



**SEARCH and AWARD for
THE OUTSTANDING FARMERS
OF THE PHILIPPINES**

Search & Award Manual

March 2013
2ND Edition

Written and prepared by Rommel M. Cunanan

A Project of:
Junior Chamber International, Philippines & Universal Harvester, Inc.

Contents

THE OUTSTANDING FARMERS OF THE PHILIPPINES AWARD	4
GENERAL RULES IN NOMINATION	4
EASY STEPS IN NOMINATION (<i>Mechanics</i>)	5
SUBMISSION REQUIREMENT	5
GUIDE TO PREPARING THE DOCUMENTATION.....	6
SPECIFIC AWARDS GUIDELINES.....	7
TYPES OF AWARDS.....	7
ELIGIBILITY.....	8
WHEN TO SUBMIT ENTRIES	9
AWARD-YEAR PERIOD OF ACTIVITY	10
SCREENING AND SHORT LISTING	10
PANEL OF JUDGES	11
JUDGING SYSTEM.....	11
THE SCRAPBOOK	13
AWARDING.....	13
HALL OF FAME.....	15
THE AWARD TROPHY	15
SUMMARY OF AWARDS CATEGORIES.....	15
Judging Criteria (Individual Category).....	16
Judging Criteria (Group Category)	31
Proposed Bid Validation.....	44
JCPEA Points for Participating JCI Local Organization.....	45
TOFARM Special Award to Three (3) JCI Local Organization	45



TOFARM Search Committee 2013

National Chairman
Program Director

Virgilio Jose Cabanlet, JCI Cagayan De Oro
Rommel Cunanan, JCI Quezon City "Capitol"

Committee Members

Johnmar Cortes, JCI Marikina "Sapatos"
Arvin Villa, JCI Calamba City "Jose Rizal"
Carol Sison, JCI Hundred Islands
John Paul Demontaño, JCI Quezon City "Capitol"
Daryl Gumabao, JCI Daet "Kabihug"
Sonny Guingab, JCI Quezon City "Capitol"

Inquiries or submission for the search and award of
"The Outstanding Farmers of the Philippines"

Please contact;

TOFARM Secretariat Office

HCC, 10th Floor, 158 P. Tuazon Ave. cor 7th/8th Ave., Cubao, Quezon City

Tel. No. (02) 709-5001 to 02, Fax No. (02) 709-5006

Website: www.tofarm.org • Email: info.tofarm@gmail.com

Or

JUNIOR CHAMBER INTERNATIONAL PHILIPPINES

JCI Philippines Headquarters, 14 Don Alejandro Roces Avenue, Quezon City

Tel. No. (632) 373-7907 to 09, Fax No. (632) 374-4138

Website: www.jci.org.ph • Email: NOM@philjaycees.com

THE OUTSTANDING FARMERS OF THE PHILIPPINES AWARD

The Search and Award for “The Outstanding Farmers of the Philippines” is a program of the Junior Chamber International Philippines (JCIP) and the Universal Harvester, Incorporated. JCI Philippines is the same highly respected organization that brought “The Outstanding Young Men of the Philippines (TOYM)” and “The Outstanding Filipino (TOFIL)”

The search and award for farmers is an initiative since the early 70’s by the Philippine Jaycees (now Junior Chamber International Philippines). An award program in recognition of the resiliency, ingenuity, and the strength of our hard working Filipino farmers. The program is anchored in promoting farming in the youth sector in all regions. The search will be inclusive and participative, expanding from public to private sector stakeholders in agriculture, fisheries and livestock. This project is open to all Filipino farmers, fisherfolk, animal raisers, cooperatives, farm communities, organizations, education/academe, agriculture scientist, LGUs and public employees, and business entities in both rural and urban areas/centers.

Goal: Foster steady increase of youth venturing in the agriculture sector, invigorating investment and scientific advancement to achieve sustainable food supply;

Project Objectives:

- a. Institutionalize the initiative for the search and award;
- b. Achieve private and public sector participation in the annual search and award, and establish a much wider scope and reach;
- c. Safeguard the interest and welfare of the agriculture sector;
- d. Promote farming as a noble and profitable endeavor;
- e. Promote the agriculture sector best practices, techniques and technology;
- f. Raise funds to support capacity building and laboratory facility for the farmers;
- g. Establish relevant impact of the project through advocacy and support to i) food supply conservation, ii) patronage in Filipino produce;
- h. Recognize the outstanding individuals and groups in the field of agriculture from the various sectors in the country;

GENERAL RULES IN NOMINATION

1. Submission of a nomination is open to everyone. Any person or organization may nominate in one or more category;
2. Nomination should be made on the prescribed TOFARM nomination form, duly signed by nominator and nominee, written in English, Filipino or mix of both;
3. The nominee, upon signing the nomination form, attest to the truthfulness and accuracy of all information submitted therein; agrees and authorizes the TOFARM search and award committee to verify the information and publish the documentations submitted; indicative also of the nominee’s willingness to attend the awarding ceremony;

4. TOFARM Committee will cross check background of nominee with related National Government Agency, thus, the Birth certificate or equivalent similar proof of nationality will no longer be required. Should the TOFARM committee find the nominee of misrepresentation, the nominee will be barred from joining the TOFARM, or if the discovery is made after the award has been conferred, the award shall be revoked;
5. The TOFARM search and award committee shall be the exclusive authority over the search and award for “The Outstanding Farmers of the Philippines” and reserves the right to resolve any issues arising from the undertaking, including the rejection of specific nomination;
6. A screening process of each nomination will be conducted. Those nominations complying with the requirements will be endorsed to the Panel of Judges. Those found insufficient will be returned for compliance;
7. It is imperative that the nominee discloses relevant material facts and information whether favorable and/or unfavorable to give an objective and complete perspective of their character and integrity as part of the evaluation;

EASY STEPS IN NOMINATION (*Mechanics*)

Step 1: Download nomination form and manual at the website URL address www.tofarm.org

Step 2: Complete the information required in the nomination form

Step 3: Seek assistance of your local JCI organization, or your local agriculture officer, or your local DepEd Teachers, or your local parish priest for endorsing (as nominator) the entry

Step 4: Complete the scrapbook album or documentation of entry following the “submission requirement” and the “guide to preparing the documentation”

Step 5: Seal in properly marked envelope and send to TOFARM Secretariat Office or JCI Philippines Headquarters. For online submissions, go to the website URL address www.tofarm.org and access the online nomination software.

SUBMISSION REQUIREMENT

The nominator/nominee must comply with the following requirements. If the nominator/nominee finds it difficult to understand the instructions or gain advantage of a computer, seek the assistance of local JCI Organization in your area or your local Municipal/City Agriculturist or your local Public School Teachers;

1. Nomination form with 5 x 7 inch latest color photo, along with original compilation of write-up, photos and other supporting documents or evidence required in favor of nominee;
2. Documentation or narration of nominee’s qualification should follow prescribed order or outline of presentation as enumerated in each criteria. The following are additional guide;
 - a. Show reference table of content;
 - b. Each page should be numbered, and annexes are properly referenced;
 - c. Arrange the compilation having first the nomination form, followed by eligibility requirement, then the Executive Summary (not more than 2 pages), and last the qualification or documentation of nominee in each criteria;
 - d. Total documentation must not exceed 30 pages, “Letter (8.5”x11”)” size white paper;

Junior Chamber International, Philippines & Universal Harvester, Inc. Present

- e. Compile all documents together and orderly in a form of a scrapbook album;
 - f. The compiled documentation or scrapbook album must be scanned following the order of arrangement, page by page including the pictures, as is where is. Save file in PDF, submit soft copy (in CD) with hard copy. The soft copy will be uploaded in the website for the “People’s Choice Category”;
 - g. Nominee must retain duplicate copy of all submission.
3. The Nomination Form must be duly notarized. Nominee is required to sign each page of the documentation album;
 4. Documentation scrapbook album must be submitted in one (1) single sealed envelope. Only the officer authorized by the Panel of Judges can open the document for screening purpose. The envelope shall be marked as follows;
Category: xx
Name of Nominee: xx
Address: xx
Contact Number: xx
 5. Nomination form and other materials will be available from TOFARM Secretariat Office or the JCI Philippines Headquarters beginning January 1;
 6. JCI will be accepting nomination or entries until July 31, 12:00 midnight. All submissions thereafter will be rejected;
 7. Nominations may be submitted online. A template is provided for users to facilitate submissions following the required format. Here are the requirements;
 - a. Scan the 5’ x 7’ latest color photo along with the other pictures and document. Store file in GIF or PNG separately and label accordingly;
 - b. Sign-up and register your email address, profile and password. Remember to keep the username and password for use as access to the online nomination page;
 - c. The Online Nomination facility will be open until July 31, 12:00pm. User may upload, change or edit its nomination anytime and date before the said date of closure;
 8. All nominations or entries will be posted in the “People’s Choice Award” category. An online poll is provided to allow public to read and select the best entry. Everyone is encouraged to promote any nominee or entries, and invite the public to vote online at the www.tofarm.org

GUIDE TO PREPARING THE DOCUMENTATION

In addition and following the instructions on the submission requirement, the documentation will need to elaborate why the nominee should be selected as the “outstanding farmer” in a particular category, by describing the qualification or reasons based on the specified criteria. Here are the guidelines;

1. Select a specific category (individual or group) which the nominee is best candidate;
2. In each category, a set of criteria is enumerated as basis of submission and evaluation. Find and read the explanation for each criterion at the website, or download the search and award manual for more discussions;
3. Describe the work of life of the nominee per criterion based at least from what is suggested in the explanation notes. Narration may exceed the minimum required information per criterion but should not exceed the total number of pages (30) for the entire document;
4. Attach pictures, documents or evidence such as publications, commendations, awards or alike in each page along with narrations;
5. Remember to follow the format prescribed in the “submission requirement”. Seal and mark the envelope accordingly, send it to the TOFARM;
6. For online submissions of documentations, here’s a set of guide to help in documentation;

- a. Go to the www.tofarm.org site;
 - b. Before registering at the site, write the documentation in any word processing software (MS Office, OpenOffice) following the same guide as explained in item 1 to 5 of this section. Be sure to maintain back-up file of each document;
 - c. Scan the 5' x 7' latest color photo along with the other pictures and supporting document. Store file separately and label accordingly;
 - d. Sign-up and register your email address, profile and password. Remember to keep the username and password to use as access to the online nomination page;
 - e. Once inside the nomination page, the user will be asked first to select a category. Upon selection, the website will display the criteria page;
 - f. Upload first the signed, duly notarized, scanned nomination form;
 - g. Select the Executive Summary button to upload the write-up. "Cut" the write-up from the word file and "paste" on the space provided;
 - h. Follow the same routine until the user uploads the write-up and images required in each criteria;
7. Click "Submit" if all work is done to store the nomination. Re-access each criteria to see if indeed all the information encoded are stored in the nomination database. The system shall response by sending you the status of nomination through the registered email.

