

SEARCH FOR OUTSTANDING WOMEN LEADERS OF BAGUIO CITY
IN CELEBRATION OF WOMEN'S MONTH AND BAGUIO'S ANNUAL *KABABAIHAN* FESTIVAL

PROGRAM GUIDELINES

I. BACKGROUND

The City Government of Baguio plays a strategic role in promoting gender-responsive programs, projects and activities that would articulate the intent of RA 7192, otherwise known as the Women in Development and Nation-Building Act, and Presidential Proclamation Nos. 224 and 227, which provide for the yearly observance of the month of March as Women's Month, declaring March 8 as a working holiday to be known as National Women's Day, and enjoining the active participation and involvement of men and women in all sectors of society in the celebration of Women's Month by holding fitting activities to highlight the occasion.

The Search for Outstanding Women Leaders (OWLs) of Baguio City and the holding of a corresponding awards program are among the main activities being undertaken every year by the City Government of Baguio to highlight the *Kababaihan* Festival in observance of Women's Month. The Honorable Perlita Chan Rondez, as proponent of the Search and Awards program, along with representatives of various sectors, conceptualized and first launched and implemented the program in March 2006, spearheaded by the City Social Welfare and Development Office, with the original guidelines prepared by the Civil Service Commission - CAR. The unprecedented success of the event served as impetus, recognizing the significant contributions of women towards the general welfare and development of Baguio City.

II. THE SEARCH AND AWARDS PROGRAM: OPERATIONAL FRAMEWORK

The Search for Outstanding Women Leaders of Baguio City is an endeavor that kicks off with the announcement of the Search and setting of deadlines for submission of nominations or entries. Thereafter, a rigorous screening process begins where competent individuals are called upon to serve as screening and evaluation team, validation committee and board of judges. The program culminates with the recognition and conferment of awards/tokens to the deserving women on a designated date within the month-long celebration of the *Kababaihan* Festival.

III. RATIONALE AND OBJECTIVES

The program accentuates the real, honest-to-goodness accomplishments of women. It hails them who choose to go the extra mile in the name of genuine service for the welfare and benefit of humanity. It underscores their unwavering commitment and dedication to their work, whether with or without compensation, the inherent danger they face in the course of their work, and in some cases, their physical handicap or disability. Their resolve is to create a positive impact on society and a niche in the hearts of the people they serve.

The program aims to recognize exceptional performance and significant accomplishments, to reward and encourage consistent superior contributions, to inspire and motivate women to live up to the ideals of being development-and-welfare-oriented leaders in their own right and in their own ranks.

IV. SCOPE OF THE PROGRAM AND CRITERIA FOR SELECTION

The program covers women in both public and private sectors who meet the criteria and submit the requirements for selection and judging.

QUALIFICATIONS FOR NOMINATION

1. Must be a leader - recognized as a symbol of leadership in her specific field of work;
2. Must have a significant role in the promotion of the general welfare and development of Baguio City;
3. Must have never been found guilty and convicted of any administrative or criminal offense;
4. Must be a resident of Baguio City for at least ten (10) years, not necessarily continuously;

The screening, validation and evaluation processes shall focus more on the identification of the most outstanding accomplishments achieved by and attributable to the Nominee, as exemplified by innovative interventions or outputs initiated and/or implemented by the nominee, singly or in collaboration with other individuals. The accomplishments/outputs must have been achieved, at least, within the last five years, bear significant impact at the barangay/community or city level, and resulted in or produced positive, meaningful and sustainable changes leading to improvements in the quality of life of the stakeholders and the city.

CRITERIA FOR EVALUATING ACCOMPLISHMENTS

1. **NOTEWORTHINESS OF THE OUTSTANDING PERFORMANCE OR CONTRIBUTION/S** – degree of uniqueness and originality of the outstanding performance or contribution/s
2. **RESULTS/IMPACT OF PERFORMANCE OR CONTRIBUTION/S** – the extent to which the outputs or contributions are being used and the scope/range of their effects
3. **RELIABILITY AND EFFECTIVENESS** – the extent to which the *innovative interventions or outputs meaningfully* addressed the needs of stakeholders and improved their quality of life
4. **CONSISTENCY OF PERFORMANCE** – the degree of consistency of manifesting a strong desire and passion, and of working for outstanding performance, based on historical work record.

