



PRODUCTIVITY CHALLENGE 2024



100K TRANSACTION HOURS REDUCED

READ before accomplishing the **NOMINATION FORM** **IMPORTANT GUIDELINES FOR ATTENDING THE WORKSHOP**

How to Choose Nominees

- Nominate a minimum of 3 and maximum of 4 key members from your organization involved in critical frontline services and programs, delivering the same [core or support service](#) (refer to pages 5 & 6), and performing any of the following functions - decision-making, client support or frontline service delivery, administrative, logistics, etc.
- Nominees must fully commit to the three phases of the workshop series: **Upskilling, Pitching and Pilot-testing.**
- Sending agency MUST submit the NOMINATION FORM on or before the deadline.
- The Nominating Officer should be the Immediate Supervisor or a decision-maker from the agency/organization.
- Chances of being selected to join the workshop by the DAP depends on how well the nominees were identified by their nominating officer or HR personnel
- Walk-in participants will NOT be accommodated. Only 40 slots are available per batch.

Submission of Nomination Form and Confirmation of Participants

- Send the accomplished nomination form in **PDF format** to **productivitychallenge@dap.edu.ph** on or before the deadline as indicated in the form.
- Once nomination forms are submitted, **an email CONFIRMATION will be sent to the nominating officer and participants.** This email contains the Registration Form link and Training Circular indicating the venue and preparatory work requirements prior to the workshop. Thus, only confirmed participants are allowed to attend the workshop.
- Participants must register immediately to fill the slot once participation is confirmed
- Participants must complete the preparatory work requirements; otherwise, they will not be allowed to join the workshop.

Replacement of Participants

This will only be allowed in case the enrollee will not be available due to unforeseen events or another staff member is better able to participate in the activities. However, the agency must notify the DAP project team through email **at least 5 days before the workshop** so they can provide the participant with the details to join the session.

Workshop Inclusions

- The three-day workshop is free-of-charge
- Snacks and lunch will be provided

Workshop Exclusions

- Sending agencies must shoulder their participants' transportation and accommodation for attending the workshop

Certificate of Completion

This will be awarded to participants upon completion of the workshop requirements, pitching and pilot-testing. Full commitment is expected from registered participants.

**Nomination form is on page 2 of this document*





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NOMINATION FORM

2024 FASTBREAK WORKSHOP SERIES: DESIGNING CITIZEN-CENTERED PUBLIC SERVICES

By signing and submitting this form, the participant and agency/organization confirms agreement with the guidelines of availing the course/s stated herein.

NAME OF AGENCY/ORGANIZATION: _____

ADDRESS: _____

NAME OF NOMINATING OFFICER: _____

POSITION: _____ LANDLINE NUMBER: _____

EMAIL ADDRESS: _____ MOBILE NUMBER: _____

SIGNATURE OF NOMINATING OFFICER: _____

WORKSHOP SCHEDULE

Please put a check (✓) on the preferred schedule of your nominees

✓	Date	Submission Deadline of Nomination Form
	21-23 May 2024 (8:00 AM - 5:00 PM)	03 May 2024 5:00 P.M

COMPLETE NAME OF NOMINEES	OFFICE / UNIT	POSITION	EMAIL ADDRESS
1.			
2.			
3.			
4.			

Note! Walk-in participants will NOT be accommodated. Slots are limited.

Important! Read the first page before sending this Nomination Form.