SPECIFIC AWARDS GUIDELINES

TYPES OF AWARDS

There are two (2) classifications of awards for the "Outstanding Farmer" of the JCI Philippines Awards System:

INDIVIDUAL Category: This category pertains to persons who exemplified their best work of life in the field of farming, fishing and livestock. This includes also those individual in the agriculture entrepreneurship, Education or Academe, those Scientist working on the advancement of the farming, fishing and livestock, Public Employees or private individuals who demonstrated extra ordinary dedication or work of life to the betterment of the agriculture industry.

GROUP Category: The same principles as the individual category, this category pertains to group of individuals, government or private organizations, institutions and alike who have done the most to implement programs in the field of agriculture, or have made invaluable contribution to the advancement of farming, fishing and livestock. This should include collective efforts, joint ventures, and mass initiatives.

ELIGIBILITY

A nomination shall be considered eligible for the award subject to the following conditions;

Individual Category

1. Filipino citizen in good standing (without criminal records or conviction in any court of justice of the Philippines) whose work in agriculture is presently within the Philippines;
2. The nominee and his/her work has been confirmed existing by any nearest one (1) local Junior Chamber International (JCI) Organization, and the “nomination form” signed by its president (JCI Local Organization);
Note: [JCI Local Organization must seek assistance of LGU Agriculturist during the “validation” period]
3. A work of an individual or nomination of a work of an individual shall be submitted only once. The same work cannot be submitted for more than one category. If a work is made by more than one individual, only one person can be nominated in behalf of the other, else, the nomination is submitted to the “group” category.
4. Work that has been conferred by TOFARM shall not be eligible for the current year nomination, however, any person may be nominated again, in a new or different work of life (meaning different category);
5. In the category of “Outstanding Young Farmer”, the nominee must be in the age of 18-40 years old during the period of January 1 to December 31 of current award year;

Group Category

1. Group or groups of individual Filipino citizens whose work in agriculture is presently within the Philippines. This may be formally or informally organized through either legal instrumentality or informal cooperation;
2. The group nominee and their work has been verified existing by any nearest one (1) local Junior Chamber International (JCI) Organization, and the “nomination form” signed by its president (JCI Local Organization);
Note: [JCI Local Organization must seek assistance of LGU Agriculturist during the “validation” period]
3. Work of a group shall be submitted only once. No member shall submit the same work more than once under different category.
4. Group work that has been conferred by TOFARM shall not be eligible for the current year nomination, however, any group may be nominated again, in a new or different work or undertaking (meaning different category).

Best of the Best Concept

Any “search and award” initiative outside of the JCI Philippines (JCIP) TOFARM to determine the “Best of the Best” in a geographic area or administrative jurisdiction is encouraged. The top three (3) winners of that initiative may be submitted to the JCIP TOFARM as the “best of the best” to compete with the other nomination within the country.

The TOFARM, however, is still open for nomination from the general public, even to those who did not participate in an earlier competition of another search and award initiative. The TOFARM shall maintain the following position and belief;

- a. Winning in another “search and award” initiative will not guarantee winning in the TOFARM;
- b. Search and award panel of judges will always have different perspective or appreciation of a work, therefore, may have different result over other “search and award” initiatives;
- c. JCIP and its organizer have always maintained the highest level of integrity and diligence in the conduct of recognizing the leaders of active citizenship in our country;
- d. That such search and award for the prime movers of our agriculture sector must not be monopolized by specific organizations, and that such should be undertaken by various stakeholders to ensure fair competition and undue influences.

WHEN TO SUBMIT ENTRIES

Nominations will be accepted beginning January 1st and ends until September 15th of the current award year, 12:00 midnight. For submissions of entries through courier, a clerk shall be available to receive nominations and its supporting documentation, date and time stamp following the official declared date and time of the day. For the electronic submission of nomination or bid and its supporting document, the “web portal” is programmed to accept entries until 11:59:59pm, and not to accept any bid beyond the said time.

The TOFARM secretariat and web portal shall have the nomination form available. For submission through the web portal, the website server shall send date and time stamp response to the submission. This will serve as the official receipt of the entry.

Advisory Note:

The TOFARM committee shall not be liable for any inconsistency of the sender’s courier service (for hard copy submissions) or the broadband (internet) access. Sender or person submitting the nomination shall be responsible for finding better courier service or internet access for mailing/uploading the nomination ahead of schedule.

All award entries must be created and edited using the tool provided by JCI Philippines TOFARM and available at www.tofarm.org

Once an entry has been completed, it must be approved by the endorsing Local Organization’s (LO) President in office (current year and as mentioned in the “eligibility” section). Local organizations Presidents must learn how to use the TOFARM Nomination Software.

AWARD-YEAR PERIOD OF ACTIVITY

TOFARM Launching	Every January of the year
Acceptance of Nomination	January 1st of the year
Closing of Nomination	July 31st of the year
Validation	August of the year
Judging	September of the year
Awarding	November 15th of the year

SCREENING AND SHORT LISTING

Stage 1: Screening

1. Nomination Forms together with the documentation of nominee will be inspected by an authorized officer designated by the TOFARM National Chairman immediately upon receipt. The inspector shall verify if the document is in order, else, the nominee shall be notified regarding the lacking or missing document for compliance. Compliance is allowed till July 31st only;
2. All nominations or entries submitted beyond July 31st are automatically rejected, but will be stored for following year awards;
3. Screening shall mainly involve validation of documentation against eligibility and other documentary requirements, cross checking of data from concern offices or agency, clerical so to speak. Any nomination or entries that fails in this stage shall be returned to sender for notification;
4. The nominator is expected to make the initial validations of claims made and other circumstances of the nominee, thus, certifies the nomination form, that the information thereof are true and correct;
5. An initial list of entries shall be prepared and submitted to the TOFARM Search Committee.

Stage 2: Short Listing

1. The panel of judges should have been appointed by this time, the panel may convene to appoint the chairman, vice chairman and the committee for the short listing;
2. Top three (3) per category shall consist the Short listing;
3. The TOFARM Search Committee shall prepare or process each entry for easy review of the panel of judges. The judges may score each entry following the scoring system explained in this manual, or, the panel may assign an independent committee to conduct preliminary judging to determine the short list.
4. Scores shall be tabulated by the project management team. A report shall be prepared marking the top three (3) in each category. The top three (3) in each category may be made public through the website;

Stage 3: Validation

1. This stage may include request of new documentation or supporting documentation;
2. An interview will be required for further appreciation of the nominee;
3. The panel may opt to conduct a site visit of work place for further validation of claims.

PANEL OF JUDGES

1. The panel shall compose of at least twelve (12) persons aged 30 years old and beyond. Personalities may come from various sector, and must be in good standing (without criminal records or conviction in any court of justice of the Philippines) and known to possess the highest integrity.
2. Judges may be nominated or invited. Any person may nominate a judge by sending a formal letter of nomination to the TOFARM Search Committee with the judge-nominee 5'x7' latest color photo and updated curriculum vitae (or resume).
3. The TOFARM committee shall review each nomination through a screening process. No more than one (1) judge shall belong to the same province or region. Appointment of Judges shall not be beyond July of the year.

JUDGING SYSTEM

1. The TOFARM committee shall conduct a briefing of all judges prior to the evaluation and judging of awards entries. This briefing may be done on-line, if feasible; or may set a special date for this purpose.
2. Each judge must use the TOFARM Awards Software to evaluate the entries during the period established by the committee. Each judge will mark scores following the criteria specified for each award.
3. The TOFARM Committee Chairman may conduct the judging by distributing the awards entries among judges or conduct judging en banc for each category following a process set and agreed by the committee and the panel of judges.
4. The TOFARM committee shall meet with the Judging Panel after all entries are evaluated, to make final decision regarding the evaluation process and the awards.
5. The judging panel is not obliged to grant an award in a category if it finds significant reason, after consultation with the TOFARM Committee, that entries of sufficient merit (80 points) have not been received.
6. Members of the panel of judges, including their associates involved in this undertaking, shall keep results secret until they are announced at the official Awards Ceremony. The element of surprise is essential.
7. Decisions of the panel of judges shall be final and binding, and there will be no appeals regarding these decisions.
8. In the individual rating process, each Judge member participating in the evaluation assigns numerical rates to a nomination/entry, rates or score may vary depending on the maximum score allowed in each criterion. These rates are tabulated, and then the highest and lowest rates are disregarded. The latter step is done to remove the possibility of one Judge member unduly influencing the results of the evaluation. The average of all remaining rates is then calculated.

