



Professional Regulation Commission

**PROCESS AND ACTION SHEET
OUTSTANDING PROFESSIONAL OF THE YEAR AWARD**

Date Filed : _____ Filed by: _____

Name of APO :
 Profession :
 Office Address :
 Office Tel/Fax No. :
 Name of President :
 Cell Phone No./Email :

Checklist of Requirements

- 1. Original copy of APO Board Resolution endorsing the nominees signed by the Board of Directors/Trustees or by the Secretary and attested to by the President
- 2. PRC Nomination Form (Page 1 – 3)
 - 8 sets each nominee
 - Signed by the three (3) APO Nominating Committee, **(Original signed)**
- 3. Comparative Summary of Nominees and their qualifications. **(Original signed by the APO Nominating Committee)**
- 4. Evidence that a thorough search was conducted nationwide and that the three (3) nominees were subjected to a screening process. Proof may come in form of printed announcements/web postings/publications.

Each PRC Nomination Form shall have the following attachments of the Nominee:

		(1)	(2)	(3)
	NAME/S OF NOMINEE:			
5.	2" X 2" - size picture, colored w/ white background.			
6.	Photo copy of current PRC License			
	a. PRC Registration / License No.			
	b. Expiry Date			
7.	Comprehensive Curriculum Vitae (8.5" x 13")			
8.	Current NBI Clearance			
9.	Ombudsman Clearance, if nominee is a government official or employee			
	a. Private Practice			
	b. In Government			
	c. Retired			
10.	Proposed Citation for the each nominees			
(To be filled-up by the evaluator / verifier)				

Verified by : _____
 Registration Division

Date : _____

Evaluated/Received by: _____

Date : _____

_____ Legal & Investigation Division

Date: _____

Reviewed by:

_____ OIC, Standards & Inspection Division