

GAWADSAKA
SEARCH FOR OUTSTANDING RURAL IMPROVEMENT CLUB

I. RATIONAL

The Rural Improvement Club (RIC) is a non-government women organization technically assisted by the Agricultural Technician of a local government unit. It is a voluntary barangay-based organization, composed of 20-30 rural women with varied interests and capabilities and is mobilized for socio-economic projects. It is also a functional group of women, which serves as channel for developing women's leadership and potential towards home and community improvement.

The club aims to bring about effective involvement and participation of rural women in home and community project through collective efforts. In the process, the club members develop organizational skills and leadership, resourcefulness, entrepreneurial skills and appreciation for cultural values and heritage. Thus, in turn, they become useful citizens, ideal wives and mothers, functional economic partners in development and active community volunteer workers.

The Department of Agriculture recognizes the vital contributions of the RICs, in agricultural and rural improvement. It has, therefore, been included in the DA annual Search for Outstanding Achievers, the Search for Outstanding RIC as one of the categories to highlight the RIC's contributions and to give due recognition to the outstanding/performing clubs so as to sustain their enthusiasm in the development efforts.

II. OBJECTIVES

A. General

1. To conduct annual search for Outstanding Rural Improvement Club.
2. To come up with awardees who are beyond reproach.

B. Specific

1. To highlight the contributions of RICs as functional partners in agricultural and rural development:
2. To recognize the outstanding/performing RICs to sustain their enthusiasm and active pursuance of their agro-industrial endeavors;
3. To encourage other RICs to actively participate in community development project; and
4. To motivate RICs to serve as model women organizations.

III. METHODOLOGY

A. Scope of the Search/ Qualifications

1. The RIC must be a formal organization duly accredited or registered with the DOLE, SEC, CDA, DA-LGU or any other relevant government agency/ institution.
2. The RIC must be an active organization at the time of nomination, and for the past three (3) years.
3. The RIC must have been organized and registered with the RIC of the Philippines.
4. The RIC must have at least 25 members of Filipino nationality.

5. The activities and project of the RICs must be in line with the thrusts of the DA
6. At least 80% of the member of the Club must have established individual viable projects.
7. Must be in good credit standing, if a loan borrower.

B. Requirements

1. Certification of accreditation or registration by agency concerned (e.g DOLE, SEC, CDA, DA-LGU, etc.)
2. Certification by MAO or MAFC Chairman that the organization has been operational for at least two (2) years and that it is a barangay-based organization and not a federation.
3. Other necessary documents:
 - a. Duly filled-out Forms: Nomination Form (S-RIC Form No.1), RIC Profile Form (S-RIC Form No.2), and Evaluation Form (S-RIC Form No.3)
 - b. Organization records for three(3) years.
 - Book of Accounts/ Financial Statements for projects for the last three(3) years, to include:
 - Source and amount of capital/ investment
 - Detailed expenses per activity (inputs/labor)
 - Yield per crop; number of offspring produced per animal; yield of fish per harvest
 - Sales (by crop, by kind of animal, fishery)
 - Net income (by crop, by animal)
 - Other relevant information.
 - c. Other accomplishments/ services including Citations and Awards (copies of certificate/s, etc. duly certified by the DA regional Director)
 - d. Relevant photographs with Captions.
4. Maximum five (5) minute video tape of the organization, its activities and other relevant information.

C. Search Rules and Regulations

1. Nomination shall be made on the prescribed form by any individual who is a non-Department of Agriculture employee, a civic organization or a farmer's association;
2. Only qualified nominees as indicated in the qualifications in this category and with complete scrap book and records of operations will be considered for evaluation;
3. A national winner shall not be eligible for nomination in the same category in the DA annual Search within (5) years after winning the award;
4. The performance period of three(3) years preceding the start of the search will be covered for evaluation.
5. Only one regional winner or entry shall be properly endorsed by the region, and shall be considered for national evaluation;
6. The decision of the Board of judges shall be final;

7. The National winner's scrap book, video tape and other documents submitted for evaluation shall become the property of the Department of Agriculture.

D. Criteria for Evaluation

EVALUATION CRITERIA/INDICATORS	Points Distribution		
1. Organizational Management (for the last three years)			40
a. Management skill (leadership, commitment, credibility and resourcefulness)			
b. Conduct of meetings (require minutes of the meeting)		10	
• Frequency	3		
• Attendance	3		
• Agreements reached/resolution passed	4		
c. Organizational growth		15	
• Increase in membership	5		
• Increase in Network	10		
d. Affiliation with at least 3 other organizations of varied interest		5	
e. Club's influence in the community		5	
2. Economic Activities/Performance			35
a. Business operations		10	
• Number of club's projects	3		
• Yearly net income	3		
• ROI	4		
b. Extent of agribusiness activities (from production to processing and/or trading)		15	
• Formal Engagement to Agribusiness	5		
• Engagement in value-adding activities	5		
• Club level project	3		
• Individual level project	2		
c. Non-agricultural but economic activities		5	
• Club level	3		
• Individual level	2		
d. Financial Management System If RIC has unpaid loans, validate further		5	

3. Social Activities/Community Service			25
a. Human resource development for members and non-members		5	
b. Provision of livelihood projects for non-members (hiring non-members for mktg., etc)		5	
c. Community involvement/services		15	
• Health and sanitation/beautification	3		
• Nutrition projects	3		
• Spiritual activities	3		
• Cultural/sports activities	1		
• Other community projects	2		
• Projects on environmental concerns (clean and green, reforestation, waste management, environment protection, composting)	3		
TOTAL			

