



**ANNEX 2A. STEP-BY-STEP GUIDE FOR COMPLETING THE
PAFIOO NOMINATION FORM**
- FOR INDIVIDUAL NOMINEE -

TABLE OF CONTENTS	PAGE
0. Introduction and General Guidelines	2
1. Initial Nomination Category	5
2. Final Nomination Category	6
3. Checklist of Required Attachments and Supporting Documents	6
4. Information About the Nominee	10
5. Educational Background	11
6. Summary of Professional/Work History	12
7. Summary of Accomplishments and Contributions	13
8. Awards/Citations/Honors	14
9. Testimonials	15
10. Other Relevant Information	15
11. Nominating Party	16
Contact Information of the Awards Secretariat	17
Sample of Accomplished Nomination Form	18

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 2A. Step-by-Step Guide for Completing the PAFIOO Nomination Form (For Individual Nominee) provides the detailed process and helpful tips on how to accomplish and package accordingly the Nomination Form and relevant supporting documents of an individual nominee for the PAFIOO.
- 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 Individual 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 INDIVIDUAL

The figure displays three panels of the '2024 Presidential Awards for Filipino Individuals and Organizations Overseas NOMINATION FORM FOR INDIVIDUAL'.
Panel 1 (Front Cover): Features the PAFIOO logo and title. It includes 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.'
Panel 2 (Form Sections 1-4):
 - **1. INITIAL NOMINATION CATEGORY:** Includes checkboxes for 'Filipino' and 'Foreigner' with sub-options for 'Overseas Filipino' and 'Overseas Foreigner'.
 - **2. FINAL NOMINATION CATEGORY (For the Awards Selection only):** Includes checkboxes for 'Filipino' and 'Foreigner' with sub-options for 'Overseas Filipino' and 'Overseas Foreigner'.
 - **3. SUMMARY OF PROFESSIONAL/WORK HISTORY:** A table with columns: Designation/Position, Office/Company/Organization, Brief Description of Functions and Responsibilities, Years of Service.
 - **4. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS:** A text area for describing achievements.
Panel 3 (Form Sections 5-6):
 - **5. OTHER RELEVANT INFORMATION:** A text area for additional supporting documents.
 - **6. NOMINATING PARTY:** A table with columns: Title, Given Name, Middle Name, Family Name, Suffix, Home/Zip, Number, Street/Village, City/Town, Province/State, Country, Telephone No., Mobile No. (include country and area codes), and Email Address.
Panel 4 (Form Sections 7-8):
 - **7. INFORMATION ABOUT THE NOMINEE:** A table with columns: Title, Given Name, Middle Name, Family Name, Suffix, Home/Zip, Number, Street/Village, City/Town, Province/State, Country, Contact Information (Home/Work/Mobile No., Email Address), Date of Birth (mm-dd-yyyy), Place of Birth, Nationality in the Philippines (if former citizen), Citizenship (Please indicate # if dual), and Sex.
 - **8. EDUCATIONAL BACKGROUND:** A table with columns: Name/College/University, Year, Academic Achievements.

- 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 supporting documents will result in the **automatic and perpetual disqualification of the nominee.**
- 0.10. The Nomination Form for individual nominee is composed of the following eleven (11) 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. 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 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 5. Educational Background – it should be 5.A, 5.B, 5.C, and so on and so forth; and

A. Master of Science in Management Engineering – University of the Philippines Diliman	See 5.A
B. Bachelor of Science in Civil Engineering – Bicol University	See 5.B

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

A. Conducted a 3-day medical mission and feeding program for the 200 children of the Municipality of Tayug, Pangasinan	See 7.A
B. Donated 20 computer desktops and 100 books to the students of San Jacinto National High School in Pangasinan	See 7.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 individual you are nominating.

FIGURE 2

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 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. Former Filipinos and Filipinos with dual citizenship are not eligible under this category.

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.

1.2.4. **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.

