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**43rd PMAP Awards**

Data Form

PEOPLE PROGRAM OF THE YEAR AWARD

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Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

People Program of the Year (PPY)

The People Program of the Year (PPY) Award is given to a company/organization for its relevant, unique, innovative and/or cutting-edge program, which is designed to provide meaningful contribution and enhance or improve employer-employee relations or meet a specific need of the company or industry.

The program being nominated must be running for at least 2 years by the time of nomination. PMAP may recognize a People Program of the Year awardee for each of the following sub-categories:

* Talent Acquisition
* Talent Management and Development
* Compensation and Benefits
* Organization Development
* Labor/Employee Relations
* Employee Engagement
* Wellness

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Instructions for Filling Up the Data Form

1. Please supply all data required.
2. As a general rule, the more complete the data you provide, the better the Awards Committee and Board of Judges can evaluate your nomination.
3. Follow the format provided. You are to provide the “Approach” and “Deployment” for each of the key indicators for each of the six attributes that comprise the PPY criteria.
4. The total number of pages should be 50 or less using short bond paper (8 1/2 x 11 inches). Please use Arial font, size 11 with standard margins.
5. When submitting this data form, kindly provide 1 CD/USB copy in .pdf format of the accomplished form or email this form and all attachments to Ms. Issa Nery of PMAP through issa.nery@pmap.org.ph.
6. If you have any questions concerning this data form, please contact the PMAP Secretariat through:

**People Management Association of the Philippines (PMAP) Secretariat**

Telephone nos. 726-1532 | Fax no. 726-1530

Email: pmap@pmap.org.ph; issa.nery@pmap.org.ph

Deadline of submission of data forms is on **February 28, 2019.**

Confidentiality Undertaking

All information provided is strictly confidential and will be used only for purposes of evaluating your company for the Award. Only the shortlisted nominees will be disclosed to the Board of Judges.

Contact Person

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number (Telephone & Mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreement and Certification

Please fill out and sign the certification below:

I hereby authorize the People Management Association of the Philippines (PMAP) to conduct a business check, with the industry and the community, as to the accuracy of the information provided in this data form.

I hereby certify that to the best of my knowledge and ability, all the information provided herein is true and an accurate representation of the company.

I hereby acknowledge that the documents provided shall be deemed property of the People Management Association of the Philippines (PMAP).

Signed by: President, Executive Director, EVP, GM or CEO of the company

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*PMAP gathers this information to be used solely for the assessment of the PMAP Awards program. The data gathered in this form will not be shared to any third party*.

PART 1: BASIC INFORMATION

1. Brief Company Description

Please provide a brief description of your company (short history, products/services, industry classification, and other important information that you would like the Awards Committee to know). Please limit your description to a **maximum of 300 words only.**

B. Other Company Information

* 1. Please check all that apply to your company:

 **A. Ownership**

* + - * Private
			* Public

  **B. Operations**

* + - * Local
			* Multinational
	1. Please fill out the following information completely. (If multinational company, please only supply details for the Philippine/local office)

 Major Business Activity/ies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fiscal Year End (month/day): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 F/S (in PHP 000)

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2018 | 2017 | 2016 |
| Total Assets |  |  |  |
| Total Operating Expenses |  |  |  |
| Total Payroll |  |  |  |
| Total Commissions or Incentives Paid |  |  |  |
| Net Sales |  |  |  |
| Net Profit |  |  |  |

C. Employee Demographics

 **Please indicate number of employees per category**

No. of Branches: \_\_\_\_\_ Total: \_\_\_\_\_ RP: \_\_\_\_\_ Offshore: \_\_\_\_\_

## Type of Employment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Regular | Probationary | Project-based | Outsourced | Total |
| Rank & File |  |  |  |  |  |
| Specialist |  |  |  |  |  |
| Supervisory/Managerial |  |  |  |  |  |
| Executive |  |  |  |  |  |
| Total |  |  |  |  |  |

## \*For outsourced employees, please indicate what functions are being done by these employees (ex. Security, Janitorial, Graphic Design, etc.).

