**Government Best Practice Recognition 2019 ENTRY FORM**

*Instructions: Fill out the form with appropriate information. Please do not leave any fields blank.*

**Part I: Profile**

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| **Title of the Best Practice** |  | | |
| **Organization** |  | **Name of Contact Person** |  |
| **Division /Office/Unit** |  | **Position / Designation** |  |
| **Address of Organization** |  | **Email Address** |  |
| **Office Phone Number** |  |
| **Number of Full-time Employees** |  | **Mobile Phone Number** |  |
| **Best Practice Focus Area/s** *Identify the process/area of your organization the Best Practice impact upon? (Please choose a maximum of three (3)areas)* | \_\_\_\_\_\_\_\_ Leadership (vision, values, developing leaders, ethics, governance)   * + - 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)   * + - Knowledge management and information technology   \_\_\_\_\_\_\_\_ Human Resource   * + - 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, and quality management, safety, emergency preparedness, risk management)   * + - Innovation (in products delivered/services rendered and processes in relation to the mandate)     - Standards and certification (IS0 9000, IS0 14000, etc.)   \_\_\_\_\_\_\_\_ Others   * + - Climate change adaptation or mitigation     - Integrity management (efforts to prevent corruption activities in the organization)     - Financial Stewardship (transparency and accountability) | | |

**Part II: Abstract of the Best Practice**

*Be brief, concise, and straight to the point*

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| **Summary of the Nominated Best Practice**  *(Maximum 100 Words)*   * *Define the Best Practice* * *Identify who initiated the program* * *Identify if it is a new innovation or if it is an adoption of an existing practice* * *If it is an adoption:*   + *Mention from whom the Practice was adopted*   + *Describe what was modified from the original practice* * *Tell when the Nominated Best Practice was started* |  |
| **Background and Problem**  *(Maximum 150 words)*   * *Identify the Objectives* * *Narrate the challenge(s) that the organization experienced that the Best Practice addresses*   *OR*   * *Narrate the circumstances that compelled the creation/adoption of the Best Practice* |  |
| **Solution and Impact**  *(Maximum 300 words)*   * *Explain the best Practice’s Theory of Change* * *Identify the methodology and/or components of the Best Practice* * *Narrate the steps done to start and implement the Best Practice* * *Describe the results and impact of the Best Practice; if possible, identify the immediate results and the long-term impact of the Best Practice to the organization, clients, and other stakeholders* |  |
| **Milestones**  *(Maximum 100 words)*   * *Enumerate remarkable results* * *Enumerate awards* * *Next steps* |  |

**Part III: Best Practice Details**

* *Tell us why your way of doing things is a “Government Best Practice.”*
* *This will be used in the first in-house screening for Government Best Practice Recognition 2019.*
* *The following guide questions will help you explain and defend your submission.*
* *You may add tables and schematic diagram to help you explain/defend your submitted entry. They will not be included in the word count.*

| **Particulars** | **No. of Characters Including Spaces** |
| --- | --- |
| **Best Practice Description: Systematic, Innovation-led and Stakeholder-Centered**  *(Maximum 2,500)*  *Key questions:*   1. *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?* 2. *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?* | 2500 |
| **Best Practice Performance: Results - Oriented**  *(Maximum 1,500)*  *Key questions:*   1. *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?* 2. *Have you received any recognition or award for the practice?* |  |
| **Best Practice Action Plan: Dynamic**  *(Maximum 1,000)*  *Key question:*  *How will the best practice be sustained or evolved as necessary? Cite for concrete steps or activities* |  |
| **Others**  *(Maximum 200 word)*  *Key Questions*   * *Is there anything you have not yet mentioned that you think we opt to know? Is there anything you need to add that you think will help us appreciate the value of your entry?* |  |
| **Attachments**  *Kindly attach with this form the following:*   * *Interesting pictures about your Best Practice that are compelling and ready for publishing* * *Copy of your Organizational Chart* * *Other supporting documents that may be used as Means of Verification to the results and impacts that you have mentioned in this entry form* |  |
| \*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. |  |

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| **CERTIFICATION AND AUTHORIZATION ON RELEASE OF INFORMATION**  We certify that all of the information stated in the submitted entry form is to the best of my knowledge and belief true, correct and complete.  We acknowledge that the submitted entry form/s will be reviewed by selected members of the screening committee and of the Panel of Judges to be organized by the Government Best Practice Recognition (GBPR) project team.  We hereby further authorize the Development Academy of the Philippines (DAP) to use the information for any relevant purpose beneficial to our organization and to the realization of the overall objectives of the GBPR. | | |
| Prepared by | Approved by | |
|  |  |  |
| **Personnel** | **Head of Office/Unit/Division** | **Head of Agency** |

For questions or concerns, please get in touch with *Mr. Richmond Q. Acosta and Ms. Jazmin Jill Aller* at (02) 631-0921 local 135/ (02) 631-2156 or by email at  [govbestpractices@dap.edu.ph](mailto:%20govbestpractices@dap.edu.ph).