominating party, nominee, and concerned Philippine Foreign Service Post. Kindly take all of these into consideration.
- 0.7. Entries in the form may be filled out by handwriting or through encoding. Entries should be in block capital format (Example: DELA CRUZ, JUAN).
- 0.8. 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.
- 0.9. Misrepresentation or falsification of information stated in the Nomination Form or any of the supporting documents will result in the **automatic and perpetual disqualification of the nominee.**
- 0.10. The Nomination Form for the organization nominee contains ten (10) sections:
 1. **Initial Nomination Category**
 2. **Final Nomination Category** (to be accomplished by the Awards Secretariat only)
 3. **Checklist of Required Attachments and 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 order to ease the review and evaluation of the nominations, referencing attachments and supporting documents must correspond to the section where they are introduced and must follow this format:

Examples:

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

| | |
|--|----------------|
| A. Conducted a 3-day medical mission and feeding program for the 200 children of the Municipality of Tayug, Pangasinan | See 6.A |
| B. Donated 20 computer desktops and 100 books to the students of San Jacinto National High School in Pangasinan | See 6.B |

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

| | |
|--|----------------|
| A. Testimonial Letter from Mr. Juan Dela Cruz - Adopt a Scholar Recipient from Bicol Regional Science High School | See 8.A |
| B. Letter of Appreciation from Chairman Juan Dela Cruz on the Conduct of Feeding Program for the 50 indigent families of Brgy. San Felipe, Naga City | See 8.B |

- 0.11. **Referring only to the attached supporting documents without filling out the entries in the Nomination Form will not be considered. The Awards Secretariat and Committees use the Nomination Form as the main reference in evaluating the nominee. Therefore, all essential information must be in the Nomination Form.**
- 0.12. The duly completed Nomination Form, additional sheets, and other supporting documents must be submitted first to the Embassy of the Philippines or Philippine Consulate General for review and endorsement. Unendorsed and incomplete nominations shall be disqualified.
- 0.13. The directory of the Philippine Foreign Service 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 **30 May 2024 (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.

FIGURE 2

| 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 overseas Filipino individuals or organizations for their significant contributions that have benefited and advanced the cause and interest of the Filipino diaspora/overseas Filipino community.

- 1.2.2. **Kaanib ng Bayan** – conferred on foreign individuals (natural-born) or organizations for their exceptional or significant contribution to Philippine development or a particular sector/community in the country or for advancing the cause and interest of the Filipino diaspora/overseas Filipino community.

- 1.2.3. **Lingkod sa Kapwa Pilipino** – conferred on overseas Filipino individuals or organizations for their significant contributions to development in the Philippines or a particular sector/community in the country.

- 1.3. An organization cannot be nominated in more than one category.

2. FINAL NOMINATION CATEGORY

- 2.1. This part of the Nomination Form is to be accomplished only by the Awards Secretariat. Kindly leave it blank.

FIGURE 3

| 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 | |

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

3. CHECKLIST OF REQUIRED ATTACHMENTS AND SUPPORTING DOCUMENTS

3.1. This section enumerates the required attachments and documents supporting the nomination. All applicable boxes must be marked, and their supporting documents must be attached to the nomination before submission.

FIGURE 4

| 3. CHECKLIST OF REQUIRED ATTACHMENTS AND SUPPORTING DOCUMENTS | |
|--|---|
| <input checked="" type="checkbox"/> Organization Logo | <input checked="" type="checkbox"/> Testimonials (at least 3) |
| <input checked="" type="checkbox"/> Group Photo of Officers/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 (to be accomplished by the Philippine Foreign Service Post) |
| <input checked="" type="checkbox"/> Supporting Documents for Accomplishments and Contributions | <input checked="" type="checkbox"/> Signed Certificate of No Derogatory Records |
| <input checked="" type="checkbox"/> Copy of Certificates and Awards Received | <input checked="" type="checkbox"/> USB Flash Drive |

