



PHILIPPINE SOCIETY OF AGRICULTURAL ENGINEERS, (PSAE), INC.

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GUIDELINES FOR THE SELECTION AND SCREENING OF NOMINEES FOR THE MOST OUTSTANDING AGRICULTURAL ENGINEER (MARAMBA) AND OUTSTANDING AGRICULTURAL ENGINEERS OF THE YEAR AWARDS

A. General Criteria. The candidate must:

- 1) Be duly registered with the PRC as a Professional Agricultural Engineer, with a valid professional license;
- 2) Be a member of good standing of the Philippine Society of Agricultural Engineers (PSAE), Inc.;
- 3) Not have been guilty in an administrative case, by a final and executor decision, rendered by a regular courts in case of an appeal;
- 4) Not have been convicted of a final judgement by a court of competent jurisdiction of any crime involving moral turpitude;
- 5) Have no pending case with any of the courts for criminal/civil offense or charges;
- 6) Be in active practice of agricultural engineering profession for at least three (3) consecutive years for outstanding AE and at least seven (7) past consecutive years for MARAMBA award; and
- 7) Not be an awardee of the PSAE under the same category in the past three (3) years.

B. Awards. There will be one (1) Maramba award and four (4) awards to be given following the four fields of specialization of agricultural engineering.

- 1) Outstanding AE in the field of Soil and Water Resources Development Conservation, Irrigation and Drainage
- 2) Outstanding AE in the field of Postharvest Technology, Agricultural Processing, and Rural Electrification
- 3) Outstanding AE in the field of Agricultural Mechanization, Power, Machinery and Equipment
- 4) Outstanding AE in the field of Agricultural Structures, Environmental Science and Protection

C. Detailed Criteria: The award is intended to bestow honor of exemplary contribution to the agricultural engineering profession.

- 1) Professional competence and integrity (30%). Demonstrated professional competence and conducted himself/herself with unquestionable integrity in the exercise of agricultural engineering profession.
 - i. Technical competence 10%
 - ii. Integrity 5%
 - iii. Professionalism 5%
 - iv. Training 5%
 - v. Experience 5%
- 2) Service to the PSAE (30%). Participated meaningfully in the activities of the PSAE and must be a member in good standing.
 - i. Leadership 10%
 - ii. Activities/services done or participated 10%
 - iii. Conferences, seminars, convention attended 10%

- 3) Achievement (30%). Contributed significantly to the advancement of the Agricultural Engineering profession.
 - i. Research/production/design/entrepreneurship/extension/education/management of AE projects 25%
 - ii. Awards and recognition as AE 5%
(International-5%, National-4%, Regional-3% and Local/Institutional-2%)

- 4) Community Service and Public Relation (10%). Contributed significantly to the effective discharge of the profession's social responsibility through a meaningful contribution/participation in socio-civic related activities.
 - i. Involvement in civic organization 7%
 - ii. Community and Public Citations 3%

D. Procedure for Nomination

- 1) Each PSAE Regional Chapter shall conduct initial screening and endorse a maximum of top three (3) nominees for each field of specialization to the Chairperson of the Awards Committee for Outstanding Agricultural Engineer through the PSAE office at 793, 6/F Unit 6B8, Victoria Station 1, EDSA, GMA Kamuning, Diliman, Quezon City, Philippines. The five (5) copies of nomination documents from the PSAE regional chapter shall be submitted on or before the last Friday of December.

- 2) Maximum of three (3) nominees for each field of specialization will be allowed to be submitted by PSAE regional chapter for screening and selection of the Outstanding AE. The list of nominees shall be submitted and endorsed by the Regional PSAE through a board resolution. The required nomination form shall be filled out by the nominating person/party to be endorsed by the PSAE Regional Chapter BOT. Nominating person should also be a Professional Agricultural Engineer and a nominating party is composed of two or more Professional Agricultural Engineers. Application without the nomination of the PSAE Regional Chapter BOT shall not be accepted.

