

How to Prepare a Compelling: Simple, Short and Strong Write Up (Nomination) for the 2023 Honor Awards Program (HAP)

A GUIDE

I. Who deserves an Award for Excellence?

All elective and appointive officials and employees holding permanent, temporary, coterminous, contractual, and casual status of employment in the government, whether stationed in the Philippines or abroad employees who exemplify the highest standards of excellence and integrity.

Posthumous nominations may be made for a public servant who died in the line of duty or in the pursuit of his/her official duties and responsibilities as a civil servant in the last twelve months.

II. Nomination Tips

The key to a well-written nomination is providing the readers/evaluators with specific information illustrating how the individual's or group's achievements have had a positive impact as they diligently and excellently deliver their tasks in the name of public service.

In order for the nomination to stand out among the many others, you must *explain* and *include evidence* and *clear examples* of what makes your nominee so exceptional.

1. Don't just say your nominee is outstanding – prove it!

It is important to use specific and concrete examples to illustrate how your nominee meets each of the eligibility and award criteria. Provide examples of how your nominee has demonstrated outstanding character and is a deserving candidate for the Award of Excellence. Use specific words such as “assisted”, “facilitated” or “contributed”.

2. Well-written nominations are more appealing to the panel of reviewers.

2.a. Write short sentences that are concise but giving specific detail.

Example:

Mr. Reyes has implemented various school community programs and projects that allowed strong stakeholder engagement and mutually beneficial impact. He started as a volunteer teacher and emerged to be the kind of school head he is now who leads the implementation of a community-initiated projects that created a major impact on the lives of the stakeholders.

- 2.b. Support their nomination with your own observations, as well as qualitative and Quantitative facts, statistics and metrics.

Example:

Umaradal which means "Uma" or farm and "Aradal" that means to study or to study in the farm is a community-based project initiated by Mr. Reyes. Umaradal is a free tutorial services for children having difficulties with the formal modular learning that has served for almost a year already from a small group of six children and now has grown to serve 42 learners with donors from the Philippines and abroad.

- 2.c. Provide a complete overview of the nominee or team's accomplishments.

Example:

The implementation of the E-nay.com had been successful because of the partnership between the school and the community which empowers each of the e-nay or mother/guardian to be part of the new normal education program. Mr. Reyes organized and capacitated 150 mothers in the community to be learning facilitators since their children will be staying at home for modular distance learning.

- 2.d. Use an active voice when writing.

Example:

The nominee is an advocate of the Three Acts of Goodness. (Active Voice)
The Three Acts of Goodness has been advocated by the nominee. (Passive Voice)

3. Create a unique picture of your nominee.

- 3.a. Solicit information from others to strengthen the nomination.

Example:

As the residents describe her, she was one of the constants as they faced the challenges of overcoming their dysfunctional behavior and the only person who stood by them and kept believing and motivating them to change for the better and reach for their dreams. Her motherly care for the residents of RRCY 08 made her an exceptional social worker because it is truly a challenge for making her partners to see the beauty and potential of the residents. Her ability to set-aside her prejudices and focus on facilitating

change in the lives of the CICL is a gift that is rare in this noble profession and has withstood the test of time for more than two decades of working with the residents with passion and commitment.

3.b Describe unique characteristics that are more than just that the nominee is great or nice person.

The selection committee is relying on your words to give them a positive, factual picture of your nominee's accomplishments. Explaining detailed behaviors and giving specific examples will make it obvious why someone deserves to be recognized.

Example:

He introduced the Kindness Station that serve as the community pantry especially during the start of the pandemic period where people were confined inside their homes. Alongside is the Green Box that give technical training and support for farmers for providing them with farming tools. Ultimately, the program that catapulted the school into great heights is the E-Nay.com or education for nanay (mother) in the community which aims to capacitate mothers as the main learning facilitators during the pandemic at home. It has received various awards and citations internationally, nationally and regionally because the school community collaborated with partners to ensure that education is still possible from outside the school.

4. Verify all information in the nomination.

4.a. Nominations should be checked carefully to verify that all information submitted is accurate.

