

**PAEP9**  
*Accreditation  
papers, New  
Constitution and  
By-Laws,  
Guidelines and  
other papers*



REPUBLIC OF THE PHILIPPINES  
**SECURITIES AND EXCHANGE COMMISSION**  
SEC Building, EDSA, Greenhills,  
City of Mandaluyong, Metro Manila

COMPANY REGISTRATION AND MONITORING DEPARTMENT

**Certificate of Corporate Filing/Information**

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the records of **PHIL. ASSN. FOR EXTENSION PROGRAM IMPLEMENTATION INC.** with SEC No. 177210 on file with this Commission show that:

subject corporation's Certificate of Registration was revoked on September 29, 2003 for non-compliance with reportorial requirements.

This certification is issued on the request of Joel Casulla upon payment of Three Hundred Pesos (P300) under Official Receipt No. 329731 paid on September 2, 2009 for whatever purpose this may serve.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of this Commission to be affixed at EDSA Greenhills, Mandaluyong Metro Manila, Philippines this 3rd day of September 2009

**BENITO A. CATARAN**

Director

Company Registration and Monitoring Department

By:

  
**GERARDO F. DEL ROSARIO**

Assistant Director

Corporate Filing and Records Division



REPUBLIC OF THE PHILIPPINES  
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COMPANY REG. NO. CN200910059  
COMPANY TIN 007-324-134

### CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-Laws of

**Philippine Association of Extension Program Implementers, Inc.**

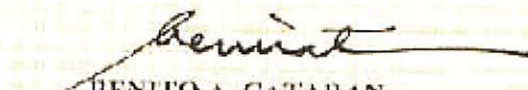
were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg. 68), and copies of said Articles and By-Laws is hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/ broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines, this 1st day of July Two Thousand Nine.



  
BENITO A. CATARAN  
Director

Company Registration and Monitoring Department



## BY-LAWS

### OF

#### Philippine Association of Extension Program Implementers, Inc.

#### ARTICLE I

##### MEETINGS

**Section 1. Annual Meetings** – The annual meetings of the members shall be held at the principal office of the association every 22<sup>nd</sup> day of October of each year. The President shall render to the members regarding the activities of the foundation. The election of directors shall also be held during this regular meeting.

**Section 2. Special Meetings** – Special meetings of the members shall be called as the need thereof arises, by the Board of Trustees or the President or upon petition of 1/3 of the general membership.

**Section 3. Notices** – Notices of the time and place of annual and special meetings of the members shall be given either personally or by special delivery mail, at least two (2) weeks before the date set for such meeting. The notice of every meeting special meeting shall state briefly the purpose or purposes of the meeting.

**Section 4. Quorum** – a quorum for any meeting of the members shall consist of a majority of the members and a majority of each quorum may decide any question at the meeting, except those matters where the Corporation Code requires the affirmative vote of a greater proportion.

**Section 5. Order of Business** – The order of business at the annual meeting of the members shall be as follows:

- a. Proof of service of the required notice of the meeting.
- b. Proof of the presence of a quorum.
- c. Reading and approval of the minutes of the previous annual meeting.
- d. Unfinished business.
- e. Report of the President.
- f. Election of the Trustees for the ensuing year.
- g. Other matters.

**Section 2. Vice-President** – The Vice-President, if qualified, shall exercise all powers and perform all duties of the President during his absence or incapacity of the latter and shall perform duties that maybe assigned by the Board of Trustees.

**Section 3. Secretary** – The Secretary shall give all notices required by these by-laws and keep the minutes of all meetings and of the Board of Trustees in a book kept for the purpose. He shall keep the seal of the foundation and affix such seal to any paper or instrument requiring the same. He shall have custody of the members register and the correspondence files of the foundation. He shall perform all such other duties and work as the Board of Trustees may from time to time assign to him.

**Section 4. Treasurer** – The Treasurer shall have charge of the funds, receipts and disbursements of the association. He shall keep all moneys and other valuables of the foundation in such banks as the Board of Trustees may designate. He shall keep and have charge of the books of accounts. He shall also perform such other duties and functions as may be assigned to him from time to time by the Board of Trustees. He shall post a bond in such amount as may be fixed by the Board of Trustees.

#### ARTICLE V

##### MEMBERS

**Section 1. Qualifications for Membership** – The board shall determine the qualifications of an applicant for membership.

