



2007 Citi Microentrepreneur of the Year

NOMINATION AND SELECTION PROCESS

The selection process will follow the steps enumerated below:

- Step 1.** Nomination forms for the Masikap and Maunlad categories will be distributed to MFI networks such as, but not limited to, the Rural Bankers Association of the Philippines' Microenterprise Access to Banking Services (RBAP-MABS) Project, National Confederation of Cooperatives (NATCCO), Alliance of Philippine Partners for Enterprise Development (APPEND), the Central Luzon Association of MFIs (CLAM), the Bicol Microfinance Council, Inc. (BMCI), the Mindanao Microfinance Council (MMC), and the Microfinance Council of the Philippines (MCPI).
- Step 2.** The network offices will distribute the nomination forms to their member-MFIs. The management of MFIs will be responsible for distributing the nomination forms to their loan officers.
- Step 3.** The loan/credit officer will accomplish the nomination forms with the assistance of the microentrepreneur-nominee. The accomplished forms will be submitted to the top management of the MFI.
- Step 4.** The top management of the MFI will form a committee to screen the potential awardees. **For each award category**, each MFI will submit only three (3) nominations, which the MFI considers most outstanding from among its clients. The MFI will rank the nominations from 1 to 3 using the MFI Nomination Tracking Sheet. The six (6) nominations (3 for each award category), together with the MFI Nomination Tracking Sheet, are to be submitted to the network or federation where the MFI is a member. **The MFI is to submit the application forms to only one network.**
- Step 5.** The network shall assign a committee that will screen nominations from its members. **For each award category, the network will choose a maximum of fifteen (15) microentrepreneurs that it considers most outstanding.** The networks will rank the nominations from numbers 1 to 15 per award category using the Network Nomination Tracking Form. The nomination forms for the top **fifteen** nominees for each award category, together with the Network Nomination Tracking Sheet and all MFI Nomination Tracking Sheets, will then be forwarded by the network to the office of the Microfinance Council of the Philippines.
- Step 6.** The nomination forms endorsed by the networks will be screened by the Country Team composed of senior representatives from Citi Philippines, the Bangko Sentral ng Pilipinas and the Microfinance Council of the Philippines, Inc. The first screening that will be undertaken by the Country Team will trim down the roster of nominees to a set of semi-finalists. The Review Committee, composed of Country Team members and Citi



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2. Schedules for submission of nomination forms and selection processes

- June 29, 2007** Closing date for Loan/Credit Officers to submit nomination forms for both Masikap and Maunlad Awards to their respective Screening Committee organized by the MFI for the purpose.
- July 2-6, 2007** Screening Committee within the MFI to choose three (3) best nominees for each category and rank the nominees as No. 1, No. 2, and No. 3 for each category using the MFI Nomination Tracking Sheet. Nomination forms and the MFI Nomination Tracking Sheet are to be submitted to respective network or federation **before July 6, 2007**.
- July 13, 2006** Closing date for networks to submit their top **fifteen** nominations for each award category. All requirements (nomination forms, Network Nomination Tracking Sheet and all MFI Nomination Tracking Sheets) are to be forwarded to the office of the Microfinance Council of the Philippines, Inc., Unit 1909 Jollibee Plaza, F. Ortigas Jr. Ave (formerly Emerald Ave.), Ortigas Center, 1605 Pasig City.
- August 1, 2007** First screening by the Country Team to choose the semi-finalists
- Aug 6 – Sep 5** Site visits and video interviews
- September 28, 2007** Second screening by the Review Committee to choose the finalists
- October 17, 2007** National Selection Committee selects winners
- November 9, 2007** Awarding Ceremony