



February 27, 2015

MEMORANDUM CIRCULAR

NO. 2015-20

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS, AND ALL OTHERS CONCERNED

SUBJECT : GALING POOK AWARDS 2015 – GUIDELINES FOR APPLICATION

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The Galing Pook Foundation (GPF) is now open to receive applications and nominations for outstanding local governance programs for this year's Galing Pook Awards.

The Galing Pook Award is a pioneering program that recognizes and promotes innovation and excellence in local governance. Since its inception in 1993, Galing Pook is implemented in partnership with the Department of the Interior and Local Government and the Local Government Academy.


In this connection, all DILG Regional Directors are hereby enjoined to vigorously support the GPF in its effort to recognize progressive strides in local governance by Local Government Units (LGUs) nationwide by directing the field offices to:

1. Identify specific LGUs in their areas which have successful programs that can vie for the Galing Pook Awards. You may encourage LGUs to apply and submit application forms to GPF. You may also directly nominate a best practice to Galing Pook, and Galing Pook will inform the nominated LGU to submit an application form; and
2. Provide support to LGUs with good programs but with limited capabilities by directly assisting them and/or referring them to local resource institutions/experts that can render appropriate technical assistance in the preparation and packaging of best practices.

The deadline of application is on **March 31, 2015**. Please refer to the attached Application Form and Guidelines for eligibility and other requirements. The form may also be downloaded from the Galing Pook website at [www.galingpook.org](http://www.galingpook.org).

For more details, the Regional Offices and LGUs may contact the Galing Pook Foundation at telephone numbers (02) 926 4136; 433 4731 to 32 from Mondays to Thursdays, or through e-mail address [awards@galingpook.org](mailto:awards@galingpook.org).

For information and guidance.

  
MAR ROXAS  
Secretary



DILG-OSEC OUTGOING 15-00492



## ***Galing Pook Awards 2015*** ***Search for the Top 10 Outstanding Local Governance Programs*** **Application Form and Guidelines**

### **THE GALING POOK AWARDS**

The Galing Pook Awards was launched in 21 October 1993 as a pioneering program that searches and recognizes innovative practices by local government units. LGU finalists with outstanding initiatives are carefully selected and winners are recognized in a very prestigious awarding ceremony.

The awardees of the Galing Pook are chosen from a national search of local governance programs, evaluated through a multilevel rigorous screening process based on positive results and impact, promotion of people's participation and empowerment, innovation, transferability and sustainability, and efficiency of program service delivery.

Beyond the awards, winning programs become models of good governance promoted for adoption in other communities. They provide useful insights and strategies to find innovative solutions to common problems. More importantly, they affirm the community and the local government's commitment to good governance.

For the past 21 years, more than 280 programs from at least 160 local governments/local government alliances were awarded the Galing Pook. These awardees become very important advocates in inspiring other local governments to introduce innovative practices and provide a fertile environment for the replication of successful reforms.

### **Selection Criteria**

Positive Results and Impact	(30%)
Promotion of People's Participation and Empowerment	(30%)
Innovation	(15%)
Transferability and Sustainability	(15%)
Efficiency of Program Service Delivery	(10%)

### **Selection Process**

**Eligibility Screening:** The GPF secretariat reviews whether the program submissions meet the eligibility criteria.

**First Level Screening:** The National Selection Committee (NSC) goes over all applications to initially screen and identify programs with high potential. These programs will be turned over to the Regional Selection Committee (RSC).

**Second Level Screening:** The RSC evaluates and recommends programs for elevation to the next screening level.

**Third Level Screening:** The NSC reviews the RSC recommendations and identifies the programs for site validation.

**Site Validation:** Assigned NSC members and (as necessary) selected RSC members and GPF personnel validate program claims and clarify concerns raised in previous screening levels. Results of the validations serve as basis for the NSC to select the programs to be subjected to the final presentation.

**Final Presentation and Panel Interview:** The local chief executives (LCEs) and/or program officers of qualified entries present and defend their programs before the NSC members and their co-finalists.

