

Republika ng Pilipinas
(Republic of the Philippines)
MINISTERI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

February 23, 1985

MECS MEMORANDUM
No. 24, s. 1985

SEARCH FOR OUTSTANDING WORKERS OF THE REPUBLIC FOR THE YEAR 1985
BY THE TOWER AWARDS FOUNDATION, INC.

To: Bureau Directors
Regional Directors
Chief of Service and Heads of Units/Centers

1. Inclosed is a copy of the letter of the President, Tower Awards Foundation, Inc., dated January 26, 1985, announcing the search for The Outstanding Workers of the Republic for the year 1985, which is self-explanatory.

2. In this connection, attention is invited particularly to the nomination form inclosed with the aforementioned letter regarding certain facts about the nominee and the category for which he is being nominated. The form, duly accomplished by the nominee and nominator (preferably the immediate superior of the nominee), should be submitted direct to reach the Screening Committee of the Tower Awards Foundation, Inc., not later than April 8, 1985.

3. This Memorandum should be brought to the attention of all concerned for their information and appropriate action. Immediate compliance is desired.

(SGD.) JAIME C. LAYA
Minister

Incls.:
As stated

Reference:
None

Attachment: 1-- (D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
OFFICIALS



TO



|

(Age)



III. QUALIFICATION FOR AWARD:

A. EDUCATION & TRAINING

1. Special skill for which he/she is being nominated:

2. Did the Nominee receive any formal education/training for the skill for which he is being nominated?

Yes. If Yes, enumerate school(s) attended and/or training courses taken by Nominee.

No. If no, how did he learn this particular skill?

B. NATURE OF PRESENT JOB

1. DESIGNATION or Position Title (must be non-supervisory)

2. Brief Description of Duties (must relate to the principal activity of the enterprise)

3. Duration of Assignment in Present Job _____

4. How many employees/workers are engaged in the same job in the company? _____

5. Present Salary _____

C. JOB BACKGROUND

1. Previous work experiences with past employers (last 3 years)

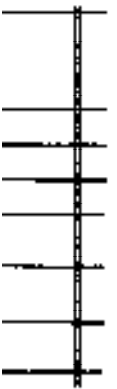
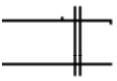
<i>Name of Company</i>	<i>Nature of Job/Position</i>	<i>Date of Employment</i> <i>From</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Employment History with present employer.

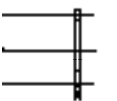
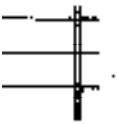
<i>Nature of Job</i>	<i>Position</i>	<i>Salary</i>	<i>Date</i>	
			<i>From</i>	<i>To</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D. PERFORMANCE

1. If production output is measurable, indicate Nominee's attainment in terms of quantitative standards of his



nt
To



3. Enumerate innovative ~~ideas~~, inventions, systems, and designs introduced

1. _____
2. _____
3. _____
4. _____

4. Citations, Commandations, Awards received

<i>Nature</i>	<i>Date Received</i>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

5. Other special talent of the worker acquired or developed relative to his job or meritorious accomplishment worthy of special recognition.

PLEASE ATTACH SUPPORTING DOCUMENTS, IF ANY.

E. CHARACTER

1. Is the Nominee a person of acknowledged good moral character?

2. List 3 character references: (Name & Address)

IV. CONSENT AND WAIVER:

I _____ of _____

do hereby consent to the rules and regulations of the TOWER Awards 1985. I render the TOWER Awards Foundation, Inc. and the other organizers of the TOWER Awards project, its officers and/or members free and harmless from all liabilities which may arise from any loss, damage and/or injury sustained by the awardee due any cause/causes whatsoever during the period from April 24 to May 1, 1985.

