



Philippine Society of Mechanical Engineers

**SERVICE AND
ACCOMPLISHMENT
AWARDS MANUAL
2015**

PSME.org.ph



PSME advance your career,

***...PSME aspires to become the best provider
of services to its members for them to become
excellent performers in their profession...
--PSME Vision***



Engr. Pablito Ocampo
PSME National President 2015

Preface

Giving awards to recognize members and groups is a strong catalyst to advance our profession, to foster members' excellence in their work and to ensure that the PSME strategic objective to raise our standards to be at par with the world will be achieved. It is also our way to celebrate success.

The new Accomplishment and Service Awards Manual widens the award opportunities and categories for all. The manual also establishes detailed procedures to rationalize the selection of awardees.

Our gratitude to the Office of the National VP for Internal Affairs for leading the Awards Manual overhaul and to the National Board of Directors for the strong support resulting to its timely release.

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A Project of:

Office of National Vice-President
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Chair, Membership & Chapter Formation Committee

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Chair, Constitution & Bylaws Committee

***Do not wait to strike till the iron is hot, but
make it hot by striking
—William Butler Yeats***

PSME Awards Manual for ACCOMPLISHMENT AND SERVICE

Living the PSME Core Values...

1) Purpose

- a) In recognition of the outstanding accomplishment and services rendered towards the attainment of the PSME Mission, Vision and Purpose, PSME gives awards to deserving PSME Chapters and Members

2) Scope

- a) This guideline covers the rules governing the selection of the PSME Accomplishment and Service Awards (ASA) and supplements the Policy Manual Chapter 12 – Awards and Recognition
- b) This guideline does not cover the nomination and selection of other PSME Awards like the Honorary, Fellows, TOME and Presidential Awards

3) Implementation

- a) Implementation of this general rule shall be strictly followed by the Awards and Recognition Committee. The Committee, however, does not have authority nor responsibility to change, revise, add nor omit any article in this General Rule.

4) Eligibility

- a) All PSME Official Chapters and members in good standing are eligible to submit entries to any award categories
- b) Chapter may submit only one entry per award category
- c) The same project cannot be submitted for entry in more than one award category
- d) All entries must include a Chapter certification of good standing from the respective VP Regions

5) Preparation of Entries and Submission

- a) Entries must be printed in A4 size paper and in pdf format in USB storage device in a sealed envelope with chapter name and category of the award
- b) Entries must be submitted not later than 45 days before the first day of the National Convention at the National Secretariat Office or as may be set by the National Board of Directors.
- c) The Printed copy of the Entry Scrapbook will be returned to the Chapter a day after the awarding ceremony.
- d) The pdf format copy of the entry will be retained in the National Secretariat and maybe published in the PSME Website. By submitting entry, the chapter or individual member authorizes the PSME National to publish the entry in the PSME Website.

6) Judging

- a) Composition of ASA Judges
 - i) The Judging Committee shall be composed of a Chairperson and ten (10) Members.
 - ii) The Chairman of the Awards and Recognition Committee shall act as the Chair of the Accomplishment and Service Award Judge Committee
 - iii) Each of the Regions will be represented in the Board of Judges by two (2) members coming from their respective regions but not from the same chapter. The Judges shall be selected by the Council of Presidents of their respective regions in a meeting called by the VP Region for this purpose not later than 120 days before the awarding ceremony.
 - iv) The Chairperson and the members of the Board of Judges shall have two year term. During the first year of implementation of this General Rule, Five (5) of the members shall have 2

***No one can make you feel inferior without
your consent***

—Eleanor Roosevelt

years terms of office and the second five (5) members shall have one (1) year term of office. The Council of President shall identify who the members will have 2 years terms of office.

7) Qualification of the ASA Judge

- a) A Member of a Chapter in good standing
- b) Must have been a Project Chairman, Committee Chairman or Chapter President
- c) Must not be a current Chapter President nor National Officer
- d) No current elective national officer nor appointed chair of any national committee shall be an ASA Judge except otherwise indicated in this general rule.
- e) The VP Region shall authenticate the qualification of the recommended ASA Judge and submit the qualification to the Chair of the Awards and Recognition Committee.

