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**2023 PMAP Awards**

Data Form

THE EMPLOYER OF THE YEAR (EOY) AWARD

Private Sector

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Name of the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Employer of the Year (EOY) Award**

The Employer of the Year (EOY) Award aims to give recognition to an organization that fulfills, in an outstanding fashion, its business objectives as well as its social and people management responsibilities. This is achieved through exemplary HR-driven business solutions that create real bottom-line results and an evident impact on people and the larger community. **These business solutions should have been proven sustainable for at least two (2) years of implementation.** The EOY is a purpose-driven organization that puts its people philosophies, principles, and values at the core of its operations. It operates beyond profits, nurtures passion and a sense of personal growth in its people, cultivates collaboration, and uses innovative business solutions that foster a competitive and dynamic workforce.

**EOY Award (Private Sector) Criteria**

### Strategic Business Management and HR Partnership 20%

### Performance Focus 20%

### HR Competence and Credibility 20%

### Leadership Focus and Approaches 15%

### People Engagement 15%

### Risk Management, Sustainability 10%

### (Environment (Blue and Green Economy), Social, Governance)

1. **Strategic Business Management and HR Partnership (20%)**

This criterion looks at the total business strategy and how HR management is embedded into it.

The driving attribute of a high-performing people-focused organization is the partnership between HR and all levels of management. Top management clearly articulates the belief that people are a key factor for business success and visibly demonstrates valuing people. HR is considered a strategic business partner. Operating managers regard HR as highly credible. They champion HR policies and programs and take the lead in developing, empowering, and engaging their human capital.

1. **Performance Focus (20%)**

A key success factor among high-performing organizations is their sharp focus on performance and results. In the private sector, the key indicators of results are resiliency, profitability, and business growth, leading to an increase in shareholder value. In the public sector, the delivery of services that are efficient, effective, and responsive to the needs of the citizenry are targeted results. Clear directions, strategies, and values send strong signals for performance and help create a results-oriented culture. Plans and programs are well-deployed throughout the organization, systematically tracked at the unit and individual levels.

1. **HR Competence and Credibility (20%)**

A pre-condition of the first attribute (Strategic Business Management and HR Partnership) is the HR unit’s competence and credibility. Credibility comes from the HR practitioners’ values and attitudes, respect for regulatory compliance, and professional maturity while competence comes from their display of business acumen, and record of demonstrated competence in all the functional fields of HR management.

1. **Leadership Focus and Approaches (15%)**

Excellent organizations institute and adopt programs and initiatives characterized as transformative, innovative, and systemic. They are constantly trying to adapt to the changing challenges of their external environments and committed to a culture of excellence, hence the presence of an open, change-oriented, and continuous improvement mindset. The leadership style of leaders at all levels of the organization can be described as coaching, inspiring, and people engaging.

1. **People Engagement (15%)**

High-performing and people-focused organizations tap the full potential of their workforce. They have multiple programs and initiatives that focus on labor-management harmony and employee involvement, empowerment, and engagement in the business. The organization has systematic reward programs that are key components in integrating HR into the company strategy. A high degree of positive employee experience is tangible in the organization.

1. **Risk Management, Sustainability (Environment (Blue and Green Economy), Social, Governance) (10%)**

This is a key responsibility given high importance by excellent organizations. A social enterprise is an organization that applies business strategies to make a positive impact for social benefit. Examples of social benefits are corporate citizenship, good governance, business integrity, environmental protection, national and community relations, public health and safety, and an orientation towards the family needs of employees. Social responsibility also looks into global social advocacy practices such as equal opportunity, inclusion, diversity, etc. This attribute likewise covers the promotion of volunteerism and the sharing of best practices.

# Part 1

# Instructions, Confidentiality Undertaking, Authorizations, Certifications

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 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 Team and Board of Judges can evaluate your nomination.
3. Follow the format provided.
4. When submitting this data form, **send a PDF copy** through email to [awards@pmap.org.ph](mailto:awards@pmap.org.ph) (cc: margaux.norega@pmap.org.ph)
5. If you have any questions concerning this data form, please contact the Awards Team through:

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

mobile: 0908 687 3363

email: [awards@pmap.org.ph](mailto:awards@pmap.org.ph) (cc: margaux.norega@pmap.org.ph)

Deadline of submission of Data Forms is **March 17, 2023.**

# 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 candidates will be disclosed to the Board of Judges.

# Contact Person

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Company Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

# Authorizations and Certifications

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, community, and/or government agencies, 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 are a true and accurate representation of the company.

I hereby accept that the decision of the Board of Judges is final and unappealable.