Junior Chamber International, Philippines & Universal Harvester, Inc. Present

The Table below illustrates how the highest and lowest rates are disregarded in calculating the average rate of nomination/entry;

JUDGES	ENTRY 1	ENTRY 2	ENTRY 3	ENTRY 4	ENTRY 5
A	-96	-76	-85	-84	-85
B	85	-89	-87	82	-83
C	85	87	86	-80	85
D	-84	86	85	80	83
E	85	88	87	81	84
Average	85	87	86	81	84
Rank	3	1	2	5	4

If the highest and lowest rates were not eliminated, the example below will show that the scores of Judge A, which appears to be biased for Entry 1, would have unduly placed Entry 1 at an advantage.

JUDGES	ENTRY 1	ENTRY 2	ENTRY 3	ENTRY 4	ENTRY 5
A	96	76	85	84	85
B	85	89	87	82	83
C	85	87	86	80	85
D	84	86	85	80	83
E	85	88	87	81	84
Average	87	85.2	86	81.4	84
Rank	1	3	2	5	4

If the evaluation process would be done in a collegial manner, the Judge member evaluates the nomination/entry, deciding as a group. The rate obtained by a nomination/entry is the consensus of the Panel of Judges involved in the evaluation.

9. Upon completion of the judging, the TOFARM chairman shall submit a report to the JCIP National Secretary General within 30 days from completion of the award including:
 - a. The names of all judges and their brief profile.
 - b. The results of the judging arranged in the same format and order as the awards appear in the Awards Manual. A clear listing of the Awards is important.
 - c. It should contain:
 - Recommendations from the awards judging panel including a review of the entry forms, awards judging procedures, scrapbooks, logistics, etc.
 - List of awards winners.
 - Scores of judges and each awards entry.
 - Any other relevant statistics on the awards judging for future reference.
 - Recommendations and comments on the awards judging and the Awards Ceremony.

10. Likewise, upon completion of the chairman's report as described in the previous section, the following reports shall be published at the JCIP official website, TOFARM website for general public access and viewing. In particular the following;
 - a. List of Judges Code Name and industry where the judge belong; (i.e. Juan Dela Cruz = Judge X – Transport, Pedro Penduko = Judge Y – Television, etc.) and their score in each entry;
 - b. Winning entries write-up, pictures and attached documentations;

Note: The wisdom behind this section is “to show transparency and share the best practices, techniques and skills from each winning entries. This way, we shall continue to advance the agriculture sector industry, and share the creativity in preparing similar entries.

THE SCRAPBOOK

Please refer to the TOFARM Search and Awards Nomination Software Manual to learn how to use the TOFARM Search and Award Nomination Software in registering and submitting the nomination document over the internet.

The TOFARM committee shall maintain the traditional nomination form and “scrapbook” to be used in the submission of entries. The form shall be available through the web portal. The form shall include the format required from each category “scrapbook” or entries documentation. Concern party may opt to use “typewriter” or any computer based word processing software to write their entries following the criteria provided in each category. It is imperative that the entries follow the prescribed format to guide the panel of judges in their evaluation.

AWARDING

1. AWARDING CEREMONY MECHANICS.
 - a. The Awarding Ceremonies shall be held on the 8th day of December or prior to the end of the year as the case may be;
 - b. The panel of judges shall be introduced by the TOFARM Chairman only during the Awards Ceremony. The TOFARM Chairman shall present a “certificate of recognition” to the members of the panel of judges;
 - c. The result of the evaluation shall be announced by the TOFARM Chairman or by his duly authorized representative to ensure secrecy of the winners until the time has come that the said awards are presented;
 - d. Winners will be announced in the following order:
 - Group Category
 - Individual Category
 - e. The major sponsors, or the member of the TOFARM committee, or the JCIP National President, or the authorized person by the TOFARM Chairman shall present the awards winners.

2. GUIDELINES OF THE AWARDS PROGRAM

- a. The Search and Award shall be entitled THE OUTSTANDING FARMERS OF PHILIPPINES OR TOFARM. The following provision must be observed strictly by the TOFARM Committee, to wit:
- Official name and logo must be observed in all advertisements, announcements and alike;
 - The TOFARM shall maintain a distinct design and specification of award trophy and related plaques. This design and specification shall remain annually and until the TOFARM is no longer viable. The TOFARM committee or the JCIP shall not allow any organization to copy or adopt a similar design and specification;
 - It shall be the obligation of the TOFARM committee to have the trophy design and specification patented or copyrighted for and in behalf of the TOFARM.
- b. The TOFARM committee through the sponsors shall provide the standard trophy and plaques. The trophy and plaques shall follow the prescribed design and specification;
- c. All entries which fails to obtain/garner Awards or Certificates of Merit but substantially conform to the principles and spirit of the TOFARM search and awards may be extended the “certificate of recognition”, depending on the discretion of the TOFARM Chairman;
- d. The element of surprise is key to every successful awarding ceremony. In this case, the judges, the member of TOFARM committee, or any individual associated in the TOFARM are prohibited from disclosing any information that would spoil the awards night;
- e. The exact content and text of the award trophy shall be the following;

JCI Philippines and Main Sponsor Logo
Search and Award of The Outstanding Farmer of the Philippines
This award is given to
[Name of Winner]
as the “[year] most outstanding” in the [name of category] category
Given this [date], at the [place of award], Philippines

- f. The exact content and text of the award plaques shall be the following;

JCI Philippines and Main Sponsor Logo
Search and Award of The Outstanding Farmer of the Philippines
This recognition is given to
[Name of Judge]
For his/her integrity, diligence and invaluable contribution as member of the “Board of Judges”.
Given this [date], at the [place of award], Philippines

- g. Signatories of the award shall be the following;

Trophy or a statuette: JCI Philippines National President, TOFARM Chairman, Main Sponsor Representative and the President of the Philippines would be placed on the engraved plate.

Plaques or Certificates: TOFARM Chairman and Main Sponsor Representative.

HALL OF FAME

All winners (gold) of the TOFARM are automatically included in the rosters of the “Hall of Fame”. This roster shall be made available to the general public through the website and archives. “Hall of Fame” Awardees are barred from bidding for the same award category for the succeeding year following the receipt of the said honor.

THE AWARD TROPHY

Unifying into one iconic figure to represent the agriculture, fisheries, livestock and various stakeholders, the “plate” signifies food on our table for every Filipino of all walks of life. It serves as a befitting description of Resiliency, Ingenuity, and the Strength of our hard working Filipino farmers.



SUMMARY OF AWARDS CATEGORIES

Evaluation and Judging shall be anchored on the JCI Creed. The nominee must have demonstrated an exceptional dedication and diligence in their work of life in the field of agriculture, that has meaningful (tangible or intangible) contribution to their community, the agriculture industry as well as to the country.

WE BELIEVE:

- (1st Tenet)** That faith in God gives meaning and purpose to human life;
- (2nd Tenet)** That the brotherhood of men transcends the sovereignty of nations;
- (3rd Tenet)** That economic justice can best be won by free men through free enterprise;
- (4th Tenet)** That government should be of laws rather than of men;
- (5th Tenet)** That Earth’s great treasure lies on human personality;
- (6th Tenet)** And that service to humanity is the best work of life.

Broad considerations relating the JCI Creed to the Agriculture work of the Nominee;

- a) **1st Tenet:** Faith in God must have influenced the nominee in his/her work of life;
- b) **2nd Tenet:** Promotion of brotherhood and camaraderie within and among fellow farmers;
- c) **3rd Tenet:** Activities of the nominee in support of free trade;
- d) **4th Tenet:** Cooperation of the nominee with Government programs;
- e) **5th Tenet:** Nominee’s distinct character and attributes that propelled their achievements;
- f) **6th Tenet:** Nominee exemplifying that Agriculture is a noble undertaking;

Individual Category

1. Farmer
2. Fisherfolk
3. Livestock
4. Woman Farmer
5. Agri-Entrepreneur
6. Young Farmer
7. Agriculture Innovator
8. Urban/City Farmer
9. TOFARM Chairman’s Award (Special Award to the Agriculture Champion)

Group Categories

1. Agriculture Cooperative
2. Family Farmer
3. Local Government Unit
4. Agriculture-Initiatives
5. People’s Choice (Online Poll, Facebook “Like”)

The purpose of the succeeding section is to provide easy guidelines in understanding what each criteria means for reference of entry write-up or documentation, and for Judges in evaluating the content of each entry bid. Each criterion requirement is defined and describes the minimum required content of the document entry bids.

In this section, the processes considered are equally important as the output of the project; therefore, there is strong necessity to demand explanation of the processes involved in the project or undertaking.

Judging Criteria (Individual Category)

1. **Farmer:** (Rice, Corn, Coconut, Sugarcane High value crops, Organic, etc.)
2. **Fisherfolk:** (cultured, captured, etc.)
3. **Livestock:** (large & small animal / insects, etc.)
4. **Woman Farmer:** (*same as Farmer, but exclusively for female gender*)

Criteria	100 Points
General Planning, Execution, Monitoring & Evaluation	5
Preservation of Bio Diversity / Care for the Environment	20
Method / Technique	30
Quality	8
Yield (per hectare)	7
Benefit to Family/Community (or Benefit to Woman in the Community)	15
Impact to Industry/Sector	15

Definition of Terms:

Work of Life:

Work of life shall also refer to a program, activity, project or undertaking of the individual or group being nominated for the award category. Likewise, any mention of program, activity, project or undertaking in this manual shall refer to the work of life of the individual or group.

Planning / General Planning:

The “planning or the general planning” criterion shall refer to the project planning processes considered to successfully achieve the desired output of the project or undertaking.

Planning should include the preliminary activities, approach in developing the plan and the “related” fundamental elements of the plan such as the scope, time, cost, quality, resources, communication, risk, procurement and closure of the project.

The plan should also explain the prioritizations, negotiation and conflict management and the problem solving management. The Plan becomes the primary source of information for how the project will be planned, executed, monitored and controlled, and closed.

Execution / Action:

The Execution or Action shall refer to the processes used or actions made to complete the work defined in the project management plan to accomplish the project’s requirements.