**Section 2. Rights of Members** – A member shall have the following rights:

- a. To exercise the right to vote on all matters relating to the affairs of the foundation.
- b. To be eligible to any elective or appointive office of the association.
- c. To participate in all deliberations / meetings of the association.
- d. To avail of all the facilities of the association.
- e. To examine all the records or books of the association during business hours.

**Section 3. Duties and Responsibilities of the Members** – a member shall have the following duties and responsibilities:

- a. To obey and comply with the by-laws, rules and regulations that may be promulgated by the association from time to time.
- b. To attend all meetings of the foundation.
- c. To pay membership dues and other assessments of the association.

**Section 6. Voting Proxy** – Each member shall be entitled to one vote, and he may vote either in person or by proxy which shall be in writing and filed with the Secretary of the association before the scheduled meeting.

#### ARTICLE II

##### TRUSTEES

**Section 1. Board of Trustees** – The corporate powers of the association shall be exercised, its business conducted and its property controlled by the Board of Trustees.

**Section 2. Qualifications** – The trustees to be elected must be of legal age and members of the association.

**Section 3. Disqualification of Trustees or Officers** – No member convicted by final judgment of an offense punishable by imprisonment for a period exceeding six (6) years, or a violation of the Corporation Code of the Philippines committed within five (5) years prior to the date of his election or appointment, shall qualify as a trustee or officer.

**Section 4. Term of Office of Trustees** – The trustees shall hold office for one year and until their successors are duly elected and qualified.

#### ARTICLE III

##### OFFICERS

**Section 1. Officers** – the officers of the association shall be a President, a Vice-President, a Secretary and a Treasurer. They shall be elected by the Board of Trustees from among themselves. The Board may combine compatible offices in a single person.

**Section 2. Term of Office of Officers** – All officers of the association shall hold office for one year and until their successors are duly elected and qualified.

#### ARTICLE IV

##### FUNCTIONS & POWERS OF OFFICERS

**Section 1. President** – The President shall be the Chief Executive Officer of the association. He shall preside in all meetings of the members of the foundation and the board of trustees.

He shall execute all resolutions of the Board of Trustees. He shall be charged with directing and overseeing the activities of the association. He shall submit to the Board as soon as possible after the close of each fiscal year, and to the members of each annual meeting, a complete report of the activities and operations of the foundation for the fiscal year under his term.

#### ARTICLE VI

##### SUSPENSION, EXPULSION AND TERMINATION OF MEMBERSHIP

Suspension, expulsion and termination of membership, shall be in accordance with the rules and regulations of the association.

Any member of the association may file charges against a member by filing a written complaint with the Secretary of the foundation. The Board of Trustees shall call a special meeting to consider the charges. The affirmative vote of majority of all the trustees shall be necessary to suspend a member. Provided that where the penalty is expulsion, the affirmative vote of majority of all the members of the foundation shall be necessary.

#### ARTICLE VII

##### FUND

**Section 1. Funds** – The funds of the association shall be derived from admission fees, annual dues and special assessments of members, gifts or donations.

**Section 2. Disbursements** – Withdrawal from the funds of the association, whether by check or any other instrument shall be signed by the Treasurer and countersigned by the President. If necessary, the Board of Trustees may designate other signatories.

**Section 3. Fiscal Year** – The fiscal year of the association shall be from January 1<sup>st</sup> to December 31 of each year.

#### ARTICLE VIII

##### CORPORATE SEAL

**Section 1. Form** – The corporate seal of the association shall be in such form and design as maybe determined by the Board.

#### ARTICLE IX

##### AMENDMENTS OF THE BY-LAWS

**Section 1. Amendments** – These by-laws, or any provision thereof, may be amended or repealed by a majority vote of the members and by a majority vote of the Trustees at any regular or special meeting duly held for the purpose.

## PAEPI POLICY GUIDELINES, STANDARDS AND CRITERIA FOR RECOGNITION OF PERFORMANCE IN EXTENSION

Presented, reviewed and commented during the PAEPI BOD Meeting held at MAAP, Conference Room May 20, 2009 and approved by BOD. Furnished all the active members of PAEPI particularly the participants (thru CD and via email) during the CHED-endorsed National PAEPI Consultative Forum held on May 21-23, 2009 at the Maritime Academy of Asia and the Pacific, Mariveles Bataan. This also form part of the Proceedings and Post-activity accomplishment Report to submitted to National CHED Office of Program and Standards (OPS) Director and PAEPI Adviser Dr. Felizardo Y Francisco on June 15, 2009.