Example:

The implementation of E-Nay.com has been a success. It was recognized as the Best Innovative Project for Brigada Eskwela and generated the highest number of resources among innovations during the Brigada Eskwela Awards-Division Level (2020). As a result the school has achieved these milestones: 1. An 11 percent increase in school enrollment, 226 pupils for SY 2019-2020, 251 pupils for SY 2020-2021 and 279 pupils for SY 2021-2022; 2. Number of non-readers was reduced in every grade level (Primary Level), from three to zero in Grade 1, three to zero in Grade 2 and 1 to zero in the Grade 4 Level, three to zero in Grade 5, and one to zero in Grade 6 level; 3. Zero percent drop-out rate; 4. Overwhelming participation of parents and other stakeholders; 5. Different organizations and foundations supported the program and initiatives of the school through Memorandum of Agreement and Memorandum of Understanding.

4.b Ensure that all acronyms are spelled out and are correctly defined, except for common acronyms.

Example:

1. Children In Conflict with the Law (CICL)
2. Department of Social Welfare and Development - Field Office VIII (DSWD-FO VIII)
3. Regional Rehabilitation Center for Youth (RRYC)

5. Keep it simple and short.

Remember that the longer doesn't necessarily mean better. When presenting your nominee, keep your explanations clear and to-the-point while ensuring there is enough information for the selection panel to make their decision. Keep it brief. Too much information that is not relative to the criteria can be harmful. Avoid giving work history or job descriptions, unless it directly relates to the award criteria. The goal is quality not quantity.

III. What Shouldn't Be Done

Selection panels evaluate nominees' merits based on the information provided to them. That is why only the strongest and most compelling nominations result in an award.

There must be enough convincing information in the nomination package to make a good case. Therefore, your nomination *should not* be:

- an extended CV or resume;
- a list of educational achievements or transcripts;
- a list of appointments, awards or posts;
- a job description showing what the person has been hired to do.

Because weaker nominations often list these things, a regular complaint from the selection panel is that the nominee was "simply doing their job" or "nothing exceptional was demonstrated."

Instead, you should describe what is outstanding about your nominee's achievements and show memorably and persuasively how and where they have made a difference.

IV. Writing the Nomination/Write - Up

Your nomination/write - up should be written in three parts: Opening Statement, Supporting Statement and Closing Statement

A. Opening Statement/Executive Summary -

Start with a clear, direct and specific statement of why the nominee deserves recognition. Include enough information for the evaluators to become familiar with the **nominee's specific challenges faced, actions taken, and results or goals met**. List the most important information in the first few sentences and then elaborate as necessary. Provide a complete overview of the nominee or team's accomplishment. *It is very important to tell the nominee's story as you would to a stranger. Limit the statement to 350 words only.*

Example:

For twenty-three years, Ms. Georgina Daya Morales - Bulasa has been working with Children In Conflict with the Law (CICL) undergoing center-based rehabilitation at the Department of Social Welfare and Development (DSWD) Field Office VIII Regional Rehabilitation Center for Youth (RRYC) in Tanauan, Leyte. A registered social worker by profession, she has dedicated her entire life career advocating for the welfare of CICL. Now, as a Social Welfare Officer III and the concurrent Center Head of the RRCY, her outstanding accomplishments as a public servant over the years had made a great impact on the lives of the people she has served.

As a *Kawani in Red Vest* who has immensely contributed to the fulfillment of her agency's mandate, Ms. Bulasa is hereby nominated for Outstanding Public Officials and Employees or Dangal Ng Bayan Award of the Civil Service Commission (CSC) Honor Awards Program (HAP) 2022 Search for Outstanding Government Employees. Her distinctive achievements as a competent social worker and an unwavering public servant includes quality innovations, relevant stakeholders partnerships, and fiscal accomplishment which strengthen the educational, medical, home life, spiritual, socio-cultural, paralegal, and social services of the Regional Rehabilitation Center for Youth.

With her exemplary skills in communication, human relations, and constructivist ideology, DSWD has awarded her the 2021 PRAISE National and Regional Awards as the Best Social Worker under the Center Based Category. Her capacity, character, and her positive influence on other employees made her the best choice for the award. Guided by her mantra, "everything starts from small ones," her passion has influenced not only her colleagues but also the community she serves to achieve more for the benefit of their clients. This was particularly manifested as she led in the

advancement of the RRCY's Level III accreditation status as a Center of Excellence, the first and only residential facility of DSWD Field Office VIII to attain such a feat.

