



2018 OFW OMAN Awards



GENERAL GUIDELINES

I. OBJECTIVE

The 2018 OFW OMAN AWARDS is a search to institutionalize the public recognition of men and women whose exemplary achievements are worthy of emulation. Specifically, this award recognizes the exceptional Overseas Filipino Workers (OFWs) who excel in their chosen fields as well as in their contributions to the society. The 2018 OFW OMAN AWARDS recognizes the significant roles and sacrifices of our OFWs. However, there are those who have accepted the stringent rules of employment abroad and still manage to churn out meaningful contributions to the society, both in the loops of the Filipino people and its government. Their recognition is in order and thus, the 2018 OFW OMAN AWARDS has instigated.

II. General Guidelines

1. The 2018 OFW OMAN AWARDS is open to all government and private employees in the Sultanate of Oman.
2. A nominee must be at least 21 years old at the time of the nomination who works for the Sultanate of Oman for at least two (2) years. The nomination can be done by the individual himself/herself, or by any OFW representative, and or by the organization, company, institution by submitting the nomination form duly-accomplished and signed on or before the prescribed deadline together with all the prescribed documents.
3. The nominee for the 2018 Excellent in Leadership Award and 2018 Service Excellence Award should be an incumbent officer in any of the Oman-based Organizations.

III. Mechanics

INFORMATION DISSEMINATION

- A. A letter of invitation together with the 2018 OFW OMAN AWARDS Guidelines and Nomination Form will be sent out to companies, Oman-based organizations, religious organizations, agencies, and establishments to participate in the nomination.
- B. The same invite will be posted via Social Media through the POLO-Muscat Website and FB Account and in the FILCOSOC FB Page for additional or self-nomination. The 2018 OFW OMAN AWARDS Guidelines and Nomination Form can be downloaded at the aforementioned sites, or can be secured from any of the committee members.
- C. Nomination Form can be downloaded at the aforementioned sites, or can be secured from any of the committee members.

NOMINATION

- A. Duly accomplished nomination form shall be submitted to the secretariat at POLO, Muscat or to any designated regional secretariat of FILCOSOC or by email to any designated Award Committee Member on or before the submission deadline.
- B. Nominations will be collated and reviewed by the Committee for the short-listing of top candidates for the final selection;
- C. Nominations from the following categories will be shortlisted:
 - ✓ Manufacturing;
 - ✓ Academe;
 - ✓ Medical/Healthcare;

- ✓ Port, Building and Construction Services;
- ✓ Hotel and Restaurant; and
- ✓ Home Services

D. Deadline of Nominations: 31 March 2018

E. Submission of Nomination

The individual or companies/organizations which fall under the aforementioned categories may submit their nominees to any of the following Award Committee members:

- | | |
|--------------------------|---------------------------------|
| 1. Mr. Alan Basmayor | alanangelo13@yahoo.com |
| 2. Mr. Edgardo Lora | lora.edgardo@gmail.com |
| 3. Mr. Willie Payuyo | willy.payuyo@thomassen-oman.com |
| 4. Dr. Marina Ninobla | Maggie_nin6969@yahoo.com |
| 5. Ms. Rosalie Regalado | Regalado.rosalie@gmail.com |
| 6. Ms. Emily Singh | qualityteam@apollomuscat.com |
| 7. Ms. Marilou Sumalinog | polomuscat@gmail.com |

THE SELECTION AND SCREENING

A. Screening - All candidates shall undergo two (2) stages of screening and selection routes:

❖ **STAGE 1: Company/Organization Screening**

- *The nominations received from the company and organization is assumed to have the internal pre-selection.*
- *Potential candidates may submit their application intent to their respective organizations. In case the organization receives more than three letters of intent, it shall be assumed that they will nominate the best three (3) applicants as per the company's own evaluation process.*
- *The companies or organizations are NOT obliged to nominate any candidates even if they received 3 or less letters of intent. It is still the organization's prerogative if they deem that the candidates are worthy of nominations.*

❖ **STAGE 2: Pre-Screening**

- The pre-screening will be conducted based on the approved matrix of criterion.

- Pre-screening will be done only by the members of the committee on Awards.
- Duly signed results of the pre-screening will be sealed in an envelop and forwarded to the Board of Judges for STAGE 3.

B. Judging

❖ Panel Interview

- Applicants that have passed the 1st stage of screening shall undergo a panel interview. The judges may, if deem necessary conduct the following:
 - ✓ *Visit the organization and conduct interviews on the applicant's superior and colleagues;*
 - ✓ *Interview some of the applicant's references outside of his workplace;*
 - ✓ *Verify all the submitted documents by the applicant.*

❖ Final Selection & Judgment

- The Board of Judges shall conduct the final selection of awardees based on the results of the final interview

IV. DOCUMENTARY REQUIREMENTS

1. Duly accomplished Nomination Form
2. Passport Copy and Residence Card Copy
3. Updated CV as of the time of nomination
4. Two (2) pcs of junior-size ID photos
5. Nomination letter signed by the authorized representative of the company or individuals
6. Any documents/proof to back-up the nominee's contributions both in his/her organization as well as in the Filipino community.