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
<input type="checkbox"/>	Pamana ng Pilipino

2.2. The Awards Secretariat and the Committees reserve the right to change, as appropriate, the category in which the individual 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"/> Photo (formal close-up or portrait shot)	<input checked="" type="checkbox"/> Testimonials (at least 3)
<input checked="" type="checkbox"/> Introductory Video (max. of 3 minutes)	<input checked="" type="checkbox"/> Additional Documentation (if applicable)
<input checked="" type="checkbox"/> Supporting Documents for Educational Achievements	<input checked="" type="checkbox"/> Board Resolution (if applicable)
<input checked="" type="checkbox"/> Supporting Documents for Work/Professional History	<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 formal close-up or portrait photo of the nominee in JPEG or PNG format. The photo 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 nominee and why they deserve to be conferred with the PAFIOO. The video must not exceed 500 MB.

- 3.4. As may be applicable, an individual nominee who is an officer or a member of an organization must first secure a **Board Resolution** from the organization where they belong to certify that relevant accomplishments/contributions cited in the Nomination Form were made through their individual capacity and not of the organization. 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



ANNEX 6. BOARD RESOLUTION

(SAMPLE ONLY - FOR INDIVIDUAL NOMINEE
who is an officer or a member of an organization)

BOARD RESOLUTION NO. _____
Approving the Nomination of _____ (name of individual nominee)

Whereas, by virtue of Philippine Executive Order No. 498 of 1991, the Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO), conferred by the Philippine President, aim to recognize overseas Filipino individuals and organizations for their immense contributions to the national development and the promotion of interests and welfare of overseas Filipino communities. The awards are also given to Filipinos overseas who have distinguished themselves in their professions, while a distinct category in the Awards is also reserved for foreign individuals or organizations;

Whereas, the Commission on Filipinos Overseas (CFO), a duly constituted government under the Office of the President of the Philippines and was established by virtue of Batas Pambansa 79, was designated to develop and administer the said awards;

Whereas, in accordance with the guidelines of the PAFIOO, an individual who is an officer or member of an organization must secure a resolution from its Board of Directors/officers attesting to the nominee's application;

NOW THEREFORE, BE IT RESOLVED that the Board/Officers of **(organization name)** hereby approves the application of **(name of individual nominee and designation within the organization, if applicable)** as an individual nominee to the PAFIOO under the **(award category)**.

Approved: (Date)


 (Signature and Name of Board Chair/Head of Organization)

(Affix your organization seal here.)

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 the Philippine Consulate General, which has consular 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	
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 Filipinos 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 Scout Reyes Street, Brgy. Paligsahan, Diliman, Quezon City
1103 Metro Manila, Philippines


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



Office of the Director of the Diligence
COMMISSION ON FILIPINOS OVERSEAS

ANNEX 4. ENDORSEMENT FORM
This form can be downloaded from www.presidentialawards.cfo.gov.ph

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 INDIVIDUAL NOMINEE)

This is to certify that _____ **(name of the individual 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 Certificate is being issued in support of his/her 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 his/her/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 soft and hard formats. Soft copies of documents and other relevant media formats, such as videos and photos submitted, must be contained in a USB flash drive only. 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. For example, guidelines on the Certified Copies of Educational Achievements can be found in Section 5. Educational Background.