This criterion should explain how the team was developed and selected, how the project was directed and managed, how the quality assurance was performed and how the information was distributed in accordance with the plan

Tools and techniques used should be explained clearly if any.

Monitoring and Control, Evaluation.

The evaluation, monitoring and control shall refer to the processes performed to observe the project execution and closure.

A clear explanation should include how potential problems are identified in a timely manner and corrective action were taken, as necessary, how the control of execution happened to prevent possible problem; strengths, weaknesses, opportunities, strengths; how the post project evaluation was conducted and terminated.

Process includes collecting, measuring, and disseminating performance information, change in measures to apply improvements, documentations, scope control / verifications, problem mitigations and stakeholder management.

Diversity / Care for the Environment

Innovativeness (Towards Environmental Conservation)

In spite of the fact that agriculture and environmental preservation may not always co-exist or balanced, there is increasing number of innovations/initiatives towards the equal consideration of both. These criterions may refer and focus on the discussion of scientific, philosophical or practical application in any of the following aspects;

- ✓ Protection of biodiversity
- ✓ Protection of cultural landscape
- ✓ Prevention of loading and contamination from agriculture
- ✓ Renewal of the energy sources
- ✓ Agricultural soil and its fertility
- ✓ Maintenance of agricultural landscape
- ✓ Maintenance of soil fertility
- ✓ Maintenance of water availability
- ✓ Maintenance of water quality
- ✓ Maintenance of climate
- ✓ Maintenance of species populations
- ✓ Maintenance of genetic diversity
- ✓ Maintenance of habitat diversity
- ✓ Maintenance of species diversity
- ✓ Maintenance of genetic diversity
- ✓ Maintenance of community processes
- ✓ Maintenance bio-geochemistry
- ✓ Maintenance of atmosphere
- ✓ Maintenance of air quality
- ✓ Maintenance of stabilizing ecosystem properties

Method / Technique / Technology

Explanations in this criterion may refer to series of steps undertaken to show innovativeness or advancement of a work of life. This may include the manner of study, application, improvising or improving, skills acquisition or training.

Technology in this criterion may refer, on the hand, to the application of tools, machines, techniques, craft, systems, method of organizations, in the field of agriculture. It will not matter whether the technology is old or modern, the benchmark will focus on the efficiency, applicability, effectiveness of the technology in the aspect of agriculture.

Quality / Quality of Produce

There are established industry standards in terms of “quality” of produce. Quality varies depending on the type of produce, for example, *Oryza sativa* (Asian rice) have different quality from the *Oryza glaberrima* (African rice). In the narration or discussion of this particular criterion, please refer or compare the actual produce vis-à-vis established standards. Level of quality may vary also. Simply choose from among level of quality, discuss the attempt to achieve the said level of quality and the actual outcome compared to the required standard.

For example, if the chosen or attempt is to produce a premium class of rice, how was the actual outcome of the produced compared to established set of standards for a premium class of rice. Judging in this criterion shall consider the “target quality versus the output produce”, following the intended quality, whether this is highest or lowest quality;

Yield (per hectare, etc), Impact of Yield

This refers to crop yield or also known as agriculture output. Although this is one of the critical subject of agriculture, this will remain one of many considerations that the judging or evaluation will consider. Similar to “quality”, yield may vary depending on the type of produce (crop, fish, livestock, etc.), region, type of soil, type of seed, norm set by the tradition/practice, etc. For example, if the average produce for rice is 4.3 tonnes per hectare, in that certain region, of the particular type of soil or seed, the narration or discussion must show a substantial increase of this over a period of time, and with consistency. The explanation here should support all other discussions in other criteria and jive altogether the positive results.

It would be contrary to the other criterions such as quality, or method/technology utilized, if the yield proves to be smaller or fewer than average or expected.

Benefit to Family or Community and or Participants; (Benefit of work) (or to Woman in the Community)

This criterion may refer to the tangible (quantified) gain of the family or community or the participants provided by the work or undertaking.

Gain should describe the significance of the benefit against the need or requirement of the family or community or the participants and other indirect value added benefits. Benefit should be specific and answers the goal or objective of the project or undertaking. It is considered as one of the output.

For the Benefit to Woman in the Community, please indicate here either tangible or intangible (quantifiable or qualifiable) gain of the woman in the community as a result of the “woman farmer” effort. There must be a clear description of how the women in the community were given preferential gain, how they are empowered, or how the gender equality is sustained in the effort.

Value to Industry/Sector, or to Youth Sector:

Value to Industry/Sector or to the Youth Sector may refer to non-tangible (qualified) gain in terms of information, authority, economic, marketing, personal or cultural, individual or organizational capabilities as a whole, influence, political and resources. Value to Industry/Sector or to the Youth Sector may be one or combination benefiting the membership, local, national and or movement.

Value to Youth Sector should explain how youth can attribute the gain in improving their personal status in community, personal skills and know-how and other factors because of the project or undertaking whether they participated or not.

Value to Industry/Sector should explain how positively the specific sector (farming/fisheries/livestock) in the industry sees the individual or the group (nominee) after the project or undertaking. Value to Industry shall likewise be explained how the project or undertaking improves how the industry or selected target audience or beneficiaries sees the gain. This may be described particularly relating the gain on how the project or undertaking was

able to promote on a wider scale the benefits (such as advocacies, or specific interest of work/program). Explanation should include who were the target audience and why was the target audience significant to the work/program/project.

5. Agri-Entrepreneur

Criteria	100 Points
General Planning, Execution, Monitoring & Evaluation	5
Business Model (Replicability/Potentials for Expansion)	30
Return on Investment	20
Quality of Produce	8
Promotion of Free Enterprise	7
Distribution and Marketing	15
Impact to Industry/Sector	15

Definition of Terms:

Work of Life:

Work of life shall also refer to a program, activity, project or undertaking of the individual or group being nominated for the award category. Likewise, any mention of program, activity, project or undertaking in this manual shall refer to the work of life of the individual or group.

Planning / General Planning:

The “planning or the general planning” criterion shall refer to the project planning processes considered to successfully achieve the desired output of the project or undertaking.

Planning should include the preliminary activities, approach in developing the plan and the “related” fundamental elements of the plan such as the scope, time, cost, quality, resources, communication, risk, procurement and closure of the project.

The plan should also explain the prioritizations, negotiation and conflict management and the problem solving management. The Plan becomes the primary source of information for how the project will be planned, executed, monitored and controlled, and closed.

Execution / Action:

The Execution or Action shall refer to the processes used or actions made to complete the work defined in the project management plan to accomplish the project’s requirements.

This criterion should explain how the team was developed and selected, how the project was directed and managed, how the quality assurance was performed and how the information was distributed in accordance with the plan

Tools and techniques used should be explained clearly if any.

Monitoring and Control, Evaluation.

The evaluation, monitoring and control shall refer to the processes performed to observe the project execution and closure.

A clear explanation should include how potential problems are identified in a timely manner and corrective action were taken, as necessary, how the control of execution happened to prevent possible problem; strengths, weaknesses, opportunities, strengths; how the post project evaluation was conducted and terminated.

Process includes collecting, measuring, and disseminating performance information, change in measures to apply improvements, documentations, scope control / verifications, problem mitigations and stakeholder management.

Business Model (Replicability/Potentials for Expansion)

This shall refer to the (business) strategy or approach of the farmer or group of farmers in the organization to create, deliver, and capture economic value out of the undertaking or business venture. This may be an adopted or existing business model which the farmer or group of farmers applied. The discussion or narration should demonstrate the source of business model, analysis or study involved, the applicability of model, etc. If the model is original and conceptualized by the farmer or group of farmers, discussion or narration should show the analysis or study involved, method of selection or design, etc. This may be informal and formal descriptions to represent core aspects of a business, including purpose, offerings, strategies, infrastructure, organizational structures, trading practices, and operational processes and policies (reference: Wikipedia).

A successful and proven business model is one of the best practices identified to be propagated and promoted to the agriculture community. The explanation and evaluation should also include points on how to adopt the business model for purpose of replication in similar or other sector of agriculture. If the business model can facilitate expansions, this point should also in the narration for added value to the entire entry;

Return on Investment

The “return on investment” or ROI shall refer to the percentage ratio of profit or money gained or lost on an investment against the amount of money invested or utilized to implement a business undertaking. The ROI can be computed following this simple formula;

$$\text{Percent ROI} = (\text{Total Income} / \text{Total Expenditure}) \times 100$$

The rule is simple, the percent ROI should not be less than 100% to show that the undertaking is self liquidating. Any excess of the 100% can be treated as net income or profit. There are some cases that ROI could be achieved over a period time, simply show this in a yearly returns.

Quality / Quality of Produce

There are established industry standards in terms of “quality” of produce. Quality varies depending on the type of produce, for example, *Oryza sativa* (Asian rice) have different quality from the *Oryza glaberrima* (African rice). In the narration or discussion of this particular criterion, please refer or compare

Junior Chamber International, Philippines & Universal Harvester, Inc. Present

the actual produce vis-à-vis established standards. Level of quality may vary also. Simply choose from among level of quality, discuss the attempt to achieve the said level of quality and the actual outcome compared to the required standard.

For example, if the chosen or attempt is to produce a premium class of rice, how was the actual outcome of the produced compared to established set of standards for a premium class of rice. Judging in this criterion shall consider the “target quality versus the output produce”, following the intended quality, whether this is highest or lowest quality;

Promotion of Free Enterprise

This criterion shall specifically refer to promotion of business in a multi industry / dimensional (product and services) arrangement. The project or undertaking should not focus on particular brand or business.

Explanation should include how each enterprise is equally promoted in the project or undertaking, what equal opportunities presented or provided and why is this significant to the objective of the project and to the stakeholders.

Distribution and marketing

This shall refer to the strategy in disseminating the product or services and the approach to propagate the patronage of the product or services.

Explanation should include accessibility and availability of product or services, selection of medium to facilitate the dissemination, campaign approach, and level of coordination to concern stakeholder or beneficiaries.

