



Distinguished
Manresa Alumni
Award

A PRIMER

Distinguished Manresa Alumni Award

The Manresa School Alumni Association cordial invites the public to nominate candidates for the 2004 Distinguished Manresa Alumni Award. The Distinguished Manresa Alumni Award seeks to give due recognition to Manresa Alumni who have excelled in their chosen field of vocation, or have made outstanding contributions to the welfare of the school, the community, or the country in various fields of endeavor or service.

CRITERIA

- The Nominee must have completed four (4) years of secondary education at Manresa School.
- Nominee must also be a college graduate.
- Nominee must have engaged in contributing to the cause of providing service to his/her alma mater, the community and the country.
- Nominee is judged by his/her outstanding leadership and excellence in his/her field of endeavor and for his/her outstanding contribution to the cause of other people.
- Nominee should be of Good Moral Character.
- Nominee/Nominator must have complied with all the rules governing submission of nomination as stated below.

Rules Governing Submission of Nomination

- Nomination for the Distinguish Manresa Alumni (DMA) shall be open to any or all individuals. Any person or organization can nominate one or more individuals subject to certain technical requirements.
- Nominations should be made on the prescribed DMA nomination form. This document is availabel at the Manresa School Information Desk or at the MSAA Website - <http://the-manresa-alumni.org>.
- Nominees must sign the DMA Nomination Form attesting to all stated facts therein; giving consent to the independent verification of the DMA Awards Committee; and indicating his/her willingness to attend the awarding ceremonies if selected.
- Two (2) copies of the nominee's picture (2X2, B&W) should accompany the fully accomplished DMA Nomination Form.
- Evidence of Nominee's completion of College must be included in the DMA Nomination Form.
- Nominator must sign the DMA Nomination Form and summarize, in the space provided, the reason/s why the nominee should be selected as one of the Distinguished Manresa Alumni Awardees for 2004.
- An Executive Summary (2 page max) of the nominee summarizing the important facts anc accomplishments shall accompany the DMA Nomination Form.
- All entries must be mailed or personally delivered to the office of the MSAA President at Manresa School or or before December 31, 2003. Mailed entries should be postmarked not later than the same date.

Rules Governing DMA Awards Committee and Board of Judges

- The DMA Awards Committee shall be the operating body of this project and reserves the right to pass judgement on any issue that may arise in connection with the rules stated.
- The DMA Awards Committee will review the entries to ensure that all requirements are complied with.
- This being the first time for such an award, the DMA Awards Committee shall also compose the Board of Judges in selecting the final list of awardees. Thereafter, the DMA Awards Committee and the Board of Judges will be composed of two selected groups.
- The Board of Judges, composed of respected individuals chosen by the DMA Awards Committee, shall select the winners. Their decision is final and unappealable. They may opt to call the finalist for an interview, as they may deem fit.
- All data submitted in connection with the DMA Award shall be treated with utmost confidentiality.

Other Rules

- This being the inaugural year for the DMA Award, the DMA Awards Committee will be picking a maximum of 20 winners from the 23 batches that have graduated from Manresa School. As this is an annual event, future awards will be limited to a maximum of 3 per year.
- The DMA Award will always be handed out during the annual Manresa School High School Commencement Exercise.
- Current batch of Directors and Officers of the MSAA are disqualified for nomination during the year covering their holding of office.
- Current members of the DMA Awards Committee or Board of Judges are disqualified from submitting any nominations.

Nomination Form and Attachments

All attachments to the Nomination Form shall be paged in order and bound together for submission.

This will be composed of the following:

- Duly accomplished DMA Nomination Form.
- Two (2) copies of the nominee's picture (2x2, B&W)
- Evidence of Nominee's completion of College (eg copy of College Diploma)
- An Executive Summary (2 page max) outlining the important facts and accomplishments of the nominee.
- Additional page, if necessary, of the Nominator's reason for such nomination.

Prizes

DMA Awardees will receive a plaque and will have his/her name and batch enshired on the proposed Distinguished Manresa Alumni Wall.

Calendar of Events

Launch	November 8, 2003
Search Period	November 8 - December 31
Submission Deadline	December 31, 2003
Pre-Screening	January 1 - January 15
Screening	January 16 - February 15
Judging	February 16 - February 29
Announcement of Winners	March 15, 2004
Awarding	March 2004

Approved and signed this 15th day of September, 2003

MR. ROBERTO GOMEZ-II
MSAA President

SISTER PACITA LEGASPI, F.I.
MSAA Adviser

MS. AIDA GOMEZ
MS Assistant Principal

ENGR. DANILO PEREZ
MSPA President

Noted by:

SISTER NELIDA PEÑAFLORES, F.I.
MS Principal/Directress