***Deadline for submission of this form, together with all the attachments, is on 18 NOVEMBER 2021. Late submissions will no longer be entertained. You may accomplish this form and email back to us at*** [***info@pnvsca.gov.ph***](mailto:info@pnvsca.gov.ph)***. You may also access and accomplish this in Google form through this link – bit.ly/BayaNEDAhanBestProjEntry***

***(PNVSCA promotes inclusivity and equality and welcomes nomination of individuals and groups regardless of sex, age, religion, race, class, ability, language, sexual orientation or gender identity.)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant’s Profile** | | | | |
| Name of Employee Group or Organization: | | | | |
| Agency Affiliation: | | | | |
| Location:  \_\_\_\_\_ Central Office \_\_\_Regional Office \_\_\_\_\_\_ | | | | |
| Address: | | | | |
| Signature over Printed Name of (Volunteer Project) Focal Person/Representative: | |  | | |
| E-mail address: | | | Contact Number: | |
| **Volunteering Project Profile:** | | | | |
| Title: | | | | |
| Location: | | | | |
| Implementation period: | | | | |
| ***(more information to be contained in the Project Design)*** | | | | |
| Who can we contact to verify and request further information? *(When this section is left blank or the contact information is incomplete, the entry will not be considered.)* | | | | |
| Name of Person/Organization/LGU | Contact Number/s: | | | Email address: |
| Please check the supporting documents/materials on the list below which you can submit and attach to this form.  ( ) Project Design (See attached list of information to include)  ( ) 5-minute Audio-visual project presentation  ( ) List of volunteers who participated in the project/activity  ( ) pictures with beneficiaries of volunteer service/s rendered  For organizations,  ( ) copy of government entity (SEC, DOLE, CSC, CDA) registration documents  ( ) high-resolution copy of the organization’s logo  ***Please send the documents to*** [***info@pnvsca.gov.ph***](mailto:info@pnvsca.gov.ph) ***with the subject “(Complete Name of Group/Organization) BayaNEDAhan Best Project”. DEADLINE FOR SUBMISSION OF ENTRIES IS ON 18 NOVEMBER 2021. When the checked supported documents are not submitted within the prescribed timeframe, the entry will not be considered.*** | | | | |
| *Prepared by:* | | | | |
| Signature over  Printed Name |  | | | |
| Position in the employee group/organization |  | | | |
| Contact Number/s: |  | | | |
| E-mail address: |  | | | |
| **By completing this form, I declare that the information herein provided is true and correct. I also give my consent to PNVSCA to verify the information provided in this form.** | | | | |

Annex A: **Information to be included in Project Design**

**Required**

1. Title
2. How the project was conceptualized?
3. Implementation period
4. Location
5. Beneficiaries and assistance provided
6. Volunteer mobilization – how, who, and how many
7. Role and contribution of employee volunteers
8. Support received from Agency Management

**Optional**

1. Impact on the volunteers and the beneficiaries
2. Sustainability plan
3. Other information related to the volunteering project not captured above