Value to Industry/Sector, or to Youth Sector:

Value to Industry/Sector or to the Youth Sector may refer to non-tangible (qualified) gain in terms of information, authority, economic, marketing, personal or cultural, individual or organizational capabilities as a whole, influence, political and resources. Value to Industry/Sector or to the Youth Sector may be one or combination benefiting the membership, local, national and or movement.

Value to Youth Sector should explain how youth can attribute the gain in improving their personal status in community, personal skills and know-how and other factors because of the project or undertaking whether they participated or not.

Value to Industry/Sector should explain how positively the specific sector (farming/fisheries/livestock) in the industry sees the individual or the group (nominee) after the project or undertaking. Value to Industry shall likewise be explained how the project or undertaking improves how the industry or selected target audience or beneficiaries sees the gain. This may be described particularly relating the gain on how the project or undertaking was able to promote on a wider scale the benefits (such as advocacies, or specific interest of work/program). Explanation should include who were the target audience and why was the target audience significant to the work/program/project.

6. Young Farmer (18 to 40yo)

Criteria	100 Points
General Planning, Execution, Monitoring & Evaluation	5
Method/Technique/Technology	30
Quality of Produce	8
Value to Youth/Sector (Achievement/Impact)	15
Participation of Youth	20
Sustainability	22

Definition of Terms:

Work of Life:

Work of life shall also refer to a program, activity, project or undertaking of the individual or group being nominated for the award category. Likewise, any mention of program, activity, project or undertaking in this manual shall refer to the work of life of the individual or group.

Planning / General Planning:

The “planning or the general planning” criterion shall refer to the project planning processes considered to successfully achieve the desired output of the project or undertaking.

Planning should include the preliminary activities, approach in developing the plan and the “related” fundamental elements of the plan such as the scope, time, cost, quality, resources, communication, risk, procurement and closure of the project.

The plan should also explain the prioritizations, negotiation and conflict management and the problem solving management. The Plan becomes the primary source of information for how the project will be planned, executed, monitored and controlled, and closed.

Execution / Action:

The Execution or Action shall refer to the processes used or actions made to complete the work defined in the project management plan to accomplish the project’s requirements.

This criterion should explain how the team was developed and selected, how the project was directed and managed, how the quality assurance was performed and how the information was distributed in accordance with the plan

Tools and techniques used should be explained clearly if any.

Monitoring and Control, Evaluation.

The evaluation, monitoring and control shall refer to the processes performed to observe the project execution and closure.

A clear explanation should include how potential problems are identified in a timely manner and corrective action were taken, as necessary, how the control of execution happened to prevent

possible problem; strengths, weaknesses, opportunities, strengths; how the post project evaluation was conducted and terminated.

Process includes collecting, measuring, and disseminating performance information, change in measures to apply improvements, documentations, scope control / verifications, problem mitigations and stakeholder management.

Method / Technique / Technology

Explanations in this criterion may refer to series of steps undertaken to show innovativeness or advancement of a work of life. This may include the manner of study, application, improvising or improving, skills acquisition or training.

Technology in this criterion may refer, on the hand, to the application of tools, machines, techniques, craft, systems, method of organizations, in the field of agriculture. It will not matter whether the technology is old or modern, the benchmark will focus on the efficiency, applicability, effectiveness of the technology in the aspect of agriculture.

Quality / Quality of Produce

There are established industry standards in terms of “quality” of produce. Quality varies depending on the type of produce, for example, *Oryza sativa* (Asian rice) have different quality from the *Oryza glaberrima* (African rice). In the narration or discussion of this particular criterion, please refer or compare the actual produce vis-à-vis established standards. Level of quality may vary also. Simply choose from among level of quality, discuss the attempt to achieve the said level of quality and the actual outcome compared to the required standard.

For example, if the chosen or attempt is to produce a premium class of rice, how was the actual outcome of the produced compared to established set of standards for a premium class of rice. Judging in this criterion shall consider the “target quality versus the output produce”, following the intended quality, whether this is highest or lowest quality;

Value to Industry/Sector, or to Youth Sector:

Value to Industry/Sector or to the Youth Sector may refer to non-tangible (qualified) gain in terms of information, authority, economic, marketing, personal or cultural, individual or organizational capabilities as a whole, influence, political and resources. Value to Industry/Sector or to the Youth Sector may be one or combination benefiting the membership, local, national and or movement.

Value to Youth Sector should explain how youth can attribute the gain in improving their personal status in community, personal skills and know-how and other factors because of the project or undertaking whether they participated or not.

Value to Industry/Sector should explain how positively the specific sector (farming/fisheries/livestock) in the industry sees the individual or the group (nominee) after the project or undertaking. Value to Industry shall likewise be explained how the project or undertaking improves how the industry or selected target audience or beneficiaries sees the gain. This may be described particularly relating the gain on how the project or undertaking was able to promote on a wider scale the benefits (such as advocacies, or specific interest of

work/program). Explanation should include who were the target audience and why was the target audience significant to the work/program/project.

Participation of Youth:

This criterion may refer to the individuals or groups who's ages is between 0 – 40 years old and participated in the undertaking. Narration may include the youth specific involvement, the number of youth who participated, list of organizations (if group), task, benefits of the undertaking to the youth of the said geographic area.

Sustainability

Sustainability in the agriculture refers to the responsibility of ensuring that there is long-term maintenance of all aspect to keep it productive and serve its purpose for the longest time. There should be balance consideration of biodiversity, tradition, profit, management of resources used, etc.

The explanation and evaluation should show or narrate the effort to ensure sustainability, the methods or approach, the measure established, and other aspect of directly associated with the long-term maintenance. Repeatability, replicability, support for future plans, or compatibility in varying situations may be also discussed in this criterion.

7. Innovator (Educator, Inventor/Invention, Scientist, Public Employees, etc.)

Criteria	100 Points
General Planning, Execution, Monitoring & Evaluation	5
Technical Merit (Initiative and Innovations)	30
Innovativeness (Towards Environmental Conservation)	25
Originality	15
Supporting Documentations / Materials	10
Value to Industry/Sector (Achievement/Impact)	15

Definition of Terms:

Work of Life:

Work of life shall also refer to a program, activity, project or undertaking of the individual or group being nominated for the award category. Likewise, any mention of program, activity, project or undertaking in this manual shall refer to the work of life of the individual or group.

Planning / General Planning:

The “planning or the general planning” criterion shall refer to the project planning processes considered to successfully achieve the desired output of the project or undertaking.

Planning should include the preliminary activities, approach in developing the plan and the “related” fundamental elements of the plan such as the scope, time, cost, quality, resources, communication, risk, procurement and closure of the project.

The plan should also explain the prioritizations, negotiation and conflict management and the problem solving management. The Plan becomes the primary source of information for how the project will be planned, executed, monitored and controlled, and closed.

Execution / Action:

The Execution or Action shall refer to the processes used or actions made to complete the work defined in the project management plan to accomplish the project’s requirements.

This criterion should explain how the team was developed and selected, how the project was directed and managed, how the quality assurance was performed and how the information was distributed in accordance with the plan

Tools and techniques used should be explained clearly if any.

Monitoring and Control, Evaluation.

The evaluation, monitoring and control shall refer to the processes performed to observe the project execution and closure.

A clear explanation should include how potential problems are identified in a timely manner and corrective action were taken, as necessary, how the control of execution happened to prevent

possible problem; strengths, weaknesses, opportunities, strengths; how the post project evaluation was conducted and terminated.

Process includes collecting, measuring, and disseminating performance information, change in measures to apply improvements, documentations, scope control / verifications, problem mitigations and stakeholder management.

Technical Merit (Initiative and innovation)

This criterion shall refer to the ideas or concept and improvement or advancement introduced by the Individual/group. Both attribute should be present. Technical merit may be scientific, philosophical or simple practicality.

Enumerate and explain the initiatives and innovations, buy-in approach, significance of the initiative and innovation to the organization, expected outcome, Implementation processes, and actions to sustain adoption.

Originality

Originality shall refer to the uniqueness, creativity or freshness of the idea. This may be a totally new within the geographic area of undertaking or new in the country, this may also be a variant or modification of an existing idea or concept. The write-up may describe the reference idea or concept and the modifications.

Explanation should include how it is original / different. Indicate further in the explanation the community/industry need or requirement, the approach in designing the innovation or invention, the process undertaken to ensure quality and effectiveness, and other materials or tools associated to the work or project or programs.

Supporting Documentations / Materials

Supporting documentations / materials should be specific tangible supplies, tools, media, equipment and or resources critical to support the implementation of the work or project or undertaking; that the absence of the said material would halt the provision of a specific deliverable.

Documentations / materials should be listed and supported by valid proof. (Support with Photograph or attachment of file in portable data format PDF)(TOFARM shall maintain the protection of intellectual rights of materials submitted for the awards)

Value to Industry/Sector, or to Youth Sector:

Value to Industry/Sector or to the Youth Sector may refer to non-tangible (qualified) gain in terms of information, authority, economic, marketing, personal or cultural, individual or organizational capabilities as a whole, influence, political and resources. Value to Industry/Sector or to the Youth Sector may be one or combination benefiting the membership, local, national and or movement.

Junior Chamber International, Philippines & Universal Harvester, Inc. Present

Value to Youth Sector should explain how youth can attribute the gain in improving their personal status in community, personal skills and know-how and other factors because of the project or undertaking whether they participated or not.

Value to Industry/Sector should explain how positively the specific sector (farming/fisheries/livestock) in the industry sees the individual or the group (nominee) after the project or undertaking. Value to Industry shall likewise be explained how the project or undertaking improves how the industry or selected target audience or beneficiaries sees the gain. This may be described particularly relating the gain on how the project or undertaking was able to promote on a wider scale the benefits (such as advocacies, or specific interest of work/program). Explanation should include who were the target audience and why was the target audience significant to the work/program/project.

