

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



PPRD-RM-2025-240

27 March 2025

Regional Memorandum
No. 240, s. 2025

**CALL FOR NOMINATION FOR THE 2025 SERBISYO
PARANGAL NG CALABARZON AWARD**

To **Schools Division Superintendents**

1. The Regional Development Council (RDC) will conduct **2025 Serbisyo Parangal ng CALABARZON Award** to honor individuals or organizations that made significant contributions to region's socioeconomic development.
2. All interested individuals or organizations may submit nominations on or before May 15, 2025. Other details about this activity can be found in the attached memorandum.
3. For other questions, please coordinate with the secretariat through email at pfpd@calabarzon.neda.ph or phone number at (049) 502-0289.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

07/ROP2/ROP1



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Ref. No. M2503-101

MEMORANDUM

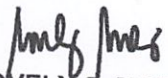
FOR : **ALL REGIONAL DEVELOPMENT COUNCIL MEMBERS**

SUBJECT : **Call for Nomination for the 2025 Serbisyo Parangal ng CALABARZON Award**

DATE : **March 11, 2025**

1. The RDC Recognition, Citation, and Award (RCA) System, through the Serbisyo Parangal ng CALABARZON Award, honors individuals or organizations that made significant contributions to the region's socioeconomic development. This recognizes four awardees from the Regional Development Council (RDC) and non-RDC members in the individual and organization category.
2. In this regard, we are pleased to inform you that the nominations for the 2025 Serbisyo Parangal ng CALABARZON Award is now open. The nominees must meet the following criteria:
 - Must be a resident of CALABARZON region or a member of the CALABARZON RDC or its committees. (*Organizations outside the RDC must have its operations within the region*);
 - Must have an outstanding and exemplary contribution to the socioeconomic development of the region following the CALABARZON Regional Development Plan; and
 - Nominees from the RDC or its committees must be nominated by fellow RDC members or RDC committee members. Non-RDC members, on the other hand, may be nominated by any individual or group external to the organization the nominee represents.
3. To facilitate the nomination, RDC members are requested to submit the following documentary requirements:
 - Serbisyo Parangal ng CALABARZON Award nomination form;
 - Nominee's news items, pictures, and other documents to support the nomination;
 - SEC Registration to which the nominee belongs or Certificate of Affiliation or Recognition for nominees from the private sector;
 - Certification that they have not been found guilty of any administrative or criminal offense, nor has any pending administrative or criminal case against them during the awarding period for individual nominees; and
 - List of Project Beneficiaries (If applicable).
4. Nominations may be submitted through email at pfpd@calabarzon.neda.gov.ph, copy furnished nro4a@neda.gov.ph, **on or before May 15 (Thursday)**.
5. Attached are the RCA System guidelines and nomination form for the said award for reference.
6. For inquiries, you may contact Ms. Chatereen Mae L. Bonifacio of the Secretariat through email at pfpd@calabarzon.neda.gov.ph or phone number at (049) 502-0289.

Thank you and best regards.


LOVELY S. MORES
RDC Secretary

PFPD/cmlb



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GUIDELINES FOR RDC RECOGNITION, CITATION, AND AWARD SYSTEM

I. RATIONALE

The Regional Development Council (RDC) is the primary institution mandated to coordinate and set the direction of all efforts toward the socioeconomic development of the CALABARZON region. Aligned with its Revised Ground Rules and Regulations, the RDC grants awards to exemplary and outstanding accomplishments of RDC members and individuals or groups from CALABARZON.

II. OBJECTIVE

The RDC recognition, citation, and award (RDC-RCA) system aims to recognize RDC members and individuals and groups from CALABARZON for their exemplary performance and outstanding contribution to achieving the region's development goals stipulated in the Regional Development Plan (RDP). It also serves as a mechanism to commend those who served the RDC.

III. SCOPE

The recognition covers individuals or groups residing in or organizations operating within CALABARZON region and all RDC members, including members of its committees. The award does not intend to duplicate other awards given by agencies or institutions in the region.

IV. CATEGORIES AND FORM OF AWARD

A. *Serbisyo Parangal ng CALABARZON*

The *Serbisyo Parangal ng CALABARZON* is an annual award to honor individuals or organizations whose initiatives have significantly contributed to the socioeconomic advancement of the CALABARZON region in alignment with the CALABARZON RDP. This recognition encompasses efforts from both RDC and non-RDC members. The evaluation and selection process shall be conducted by the RDC-RCA Technical Working Group (TWG), which chooses one individual and one organization winner each from both RDC and non-RDC members for endorsement to the Sectoral Committee on Macroeconomy and Development Administration (SCMDA). Detailed guidelines for the *Serbisyo Parangal ng CALABARZON* can be found in Annex A.



