



Republic of the Philippines
Professional Regulation Commission
Manila



MEMORANDUM CIRCULAR NO. 12

November 27, 2017

**TO: PROFESSIONAL REGULATORY BOARD CHAIRPERSONS AND MEMBERS
PRESIDENTS OF THE ACCREDITED PROFESSIONAL ORGANIZATIONS (APOs)**

SUBJECT: SELECTION OF THE "OUTSTANDING PROFESSIONAL OF THE YEAR", THE "OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR" AND THE "NUBLA EXCELLENCE AWARDEE" FOR THE YEAR 2018

The Professional Regulation Commission (PRC) began the conferment of the **"OUTSTANDING PROFESSIONAL ORGANIZATION OF THE YEAR"** award in 1994 to give recognition to the achievements, service, and commitment to the profession of the Accredited Professional Organizations (APOs).

In 2011, this award was expanded to cover three (3) categories of APOs (Categories "A", "B" and "C") based on the number of registered professionals.

The bestowal of the **"OUTSTANDING PROFESSIONAL OF THE YEAR"** Award commenced in 1997 to acknowledge the achievement and service of professionals who excel in their respective fields of professional endeavour.

The search for the **"NUBLA EXCELLENCE AWARDEE"** from among the top five (5) Outstanding Professionals started in 2011 to honor a professional who best embodies the values of professionalism, integrity, responsibility, competence, and excellence.

Considered as the highest distinctions conferred by PRC to a professional and an accredited professional organization, these are given during the Awards Night, being the highlight of the PRC Anniversary Celebration and the Professional Regulation Week, which is observed every year from June 16 to 22 by virtue of Proclamation No. 118, Series of 1987.

For 2018, the following guidelines shall apply for the selection of the Outstanding Professional of the Year, Outstanding APO, and the Nubla Excellence Awardee to be conducted by three (3) separate and distinct Screening and Selection Committees for the purpose.

"OUTSTANDING PROFESSIONAL OF THE YEAR" AWARD

A. GENERAL CRITERIA. The candidate must meet the following criteria:

1. A citizen of the Republic of the Philippines;
2. Duly registered with the PRC, with valid and current professional identification card;
3. Of good moral character and a member in good standing of the APO (if a member of APO);

4. Has not been found guilty in an administrative case, by a final and executory decision, rendered by a Professional Regulatory Board, the PRC, or the regular courts in case of an appeal;
5. Has not been convicted of a final judgment by a court of competent jurisdiction of any crime involving moral turpitude;
6. Has no pending case with any of the courts for criminal / civil offense or charges;
7. Not an officer or director of the national organization of APO for at least one (1) year prior to the nomination for the awards;
8. Not an incumbent member of the PRB nor an official or employee of the PRC; and
9. Not a past awardee of the PRC except for another profession which he/she is duly registered.

B. DETAILED CRITERIA: The award is intended to bestow honor upon a professional who has:

1. Sufficiently demonstrated professional competence of the highest degree and conducted himself with integrity in the exercise of his profession (30%);

a. Integrity	10%
b. Technical Competence	10%
c. Academic background	4%
d. Training / CPD Compliant	3%
e. Experience	3%
Total	30%

2. Meaningfully participated in professional activities through the accredited professional organization or any other professional organization (30%);

a. Leadership	10%
b. Projects / Accomplishments	10%
c. Conferences and seminars attended:	
i. International	6%
ii. Local	4%
Total	30%

3. Significantly contributed to the advancement of the profession (25%);

a. Publication / Research projects	5%
b. Positive impact of contribution to the profession	10%
c. Awards and Recognition:	
i. International	6%
ii. Local	4%
Total	25%

4. Significantly contributed to the effective discharge of the profession's social responsibility through meaningful contribution / participation on socio-civic related activities (15%).

a. Involvement in Civic Organization	4%
b. Community and Public Citations	4%
c. Direct involvement in Social Responsibility projects	<u>7%</u>
Total	15%
- GRAND TOTAL: 100%**