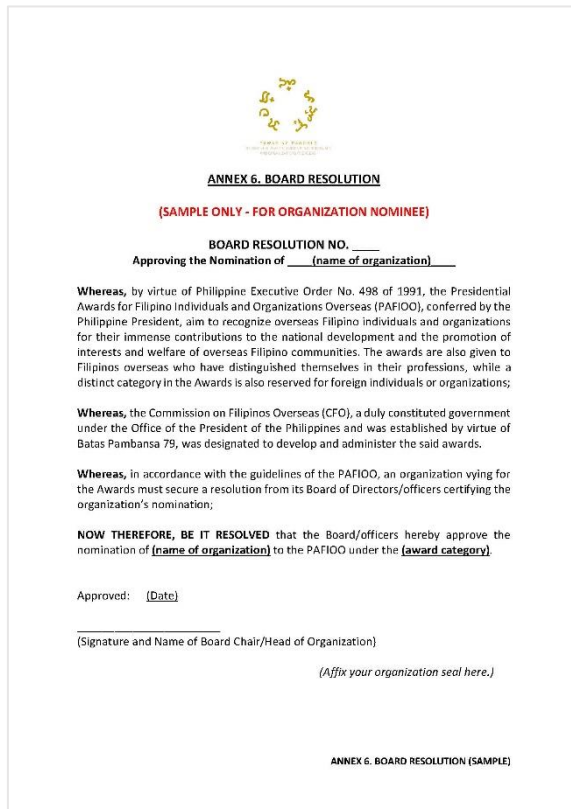
3.2. Attach a recent high-resolution organization logo and group photo of the organization being nominated in JPEG or PNG format. Preferably, photos must not exceed 5 MB.

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 nominee and why they deserve to be conferred with the PAFIOO. Preferably, the video must not exceed 500 MB.

3.4. An organization nominee must submit a Board Resolution certifying their application for the PAFIOO. A sample **Board Resolution** is

available and can be downloaded at:
<https://presidentialawards.cfo.gov.ph/index.php/forms-and-guide/>.


FIGURE 5. SAMPLE BOARD RESOLUTION



The image shows a sample board resolution form for the Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO). At the top center is the PAFIOO logo, which consists of a circular arrangement of golden figures holding hands, with the text 'PAFIOO' and 'PRESIDENTIAL AWARDS FOR FILIPINO INDIVIDUALS AND ORGANIZATIONS OVERSEAS' around it. Below the logo, the text reads: 'ANNEX 6. BOARD RESOLUTION' and '(SAMPLE ONLY - FOR ORGANIZATION NOMINEE)'. The form is titled 'BOARD RESOLUTION NO. _____' and 'Approving the Nomination of (name of organization) _____'. It contains three 'Whereas' clauses: the first explains the purpose of the PAFIOO awards; the second identifies the Commission on Filipinos Overseas (CFO) as the administering body; the third states that the organization vying for the award must secure a resolution from its Board of Directors/officers. The resolution concludes with 'NOW THEREFORE, BE IT RESOLVED that the Board/officers hereby approve the nomination of (name of organization) to the PAFIOO under the (award category)'. There is a line for 'Approved: (Date)' and a line for '(Signature and Name of Board Chair/Head of Organization)'. A note says '(Affix your organization seal here.)'. At the bottom, it says 'ANNEX 6. BOARD RESOLUTION (SAMPLE)'.

- 3.5. The **Endorsement Form** and **Certificate of No Derogatory Records** shall be completed by the Embassy of the Philippines or Philippine Consulate General, which has jurisdiction over the place of residence, work, or operation of the nominee. An electronic copy of the Endorsement Form and sample Certificate of No Derogatory Records are available and can be downloaded at:
<https://presidentialawards.cfo.gov.ph/index.php/forms-and-guide/>.

