

Established 1974  
The umbrella organization dedicated  
to training and human development

Telefax: (632) 7234202  
E-mail: [artdo@info.com.ph](mailto:artdo@info.com.ph)  
Website: [www.artdointernational.org](http://www.artdointernational.org)

---

---

**OFFICIAL ENTRY FORM  
2013 ARTDO INTERNATIONAL MANAGEMENT AND HRD AWARD  
(INSTITUTION & INDIVIDUAL)**

---

---

=====

**INSTRUCTIONS: All entries for the 2013 ARTDO International Management and Human Resource Development Award must be submitted on this official entry form or any clear facsimile thereof. Entry forms should be typewritten. Required exhibits must accompany this form; all other exhibits are unnecessary unless requested by the Secretariat.**

All entries must be received by the Secretariat not later than 30 January 2013. Please e-mail all entry forms to [artdo@info.com.ph](mailto:artdo@info.com.ph).

**NAME OF NOMINEE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ORGANIZATION & POSITION (if nominee is an individual):** \_\_\_\_\_

**NAME OF NOMINATING PARTY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ARTDO ORGANIZATION REPRESENTED:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

**ACCOMPLISHMENTS FOR WHICH INDIVIDUAL/INSTITUTION IS BEING NOMINATED:**  
(Please specify contributions to Management and HRD made by the nominee, describing briefly the projects or activities undertaken and their impact on the nominee's community, country or region. Attach biodata if the nominee is an individual; institutional or corporate brochure/literature if the nominee is an institution.)

---

---

Suite 2039, V.V.Soliven Building, EDSA, Greenhills, San Juan City 1500, Metro Manila, Philippines



## ARTDO INTERNATIONAL MANAGEMENT & HRD AWARDS

### NATURE OF THE AWARDS

ARTDO International Management and Human Resource Development Awards are presented every year to a qualified institution and individual for outstanding contributions to human resource development. The awards are purely symbolic and carry no cash equivalent. The awards program is open to ARTDO members as well as non-members. Since only two Awards will be presented in a given year, the selection process will be carried out very carefully, with attention given to high standards of performance traditionally espoused by ARTDO International. The organization reserves the right not to declare any winner if, in its opinion, these standards have not been met.

### OBJECTIVES OF THE PROGRAM

ARTDO has initiated this awards program to:

- 1) Stimulate and motivate institutions and individuals engaged in human resource development to do an outstanding job;
- 2) To give due recognition to institutions and individuals for outstanding contributions to human resource development on the organizational and national levels;
- 3) To underscore the importance of training and development in the growth and progress of organizations and national societies.

### AWARDS CRITERIA

The following are the awards criteria.

- 1) The accomplishment/s for which the institution or individual is being nominated should have

been made within the three years preceding the current year;

- 2) It must be demonstrated that the activities of the institution or individual benefited the community and/or nation and had some impact on the overall understanding, management and development of human resources;

- 3) The activities must stand out as a model in human resource development work, capable of inspiring other individuals or group engaged in human resource development;

- 4) The contributions for which the nominee is being cited may deal with any area of human resource development such as training and development, management development and education, organizational development, vocational and technical education, productivity improvement, entrepreneurial development, career



Guidance and counselling, rural development, adult education and the like;

5) Institutions or individuals engaged in human resource development activities primarily as a form of business (such as training and management consultants) are not eligible for the Award; and

6) All things being equal, preference will be given to contributions which have benefited a great number of people.

### **NOMINATION PROCEDURES**

Nomination for the awards may be made by any ARTDO member organization through its chief executive or chief operating officer or by any member of the ARTDO Board. . The official nomination should be concise and brief and should specify the significant

contributions for which the institution or individual is being nominated. This supporting information should include:

1) A short background on the institution or individual. In the case of institutions, this background should include a brief history of the organization, key objectives for which it was established and an overview of the organization's current activities. In the case of individuals, the information may include awards, books, journal or other materials published and membership in professional, government and civic organizations;

2) Brief description of particular programs or projects for which the institution or individual is being cited;

3) Information showing how the nominee's accomplishments have

benefited the community and/or nation indicating, if possible, the approximate size of the population directly benefited by these accomplishments;

4) Awards and other forms of recognition attesting to the outstanding performance of the institution or individual;

5) Where applicable, financial contributions made by the institution or individual for human resource development-related programs or projects should be cited.

Information attached to the formal letter of nomination should not exceed ten (10) pages, typewritten, double-spaced.

All nominations should be forwarded to the ARTDO Secretariat for preliminary screening.

Final selection and ratification will be made by the Executive Board..