NOMINATION REQUIREMENTS: Each nomination folder must contain

FIVE (5) complete sets of the

- fully-accomplished Nomination Form
- fully-accomplished Personal Data Form

TWO (2) pcs

- Passport size (4.5 cm x 3.5 cm) ID photo taken within the last six months

ONE (1) set of the following:

- Clippings, photographs, certificates and other references supporting the nomination form

ONE (1) of the following:

Duly notarized nominee's self-certification stating:

- She was never found guilty and convicted of any administrative or criminal offense and
- She has no pending administrative or criminal case filed against her at the time of nomination

OR

Original copy of Prosecutor's Clearance, issued by the City Prosecutor's Office, dated within 6 months of the Search period

OR

Updated NBI Clearance

GROUND FOR DISQUALIFICATION

A nominee or candidate may be disqualified on the following grounds:

1. Death
2. Termination or summary dismissal from the service or work on or before the final deliberation of the Panel of Judges
3. Any misrepresentation or falsification of information stated in the nomination form or in any supporting document submitted
4. Conviction in any administrative or criminal case involving moral turpitude, and/or being a respondent in a pending administrative or criminal case on or before the final deliberation of the Panel of Judges

V. SEARCH PROCEDURE

A. NOMINATION

1. Who can nominate?
 - a. Government offices (down to barangay level), private individuals or groups, organizations, associations, institutions, civil society groups with extensive knowledge of the performance and behavior of the nominee
 - b. Nominee's superior or subordinate or any individual in the nominee's agency who has substantial knowledge of the nominee's leadership attributes and accomplishments
 - c. Nominator/s must be of legal age and a resident/s of Baguio City
2. Self-nomination by the nominee (meaning the nominee can simply submit her own nomination form and other required documents without the endorsement or assistance of a nominator)
3. The official nomination form shall be issued by the Search Secretariat (from the City Social Welfare and Development Office) and circulated through various media.

B. SUBMITTAL AND SCREENING

1. A deadline shall be set by the Search Chair for the submittal of nominations and requirements.
2. The Screening Sub-Committee shall be composed of the Search Secretariat representative and at least one (1) member of the Search Committee.
3. Each submittal shall be screened (reviewed) by the Search Secretariat to ensure that all the requirements are complete (based on a checklist) and submitted on or before the set deadline.

4. For submittals with lacking requirements before the deadline, the Screening Committee must inform the respective nominee of the lacking requirements to give her a chance to submit a complete folder by the deadline.
5. Only the nominees' folders that are complete and in order shall be forwarded to the Validating Sub-Committee.

C. VALIDATION

1. The members of the Validating Sub-Committee shall come from among the members of the Search Committee, and shall number at least five (5).
2. The validators shall do a background investigation of each nominee, including interviews with their respective nominators, and scrutinize all data and claims stated in the nomination forms and other documents submitted. *Expenses for the validation procedure shall come from the budget of the Search.*
3. The validators shall not make a shortlist nor remove any of the candidates nor rank the candidates according to their personal or group preferences.
4. The validators shall then submit a Validation Report of their findings for each candidate, and ALL of the documents of ALL of the candidates to the Chair of the Search on or before the deadline set by the Search Committee.
5. An honorarium, if applicable and a certificate shall be given to each validator after the culmination of the Search.

D. JUDGING

1. The Judging Sub-Committee, headed by the Search Chair, shall take charge of the all activities leading to the final judging by the selected Board of Judges.
2. The members of the Board of Judges, numbering five (5) or more, shall come from among past awardees of the Search, but may also include other outstanding personalities as determined by the Judging Sub-Committee.
3. The Secretariat shall keep a list of the judges per Search year. Members of the Board of Judges cannot sit on the panel for more than three (3) consecutive searches.
4. The Judging Sub-Committee shall review and finalize the score sheet to be used by the Board of Judges.
5. The Judging Sub-Committee shall schedule personal interviews by the judges with all the nominees in the list submitted by the Validating Committee.
6. During the scheduled interview, the Board of Judges shall then evaluate the candidates based on the score sheet, deliberate, determine and render final decision on the winners of the Search at least five (5) days before the scheduled Recognition and Awards Ceremony, and submit the list to the Search Chair.
7. The winners shall not be more than ten (10) during any given Search year.

E. HONORARIA AND OTHERS

1. At the culmination of the Search, preferably during the Honor Dinner for the awardees, honorarium and a certificate of appreciation/recognition shall be given to:
 - a. Search Head
 - b. Each Sub-Committee head
 - c. Each validator after the culmination of the Search.
 - d. Each member of the Board of Judges after the culmination of the Search.

