



## MEDAL OF RECOGNITION

### GUIDELINES

#### ELIGIBILITY CRITERIA

1. Any project done between January 2022 to December 2023 is eligible to be submitted for consideration.
  - A project is still eligible even if the planning or implementation of its phases begun before January 2022 as long as it was implemented and ended between January 2022 to December 2023.
  - A project on a continuing basis shall demonstrate the significant impact, improvements and results during the eligibility period.
2. The project shall be aimed at addressing a relevant social issue under any of the program themes.
3. Any SEC or DTI Registered Business / Company or Medium Enterprise or Corporate Foundation [registered not later than 1 January 2022] may submit an entry. It may submit or nominate as many entries as it wants, provided that it fits the thematic category description.
  - Each entry needs its own submission of form with an executive summary.
  - Only the original and complete entry shall be accepted.
  - Any entry that does not adhere to deadlines and specifications shall be disqualified.

A copy of the SEC or DTI Registration and Year 2023 Audited Financial Statement submitted to the BIR will be required as an Annex to the Submission.

4. All applicants are discouraged from engaging a PR agency to prepare its entry.
5. Applicants will not be charged an entry fee.

#### ENTRY SUBMISSION

1. The entry form shall be made available on the Medal of Recognition microsite and may also be requested via email.
2. Each entry form shall be submitted with an executive summary of at most five (5) A4-sized pages, using Arial font with size 11. The spacing is 1.5 with a margin of at least half an inch on all sides.

3. The ENTRY FORM shall be comprised of the following information.
  - a. **Social Issue/s.** Provide an overview of the issue/ problem that the project intends to address / resolve.
  - b. **Stakeholders.** Describe the key profiles of the target beneficiaries and the involved.
  - c. **Project Overview.** State the project's objectives and quantifiable targets.
  - d. **Intervention.** Discuss the project's resources [financial or otherwise, timeline, communication plan, and metrics or tools used to monitor achievement.
  - e. **Achievement.** Demonstrate the qualitative and quantifiable achievements [results /outcomes] of the project against issue [or problem] and its objectives and targets. Include how the intervention has directly or indirectly helped / supported or enhanced the business/ company's performance as a whole or any component thereof [human resources, community relations, income, new business, etc.]
4. The submission must include supporting materials that best represent the project. These can be in the form of photos of up to a maximum of five (5) A4-sized pages.

Please note that in the event your submission qualifies as one of the finalists, you will need to provide a 20 – 30 slide deck, on media player showcasing your project.

5. Each entry shall also include one (1) A4-sized page overall project summary.
6. The submission in PDF format shall be made online via email to [csrmedal.lcf@gmail.com](mailto:csrmedal.lcf@gmail.com) with subject CSR MEDAL of RECOGNITION Submission\_[your company's name]. All entries shall be considered proprietary and shall not be used for publication, display, and other purposes.

## **THEMATIC AREAS**

1. Arts and Culture
2. Disaster Resilience \*
3. Education
4. Environment
5. Enterprise Development \*
6. Financial Inclusion
7. Health

The theme or category of Disaster Resilience requires that the project shows intervention and achievement beyond disaster response [provision of relief goods]. It should show that the intervention helped the beneficiary in the recovery stage.

Enterprise Development means to establish a business [micro] that thrives and operates outside of the household and includes at least 5 investors. This can be a small barangay cooperative or business initiative.

There should be at least three (3) entry/applicants in each thematic area in order for the category to be reviewed and a project, recognized.

## **SELECTION PROCESS**

1. All received entries shall be reviewed by the LCF STEERING Committee for screening and validation of representations contained in the form and supporting documents. The Committee may re-classify the entries as it deems fit.
2. The entries shall then be evaluated based on the following criteria which assess how well the project has been planned, executed and measured.  
**Their task is to rate and choose the top three (3) finalists per thematic area**
  - Social Relevance 30 points
  - Project Results and Outcomes 30 points
  - Stakeholder Involvement 20 points
  - Replicability and Sustainability 20 points
3. **Three applicants with the highest points per theme will be chosen and invited to Recognition Day on July 5 at the Glorietta Activity Center, Makati City**
4. Each awardee shall receive a Medal of Recognition. Each finalist shall receive a plaque.