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V. CONFERMENT OF AWARD

CALABARZON RDC will observe the following the schedule in conferring the awards:

Award	Schedule
Lingkod RDC Award	RDC Full Council Meeting
Husay Award	RDC Full Council Meeting
Serbisyo Parangal Award	RDC Week or Fourth Quarter RDC Full Council Meeting

VI. EVALUATION TECHNICAL WORKING GROUP

The RDC-RCA Technical Working Group (TWG) shall be created under the SCMDA and will be responsible in evaluating the Lingkod RDC and Serbisyo Parangal nominations. The TWG shall be composed of the heads of regional offices from CSC, DBM, DILG, NEDA and the Sectoral Committee Chairpersons. The SCMDA Chairperson shall serve as the TWG Lead and NEDA as the Co-Lead.

The SCMDA Secretariat from NEDA Region IV-A shall be the clearing grounds for nominations of Lingkod RDC and Serbisyo Parangal awards. The TWG shall review and approve the Secretariat's recommendations through a meeting or referendum. After the evaluation and selection process, the TWG shall endorse the nominees to the SCMDA for subsequent endorsement to the RDC for its approval.

VII. EFFECTIVITY

The revised RDC-RCA system shall be adopted upon approval of the RDC.





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Annex A. Serbisyo Parangal ng CALABARZON Award

i. Eligibility Criteria

The Serbisyo Parangal ng CALABARZON Award nominees must meet the following criteria:

- The nominee/s (individual or organization) must be a resident of CALABARZON region or a member of the CALABARZON RDC or its committees. Organizations outside the RDC must have its operations within the region;
- The nominee must have an outstanding and exemplary contribution to the socio-economic development of the region following the CALABARZON RDP;
- Previous awardees are ineligible for nomination during the RDP period in which they were previously awarded. However, they may be nominated in subsequent RDP periods for different initiatives or activities.
- Nominees from the RDC or its committees must be nominated by fellow RDC members or RDC committee members. Non-RDC members, on the other hand, may be nominated by any individual or group external to the organization the nominee represents.

ii. General Guidelines

- Submission of more than one nomination is not allowed;
- All required information must be provided to the secretariat;
- Nomination form must be duly signed with consent from the nominee;
- If the initiative by an individual is implemented through an organization, the nominee must be the organization.

iii. Selection Criteria and Scoring

Nominees to the Serbisyo Parangal ng CALABARZON Award will be evaluated based on four selection criteria, as follows:

- **Area of Coverage (40 points)**
This refers to the geographical scope of the initiative where the program or project is implemented by the individual or organization, while also considering the percentage of beneficiaries reached by the nominee's enrolled initiatives.
- **Relevance (30 points)**
This refers to the extent to which the contribution or act effectively addresses the development challenges of the region. The contribution or act can be anything that aims to improve the development of the region, such as a policy, a program or project. The effectiveness of such



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contribution or action can be measured by the number of outcomes/strategies in the Regional Development Plan supported by the project/activity and the number of project objectives achieved.

- **Sustainability (20 points)**

This refers to the level of effort given by the nominees to ensure that their initiatives to provide benefits or to address development challenges continues even beyond their term. Sustainability ensures that benefits are not short-lived and that resources are effectively utilized. With that, the sustainability criterion is measured through the no. of years of project implementation and extent of institutionalization.

- **Innovation (10 points)**

This refers to the introduction of new and creative ideas in an act or project. It involves using new, unique, and/or streamlined technologies, approaches and methodologies to address development challenges in the region. Moreover, it also involves adopting new technology/practices in the region.

Scoring by Criteria

Criteria	Weight
1. Area of Coverage	40
1.1 Project/activity	30
• Region-wide	30
• Province-wide	25
• City/Municipal-wide	20
• Barangay-wide	15
1.2 Beneficiaries reached	10
• 75% and above of the target beneficiaries reached	10
• 50% and above of the target beneficiaries reached	5
• Less than 50% of the target beneficiaries reached	3
2. Relevance	30
2.1 No. of outcome in the CALABARZON Regional Development Plan the project/ activity is supporting	20
• 5 or more outcomes	20
• 3 to 4 outcomes	15
• 1 to 2 outcomes	10
2.2 No. of project objectives achieved	10
• All project objectives achieved	10
• Partial project objectives achieved	5
• No project objectives achieved	0
3. Sustainability	20
3.1 No. of years the project has been implemented	10
• 3 years or more	10
• 2 years	8



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Criteria	Weight
• 1 year	6
• Months	4
3.2 Extent of institutionalization	10
(a) Existence of written policies or guidelines related to the adoption of the project/activity;	
(b) Project/activity sustained by organization/community/LGU/Agency;	
(c) Project/activity resources (staff, equipment, etc) absorbed by the organization or community	
(d) stakeholder involvement	
• All indicators are present	10
• Three indicators are present	8
• Two indicators are present	6
• One indicator is present	4
• No indicator is present	0
4. Innovation	10
4.1 Uniqueness of the project/activity	5
• Adopted new technology/practices	5
• Did not adopt any new technology/practice	0
4.2 Improved impact on environment or stakeholders	5
(a) Use of Green Technology	
(b) Development of new product/services	
All indicators are present	5
One indicator is present	3
No indicator is present	0
Total	100

iv. Required Documents

- Serbisyo Parangal ng CALABARZON Award nomination form;
- Nominee's clippings, news items, pictures, and other documents to support the nomination;
- SEC Registration to which the nominee belongs or Certificate of Affiliation or Recognition for nominees from the private sector;
- Certification that they have not been found guilty of any administrative or criminal offense, nor has any pending administrative or criminal case against them during the awarding period for individual nominees;
- List of Project Beneficiaries (If applicable).