VI. SEARCH CAMPAIGN / NOMINATION PERIOD AND SUBMISSION OF REQUIREMENTS

Ideally, in order to generate more nominees and allow a thorough process to take place, the Search Campaign, Nomination Procedure and Judging shall cover not less than forty (40) calendar days, but preferably six (6) months, prior to the scheduled Recognition and Awards Ceremony.

Submittal of all requirements must be on or before the deadline set by the Search Committee.

VII. RECOGNITION / AWARDS

The candidates who are finally chosen by the Board of Judges shall be recognized as the Outstanding Women Leaders of the Search year and shall henceforth be included in the roster of the Outstanding Women Leaders (OWLs) League.

The awardees will be presented to the public during a fitting Recognition and Awards Ceremony and Program to be scheduled by the Search Committee within Women's Month. The Ceremony will also include or be followed by a Testimonial Lunch or Dinner in honor of the awardees, together with their immediate families or chosen guests.

The awardees will be presented with the following:

1. Plaque of Recognition containing the citation and the signatures of the City Mayor, the Co-Chair/s of the *Kababaihan* Festival, and the Chair of the Search Committee
2. A cash gift or token
3. Bouquet, sash or lei
4. Possible nomination/entry to other competitions or recognition programs of other award-giving bodies

VIII. SPECIAL AWARDS

The Search Committee may recommend the awarding of Certificate of Recognition to outstanding women who may not necessarily fall under the Search's definition of Woman Leader but who may have brought honor to the City by a single or multiple accomplishment/s in their fields of endeavor within the immediate past year preceding the Search.

IX. PERSONALITIES AND RESPONSIBILITIES

A. STEERING COMMITTEE OF THE KABABAIHAN FESTIVAL

The Steering Committee is composed of the representatives of various sectors involved in the planning, preparation and implementation of activities for Women's Month.

The designated co-chairs of the Steering Committee are:

1. The City Social Welfare and Development Officer
2. The Sangguniang Panglunsod Chair on Social Services, Women and Urban Poor

B. SEARCH CHAIR

1. The Chair of the Search shall be chosen from within the Steering Committee in a meeting called specifically for the preparation of Women's Month activities.
2. She shall set the timetable and oversee all the activities in connection with the Search for Outstanding Women Leaders.
3. She shall review the guidelines of the Search and recommend revisions and additions based on valid suggestions or comments, and in keeping with present, realistic and/or practical trends and situations, without delineating from the main objective of the Search.
4. She shall oversee all the activities in connection with the Search, including the Screening, Validating and Judging activities.
5. She shall certify the final choices of the Judges, sign the letters informing the winners of the Search, and the plaques.
6. She shall oversee the preparations and program of the Recognition and Award ceremony.

C. SEARCH COMMITTEE

1. The Search Committee shall be composed of selected members of the Steering Committee and will be headed by the Search Chair.
2. Sub-Committees will be assigned to fulfill the various responsibilities of the Search Committee.

** SEARCH SECRETARIAT

1. The designated Secretariat is the City Social Welfare and Development Office. Its chair shall be appointed from among the staff of the CSWDO.
2. The Secretariat shall coordinate, facilitate, document and monitor the activities pertaining to the Search and Recognition and Awards Ceremony.
3. It shall provide administrative and logistical support.
4. It shall prepare and distribute the official letter to the winners of the award.
5. It shall take charge of the honoraria, tokens, and/or certificates of the members of the Search Committee
6. It shall keep the complete list of Outstanding Women Leader awardees from 2006 up to the present, and update basic information and contact details of the awardees.

** SCREENING SUB-COMMITTEE

1. The Screening Sub-Committee shall be made up of the Secretariat representative and at least one member of the Search Committee.
2. It shall receive all entries and ensure completeness of the required documents of a nominee via a checklist.
3. For submittals with lacking requirements before the deadline, it must inform the respective nominee of the lacking requirements to give her a chance to submit a complete folder by the deadline.

4. It shall inform a prospective nominator and/or nominee of the disqualification of the nominee due to lack of documents or failure to meet the deadline (no other reason can disqualify a nominee).
5. It shall coordinate with the Chair of the Search in determining the list of nominees who are qualified to undergo validation.
6. It shall ensure that all set deadlines are met.