C. PROCEDURE FOR NOMINATION

1. Each APO shall submit nominations to the **Chairman, Screening & Selection Committee for Outstanding Professional of the Year Awards (SSC-OPYA)**, Professional Regulation Commission, P. Paredes St., Sampaloc, Manila, through the Standards and Inspection Division (SID), on or before March 1, 2018.
2. There shall be three (3) nominees from the APO for the Committee to proceed with the screening and selection of the Outstanding Professional of the Year. The list of nominees shall be forwarded to the concerned Professional Regulatory Board (PRB) for the information of the members. Should there be less than three (3) nominees submitted by the APO, the Commission shall require the concerned PRB to endorse additional nominees(s) to complete the required number of nominees. The Commission will not accept more than three (3) nominees.
3. An APO whose Certificate of Accreditation has expired shall not be allowed to submit its nominees for the Outstanding Professional of the Year instead, the PRB concerned is required to submit nominees.
4. Eight (8) copies of the following documents shall be submitted:
 - a. PRC Nomination form (Annex "A") accompanied by the comprehensive *curriculum vitae* of each nominee and other evidence to prove that the candidate possesses the required qualifications. This must bear the original signatures of the members of the APO Nominating Committee. The 2 inches x 2 inches format photo in formal attire with white background (dpi 300 resolution) must have been taken not more than six (6) months prior to submission and two (2) pictures showing actual practice of the profession in hard and soft copies;

Overall ratings of each nominee should not be lower than 80%.
 - b. Original copy of the APO Resolution endorsing the nominees, signed by the Board of Directors/Trustees or by the Secretary and attested to by the President;
 - c. Current NBI clearance for all nominees **and** OMBUDSMAN clearance for nominees who are government officials or employees;

- d. Comparative summary of nominees and their qualifications signed by the APO Nominating Committee with ratings not lower than 80% (Annex "B");
- e. Photocopy of the nominee's PRC Identification Card;
- f. Proposed **citation** with a maximum of 200 words prepared by the nominee (Annex "C");
- g. Evidence that a thorough search was conducted nationwide and that the three (3) nominees were subjected to a screening process. Proof may come in form of printed announcements/web postings/publications.

The nomination form and curriculum vitae (8.5 inches x 13 inches size) shall not exceed fifty (50) pages, ring-bound and color-coded according to the cluster of professions:

- a) Health and Allied Professions – white
 - b) Engineering and Technology Professions – blue
 - c) Business, Education and Social Services Professions - green
- 5. Nominations that do not comply with these requirements and procedures shall **NOT** be acted upon.
 - 6. The deadline for submission of the nominees set by the Commission shall be FINAL and NOT subject to any extension. Failure on the part of the APO to submit its nominees on or before the deadline set by the Commission shall be construed to mean the absence of intent to submit a nomination. In such event, the PRB will be required to submit nominees.

D. SELECTION OF AWARDEES

- 1. Composition of the Screening and Selection Committee for Outstanding Professionals of the Year Award:
 - a. A representative of the Commission Proper;
 - b. Chairman or member of the concerned PRB;
 - c. President of the Foundation for Outstanding Professionals (FOP) or his/her representative;
 - d. A representative of the Philippine Association of Professional Regulatory Board Members (PAPRB); and
 - e. President of the Philippine Federation of Professional Associations (PFPA) or his/her representative.
- 2. The Committee shall conduct a panel interview of the nominees and shall individually rate the nominees in accordance with the criteria set forth by the Commission. The ratings shall be tallied to determine the highest ranked nominees qualified for the award.

3. Only one (1) awardee shall be chosen for each profession, without prejudice to the Committee's determination that no nominee is qualified for the award.
4. The selected nominee shall be officially notified in writing. The awardee shall confirm the acceptance of the award and his/her attendance to the PRC Awards Night ceremony.
5. Nominee who will not be chosen as the Outstanding Professional of the Year will be given Special Citation, provided that the nominee's rating is not below 80%.

