**MECHANICS**

**Individual Awards**

1. **Nomination**
* *Nomination by the Deans/Heads of Offices*
1. OSA distributes the guidelines to the College Deans and Heads of Offices and asks for their nominations to be submitted on **December 6, 2019.**
2. The Dean may convene members of the faculty, club and council moderators and staff for the nominations for every individual category. The nominating body must consider the following:
3. The student does **not have any disciplinary record**, either minor or major offense in school or outside the school.
4. The student maintains **a good academic standing and has not incurred any failure or dropped any subject from the Second semester of AY 2018-2019 to the First semester of AY 2019-2020, including summer classes of 2019.**
5. The basis for the nomination would be the student’s performance in the field of which s/he is being nominated from **January – December 2019**.
6. The College/Office sets its own rubric to be able to **choose the Top 3 Nominees for every individual category**.
7. The College/Office will only have **one official form** to be submitted to the Office for Student Affairs (OSA). The nomination form must be properly filled out. Complete information about the nominees must be written.
8. Only the Nomination Form duly sealed in an envelope and signed by the College Dean/Head of Office for endorsement during the agreed deadline will be accepted by OSA.
* Note for USG: A group can be convened by the President to deliberate on the possible list of nominees for the different fields.
* OSA will check and validate all nomination forms.
1. **Notification Period**
2. A consolidated list of nominees from all colleges and identified offices will be posted on bulletin boards and/or official online platforms. Only names that appear on the list are officially nominated.
3. Official nominees will be given their packet containing their nomination confirmation letter, forms they have to fill up, mechanics, guidelines for the Corporate Bidbook and other pertinent documents (online).
4. **CDE Orientation**

All nominees must attend the scheduled orientation on **January 7, 2020, 4:30pm, MM Auditorium A. Failure to attend the orientation means disqualification and s/he will no longer advance to the next step.** However, the OSA will consider a special orientation in cases such as the nominee/s is/are officially representing the school for regional and national competitions or medical cases leading to hospitalization that would hinder him/her from attending the scheduled orientation.

In both cases, proper certifications will be required from the nominee/s to be submitted to OSA before the activity or soon after the return of the nominee/s. The duration for consideration for special orientation shall be decided as soon as the case is presented to OSA.

1. **Deadline for Individual/Group Bid book - February 12, 2020, until 5:30pm**
2. **Preliminary (Paper) Screening for CDE - February 13-15, 2020**

1. **Evaluation and Tabulation of the Bid books submitted**

Only Bid books submitted on time will be evaluated and tabulated. Point System in the evaluation and tabulation of the reports will be used.

1. **Release of the List of the Top 5 Nominees for each Category based on the total scores in the Bid book - February 19, 2020**
2. **Final Interview of the 5 Nominees for each category - February 22, 2020, Saturday at Different Venues**
3. **Corps d’ Elite Awards Night – March 7, 2020**