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

In the event of becoming a regional/national finalist or awardee, I hereby grant permission that the information in this form may be used for purposes of educational projects related to the Awards Program such as articles and publications.

In the event of becoming a regional and/or national awardee, I hereby agree to be present at the Awards Ceremonies.

**MUST** be signed by: President, GM or CEO of the company

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Company Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*\*PMAP ensures the protection of your submitted data in accordance with the Data Privacy Law. PMAP gathers this information to be used for the assessment of the PMAP Awards program.*

# Part 2

# Company and HR Information

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1. **Brief Company Introduction**

**1.1** Please provide a concise description of your company – purpose, values, vision, mission. **Provide any and all such information you deem important for purposes of the Awards competition.**

**1.2** Submit a copy of the company’s **Annual Report** for the **last three (3) fiscal years** (2022,2021, and 2020)

# Organizational Structure

2.1 Submit top-level functional table of organization of the company

2.2 Submit detailed functional table of organization of the HR unit

# Employee Demographics (for years 2022, 2021, and 2020)

# 3.1 Type of Employment --Direct Hires/Organic Employees

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Regular | | Probationary | | Non- permanent | | Total | | Average Age | Average Tenure |
|  | Male | Female | Male | Female | Male | Female | Male | Female |
| Rank & File, clerk, technician |  |  |  |  |  |  |  |  |  |  |
| Specialist/  Professional |  |  |  |  |  |  |  |  |  |  |
| Supervisory/  Managerial |  |  |  |  |  |  |  |  |  |  |
| Executive |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |

## \*Non-permanent employees: project, contract, seasonal, fixed-term, casual, job order

## 3.2 Employees of outsourced jobs and services located within company premises

## Please list what functions are being done by these employees (ex. security, janitorial, logistics, medical, graphics design, etc.)

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Number | | Total | Average Age | Average Tenure |
|  | Male | Female |  |  |  |
| Rank & File / clerk / technician |  |  |  |  |  |
| Specialists/professionals |  |  |  |  |  |
| Supervisory/Managerial |  |  |  |  |  |
| Total |  |  |  |  |  |

1. **Financial Reports (in Philippine Peso)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2022 | 2021 | 2020 |
| Assets |  |  |  |
| Liabilities |  |  |  |
| Equity |  |  |  |
|  |  |  |  |
| Revenue/Sales |  |  |  |
| Operating Expenses |  |  |  |
| Net Income |  |  |  |

# For verification purposes, audited financial reports for the past three (3) years (e.g. FS / P&L, Balance Sheet) shall be made available upon request

1. **PER CAPITA Labor Expenses for the Past 3 Years (in Philippine Peso)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Labor Expense** | **Description** | **2022** | **2021** | **2020** |
| Total Pay | Wages, salaries, allowances bonuses, profit share, commissions |  |  |  |
| Employee Benefits | Include statutory benefits |  |  |  |
| Employee Acquisition | Recruitment  Selection  Relocation  Onboarding |  |  |  |
| Learning and Development, OD | Job Training  Behavioral Training, team building, MBA, etc. |  |  |  |
| OSH | Include pandemic related |  |  |  |
| Others | Labor-related expenses |  |  |  |
| **Total Labor Cost PER CAPITA** | |  |  |  |

1. **Workforce Productivity**

Please provide below your measures of labor productivity (ex. output / labor input; standard hours/ actual hours; service output per capita; sales output per capita, KRAs, KPIs, etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Metrics** | **Description** | **2022** | **2021** | **2020** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# HR Performance Metrics

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Key Performance Metric  (Indicators: absenteeism, net promoter score, offer acceptance rates) | Brief Description | 2022 | | 2021 | | 2020 | |
| Goal | Actual | Goal | Actual | Goal | Actual |
| Employee Turnover / Attrition Rate |  |  |  |  |  |  |  |
| Employee Satisfaction/ experience survey Rate |  |  |  |  |  |  |  |
| Learning & Development Man Hours Per Employee |  |  |  |  |  |  |  |
| Time to Fill Vacancies |  |  |  |  |  |  |  |
| Internal Promotion Rate |  |  |  |  |  |  |  |
| “authorized cause” terminations |  |  |  |  |  |  |  |
| “Just cause” Terminations |  |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |  |

*\*Attrition rate is computed as:*

(2022 Total no. of regular employees resigned/terminated)

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

# 8. Total Rewards

**8.1.** What is your company’s compensation philosophy / basis for pay determination.

Legal minimum

Labor market:

What comparison group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What percentile rank? \_\_\_\_\_\_\_\_\_\_