FIGURE 6. ENDORSEMENT FORM



This form shall be accomplished only by the Embassy of the Philippines or Philippine Consulate General, which has consular jurisdiction over the place of residence, work, or operation of the individual or organization nominee.

| ENDORSEMENT PHILIPPINE FOREIGN SERVICE POST | |
|--|----------------------------------|
| Embassy of the Philippines/ Philippine Consulate General | Name of Nominating Party |
| Name of Nominee | Initial Award Category Nominated |

ENDORSEMENT

The Awards Committee established in this Philippine Foreign Service Post hereby certifies that it has exercised due diligence in reviewing this nomination and states that (please check boxes):

- The Nomination Form has been duly completed, signed, and submitted on or before the announced deadline with supporting documentation.
- The nominee is a resident or registered/active organization in the country/state/territory under the jurisdiction of this Embassy/Consulate General.
- The Nomination Form is accompanied by documentary evidence or written testimonial in connection with the nominee's activities, accomplishments, and contributions within this jurisdiction or in other jurisdictions.

On the basis of the above, the Awards Committee hereby submits this endorsement to the Commission on Filipino Overseas (CFO) – PAFIO Secretariat for processing and further evaluation of this nomination.


| Awards Committee Chairperson | Signature |
|------------------------------|---------------------|
| | |
| Designation | Date of Endorsement |
| | |

IMPORTANT REMINDERS

The original hard copy of the endorsed PAFIO Nomination Form and relevant supporting documents must be submitted no later than **30 May 2024 (Philippine time)** to the:


PAFIO SECRETARIAT
 c/o: Policy, Planning, and Research Division
 Commission on Filipinos Overseas
 21st Floor - The Upper Class Tower, Quezon Avenue corner Solaire Reyes Street, D. Imao, Quezon City
 1108 Metro Manila, Philippines

For more information on the nomination process, visit www.afrci.dfa.gov.ph. For inquiries, contact the PAFIO Secretariat through email at pafoio@cfo.gov.ph. Follow the PAFIO Facebook page for the latest news and announcements.

 Office of the Director of the Philippines
COMMISSION ON FILIPINOS OVERSEAS

ANNEX 4. ENDORSEMENT FORM
 This Form can be downloaded from www.pafio.com.ph/afrci

FIGURE 7. SAMPLE OF CERTIFICATE OF NO DEROGATORY RECORDS



ANNEX 5. CERTIFICATE OF NO DEROGATORY RECORDS
 (To be issued by the Embassy of the Philippines or Philippine Consulate General, which has consular jurisdiction over the place of residence, work, or operation of the individual or organization nominee)

CERTIFICATE OF NO DEROGATORY RECORDS
(SAMPLE ONLY - FOR ORGANIZATION NOMINEE)

This is to certify that _____ (name of the organization nominee), operating in _____ (complete address of the organization), 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 Certificate is being issued in support of their nomination to the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIO).

It is understood that any misrepresentation as to the truth of the foregoing shall cause the disapproval of their application and perpetual disqualification from the PAFIO.

Done this ___ day of _____, 2024.

 (Signature over the Printed name of the Head of Post)

ANNEX 5. CERTIFICATE OF NO DEROGATORY RECORDS (SAMPLE)

- 3.6. Nomination Form, additional sheets, and other supporting documents should be submitted in both soft and hard formats. Soft copies of documents and other relevant media formats, such as videos and photos submitted, must be contained only in a USB flash drive. Google Drive or any similar cloud storage will not be accepted.
- 3.7. Further guidelines concerning the other attachments/supporting documents mentioned in the checklist are included in its relevant section.