Conforme:

_____ (Name and Signature of Nominee)

Date: _____

V. EMPLOYER'S CONTENT:

1. Is this nomination being made with employer's knowledge and consent? Yes No

2. Is the employer willing to allow the Nominee (if chosen as an awardee) to personally attend the awarding ceremonies from April 24 to May 1, 1985 Yes No

3. Will the employer shoulder the travel and accommodation expenses of the awardee? Yes No

4. Please attach employer's certification.

6. Name and telephone number of Company Officer to be contacted _____

VI. FACTS ABOUT COMPANY:

Full name of Firm or Company _____

Address _____

No. of Employees _____

Main Line of Business _____

VII. FACTS ABOUT NOMINATOR:

Full Name _____

TOWER AWARDS 1985 GUIDELINES
(THE SEARCH FOR THE OUTSTANDING WORKERS OF THE REPUBLIC)

I. OBJECTIVES:

1. To honor the nation's most outstanding workers.
2. To promote wider recognition of the dignity of labor.
3. To recognize the importance and contribution of those occupations which are specially relevant to the economic and technological progress of the country.

II. CATEGORIES:

Awards will be given to the outstanding *skilled workers* from among the following industry categories:

Agriculture, Fishery & Forestry
 Communications
 Community & Social Services
 Construction
 Handicraft
 Manufacturing & Trading
 Automotive
 Electrical/Electronics
 Food, Beverage & Tobacco

Leather & Leather Products
 Machineries & Equipment
 Metal Processing & Forming
 Non-Metallic Minerals
 Paper & Paper Products
 Petroleum, Coal & Chemical Products
 Rubber & Plastic
 Textile & Garments
 Wood & Wood Products

Mining & Quarrying
 Power & Energy
 Transportation & Storage
 Other Small Scale Industries

III. AWARDS AND PRIZES:

Each winner will receive the following:

1. A Diploma in Bachelor in Technology from the Technological University of the Philippines.
2. A Certificate of Civil Service Eligibility from Civil Service Commission.
3. A TOWER trophy.
4. Cash Award
5. Transportation within Metro Manila, and lodging for the duration of the award activities.

Each finalist will receive a CITATION AWARD and nominee CERTIFICATION OF RECOGNITION.

IV. CRITERIA:

A nominee must be:

1. A Non-Clerical worker.
The worker should belong to the "blue-collar" rather than the "white-collar" category.
2. One whose job is directly involved in the *basic or main activity* of the enterprise.
3. A skilled worker in the *basic activity* of the enterprise.
4. One who has learned or improved his skills on the job.
5. Of employee status and non-supervisory in functions.
6. One with a consistent record of a high level of efficiency.
7. Of good moral character.
8. One who has introduced innovative ideas/systems/designs or the like which brought beneficial results.
9. One who has accomplishments or contributions which enhanced the development of skills, trade or occupation.
10. One who has exemplary, distinctive and consistently excellent performance which sets him apart from others.
11. One who has other extraordinary and extremely meritorious accomplishments worthy of emulation and special recognition.

V. BOARD OF JUDGES:

The Board of Judges will be composed of a representative from the Ministry of Labor & Employment; Trade Union Congress of the Philippines; Rotary Club of Manila; Employers Confederation of the Philippines; Ministry of Education, Culture and Sports; and the Commission on Labor.

ries

ion
n,

RULES:

1. A Nominee must be a Filipino citizen.
2. *The official nomination form should be used and should be accompanied by a 2" x 2" black and white photo of the nominee. Photograph should have the name and signature of the nominee.
3. Only one award for each category will be made and an *Awardee becomes disqualified* for nomination in any subsequent years.
4. The Tower Awards Foundation, Inc. reserves the right to modify the above rules.
5. The decision of the Board of Judges is final.

* The nomination form may be copied or reproduced by the Nominator, Nominee or any Interested Party.

ANNEX "A" SCOPE OF CATEGORIES

1. AGRICULTURE, FISHERY & FORESTRY

- * Agricultural crops production
- * Commercial (Off-shore) fishing
- * Fishpond operation
- * Logging operations
- * Production of livestock, poultry & other animals
- * Milk Production

2. COMMUNICATIONS

- * Mass Media — Radio, Television and Print
- * Voice — Local & Long Distance communications
- * Record — Telegram, Telegraph, Telex.

3. COMMUNITY & SOCIAL SERVICES

- * Educational services
- * Postal & Messengerial Services
- * Medical, Dental, Health & Veterinary services
- * Personal & Household services
- * Recreational & Cultural services
- * Hotels and Restaurants

4. CONSTRUCTION

- * Building constructions — residential & non-residential
- * Heavy construction — building of roads, waterworks, sewerage

5. HANDICRAFT

- * Weaving
- * Pottery making
- * Basket making
- * Embroidery
- * Knitting
- * Crocheting
- * Ceramic building

making of bags, hats, planters, trays, hampers, coasters, placemats, rugs, bottle covers, etc.