1. **POLICY TITLE.** This document shall be called “PAEPI Policy Guidelines, Standards and Criteria for Recognition of Performance in Extension.” Whenever it is used in this document it shall be referred to as the “PAEPI Recognition Policy.”
2. **DECLARATION OF POLICY.** PAEPI as a professional association of extension program implementers recognizes that the extension function is a strong force in bringing individual and social transformation in the country. It further recognizes the role that extension workers play in local and national development. Hence, it adheres to the managerial principle that the job performance should be given due recognition. As a professional association, therefore, PAEPI assumes the task of recognizing outstanding performance in extension to inspire and motivate the extension workers.
3. **SCOPE AND COVERAGE.** The “PAEPI Recognition Policy” shall cover only the different categories of awards enumerated hereunder:
  1. Outstanding Extension Program Award (Refer to 7.1 criteria)
  2. Outstanding Institutional Member Award (School, NGA, NGO and LGU) (Refer to 7.2 criteria)
  3. Outstanding Chapter Award (Regional, Provincial and Municipal/City) (Refer to 7.3 criteria)
  4. Outstanding Individual Member Award (Refer to 7.4 criteria)
  5. Outstanding Extension Worker Award (Refer to 7.5 criteria)
  6. Other Special Awards or President’s Commendation (Refer to 7.6 criteria)

The “PAEPI Recognition Policy” shall specifically apply to their memberships which are categorized as institutional chapter and individual members. Individual Member is further classified as lifetime, regular and honorary. Chapter Members are classified as regional, provincial, city/municipal and institutional. Institutional Members shall be classified as academe. Local government unit, national government agency, non-government organization or private enterprise. Institutional members classified as academe maybe state colleges and universities, TESDA regulated technical vocational institutions or DepEd Non formal education units in the school, district, division or regional level. Non-government organization may include non profit entities such as foundations and people’s organizations doing extension work or similar functions. Private enterprise may cover corporations, partnerships, cooperatives, or private businesses that are accepted as members of PAEPI.

#### 4. DEFINITION OF TERMS

**Extension Program** is defined as a set of projects and activities in extension, community outreach or similar functions regularly undertaken by an institutional member as part of its mandate or organizational vision, mission, goals and objectives. The extension program shall be one that enables the institution or entity to allow the participation of extension workers and volunteers in its activities to attain the goals and objectives set forth. The goals and objectives should indicate contribution to individual and social transformation and/or local, regional or national development.

**Extension Work** refers to any activity of a specific duration governed by objectives, strategies of imple-

mentation, targets and expected results or outcomes that are geared towards individual and social transformation and/or contribution to local, regional and national development.

**Chapter refers** to any recognized chapter of PAEPI. Recognition requires that the chapter has been conferred a certificate of recognition for fulfilling the minimum requirements in the revised PAEPI constitution and by-laws.

**Institutional Member** shall refer to the institutional member of PAEPI.

**Individual Member** shall refer to the individual members of PAEPI.

**Extension Worker** shall refer to a PAEPI member who does actual extension whether managerial or operational regardless of academic or organizational rank or whether he/she does extension work as self-motivated extension worker or as part of his/her job function in a particular agency, association or enterprise he is where connected.

**Standards and Criteria** shall refer to those contained under the "PAEPI Recognition Policy".

**Screening Committee** refers to the duly appointed PAEPI members by the PAEPI board of directors who shall constitute the screening committee in the different categories of awards.

**Awards** refer to the awards to be given by PAEPI to qualified awardees as contained in the "PAEPI Recognition Policy".

**Period** shall refer to the different duration of time indicated herein within which to submit the nominations, applications with accompanying documents. screening or final approval of the recommended results.

**President Commendation** refer to the awards given by the PAEPI President to honor Board of Directors and Officers who had exerted their very best effort to fulfill their functions and meet their commitments as leaders of the PAEPI and to inspire as well other high performing regions, regular members, high performing regions and project partners who contributed to the accomplishment of the VMGO of PAEPI regular members of PAEPI.

## 5. SUBMISSION OF DOCUMENTS

- 5.1. Completeness of Documents. The Chair shall receive all documents submitted by the nominees. In case of incomplete documents, the Chair shall notify and give a period within which to comply and submit the missing documents to the nominee. Upon screening by the Committee, only claim substantiated by required documents shall be considered for awarding of points
- 5.2 Return of Documents. Any nominee shall be entitled to return of documents submitted by paying the mailing of said documents.
- 5.3 Authenticity of Documents. Each document shall be considered authentic if duly certified by the concerned head or responsible officer of the agency. No certification, no credit to claim shall be followed.