**** VALIDATING SUB-COMMITTEE**

1. The members of the Validating Sub-Committee shall be chosen from among the members of the Search Committee, and number at least five (5).
2. The Search Chair shall appoint the Chair of the Validating Sub-Committee who shall coordinate with and report directly to her.
3. The Validating Sub-Committee shall plan its strategies and schedules for the effective and efficient conduct of the validation work, within the time frame allotted for validation.
4. It shall execute and undertake validation activities, including the following:
 - a. Interview the nominator/s and references
 - b. Conduct site visits to the homes/places of work of the nominees
 - c. Do a background investigation of the nominees as to personal qualities, character and human relations.
 - d. Validate the information submitted by the nominee
5. It shall not make a shortlist nor remove any of the candidates nor rank the candidates according to personal or group preferences.
6. The Validating Sub-Committee Chair shall then submit a Validation Report of the Sub-Committee's findings for each candidate, and ALL of the documents of ALL of the candidates to the Chair of the Search on or before the deadline set by the Search Committee.
7. In special cases where a re-validation is needed, it shall assist in doing the same, and in case there is a need to address nominee issues and matters, the Chair of the Validating Sub-Committee may be called upon by the Search Chair and the Board of Judges to assist them.

**** COORDINATOR, JUDGING COMMITTEE**

1. Coordinate with the Search Head regarding the selection of judges for the Search.
2. Review the scoresheets in relation with the criteria.
3. Meet and orient the judges, together with the Search Head, during a meeting set for the purpose.
4. Be at the panel interviews as witness and to assist the judges regarding their concerns. Sign the final results form as witness.

**** THE BOARD OF JUDGES**

To eliminate any doubts as to the transparency of this competition and to ensure the integrity and high standards of the Search, the Board of Judges shall be composed of past Outstanding Women Leaders Awardees (OWLS) and other outstanding personalities who are credible, beyond question in their fields of endeavor and have no personal interest in the proceedings.

The Board of Judges shall:

1. Undertake the final screening process
2. Conduct personal interviews with all the candidates
3. Determine and declare the winners

The collective decision of the members of the Board of Judges becomes FINAL upon affixing their signatures on the Final Results Form.

D. NOMINEES AND NOMINATORS

1. Accomplish the forms neatly and completely
2. Ensure completeness of the required documents and submit the nominee's folder on or before the deadline
3. Be prepared for interview – the nominators by the Validating Committee, and the nominees by the Board of Judges

KABABAIHAN FESTIVAL 2019
**ANNUAL SEARCH FOR OUTSTANDING WOMEN LEADERS
OF BAGUIO CITY**
In celebration of Women's Month

NOMINATION FORM

(accomplish in FIVE (5) copies. Leave nominator's name blank if nominating self)

NOMINATION INFORMATION

I/We have nominated:

Full Name of Nominee
Mailing Address
Email Address
All Available Contact Numbers

NOMINATOR'S INFORMATION (Please note that the nominator will be contacted by the Search Committee)

Full Name of Nominator/s
Mailing Address
Email Address
All Available Contact Numbers

In the box below, share reasons why you have nominated this person for the award. Attach additional pages if needed.

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Signature of Nominator or duly authorized representative (in case of agency or organization)
FULL NAME
DESIGNATION
DATE

(to be accomplished by the Nominee in **FIVE (5)** copies – 1 original and 4 photocopies)

ACKNOWLEDGEMENT OF THE NOMINATION

I hereby accept the nomination as candidate for Outstanding Woman Leader in this year's Search, and I am willing to :

1. Provide the information required in the accompanying documents, and any other additional information that may be asked of me;
2. Make myself available should I be asked to appear before the Board of Judges; and
3. Appear and receive the award if selected.
4. Become an active member of the Outstanding Women Leaders (OWLs) of Baguio if selected.

_____ Name and Signature of Nominee	_____ Date
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NOMINEE'S PROFILE

NOMINEE'S PERSONAL DATA

I. PERSONAL INFORMATION

<i>attach close-up photo taken within 6 months</i>	Nominee's Full Name	
	<i>Surname</i>	
	<i>Given Name</i>	
	<i>Middle Name</i>	
	<i>Nickname</i>	<i>Facebook Account Name, if any:</i>
<i>Permanent Address</i>		
<i>Date of Birth</i>		<i>Place of Birth</i>
<i>Civil Status</i>	<i>Name of Spouse (if married)</i>	
<i>Children (Names and Ages)</i>		
<i>No. of Years Residing In Baguio</i>		<i>Inclusive Dates</i>

II. **EDUCATION** *(Please list starting from most recent. Use extra sheet/s if necessary)*

<i>Inclusive Dates</i>	<i>School</i>	<i>Grade or Year Levels or Course</i>	<i>Year Graduated, if applicable</i>