Her remarkable compassion in serving Children In Conflict with the Law propagated as she successfully established linkages and partnerships with government and non-government agencies to further improve the institution's services. (343/350 words)

B. Supporting Statements/Exemplary Behavior Displayed within the last 3 years

Support the supporting statement with specific examples that address the award criteria and elaborate on why the nominee's accomplishments are worthy of the award. These examples should include outcomes, results, and/or activities above and beyond the nominee's job description. Include qualities that make the person outstanding, and are clearly relevant to the award criteria. Consider including the following evidence to answer the 'who, what, when, where, why' in your supporting statements. *Don't just say your nominee is outstanding – prove it! Support their nomination with quantifiable and qualitative facts, statistics and metrics.*

I. WHAT did the nominee do?

I.a. Projects and/or activities above the nominee's job description

Guide Question: 1. What can you consider as the nominee's most significant contribution and why?

Example:

She took the initiative in leading the Center towards its milestones and started its active engagement in the Regional Juvenile Justice and Welfare Council initiated activities which later opened the doors for various opportunities for the residents. Ms. Bulasa actively participated in advocacy activities and initiated dialogues with various stakeholders as she explored for opportunities of providing the best possible care for the residents of RRYC 08. In the same year, Ms. Bulasa was able to forge an agreement with Tingog Partylist in sponsoring the Construction Project of a Covered Court amounting to Php 10,000,000.00 which yielded positive results in the succeeding year. She changed the face of RRYC 08 in the eyes of the agency and stakeholders and transformed RRYC to a stakeholder-friendly institution.

The residents of RRYC 08 were able to participate with income generating activities and save the portion of the profit as their share for them to take when discharged from the center. All these new experiences for the residents of RRYC 08 were the result of Ms. Bulasa's strive for the

innovation and commitment to continuously provide the best services for them.

Her leadership made a great impact on the course of the rehabilitation process that each CICL resident have gone through which can be gleaned on the decreasing, yet psychologically justifiable, average length of stay of each client in terms of receiving a fully rehabilitated status. From 1,008 days in 2019 that had a remarkable drop to an average of 653 days across 2020 to 2021.

Guide Question: What was his/her role in the project?

Example:

She persistently coordinated with the Department of Education RO VIII to facilitate the preparatory activities to have formal education within the premises of RRCY 08. At the first quarter of CY 2020, sixty-two percent of the residents served for the quarter (40 out of 64 CICLs) were already qualified for Senior High School and were considered out-of-school youth thus the nominee has had several engagements with stakeholders to achieve this goal.

1.b. Any challenges or issues encountered and overcome

Guide Questions:

1. What were the risks or problems encountered and how did the nominee overcome these?
2. How did the accomplishment work out?
3. Did that facilitate the transactions or improve operations in his/her unit?
4. Who benefited from the nominee's accomplishments to the agency and the community?

Example:

Alongside in doing preparatory activities to put into place the programs for the residents she had to prepare for the inauguration of the Center's new facilities, which was bound to happen 12 days after she assumed office and was pressured to secure modes of verification for the monitoring visit by the DSWD National Inspectorate Committee. The bigger challenge was the stage after graduation from high school of the residents which is a huge concern since the Center has yet to have a continuing program for higher education. In March 2020, a feasibility study conducted by the faculty of Tanauan School of Arts and Trade aimed at formulating a possible intervention to rebuild the bridge facilitating the reintegration of the RRYC

08 residents to the mainstream of formal education considering that most of them have been out of the said education system for at least two years. The study revealed that 90 percent of target enrollees from the Center failed to gain the passing rate during the diagnostic test conducted. Ms. Bulasa took it as a challenge to try harder, talked with each residents and encouraged them to double their efforts to master the basics and learn their lessons. In July of the same year, a Tripartite Memorandum of Agreement with the Department of Education's Tanauan School of Arts and Trade and the Local Government Unit of Tanauan, Leyte ensured the continuous provision of opportunity for the Center's resident's pursuit of formal education. This addressed the concern of the residents who are eager to pursue educational achievement. In August 2020, the extension classes formally commenced and had thirty-two (32/32) enrollees for SY 2020-2021 thus eliminating the number of Out-of-School Youth at the Center.

The residents of RRCY 08 were able to organize their Productivity and Skills Development activities under the supervision of the Center's Manpower Development Officer II that offered technical skills on baking, pastry making, cookery, sewing, handicrafts, urban gardening and food processing within the vicinity of the center. No time wasted at the center with her leadership even during the time of pandemic.