E. SCHEDULE OF SCREENING & SELECTION

1. The schedule of screening and selection for the Outstanding Professional of the Year Award shall be from March 6, 2018 to May 2, 2018. (Annex "D")

F. PROCEDURE IN CASE OF TIE

1. If the tally of scores will arrive to a tie of nominees, the Screening and Selection Committee (SSC) shall immediately deliberate on it anew. If after such deliberation still no decision is reached, the SSC shall elevate and leave the decision to the sound discretion of the Commission which will decide to whom the award should be given.

"OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION OF THE YEAR" AWARD

A. GENERAL CRITERIA

1. All Accredited Professional Organizations will have the opportunity to vie for the "Outstanding Accredited Professional Organization of the Year" Award. They will be classified into three (3) categories:
 - a. **Category "A"** - with 100,000 and more registered professionals
 - b. **Category "B"** – with 10,000 but less than 100,000 registered professionals
 - c. **Category "C"** – with less than 10,000 registered professionals

B. DETAILED CRITERIA. The awardee shall be selected based on the following criteria:

1. Active participation in PRC activities and/or PRC-sponsored programs/activities, such as:
 - a. PRC Social Responsibility Program,
 - b. Professional Branding,
 - c. PRC Scholarship Program, and
 - d. Gender and Development (GAD) Programs;

2. Quality and relevance of CPD programs administered and implemented by the organization, such as:
 - a. Organization's international exposure; leadership/participation and involvement;
3. Significant achievements as a corporate body in:
 - a. attaining the objectives of the organizations,
 - b. enhancing the welfare of its members in terms of placement and assistance in the practice of the profession, and
 - c. enhancing the stature / prestige of the profession;
4. Effective discharge of the profession's social responsibility through meaningful participation in socio-civic related activities;
5. Harmonious relationship among the officers and members of the APO and with the officers and members of the other registered professional organization in the same profession in terms of camaraderie, fellowship, and cooperation with regard to national programs and activities of the profession;
6. Leadership and initiative in undertaking programs, projects, and activities whether or not related to the profession, as well as improvement and/or contribution to the solution of problems affecting the profession which redound to the benefits of its members and to the community and the country in general;
7. Healthy relationship with the PRC and the PRB concerned in terms of cooperation and coordination;
8. Smooth turn-over of duties and responsibilities of incumbent to newly-elected national officers of the organization through peaceful and orderly elections;
9. Instrumental to the creation and/or maintenance of an integrated professional organization;
10. Sponsorship of international conventions, conferences, workshops, symposia and other similar gatherings of professionals;
11. Regular publication of new bulletin and technical journals;
12. Submission of annual reports (financial and operations) to PRC and the Securities and Exchange Commission (SEC);
13. Ownership of its national headquarters; and
14. Financial solvency.

C. PROCEDURE FOR NOMINATION

1. The APO shall submit five (5) copies of supporting documents relative to the criteria enumerated above to the **Chairman, Screening & Selection Committee for Outstanding Accredited Professional Organization of the Year Awards (SS-OAPOYA)**, Professional Regulation Commission, P. Paredes St., Sampaloc, Manila, through the Standards and Inspection Division (SID), not later than March 1, 2018.

2. An APO whose Certificate of Accreditation has expired shall not be allowed to bid for the 2018 Outstanding Professional Organizations.

D. SELECTION OF AWARDEE

1. The Screening & Selection Committee for Outstanding Accredited Professional Organizations of the Year Award shall be composed of Justices of the Supreme Court, Court of Appeals, Court of Tax Appeals, Sandiganbayan and the Ombudsman.
2. The APO shall present a twenty (20) – minute (maximum) audio visual presentation during the scheduled screening and deliberation.
3. Only (1) nominee from each category shall be chosen.

E. SCHEDULE OF SCREENING & SELECTION

1. The schedule of screening and selection for the Outstanding Accredited Professional Organization of the Year Award shall be completed not later than May 15, 2018.

NUBLA EXCELLENCE AWARD

A. CRITERIA

1. This award is intended to accord distinct honor to a professional who excels not only in his/her profession but stands out among the top five (5) Outstanding Professionals in terms of his contribution and input to society.

B. PROCEDURE

1. The top five (5) outstanding professionals for 2018 will undergo panel interview by the Screening and Selection Committee for the Nubla Excellence Award.