## By Gender

|  |  |  |
| --- | --- | --- |
|  | Male | Female |
| Rank & File |  |  |
| Specialist |  |  |
| Supervisory/Managerial |  |  |
| Executive |  |  |
| Total |  |  |

## By Average Age and Tenure

|  |  |  |
| --- | --- | --- |
|  | Average Age | Average Tenure |
| Rank & File |  |  |
| Specialist |  |  |
| Supervisory/Managerial |  |  |
| Executive |  |  |
| Total |  |  |

D. HR Organization Chart

 Please submit HR’s table of organization, starting from the President, CEO, or Business Manager.

E. HR Performance Metrics

 Please indicate key HR performance metrics being monitored by your company. You may add additional HR performance metrics outside those mentioned in the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Performance Metric | Brief Description | 2018 | 2017 | 2016 |
|  |  | Goal | Actual | Goal | Actual | Goal | Actual |
| Employee Turnover or Attrition Rate |  |  |  |  |  |  |  |
| Employee Satisfaction Rate |  |  |  |  |  |  |  |
| Learning & Development Man Hours Per Employee |  |  |  |  |  |  |  |
| Time to Fill Vacancies |  |  |  |  |  |  |  |
| Learning & Development Cost/Capita |  |  |  |  |  |  |  |
| Internal Promotion Rate |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*\*Attrition rate is computed as:*

 (2018 Total no. of employees resigned/terminated)

(No. of employees at start of FY + No. of employees at end of FY) / 2

F. Total Renumeration Pie

Please submit your total renumeration pie by employee classification.

G. Employee Relations & Compliance

Please attach the following documents:

* + 1. Latest DOLE Certificate of Compliance
		2. Employee Handbook

Kindly declare any recent labor cases (2015-2018) and their current status.

PART 2: PEOPLE PROGRAM DESCRIPTION

 Please provide a brief description of the people program containing information such as but not limited to short history, objectives and goals, rationale, activities, stakeholders, and results. Kindly limit the description to a maximum of **500 words only.**

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PART 3: CRITERIA

Please fill out the approach and deployment aspects for each of the criteria.

1. Line Management & HR Partnership (25%)

The driving attribute of a high performing people-focused organization is the partnership between HR and the line management. People programs show how senior leaders clearly articulate and visibly demonstrate valuing people. The program demonstrates that HR is considered a strategic player. Line Managers champion people programs and take the lead in engaging their people.

|  |  |  |
| --- | --- | --- |
| Criteria | Describe the Approach or Method Used | Describe the Deployment or Extent to which the approach is implemented by work units in the organization, by function, level and geography |
| The driving attribute of a high performing people-focused organization is the partnership between HR and line management. People programs show how senior leaders clearly articulate their belief that people are a key factor for business success and visibly demonstrate valuing people. The program demonstrates that HR is considered a strategic player. Line managers champion people programs and take the lead in engaging their people.  |  |  |
| The program is brought about as a strategic initiative resulting from HR’s involvement in the strategic planning and other related activities.  |  |  |
| The program is an evidence of how top management articulates valuing people as a key success factor for the business process. |  |  |
| The program demonstrates that top management supports people programs. |  |  |
| The program shows evidence that HR structure is embedded in line operations and is highly regarded by operating managers.  |  |  |
| Line Managers champion this people program.  |  |  |

2. Performance Focus (25%)

As evidenced by quantifiable results, the Performance Focus criterion looks at the impact of the program to substantially help in improving the economic, organizational health, social and/or aesthetic standards of the organization as well as its key stakeholders.

|  |  |  |
| --- | --- | --- |
| Criteria | Describe the Approach or Method Used | Describe the Deployment or Extent to which the approach is implemented by work units in the organization, by function, level and geography |
| The program is aligned with the organization’s vision, mission and values. |  |  |
| The program supports meeting the expectations and requirements of key customers and stakeholders.  |  |  |
| The built-in metrics of the program are aligned to the overall business/organization goal and are systematically monitored and evaluated.  |  |  |
| The program has key indicators that look at people results, and these results exceed targets, and show better standards compared to competitors or industry.  |  |  |
| The program is best in class in its results in major areas such as ROI, market leadership and business growth, and delivery of services.  |  |  |