4. INFORMATION ABOUT THE NOMINEE

FIGURE 8

| 4. INFORMATION ABOUT THE NOMINEE | | | | |
|--|----------------|---|--------------------------------------|-----------|
| <i>Please attach the organization logo and group photo.</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 | |
| Current Address of the Organization | | | | |
| Bldg. Number | Street/Village | City/Town | Province/State | Country |
| 71 | WEST ROAD | SINGAPORE | CENTRAL REGION | SINGAPORE |
| Contact Information of the Organization | | | | |
| Telephone No. | | Mobile No. (include country and area codes) | | |
| +65-653-876-5432 | | +65-8-012-3456 | | |
| Email Address | | Link to Website and/or Social Media Accounts (e.g., Facebook, etc.) | | |
| filipinoentrep_sg@gmail.com | | https://www.facebook.com/associationoffilipinoentrepneurssg | | |
| Contact Person (if different from above) | | Email Address | | |
| JOSELITO S. PABLO | | josepablo@gmail.com | | |

- 4.1. Indicate the complete name and official acronym of the nominated organization.
- 4.2. Contact numbers should include country and area codes.
- 4.3. Indicate the full name of the Head of the Organization and Contact Person from the Organization (if different) following this format: Title, Given Name, Middle Initial, and Family Name.
- 4.4. It is crucial to indicate an **active** email address as formal communications relevant to the PAFIOO, such as advisories,

acknowledgments, and inquiries regarding the nomination, will be sent primarily through email.

- 4.5. If applicable, indicate the link to the organization’s website and social media account, such as Facebook, etc.

The **PAFIOO** has a Facebook page: <https://www.facebook.com/gawadpangulo>, where information about the Awards, additional tips and reminders in packaging nominations, and other important advisories are regularly posted. We highly encourage you to Like and Follow the PAFIOO FB page to receive timely information.

5. PROFILE OF THE ORGANIZATION

FIGURE 9

| 5. PROFILE OF ORGANIZATION | | |
|---|---|------------------------|
| <i>Please attach a copy of the 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 |
| 8/11/2015 | <input checked="" type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Federation | 75 |
| 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 (Names and Designation) | | |
| 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 the numeric format: mm/dd/yyyy (Example: 8/11/1996). The organization to be nominated must be operating for at least five (5) years.
- 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

FIGURE 9

| |
|---|
| <p>6. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS <i>Please arrange chronologically (starting with the latest) and provide copies of certifications, photos, reports, and other supporting documents. Use additional sheets as necessary.</i></p> <p>A. ASSISTED (X) NO. OF OVERSEAS FILIPINOS WHO WERE VICTIMS OF HUMAN TRAFFICKING AND ILLEGAL RECRUITMENT (see 6.A.)</p> <p>B. CONDUCTED (X) NO. OF MEDICAL MISSIONS IN THE PROVINCE OF LEYTE BENEFITING (X) NO. OF FILIPINOS/FAMILIES (see 6.B.)</p> <p>C. DONATED (PHP XXX) AND CONDUCTED RELIEF OPERATIONS TO TACLOBAN CITY BENEFITING (X) NO OF FILIPINOS/FAMILIES (see 6.C.)</p> |
|---|

- 6.1. The contributions of the nominee must be specifically described, whether material, financial contribution, technology, skill, or know-how that has proven to be recognized or beneficial. Indicate estimated but conservative value in Philippine Peso (PHP) if the contribution is monetary or material.
- 6.2. Include qualitative and 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 cited in the Nomination Form.

- 6.4. Supporting documents may include, but are not limited to, letters of acknowledgment from the beneficiary, news articles, photos, reports, receipts, certificates of appreciation or commendation, etc.

7. AWARDS/CITATIONS/HONORS

FIGURE 10

| 7. AWARDS/CITATIONS/HONORS | | |
|--|---------------------------------------|-------------|
| <i>Please arrange chronologically (starting with the latest) and provide copies of certifications, photos, and other supporting documents. Use additional sheets as necessary.</i> | | |
| Awards/Honors/Citations | Conferred by | When |
| PUBLIC SECTOR EXCELLENCE AWARD (see 7.A.) | SOCIAL MOVEMENT ASIA | 2023 |
| PLAQUE OF RECOGNITION (see 7.B.) | GLOBAL ENTREPRENEURS CLUB | 2021 |
| COMMUNITY SERVICE AWARD (see 7.C.) | PROVINCIAL GOVERNMENT OF LEYTE | 2020 |
| CERTIFICATE OF APPRECIATE (see 7.D.) | MUNICIPALITY OF TACLOBAN | 2018 |

- 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. Do not send original copies.
- 7.3. Supporting documents may include, but are not limited to, copies of the certificates/awards received, letters of commendation, photos, videos, feature/news articles, publications, etc.

