

NOMINATION FORM: MAYORAL AWARDS 2018**INDIVIDUAL CATEGORY**

Nominee's Full Name					
Home Address					
				Tel. No.	
Email Address		Mobile No.		Fax No.	
Place of Birth		Date of Birth		Present Age	
Citizenship				Civil Status	
Spouse's Name					
Children's Names and Ages					
Father's Name					
Mother's Name					

EDUCATIONAL ATTAINMENT

	School Attended	Course/Degree	Year Completed
Grade School			
High School			
Vocational			
College			
Post Graduate			
Academic Honors			
Occupation/Profession			
Position or Title			
Name of Business or employer			
Business Address			
		Tel No.	Fax No.
Length of service with present employer			
Civic, Professional, Fraternal, Religious, or Business Organization or Affiliation (state positions and term of office)			
Category		Field/Sub Category	

*PLEASE SEE OTHER SIDE

FOR THE NOMINATOR

Summarize within this space the reason why you believe that your nominee should be selected

Nominator's Name			
Home Address			
Cellphone No.		Tel. No.	
Office Address			
Tel. No/Fax No.		Email Address	
Business/Occupation			

I _____, nominator for _____, hereby commit myself to secure the signature of the nominee per certification below in the event of his/her selection as an awardee. I understand that non-compliance will mean forfeiture of his/her award.

Name and Signature of Nominator

FOR THE NOMINEE

1. I accept the nomination and attest to all the facts contained on this form and give permission or the stated information to be used for publication.
2. Barring extreme circumstances, I commit to be present in the Awards Presentation if chosen as one of the awardees, and grant interviews when requested, to help further promote the ideals of the awards. Furthermore I thereby give my consent to the 2018 Mayoral Awards Committee to conduct an independent evaluation as to the accuracy of the information stated on this form.
3. I hereby understand that the Committee/Organizers reserve all legal rights and remedies in relation to concealment, non-disclosure or false disclosure of information on my part.

Name and Nominee's Signature

Received by the Awards Secretariat

Date: _____

Time: _____

Receiving Officer: _____

**DEADLINE OF SUBMISSION OF
NOMINATION: MAY 15, 2018**

NOMINATION FORM: MAYORAL AWARDS 2018**GROUP CATEGORY**

Nominee's Full Name					
Business/Office Address					
				Tel. No.	
Email Address		Mobile No.		Fax No.	
Place organized/established		Date established/organized		Years of operation	
Nature of Business/organization					

PRESENT OFFICERS			
Position	Name	Address	Contact No.
Awards, recognitions received			
Category		Field/Sub Category	

FOR THE NOMINATOR

Summarize within this space the reason why you believe that your nominee should be selected

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Nominator's Name			
Home Address			
Cellphone No.		Tel. No.	
Office Address			
Tel. No/Fax No.		Email Address	
Business/Occupation			

I _____, nominator for _____, hereby commit myself to secure the signature of the nominee per certification below in the event of his/her selection as an awardee. I understand that non-compliance will mean forfeiture of their award.

Name and Signature of Nominator

FOR THE NOMINEE

1. For and in behalf of the organization, I accept the nomination and attest to all the facts contained on this form and give permission or the stated information to be used for publication.
2. Barring extreme circumstances, I commit to be present in the Awards Presentation if chosen as one of the awardees, and grant interviews when requested, to help further promote the ideals of the awards. Furthermore, I thereby give my consent to the 2018 Mayoral Awards Committee to conduct an independent evaluation as to the accuracy of the information stated on this form.
3. I hereby understand that the Committee/Organizers reserve all legal rights and remedies in relation to concealment, non-disclosure or false disclosure of information on my part.

Name/Signature of President/Chairman

Received by the Awards Secretariat

Date: _____

Time: _____

Receiving Officer: _____

**DEADLINE OF SUBMISSION OF
NOMINATION: MAY 15, 2018**

GUIDELINES, RULES AND CRITERIA FOR THE NAGA CITY MAYORAL AWARDS

I. GENERAL GUIDELINES AND AWARDS CRITERIA

1. These awards are presented to Nagueño/Nagueña individuals or groups who have distinguished themselves by their exemplary achievements in various fields of endeavor, thereby contributing positive enhancement to Naga City's growth, honor and glory.
 - Individuals shall refer to: native Nagueños/Nagueñas; migrant Filipino citizens who have resided in Naga City for at least five (5) years; and those born in this city, though may be residing elsewhere.
 - Groups shall refer to groups or institutions organized or domiciled in Naga City for at least five (5) years, and those organized by Nagueños/Naguenas outside and existing for no less the same period.
2. No individual person, group or institution may receive both the Mayoral Distinguished Award (now Juan Q. Miranda Award) and Special Mayoral Citation (Leon SA. Aureus Award) on the same year.
3. A recipient of the Mayoral Distinguished Award (now Juan Q. Miranda Award) may only be received by an individual or group once in their lifetime or existence.
4. As a general rule, there shall be no posthumous awards except when the prospective awardee dies during the nomination process.
5. The positive contribution of the awardee should be taken into consideration irrespective of its scope (whether it is local, regional, national or international)
6. For Juan Q. Miranda Award, Leon SA. Aureus Award and Jesse M. Robredo Youth Award, the criteria are as follows:
 - Personal/Professional/Organizational Qualifications (based on biodata/company/organization profile)
 - Moral Integrity (of good moral standing and respectable reputation in the community)
 - Length & Relevance of Service (relevance of performance or achievement or service)
 - Degree of Commitment (zeal & dedication to task, activity, project)
 - Impact of Achievement or Service (its positive effect/ result in Naga & other places)
 - Extent of Involvement (e.g. as initiator of pioneering work, people involved, organizational linkages)