8. Urban/City Farming

Criteria	100 Points
General Planning, Execution, Monitoring & Evaluation	5
Applicability to Urban/City Environment	25
Sustainability	25
Availability of Raw or Supporting Materials	20
Impact of Yield	10
Replicability / Adaptability	15

Definition of Terms:

Work of Life:

Work of life shall also refer to a program, activity, project or undertaking of the individual or group being nominated for the award category. Likewise, any mention of program, activity, project or undertaking in this manual shall refer to the work of life of the individual or group.

Planning / General Planning:

The “planning or the general planning” criterion shall refer to the project planning processes considered to successfully achieve the desired output of the project or undertaking.

Planning should include the preliminary activities, approach in developing the plan and the “related” fundamental elements of the plan such as the scope, time, cost, quality, resources, communication, risk, procurement and closure of the project.

The plan should also explain the prioritizations, negotiation and conflict management and the problem solving management. The Plan becomes the primary source of information for how the project will be planned, executed, monitored and controlled, and closed.

Execution / Action:

The Execution or Action shall refer to the processes used or actions made to complete the work defined in the project management plan to accomplish the project’s requirements.

This criterion should explain how the team was developed and selected, how the project was directed and managed, how the quality assurance was performed and how the information was distributed in accordance with the plan

Tools and techniques used should be explained clearly if any.

Monitoring and Control, Evaluation.

The evaluation, monitoring and control shall refer to the processes performed to observe the project execution and closure.

A clear explanation should include how potential problems are identified in a timely manner and corrective action were taken, as necessary, how the control of execution happened to prevent

possible problem; strengths, weaknesses, opportunities, strengths; how the post project evaluation was conducted and terminated.

Process includes collecting, measuring, and disseminating performance information, change in measures to apply improvements, documentations, scope control / verifications, problem mitigations and stakeholder management.

Applicability to Urban/City Environment

There are initiatives abroad that focus on Urban/City farming. Most of these research or experiment suits their location, environment and resources/inputs. Narration or discussion here should clearly demonstrate the local initiatives of urban/city farming that is most applicable anywhere in the Philippines.

Agriculture in Urban/City environment are geographical area distinct from rural areas such as Cities, Town proper/centers (or poblacion), or urban areas that are not traditional farm areas. Demonstrate also how this can be applied by urban/city dwellers, and how this can overcome the hurdle of urban culture;

Availability of Raw or Supporting Materials

Specifically for urban/city farming, narration here shall refer to resources utilized to enable or allow urban/city farming. These resources must be available generally in most urban/city environment in the country, must be cost effective and practical to use. It would be helpful if a picture of actual application is provided for proper evaluation.

Yield (per hectare, etc), Impact of Yield

This refers to crop yield or also known as agriculture output. Although this is one of the critical subject of agriculture, this will remain one of many considerations that the judging or evaluation will consider. Similar to "quality", yield may vary depending on the type of produce (crop, fish, livestock, etc.), region, type of soil, type of seed, norm set by the tradition/practice, etc. For example, if the average produce for rice is 4.3 tonnes per hectare, in that certain region, of the particular type of soil or seed, the narration or discussion must show a substantial increase of this over a period of time, and with consistency. The explanation here should support all other discussions in other criteria and give altogether the positive results.

It would be contrary to the other criterions such as quality, or method/technology utilized, if the yield proves to be smaller or fewer than average or expected.

Replicability / Adaptability

Specific and critical also to urban/city farming, is the replication or adaptation by urban/city dwellers of the opportunity that urban/city farming may impact their lives. Should anyone interest themselves in replicating the practice, there should be a convincing argument and practicality over the viability of adopting the practice. Discussion or narration should show that it can be done over most environments.

Judging Criteria (Group Category)

1. Cooperative

Criteria	100 Points
General Planning, Execution, Monitoring & Evaluation	5
Interactivity and Service Provided	10
Care to Environment	15
Member Participation	20
Financial Management	10
Effective Coverage	5
Value to Industry/Sector (Achievement/Impact)	15
Sustainability	20

Definition of Terms:

Work of Life:

Work of life shall also refer to a program, activity, project or undertaking of the individual or group being nominated for the award category. Likewise, any mention of program, activity, project or undertaking in this manual shall refer to the work of life of the individual or group.

Planning / General Planning:

The “planning or the general planning” criterion shall refer to the project planning processes considered to successfully achieve the desired output of the project or undertaking.

Planning should include the preliminary activities, approach in developing the plan and the “related” fundamental elements of the plan such as the scope, time, cost, quality, resources, communication, risk, procurement and closure of the project.

The plan should also explain the prioritizations, negotiation and conflict management and the problem solving management. The Plan becomes the primary source of information for how the project will be planned, executed, monitored and controlled, and closed.

Execution / Action:

The Execution or Action shall refer to the processes used or actions made to complete the work defined in the project management plan to accomplish the project’s requirements.

This criterion should explain how the team was developed and selected, how the project was directed and managed, how the quality assurance was performed and how the information was distributed in accordance with the plan

Tools and techniques used should be explained clearly if any.

Monitoring and Control, Evaluation.

The evaluation, monitoring and control shall refer to the processes performed to observe the project execution and closure.

A clear explanation should include how potential problems are identified in a timely manner and corrective action were taken, as necessary, how the control of execution happened to prevent possible problem; strengths, weaknesses, opportunities, strengths; how the post project evaluation was conducted and terminated.

Process includes collecting, measuring, and disseminating performance information, change in measures to apply improvements, documentations, scope control / verifications, problem mitigations and stakeholder management.

Interactivity and services provided

This criterion shall refer to how the management of the cooperative conducted or facilitated interaction among members, stakeholders and the general community, and the variety of direct services to general public or intended market, or to the members, or to the members' family, or to the indirect beneficiaries;

Explanation and evaluation thereof shall include the list of services, the scheme that enables access to these services, the benefits of this service to specific target.

Preservation of Bio Diversity / Care for the Environment
Innovativeness (Towards Environmental Conservation)

In spite of the fact that agriculture and environmental preservation may not always co-exist or balanced, there is increasing number of innovations/initiatives towards the equal consideration of both. These criteria may refer and focus on the discussion of scientific, philosophical or practical application in any of the following aspects;

- ✓ Protection of biodiversity
- ✓ Protection of cultural landscape
- ✓ Prevention of loading and contamination from agriculture
- ✓ Renewal of the energy sources
- ✓ Agricultural soil and its fertility
- ✓ Maintenance of agricultural landscape
- ✓ Maintenance of soil fertility
- ✓ Maintenance of water availability
- ✓ Maintenance of water quality
- ✓ Maintenance of climate
- ✓ Maintenance of species populations
- ✓ Maintenance of genetic diversity
- ✓ Maintenance of habitat diversity
- ✓ Maintenance of species diversity
- ✓ Maintenance of genetic diversity
- ✓ Maintenance of community processes
- ✓ Maintenance bio-geochemistry

- ✓ Maintenance of atmosphere
- ✓ Maintenance of air quality
- ✓ Maintenance of stabilizing ecosystem properties

Member Participation (Also Family Participation):

Membership or family participation may refer to the number of members who participated in the undertaking against total number of members, their specific involvement whether as an individual or group and activity(ies) to which the member(s) participated.

Explanation should include who participated, the organization, the job descriptions, how many members in a job, the significance of the job to the achievement of goals.

Finance, Financial Management and Budgeting

Finance shall refer to how the money was saved/spent against priorities in a timely manner with consideration of risk factors in investments. Explanation should include the framework on how the policies and measures were developed, the prioritization, the timing of expenditures, the investment involved and risk associated. Accounting and budgeting procedures are standard across the industry, there is no need to explain how this was conducted.

Effective coverage

This criterion shall simply refer to the reach of activity to the intended area of concern of the work or project or program, or to the unexpected extent that was positively affected. The area of coverage may refer to a group of individual, in this case the cooperative, or the geographical area covered by a certain service provided.

Explanation and evaluation thereof shall include actual coverage vis-à-vis target coverage (beneficiaries or certain geographic area), the condition of the product or services when utilized by the said beneficiaries or by the intended geographic area.

Value to Industry/Sector, or to Youth Sector:

Value to Industry/Sector or to the Youth Sector may refer to non-tangible (qualified) gain in terms of information, authority, economic, marketing, personal or cultural, individual or organizational capabilities as a whole, influence, political and resources. Value to Industry/Sector or to the Youth Sector may be one or combination benefiting the membership, local, national and or movement.

Value to Youth Sector should explain how youth can attribute the gain in improving their personal status in community, personal skills and know-how and other factors because of the project or undertaking whether they participated or not.

Value to Industry/Sector should explain how positively the specific sector (farming/fisheries/livestock) in the industry sees the individual or the group (nominee) after the project or undertaking. Value to Industry shall likewise be explained how the project or

undertaking improves how the industry or selected target audience or beneficiaries sees the gain. This may be described particularly relating the gain on how the project or undertaking was able to promote on a wider scale the benefits (such as advocacies, or specific interest of work/program). Explanation should include who were the target audience and why was the target audience significant to the work/program/project.

Sustainability

Sustainability in the agriculture refers to the responsibility of ensuring that there is long-term maintenance of all aspect to keep it productive and serve its purpose for the longest time. There should be balance consideration of biodiversity, tradition, profit, management of resources used, etc.

The explanation and evaluation should show or narrate the effort to ensure sustainability, the methods or approach, the measure established, and other aspect of directly associated with the long-term maintenance. Repeatability, replicability, support for future plans, or compatibility in varying situations may be also discussed in this criterion.

2. Family Farmer, Fisherfolk, Livestock (Family, Farm Community)

Criteria	100 Points
General Planning, Execution, Monitoring & Evaluation	5
Benefit to Family	20
Quality of Produce	8
Family Member Participation	25
Continuity	30
Value to Community (Achievement/Impact)	12

Definition of Terms:

Work of Life:

Work of life shall also refer to a program, activity, project or undertaking of the individual or group being nominated for the award category. Likewise, any mention of program, activity, project or undertaking in this manual shall refer to the work of life of the individual or group.