## APPLYING TO THE GALING POOK AWARDS

### Eligibility Criteria

For your program to be considered for the Galing Pook Awards, it must meet the following minimum requirements:

- It must have involved or engaged processes within a local government unit (barangay, municipality, city, or province) even if the program might have been initiated (either independently or jointly) by an NGO, CSO and/or an LGU.
- It must have been in operation for at least one (1) year before the deadline of submission.
- It must have verifiable and significant results.

### Contents of the Application Form/Program Entry

#### PAGE 1: General Information on the Program

Please provide the following information:

1. Title of the Program (for long titles, kindly provide an alternative, shorter title)
2. Name of the LGU Implementing the Program
3. Population of the LGU (latest data)
4. Income Classification of the LGU
5. Profile and Number of the Beneficiaries of the Program (e.g. 50 fisherfolks, 100 farmers)
6. Date (Day, Month, and Year) of the Start of the Program
7. Financial Profile of the Program in the Previous Year/s (Maximum of 3 Years):

Source of Funds	Expenses	Year 1*	Year 2	Year 3
(add more rows as necessary)				
<b>Total Program Budget</b>				

#### PAGE 2: Program Brief

Please provide a **flowing narrative** that would briefly illustrate your program. Include in your discussion the (1) beneficiaries' needs/problems that the program addressed, (2) the objectives of the program, and (3) the corresponding strategies to meet such objectives.

#### PAGE 3: Positive Results and Impact

Please present **either in narrative or matrix form** your program's impact/accomplishments. In your discussion, please show figures and statistics to support your assessment (e.g. increase in annual household income from P40,000 to P60,000). Please present significant program outcomes aside from outputs.

#### PAGE 4: Promotion of People's Participation and Empowerment

Please highlight your program's participatory processes or mechanisms that engage the different stakeholders to be involved in the program's planning, implementation, and monitoring/evaluation.

Discuss also the community's contributions (i.e. time, funds, labor, land, etc.) that developed their sense of ownership of the program, if applicable.

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\* For Year 1, Year 2, and Year 3, please identify the exact year in the appropriate column.

**PAGE 5: Innovation**

Please discuss the innovation being introduced by the program. Innovation is typically understood as the successful introduction of something new and useful, for example introducing new methods, techniques, or practices or new or improved products and services.

It can also be an improvement of something already existing. The innovation may be in the program itself, or in the processes used in implementing the program. If a similar concept has already been introduced or is used elsewhere, kindly explain the value added by the program for it to be deemed innovative.

In the organizational context, innovation may be linked to performance and growth through improvements in efficiency, productivity, quality, service delivery, etc. For innovation to occur, something more than the generation of a creative idea or insight is required: the insight must be put into action to make a genuine difference, resulting for example in new or improved processes within the organization, or changes in the services provided.

**PAGE 6: Transferability and Sustainability**

Please describe the initiatives towards the institutionalization of the program (e.g. development and implementation of a program strategic plan, passage of ordinances, etc.) to ensure its sustainability even beyond the present administration and/or discontinuation of external assistance.

Also, please suggest approaches on how the program can be replicated or transferred in other areas. Incorporate in your recommendations the difficulties and challenges you've faced in the program as well as the means you've employed to address them. If applicable, cite existing programs of other LGUs that have been modeled from your program.

**PAGE 7:** Please certify the accuracy of the information you've provided by copying the following statement:

*"We certify that to the best of our knowledge, all of the information contained in this Application Form and annexes are true and accurate."*

Below the statement, **the program manager and the Local Chief Executive should sign.**

Also, please provide the following information for both the Program Manager and the Local Chief Executive:

- Name
- Specific Position Title and Designation
- Complete Office Address (with postal code)
- Email Address
- Contact Numbers (telephone and fax number, including your area code; mobile number if necessary)

**Attachments:**

- a. Latest Program Budget;
- b. LGU and Program Organizational Structure;
- c. Five (5) Photos Exhibiting the Program's Activities and Impacts; and
- d. Accomplished Form on Additional Data Requirements (on the next page).