4. INFORMATION ABOUT THE NOMINEE

FIGURE 8

4. INFORMATION ABOUT THE NOMINEE				
<i>Please attach a formal close-up or portrait photo.</i>				
Title	Given Name	Middle Name	Family Name	Suffix
MR.	JUAN	SANTOS	DELA CRUZ	JR.
Current Address				
House/Bldg. Number	Street/Village	City/Town	Province/State	Country
NO. 59	EAST COAST CRESCENT	BRISBANE	QUEENSLAND	AUSTRALIA
Contact Information				
Telephone No.		Mobile No. (include country and area codes)		
+61-7-1234-5678		+61-4-7654-3210		
Email Address		Link to Social Media Accounts (e.g., Facebook, etc.)		
jsdelacruz67@gmail.com		https://www.facebook.com/juan.delacruz.67		
Date of Birth (mm-dd-yyyy)	Place of Birth		Hometown in the Philippines (if different from Place of Birth)	
12/19/1967	LEGAZPI CITY, ALBAY, PHILIPPINES		GUINOBATAN, ALBAY	
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: Title, Given Name, Middle Name, Family Name, and Name Extension/Suffix (if applicable). Use of aliases must be accompanied by a legal document/certification attesting to its use.
- 4.2. Indicate the complete current address of the nominee.
- 4.3. Contact numbers should include country and area codes.
- 4.4. It is crucial to indicate an **active** email address as formal communications relevant to the PAFIOO, such as advisories, acknowledgment and inquiries regarding the nomination, will be sent primarily through email.
- 4.5. If applicable, indicate a link to the nominee’s 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.

- 4.6. The date of birth should be in the numeric format: mm/dd/yyyy (Example: 12/22/1967).
- 4.7. Indicate the nominee’s place of birth, such as the town/city and province/state where the nominee was born in the Philippines. If the nominee is born overseas, state “Foreign Born” and indicate the city, province, and country of birth.
- 4.8. If different from place of birth, please indicate the nominee’s hometown in the Philippines.
- 4.9. Indicate the current citizenship of the nominee. For dual citizens, indicate both citizenships.
- 4.10. Indicate the civil status and sex of the individual nominee.

5. EDUCATIONAL BACKGROUND

FIGURE 9

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 (Example: post-graduate, undergraduate, vocational, or secondary, etc.). Do not include primary education.
- 5.2. Technical/vocational diploma or certificate courses may also be included.
- 5.3. Each educational/vocational attainment must have a supporting document, such as a diploma, certificate, etc.

6. SUMMARY OF PROFESSIONAL/WORK HISTORY

FIGURE 10

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	2018 - 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	2011 - 2018
PROJECT ENGINEER (see 6.C.)	SYDNEY MINE DESIGN AND DEVELOPMENT	PREPARES, SCHEDULES, COORDINATES, AND MONITORS ASSIGNED ENGINEERING PROJECTS	1999 - 2011
SENIOR CIVIL ENGINEER (see 6.D.)	GLOBAL MINING SERVICES	INVOLVED IN THE PLANNING PROCESS OF PROJECTS	1995 - 1999

- 6.1. Starting from the most 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 concerning the position held/work experience cited in the Nomination Form.
- 6.3. Indicate the years of service for each position held/work experience.
- 6.4. Attach supporting documents. Use additional sheets as necessary.

7. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS

FIGURE 11

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

- 7.1. The contributions 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 the exact or estimated value in Philippine Peso (PHP) if the contribution is monetary or material.
- 7.2. Include qualitative and quantitative information to highlight the outcome or impact of the nominee's contribution to the beneficiaries, community, country, or the nominee's profession.
- 7.3. Arrange chronologically (starting with the latest) and attach supporting documents for each accomplishment and contribution cited in the Nomination Form.

Supporting documents may include, but are not limited to, a letter of acknowledgement from the beneficiary, news articles, photos, reports, receipts, certificates of appreciation or commendation, etc.

8. AWARDS/CITATIONS/HONORS

FIGURE 12

8. AWARDS/CITATIONS/HONORS		
<i>Please arrange chronologically and enclose copies of citations, certifications, and other supporting documents. Use additional sheets as necessary.</i>		
Awards/Honors/Citations	Conferred by	When
AUSTRALIAN ENGINEERING EXCELLENCE AWARDS (see 8.A.)	ENGINEERS AUSTRALIA	2023
PUBLIC SERVICE MEDAL (see 8.B.)	BRISBANE CITY COUNCIL	2022
GLOBAL PROJECT INNOVATION AWARDS (see 8.C.)	ENGINEERS AUSTRALIA	2018
OUTSTANDING ALUMNA IN THE FIELD OF ENGINEERING (see 8.D.)	BICOL UNIVERSITY	2010

- 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, and 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. Do not send original copies.
- 8.3. 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.