Planning / General Planning:

The “planning or the general planning” criterion shall refer to the project planning processes considered to successfully achieve the desired output of the project or undertaking.

Planning should include the preliminary activities, approach in developing the plan and the “related” fundamental elements of the plan such as the scope, time, cost, quality, resources, communication, risk, procurement and closure of the project.

The plan should also explain the prioritizations, negotiation and conflict management and the problem solving management. The Plan becomes the primary source of information for how the project will be planned, executed, monitored and controlled, and closed.

Execution / Action:

The Execution or Action shall refer to the processes used or actions made to complete the work defined in the project management plan to accomplish the project's requirements.

This criterion should explain how the team was developed and selected, how the project was directed and managed, how the quality assurance was performed and how the information was distributed in accordance with the plan

Tools and techniques used should be explained clearly if any.

Monitoring and Control, Evaluation.

The evaluation, monitoring and control shall refer to the processes performed to observe the project execution and closure.

A clear explanation should include how potential problems are identified in a timely manner and corrective action were taken, as necessary, how the control of execution happened to prevent possible problem; strengths, weaknesses, opportunities, strengths; how the post project evaluation was conducted and terminated.

Process includes collecting, measuring, and disseminating performance information, change in measures to apply improvements, documentations, scope control / verifications, problem mitigations and stakeholder management.

Benefit to Family or Community and or Participants; (Benefit of work)

This criterion may refer to the tangible (quantified) gain of the family or community or the participants provided by the work or undertaking.

Gain should describe the significance of the benefit against the need or requirement of the family or community or the participants and other indirect value added benefits. Benefit should be specific and answers the goal or objective of the project or undertaking. It is considered as one of the output.

Quality / Quality of Produce

There are established industry standards in terms of "quality" of produce. Quality varies depending on the type of produce, for example, *Oryza sativa* (Asian rice) have different quality from the *Oryza glaberrima* (African rice). In the narration or discussion of this particular criterion, please refer or compare the actual produce vis-à-vis established standards. Level of quality may vary also. Simply choose from among level of quality, discuss the attempt to achieve the said level of quality and the actual outcome compared to the required standard.

For example, if the chosen or attempt is to produce a premium class of rice, how was the actual outcome of the produced compared to established set of standards for a premium class of rice. Judging in this criterion shall consider the "target quality versus the output produce", following the intended quality, whether this is highest or lowest quality;

Member Participation (Also Family Participation):

Membership or family participation may refer to the number of members who participated in the undertaking against total number of members, their specific involvement whether as an individual or group and activity(ies) to which the member(s) participated.

Explanation should include who participated, the organization, the job descriptions, how many members in a job, the significance of the job to the achievement of goals.

Continuity

Continuity shall refer to the strategy to sustain the work achievements, relative consistency of result and repeatability of the program for the next years or the next generation is ready to take over.

Statement description should include sustainable activities, why the specific activity was chosen to be sustainable, attributes of the activity to qualify it to be sustainable. Enumerate also the regularity of activity results. Explain further how the activity can be repeated the next years or continued by the next generation.

Value to Community (Achievement/Impact)

This criterion is much broader than the benefit to community. This may refer to intangible gain of community from the work of life. Though may be economical in nature as to what most see as significant, these intangibles may be qualified such as pride, recognition, motivation/inspiration and similar impact that the community will and shall enjoy because of the work of life.

3. Local Government Unit (Programs, Projects, LGU operated Facility, etc.)

Criteria	100 Points
General Planning, Execution, Monitoring & Evaluation	5
Policy Reforms	15
Partnership Support	5
Care for Environment	10
Capacity Building	15
Project Impact and Benefit to LGU image/profile/community	10
Effective Coverage	15
Sustainability	15
Value to Industry/Sector (Achievement/Impact)	10

Definition of Terms:

Work of Life:

Work of life shall also refer to a program, activity, project or undertaking of the individual or group being nominated for the award category. Likewise, any mention of program, activity, project or undertaking in this manual shall refer to the work of life of the individual or group.

Planning / General Planning:

The “planning or the general planning” criterion shall refer to the project planning processes considered to successfully achieve the desired output of the project or undertaking.

Planning should include the preliminary activities, approach in developing the plan and the “related” fundamental elements of the plan such as the scope, time, cost, quality, resources, communication, risk, procurement and closure of the project.

The plan should also explain the prioritizations, negotiation and conflict management and the problem solving management. The Plan becomes the primary source of information for how the project will be planned, executed, monitored and controlled, and closed.

Execution / Action:

The Execution or Action shall refer to the processes used or actions made to complete the work defined in the project management plan to accomplish the project’s requirements.

This criterion should explain how the team was developed and selected, how the project was directed and managed, how the quality assurance was performed and how the information was distributed in accordance with the plan

Tools and techniques used should be explained clearly if any.

Monitoring and Control, Evaluation.

The evaluation, monitoring and control shall refer to the processes performed to observe the project execution and closure.

A clear explanation should include how potential problems are identified in a timely manner and corrective action were taken, as necessary, how the control of execution happened to prevent possible problem; strengths, weaknesses, opportunities, strengths; how the post project evaluation was conducted and terminated.

Process includes collecting, measuring, and disseminating performance information, change in measures to apply improvements, documentations, scope control / verifications, problem mitigations and stakeholder management.

Policy Reforms

Specific in the category of Local Government Units (LGU)s, this criterion shall refer to LGU resolutions, ordinances or executive orders and alike, that ensures legal and sustainability framework of the agricultural initiative. These policies may be over period of time, over different administrations, or under various programs (local or national). There should be a pattern of consistency and degree of relationship between policies.

Partnership Support (Network, Civic and Governmental Involvement)

Civic involvement shall refer to contribution / participation which denote certain degree of work provided for by a non-government organization. Likewise, governmental involvement shall refer to contribution / participation which denote certain degree of work provided for by a governmental organization. Civic and governmental contribution / participation may be a volunteer work and or part of personal or official business.

Explanation should include the name and nature of the venture, the level or degree of work provided, relevance of involvement to work or project or program.

Preservation of Bio Diversity / Care for the Environment

Innovativeness (Towards Environmental Conservation)

In spite of the fact that agriculture and environmental preservation may not always co-exist or balanced, there is increasing number of innovations/initiatives towards the equal consideration of both. These criteria may refer and focus on the discussion of scientific, philosophical or practical application in any of the following aspects;

- ✓ Protection of biodiversity
- ✓ Protection of cultural landscape
- ✓ Prevention of loading and contamination from agriculture
- ✓ Renewal of the energy sources
- ✓ Agricultural soil and its fertility
- ✓ Maintenance of agricultural landscape
- ✓ Maintenance of soil fertility
- ✓ Maintenance of water availability

- ✓ Maintenance of water quality
- ✓ Maintenance of climate
- ✓ Maintenance of species populations
- ✓ Maintenance of genetic diversity
- ✓ Maintenance of habitat diversity
- ✓ Maintenance of species diversity
- ✓ Maintenance of genetic diversity
- ✓ Maintenance of community processes
- ✓ Maintenance bio-geochemistry
- ✓ Maintenance of atmosphere
- ✓ Maintenance of air quality
- ✓ Maintenance of stabilizing ecosystem properties

Capacity Building

There may be training components provided in your work of life whether ad-hoc or formal. Training plays a critical role in ensuring the initiatives can be sustainable. Simply list the training plan, trainings provided, course design, audiences, list of participants, venue and dates, time of training, exercises and examinations provided to measure the level of knowledge acquired. Pictures can be convincing as evidence of these training.

Project Achievement and Impact (Achievement of Work)(Impact to Industry/Sector)

This criterion shall specifically refer to what was achieved based from the baseline objective of the work or project or undertaking; and the effect of the output in terms of what was expected plus the unexpected.

Explanation in this section should include specific details that are quantifiable and or qualifiable result against the projection and objective of the project.

Whether in the context of “Individual Farmer, Fisherfolk or Livestock” or other categories, this definition shall remain.

Benefit to LGU Image and Profile:

Benefit to LGU image and profile may refer to the tangible (quantified) gain achieved that can be “directly” attributed to the LGU. LGU Image shall refer to perception of stakeholders and profile shall refer to the distinctiveness.

Explanation should include how the certain benefit improves the perception of stakeholders to the LGU and why is this significant to the organization. Gain to the profile should show how the said benefit can be distinctly associated to the LGU by the stakeholders. The activity that will measure perception (such as survey) of stakeholders must be explained.

Effective coverage

This criterion shall simply refer to the reach of activity to the intended area of concern of the work or project or program, or to the unexpected extent that was positively affected. The area of coverage may refer to a group of individual, in this case the cooperative, or the geographical area covered by a certain service provided.

Explanation and evaluation thereof shall include actual coverage vis-à-vis target coverage (beneficiaries or certain geographic area), the condition of the product or services when utilized by the said beneficiaries or by the intended geographic area.

Sustainability

Sustainability in the agriculture refers to the responsibility of ensuring that there is long-term maintenance of all aspect to keep it productive and serve its purpose for the longest time. There should be balance consideration of biodiversity, tradition, profit, management of resources used, etc.

The explanation and evaluation should show or narrate the effort to ensure sustainability, the methods or approach, the measure established, and other aspect of directly associated with the long-term maintenance. Repeatability, replicability, support for future plans, or compatibility in varying situations may be also discussed in this criterion.

Value to Industry/Sector, or to Youth Sector:

Value to Industry/Sector or to the Youth Sector may refer to non-tangible (qualified) gain in terms of information, authority, economic, marketing, personal or cultural, individual or organizational capabilities as a whole, influence, political and resources. Value to Industry/Sector or to the Youth Sector may be one or combination benefiting the membership, local, national and or movement.