8) Judging Procedure

- a) A judge may not judge the entry of a Chapter where he/she belongs
- b) Each judge will evaluate the scrapbook assign to him/her
- c) Each judge will award points based on the criteria set for the award
- d) The Board of Judges may decide to ask for more materials or proof from the nominees or other sources in case of doubt in the information provided in the scrapbook.
- e) After the scrapbook evaluation of all entries, the board of judges will meet with the Convention Chairman and President to make the final decision
- f) Each of the ASA Judges has one vote.
- g) During the judging proper, in case of absence of the nominated ASA Judge, the VP Region can submit an alternate for the absent Judge with the approval of the ASA Board of Judges.
- h) The members of the Awards and Recognition Committee, the Board of Judges and all PSME Employee shall maintain confidentiality of the Results of the Awarding to raise the integrity of the awarding process and add value, excitement and appreciation on the part of the award recipients.
- i) Should the judges deem that no entry merits an award, they are not obliged to select a winner for an award category.
- j) The judges may decide to award a Certificate of Merit for non-winners where the accomplishment is meritorious.
- k) All decisions of the Board of Judges shall be by simple majority of the judges present.
- l) The Board of Judges shall meet after the awarding and review the procedures and rules of awarding and make recommendations to the National Board of Directors. The NBOD may adopt the Board of Judges recommendation by simple majority.
- m) The ASA Board of Judges decision is final. No appeal on the decision will be entertained by the ASA Board or the National Board.

9) Definition of Terms

- a) Chapter Excellence Program – a program for the chapters to accomplish set of strategic measures where chapter excellence points are earned for every measures achieved.
- b) General Management – overall quality of chapter management, project planning, objectives accomplished, steps taken to complete the project and funds management
- c) Leadership – how effective is the leadership; initiatives and inspiration shown by followers, how energize the group to finish the task.
- d) Participation of Members – the depth of involvement of the chapter members from planning to execution of chapter projects or events
- e) Achievement of Project – are the objectives of the project accomplished, how relevant the objectives achieved to the chapter and national strategic plans and initiatives
- f) Value to PSME Membership – how effective is the project in advancing the career and welfare of the membership
- g) Initiative and Innovation – how do the methods standout, what new ideas and innovations are introduced that gave outstanding results.

***Perfection is not attainable, but if we chase
perfection we can catch excellence***

—Vince Lombardi

10) Hall of Fame

- a) A Chapter which has garnered the major award per award category for three (3) consecutive years shall be elevated to the PSME Hall of Fame.
- b) A member of the Hall of Fame shall be ineligible for the same award for the succeeding year following the receipt of the Hall of Fame.
- c) PSME shall award plaques to the Chapter elevated to the Hall of Fame whose form, design and text shall depend upon the discretion of the PSME National President.

11) Award Period

- a) The award period covers the accomplishment and activities beginning September 1 of the previous year and ending August 31 of the current year.
- b) Any program or project submitted should have been substantially completed during this period.
- c) For continuing programs and projects, substantial part of the project or program should have been accomplished during this period.

12) Awarding

- a) Awarding Ceremonies
 - i) The Board of Judges shall be presented and called to the stage
 - ii) All members of the Board of Judges shall be introduced by the Chairman of the Awards and Recognition Committee
 - iii) All the Board of Judges shall be given an appreciation award by the Convention Chairman and President
 - iv) The result of the awards shall be announced by the Chairman of the Awards and Recognition Committee in the following order always from Category C to A Chapter
 - (1) Best Chapter Publication
 - (2) Best Technical Paper
 - (3) Best Chapter Website
 - (4) Best CPD Accredited Program, Seminar or Course
 - (5) Best Career Advancement Program
 - (6) Best Chapter in Membership Growth
 - (7) Best Chapter in Financial Sustainability
 - (8) Best Chapter Social Responsibility Project
 - (9) Chapter Excellence Program Award
 - (10) Best Regional Conference
 - (11) Most Outstanding Student Affairs Chairman
 - (12) Most Outstanding Project
 - (13) Most Outstanding Committee Chairman
 - (14) Most Outstanding Member
 - (15) Most Outstanding Chapter President
 - (16) Most Outstanding Chapter

13) Awards Categories

- a) Best Chapter Publication
 - i) The Best Chapter Publication Award is presented to a Chapter in good standing with PSME National, whose regular publication embodies the spirit of an outstanding periodical that promotes the vision and mission of PSME.
 - ii) Criteria

Award Points	Award Points
(1) General planning and execution	15
(2) Financing	10
(3) Quality of content	15
(4) Appearance and layout	15
(5) Circulation and distribution (methods and figures)	10

Our greatest weakness is giving up. The most certain way to succeed is always to try one more time.
—Thomas A. Edison

(6) Effective coverage (local, national)	15
(7) Benefit to community	10
(8) Value to PSME membership (local, national)	10

b) Best Technical Paper Award

- i) The Best Technical Paper Award is presented to the author for exceptional technical paper which is either presented or published advancing the arts and science of mechanical engineering, the allied arts and science and related human factors for the benefit of the general public.

