



TEMPLATE AND SEQUENCE GUIDE FOR BIDBOOK PAGES

INSTRUCTIONS:

THE BIDBOOK IS DIVIDED IN TWO SECTIONS, A & B

Section A. 7 PRIMARY PAGES - Avoid exceeding 8 pages

Pagination Shall be A1 to A8

Page A1 of nomination Page 1 of 2
Page A2 of nomination Page 2 of 2 (notarized)
Page A3 Data Privacy Act 1 of 2
Page A4 Data Privacy Act 2 of 2
Page A5 5x7 photo taped on page
Page A6 to A7 - Executive Summary
Page A8 - list of award/recognition if available

Section B. CRITERIA PAGES - Avoid exceeding 30 pages

Pagination shall be B1 to B30

Important:

- Write your Criteria base on Category, with pictures after each criteria
- Please follow criteria sequence base on supplied guide
- Bind the bid pages according to the sequence above.
- Once completed create a PDF copy of the complete pages and send to: tofarmphils@universalharvester.com and tofarmphils@gmail.com

This soft copy submission will secure your nomination slot and shall be used as your OFFICIAL ENTRY while we wait for the shipping of your Bid Book for our judges.

Once endorsed by JCI, please pack, seal, label and ship your hard copy bid book to:

**TOFARM Philippines Office, Universal Harvester, Inc.
Attention to: National Project Director Sonny Guingab
Harvester Corporate Center, 158 P. Tuazon Blvd. corner 7th Ave., Cubao 1109 QC**

PLEASE SEE THE FOLLOWING PAGES WHICH WILL START AS PAGE A1

SEND THIS FORM ONLY TO TOFARMPHILS@UNIVERSALHARVESTER.COM, TOFARMPHILS@GMAIL.COM, AND TOFARM PHILS. OFFICE / UNIVERSAL HARVESTER / JCI OFFICIAL REPRESENTATIVES

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NOMINEE'S INFORMATION SHEET FOR GROUP CATEGORY ONLY

CATEGORY:	
Name of Group or Organization:	
Address:	
Date Organized:	Contact Numbers:
DTI or SSS No. (if any):	
Email Address:	No. of Members:

NOMINEE'S INFORMATION SHEET FOR INDIVIDUAL CATEGORY ONLY

CATEGORY:	
First Name:	Telephone:
Middle Name:	
Surname:	Cellular Phone:
Current Residence or Home Address:	
Provincial Address:	
Email Address:	
Date of Birth:	Civil Status:
Place of Birth:	Citizenship:
Father's Name:	
Spouse Name:	
Children's Name (Use extra paper if necessary):	Age
	Education Level
PAGE A1	
PRIMARY PAGE	
This is NOMINATION PAGE 1	
Educational Attainment School Attended	Year Attended
Grade School:	Awards / Citations / Degree
High School:	
College:	
Graduate Study:	
Others:	
Current Profession:	Years in Profession:
Position or Title:	
Name of Business/Employer:	Years in Business:
Business Address:	
	Tel. No.:
Previous Profession:	Name of Employer & Year:
Address:	
	Tel. No.:
Civic, Professional, Fraternal, Religious, or Business Organization and Affiliation (If served as an officer, state positions held and terms of office):	
	Year Member:
Derogatory Information, If any (use extra paper if necessary):	
Describe in another sheet the warranty of originality of intellectual creation (if applicable), or published works (use extra paper if necessary):	

SEND THIS FORM ONLY TO TOFARMPHILS@UNIVERSALHARVESTER.COM, TOFARMPHILS@GMAIL.COM, AND TOFARM PHILS. OFFICE / UNIVERSAL HARVESTER / JCI OFFICIAL REPRESENTATIVES

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FOR THE NOMINATOR	
Nominator Name:	
Home Address:	
Email Address:	Organization Name:
Organization Address:	
Cellular Phone:	Tel No.

I _____, nominator for _____ hereby commit myself to secure the signature of the nominee per certification below in the event of his/her selection as an awardee. I understand that non-compliance will mean forfeiture of his/her award.

_____ Date

_____ Signature of Nominator over printed name

I attest to the truthfulness of all the facts contained on this form and give permission for the stated information to be used for publication.