Value to Youth Sector should explain how youth can attribute the gain in improving their personal status in community, personal skills and know-how and other factors because of the project or undertaking whether they participated or not.

Value to Industry/Sector should explain how positively the specific sector (farming/fisheries/livestock) in the industry sees the individual or the group (nominee) after the project or undertaking. Value to Industry shall likewise be explained how the project or undertaking improves how the industry or selected target audience or beneficiaries sees the gain. This may be described particularly relating the gain on how the project or undertaking was able to promote on a wider scale the benefits (such as advocacies, or specific interest of work/program). Explanation should include who were the target audience and why was the target audience significant to the work/program/project.

4. Agriculture Initiatives (NGOs, Institutions, Private Initiatives-Facility, etc.)

Criteria	100 Points
Survey and Analysis, Planning, Execution, Monitoring & Evaluation	10
Partnership Support and Network	10
Effective Coverage	10
Promotion of Social Responsibility	25
Care for Environment	20
Involvement of Stakeholders	15
Assessment of Improvement	10

Definition of Terms:

Work of Life:

Work of life shall also refer to a program, activity, project or undertaking of the individual or group being nominated for the award category. Likewise, any mention of program, activity, project or undertaking in this manual shall refer to the work of life of the individual or group.

Survey:

The “survey” criterion shall refer to the inputs or data gathering processes considered to support the analysis and planning activities.

Inputs such as the strategic/tactical/operational considerations like community demand, market demand, organizational need, technological demand, legal requirement and alike; what are the tools or technique used in the process and why were these tools or technique chosen to effectively support the survey process.

At the least, there should be a clear narration on how the process was conducted and explanations on why the activities were undertaken to support the survey. Output may include documentations.

Analysis:

The “analysis” criterion shall refer to the examination process on how the decision was made to pursue the work or undertaking.

The analysis process should include the evaluation of survey result, clear description of project objectives including the reasons why a specific project is the best solution to satisfy the requirements, tools and techniques used in the process and the output documentations.

The documentation for this analysis also contains a basic description of the project scope, the deliverables, project duration, and a forecast of the resources for the individual or organization’s investment analysis and the framework.

Planning / General Planning:

The “planning or the general planning” criterion shall refer to the project planning processes considered to successfully achieve the desired output of the project or undertaking.

Planning should include the preliminary activities, approach in developing the plan and the “related” fundamental elements of the plan such as the scope, time, cost, quality, resources, communication, risk, procurement and closure of the project.

The plan should also explain the prioritizations, negotiation and conflict management and the problem solving management. The Plan becomes the primary source of information for how the project will be planned, executed, monitored and controlled, and closed.

Execution / Action:

The Execution or Action shall refer to the processes used or actions made to complete the work defined in the project management plan to accomplish the project’s requirements.

This criterion should explain how the team was developed and selected, how the project was directed and managed, how the quality assurance was performed and how the information was distributed in accordance with the plan

Tools and techniques used should be explained clearly if any.

Monitoring and Control, Evaluation.

The evaluation, monitoring and control shall refer to the processes performed to observe the project execution and closure.

A clear explanation should include how potential problems are identified in a timely manner and corrective action were taken, as necessary, how the control of execution happened to prevent possible problem; strengths, weaknesses, opportunities, strengths; how the post project evaluation was conducted and terminated.

Process includes collecting, measuring, and disseminating performance information, change in measures to apply improvements, documentations, scope control / verifications, problem mitigations and stakeholder management.

Partnership Support (Network, Civic and Governmental Involvement)

Civic involvement shall refer to contribution / participation which denote certain degree of work provided for by a non-government organization. Likewise, governmental involvement shall refer to contribution / participation which denote certain degree of work provided for by a governmental organization. Civic and governmental contribution / participation may be a volunteer work and or part of personal or official business.

Explanation should include the name and nature of the venture, the level or degree of work provided, relevance of involvement to work or project or program.

Effective coverage

This criterion shall simply refer to the reach of activity to the intended area of concern of the work or project or program, or to the unexpected extent that was positively affected. The area of coverage may refer to a group of individual, in this case the cooperative, or the geographical area covered by a certain service provided.

Explanation and evaluation thereof shall include actual coverage vis-à-vis target coverage (beneficiaries or certain geographic area), the condition of the product or services when utilized by the said beneficiaries or by the intended geographic area.

Promotion of Social Responsibility

Agriculture is not a sole responsibility of farmers. Food sustainability is everyone's concern. There should be a certain degree of effort to involve society in the issues of agriculture, and be able to draw support. This criterion shall require discussion on related activities to include or involve a target community or society in general in the project or program undertaking.

Explanation and judging may include the types of promotional activities implemented, venue or locations, target audiences, method if any, collaterals if any, the slogan or tagline, discussions on the feedback or response of public, and other events relative to the promotion of social responsibilities

Preservation of Bio Diversity / Care for the Environment

Innovativeness (Towards Environmental Conservation)

In spite of the fact that agriculture and environmental preservation may not always co-exist or balanced, there is increasing number of innovations/initiatives towards the equal consideration of both. These criteria may refer and focus on the discussion of scientific, philosophical or practical application in any of the following aspects;

- ✓ Protection of biodiversity
- ✓ Protection of cultural landscape
- ✓ Prevention of loading and contamination from agriculture
- ✓ Renewal of the energy sources
- ✓ Agricultural soil and its fertility
- ✓ Maintenance of agricultural landscape
- ✓ Maintenance of soil fertility
- ✓ Maintenance of water availability
- ✓ Maintenance of water quality
- ✓ Maintenance of climate
- ✓ Maintenance of species populations
- ✓ Maintenance of genetic diversity
- ✓ Maintenance of habitat diversity
- ✓ Maintenance of species diversity
- ✓ Maintenance of genetic diversity
- ✓ Maintenance of community processes
- ✓ Maintenance bio-geochemistry
- ✓ Maintenance of atmosphere
- ✓ Maintenance of air quality
- ✓ Maintenance of stabilizing ecosystem properties

Involvement of Stakeholders

This shall refer to the activities made to gain commitment of stakeholders, attendance during programs, their taking up of roles as actual service counterpart, communication on progress, etc.

Explanation and judging may include the approach or strategy to gain the stakeholder support, their roles or shared responsibilities, coordination strategy, management strategy, feedback strategy and sustainability of the partnership.

Assessment of Improvement

Assessment of progress is a standard management practice to see the actual achievement of milestones against plans. This activity may happen during or after the project or program. This criterion will be evaluated and should be discussed based on the methodology of assessment, identification of gap in operation or management, the process to communicate the improvement required, the approval process and development of an action plan to implement the improvement. This criterion should support the issues of sustainability.

5. People’s Choice (Online Poll, Facebook)

The winner of this category shall be solely based on the number of votes (or likes) garnered through the TOFARM portal (or Facebook). Nominee may promote their bid to all sectors and through various means.

Proposed Bid Validation

JCI Local Organization shall be deputized to conduct the validation of each nomination/bid as part of the nomination and judging process. Validation will be in two (2) stages. The first stage is during the nomination where the JCI Local Organization shall seek the assistance of LGU agriculture office to verify existence of the nominee and work of life. Upon confirmation, the JCI Local Organization shall complete the nomination form and endorse the nominee/entry.

The second stage is during the judging period. A JCI Local Organization will be assigned a specific nominee/entry to make site visit and validate the claims or narration thereof. A checklist will be provided to guide the validation process. The completed checklist will be forwarded to the TOFARM committee for endorsement to the Board of Judges.

Nominee and their entries will be available over the website of TOFARM (www.tofarm.org). The public may challenge any nominee or entry, and submit formal written and signed protest/complaint to the TOFARM committee. The complaint must be supported by appropriate legal documentations.

JCEA Points for Participating JCI Local Organization

Critical to the implementation of the TOFARM is the JCI local organization participation and support. Specific activities were designed to ensure the standpoint of inclusive and participative. JCI local organizations are encouraged to facilitate re-defined activities following the prescribed guidelines, and as incentives for this effort, the JCIP shall recognize the following points to be awarded to JCI local organization who will contribute time and resources;

PEA point for the TOFARM 2013 onwards: Five (5) PEA points for each valid "nomination/entry" made by a JCI Local Organization. Maximum of four (6) nomination or thirty (30) points;

TOFARM Special Award to Three (3) JCI Local Organization

TOFARM Award is simply a vehicle in achieving the goals and objectives of the project. It is paramount that JCI as an organization exemplifies its vision for the farmers. In this case, should any JCI local organization who will engage in direct interventions or project implementation for the farmers, the same organization may bid for the TOFARM Special Award to be conferred during the JCI Philippines National Convention of the current award year.

Entries may be submitted through the TOFARM nomination software, in the same manner that all other entries are submitted under the regular categories of TOFARM. The following are the criteria;

Criteria	100 Points
Survey and Analysis, Planning, Execution, Monitoring & Evaluation	10
Effective Coverage	15
Promotion of Social Responsibility	25
Benefit to Farmers	20
Involvement of Stakeholders / Partnership Support and Network	20
Assessment of Improvement	10

Above criteria is very similar with the Agriculture-Initiative category. Please refer to the same definition of terms for more details.

For more Information, please contact;

TOFARM Secretariat Office

HCC, 10th Floor, 158 P. Tuazon Ave. cor 7th/8th Ave., Cubao, Quezon City

Tel. No. (02) 709-5001 to 04, Fax No. (02) 709-5006

Website: www.tofarm.org • Email: info.tofarm@gmail.com

Or

JUNIOR CHAMBER INTERNATIONAL PHILIPPINES

JCI Philippines Headquarters, 14 Don Alejandro Roces Avenue, Quezon City

Tel. No. (632) 373-7907 to 09, Fax No. (632) 374-4138

Website: www.jci.org.ph • Email: NOM@philjaycees.com