Criteria Percentage

• Personal/Professional/Organizational Qualifications & Moral Integrity	- 30%
• Quality of Service & Degree of Commitment in their respective field of endeavor	- 40%
• Extent of Involvement & Impact of Project/ Activity	- 30%
TOTAL	100%

7. For Mayoral Recognition- Sub-Category I (Lt. Delfin Rosales Award), the criteria are as follows:
 - The nominee has shown extraordinary acts of heroism, valor and civic duty including acts of honesty worth emulating.
8. For Mayoral Recognition-Sub-Category II, the criteria are as follows:
 - The nominee has brought singular honor, recognition and positive impact to Naga City by the award given him/her in the national or international level, within the calendar year 2017 (January 1, 2017-April 30, 2018 inclusive).

II. AWARDS TO BE CONFERRED

1. Juan Q. Miranda Award (Mayoral Distinguished Award)

(The highest city award and named after the father of the Naga City's Charter)

- Outstanding performance, achievement or service for at least ten (10) years in field of **Government Service** (local/regional/national/international); **Professional Service** (Education, Law, Medicine, Banking Construction and Real Estate, Media, Literature, Engineering and Architecture, Banking, Transportation and Culture and Arts); and, **Volunteer Service** (Services to the poor and marginalized, youth service, religious, family and environment)
- Qualified person or group shall receive this award only once
- Only one annual awardee for this category

2. Leon Sa. Aureus Award (Mayoral Special Award)

(The second highest city award and named after Naga's first Mayor when it became a chartered city)

- Outstanding performance, achievement, service for at least five (5) years
- Maximum of 5 awardees per category per year
 - a. Business (Entrepreneurship, Business Leadership, Business Administration, Commerce and Industry, Micro, Small and Medium Industrial/Enterprise Development)
 - b. Arts (Painting, History, Sculpture, Music, Movies, Arts and Culture, Fine Arts, Theater or Performing Arts)
 - c. Literature
 - d. Sports
 - e. Medicine (Rural Medicine, Veterinary Medicine, Surgery, Medical Science)

- f. Banking/Economics (Investment Banking, Development Banking, International Banking, Business Finance, International Finance, National/City Economic Development)
- g. Law (Law Practice-Legal Aid, Human Rights)
- h. Education/Academic Leadership
- i. Engineering and Architecture
- j. Environment Protection
- k. Agricultural/Aquaculture (Plant Breeding and Generics, Agricultural Extension, Agricultural and Food Technology, Agriculture-Land Reform, Agriculture-Research, Agricultural Pest Control, Fisheries, Poultry Nutrition, Farm Management, Natural Resources Development, Soils Science, Agricultural Science, Animal Science, Natural Science)
- l. Journalism/Media (Broadcast Journalism, Public Service in Broadcast Media, Mass Media)
- m. Family (Family Welfare)
- n. Community Development (Rural Development, Social and Cultural Development, Humanitarian Service, Community Service)
- o. Political/Public Service (Political Leadership, Activism, Humanitarian Service)

3. Jesse M. Robredo Youth Award

(Named after one of Naga's illustrious sons, who at age 29, already led Naga as its local chief executive, a multi-awarded City Mayor, and later as Department of the Interior and Local Government Secretary)

- Open to young individuals (15-30 years old) and youth groups or organization;
- Aims to recognize youth exemplary qualities. The search looks for young people who dedicated their talents and leadership skills in making a difference and becoming socially involved in their respective communities and/or organizations for the greater interest of their constituents and members;
- Outstanding performance, achievement or service must be at least one (1) year of Nagueno youths in the following categories: Culture and the Arts, Entertainment, Community Service, Differently-Abled Youth, Education, Environment, Indigenous Education, Science and Technology, Health and Sports, Politics and Government Services, and Young Entrepreneurs.
- Maximum of three (3) awardees per year only.

