

Rotary Club of Manila

Department of Labor and Employment

People Management Association of the Philippines

**2025 TOWER AWARDS**

**(The Outstanding Workers of the Republic 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 performance, innovations, and personal qualities which have significantly contributed to the company’s overall business and organizational efficiency, productivity, and performance.

Founded in 1975 by the Rotary Club of Manila as a Rotary Vocational Service program, the TOWER Awards 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.

**The award is open to all Philippine registered enterprises, regardless of nature of business, industry, size, ownership, private or public, for profit or not. The annual search targets multiple number of awardees, individual or team. A winning team innovation entry is considered as a single awardee.**

**OBJECTIVES**

1. To promote wider recognition of the dignity of labor.
2. 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.
3. To inculcate pride in excellent and outstanding attitudes and work performance worthy of emulation.
4. To help develop critical, innovative/inventive, and creative thinking at the work place, and inculcate a mindset for productivity, quality, cost, delivery, and safety in the work force.

**QUALIFICATIONS AND CRITERIA**

**Qualifications**
A citizen of the Republic of the Philippines.
A non-supervisory/non managerial rank
An employee in a blue-collar or white-collar job
An employee who possesses ALL of the three criteria described below:

**Criterion: Outstanding Job Performance**
Exemplary job performance that sets the employee apart from others, making him worthy of emulation and special recognition. As a minimum, above expectations performance appraisals for the past three years.

**Criterion: Innovation Project**
The employee has introduced extraordinary, original, and innovative ideas, processes, systems, or designs; that have brought beneficial results to the company in terms of improvements in quality, productivity, cost reduction, delivery, safety, competitiveness, etc.

The employee must be the main proponent of the idea, process, system, design, etc. He/she should be a key player from the conceptualization to the execution of the innovation.

The innovation must be recent (not more than five years old) and sustainable (has been implemented for a minimum of 2 years)

In cases where the innovation project is by a team of employees, the nomination is submitted as a team entry. The same conditions of the innovation project criterion apply. The same qualification requirements for individual entries apply for each member of the team.

**Criterion: Personal Qualities**The employee is an exemplary individual because of consistently demonstrated outstanding qualities as a person, as a team member, as a company employee, consider also family and impact on community.

**PROCESS**
To ensure a thorough and fair selection, an exhaustive 4- step process is employed:

**1. Nomination.**

Candidate employees are nominated normally by their respective employers using their own internal selection processes guided by the purpose statement and qualification specifications of the TOWER AWARDS.

**2. Data Form.**

All nominations are entered using a standard, uniform data format. The form requires information upon which the nomination is hinged on. It also requires certifications and “due diligence” guarantees by the employer and nominee. Information in the data form is the basis of the initial “paper screening” of nominations.

**3. TOWER Awards Assessment.**

Nominations that have passed the paper screening are then subjected to actual, face-to-face, on-site assessment by the TOWER Awards assessment team from PMAP. The onsite assessment serves the purposes of validating the data submitted, and providing the nominee and his employer the full opportunity to have the nomination context fully understood and appreciated. The organization’s top leadership team, the nominee /team and the immediate manager and supervisor, and co employees are expected to be available for interviews.

**4 Final Judging.**

Nominations passed by the TOWER Awards assessment team are submitted to a “panel of judges” for final screening. This panel is comprised of CEO level personalities in business, government, academe, media, professions, labor, etc. Independent of the TOWER awards team, the judgment of this panel provides the national level perspective of the TOWER awards.

**AWARDS**
The awardee together with the head of the organization are honored at appropriate awarding ceremonies. The awardee receives a trophy and a cash gift.

The awardee and his organization are expected to participate in advocacy programs and learning events promoting the objectives of the TOWER Awards.

**NOMINATION FORM**

Kindly provide the information requested accordingly. The deadline of the nomination is on February 21, 2024, 11:59PM.

For questions and inquiry, do not hesitate to contact PMAP Secretariat at awards@pmap.org.ph

**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**

*Market Capitalization: Refers to the value of a company's shares in the market.*

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

1. Latest Annual Report. If this is not available, please submit the following

 a. A one-page description of the **company’s history, purpose/principles statement, values, vision, and mission**.

 b. Organizational Structure

 c. 2024 audited financial report

1. A one-page description of your Human Resources Management: **principles and values that guide your management of people, organization, significant HR programs**, etc. **Attach a copy of your Employee Handbook**.
2. 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.
3. TOWER Awards **due diligence** requires **disclosure 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**

**PART II.1 CANDIDATE INFORMATION**

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| **LAST NAME** | **GIVEN NAME** | **M.I** |
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| COMPLETE PERMANENT ADDRESS |
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Please attach a recent colored 2x2 ID picture with white background

