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**2023 PMAP Awards**

Data Form

PEOPLE PROGRAM OF THE YEAR (PPY) AWARD

Private Sector

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

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

Program Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Implementation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE PEOPLE PROGRAM OF THE YEAR

(PPY) AWARDS

A PPY award is accorded to a company for a people program that is relevant, unique, and innovative. The program is a cutting-edge best practice that provides a meaningful contribution to the twin organizational requirements of achieving business goals while meeting the needs of its people. It must have been ***operational (implemented) for at least two (2) years*** by the time of nomination.

 One (1) PPY award is open for each of the seven (7) major groupings/functional areas listed below.

1. **Strategic HR**
	* Strategic Planning
	* Risk Management, Sustainability (Environment, Social, Governance)
	* Organization Development
		+ Culture
		+ Structures and Systems
		+ Organizational effectiveness (e.g. team building)
2. **Talent Acquisition and Management**
	* Planning
	* Sourcing and Acquisition
	* Learning and Development
	* Performance Management
	* Succession Management / Talent Pipelines
		+ Planning
		+ Management Development
		+ Career Paths and Development
3. **Total Rewards**
* Compensation
* Benefits
* Motivational Rewards
1. **Employee Experience**
* Labor Relations
* Employee Relations
* Employee Involvement, Empowerment, Engagement
1. **Occupational Safety and Health**
* Occupational Safety
* Occupational Health
* Wellness
1. **CSR/Corporate Citizenship**
* Environment Protection and Enhancement (Green and Blue Economy)
* Social /Community Development
* Business Sustainability
1. **HR Service Delivery**
* Systems and Process Improvements
* Data Analytics
* HRIS /IT Enablement

**PPY Awards Criteria**

1. Relevance/Program Impact,

Innovativeness, Uniqueness, Best Practice 25%

1. Partnerships and Collaborations 20%
2. Performance Focus / Program Efficacy 20%
3. Program Leadership and HR Excellence 20%
4. People Involvement and Engagement 15%

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 (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 (cc: margaux.norega@pmap.org.ph)

Deadline of submission of Data Forms is on **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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**A PPY nomination is appreciated within the context of the company and HR environment that the people program operates in. Undeniably, a PPY awardee is likewise appreciated in the same context by the general public. Hence the requirement for company and HR information.**

Please provide the information requested below:

1. **Brief Company Introduction**
	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.**
	2. Submit a copy of the company’s Annual Report for the **last three (3) fiscal years** (2022,2021, and 2020)
2. Organizational Structure
	1. Submit top-level functional table of organization of the company
	2. Submit detailed functional table of organization of the HR unit
3. **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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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  | RecruitmentSelectionRelocationOnboarding |  |  |  |
| Learning and Development, OD | Job TrainingBehavioral 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, KPIs, KRAs, etc.)

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

1. 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

PPY Award Entry Description

  A PPY award is accorded to a company for a people program that is unique, relevant, and innovative. The program is a cutting-edge best practice that provides a meaningful contribution to the twin organizational requirements of **achieving business goals while meeting the needs of its people**. It must have been **operational (implemented) for at least two (2) years** by the time of nomination.

           Please describe the people program containing information such as but not limited to rationale, goals, activities, stakeholders, milestones, and results.

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

Part 4

PPY Awards Criteria

1. **Relevance/ Program Impact, Innovativeness, Uniqueness, Best Practice (25%)**

**Relevance/Program Impact**

Please explain what need is being addressed to by the program. What created the need? In tangible terms/measures, how much of the need has been addressed by the program? What is the annual program yield, i.e. (benefit derived) over (cost of design + trial+ implementation)?

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

**Innovativeness, Uniqueness, Best Practice**

In what way is the program unique and innovative? Explain how the program can be described as an exemplar/best practice in the industry.

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1. **Partnerships and Collaborations (20%)**

The driving attribute of a high-performing people-focused organization is the partnership between HR and all levels of 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 developing, empowering, and engaging their human capital.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| The program has been 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 and systems are embedded in line operations and is highly regarded by operating managers. |  |  |
| Line Managers champion this people program. |  |  |

1. Performance Focus/Program Efficacy (20%)

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 ethical standards of the organization as well as its key stakeholders.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| The program is aligned with the organization’s values, vision, mission, and goals |  |  |
| 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. |  |  |

1. Program Leadership and HR Excellence (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 organization’s internal and external environments, and to promote an open, change-friendly and continuous improvement mindset. Leaders and program champions coach, inspire, and engage their people to make the programs successful.

This criterion also looks into how the program reflects the competency and credibility of the HR leadership.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| The program depicts a successful transformation story driven by the need to respond to challenges in the internal or external environment of the organization. |  |  |
| The program builds culture positively. |  |  |
| A systems approach is evident, in other words, the program is linked to other programs and they complement each other to support HR strategies |  |  |
| The program has built-in metrics that are monitored and tracked. |  |  |
| The program is led by competent leaders and involves engaged employees. |  |  |
| The program reinforces an environment for empowerment and innovation. |  |  |
| The program reflects the competency and credibility of the HR leadership. |  |  |
| The people program is responsive and stands out as innovative, above run-of-the-mill HR initiative. |  |  |

1. People Involvement and Engagement (15%)

The people program allows the organization to tap the full potential of its workforce. It elicits employee involvement and engagement, attends to employee motivations, and systematically pays attention to their engagement levels and well-being needs. The people program also results to a high degree of positive employee experience within the organization.

|  |  |  |
| --- | --- | --- |
| Indicator | How is the indicator manifested and deployed across the organization? | Evidences of the result of deployment |
| The program encourages employee participation at all levels. It promotes a sense ofidentification with the company |  |  |
| The program acts as a vehicle to promote teamwork and tap on the innovative potential of employees. |  |  |
| The program was systematically identified to respond to the needs of employees. |  |  |
| The program is designed to improve HR service delivery |  |  |
| The program puts in place rewards and recognition initiatives. |  |  |
| The program evidences that continuous improvement is in place. |  |  |
| The people program is inclusive and does not discriminate on the basis of gender or against any person’s sexual orientation, gender identity and expression |  |  |
| The program serves as an avenue to promote the organization as responsive to employee family needs |  |  |

**Part 5**

**Additional Justification for the Award**

Include anything that may not have been covered in this data form.

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THANK YOU FOR COMPLETING THIS DATA FORM!

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

to the PMAP Awards Team at

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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