**Galing Pook Awards 2015**  
Application Form and Guidelines

**Galing Pook Awards 2015**  
**ADDITIONAL DATA REQUIREMENTS**  
LGU: \_\_\_\_\_

Data Requirements	Please provide data for two years for comparison if possible	
<b>Nos. 1 to 7 are available from the CBMS-Community Based Monitoring Survey which has been practiced up to the barangay level since FVR's time--also required by DILG<sup>1</sup></b>	<i>Indicate Year</i>	<i>Indicate Year</i>
1. Household with income below poverty threshold		
2. Percent members who are unemployed		
3. Percent of children with ages 0 to 5 who are malnourished		
4. Percent of children who are not attending elementary school		
5. Participation rate in elementary schools (percent of children relative to their cohorts or children with similar age who are attending elementary school)-available from district supervisor		
6. Survival rate (percent of children who were enrolled in grade one who made it to grade six)-available from district supervisor		
7. Percent of persons who were victims of crime		
<b>Nos. 8 to 20 are all submitted to Bureau of Local Government Finance, COA and also required to be posted on the NET by DILG</b>	<b>Data for two years are required</b>	
	<i>Indicate Year</i>	<i>Indicate Year</i>
8. Total Revenue of LGU		
9. Total Internal Revenue allotment, grants, and revenues from external sources		
10. Total revenues from Local Sources		
11. Collection from the real property tax		
12. Collection from the local business tax		
13. Collection from fees and charges (including operations of economic enterprises)		
14. Loans		
15. Total Budget		
16. Expenditures on Personal Services		
17. Expenditures on MOOE		
18. Capital Expenditures		
19. Expenditures on Economic Services		
20. Expenditures on Social Services		
<b>Other Information</b>		
21. Total number of population		
22. Number of barangays		
23. Number of barangay health stations		

Certified Correct:

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Position

<sup>1</sup> If data will be collected from other sources, please indicate the data source.

**Galing Pook Awards 2015**  
Application Form and Guidelines

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**General Guidelines**

- Though submission of more than one entry is allowed, please ensure that they are not inter-related. You are therefore encouraged to package the programs that are directly connected as one comprehensive entry.
- Provide all the required information and make sure that no item is left blank.
- Please be advised that your responses may be in English or Filipino.
- For parts that require narratives, please be concise and straightforward in your answers. Please use only white short-sized **(8.5 x 11 in.)** bond papers for your answers. Margin is 1 inch for all sides (top, bottom, left and right). Kindly use Arial as the font and font size at 10 points. You may also use Times New Roman at 12 points font size.
- Answers are preferably **computer-encoded**. In case such is not possible, typewritten and handwritten applications will also be accepted.
- Submit **ten (10) identical copies** of your program entry and attachments. Please **DO NOT BIND** your submissions—use only staple wires to put your documents together.
- Please also submit **one (1) soft copy of your application form and attachments in a CD**. For the electronic copy of the photos, kindly submit high-resolution jpeg files as much as possible. Please do not embed the e-photos in any document to preserve file size and quality.
- Send your applications to the following address:

**Galing Pook Foundation**  
25 Mahusay corner Malinis Streets  
UP Village, Diliman, Quezon City  
1101 Philippines

- You may also submit your applications personally from Monday to Thursday, 8:00AM to 5:00PM. You are advised to call the Secretariat at least two days before your travel.

*Note:*

*Please do not hesitate to contact the Galing Pook Secretariat if you have any questions or clarifications at telephone numbers (02) 926 41 36 and (02) 433 47 31 to 32, or through e-mail at [awards@galingpook.org](mailto:awards@galingpook.org).*

*You may download an electronic copy of this application form at [www.galingpook.org](http://www.galingpook.org).*

**DEADLINE FOR SUBMISSION  
OF APPLICATIONS  
31 MARCH 2015**



Galing Pook

Malikhaing paraan  
Kasama ang mamamayan  
Tungo sa pagbabago  
At tuluy-tuloy na pag-unlad