V – AWARD CATEGORIES

- 1) 2018 Oman Outstanding OFW (Skilled and DW)
- 2) 2018 Oman Outstanding Employer (Skilled and DW)
- 3) 2018 Oman Outstanding FRA (skilled and DW)
- 4) 2018 Excellence in Leadership Award (skilled and DW)
- 5) 2018 Service Excellence Award
- 6) 2018 Successful Entrepreneur Award
- 7) 2018 Oman Heroes Award
- 8) 2018 OFW Model Family Award

VI. SELECTION CRITERIA

1. 2018 Oman Outstanding OFW

- Exemplary OFW
- Foster goodwill among OFW, enhancing and promoting the image of the Filipino as a competent, responsible and dignified worker, and for greatly contributing to the socio-economic development of the community and to the country as a whole
- Contribution to the Filipino community in the Sultanate of Oman and to the Philippines Government
- Excellent Role Model with High Integrity

2. 2018 Oman Outstanding Employer

Compliance to the Labor Standard of the Sultanate of Oman	50%
Benefits given to Workers	20%
Contribution to the Filipino community in the Sultanate of Oman and to the Philippine` Government	10%
Moral Integrity	20%
TOTAL	100%

3. 2018 Oman Outstanding Foreign Recruitment Agency (FRA)

Performance	50%
Promotion of the Worker's Right and Welfare	20%
Contribution to the Filipino community in the Sultanate of Oman and to the Philippine Government	10%
Company Image	20%
TOTAL	100%

4. 2018 Leadership Award

Ability to influence the team/ organization to achieve results	40%
Community Involvement	20%
Contribution to the Filipino community in the Sultanate of Oman and to the Philippine Government	15%
Moral Integrity	25%
TOTAL	100%

5. 2018 Service Excellence Award

Demonstrated Provision of the Highest Community Service Level	30%
Community Involvement	25%
Demonstrate High Standards of Professionalism	25%
Excellent Role Model with High Integrity	20%

6. 2018 Successful Entrepreneur Award

Ability to demonstrate innovation in business practices, products and services effecting positive change in the community	30%
Employment Generation	20%
Contribution to the Filipino community in the Sultanate of Oman and to the Philippine Government	20%
Corporate Social Responsibility in the Sultanate of Oman and to the Philippine Gov't and its People	15%
Moral Integrity	15%
TOTAL	100%

7. 2018 Oman OFW Heroes Award

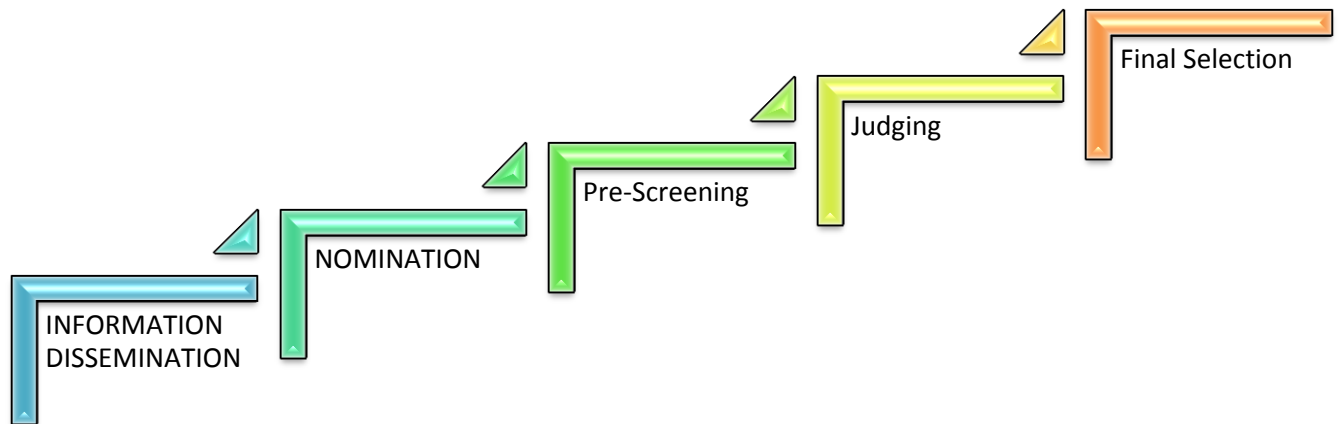
- Extraordinary Heroic Act

8. 2018 Oman Model OFW Family

Wholesome OFW Family	50%
Civic/community involvement of OFW and family	20%
Success in OFW and/or family member/s education or profession	20%
Financial literacy	10%
TOTAL	100%

PANEL INTERVIEW DATE: April 8 – 21, 2018

VI – PROCESS FLOW



VII – TIMELINE

March 2018							3	TARGETS
S	M	T	W	Th	F	Sa		
				1	2	3		
4	5	6	7	8	9	10		Dissemination of Information
11	12	13	14	15	16	17		Dissemination of Information
18	19	20	21	22	23	24		Nomination
25	26	27	28	29	30	31		Nomination
April 2018							4	
S	M	T	W	Th	F	Sa		
1	2	3	4	5	6	7		Pre-Screening
8	9	10	11	12	13	14		Panel Interview/ Final Judging
15	16	17	18	19	20	21		Panel Interview/ Final Judging
22	23	24	25	26	27	28		Submission of Result
29	30							
May 2018							5	
S	M	T	W	Th	F	Sa		
		1	2	3	4	5		Awarding
6	7	8	9	10	11	12		

Prepared by:

Award Committee
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 Marilou M. Sumalinog
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 Ms. Emily Singh
 Mr. Albert Adeneyi

Approved by:

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Labor Attaché II
 POLO-OWWA Philippine Embassy – Muscat
 Muscat, Sultanate of Oman