ii) Criteria	Awards Points
(1) General Planning and Execution	20
(2) Quality of Content	20
(3) Impact and Innovation	20
(4) Value to PSME Membership	20
(5) Supporting Material	20



c) Best Chapter Website

- i) The Best Website Award is presented to a Chapter in good standing with PSME National, whose website promotes the mission, vision, initiatives and strategic objectives of PSME.

ii) Criteria	Award Points
(1) General planning, execution and finance	20
(2) Layout, creativity and presentation	20
(3) Quality of content	20
(4) Interactivity and services provided	20
(5) Value to Members Career Advancement	20

d) Best CPD Accredited Program, Seminar or Course

- i) The Best CPD Accredited Program/Seminar or Course is presented to individual, chapter or group that advance the technical skills and knowledge of the members and resulted to the award of most number of CPD Credit Units.

ii) Criteria	Awards Point
(1) General Planning and Execution	20
(2) Quality of Content and Innovation	20
(3) Participation of Chapter Members	10
(4) Value to PSME Membership	40
(5) Supporting Material	10

e) Best Career Advancement Program

- i) The Best in Career Advancement Program is presented to Chapter that advance the technical skills and knowledge of the members, and that resulted to upgrade in the licenses or certifications (local and international) of members, acknowledgement and/or award from local and international organizations in the quality of Filipino mechanical engineers and elevation of the prestige of the mechanical engineering profession.

ii) Criteria	Awards Point
(1) General Planning and Execution	20
(2) Financial Management and Budgeting	20
(3) Participation of Chapter Members	10
(4) Value to PSME Membership	40
(5) Supporting Material	10

Your name here

I failed over and over and over again in my life, and that is why I succeed.

—Michael Jordan

f) Best Chapter in Membership Growth

- i) The Best Chapter in Membership Growth is given to a PSME Chapter in recognition of exemplary performance in terms of Membership Growth. The award will be given to a Chapter with outstanding membership recruitment result plus recruitment and retention program that will sustain the membership growth in addition to the Chapter contribution in the overall PSME objective in membership growth. The two-year membership growth of the Chapter is evaluated.

ii) Criteria	Award Points
(1) Chapter Membership Growth	40
(2) Recruitment Program	20
(3) Membership Retention Program	20
(4) New Chapter Formation	20

g) Best Chapter in Financial Sustainability

- i) The Best Chapter in Financial Sustainability Award is given to a PSME Chapter in recognition of exemplary performance in terms of Financial Sustainability, in each of the following chapter categories:

ii) Category

- (1) Category C Chapter: 30 to 75 members,
- (2) Category B Chapter: 76 to 200 members, and
- (3) Category A Chapter: more than 200 members.

iii) Criteria	Award Points
(1) Growth in Total Assets	20
(2) Financial Management & Control	20
(3) Growth in Non-Dues Recurring Income	20
(4) Creativity in Fund Raising	20
(5) Amount of Funds Raised	20

h) Best Chapter Social Responsibility Project

- i) The Best Chapter Social Responsibility Project is presented to a project or program of a chapter that benefits the community where it operates.

ii) Criteria	Awards Points
(1) General Planning and Execution	20
(2) Financial Management and Budgeting	20
(3) Participation of Chapter Members	20
(4) Value to PSME Membership	20
(5) Value to the Community	20

i) Chapter Excellence Program Award

- i) The Chapter Excellence Award is given to a PSME Chapter garnering the highest score in the Chapter Excellence Program. The Committee handling the Chapter Excellence Program shall submit to the Awards and Recognition Committee a report of the Chapter with the Chapter Excellence Points and Ranking.
- ii) Points from Chapter Excellence Program shall be based on the Report of the Committee handling the management of the Chapter Excellence Program which is the Planning, Organization and Development Committee (PODCom).
- iii) The Chapter with the highest Chapter Excellence (CX) Points on each category shall earn the maximum of 25 points. The rest of the chapter CX points shall be proportional to the Chapter with the highest CX Points. For example, if Chapter A earns the highest CX Point at 600 CX Points and Chapter B earns 500 CX Points, then Chapter A will get Awards Point of 25 whereas Chapter B will get $500/600 \times 25 = 20.83$ Award Points

You have to learn the rules of the game. And then you have to play better than anyone else.
—Albert Einstein

j) Best Regional Conference

- i) The Best Regional Conference is presented to the Chapter in recognition of the most outstanding regional conference with well managed activities, widely attended, offers quality technical forum and financially successful.