Barring extreme circumstances, I commit to be present in the Awards Presentation if chosen as one of the awardees, and grant interviews when requested, to help further promote the ideals of the awards. Furthermore, I thereby give my consent to the TOFARM Search and Award Committee to conduct an independent audit as to the accuracy of the information stated on this form.

I also attest that I have disclosed all derogatory information regarding my person or any such circumstance that would reflect on my character, such as, but not limited to, conviction for crimes involving moral turpitude or pendency of cases or complaints involving moral traits that would reflect adversely on my character.

PAGE A2

I hereby certify that by not disclosing any information on this matter in this form, the screening and judging panels are entitled to presume that there is no such information; should any such information come to light independently of my disclosure, I hereby agree to relinquish the TOFARM award voluntarily, should the same have been awarded, or to voluntarily withdraw my name from nomination or consent to such withdrawal by the Organizers if the same has not yet been awarded.

PRIMARY PAGE

NOMINATION PAGE 2

I also certify that any publications, intellectual creation, or other works attributed to me that has become a relevant consideration for the TOFARM are original creations on my part and, if done through a group, due credit has been given; I warranty that there are no adverse claims regarding intellectual dishonesty against me, whether judicially or administratively. In the event that information to the contrary should be discovered regarding any works or other intellectual creations attributed to me, I hereby agree to relinquish the TOFARM award voluntarily, should the same have been awarded, or to voluntarily withdraw my name from nomination or consent to such withdrawal by the Organizers if the same has not yet been awarded.

I will submit all materials using the official details listed in this document, I understand that the Organizers reserve all legal rights and remedies in relation to concealment, non-disclosure or false disclosure of information on my part.

Signature of Nominee over printed name
(or representative of the Organization for Group Category)

SUBSCRIBED AND SWORN to before this _____ day of _____, at _____ the affiant having exhibited to me his/her Residence Certificate No. _____ issued at _____ on _____.

Doc No.
Page No.
Book No.
Series of _____.

Notary Public

DATA PRIVACY NOTICE

The UHI and TOFARM organization is assuring the public that the personal information provided to our office are kept private and secured, and will be used solely for the Search & Award purpose in accordance to the **Data Privacy Act of 2012**.

1. Personal Information Collection: Personal information may be collected in electronic/digital or paper-based form. Personal data requirement may vary depending on the type of award or category described in this manual.

2. Use and Purpose of Collection: Personal data provided in the nomination forms and supporting documents shall be used in the preliminary judging and final judging for the TOFARM Awards System, data sharing with internal UHI/TOFARM Staff or external partner organization, data processing, updating or modification, storage and retrieval, profiling, retention or archiving, and disposal (or destruction) procedures.

3. Access, Disclosure & Sharing: Access, disclosure and sharing of personal information is restricted to authorized TOFARM staff and limited partner organization TOFARM counterparts. The UHI and TOFARM have in place several layers of restriction to physical and electronic access, including measures to prevent unauthorized access to the personal information.

PAGE A3

4. Storage, Retention & Disposal: The storage of Personal Information in paper-based form are locked in secured cabinets or rooms. Personal Information in electronic/digital forms are secured using machine, network and software level protection keys. This to protect the personal data from accidental or unauthorized processing, alterations, disclosure and or destruction.

Personal Information under the custody of the UHI and TOFARM shall be retained for a period of ten (10) years, and or as long as it is absolutely necessary in the fulfilment of the TOFARM function. Disposition of information including that containing personal information will require the approval of the Chief Advocate, in the manner prescribed by related laws.

5. Right of Client or Data Subject: Client or Data Subject having absolute ownership of the Personal Information has the following rights, a) the right to be informed of personal data will be/are being/or were collected and processed; b) To gain reasonable access; c) the right to object; d) the right to demand for damages; e) Right to complaint; f) The right to data portability; g) Right to assign your rights to another entity; and h) may freely request for the status of their personal data, copy of the personal information, request for an alternation or erasure from the UHI and TOFARM.

6. Consent: The Client or Data Subject gives freely their full consent once their name and signature is applied in the UHI and TOFARM official paper-based forms for Search and Awards requirement, and or upon submission or uploading of personal information in the official Website or Web Service Portal of the TOFARM.