## 6. SCREENING AND APPROVAL

- 6.1. All nominations which meet the requirements for screening shall be duly screened during the period of screening. Requirements for screening are met when the nominee has submitted all documents within the period specified for submission.

- 6.2. The Chair and members shall be duly accountable to the Board of Directors for fair, reasonable and impartial screening of documents submitted by the nominees.
- 6.3. If after screening nominations for a particular award category, the committee finds out that none has met the minimum standard set, then said committee shall certify to this effect. Their certification will have the effect of declaring no qualified nominee for the award category.
- 6.4. The screening by the Committee shall be final. The Committee's recommendation of qualified nominees shall be unappeasable. The Board shall accept and approve the recommendations by the screening committee without any further deliberation.

## 7. EVALUATION OF QUALIFIED NOMINEES

The following standards and criteria per award category shall govern the screening process by the Committee.

### 7.1. Criteria for the Outstanding Extension Program Award

To qualify for the award, the nominee shall obtain a percentage total of not less than 80 points and meet the following entry requirements namely: the extension program should be under the management of a PAEPI institutional, chapter or individual member and the member managing shall be one in good standing.

The following criteria with the corresponding points include: (1) Must currently implement a project or at least five activities that promotes individual and social transformation (20 points); (2) Must utilize innovative strategies and methods of extension in current extension projects or activities (20 points); (3) The project is geared towards sustainability (20 points); (4) The project must be multi-sectoral (20 points) and the project receives institutional support (20 points) for a total of 100 points.

The number and titles of award shall have corresponding earned points: Most Outstanding Extension Program 95-100 pts (One awardee) and Outstanding Extension Program 80-94 pts (Two awardees)

### 7.2. Criteria for the Outstanding Institutional Member Award

To qualify for the award, the nominee shall obtain a percentage total of not less than 80 points and meet the following entry requirements namely: The institutional member applicant must be a member in good standing, it must have organized its institutional chapter with a minimum of 15 members, at least 80% of the members of its institutional chapter are members in good standing and it has sent delegates or participants to any of PAEPI national, regional or provincial trainings;

The following criteria with the corresponding points include: (1) Maintains and sustains at least three relevant extension programs (30 points); (2) Maintains an office of extension manned by a competent staff (20 points); (3) Is a PAEPI member of good standing for at least two years (10 points); (4) Supports at least 2 projects and activities with institutional budgetary allocation (20 points); (5) Supports at least 2 PAEPI programs, projects and activities through deployment of faculty/extensionist, use of facilities, etc. (20 points) for a total of 100 points.

The number of title of award with corresponding earned points are Most Outstanding Institutional Member 95-100 pts (One awardee) and Outstanding Institutional Member 80-94 pts (Two awardees)



### 7.3. Criteria for the Outstanding Chapter Member Award

To qualify for the award, the nominee shall obtain a percentage total of not less than 80 points and meet the following entry requirements namely: the chapter meets the minimum requirements for recognition under PAEPI Constitution and By-Laws, the chapter has been in existence for at least two years, the chapter is duly represented in any of the Council of Chapter Presidents' Meeting.

The following criteria with the corresponding points include: (1) Organized/spearheaded/ supported the organization of at least 1 school, 1 province and 2 municipalities (10 points); (2) Conducted chapter trainings on extension that enhanced the capability of members (20 points); (3) Supported PAEPI programs, projects and activities (20 points); (4) Engaged in actual membership expansion (20 points); (5) 100% members in good standing (10 points), and; (6) Conducted projects that contributed to individual/social transformation of non-PAEPI members to improve their quality of life (20 points) for a total of 100 points.

The number and titles of award with corresponding earned points: Most Outstanding Chapter Member 95-100 pts. (One awardee) and Outstanding Chapter Member 80-94 pts (three awardees: regional, provincial and municipal/city).

### 7.4. Criteria for the Outstanding Individual Member Award

To qualify for the award, the nominee shall obtain a percentage total of not less than 80 points and meet the following entry requirements namely: the member should be a member for at least two years of good standing.