8. TESTIMONIALS

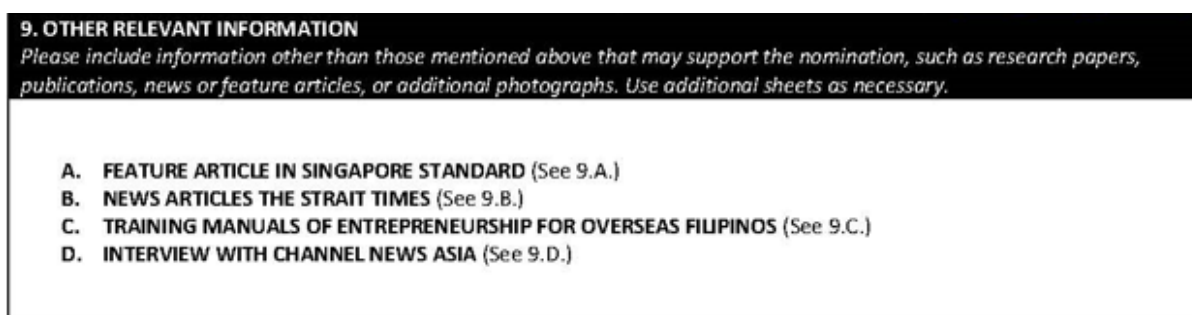
FIGURE 11

| 8. TESTIMONIALS | | | |
|--|-------------------------------------|-----------------------------|--|
| <i>Please list and submit written and/or video testimonials from at least three (3) persons or beneficiaries. Additional references may be included. Use additional sheets as necessary.</i> | | | |
| Reference/Beneficiary | Profession/Designation | Address | Tel./Mobile No./E-mail |
| 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 |
| GLENDA R. 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 following this format: Given Name, Middle Initial, Family Name), profession/designation, addresses, and contact information.
- 8.3. There is no prescribed format for testimonials.
- 8.4. There is no statute of limitations regarding the date when the testimonial was acquired. Exemplary commendations earned a decade or so may be included.
- 8.5. Additional testimonials and references may be included.

9. OTHER RELEVANT INFORMATION

FIGURE 12



- 9.1. Include information other than those previously mentioned that may support the nomination, such as research papers, publications, feature/news articles, professional/personal affiliations, photos, videos, etc. Use additional sheets as necessary.
- 9.2. Each additional information must have supporting documents attached to the nomination.

10. NOMINATING PARTY

FIGURE 13

| 10. NOMINATING PARTY | | | | |
|--|----------------|---|----------------|-----------|
| Title | Given Name | Middle Name | Family Name | Suffix |
| MS. | ANNA | CLARO | FLORES | N/A |
| Current Address | | | | |
| House/Bldg. Number | Street/Village | City/Town | Province/State | Country |
| 53-B | CRESCENT HILL | SINGAPORE | CENTRAL REGION | SINGAPORE |
| Telephone No. | | Mobile No. | | |
| +65-653-312-7564 | | +65-8-012-3456 | | |
| Email 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, Given Name, Middle Name, Family Name, and Name Extension/Suffix (if applicable).
- 10.2. Indicate the complete current address of the nominating party.
- 10.3. Contact numbers should include country and area codes.
- 10.4. Important advisories, acknowledgments, and inquiries regarding the nomination will be sent primarily through email. Thus, it is important to indicate an **active** email address.
- 10.5. Indicate a link to the nominating party’s social media account, such as Facebook, etc.
- 10.6. The Nomination Form must bear the signature of the nominating party.