- 3) Five (5) copies of the following documents shall be submitted:
 - i. PSAE Outstanding AE Nomination Form (see attached) accompanied by the comprehensive curriculum vitae of each nominee or other evidence to prove that the candidate possesses the required qualifications. This must bear the original signatures of the nominee and the Regional PSAE board of trustees/directors as nominating committee. Attach computer print passport size (50mm x 50mm) colored picture with white background in the Curriculum Vitae and must have taken not more than six months prior to submission.

 - ii. Original copy of board resolution of the PSAE Regional Chapter board resolution endorsing the nominees signed by the Board of Directors/Trustees or by the Secretary and attested to by the President.

 - iii. Current NBI and Office clearances for all nominees and additional Ombudsman clearance for government officials or employees.

 - iv. Photocopy of the nominee's valid PRC Identification card.

Submit five (5) sets of hard copies of complete documents using legal (11" x 13") size white bond paper of not less than substance (80 gsm) thickness. Photocopies of large documents shall be reduced accordingly. Each set shall be submitted using a **BLUE CLEAR BOOK FOLDER, IN RING BINDER, and COMPLETE WITH TABLE OF CONTENTS AND TABS.**

- 4) Nominations that do not comply with these requirements and procedures will NOT be acted upon.
- 5) The deadline for submission of the nominees set by the PSAE shall be FINAL and NOT subject to any extension. Failure on the part of the PSAE Regional Chapter to submit its nominees on or before the deadline set by PSAE shall be construed to mean the absence of intent to submit a nomination.

E. Selection of Awardees

- 1) Composition of the Awards Committee for Outstanding AE of the Year Award:

- i. Chairperson – Immediate Past PSAE President
Members

1. Another two past PSAE presidents
 2. PSAE Past President Council President
 3. PSAE Adviser

- 2) The Committee shall conduct the evaluation based on the submitted documents by the nominees. The nominees shall be rated in accordance with the criteria set forth by the PSAE. The Committee shall also conduct a panel interview to top three (3) nominees for each field specialization to validate information and claims by the nominees. The final rating of the top three nominees shall be presented and submitted to the PSAE Board of Trustees for final evaluation.
- 3) Only one (1) awardee shall be chosen for each field of specialization for the award.
- 4) Each awardee shall be officially notified in writing of his/her selection (by the PSAE Secretary or President). The awardee shall confirm the acceptance of the award and his/her attendance to the PSAE awarding ceremony.

F. Schedule of Screening and Selection:

- 1) The schedule of screening and selection for the Outstanding AE of the Year awards shall be from January 2 to March 15.

MOST OUTSTANDING AGRICULTURAL ENGINEER (MARAMBA) AWARD

- A. **Criteria.** This award is intended to accord distinct honor to professional AE who excels not only in AE profession but stands out among the outstanding agricultural engineers in terms of his/her achievements and contributions/services to the country.
- B. **Submission of Nomination.** The five (5) copies of nomination documents (same form used for outstanding AE) from the PSAE Regional Chapter should be submitted on or before December 30, 2016 at PSAE office, 793, 6/F Unit 6B8, Victoria Station 1 EDSA, GMA Kamuning, Diliman, Quezon City, Philippines.
- C. **Selection of Awardees.**
- a. The Awards Committee for Outstanding AE of the Year will also be the committee to undertake the screening and selection for the Maramba Award.
 - b. The outstanding AE awardee for the year shall be automatically considered as candidate for Maramba Award for the year as long as he/she satisfies the (7) consecutive years of active practice of agricultural engineering profession prior to his/her nomination.
 - c. Outstanding AE Awardee in the past may be nominated to the Maramba Award by submitting the same requirements as that of the Outstanding AE and should satisfy the seven (7) consecutive years of active practice of agricultural engineering profession.
 - d. The Maramba awardee will be determined based on the documents submitted and the results of the panel interview.
 - e. The final top (3) three shall be presented and submitted to the PSAE Board of Trustees for final evaluation. Only one (1) nominee will be chosen to receive the Maramba Award.
- D. **Schedule of Screening and Selection.** The schedule of interview for the Maramba Awardee will be announced later by PSAE.