2. HOW did they do it?

Guide Questions:

1. What prompted the nominee to introduce change in his/her job?
2. What is the nominee's role in the situation?

2.a Initiative and/or leadership

Example:

Through her leadership, the RRCY 08 were able to organize their Productivity and Skills Development activities under the supervision of the Center's Manpower Development Officer II which ranged from technical skills on baking, pastry, cookery, sewing, handicrafts, urban gardening and food processing, more so the residents were able to produce crops to add for their daily consumption in the center, and also paved the way for generating savings beneficial to RRCY and DSWD Field Office VIII as a whole.

Her leadership made a great impact on the course of the rehabilitation process that each CICL resident have gone through which can be gleaned on the decreasing, yet psychologically justifiable, average length of stay of each client in terms of receiving a fully rehabilitated status. From 1,008 days

in 2019 that had a remarkable drop to an average of 653 days across 2020 to 2021.

She took the initiative in leading the Center towards its milestones and started its active engagement in the Regional Juvenile Justice and Welfare Council initiated activities which later opened the doors for various opportunities for the residents. Ms. Bulasa actively participated in advocacy activities and initiated dialogues with various stakeholders as she explored for opportunities of providing the best possible care for the residents of RRYC 08. In the same year, Ms. Bulasa was able to forge an agreement with Tingog Partylist in sponsoring the Construction Project of a Covered Court amounting to Php 10,000,000.00 which yielded positive results in the succeeding year. She changed the face of RRYC 08 in the eyes of the agency and stakeholders and transformed RRYC to a stakeholder-friendly institution.

The residents of RRYC 08 were able to participate with income generating activities and save the portion of the profit as their share for them to take when discharged from the center. All these new experiences for the residents of RRYC 08 were the result of Ms. Bulasa's strive for the innovation and commitment to continuously provide the best services for them.

2.b. Creativity and/or innovation/collaboration

Guide Question:

1. What did the nominee do to improve the quality of life of the stakeholders?

Example:

The nominee in her desire to help the residents continue to pursue their studies after Alternative Learning System (ALS) she wanted to provide Vocational Training Skills for the RRYC residents. It was realized when she collaborated with Plan International and the Technical Education and Skills Development Authority (TESDA). Both institutions have provided logistical and technical assistance to provide the skills training for the residents.

2.c. Behaviors and/or attitudes

Guide Question:

1. What makes the nominee different from the rest of the members of his/her office/agency?

The Center under her leadership remains steadfast in its commitment to serve the Children in Conflict with the Law (CICL) as shown in the

increasing rehabilitation rate in a span of three years, from 68.50 percent (50 out of 73 CICLs) in 2019, moving higher to 74.30 percent (47 out of 64 CICLs) in 2020 and 90.00 percent (54 out of 60 CICLs) at the end of 2021.

Her technical expertise in her field of work made her an effective supervisor and mentor to her colleagues. The nominee stands as an employee and a superior worth emulating as she sustains her good reputation in terms of work ethics and performance having no negative incidents recorded in her workplace. With regards her fiscal responsibility her leadership through the course of directing statistically implies a paradigm shift in the governance of operations. The 53.26 percent utilization rate from 2019 soared to 82.86 percent for the Fiscal Year 2020 then continued until 2021 for a year-end utilization rate of 95.78 percent.

3. WHAT were the results and/or impact?

Guide Questions:

1. What did the nominee's efforts accomplish?
2. What specific benefits did the stakeholders received from the efforts/undertaking of the nominee?

Example:

Over the years of dedication and commitment to help the CICLs the nominee was able to facilitate the success of her client's through an encompassing rehabilitation program and are now successful in their own personal lives; some of them are now professionals and others are engaged in technical occupations within the locality and abroad. In 2021, the Regional Rehabilitation Center for Youth achieved the Level III accreditation for Residential Care Facilities by satisfactorily satisfying the indicators required to quality as a Center of Excellence. It was through her coordination and linkaging skills that facilitated the resolution of six out of the eleven on-trial status of court cases at the calendar year.

The rehabilitation process that each CICL underwent which can be gleaned on the decreasing, yet psychologically justifiable, average length of stay of each client in terms of receiving a fully rehabilitated status. From 1,008 days since 2020, it remarkably dropped to an average of 653 days across 2020 and 2021. The hard work of all staff under the expert leadership of Ms. Bulasa made the rehabilitation process cost-effective and client-friendly.

