



**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 '2024 Presidential Awards for Filipino Individuals and Organizations Overseas - NOMINATION FORM FOR ORGANIZATION'.
Page 1: Contains the title, instructions, and Section 1: 'NOMINATION CATEGORY'. It lists 'Initial Nomination Category' (e.g., Baring, Chairing Paper, Church or Place Pilgrimage) and 'Final Nomination Category' (e.g., Baring, Chairing Paper, Church or Place Pilgrimage).
Page 2: Contains Section 2: 'SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS', Section 3: 'AWARDS/CITATIONS/HONORS', Section 4: 'TESTIMONIALS', and Section 5: 'PROFILE OF ORGANIZATION'.
Page 3: Contains Section 6: 'NOMINATING PARTY', Section 7: 'IMPORTANT REMINDERS', and Section 8: 'PAFIOO SECRETARIAT'.
 Each page includes the logo of the Commission on Filipino Overseas (CFO) and the text: 'OFFICE OF THE BRANCH CHIEF, BIRMINGHAM, COMMISSION ON FILIPINO OVERSEAS' and 'ANNEX 2B. 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



ANNEX 6. BOARD RESOLUTION
(SAMPLE ONLY - FOR ORGANIZATION NOMINEE)

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

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 organization vying for the Awards must secure a resolution from its Board of Directors/officers certifying the organization's nomination;

NOW THEREFORE, BE IT RESOLVED that the Board/officers hereby approve the nomination of **(name of organization)** 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 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

2024 Presidential Awards for Filipino Individuals and Organizations Overseas
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 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.

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 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 (PAFIOO).

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 PAFIOO.

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		
JOSEUTO 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

6. SUMMARY OF ACCOMPLISHMENTS AND CONTRIBUTIONS

Please arrange chronologically (starting with the latest) and provide copies of certifications, photos, reports, and other supporting documents. Use additional sheets as necessary.

- A. ASSISTED (X) NO. OF OVERSEAS FILIPINOS WHO WERE VICTIMS OF HUMAN TRAFFICKING AND ILLEGAL RECRUITMENT (see 6.A.)
- B. CONDUCTED (X) NO. OF MEDICAL MISSIONS IN THE PROVINCE OF LEYTE BENEFITING (X) NO. OF FILIPINOS/FAMILIES (see 6.B.)
- C. DONATED (PHP XXX) AND CONDUCTED RELIEF OPERATIONS TO TACLOBAN CITY BENEFITING (X) NO OF FILIPINOS/FAMILIES (see 6.C.)

- 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. 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, or additional photographs. Use additional sheets as necessary.

- A. **FEATURE ARTICLE IN SINGAPORE STANDARD** (See 9.A.)
- B. **NEWS ARTICLES THE STRAIT TIMES** (See 9.B.)
- C. **TRAINING MANUALS OF ENTREPRENEURSHIP FOR OVERSEAS FILPINOS** (See 9.C.)
- D. **INTERVIEW WITH CHANNEL NEWS ASIA** (See 9.D.)

- 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, Brgy. Paligsahan, 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



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"/> Banaag	<input type="checkbox"/> Banaag	<input type="checkbox"/> Banaag	
<input type="checkbox"/> Kaanib ng Bayan	<input type="checkbox"/> Kaanib ng Bayan	<input type="checkbox"/> Kaanib ng Bayan	<input type="checkbox"/> Kaanib ng Bayan	
<input checked="" type="checkbox"/> Lingkod sa Kapwa Pilipino	<input type="checkbox"/> Lingkod sa Kapwa Pilipino	<input type="checkbox"/> Lingkod sa Kapwa Pilipino	<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	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		
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.presidentialawards.cfo.gov.ph

Page 1 of 3

Officers of the Organization (Names and Designation)																		
<p>PRESIDENT – MARINA C. SANTOS</p> <p>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</p>																		
<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>																		
<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></p> <table border="1"> <thead> <tr> <th>Awards/Honors/Citations</th> <th>Conferred by</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>PUBLIC SECTOR EXCELLENCE AWARD (see 7.A.)</td> <td>SOCIAL MOVEMENT ASIA</td> <td>2023</td> </tr> <tr> <td>PLAQUE OF RECOGNITION (see 7.B.)</td> <td>GLOBAL ENTREPRENEURS CLUB</td> <td>2021</td> </tr> <tr> <td>COMMUNITY SERVICE AWARD (see 7.C.)</td> <td>PROVINCIAL GOVERNMENT OF LEYTE</td> <td>2020</td> </tr> <tr> <td>CERTIFICATE OF APPRECIATE (see 7.D.)</td> <td>MUNICIPALITY OF TACLOBAN</td> <td>2018</td> </tr> </tbody> </table>			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	
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<p>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></p> <table border="1"> <thead> <tr> <th>Reference/Beneficiary</th> <th>Profession/Designation</th> <th>Address</th> <th>Tel./Mobile No./E-mail</th> </tr> </thead> <tbody> <tr> <td>NORMA G. RAMOS (see 8.A.)</td> <td>HOUSEHOLD SERVICE WORKER</td> <td>SINGAPORE, SINGAPORE</td> <td>+65-653-345-6789 n.ramos208@yahoo.com</td> </tr> <tr> <td>TEODORO V. SOLIS (see 8.B.)</td> <td>TEACHER</td> <td>SINGAPORE, SINGAPORE</td> <td>+65-653-543-9876 teddysolis@yahoo.com</td> </tr> <tr> <td>GLENDA R. TOMAS (see 8.C.)</td> <td>HOUSEWIFE</td> <td>TACLOBAN CITY, LEYTE</td> <td>+63-53-123-4567 Tomas_glenda@gmail.com</td> </tr> </tbody> </table>			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
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<p>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> <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	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				

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:

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.presidentalawards.cfo.gov.ph. For inquiries, contact the PAFIOO Secretariat through email at pafioo@cfo.gov.ph. Follow the PAFIOO Facebook page for the latest news and announcements.



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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