3. Leadership Approaches (20%)

Excellent programs and initiatives are characterized as transformative, innovative and systematic. These programs are designed to constantly adapt to the changing challenges of the organizations external environments, and promotes open, change-friendly and continuous improvement mindset. Leaders or program champions apply coaching, inspiring and engaging people to make the programs successful.

|  |  |  |
| --- | --- | --- |
| Criteria | Describe the Approach or Method Used | Describe the Deployment or Extent to which the approach is implemented by work units in the organization, by function, level and geography |
| The program depicts a successful transformation story driven by the need to respond to challenges in the external environment. |  |  |
| The program builds culture positively. |  |  |
| The program stands out as an exemplar.  |  |  |
| A systems approach is evident, in other words, the program is linked to other programs and they complement each other to support business strategies.  |  |  |
| The program has built-in metrics and these are monitored and tracked.  |  |  |
| The program is led by competent leaders and involves engaged employees.  |  |  |
| Leaders establish and reinforce an environment for empowerment and innovation. |  |  |

4. People Engagement (20%)

The people program allows the organization to tap the full potential of its workforce. The program elicits employee participation and engagement, attends to the learning and development needs and systematically pays attention to their engagement levels and well-being needs.

|  |  |  |
| --- | --- | --- |
| Criteria | Describe the Approach or Method Used | Describe the Deployment or Extent to which the approach is implemented by work units in the organization, by function, level and geography |
| The program encourages employee participation at all levels.  |  |  |
| The program acts as a vehicle to promote teamwork and tap on the innovative potential of employees.  |  |  |
| The program is systematically identified to respond to learning and development needs of employees.  |  |  |
| The program is designed to improve HR metrics.  |  |  |
| The program puts in place rewards and recognition initiatives. |  |  |
| The program evidences that continuous improvement is in place.  |  |  |

5. Social Responsibility (5%)

A key responsibility given high importance to by excellent organizations is good citizenship, community relations, and environmental protection. This attribute also covers business ethics, the protection of public health and safety, the promotion of volunteerism, and the sharing of best practices.

|  |  |  |
| --- | --- | --- |
| Criteria | Describe the Approach or Method Used | Describe the Deployment or Extent to which the approach is implemented by work units in the organization, by function, level and geography |
| The program encourages contribution to the community and the environment. |  |  |
| The program encourages employees to actively participate.  |  |  |
| The program is consistent with statutory and regulatory requirements.  |  |  |

6. HR Competence & Credibility (5%)

A pre-condition of the first criteria (line management and HR partnership) is the HR unit’s competence and credibility. Credibility comes from the HR practitioners’ personal values and professional maturity while competence comes from their conceptual, business and HR functional expertise.

|  |  |  |
| --- | --- | --- |
| Criteria | Describe the Approach or Method Used | Describe the Deployment or Extent to which the approach is implemented by work units in the organization, by function, level and geography |
| The program is crafted by competent HR talents. |  |  |
| The program is responsive, stands out as innovative and is above run-of-the-mill HR initiatives. |  |  |
| The program shows that HR demonstrates the following competencies:  |  |  |
| 1. Interpersonal Skills |  |  |
| 2. Good understanding of individual, group and organizational dynamics |  |  |
| 3. Customer and business orientation |  |  |
| 4. Tech-savvy |  |  |
| 5. Change management know how |  |  |

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THANK YOU FOR COMPLETING THIS DATA FORM!

Please send **1 USB/CD copy** of this PPY Data Form and all other supporting documents via courier/messenger or send through email address issa.nery@pmap.org.ph on or before **February 28, 2019.**

**PEOPLE MANAGEMENT ASSOCIATION OF THE PHILIPPINES (PMAP)**

PMAP Center, 670 Lee Street, Addition Hills

Mandaluyong City