

October 3, 2017

To All Deans:

This year, we celebrated PLM's 50th anniversary at PLM grounds last July 2017 and now, we continue to observe this milestone by officially launching our search for 50 outstanding alumni who have demonstrated strong interest and commitment to the mission and vision of the university and have made distinguished contributions to the community.

In this regard, we invite students, faculty, staff and the general community to nominate candidates for the 2017 Distinguished Alumni Awards. The PLM Distinguished Alumni Award is the highest honor bestowed by the university to its alumni who inspired us by their significant contributions to society, and whose accomplishments, affiliations, and careers have honored the legacy of excellence at the University.

The nomination period closes on **November 10, 2017**.

A. CRITERIA FOR SELECTION

The recipients have distinguished themselves by obtaining the highest standard of integrity and exceptional level of professional competence and accomplishments in three (3) distinct areas as outlined below, reflective of PLM's core values of **Karunungan, Kaunlaran, Kadakilaan**:

- **Career Distinction** (*For significant contribution in the professional field*). The recipient achieved various accomplishments and prominence in his/ her career, field or industry.
- **Service to Society** (*For productive participation and accomplishments in community service*). The recipient exhibits commitment to service to community through volunteer efforts in helping people who are in need and making a positive impact in the community.
- **Service and Support to Pamantasan ng Lungsod ng Maynila**. The recipient demonstrated his/ her loyalty and dedication to the university through outstanding service to PLM and its programs.

B. DEPARTMENT GUIDELINES FOR NOMINATIONS

- The nomination form should be supported by the following documents, but not limited to:
 - ✓ The nominee's current curriculum vitae
 - ✓ A narrative nomination letter is vital and helps the selection committee understand the out of the ordinary, remarkable, and distinctive achievements of your nominee. Your letter or brief narrative should highlight the achievements and impact of your nominee as it relates directly to the award criteria.
 - ✓ Other items of interest

- ✓ Nomination form will be held for each individual for a period of three years. If an individual is not selected for the award, his/ her Nomination form may be updated and renewed by the department for consideration for future awardselection within the three year period.
- ✓ At least five (5) nominees per department
- ✓ Anonymous or self-nominations are not accepted
- ✓ Awardees from previous years cannot be nominated

C. SELECTION PROCESS

- Selections will be made by the Alumni Selection Committee composed of the PLM President, Executive Vice President, and the Vice Presidents.
- The Committee will collect submitted nominations which will be reviewed and validated.
- Selection Committee members may present an argument for their selection at the meeting
- Up to 50 recipients will be selected from the following colleges as follows:
 - ❖ College of Medicines
 - ❖ College of Physical Therapy
 - ❖ College of Engineering
 - ❖ College of Education
 - ❖ College of Nursing
 - ❖ College of Law
 - ❖ College of Business and Government Management
 - ❖ College of Science
 - ❖ College of Architecture and Urban Planning
 - ❖ College of Humanities , Arts and Social Sciences

D. ANNOUNCEMENT AND AWARDS PRESENTATION

- General Timeline:
 - ❖ **First Week of October** – Call for nominations.
 - ❖ **Second Week of November (November 10)** – Deadline for nominations to be received by the Selection Committee
 - ❖ **Fourth Week of November (November 30)** – Selection Committee will meet to vote and announce the 50 outstanding Alumni.
 - ❖ **December 15, 2017**–The awards will be presented at the Outstanding Alumni Awards Ceremony. All alumni and employees are encouraged to attend to celebrate the outstanding contributions of our alumni to the university.

For further inquiries, please call our office at _____ or email us at _____

Thank you.