9. TESTIMONIALS

FIGURE 13

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

10. OTHER RELEVANT INFORMATION

FIGURE 14

10. OTHER RELEVANT INFORMATION


Please include information other than those mentioned above that may support the nomination, such as research papers, publications, news or feature 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.)
- D. FEATURED STORY IN BRISBANE TIMES (see 10.D.)
- E. SPECIAL EPISODE IN 9NEWS AUSTRALIA LIFESTYLE CHANNEL (see 10.E.)

- 10.1. Include information other than 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.
- 10.2. Each additional information must have supporting documents attached to the nomination.

11. NOMINATING PARTY

FIGURE 15

11. NOMINATING PARTY				
Title	Given Name	Middle Name	Family Name	Suffix
MS.	MARIAN	DELA CRUZ	RAMOS	N/A
Current Address				
House/Bldg. Number	Street/Village	City/Town	Province/State	Country
651	QUEEN STREET	BRISBANE	QUEENSLAND	AUSTRALIA
Telephone No.		Mobile No. (include country and area code)		
+61-7-1234-5678		+61-7-8765-4321		
Email 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, Given Name, Middle Name, Family Name, and Name Extension/Suffix (if applicable).
- 11.2. Indicate the complete current address of the nominating party.
- 11.3. Contact numbers should include country and area codes.
- 11.4. Information such as advisories, acknowledgment, and inquiries regarding the nomination will be sent primarily through email. Thus, it is important to indicate an **active** email address.
- 11.5. Indicate a link to the nominating party’s social media account, such as Facebook, etc.
- 11.6. 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, Brgy. Paligsahan, Diliman Quezon City

1103 Metro Manila, Philippines

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

Tel. Nos.: (+632) 8552-4760 to 768

Website: www.presidentialawards.cfo.gov.ph

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

SAMPLE OF ACCOMPLISHED NOMINATION FORM

FIGURE 16



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 type="checkbox"/> Lingkod sa Kapwa Pilipino <input checked="" 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. CHECKLIST OF REQUIRED ATTACHMENTS AND SUPPORTING DOCUMENTS				
<input checked="" type="checkbox"/> Photo (formal close-up or portrait shot) <input checked="" type="checkbox"/> Introductory Video (max. of 3 minutes) <input checked="" type="checkbox"/> Supporting Documents for Educational Achievements <input checked="" type="checkbox"/> Supporting Documents for Work/Professional History <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 (if applicable) <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 a formal close-up or portrait photo.</i>				
Title	Given Name	Middle Name	Family Name	Suffix
MR.	JUAN	SANTOS	DELA CRUZ	JR.
Current Address				
House/Bldg. Number	Street/Village	City/Town	Province/State	Country
NO. 59	EAST COAST CRESCENT	BRISBANE	QUEENSLAND	AUSTRALIA
Contact Information				
Telephone No.		Mobile No. (include country and area codes)		
+61-7-1234-5678		+61-4-7654-3210		
Email Address		Link to Social Media Accounts (e.g., Facebook, etc.)		
jsdelacruz67@gmail.com		https://www.facebook.com/juan.delacruz.67		
Date of Birth (mm-dd-yyyy)	Place of Birth		Hometown in the Philippines (if different from Place of Birth)	
12/19/1967	LEGAZPI CITY, ALBAY, PHILIPPINES		GUINOBATAN, ALBAY	
Citizenship (Please indicate if dual.)	Civil Status		Sex	
FILIPINO-AUSTRALIAN	MARRIED		<input type="checkbox"/> Female <input checked="" 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	
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	



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COMMISSION ON FILIPINOS OVERSEAS