The following criteria with the corresponding points include: (1) Attended at least one national convention and other PAEPI training/activities: International - 3 (6/day), N/R - 2 (4/day), Local- 1 (2/day) (10 points); (2) Contributed to membership expansion through concrete evidence either as Organizer -3 pts, Resource Speaker -2 pts., Coordinator -1 pt. (20 points); (3) Supported PAEPI programs, projects and activities whether it be national or chapter level (1 pt. per program/project/activity) (20 points); (4) Engaged in actual extension work that contributed to individual and/or social transformation whether PAEPI conducted by self or by other agency or institution where employed or connected (5 pts. per program/involvement). (20 points); (5) Received awards of distinction for extension work (for every award received): International -5 pts, National -4 pts, Regional -3 pts., Provincial -2 pts., Municipal -1 pts. (10 points); (6) Published articles or books on extension: Book -7 pts.; Journal -6 pts.; Manual -5pts; leaflet/flyer -1pt (10 points), and; (7) Held leadership positions in PAEPI whether national or chapter level: National- 10 pts, Provincial -5 pts, Regional -7 pts and Institutional -3 pts (10 points) for a total of 100 points.

The number and titles of award with corresponding earned points: Most Outstanding Individual Member with 95-100 pts. (One awardee) and Outstanding Individual Member 80-94 pts (Two awardees).

### 7.5. Criteria for the Outstanding Extension Worker Award

To qualify for the award, the nominee shall obtain a percentage total of not less than 80 points and meet the following entry requirements namely: the extension worker must be a PAEPI member and he/ she should have at least two years of actual work in extension or related activities.

The following criteria with the corresponding points include: (1) Shows impressive records of educational qualifications and training in extension (Ph.D. Extension or related fields (15 points); (2)

Shows contribution to enhancement of professionalism of fellow extension workers (15 points); (3) Shows evidence of consultancy services in extension to any agency whether government or non-government (10 points); (4) Shows leadership in extension (10 points); (5) Implemented successful projects in extension (20 points); (6) Evidence of outstanding meritorious services to people and communities (20 points), and; (7) Published articles, books and others on extension (10 points) for a total of 100 points.

The number of titles of award with corresponding earned points. Most Outstanding Extension Worker 95-100 pts (One awardee) and Outstanding Extension Worker 80-94 pts (Two awardees).

#### 7.6. Other Special Awards or President's Commendations

For all Board of Directors and Officers and/or individual members who had exerted their very best effort to fulfill their functions and meet their commitments as leaders of the Association, this President commendation will be awarded to distinguish outstanding accomplishments. This exercise aims to inspire succeeding new members in the Board as well as regular members of the Association. The basis of the awards would be the accomplishment report submitted to the President vis-à-vis the national action plan which shall be reported by the PAEPI President during the PAEPI Convention.

The Presidential Award of Commendation and Recognition to high performing regions, Board of Directors and other members will be awarded for the specific citations listed hereunder.

7.6.1. Building Organizational Image

7.6.2. Most Productive Participation and Involvement as Board of Director and Officer

7.6.3. Chapter Organizing Efforts

7.6.4. Capability Building of the Extension Sector

7.6.5. Certificate of Recognition as Coordinator for

\*Annual Convention

\*National Trainings Conducted

\*Regional Trainings

\* Provincial / Sectoral Training

7.6.6. Pride of PAEPI for Promotion in Government Position

7.6.7. Service to PAEPI

7.6.8. Posthumous Award

7.6.9. Most Productive / Active Chapter

7.6.10. Citation for Hosting BOD Quarterly Meetings

7.6.11. Institutional Member Awardees

7.6.12 Special Award to LGU

\* Special PAEPI Partner Award

\*Resource Generation

#### 7.7. AWARDS AND AWARDING

7.7.1. The award shall consist of a plaque of merit and other monetary or material awards that PAEPI may generate through resource-generation efforts of the association.

7.7.2. The awarding ceremony shall coincide with the conduct of the Biennial Convention and General Assembly Meeting of PAEPI. Most Outstanding Awardees shall be given cash prize.