v. Submission of Nomination

- The nomination form can be downloaded at <https://bit.ly/Serbisyo-Parangal-CALABARZON>.
- It should be accomplished and submitted to the Sectoral Committee on Macroeconomy and Development Administration addressed to



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pfpd@calabarzon.neda.gov.ph
nro4a@neda.gov.ph

and copy furnished the

- It must be supported by documentary evidence as deemed necessary. Supporting documents must be submitted on or before a specific date set by the SCMDA.
- Supporting documents should be organized and submitted into one (1) file folder.
- Submitted documents should be complete, true and correct.

vi. **Shortlisting of Nominees**

- The secretariat will review the completeness of the submitted nomination form and supporting documents.
- The secretariat will conduct an initial assessment based on the selection criteria and scoring guide
- The nominees must garner a minimum of 75 points to be shortlisted for the award;
- The secretariat will recommend the shortlisted nominees for validation of the RDC-RCA TWG.

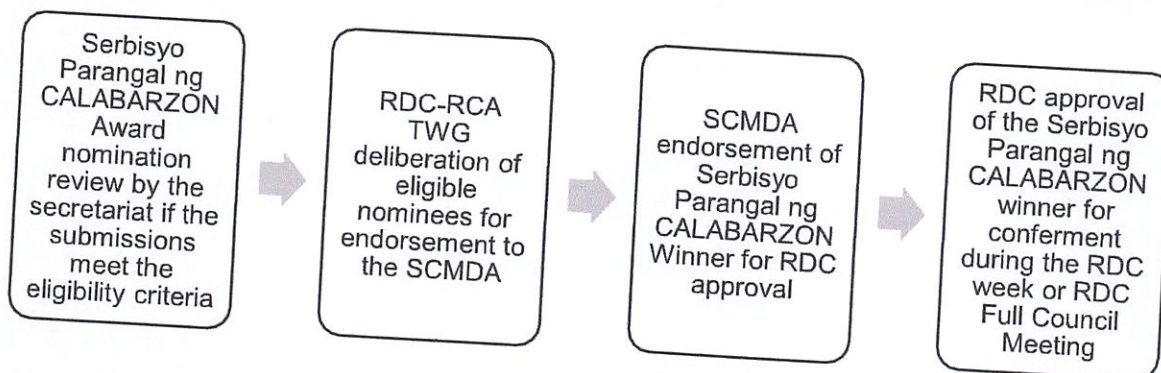
vii. **Deliberation of Shortlisted Nominees**

Deliberation meetings may be conducted for validation and interview of the shortlisted nominees. The TWG may also request for additional documentary evidences as necessary.

The RDC-RCA TWG will rank the nominees based on the total score that was obtained using the selection criteria and scoring guide.

viii. **Selection Process**

The Serbisyo Parangal ng CALABARZON Award shall be given annually during the RDC Week Celebration or RDC Full Council Meeting. The call for nomination shall be done every second quarter through the official websites and social media accounts of NEDA and RDC. The selection process is illustrated below:





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ix. **Award**

The recipients will receive a plaque of recognition. The shortlisted nominees with the highest scores in each category will be honored as the Serbisyo Parangal ng CALABARZON Awardees. There will be four available awards in total, distributed as follows:

1. Individual Category for RDC members
2. Organization Category for RDC members
3. Individual Category for non-RDC members
4. Organization Category for non-RDC members



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IV. Summary of act or service (include only those directly attributed to the nominee.
Use additional sheets as needed):

Project/ Activity	Objective	Location/ Duration	Outputs and/or Outcomes	Partner Institutions/ Contact Details

V. NOMINATED BY:

_____ Signature over printed name	_____ Date
Designation:	Office and Mailing Address:
Tel. No./Fax No./Mobile No.:	Email Address:



ANNEX B

RDC RECOGNITION, CITATION, AND AWARD SYSTEM

**NOMINATION FORM
SERBISYO PARANGAL AWARD**

I. NOMINEE'S PROFILE:

1. Name of Nominee:	
2. Date of Birth/Date of Establishment	3. Age/No. of years in operation:
4. Permanent Address	
5. Tel/Fax No.: Mobile Number:	6. Email Address:
7.a. Occupation and Name and Address of employer or business of nominee (individual):	
7.b. Head of the Group: (group)	

II. Describe the nominee's act, accomplishment or project:

Describe the nominee's act, accomplishment or project:

III. What are the most significant accomplishments of the nominee in his/her act or service? Why are these significant? What changes to the beneficiaries occurred from these acts or service?

What acts of service?

IV. Summary of act or service (include only those directly attributed to the nominee. Use additional sheets as needed):

Project/ Activity	Objective	Location/	Outputs and/or	Partner

V. NOMINATED BY:

<u>Signature over printed name</u>		<u>Date</u>	
Designation:		Office and Mailing Address:	
Tel. No./Fax No./Mobile No.:		Email Address:	