

Government Best Practice Recognition 2017 ENTRY FORM

Part I: Basic Information

Organization Name	
Department or Team Name	
Name of Contact Person	
Position / Designation	
Email Address	
Telephone Number	
Address of Organization	
Number of Full-time Employees	

Part II: Best Practice Abstract

Particulars	No. of Characters Including Spaces
Best Practice Title	100
<p>Best Practice Focus Area/s <i>What process/area of your organization does your Best Practice impact upon? (up-to 3 areas ONLY can be given)</i></p> <ul style="list-style-type: none"> ○ Leadership (vision, values, developing leaders, ethics, governance) <ul style="list-style-type: none"> ▪ Social and environmental responsibility (surpassing regulatory and statutory requirements/engaging with the local community) ▪ Convergence (Seeking, connecting and forming partnerships for organizational growth) ○ Strategic planning and deployment ○ Customer and citizen focus (understanding customers, building customer relationships, complaints handling, program or project implementation) ○ Strategic performance management (selecting measures, analysis, reporting, balanced scorecard, triple bottom-line) <ul style="list-style-type: none"> ▪ Knowledge management and information technology ○ Human Resource <ul style="list-style-type: none"> ▪ Human Resource Development (education, training, development and learning) ▪ Human Resource Engagement (employee teams, empowerment, motivation, and satisfaction) ○ Process management and improvement (in procurement process for example; six sigma, quality control, quality assurance, 	300

Particulars	No. of Characters Including Spaces
<p>and quality management, safety, emergency preparedness, risk management)</p> <ul style="list-style-type: none"> ▪ Innovation (in products delivered/services rendered and processes in relation to the mandate) ▪ Standards and certification (ISO 9000, ISO 14000, etc.) <p>○ Others</p> <ul style="list-style-type: none"> ▪ Climate change adaptation or mitigation ▪ Integrity management (efforts to prevent corruption activities in the organization) ▪ Financial Stewardship (transparency and accountability) 	
<p>Abstract <i>It should clearly state the following: brief description of the best practice entry, its objectives, key results and accomplishments and their significance to the organization, and the next steps.</i></p>	1000

Part III: Best Practice Details

Particulars	No. of Characters Including Spaces
<p>Best Practice Description: Systematic, Innovation-led and Stakeholder-Centered Key questions:</p> <p>I. <i>Describe the practice. Is it an operational or managerial practice, process, system or initiative? How was it designed and implemented? How important is it to the management and to your organization? How many staff and/or customers or suppliers does it affect? How long has it been deployed? How does it contribute in the attainment of the objectives (individual, office or organizational level) or realization of the mandate? How does it relate to your key organization-wide goals?</i></p> <p>II. <i>What is innovative about the practice? Is it a new practice, is it a practice that you gradually improved over time, or is it an idea or practice that you adapted from another organization? Have you received any recognition or award for the practice?</i></p>	2500

Particulars	No. of Characters Including Spaces
<p>Best Practice Performance: Results - Oriented Key questions: I. <i>Describe the non-financial benefits (e.g. increased employee motivation or satisfaction rating, reduced staff turnover, greater productivity, less complaints, increased beneficiary satisfaction rating, etc) and financial benefits, if available (e.g. PHP saved, % increase in revenue or savings, cost-effectiveness, budget utilization, etc) that have resulted from implementing the practice. Provide comparison of results against target and performance trend over time. How do these results compare with the performance of high performing comparable organizations?</i> II. <i>Have you received any recognition or award for the practice?</i></p>	1500
<p>Best Practice Action Plan: Dynamic Key questions: I. <i>How will the best practice be sustained or evolved as necessary? Cite for concrete steps or activities</i></p>	1000
<p>*Is the practice a result of a benchmarking activity conducted? If yes, kindly explain in 3-5 sentences how did you go about it and if no, just leave this box blank.</p>	

For questions or concerns, please get in touch with *Mr. Chenier Nicu V. Villanueva* at (02) 631-0921 local 135/ (02) 631-2156 or by email at villanuevac@dap.edu.ph.