C. SELECTION OF AWARDEE

1. The Screening & Selection Committee for the Nubla Excellence Award shall be composed of Justices of the Supreme Court, Court of Appeals, Court of Tax Appeals, Sandiganbayan and the Ombudsman.
2. The Nubla Excellence Awardee shall be determined from among the top five (5) Outstanding Professionals based on their ratings during the final screening by the Committee.

D. SCHEDULE OF SCREENING & SELECTION

1. The schedule of interview for the seventh Nubla Excellence Award shall be announced later.

ANNOUNCEMENT OF AWARDEES

The PRC shall make the official announcement of the awardees through the print or broadcast media. For this purpose, the APO and PRBs are prohibited from announcing the names of their respective awardees until the PRC shall have made the official announcement.

The Chairman of the Panel of Judges of the respective committees shall make the official announcement of the result of the deliberation for the 2018 Outstanding APOs and the Nubla Excellence Awardee during the Awards Night to be held in June 2018.



TEOFILO S. PILANDO, JR.
Chairman



Professional Regulation Commission

NOMINATION FORM
OUTSTANDING PROFESSIONAL OF THE YEAR AWARD

(To be accomplished and signed by the Chairman and Members of the APO Nominating Committee. Submit eight (8) copies. A copy of curriculum vitae of nominee shall be attached to this form. The format of the curriculum vitae is herein attached to be subscribed.)

Name of PRB : _____

Name of APO : _____

Address : _____

Contact Nos. : _____

Name of PRB Chairman : _____

Name of APO President : _____

ID PICTURE
 (colored 2" x 2" with
 white background
 resolution dpi 300)

Name of Nominee : **LAST NAME** _____**FIRST NAME** _____**MIDDLE NAME** _____

Profession : _____

PRC Lic. No. : _____ Expiry Date _____

 Pls. check appropriate box: ☐ Employed ☐ Employed in Government
☐ Private Practice ☐ Retired

Residence Address : _____

Res. Tel. /Fax No. : _____

Present Position : _____

Name of Office : _____

Address : _____

Office Tel/ Fax No. : _____

Email Address : _____

JUSTIFICATION FOR THE AWARD

1. SUFFICIENTLY DEMONSTRATED PROFESSIONAL COMPETENCE OF THE HIGHEST DEGREE AND CONDUCTED HIMSELF WITH INTEGRITY IN THE EXERCISE OF HIS PROFESSION: (30%)	Percentage	Ratings Given

PROFESSION: (30%)	Percentage	Ratings Given
a. Integrity		10%
b. Technical Competence		10%
c. Academic background		4%
d. Trainings / CPD Compliant		3%
e. Experience		3%
	Total	30%

(Please use separate sheet for justification if necessary).

2. MEANINGFULLY PARTICIPATED IN PROFESSIONAL ACTIVITIES THROUGH THE ACCREDITED PROFESSIONAL ORGANIZATION OR ANY OTHER PROFESSIONAL ORGANIZATION (30%):	Percentage	Ratings Given

ORGANIZATION (30%):	Percentage	Ratings Given
a. Leadership	10%	_____
b. Projects / Accomplishments	10%	_____
c. Conferences, seminars attended:		
i. International	6%	_____
ii. Local	4%	_____
Total	30%	_____

_____ (Please use separate sheet for justification if necessary).

3. SIGNIFICANTLY CONTRIBUTED TO THE ADVANCEMENT OF THE PROFESSION: (25%)

	Percentage	Ratings Given
a. Publication/Research Projects	5%	_____
b. Positive impact of contribution to the profession	10%	_____
c. Awards and Recognition:		
i. International	6%	_____
ii. Local	4%	_____
Total	25%	_____

_____ (Please use separate sheet for justification if necessary).

4. SIGNIFICANTLY CONTRIBUTED TO THE EFFECTIVE DISCHARGE OF THE PROFESSIONS SOCIAL RESPONSIBILITY THROUGH MEANINGFUL CONTRIBUTION / PARTICIPATION IN SOCIO-RELATED ACTIVITIES: (15%)