ii) Criteria	Award Points
(1) General Planning and Execution	20
(2) Financial Management and Budgeting	20
(3) Participation of Members	10
(4) Value to PSME Membership	40
(5) Supporting Material	10

k) Most Outstanding Student Affairs Committee Chairman

- i) The Most Outstanding Student Affairs Committee Chairman is presented to a PSME Member of a PSME Chapter who is in good standing with the PSME National Organization, in recognition of outstanding work in championing the programs of the Junior PSME Chapters

ii) Criteria	Award Points
(1) Initiative and innovation	20
(2) Involvement in own Chapter affairs	15
(3) Management ability	30
(4) Benefit of project to the academe and student members	20
(5) Value to PSME Membership (local, national)	15

l) Most Outstanding Chapter Project

- i) The Most Outstanding Chapter Project Award is awarded in recognition of the best chapter project, among the award winners of the year. Entries are not required for this award. Upon completion of judging of all awards under the PSME Accomplishment and Service Awards, the Awards and Recognition Committee, shall review the award-winning entries to select the "Best Chapter Project of the Year." The winners of all awards listed for this year will automatically become the entries for this award. The entries will be judged on the following:

ii) Criteria	Award Points
(1) General Planning and Execution	20
(2) Financial Management and Budgeting	20
(3) Participation of Chapter Members	10
(4) Value to PSME Membership	30
(5) Supporting Material	20

m) Most Outstanding Committee Chairman (Chapter and National level)

- i) The Most Outstanding Chapter Committee Chairman Award is presented to a PSME Member of a PSME Chapter who is in good standing with the PSME National Organization, in recognition of his outstanding personal participation and management of a project undertaken by his own PSME Chapter

ii) Criteria	Award Points
(1) Initiative and innovation	20
(2) Involvement in own Chapter affairs	15
(3) Management ability	30
(4) Benefit of project to community	20
(5) Value to PSME Membership (local, national)	15

n) Most Outstanding Member

- i) The Most Outstanding PSME Member Award is presented to a PSME Member who has been

Coming together is a beginning; keeping together is progress; working together is success.
—Henry Ford

affiliated with his chapter in good standing with PSME National for not less than eighteen (18) months, excluding currently elected national officers of PSME, appointed national officers of the PSME Executive Committee, and currently elected and appointed officers of PSME Chapters, who has done the most to promote the organization by making an outstanding contribution toward its development nationally and internationally.

ii) Criteria	Award Points
(1) Support to Chapter Activities	20
(2) Attendance to Chapter Activities	20
(3) Training and orientation programs attended	20
(4) Initiative and innovation	20
(5) Value to PSME Membership	20

o) Most Outstanding Chapter President

i) The Most Outstanding Chapter President Award is given to a PSME Chapter president in recognition of outstanding leadership in promoting and contributing to the interests of his chapter in each of the following chapter categories:

- (1) Category C Chapter: 30 to 75 members,
- (2) Category B Chapter: 76 to 200 members, and
- (3) Category A Chapter: more than 200 members.

ii) Criteria	Award Points
(1) Chapter Excellence Program	25
(2) General management	15
(3) Leadership	15
(4) Participation of members in activities and programs	15
(5) Achievement of projects	15
(6) Value to PSME members	15

p) Most Outstanding Chapter

i) The Most Outstanding Chapter Award is given to a PSME Chapter in recognition of exemplary performance in promoting and contributing to the interests of the chapter in each of the following chapter categories:

ii) Category

- (1) Category C Chapter: 30 to 75 members,
- (2) Category B Chapter: 76 to 200 members, and
- (3) Category A Chapter: more than 200 members.

iii) Criteria	Award Points
(1) Chapter Excellence Program	25
(2) General Management	15
(3) Value to Members Career Advancement	20
(4) Value to PSME	15
(5) Membership Growth (YoY % increase)	15
(6) Financial Sustainability (Gross Chapter Income/No. Members)	10

q) Past Award Recipients

- 1) To see the list of past award recipients, visit: <http://psme.org.ph/?page=ServiceAward>

r) Chapter Excellence Program Matrix

- 1) Download the Chapter Excellence Program Matrix at <http://PSME.org.ph/?page=CX>