CONTACT INFORMATION OF THE AWARDS SECRETARIAT

For further information and questions, you may contact the:

PAFIOO SECRETARIAT

c/o: Policy, Planning, and Research Division

Commission on Filipinos Overseas

21st Floor The Upper Class Tower, Quezon Avenue corner Scout Reyes Street, Diliman Quezon City, 1103 Metro Manila, Philippines

Email: pafioo@cfo.gov.ph (**preferred means of communication**)


Tel. Nos.: 8552-4760 to 768

Website: www.presidentialawards.cfo.gov.ph

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

SAMPLE OF ACCOMPLISHED NOMINATION FORM


FIGURE 14



2024 Presidential Awards for Filipino Individuals and Organizations Overseas
NOMINATION FORM FOR ORGANIZATION

Instructions. Please type or write the required information. Use additional sheets as necessary. Do not leave any entries blank (indicate 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 checked="" type="checkbox"/> Lingkod sa Kapwa Pilipino | | <input type="checkbox"/> Banaag <input type="checkbox"/> Kaanib ng Bayan <input type="checkbox"/> Lingkod sa Kapwa Pilipino | |
| 3. CHECKLIST OF REQUIRED ATTACHMENTS AND SUPPORTING DOCUMENTS | | | |
| <input checked="" type="checkbox"/> Organization Logo <input checked="" type="checkbox"/> Group Photo of Officers/Members <input checked="" type="checkbox"/> Introductory Video (maximum of 3 minutes) <input checked="" type="checkbox"/> Constitution and By-Laws <input checked="" type="checkbox"/> Supporting Documents for Accomplishments and Contributions <input checked="" type="checkbox"/> Copy of Certificates and Awards Received | | <input checked="" type="checkbox"/> Testimonials (at least 3) <input checked="" type="checkbox"/> Additional Documentation (if applicable) <input checked="" type="checkbox"/> Board Resolution <input checked="" type="checkbox"/> Signed Endorsement Form (to be accomplished by the Philippine Foreign Service Post) <input checked="" type="checkbox"/> Signed Certificate of No Derogatory Records <input checked="" type="checkbox"/> USB Flash Drive | |
| 4. INFORMATION ABOUT THE NOMINEE | | | |
| <i>Please attach the organization logo and group photo.</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 | |
| Current Address of the Organization | | | |
| Bldg. Number | Street/Village | City/Town | Province/State |
| 71 | WEST ROAD | SINGAPORE | CENTRAL REGION |
| Country | | | |
| SINGAPORE | | | |
| Contact Information of the Organization | | | |
| Telephone No. | | Mobile No. (include country and area codes) | |
| +65-653-876-5432 | | +65-8-012-3456 | |
| Email Address | | Link to Website and/or Social Media Accounts (e.g., Facebook, etc.) | |
| filipinoentrep_sg@gmail.com | | https://www.facebook.com/associationoffilipinoentrepneurssg | |
| Contact Person (if different from above) | | Email Address | |
| JOSELITO S. PABLO | | josepablo@gmail.com | |
| 5. PROFILE OF ORGANIZATION | | | |
| <i>Please attach a copy of the 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 |
| 8/11/2015 | <input checked="" type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Federation | | 75 |
| Mission/Objectives of the Organization | | | |
| PROVISION OF BUSINESS/ENTREPRENEURIAL ADVICE AND FINANCIAL EDUCATION TO OVERSEAS FILIPINOS IN SINGAPORE AND THEIR FAMILIES IN THE PHILIPPINES | | | |

 Office of the President of the Philippines
COMMISSION ON FILIPINOS OVERSEAS

ANNEX 3B. NOMINATION FORM – FOR ORGANIZATION NOMINEE
 This form can be downloaded from www.presidentalawards.cfo.gov.ph