6. MANUFACTURING & TRADING

- * Automotive —
manufacture or assembly of cars, parts or accessories including motorcycles and commercial vehicles.
- * Electrical/Electronics
Manufacture of transmission and distribution equipment — motors, generators, industrial controls, electrical communication equipment, dry or cell and storage batteries, electric lamps, tubes and lighting equipment, radio and television receiving sets, phonographs and components, electrical appliances, electric machinery, apparatus and supplies and semi-conductors.

* Food, Beverages & Tobacco —

- baking of bread, cakes, pastries & similar perishable products
- biscuit factory
- butter & cheese
- Candles, chocolates and gums
- Canning & preserving of fruits juices
- Canning of fish & other marine products
- Cigars & Cigarettes
- Coffee roasting & processing
- Crude coconut oil, including cake & meal
- Curing & redrying Tobacco leaves
- Densified coconut
- Fish paste & sauce
- Fish oil & other marine animal oils
- Flavoring extracts & Food coloring
- Flour milling
- Malt liquors & Malt
- Meat Processing, curing, preserving & canning
- Powdered, Condensed & Evaporated Milk
- Prepared feeds for animals & tawls
- Refined coconut, vegetable oil & margarine
- Rice & corn milling
- Soft drinks & Carbonated water
- Starch & its products
- Sugarcane milling
- Other food products

Leather & Leather Products —

- Tanning & Finishing hides and skins

ks,

and

* **Machineries & Equipment** –

- Duplicating machines, except photocopying machines
- Electric fans, vacuum cleaners, floor waxes & polishers
- Farm tractors
- Insulated wires & cables
- Manufacture & assembly of motor vehicles
- Others

* **Metal Processing & Forming** –

- Operation of blast & electric furnaces, steel works and rolling mills, iron & steel foundries
- Gold, silver & platinum refining
- Alloying, foundrying, casting, stamping, coating, engraving, blacksmithing & welding
- ~~Manufacture of metal containers, cutlery & other tools, fabricated wire products, miscellaneous – safes, steel springs, bolts, etc.~~
- Ship building & repair

* **Non-Metallic Minerals** –

- Cement
- Concrete products
- Flat glass
- Glass containers
- Structural clay products
- Vitreous china tableware & kitchen articles

* **Paper & Paper Products** –

- Articles of paper
- Containers & Boxes of Paper & Paperboard
- Paper Mills
- Printing of newspapers & periodicals
- Pulp mills
- Other Printing, Publishing & Allied Industries

* **Petroleum, Coal & Chemical Products** –

- Petroleum refining producing gasoline, fuel oils, illuminating oils, lubricating oils and gases, etc.
- Manufacture of asphalt paving & roofing materials, fuels, briquettes & packaged fuel
- distillation of coal in coke ovens

* **Rubber & Plastic** –

- Manufacture of tubes & tires, vulcanized footwear and garments, industrial & mechanical rubber goods
- Retreading, recapping & vulcanizing tires
- Reclamation of rubber from used tires, scrap & misc. waste rubber
- Manufacture of rubber sundries such as gloves, mats and sponges
- Plastic footwear
- Plastic industrial supplies
- Other plastic products

* **Textile & Garments** –

- Spinning, winding, knitting, weaving, leaching & dyeing, reelendering, cutting, sewing, quality control, processing, packaging, warehousing & merchandising
- Carpets & drags
- Fiber & Filament Mills

* **Wood & Wood Products** –

- Operation of saw mills, planing mills, veneer & plywood factories, millwork plants (windows, stairways, etc)
- Manufacture of wood containers – boxes, crates, cases, etc.
- Manufacture of furniture & fixtures (shelves & lockers)
- Worked lumber
- Wood drying & preserving plants

MINING & QUARRYING –

- Site exploration – land & sea
- Blasting works
- Tunneling
- Boring/Drilling test
- Survey & Excavation works
- Screening of mineral materials
- Processing
- Copper Ore, Gold Ore, Metallurgical Chromite Ore and Ore Mining

