

LABOR CENTER BULLETIN

SUBJECT : 2008 SEARCH FOR TEN OUTSTANDING WORKERS (TOW)

DATE : 7 July 2008

The Subic Bay Workforce Development Foundation, Inc. (SBWDFI) through the SBMA Labor Department, Workforce Development Division, shall hold its 7th Year “**Search for Ten Outstanding Workers**” of the Subic Bay Freeport Zone.

All interested SBF locators/investors may submit their nominee(s), using enclosure (1), and the Criteria (enclosure 2) not later than **15 September 2008**. Members and non-members of the foundation are qualified to join provided they are Registered SBF Enterprise.

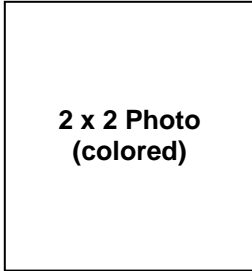
For more details and inquiries, please contact Ms. Daisy O. Princesa at 252-4092/4067/4496.

Atty. SEVERO C. PASTOR, JR.
Department Manager

Enclosure : (1) Nomination form
(2) Criteria-for information & guidance

Distribution : All Registered SBF Enterprise

CC : Office of the SBMA Chairman & Head of Agency
Office of the SBMA Administrator & CEO
Office of the SDA for Support Services
Office of DA for Administration



**2 x 2 Photo
(colored)**

NOMINEE

2008 Outstanding Workforce Employee Nomination

(Please print or type)

Name of person nominated (Last, First, M.I.)	Title
Department	Address / Contact No./Mobile No.
Name of Department/Unit Head (Last, First, M.I.)	Address / Phone
Name of Nominator (Last, First, M.I.)	Address / Phone

Letter Format

The Nominating Letter may be submitted using any type of font, but may not be longer than two pages or use a font size smaller than 10 points.

Please remember to include:

- The Nomination Form duly accomplished with 2 x 2 picture, recently taken;
- Your Nominating Letter, describing how the nominee met three or more of nominating criteria (no more than 2 pages);
- Performance Appraisal Rating for two (2) consecutive periods with a rating of at least Very Satisfactory or its equivalent.
- Certified photocopy of Daily Time Record from January to June of current year.

Deadline for submission of entries is on **September 15, 2008**, not later than 5:00 p.m., Bldg. 61-A Schley St., SBFZ. Nominations **WILL NOT BE ACCEPTED** after this deadline.

SEARCH FOR OUTSTANDING WORKFORCE

The enhancement of a culture of excellence and continuous productivity in the Subic Bay Freeport Zone, is one of the primary concerns of the Subic Bay Metropolitan Authority. The SBMA is establishing a mechanism to award workers for their exemplary performance and significant contribution to the Freeport's performance as one of the country's premier economic zone.

I. SCOPE AND COVERAGE

This is open to all workers in the Freeport Zone, as nominated by their respective Companies and Organizations, whether, private or public. Employees / workers can also nominate from among their peers, course through the Company's Human Resource Management Department.

II. CRITERIA FOR REWARDING EMPLOYEE / WORKER

The Search aims to reward workers whose performance has been deemed to be exemplary according to the following criteria:

1. ***In recognition of the provision of excellent client / customer service*** that has resulted in the creation of significant client and organizational value.
2. ***In recognition for excellent performance in a project or similar undertaking***, including the display of exceptional project management skills and, or the exceptional management of a project, and or the display of exceptional technical skills to facilitate the implementation of a project by any person(s), and whose action(s) has created significant organizational value, or has the potential to create significant organizational value.
3. ***In recognition of personal dedication and commitment to the Company / Organization*** where he belongs, and whose dedication and commitment has contributed significant organizational value and benefit.
4. ***In recognition of motivation and commitment to the Freeport's culture, social spirit and strategic directions*** by a Freeport worker, and whose efforts have effected, or tried to effect, distinction for the Company, or assisted to improve the relationships within and between staff, and, or, other stakeholder groups.
5. ***In recognition of the development of innovative ideas / concepts*** and or the effective implementation of innovative ideas and concepts within the department or wider Freeport Zone context, which have contributed significant organization or social value.
6. ***In recognition of exceptional leadership*** by a worker that has resulted in enhanced group, section or departmental performance, and has contributed to enhanced organizational value.