4. Mayoral Recognition

(Sub-Category 1/Lt. Delfin Rosales Award)

- Extraordinary acts of heroism, valor and civic duty including act of honesty worth emulating
- Civic duty must not be less than three (3) years
(Sub-Category 2)
- Has brought singular honor, recognition and positive impact to Naga City by the award given the nominee on the national or international level (within the calendar year 2017-January 1 to April 30, 2018 inclusive)
 - o Included in the Top 10 in national examinations;
 - o Gold, Silver, and Bronze Medalists of national or international sports or academic competitions
 - o National or International Awardees on leadership, public service, volunteerism and the like

III. RULES GOVERNING THE SUBMISSION OF NOMINATION

1. Nominator shall be open to an individual of all fields. Any person or organization can only nominate one individual or group subject to the requirements stated below. However, incumbent officials and employees of the City Government, or anyone related to the Awards Committee up to the fourth degree of consanguinity or affinity are disqualified from being a nominator and/or endorser of a nominee.
2. Nominations should be made on the prescribed nomination form. All information therein shall be submitted in English, Filipino or Bikol.
3. Nominee must sign the nomination form attesting to all stated facts therein; giving consent to an independent body for the verification by the Awards Search Committee and the subsequent publication of said facts; and indicating his/her/their willingness to attend the awards ceremonies, if selected.
4. A certified true copy of the nominee's birth certificate or any equivalent proof of the date and place of birth (in case of an individual)/a certified true copy of Mayor's Permit or Registration or Accreditation documents (in case of group, association, business) should accompany the nomination.
5. Two (2) copies of the nominee's picture (or logo in case of group) (5'x7') black and white or colored should accompany the two copies of the accomplished Nomination Form.
6. Executive Summary of the nominee summarizing the important facts and accomplishments as presented in the scrapbook shall accompany the nomination forms. The Executive Summary must not exceed three (3) pages
7. The "Bidbook" shall be subject to the following specifications as indicated in the "technical requirements for attachments" (Please see Rule no. V)

8. All entries are to be mailed or personally delivered to Awards Committee Secretariat at the City Events, Protocol and Public Information Office (CEPPIO) located at the 2nd Floor, City Hall, J. Miranda Avenue, Naga City.
9. Deadline for the submission of nominations is on May 15, 2018.
10. The Search Committee's decision is final and non-appealable. They may call the finalist for an interview as they deem fit.
11. All data, information submitted in connection with the Awards shall be treated with strictest confidentiality.

IV. QUESTIONS ABOUT THE NOMINEE

(For Juan Q. Miranda Award, Leon SA. Aureus Award and Jesse M. Robredo Youth Award and Mayoral Recognition Sub-Category II only)

As part of the "Bid book", the nominator must answer the following questions about the nominee on a separate sheet. Indicate by number where each answer begins. Answers must be printed, double-spaced on a letter –size bond paper. Be as brief and factual as possible.

For Individual	For Group
1. Describe the life or career of the nominee. Please include background, scope of nominee's work or activity and his/her resources in achieving his goals	1. Describe the profile of the nominee. Please include background, scope of nominee's work or activity and their resources in achieving its goals
2. Narrate the nominee's exceptional achievement or contributions in his/her chosen field/s, organization or community.	2. Narrate the nominee's exceptional achievement or contributions in their chosen field/s, organization or community.
3. List the honors, awards, recognitions received which evaluate his/her contributions	3. List the honors, awards, recognitions received which evaluate their contributions
4. Did the accomplishments of the nominee result in the advancement of the public? Is it an outstanding contribution to public welfare?	4. Did the accomplishments of the nominee result in the advancement of the public? Is it an outstanding contribution to public welfare?
5. Summarize the nominee's most outstanding efforts in his/her field	5. Summarize the nominee's most outstanding efforts in its fields of endeavor

V. TECHNICAL REQUIREMENTS FOR ATTACHMENTS

1. The Nomination Form together with all original attachments (documentary and supportive evidence) as required and necessary for the nominee's accomplishments shall be bound in the form of scrapbook for submission.
2. Bid Book must use letter sized (8.5 x 11) bond papers.
3. Each page of the Bid Book should be numbered. The first page should be used for the nomination form followed by the attachments required under the rules governing submission of nomination by the answers to the questions about the Nominee.
4. The Bid book will be limited to Fifty (50) pages. However, annexes in the form of multi-page that serve as reference or supportive evidence to the information provided in the bid book may have no limit. The annexes must be properly labeled/captioned for easy reference.
5. An additional copy of the scrapbook shall likewise be submitted and becomes the property of City Government of Naga.

VI. PRIZES

The following shall be presented in a fitting awarding ceremony set by the Naga City Government:

Juan Q. Miranda Award	Plaque, Juan Q. Miranda Medallion, and cash award
Leon SA. Aureus Award	Plaque, Leon SA. Aureus Medallion, and cash award
Mayoral Recognition (Category I)	Plaque, Medallion, and cash award
Mayoral Recognition (Category II)	Plaque
Jesse M. Robredo Youth Award	Plaque, Jesse M. Robredo Youth Award Medallion, and cash award
Special Community Award	Plaque

CONTACT INFORMATION

Please obtain nomination form and submit to the contact information below all requirements before the stipulated deadline to qualify your nomination for the Naga City Mayoral Awards 2017.

AWARDS COMMITTEE SECRETARIAT
CITY EVENTS, PROTOCOL AND PUBLIC INFORMATION OFFICE
 2nd Floor, City Hall, J. Miranda Avenue, Naga City
 Tel. No. (054) 881-8328 or (054) 871-3098

Nomination forms may also be downloaded from www.naga.gov.ph