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Department of Labor



& Employment

Rotary Club of Manila

People Management Association of the Philippines

Department of Labor and Employment

**2023 TOWER AWARDS**

**(The Outstanding Workers of the Republic Awards)**

**TEAM Nomination Form**

**RULES**

1. The official Nomination Form should be used and should be accompanied by a recent 2x2 ID photo of the nominee.
2. Nominees must attach the following with their nomination form: Employment History and Consent of Employer
3. The completed Nomination Form must be received not later than **5pm of March 03, 2023** by the People Management Association of the Philippines (PMAP).
4. The nominees will be assessed thru paper screening, actual assessment by the PMAP Assessment Team, and final assessment by the Board of Judges.
5. During the assessment period the immediate supervisor of the employee (nominee), HR Head, and management team should be available for interview by the PMAP Assessment Team and by the Board of Judges.
6. The selection of the PMAP Assessment Team and the decision of the Board of Judges are final.
7. Screening and Selection for the 2023 TOWER Awards will be face-to-face/workplace assessment.
8. The presence of the head of the organization or his representative, along with the awardee, is required during the awarding ceremonies.

**PART I. EMPLOYER INFORMATION**

**The TOWER Awards is appreciated within the context of the organization where the nominee is employed. Accordingly, the candidacy of a nominee is evaluated along with the organization.**

Name of Nominee’s Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Industry/Type of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ownership (Private/Public): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Market Capitalization (in Philippine Peso): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Employees (provide breakdown number):

1. Regular \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Probationary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Temporary (Direct hires of employers - Casual, Project-based) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Contractor’s Employees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Please attach your Organizational Structure and manning levels

Kindly furnish the following (to be accomplished by the current employer/HR):

1. A one-page description of the **company’s history, purpose/principles statement, values, vision, and mission**.
2. A one-page description of your Human Capital: **principles and values that guide your management of people, organization**, **significant HR programs**, etc. **Attach a copy of your Employee Handbook**.
3. A one-page description of your **labor productivity policies and programs**. State your definition of labor productivity and how you measure them. Attach your labor productivity performance for the past three years.
4. TOWER Awards **due diligence** requires **declaration of any business governance issues/cases** related to corporate citizenship/social enterprise, ethics and 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 years, particularly with regulators such as SEC, DTI, BOI/PEZA, BOC, BIR, DENR, DOH, DOJ, DOLE and its attached agencies, LGU, and the like, kindly submit a list of the case/s detailing the description, year of occurrence, and status to date.

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**PART II.1 TEAM MEMBER’S INFORMATION (please use separate sheet by using the same format for additional members)**

Please attach a recent colored 2x2 ID picture with white background

|  |  |  |
| --- | --- | --- |
| **Full Name** |  |  |
| **Last Name** | **First Name** | **M.I.** |

**Complete Home or Provincial Address**

**Educational Background**

College - School, Course & Year Graduated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vocational/Technical - School, Course & Year Graduated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School - School, Course & Year Graduated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Citizenship** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Birthdate** (MM/DD/YY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information\***

\*Kindly ensure that the employee/nominee consented to share his/her personal details.

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Information**

Name of Spouse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children:

Name Age

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

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

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

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

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

**CANDIDATE’S EMPLOYMENT HISTORY (start with current employment)**

**Employer**

**Position(s)**

**Year start to year ended**

2

**Company Point Person/Contact Person**

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

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

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

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

**Note:**

To ensure proper documentation and professional representation, we request the **HUMAN RESOURCES DEPARTMENT** to assist in the preparation of the following requirements:

**PART II.2 NOMINEE’S JOB HISTORY IN THE PAST 3 YEARS WITH CURRENT EMPLOYER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR** | **JOB TITLE** | **ACCOUNTABILITY** | **PERFORMANCE** |  |
| **EVALUATION RATING** |  |
|  |  |  |  |
|  |  |  |  |  |
| 2022 |  |  |  |  |

2021

2020

**PART II.3 OVERALL ASSESSMENT / ENDORSEMENT AND GUARANTEE BY EMPLOYER**

Please submit a concise (one-page only) evaluation of the team’s innovation relative to the TOWER Awards. Consider the team’s:

1. Teamwork, cooperation, coordination, cohesiveness, etc. (i.e. collaboration, relationships, leadership/followership, influence, etc.)
2. History of the team, organization and composition of the team, innovation track record
3. Describe each team member’s corporate citizenship (i.e. identification with the company, loyalty, engagement, productivity, work values and attitude, etc.)
4. Describe each team member in the context of his family and community relations.

By endorsing the team’s candidacy, it is understood that the employer guarantees that no team member has any derogatory record in the past three (3) years.

**PART II.4 CANDIDATE TEAM’S INNOVATION**

**II.4.1 Select one (1) outstanding project of the candidate team completed within the past three years.**

Qualified projects are:

1. Innovations, inventions, changes
2. Applied to systems, procedures, processes, products, machinery, facilities, materials, work time, work effort, etc.
3. Attributable solely or largely to the candidate’s efforts
4. Actual full implementation for **AT LEAST TWO (2) YEARS**
5. With significant impact on the operations of the company as to productivity, delivery, quality, cost, occupational safety and health, environment protection, improvement of quality, ecosystem, risk management, etc.
6. The impact is measurable in a tangible manner, preferably in costs saved /avoided or revenue generated.

Describe the impact of the employee’s innovation contributions to the department or company’s overall efficiency or productivity. Quantify the innovations in terms of **COST SAVINGS/COST AVOIDANCE/PRODUCTIVITY GAINS** to be validated by the HR Manager, Chief Finance Officer and the Company President.