In essence, this outstanding worker scheme recognizes and rewards outstanding employee / worker **commitment, innovativeness, service and performance excellence**. The theme of this scheme is **"A Workforce Recognition Award Scheme for Workers in the Freeport**

Zone.” Any workforce recognition scheme if it is to succeed in motivating and increasing work satisfaction levels must be simple and acceptable to the workforce and the decision process need to be fair and transparent. It should also be stressed that the evaluation criteria outlined above should not be exhaustive, and additional items may need to be added (or existing ones changed) over time.

III. THE NOMINATION REQUIREMENT

The following documents should be submitted:

1. Nomination form duly accomplished, with 2 x 2 picture, recently taken;
2. Performance Appraisal Rating for two (2) consecutive periods with a rating of at least Very Satisfactory or its equivalent;
3. Certified Photocopy of Daily Time Record from January to June of the current year;
4. Statement of Accomplishments and justification for being the nominee of the Organization. (Nominating Letter).

IV. THE AWARD PROCESS

1. The Award will be presented once every year. This year's search will be awarded on 21 November 2008. There will be a maximum of ten outstanding workforces.
2. Any member of the Subic Bay Freeport Workforce can be nominated for this award, including administrative, technical, management and consultant staff within the Zone.
3. Nominations can come from any workforce members or external client organizations provided that for peer nomination, it is coursed through the Human Resource / Administrative / Personnel Department of the respective Company or Office where the nominee belongs.
4. The completed nomination form should include the nominee's name and the nominator's name, the selection criteria needs to be specified, and reasons why the person has been nominated for the award, as succinct as possible (limited to approximately 120 words).
5. A panel of judges will administer the scheme. This panel come from respectable organizations outside of the Freeport Zone, with exemplary qualities and looked upon as models of excellence and productivity in their respective fields of endeavor.
6. The panel can receive nominations at any time during the ensuing year, ending December 31st. For this year, nominations shall be received until 15 September 2008. The Panel's Chairperson will convey the recipient of the award to the Chairman of the SBMA.
7. Clarification on the validity, accuracy and details of the nominations may be requested by the Panel from the nominee, the nominee's manager (although the nominator should also be consulted), or other information sources which the Panel believe are valid and helpful to the claim.

8. Any worker / employee nominated for an award will be advised by the Panel of their nomination and all nominees will be formally recognized and complemented on this achievement on November 21, 2008, Anniversary Celebration of SBMA.

The winners will be given a Certificate, a plaque, and a gift voucher. The ante needs reasonable since it expresses the organization's value of the award and its value of the recipient's effort.

V. SELECTION

There shall be two phases in the conduct of the selection of the Ten Outstanding/Distinguished Workforce Member:

- a) Phase One (Nomination)

The nominee shall be evaluated based on the general conditions set.

- b. Phase Two (Interview)

The Panel shall conduct interviews with the nominees, from January to March of the preceding year. For this year, the interview will be on September 23, 24 & 25 2008.

The Panel ranks the nominee and chooses the 10 Outstanding or Distinguished Workforce members of the Year.

VI. PRESENTATION OF THE AWARDS

VII. THE SEARCH PANEL

VIII. FUNCTION OF THE LABOR CENTER DEPARTMENT HEAD IN THIS AWARD SCHEME

The Department Manager of the Labor Department serves as an important part in promoting and supporting this scheme and may be called on at times to ensure that the scheme remains relevant and unbiased. The Department Manager also ensure that no Freeport employee is trying to influence the process or final decision.

The Department Manager will have executive power over the process, however, the exercise of this power should only occur in cases of extreme bias, the inappropriate behavior by the Search Panel member(s), nominee(s), or other cases of extreme need. In such cases, it may be more appropriate for such issues to be discussed first within the grievance panel, and action agreed to and supported by this panel.

It is anticipated that the workforce will accept the process and results in the spirit and intent of the award, and to remember that this process although not perfect, is a genuine attempt to recognize commitment and excellence. Process improvements can be suggested by any workforce member (or external client agent) and can be directed to any panel member.