C. Closing Statement/Impact of Accomplishment:

Describe how others regard the nominee (e.g. recognized expert, progressive leader, or exceptionally innovative program).

Example:

As the residents describe her, she was one of the constants as they faced the challenges of overcoming their dysfunctional behavior and the only person who stood by them and kept believing and motivating them to change for the better and reach for their dreams. Her motherly care for the residents of RRCY 08 made her an exceptional social worker because it is truly a challenge for making her partners to see the beauty and potential of the residents. Her ability to set-aside her prejudices and focus on facilitating change in the lives of the CICL is a gift that is rare in this noble profession and has withstood the test of time for more than two decades of working with the residents with passion and commitment.

The Center under her leadership remains steadfast in its commitment to serve the Children in Conflict with the Law (CICL) as shown in the increasing rehabilitation rate in a span of three years, from 68.50 percent (50 out of 73 CICLs) in 2019, moving higher to 74.30 percent (47 out of 64 CICLs) in 2020 and 90.00 percent (54 out of 60 CICLs) at the end of 2021.

The study conducted by the host school, Tanauan Schools of Arts and Trade relevant to the submission of the Knowledge Management Initiative, highlighting the extension of the formal school services to the residents of the RRCY as the Center's Good Practice shows significant effect of the opportunities provided to their mindset and perspective. RRYC continues to stand-out among other residential facilities.

She has been actively involved in advocating for the rights of youth offenders and helping the society to realize that change is possible for the residents. Most worth-noting of all is her ability to establish partnership with noble institutions to explore and initiate innovations in the program implementation.

AS RRYC 08 continues to stand-out among other residential facilities, it is undeniable that Ms. Bulasa gained the support of all staff and personnel, including all Children in Conflict with the Law towards the betterment of the institution. And has contributed to how the Department of Social Welfare and Development implements its mandate in the grassroots. Ms. Bulasa etched he mark in the history of the Regional Rehabilitation Center for the Youth as a change-maker, development initiator, and a leader who fosters the real essence of patriotism by continuing to love public service towards making the nation a better place for the marginalized and

undeserved sector of the society in her own humble capacity as a Filipino Registered Social Worker.

Consider mentioning major awards apart from nominee's job and/or other education, community, other efforts.

DSWD PRAISE Awards received by Ms. Bulasa:

- Regional Award for the Best Social Worker – Center Based CY 2021
- National Award for the Best Social Worker – Center Based CY 2021

Other Awards/Recognition received:

- DSWD Field Office VIII *Padayon Award* for her notable accomplishments in leading the Center's Rehabilitation Team towards attainment of its organizational goals, awarded on 18 December 2020

Certificate of Recognition received:

- Key Speaker during the One-Day Virtual Orientation on the Programs and Services of the Regional Rehabilitation Center for Youth (RRYC) in Tanauan, Leyte on 15 February 2021

HONOR AWARDS PROGRAM

Journey & Victory

**CSC RO VIII 2022 HONOR AWARDS
PROGRAM JOURNEY AND VICTORY**



CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII



Dangal ng Bayan Award

National Awardee

GEORGINA M. BULASA

"Everything starts from small ones"

With a motherly heart, concern and compassion in helping the children of Region VIII Ms. Georgina Bulasa dedicated her entire career advocating for the rights and welfare of Children In Conflict with the Law (CICL).

She has been working with Children In Conflict with the Law (CICL) undergoing center-based rehabilitation at the Department of Social Welfare and Development (DSWD) Field Office VIII Regional Rehabilitation Center for Youth (RRCY) in Tanauan, Leyte, for twenty-three (23) years. Guided by her mantra, "Everything starts from small ones," her passion has influenced not only her colleagues but also the community she serves to achieve more for the benefit of her clients.