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**PART II.4.2 Submit the project summary using the form below. To fully appreciate the project, a live demonstration on site will be needed. If not possible (e.g. COVID-19 control related reasons), a video presentation will do as a substitute. Please submit a copy of the presentation.**

NAME OF NOMINEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE OF PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Conceptualized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period Implemented: From \_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_

Note: **Kindly** provide the complete terminologies on any abbreviations and its meaning during your submission.

Condition **BEFORE** Innovation:

**CHANGE / INTERVENTION DONE**

Condition **AFTER** Innovation:

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**Describe the impact in tangible measures, preferably in cost saved/avoided or revenue generated (Philippine peso)**

**CERTIFICATIONS**

We, the undersigned, certify that the above data are TRUE and CORRECT and have the full knowledge of the innovations as the sole initiative of the nominee. We also validate the correct figures on the productivity cost and savings from the innovation.

Signatures over Printed Name:

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

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

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

**CEO/PRESIDENT/GM**

**HEAD OF HR**

**HEAD OF FINANCE**

**CONFORME**

I, Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Nominee) (Name of Company)

do hereby consent to the rules and regulations of the 2023 TOWER Awards, its organizers, its officers and/or members are hereby free and harmless from any and all liabilities which may arise from any loss, damage and/or injury that may be sustained by me during the course or causes whatsoever in the course of the evaluation for this award. I give my consent to share my personal details in conformance to the Data Privacy Law.



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

Printed Name and Signature of Nominee

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Thank you for completing the Nomination Form!

Nomination Forms and Other Supporting Attachments may be submitted **ONLINE** to the

PEOPLE MANAGEMENT ASSOCIATION OF THE PHILIPPINES email: [awards@pmap.org.ph](mailto:awards@pmap.org.ph)

1. margaux.norega@pmap.org.ph

**on or before 5pm of March 03, 2023**

For inquiries, Margaux Angeli Norega through:

0908 687 3363

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**2023 TOWER AWARDS**

**ABOUT THE TOWER AWARDS**

**The TOWER Awards honors the nation’s most outstanding non-supervisory blue-collar and white-collar workers. It is conferred to employees for their exceptional and outstanding innovations which have significantly contributed to a department or to company’s overall efficiency, productivity, and performance.**

**Founded in 1975 by the Rotary Club of Manila, the TOWER Awards Program aims to recognize the contribution of workers to economic development while uplifting Filipino workers' morale, enhancing individual career opportunities, and promoting industrial peace.**

**In recent years, the RCM has partnered with PMAP and DOLE in the search for the most outstanding workers of the Republic.**

**OBJECTIVES**

1. To promote wider recognition and the dignity of labor.
2. To recognize the importance and contributions of those occupations which are especially relevant to the economic and technological progress of the country.
3. To honor organizations that put their people first, deliver future-focused excellence in the field of people management, and understand the importance of their human capital as key contributors to business outcomes and results.
4. To inculcate pride in excellent and outstanding work performance worthy of emulation.
5. To help develop critical, innovative/inventive, and creative thinking at the work place, and inculcate a mindset for quality and productivity in the work force.
6. To recognize employee excellence and innovation.

**CRITERIA AND QUALIFICATIONS**

* Each team member is a citizen of the Republic of the Philippines
* A non-supervisory blue-collar or white-collar employee
* Team whose contribution is directly involved in the basic/main/supporting activity of the enterprise
* Team with a consistent record of high performance in the past 3 years
* Each team member with good moral character
* Team who has introduced extraordinary, original, and innovative ideas, systems, or designs that have brought beneficial results to the company and/or work environment in terms of improvements in quality, productivity, cost reduction, competitiveness, etc

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* Team with outstanding accomplishments or contributions that enhance the development of skills, trade, or occupation.
* Team with exemplary, distinctive, and consistently excellent performance that sets them apart from others, making them worthy of emulation and special recognition.
* Each team member should be evidently involved from the conceptualization up until the execution and continuity of the innovation.
* The innovation must have been in effect for a minimum of 2 years.

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**CATEGORIES**

**MANUFACTURING**

Those companies whose primary core of the business (at least 60%) is in the manufacturing of products. These include

* Motor Vehicles, Trailers, Semi-Trailers
* Other transport Equipment (e.g. ships, boats, locomotives, and rolling stock, aircraft, spacecraft, parts)
* Basic Pharmaceutical Products and Pharmaceutical Preparations
* Computer, Electronic, and Optical
* Products (includes IC’s and semiconductors
* Electrical Equipment
* Food Products
* Beverages, Tobacco Products
* Leather and Related Products
* Machinery and Equipment
* Repair and Installation of Machinery and Equipment (includes maintenance/servicing
* Basic Metals
* Fabricated Metal Products
* Other Non-metallic Mineral Products
* Rubber and Plastic Products
* Textiles, Wearing Apparel
* Wood, Bamboo, Cane, Rattan, and Straw Products
* Paper and Paper Products
* Printing and Reproduction of
* Recorded Media
* Refined Petroleum Products
* Chemicals and Chemical Products
* Furniture
* Others

**SERVICES**

Those privately-owned companies or organizations whose primary core of the business (at least 60%) is in providing services such as:

* Communication and Information
* Tourism
* Business/Professional Services (security, law, architecture, engineering, advertising, etc.)
* Transportation and Storage
* Banking and Financial Services
* Information Technology/E-commerce
* BPO
* Water Supply, Waste Treatment, Management, Control, and Environment Protection
* Others (Please refer to the PSIC Philippine Standard Industrial Classification)

*Source: Philippine Standard*

*Industrial Classification, Manufacturing Section)*

**Prizes:** TOWER Trophy

Cash prize

**Deadline of Submissions:** March 03, 2023

**WAYS TO CONNECT**

Anna Kun Toledo of Rotary Club of Manila

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