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| **EDUCATIONAL BACKGROUND** |
| College - School, Course & Year Graduated: |
| Vocational/Technical - School, Course & Year Graduated: |
| High School - School, Course & Year Graduated: |

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| CITIZENSHIP: | **FAMILY INFORMATION** |
| BIRTHDAY (MM/DD/YYYY): | NAME OF SPOUSE: |
| AGE: | AGE: | OCCUPATION: |
| **CONTACT INFORMATION** | NAME OF CHILDREN: | AGE: |
| MOBILE NUMBER: | NAME OF CHILDREN: | AGE: |
| EMAIL ADDRESS: | NAME OF CHILDREN: | AGE: |
| COMPANY EMAIL ADDRES: | NAME OF CHILDREN: | AGE: |

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| **CANDIDATE’S EMPLOYEMENT HISTORY****(START WITH THE CURRENT EMPLOYMENT)** |
| **EMPLOYER** | **POSITION/S** | **YEART START TO YEAR END** |
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| **COMPANY POINT PERSON/ CONTACT PERSON** |
| NAME: |
| OFFICIAL DESIGNATION: |
| CONTACT NUMBER (TELEPHONE & MOBILE NUMBER): |
| EMAIL ADDRESS: |

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

**NOTE:** Please submit copies of the employee’s official performance appraisal documents.

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| **YEAR** | **JOB TITLE** | **ACCOUNTABILITY** | **PERFORMANCE EVALUATION** |
| 2024 |  |  |  |
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| 2023 |  |  |  |
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| 2022 |  |  |  |
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**PART 2. 3 OVERALL ASSESSMENT OF THE NOMINEE’S PERSONAL QUALITIES**

Please submit a concise (one-page only) evaluation of the nominee’s exemplary personal qualities pertinent to his candidacy to an outstanding worker of the nation. Consider him as:

1. An individual (ex.: demonstrated character and work values/attitude, work ethics, motivations, competencies etc.)
2. A team member (ex. collaboration, relationships, leadership/followership, influence, etc.)
3. A company employee (ex.: identification with the company, loyalty, engagement, productivity, etc.)
4. Describe the candidate in the context of his family and community
5. Others

 **The employer guarantees that the candidate has no record of misbehavior, administrative cases, civil or criminal cases, etc. that may derogate the value of being a TOWER Awardee**.

**PART III.** **NOMINEE’S INNOVATION PROJECT**

**Select one (1) outstanding project of the nominee (individual or team) completed within the past five years.**

Qualified projects are:

* Innovations, inventions, changes,
* Applied to systems, procedures, processes, products, machinery, facilities, materials, work time, work effort, etc.,
* Attributable solely or largely to the nominee’s efforts,
* Proven to be sustainable (i.e has been running for at least two years**),**
* Recent /new (i.e. has been running not more than five years from current awards year), and
* With significant impact on the operations of the organization as to productivity, delivery, quality, cost, occupational safety and health, environment protection, etc.

The impact should be measurable in a tangible manner, preferably in Philippine pesos, such as gains in productivity, delivery efficiencies, quality improvements, costs saved /avoided, or revenue generated. Note that the impact metrics is part of the information certified as true and correct by the heads of the organization, finance, and HR

**Submit the project summary using the form below. To fully appreciate the project, a presentation, and if appropriate a live demonstration on site, will be needed. Please submit a copy of the presentation.**

(For team entries, only one innovation project summary report and presentation copy need to be submitted)

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

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

ADDRESS OF WHER ETHE PROJECT IS IMPLEMENTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERIOD IMPLEMENTED: FROM (MM/DD/YYYY) \_\_\_\_\_\_\_\_\_\_ TO (MM/DD/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_

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

**CONDITION BEFORE NOMINATION:**

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**CHANGE / INTERVENTION DONE:**

Productivity Improvement Techniques/ Methods, Tools, and metrics used (e.g. Quality Circle Tools, Six Sigma, Lean, Continuous Improvement Tools, etc):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CONDITION AFTER INNOVATION:**

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**PROJECT IMPACT:**

(Include tangible metrics, preferably in cost saved/avoided or revenue generated in Philippine peso)

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**CERTIFICATIONS**

**We**, the undersigned, certify that the data submitted in this nomination form are **TRUE** and **CORRECT**.

We hereby consent to the terms and conditions of the 2025 TOWER Awards, including the condition that the selection of the PMAP Assessment Team and the decision of the Panel of Judges are final.

**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 2025 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

***This form was accomplished by:***

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

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

1. mavy.medrano@pmap.org.ph

DEADLINE OF NOMINATIONS: FEBRUARY 21, 2025, 11:59pm