Internal equity

Gain sharing

Performance-based

Skills /Education/Competency-based

Others (Please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8.2 Ratios**

|  |  |  |  |
| --- | --- | --- | --- |
| **Percentage** | **2022** | **2021** | **2020** |
| Benefits costs over Total Pay cost |  |  |  |
| Variable Compensation over Fixed Compensation |  |  |  |
| % difference in pay + benefits cost, female over male --Rank and File, Clerks, Technicians |  |  |  |
| % difference in pay + benefits cost, female over male --specialists, professionals |  |  |  |
| % difference in pay + benefits cost, female over male -- Supervisory, Managerial |  |  |  |
| % difference in pay + benefits cost between Rank and File employees and Supervisors |  |  |  |
| % difference in pay + benefits cost between Supervisors and Managers |  |  |  |
| % difference in pay + benefits cost between Managers and Executives |  |  |  |

# 9. Employee / Labor Relations

# 9.1 Union Information (If Applicable)

|  |  |
| --- | --- |
| Name of Majority Union: |  |
| Affiliation of Union: |  |
| Date of CBA Period: | From: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total Number of Union Members |  |
| Total Number of Non-Union members |  |

**9.2** Please declare any labor case/s (filed from 2018-2022) and their current status.

**9.3** Please provide a copy of your employee handbook

**9.4** Attach latest DOLE Certificate of Compliance and other documentary proof of regulatory compliance to labor standards, Occupational Safety and Health Standards, SSS, PhilHealth, PAGIBIG, etc.

**10. Governance-Related**

PMAP Awards due diligence requires the declaration of any business governance issues/cases such as corporate citizenship/social enterprise, ethics & integrity, regulatory compliance, disclosures/transparency, fraud/corruption/bribery, environment, conflicts of interest, stakeholders’ rights, etc. If you have or had cases or issues within the past three (3) years particularly with regulators such as SEC, DTI, BOI/PEZA, etc., BOC, BIR, DENR, DOH, DOJ, DOLE and attached agencies, LGU, and the like. Kindly list down the description, year of occurrence, and status to date.

|  |  |  |
| --- | --- | --- |
| **Description** | **Year of Occurrence** | **Current Status** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Part 3

# EOY AWARD CRITERIA

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

# Strategic Business Management & HR Partnership (20%)

# This criterion looks at the total business strategy and how HR management is embedded into it.

The driving attribute of a high-performing people-focused organization is the partnership between HR and all levels of management. Top management clearly articulates the belief that people are a key factor for business success and visibly demonstrates valuing people. HR is considered a strategic business partner. Operating managers regard HR as highly credible. They champion HR policies and programs and take the lead in developing, empowering, and engaging their human capital.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| HR is considered as a member of the strategic and operating management teams and is proactively involved in the strategic planning process. |  |  |
| Top management articulates valuing people as a key success factor for the business process. |  |  |
| Top management visibly supports HR programs and initiatives. |  |  |
| The HR structure is embedded in line operations and is highly regarded by operating managers who consider them as business partners. |  |  |
| Line managers champion HR programs and consider people management as line responsibility. |  |  |

# Performance Focus (20%)

A key success factor among high-performing organizations is their sharp focus on performance and results. In the private sector, the key indicators of results are resiliency, profitability, and business growth, leading to an increase in shareholder value. In the public sector, the delivery of services that are efficient, effective, and responsive to the needs of the citizenry are targeted results. Clear directions, strategies, and values send strong signals for performance and help create a results-oriented culture. Plans and programs are well-deployed throughout the organization, systematically tracked at the unit and individual levels.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| Values, vision, mission, and objectives are well-articulated, shared with all stakeholders and serve as focal and integrating mechanisms for all HR plans, and programs. |  |  |
| Expectations and requirements of key customers and stakeholders guide all HR policies, programs, and initiatives. |  |  |
| A systematic performance management system which integrates planning and regular monitoring is evident. |  |  |
| The organization has key indicators looking at people results and these results exceed targets and are high relative to competitors or industry standards. |  |  |
| The organization demonstrates best-in-class performance in major areas of importance (ROI, market leadership and business growth in the private sector; improvements in the delivery of services in the public sector). |  |  |