	Percentage	Ratings Given
a. Involvement in Civic Organization	4%	_____
b. Community and Public Citations	4%	_____
c. Direct involvement in Social Responsibility projects	<u>7%</u>	_____
Total	15%	

_____ (Please use separate sheet for justification if necessary).

GRAND TOTAL: 100%

WE, THE CHAIRMAN AND MEMBERS OF THE APO NOMINATING COMMITTEE, ATTEST TO THE TRUTH/CORRECTNESS OF THE FOREGOING AND FURTHER ATTEST THAT THE ABOVE-NAMED NOMINEE:

- 1. A citizen of the Republic of the Philippines;
- 2. Duly registered with the PRC, with valid and current professional identification card;
- 3. Of good moral character and a member in good standing of the APO (if a member of APO);
- 4. Has not been found guilty in an administrative case, by a final and executory decision, rendered by a Professional Regulatory Board, the PRC, or the regular courts in case of an appeal;
- 5. Has not been convicted of a final judgment by a court of competent jurisdiction of any crime involving moral turpitude;
- 6. Has no pending case with any of the courts for criminal / civil offense or charges;
- 7. Not an officer or director of the national organization of APO for at least one (1) year prior to the nomination for the awards;
- 8. Not an incumbent member of the PRB nor an official or employee of the PRC; and
- 9. Not a past awardee of the PRC except for another profession which he/she is duly registered.

Done in the City of _____ this ____ day of _____, 20____.

APO NOMINATING COMMITTEE:
(Please sign above printed name.)

Chairman

Member

Member

COMPREHENSIVE CURRICULUM VITAE

- I. PERSONAL INFORMATION**
- II. EDUCATIONAL BACKGROUND**
(Includes trainings and work experiences)
- III. PROFESSIONAL ACTIVITIES THROUGH PROFESSIONAL ORGANIZATIONS**
- IV. CONTRIBUTIONS TO THE ADVANCEMENT TO THE PROFESSION**
- V. PARTICIPATION IN SOCIO – RELATED ACTIVITIES**



Professional Regulation Commission

Annex "B"

COMPARATIVE SUMMARY OF NOMINEES
OUTSTANDING PROFESSIONAL OF THE YEAR

NAME OF APO:

PROFESSION:

NAME OF NOMINEES

	General Rating	Qualifications	Rating	Qualifications	Rating	Qualifications	Rating
1. Sufficiently demonstrated professional competence of the highest degree and conducted himself with integrity in the exercise of his profession: (30%)							
a. Integrity	10%						
b. Technical Competence	10%						
c. Academic background	4%						
d. Training / CPD Compliant	3%						
e. Experience	3%						
Total	30%						
2. Meaningfully participated in professional activities through the accredited professional organization or any other professional organization: (30%)							
a. Leadership	10%						
b. Projects / Accomplishment	10%						
c. Conferences, seminars attended	6%						
i. International							
ii. Local	4%						
Total	30%						
3. Significantly contributed to the advancement of the profession: (25%)							
a. Publication/Research projects	5%						
b. Positive impact of contribution to the profession	10%						

NAME OF APO: _____

PROFESSION: _____

NAME OF NOMINEES							
CRITERIA	General Rating	Qualifications	Rating	Qualifications	Rating	Qualifications	Rating
c. Awards and Recognition: i. International ii. Local Total	6%						
	4%						
	25%						
4. Significantly contributed to the effective discharge of the profession's social responsibility through meaningful contribution / participation of socio-civic related activities (15%)							
a. Involvement in Civic Organization	4%						
b. Community and Public Citations	4%						
c. Direct involvement in social responsibility projects	7%						
Total	15%						
GENERAL AVERAGE RATING	100%						

APO NOMINATING COMMITTEE

Chairman _____

Member _____

Member _____

OUTSTANDING PROFESSIONAL OF THE YEAR AWARD
PROPOSE CITATION FORM

Name of Nominee: _____

Profession : _____

Fill-out the spaces with the following information:

- 1. Indicate Profession
- 2. Indicate Highlights of Experience and Practice
- 3. List of Awards and Recognition Received
- 4. Indicate the Association you are part of

(Maximum of 200 words)

Proposed Citation:

For his/her distinguished contribution in the field of (1) _____,
his/her exemplar service in his/her profession such as (2) _____

shows his/her commitment and professionalism in his/her field. His/her competence, excellence, and commendable track record have earned him/her various awards and recognition such as (3) _____

As a member of (4) _____

his/her relentless dedication to the organization/s is a testament of his/her outstanding career.