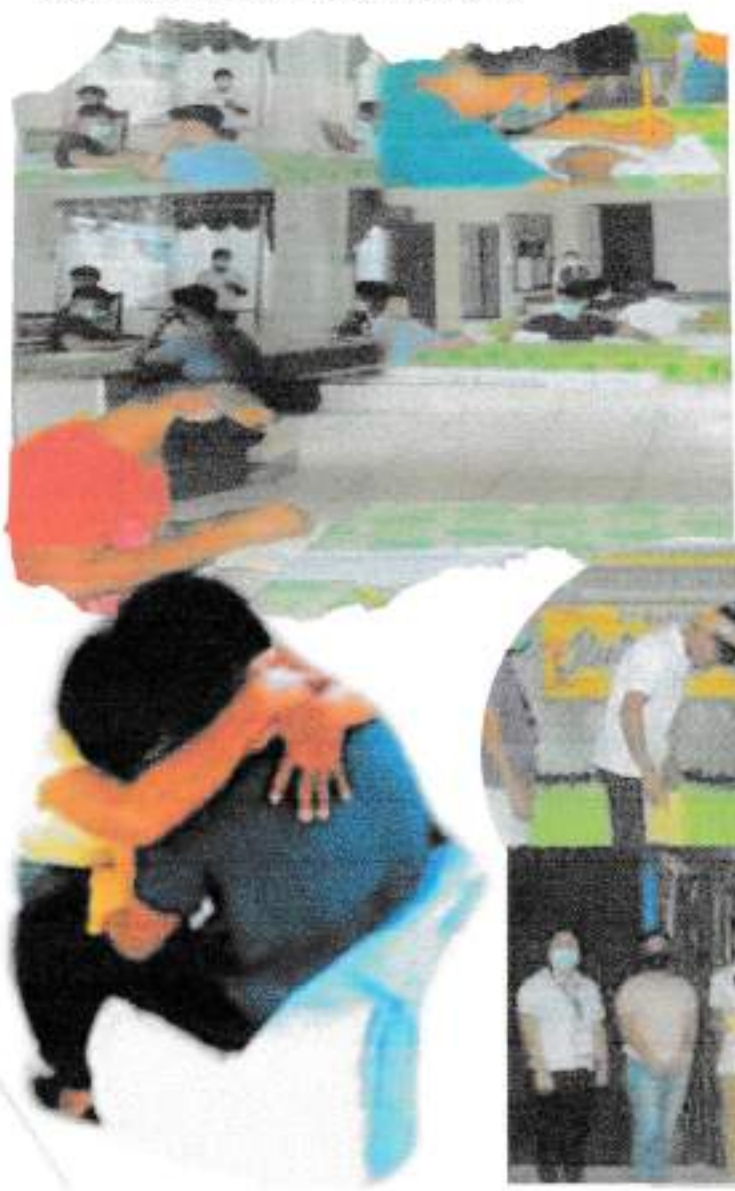
Bulasa started as a Social Welfare Officer I with the responsibility of providing case management to the residents of the facility. She provides intensive therapeutic sessions to her residents aimed at helping them overcome their traumatic experiences, learn prosocial values and behavior and restore their social functioning. Later on, she was promoted as Social Welfare Officer III. At the onset of her leadership, she took the initiative in leading the Center towards its milestones and started its active engagement in the Regional Juvenile Justice and Welfare Council.

A multi-talented social worker Ms. Bulasa achieved numerous outstanding accomplishments and awards. She selflessly delivers her duties and responsibilities with the best of her abilities as she stands as a role model to her colleagues. Bulasa even went the extra mile for the best of the residents of RRCY. For instance, she persistently coordinated with DepEd to facilitate the preparatory activities to have formal education for CICL and collaborated with Plan International and Technical Education and Skills Development Authority (TESDA) to provide Vocational Training Skills for the RRCY residents. She also seeks sponsorship and donors for equipment and infrastructure for the CICL resulting to increase of stakeholders partnership and alliance building with other NGAs and private sector.



Not everything is easy for her, as a child. She experienced being neglected by her parents and as mother, she tirelessly juggled the responsibilities of a social worker and a full time mother. She was left with the sole responsibility of looking after the needs of her children in the absence of her husband who is in the military service assigned in Mindanao. Despite all of the challenges and hardship she faced, Ms. Bulasa didn't see it as a weakness instead she translated it as a strength to strive hard for the welfare of her children and also resonated to the residents of RRCY 08 as well.

Her hard work paid off as many CICL, considered as out of school youth, are now successful in their personal lives. Their stories of downfalls may differ, but their stories of reformation and success have one thing in common - the support and faith that Bulasa showed them.



"Mommy Gi" as she is fondly called by the RRCY 08 residents, is considered a beacon of light in the midst of rejection and criticism by the society. Their "mother" who stood up for them, believes in them and, their "constant" in facing and overcoming their dysfunctional behaviour and stigma of being juveniles. The youth found solace in her "Maagap at mapagkalingang serbisyo", during the darkest chapter of their lives.