III. **WORK HISTORY** *(Please list starting from most recent. Use extra sheet/s if necessary)*

<i>Inclusive Dates</i>	<i>Name of Company/Organization</i>	<i>Type of Business/Organization</i>	<i>Position</i>

IV. **FIELD ACHIEVEMENTS AND/OR INDIVIDUAL ACCOMPLISHMENTS**

Please list any individual accomplishment, research paper, book, project or any creative output used, published or adopted in your field (please attach additional information you deem pertinent)

<i>Project/Research/Creative Output/Individual Accomplishment</i>	<i>Why/Where/How used</i>	<i>Impact/Results</i>

VII. How have you manifested/ asserted your LEADERSHIP in the promotion of the general welfare and development of Baguio City with respect to the area/ sector where you have served or are currently serving? (Note: this may be answered by EITHER the nominee or the nominator)

VIII. What have you done to promote WOMEN EMPOWERMENT or to highlight the role of women in the development of Baguio City? (Note: this may be answered by EITHER the nominee or the nominator)

IX. NAME/S AND ADDRESSES OF VOLUNTEER ORGANIZATIONS WITH WHICH THE NOMINEE IS PRESENTLY AFFILIATED

<i>Name of Organization</i>	<i>Address</i>	<i>Position</i>

X. NAME/S AND ADDRESSES OF VOLUNTEER ORGANIZATIONS WITH WHICH THE NOMINEE WAS AFFILIATED IN THE PAST

<i>Name of Organization</i>	<i>Address</i>	<i>Position</i>	<i>Inclusive Dates</i>

XI. REFERENCES *(Please provide the names of three persons who are deeply familiar with your personal life and accomplishments)*

<i>Name of Reference</i>	<i>Contact Details (Email Address/Phone Numbers/Mailing Address)</i>

I hereby declare under the penalties of perjury that all of the information supplied on this form by me is correct to the best of my knowledge.

Signature of Nominee
FULL NAME
DATE

YOUR CHECKLIST OF REQUIREMENTS

QUALIFICATIONS FOR NOMINATION

1. Must have been a resident of Baguio City for at least ten (10) years
2. Must be a woman leader who is able to inspire, influence, guide others in accomplishing programs/projects for the general welfare and development of Baguio City
3. Must have a significant role in the promotion of women's empowerment and upliftment of the welfare and status of women in the City
4. Must be a person who can serve as a role model to others –
 - 4.a Must not have been convicted of any administrative or criminal offense
 - 4.b Must have a good reputation, credibility and respectability

WHO CAN NOMINATE?

1. Private individuals or groups, organizations, associations, institutions, civil society groups, government offices (down to the barangay level), with extensive knowledge of the performance and behavior of the nominee
2. Nominee's superior or subordinate or any individual in the nominee's agency who has extensive knowledge of the nominee's leadership attributes and accomplishments
3. Self-nomination by the nominee (meaning the nominee can simply submit her own nomination form and other required documents without the endorsement or assistance of a nominator)

NOMINATION REQUIREMENTS

SUBMIT **FIVE (5)** SETS OF THE FOLLOWING (**ONE original AND FOUR PHOTOCOPIES**):

- fully accomplished Nomination form (1 page), with signature of the Nominator;
- fully accomplished Nominee's Acknowledgement and Profile form (5 pages), with signature of the Nominee where required;

SUBMIT **TWO (2)** PIECES OF THE FOLLOWING

- Passport size (4.5 cm x 3.5 cm) **clear** ID photo taken within the last six months; one to be stapled to the Profile Form, and one loose copy to be attached to the application packet

SUBMIT **ONE (1)** SET OF THE FOLLOWING:

- Clippings, photographs, certificates and other references supporting the nomination form.

SUBMIT **ONE (1)** of **ANY** OF THE FOLLOWING

- Duly notarized nominee's self-certification stating:
 - a. She was never found guilty and convicted of any administrative or criminal offense; and
 - b. She has no pending administrative or criminal offense case filed against her at the time of the nomination
- Prosecutor's Clearance, issued by the Prosecutor's Office, (within 6 months from date of nomination);
- Updated NBI Clearance

Please submit **complete** requirements placed in a long folder before the deadline to:

City Social Welfare and Development Office (for the OWLs 2019 Search)
c/o Ms Betty F. Fangasan, City Social Welfare and Development Officer
Upper Session Road Extension, Baguio City

Deadline of submission is **FEBRUARY 4, 2019, MONDAY AT 5:00PM SHARP (ABSOLUTELY NO EXTENSIONS)**

Awarding and honoring of Outstanding Women Leaders 2019 is on **March 8, 2019.**