Republic of the Philippines
Professional Regulation Commission
Manila

**2018 OUTSTANDING PROFESSIONAL, OUTSTANDING ACCREDITED
PROFESSIONAL ORGANIZATION AND NUBLA EXCELLENCE OF THE YEAR AWARD**

SCHEDULE OF SCREENING AND DELIBERATION

A. "Outstanding Professional of the Year" Award

Deadline for submission of nominees by APO: (March 1, 2018)

Venue : Conference Room, 2nd Floor
PRC Main Building

Screening and Selection Committee : Commission Proper PAPRB President/Representative
PRB Chairman/Member PFPA President/Representative
FOP President/Representative

Time	March 6, 2018 (Tues)	March 8, 2018 (Thurs)	March 13, 2018 (Tues)	March 15, 2018 (Thurs)	March 20, 2018 (Tues)
8:30 - 11:00	Aeronautical Engineering	Agriculture	Chemistry	Customs Broker	Electronics Engineering
11:00-12:00	Accountancy	Architecture	Civil Engineering	Dentistry	Environmental Planning
12:00-01:00	LUNCH BREAK				
01:00 –2:30	(Continuation) Accountancy	(Continuation) Architecture	(Continuation) Civil Engineering	(Continuation) Dentistry	(Continuation) Environmental Planning
02:30 –05:00	Agricultural Engineering	Chemical Engineering	Criminology	Electrical Engineering	Fisheries Technology

Time	March 22, 2018 (Thurs)	April 3, 2018 (Tues)	April 5, 2018 (Thurs)	April 10, 2018 (Tues)	April 12, 2018 (Thurs)
8:30 - 11:00	Foresters	Guidance and Counselling	Librarianship	Medicine	Metallurgical Engineering
11:00-12:00	Geodetic Engineering	Interior Design	Mechanical Engineering	Medical Technology	Naval Architecture
12:00-01:00	LUNCH BREAK				
01:00 –02:30	(Continuation) Geodetic Engineering	(Continuation) Interior Design	(Continuation) Mechanical Engineering	(Continuation) Medical Technology	(Continuation) Naval Architecture
02:30 –05:00	Geology	Landscape Architecture	Master Plumbing	Midwifery	Mining Engineering

Time	April 17, 2018 (Tues)	April 19, 2018 (Thurs)	April 24, 2018 (Tues)	April 26, 2018 (Thurs)	May 2, 2018 (Tues)
8:30 - 11:00	Nursing	Physical Therapy	Psychology	Professional Teacher	Social Work
11:00-12:00	Nutrition and Dietetics	Occupational Therapy	Radiologic Technology	Real Estate Service	Veterinary Medicine
12:00-01:00	LUNCH BREAK				
01:00-0 2:30	(Continuation) Nutrition and Dietetics	(Continuation) Occupational Therapy	(Continuation) Radiologic Technology	(Continuation) Real Estate Service	(Continuation) Veterinary Medicine
02:30-05:00	Optometry	Pharmacy	Respiratory Therapy	Sanitary Engineering	

**2018 OUTSTANDING PROFESSIONAL, OUTSTANDING ACCREDITED
PROFESSIONAL ORGANIZATION AND NUBLA EXCELLENCE OF THE YEAR AWARD
SCHEDULE OF SCREENING AND DELIBERATION**

**B. “Outstanding Accredited Professional Organization” and “Nubla Excellence”
Award**

(Deadline for submission of bid for the Outstanding APO: March 1, 2018)

Venue : To be announced later

Schedule of Screening : To be announced later

D-SID
MLMH/aav