Balance	Chapter Excellence Program						
Score Card	Version 1.0 - January 15, 2015						
Perspectives		Measures	Due Dates	Min Points	Max Points	Remarks	Requirements
Stakeholders (to achieve our vision, how should we appear to member)	1	Implemented CPD Accredited Seminars	15-Sep	5	50	5-points per seminar, co-sponsored seminars are accepted	Report with minimum attendance of 20 registrants and pictures
	2	CPD Credits awarded to chapter members	15 Sep	90	450	1 point per cpe credits earned by chapter members	Verifiable List with title of seminars
	3	PME applicants	15-Sep	2	10	2-points per applicant	Verifiable List with Scholar signature
	4	New PME	15-Sep	0	25	5-points per new PME	Submittal of Proof
	5	Completed Chapter Projects with Report with Pictures	15-Aug	6	60	3-points per project	Report with minimum registrants of 10 plus pictures and banners
	6	National Initiative Projects with Report & Pictures	per project deadline	10	50	5 points per project.	Report with minimum registrants of 10 plus pictures and banners
	7	Publication, articles, technical presentation	per month	5	180	5 points max per kind, 15 points max per month	Send e-copy of publication, or summary, VP Technical Office will award the points based on Quality
	8	Articles selected for publication in the PSME.org.ph website	per month	5	100	5 points per article published, max of 10 points per month	As certified by PSME.org.ph Admin
	9	Technical Forum	15-Sep	5	25	5 points per forum	Report with minimum registrants of 10 plus pictures and banners
	10	Educational Scholarship	June & Oct	3	18	3 points per scholar per semester (full or partial, at least 3K/sem)	Verifiable List with Scholar plus pictures and biodata of scholars
Internal Processes (To satisfy our stakeholders and members, what business process must we excel at?)	11	Chapter Monthly Report with Pictures align to N-BSC (align to National Strategic Plan and Initiatives)	1st wed/ mo	24	24	2-points per monthly report	On receipt by National Secretariat, Secretariat to issue Submittal Receipt Form
	12	Yearly Schedule of Activities	15-July	2	2	format to be supplied by PSME Secretariat	Report approved by the VP Region
	13	PSME.ORG.PH Registration of Members	31-May	30	75	1 point per member	As certified by PSME.org.ph Admin
	14	Strategic Plans and Objectives	15-June	5	5	5 points for the report (forms to be provided by Secretariat)	Report approved by the VP Region
	15	List of Officers and Members with address, emails and telephone numbers, PRC License Number	15-June	3	9	minimum of 30 members in the list to get 3 points	List. To be verified by the National Secretariat
Learning & Growth (To achieve our vision, how will we sustain our ability to change and improve?)	16	Return of Survey and Quiz Forms issued by N-PSME including participation in online survey and quizzes	30 days after released	5	30	1-point per member participants	List attested by the VP Region
	17	Leadership Development- Number of Volunteers to National and Regional Events and Committees	30-July	2	50	5 point per Committee chair and 2 points per Committee member	List attested by the VP Region
	18	Student membership at PSME.org.ph	30-July	0	9	3 points per 10 students	List attested by the VP Region
	19	CPD Accredited Lecturer	30-Aug	0	15	3 Points per 1 Accredited CPD Lecturer	List attested by the VP Technical Office
	20	Leadership Training and Technical Seminars implemented by the Chapter	All-Year	5	60	5 Points per Seminar/ Training	Report with attendance and pictures
	21	List of Candidates for Awards with complete requirements	15-Aug	2	10	2-points per candidate	List attested by the VP Region

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Financial (To succeed financially, how should we appear to our stakeholders/ Donors?)	22	Exhibitors to PSME Philmach	15-Aug	0	50	10 points per booth	List attested by the Natcon Chair
	23	Exhibitors to Regional Conferences	RC dead-line	0	20	5 points per booth	List attested by the VP Region
	24	NATCON Sponsors or ads	15-Aug	3	50	3 points per sponsor, 5 points for major	List attested by the Natcon Chair
	25	Regional Conference Sponsors or ads	RC dead-line	3	20	3 points per sponsor, 5 points for major	List attested by the VP Region
	26	Chapter Finances: Revenue generating projects able to earn P30K	15-Sep	5	15	5 points per project that able to earn income of P30K (Revenue Less Expenses)	Report with Pictures witnessed by VP Region or his deputies
	27	Chapter Formation: Sponsorship of new chapter	15-Jun	0	150	30 points per chapter with at least 30 paid members reformed	Chartering and Induction Programs and Pictures attested by the VP Regions
	28	Payment of Member Dues	30-May	30	75	30 members must be fully paid by April 30, 2015 else no points for the 1st 30 members	Submit List verified by National Secretariat
	29	Purchases of Items, Tickets, Job Posts and Ads via the PSME.org.ph	1-July	20	200	1 point per paid invoice with minimum amount of P500 except for membership dues	Submit List of invoices verified by National Secretariat
	30	List of New members and institutional members with address, email, tel	15-Aug	5	60	1-point per new paid member, 1 point per institutional member	Submit List attested by the VP Region
TOTAL CX Points				275	1897		

PSME advance your career,