# GENERAL GUIDELINES FOR BEST EXTENSION SERVICES IMPLEMENTATION PAPER AWARD

## 1. Paper Qualification

To qualify, the paper on extension services experiences/implementation/management and/or practices must be related to the theme of the convention (e.g. attainment of Millennium Development Goals). The paper must be original and unpublished accomplishments or documentation of an Extension Services experiences/implementation by the author(s) or the institution with focus on any of the following: Management and control system, external linkage and networking and organization management and support services. The Best Extension Implementation/Practices may be any of one these four Development Program categories:

- Social Welfare Development (SWD)- Basic social services extension programs are provided for the improvement of the educational, leadership, values formation, socio-cultural, sport & health or well-being
- Socio-Economic Development (SED) - Literacy, entrepreneurship, agriculture and technical skills training programs for livelihood improvement opportunities
- Infrastructure Development (ID)-Technical assistance on infrastructure and engineering works
- Environmental Development (ED) - Concern for a healthy safe and secured environment

## 2. The Full paper

Full papers should be well-organized, concise and should contain information on the following:

### 2.1. The Title

Title Page (Title, Author(s) and their designation and agency, address and contact numbers). Title of the paper should be in capital letters. In case the title exceeds one line, it should be in an inverted pyramid form. The underline full name (s) of the author (s) starting from the first/given name. An asterisk must be placed after the name of author who will present the paper. In case where the paper has many authors presenting one or different institutions, superscript numbers should be used to indicate the author's corresponding position, institution and if applicable address. The use of abbreviation is not accepted. The particular development program category for paper entry (SWD, SED, ID, and ED) must be specified.

### 2.2. The Contents

The full paper must contain the Abstract (5 points), Introduction (with Rationale and Objectives) (10 points), Methodology (with the specific ES implementation/management experiences, practices or strategies) (40 points), Discussion/Innovations (20 points), Conclusions (10 points) and Recommendations (10points), References (5 points).

## 3. Submission of formatted full paper

All full paper submissions should be in soft copy format (2003 MS Word version), laid-out on U.S. Letter size paper (8.5" x 11"), with a one (1) inch margin on all sides. Maximum number of pages is 10 including the abstract, tables, figures, diagrams, references and appendices. Font type is Time New Roman and font size is 12 pts for text and 14 pts for titles of new sections. Diagrams, figures and tables are to be black and white and not grey as the latter would be difficult to reproduce in print. No color should be used at all. No color shading should be used at all on text and figures, diagrams and tables. No indents to be used on new paragraphs. All paragraphs are to be right-justified. Each paragraph is to be separated by one line from the previous one. A new section is to be separated by two lines from the previous section's last paragraph.

All full papers are to be identified by file names as follows: <surname of principal author.firstname>.<paepi.doc so for example a paper from Angelica Baylon will be baylon.angelica.paepi2010.doc and if the author has more than one paper the papers should be identified as follows: baylon.angelica1.paepi2010.doc and baylon.angelica2.paepi2010.doc

#### 4. Selection of papers for Competition

Full papers that do not abide by the above guidelines will be returned for corrections to authors. All papers submitted will be screened and evaluated for the award and presentation during the convention. Official communication will be sent to the author(s) that have been considered for competition and will be advised to revise the paper (if necessary) and to submit CD copy and 6 hardcopies on or before the Convention. All competing paper abstracts accepted shall form part of the Souvenir programme.

#### 5. Presentation of Papers

In case the presenter failed to submit the paper prior to the convention, they are advised to submit the full-length papers (A CD copy and six hard copies) upon registration during the convention. All presentation shall be via powerpoint which should be read from a distance of about 15-20 meters. The actual time allotted for presentation is 20 minutes including the question and answer portion.

#### 6. Prize

A Plaque and cash prize shall be awarded to the author of the Best ES Implementation/ Management Paper Award. Certificate of recognition will be awarded to all paper presenters.

## GUIDELINES FOR POWERPOINT PRESENTATIONS

#### 1. Length of Presentation

Paper presenters are given 15 minutes for oral presentation with a maximum of 15 slides per presentation.

#### 2. Reviewing of Slides

The respective session coordinators shall review the presentation slides submitted based on the aforementioned guidelines. Any special requirement for presentations shall be dealt with based on presenters' request. Please inform the Convention Secretariat beforehand to allow necessary preparations, if possible.

#### 3. Submission of Slides

Advance copy of the powerpoint presentation is highly encouraged. Kindly submit your presentations to the Convention Secretariat or to the workshop coordinator on or before November 15, 2010. This will allow us to review and make the necessary adjustments if necessary. However for those who would fail to submit prior the deadline, please bring a copy of the powerpoint presentations before or on the first day of the Conference. Right after the registration, you may proceed to the powerpoint room and look for Prof. Paterno Reuelta (over-all 2010 PAEPI Convention coordinator) or to the session coordinators. They will be in charge of consolidation all presentations per workshop. For those who will send their presentations file via air mail, the presentation file should be store in a Compact Disk (CD) and sent through a fast courier service (eg LBC) to ensure receipt of package on or before the November 15 deadline.