# HR Competence & Credibility (20%)

A pre-condition of the first attribute (Strategic Business Management and HR Partnership) is the HR unit’s competence and credibility. Credibility comes from the HR practitioners’ values and attitudes, respect for regulatory compliance, and professional maturity while competence comes from their display of business acumen, and record of demonstrated competence in all the functional fields of HR management.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| Leaders and employees speak well about the HR function. |  |  |
| HR programs are seen as responsive; they stand out as innovative, above run-of-the-mill HR initiatives. |  |  |
| HR practitioners are admired for their integrity, credibility, and professionalism. |  |  |
| HR people demonstrate the following competencies:   * communication skills, * Interpersonal skills, Good understanding of individual, group, and organizational dynamics, customer and business orientation, Tech-savvy, * Change Management |  |  |
| HR people have high level of Business Acumen and competencies in HR functional / technical areas such as: Strategic HR, Talent Management, Employee/Labor Relations, Compensation and Benefits, Organization Development, Learning and Development, OSH, HR administrative services, etc. |  |  |
| HR people are well respected for championing social advocacies such as human rights, equal opportunities, gender equality, family responsiveness, environment protection, community well-being, etc. |  |  |

# Leadership Focus and Approaches (15%)

Excellent organizations institute and adopt programs and initiatives characterized as transformative, innovative, and systemic. They are constantly trying to adapt to the changing challenges of their external environments and committed to a culture of excellence, hence the presence of an open, change-oriented, and continuous improvement mindset. The leadership style of leaders at all levels of the organization can be described as coaching, inspiring, and people engaging.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| A successful transformation story driven by the need to respond to challenges from the external environment. |  |  |
| Adoption of state-of-the-art technology in business and HR. There is evident and effective use of IT-based solutions, digital apps, portals, intranet, and the like. |  |  |
| Major change programs are typically anchored on culture building and alignment. |  |  |
| An integrated mix of HR programs characterized as innovative and responsive to new or ongoing organizational challenges. (stands out as exemplary) |  |  |
| A systems approach is evident, in other words, HR programs are linked and complement each other and are aligned with overall business goals and strategies. |  |  |
| Approaches have built-in metrics and these are monitored and tracked. |  |  |
| Leaders at all levels are regarded as competent as well as concerned with employees’ well-being and satisfaction. Their actions are seen as engaging and inspiring. |  |  |
| Leaders are guided by an articulated leadership brand (expectations of leadership behaviors). |  |  |
| There is a succession and talent management strategy that is aligned to the strategic business direction. |  |  |

# People Engagement (15%)

High-performing and people-focused organizations tap the full potential of their workforce. They have multiple programs and initiatives that focus on labor-management harmony and employee involvement, empowerment, and engagement in the business. The organization has systematic reward programs that are key components in integrating HR into the company strategy. A high degree of positive employee experience is tangible in the organization.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| Many ways of encouraging employee participation at all levels are evident. |  |  |
| Vehicles to promote teamwork and tap on the innovative potential of the employees are in place. |  |  |
| The learning and development needs of all employees are systematically identified and appropriate systems are in place to respond to these needs. |  |  |
| The organization systematically measures employee engagement and experience, gets feedback from employees and acts on key issues from feedback. |  |  |
| A wide variety of reward and recognition schemes are in place. |  |  |
| Major HR processes are regularly evaluated and improved. |  |  |

# Risk Management, Sustainability (Environment (Blue and Green Economy), Social, Governance) (10%)

This is a key responsibility given high importance by excellent organizations. A social enterprise is an organization that applies business strategies to make a positive impact for social benefit. Examples of social benefits are corporate citizenship, good governance, business integrity, environmental protection, national and community relations, public health and safety, and an orientation towards the family needs of employees. Social responsibility also looks into global social advocacy practices such as equal opportunity, inclusion, diversity, etc. This attribute likewise covers the promotion of volunteerism and the sharing of best practices.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| A transparent governance system consistent with statutory and regulatory requirements is in place. |  |  |
| Programs that are socially beneficial are multi-stakeholder directed, have positive impact on business results, and are integral to the nature of the business. |  |  |
| Well-defined policies, goals and programs are in place covering social advocacy matters, community relations, public health and safety, environment, etc. |  |  |
| Employees are encouraged to actively volunteer and participate in these programs |  |  |

**Part 4**

**Justification for the Award**

Given the criteria mentioned above, please indicate below your reasons as to why your company should be accorded the EOY Award. Include anything that may not have been covered in this data form. Attach additional supporting materials you believe will support your nomination.

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# THANK YOU FOR COMPLETING THIS DATA FORM!

Please submit the EOY Data Form and all other requirements **ONLINE**

to the PMAP Awards Team at

[awards@pmap.org.ph](mailto:awards@pmap.org.ph) (cc: margaux.norega@pmap.org.ph)

on or before

**March 17, 2023**

Photo and video documentation of activities (with comprehensive captions) may also be attached to support your nomination.

Once submitted, kindly wait for a response from the Awards Team to ensure that the nomination has been received.

For inquiries, contact Margaux Angeli Norega

0908 687 3363

margaux.norega@pmap.org.ph

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

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