DATA PRIVACY NOTICE

7. Inquiries and Complaint: Owner of the personal information may inquire or request for information regarding any matter relating to the processing of their personal information. These inquiries or request may include the manner of process, the data privacy and security policies to ensure the protection of their personal information.

Complaint may be raised against the UHI and TOFARM or specific personnel, and or withdrawal of their “personal information” may be filed indicating specific personalities and or reasons.

8. Nominator/Nominee Responsibility: It is the responsibility of the nominator and nominee to ensure the submission of their data and files to Universal Harvester, Inc. UHI, JCI and TOFARM Phils. shall not be liable if the nominee/nominator have submitted all documentation to incorrect emails, or shipped their bidbooks to incorrect addresses. Nominators and nominees should send all pertinent information and files directly to UHI using the email address and corporate address listed in this document and in our website.

For a copy of the Data Privacy Policy and Manual, and for any Inquiries or complaints specific with the Data Privacy, please contact:

PAGE A4
Harvester Corporate Office / P. Tuazon Blvd. corner
7th/8th Avenue, Cubao, Quezon City
Telephone: 02 8 709 5001
Website: www.tofarm.ph Email: tofarmphils@gmail.com
PRIMARY PAGE

I understand that the UHI and TOFARM need from me or my authorized representative, my personal information to process my nomination for the TOFARM Search and Awards, and that I will send my nomination materials and bid book to their official email addresses and their corporate address listed in this document and their website. I am made aware that my personal information will remain private and protected during the course of information sharing within the UHI and TOFARM internal and external partner organization, in accordance to the TOFARM Search and Awards purpose only. Likewise, I can freely request for the status, make correction or erasure of my personal information, and other rights under the “Act”.

Therefore, I hereby agree to the UHI and TOFARM Data Privacy Policy and Manual, its terms and condition, and willingly give my consent to the collection, use, sharing, processing, retention and retirement (or disposal) of my personal information under the Data Privacy Act of 2012.

Nominee’s Name & Signature

Date

Nominator’s Name & Signature

Date

PAGE A5

PRIMARY PAGE

Photo of Nominee or Group
Glued or Taped in this page

Bottom labeling & page designs
are allowed

PAGE A6

PRIMARY PAGE

First page of Executive Summary

Page designs
are allowed

PAGE A7

PRIMARY PAGE

Second page of Executive Summary

Page designs
are allowed

PAGE A8

PRIMARY PAGE

Awards and recognition list
or
Third page of Executive Summary

Page designs
are allowed

PAGE B1

CRITERIA PAGE

First page of the first criteria listed under
your category

Page designs are allowed.
Write your criteria details, followed by
supporting photos or other attachments.

**Label the next pages
as B2, B3, until you
reach the end of your
criteria pages.**

**Avoid exceeding
30 pages for this
second section of bid
book.**

**Please check cover page
and last page of this guide
for more information.**

NOTICE TO THE PUBLIC

TO ALL NOMINATORS AND NOMINEES

Below are the ONLY official site and emails owned and under Universal Harvester for TOFARM Philippines. Please save the details below, for the promotion and submission of your nomination and bids:

Official Website: www.tofarm.org
Official Facebook account: facebook.com/tofarmphils/
Official Facebook page: facebook.com/tofarmsearch

Official communication and submission emails (hard copies):
Official Email 1: tofarmphils@universalharvester.com
Official Email 2: tofarmphils@gmail.com & info@tofarm.org
Official Email in-charge: sonnyguingab@universalharvester.com
Official JCI Email for TOFARM: 2023tofarm@gmail.com
Official Tel.: 02 8 7095001



Kabalikat ng magsasaka

Officers in charge:
UHI / TOFARM Project Director - Mr. Sonny Guingab
JCI Philippines Project Chairperson - Atty. Karen Guillermo
JCI Philippines Area Vice Presidents, and their recognized chapters.

Official submission address (hard copies):
Universal Harvester Incorporated
To: TOFARM Philippines Office
Harvester Corporate Center, 10th Floor, 158 P. Tuazon Blvd. corner 7th Ave., Cubao, Quezon City.