ANNEX 3A. NOMINATION FORM – FOR INDIVIDUAL NOMINEE

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Page 1 of 3

6. SUMMARY OF PROFESSIONAL / WORK HISTORY

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

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	2018 - 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	2011 - 2018
PROJECT ENGINEER (see 6.C.)	SYDNEY MINE DESIGN AND DEVELOPMENT	PREPARES, SCHEDULES, COORDINATES, AND MONITORS ASSIGNED ENGINEERING PROJECTS	1999 - 2011
SENIOR CIVIL ENGINEER (see 6.D.)	GLOBAL MINING SERVICES	INVOLVED IN THE PLANNING PROCESS OF PROJECTS	1995 - 1999

7. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS

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

- A. LED MAJOR INFRASTRUCTURE PROJECTS IN BRISBANE (see 7.A.)
- B. AUTHORED NUMEROUS PUBLICATIONS AND SERVED AS RESOURCE PERSON IN INTERNATIONAL, REGIONAL AND NATIONAL CONFERENCES AND MEETINGS (see 7.B.)
- C. CURRENTLY PROVIDING FINANCIAL SUPPORT (PHP XXX) AND MENTORING (X) ENGINEERING STUDENTS FROM ALBAY (see 7.C.)
- D. DONATED (PHP XXX) FOR THE ESTABLISHMENT OF CLASSROOMS IN LEGAZPI CITY AND MASBATE CITY (see 7.D.)
- E. ACTIVE FILIPINO COMMUNITY LEADER IN BRISBANE SPEARHEADING ACTIVITIES AIMED AT ADVANCING THE PROFESSIONAL DEVELOPMENT AND RECOGNITION OF FILIPINO ENGINEERS IN AUSTRALIA (see 7.E.)

8. AWARDS/CITATIONS/HONORS

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

Awards/Honors/Citations	Conferred by	When
AUSTRALIAN ENGINEERING EXCELLENCE AWARDS (see 8.A.)	ENGINEERS AUSTRALIA	2023
PUBLIC SERVICE MEDAL (see 8.B.)	BRISBANE CITY COUNCIL	2022
GLOBAL PROJECT INNOVATION AWARDS (see 8.C.)	ENGINEERS AUSTRALIA	2018
OUTSTANDING ALUMNA IN THE FIELD OF ENGINEERING (see 8.D.)	BICOL UNIVERSITY	2010

9. TESTIMONIALS

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

Reference/Beneficiary	Profession/Designation	Address	Tel./Mobile No./E-mail
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



Office of the President of the Philippines
COMMISSION ON FILIPINOS OVERSEAS

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Page 2 of 3

10. OTHER RELEVANT INFORMATION

Please include information other than those mentioned above that may support the nomination, such as research papers, publications, news or feature 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.)
- D. FEATURED STORY IN BRISBANE TIMES (see 10.D.)
- E. SPECIAL EPISODE IN 9NEWS AUSTRALIA LIFESTYLE CHANNEL (see 10.E.)

11. NOMINATING PARTY

Title	Given Name	Middle Name	Family Name	Suffix
MS.	MARIAN	DELA CRUZ	RAMOS	N/A
Current Address				
House/Bldg. Number	Street/Village	City/Town	Province/State	Country
651	QUEEN STREET	BRISBANE	QUEENSLAND	AUSTRALIA
Telephone No.		Mobile No. (include country and area code)		
+61-7-1234-5678		+61-7-8765-4321		
Email Address		Signature of the Nominating Party		
mdcramos@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 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 (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:

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, Brgy. Paligsahan, Diliman, Quezon City
1103 Metro Manila, Philippines

For more information on the nomination process, visit www.presidentialawards.cfo.gov.ph. For inquiries, contact the PAFIOO Secretariat through e-mail at pafioo@cfo.gov.ph. Follow the PAFIOO Facebook page for the latest news and announcements.



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COMMISSION ON FILIPINOS OVERSEAS

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Page 3 of 3