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| Officers of the Organization (Names and Designation) | | | |
|--|--------------------------------|----------------------|---|
| 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 | | | |
| 6. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS | | | |
| <i>Please arrange chronologically (starting with the latest) and provide copies of certifications, photos, reports, and other supporting documents. Use additional sheets as necessary.</i> | | | |
| <p>A. ASSISTED (X) NO. OF OVERSEAS FILIPINOS WHO WERE VICTIMS OF HUMAN TRAFFICKING AND ILLEGAL RECRUITMENT (see 6.A.)</p> <p>B. CONDUCTED (X) NO. OF MEDICAL MISSIONS IN THE PROVINCE OF LEYTE BENEFITING (X) NO. OF FILIPINOS/FAMILIES (see 6.B.)</p> <p>C. DONATED (PHP XXX) AND CONDUCTED RELIEF OPERATIONS TO TACLOBAN CITY BENEFITING (X) NO OF FILIPINOS/FAMILIES (see 6.C.)</p> | | | |
| 7. AWARDS/CITATIONS/HONORS | | | |
| <i>Please arrange chronologically (starting with the latest) and provide copies of certifications, photos, and other supporting documents. Use additional sheets as necessary.</i> | | | |
| Awards/Honors/Citations | Conferred by | When | |
| PUBLIC SECTOR EXCELLENCE AWARD (see 7.A.) | SOCIAL MOVEMENT ASIA | 2023 | |
| PLAQUE OF RECOGNITION (see 7.B.) | GLOBAL ENTREPRENEURS CLUB | 2021 | |
| COMMUNITY SERVICE AWARD (see 7.C.) | PROVINCIAL GOVERNMENT OF LEYTE | 2020 | |
| CERTIFICATE OF APPRECIATE (see 7.D.) | MUNICIPALITY OF TACLOBAN | 2018 | |
| 8. TESTIMONIALS | | | |
| <i>Please list and submit written and/or video testimonials from at least three (3) persons or beneficiaries. Additional references may be included. Use additional sheets as necessary.</i> | | | |
| Reference/Beneficiary | Profession/Designation | Address | Tel./Mobile No./E-mail |
| 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 |
| GLENDA R. TOMAS (see 8.C.) | HOUSEWIFE | TACLOBAN CITY, LEYTE | +63-53-123-4567 Tomas_glenda@gmail.com |
| 9. OTHER RELEVANT INFORMATION | | | |
| <i>Please include information other than those mentioned above that may support the nomination, such as research papers, publications, news or feature articles, or additional photographs. Use additional sheets as necessary.</i> | | | |
| <p>A. FEATURE ARTICLE IN SINGAPORE STANDARD (See 9.A.)</p> <p>B. NEWS ARTICLES THE STRAIT TIMES (See 9.B.)</p> <p>C. TRAINING MANUALS OF ENTREPRENEURSHIP FOR OVERSEAS FILIPINOS (See 9.C.)</p> <p>D. INTERVIEW WITH CHANNEL NEWS ASIA (See 9.D.)</p> | | | |

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

IMPORTANT REMINDERS

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 Philippine Data Privacy Act of 2012, its implementing rules and regulations, and the [CFO Data Privacy Policy](#).

All documents attached to this form must be written in or translated into English or Filipino. All documents shall be treated with the utmost confidentiality and shall become the property of the Commission on Filipinos Overseas (CFO) and will not be returned. Please do not submit original documents that are of value, whether commercial or personal.

Failure to submit the required documents may be a cause for disqualification from the awards. The hard copy of the **endorsed** nomination and relevant supporting documents must be submitted no later than **30 May 2024 (Philippine time)** to the:

PAFIO SECRETARIAT
c/o: Policy, Planning, and Research Division
Commission on Filipinos Overseas
 21st Floor The Upper Class Tower, Quezon Avenue corner Scout Reyes Street, Diliman, Quezon City
 1103 Metro Manila, Philippines

For more information on the nomination process, visit www.presidentalawards.cfo.gov.ph. For inquiries, contact the PAFIO Secretariat through email at pafio@cfo.gov.ph. Follow the PAFIO Facebook page for the latest news and announcements.