E. Procedures for Evaluation

1. The search for the Outstanding RIC award shall utilize the existing network of Agriculture and Fishery Councils (AFC) from the municipal up to the regional levels. The AFCs shall serve as the Search Committees at these levels.
2. The following forms shall be used for the search :
 - a. Nomination Form - (S-RIC Form No. 1) Appendix A
 - b. RIC Profile Form - (S-RIC Form No. 1) Appendix B
 - c. Evaluation Form - (S-RIC Form No. 3) Appendix C
 - d. Comparative Assessment - (S-RIC Form no. 4) Appendix D
3. Process Flow

Any individual or organization, except the RIC itself or its members, may submit a nomination for the Outstanding RIC Award to the municipal AFC which shall evaluate all nominations submitted to come up with the municipal winner. The Nomination Form (Appendix A) shall:

 - a. The PAFC Chairman to the Provincial AFC shall nominate the RIC Winner at the municipal level, with the mayor or his designated representative attesting the nomination prior to its submission to the PAFC. The PAFC shall evaluate all nominations submitted by the MAFCs to come up with Provincial Winner.
 - b. The RIC Winner at the provincial level shall be nominated by the PAFC Chairman to the Regional AFC, with the governor or his designated representative attesting the nomination prior to its submission to the RAFC. The RAFC shall evaluate all nominations submitted by the PAFCs to come up with Regional Winner.
 - c. The RIC Winner at the regional level shall then be nominated by the RAFC Chairman to the National Technical Committee to view for the Outstanding RIC Winner, with the Regional Director attesting the nomination prior to its submission to the NTC. All documents about the regional winner shall be submitted to the GAWAD SAKA Chairman in Quezon City.
 - d. In evaluating nominations at each level, each number of the AFCs shall accomplish the Evaluation Form (Appendix C) for each nominee. The score from each AFC member for each nominee shall be summed up and the average score for each nominee determined. The average score shall be the official AFC score for that nominee.

- e. The AFCs score for each nominee shall be recorded in the comparative Assessment Form (Appendix D). The nominee with the highest total score shall be the winner for that particular level.
- f. The National Technical Committee shall evaluate all the nominees submitted by the RAFCs through desk review of all submission and final validation visits of the top 3 RICs. VTRs on the regional winner will be submitted to the Board of Judges meeting as scheduled and presented to the NTC.
- g. All other relevant documents such as RIC plans/programs/projects/activities, minutes of RIC meetings for the past three (3) years, financial statements for the past three (3) years. Constitutions and By-Laws among others must be available for on-site evaluation/ validation visits.

**NOMINATION FORM
SEARCH FOR OUTSTANDING RURAL IMPROVEMENT CLUB**

Name of Club : _____
Address : _____
Province/Region : _____

Justification for Nomination: (Use additional sheet if necessary)

NOMINATED BY : _____
(Anybody) (Signature over printed name)
Position/Occupation : _____
Address : _____
ATTESTED BY : _____

Agricultural Technician
(Signature over printed name)

Barangay Chairman
(Signature over printed name)

For the RIC AWARDEE at each level ONLY
(To endorse the Awardee to the Search committee at the next level)

NOMINATED BY:

ATTESTED BY:

MUNICIPAL LEVEL:

Chairman, MAFC
(Signature over printed name)

Municipal Mayor
(Signature over printed name)

PROVINCIAL LEVEL:

Chairman, PAFC
(Signature over printed name)

Provincial Governor
(Signature over printed name)

REGIONAL LEVEL:

Chairman, RAFC
(Signature over printed name)

Regional Executive Director
(Signature over printed name)

CLUB PROFILE FORM
SEARCH FOR OUTSTANDING RURAL IMPROVEMENT CLUB

A. ORGANIZATIONAL STRUCTURE

1. Name of the Club : _____

2. Address : _____
(Barangay) (Town) (Province) (Region)

3. Date Organized : _____
(Month) (Day) (Year)

Table with 3 columns: Name of Officers, Previous, Incumbent. Rows include President, Vice-President, Secretary, Treasurer, Auditor.

(Please attach a separate sheet indicating the biggest educational attainment, major occupation, membership in other organizations of the incumbent officers.)

5. Name of Members: (Please attach accomplishment RIC Membership Form)

6. Financial
a. Initial Amount of capital P _____
After Year 1991 _____ % increase
2000 _____ % increase
2001 _____ % increase
b. Network After 1st year P _____
After Year 1999 _____ % increase
2000 _____ % increase
2001 _____ % increase

7. Affiliation with other Organizations (e.g Gabriela, etc.)
National RIC should not be include since RIC are Automatically federated up to the National Level

<u>Name of Organization</u>	<u>Address</u>	<u>Date of Affiliation</u> <u>Reason for Affiliation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Pursuant to the objectives of Women in Development, have you established your linkages with other women organization in the municipal or barangay level?
_____ YES _____ NO

B. ECONOMIC ACTIVITIES/PERORMANCE

1. Projects Undertaken:

Title of project/s	Source of Fund/s	Date Started	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Income from Projects

Title of project/s	Net Income			ROI (%)		
	1999	2000	2001	1999	2000	2001
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

C. SOCIAL ACTIVITIES/COMMUNITY SERVICE

1. Human Resources Development (HRD)

a. Training Conduct/Initiated:

Year	Number	Type/kind	No. of Benefited	Fund Source
1999	_____	_____	_____	_____
2000	_____	_____	_____	_____
2001	_____	_____	_____	_____

b. Training Attended/Participated:

1999	_____	_____	_____	_____
2000	_____	_____	_____	_____
2001	_____	_____	_____	_____

2. Other signification community activities undertaken:

D. RECOGNITION/CITATION AWARDS RECEIVE

<u>Type of award</u>	<u>Awarding Inst./Co.</u>	<u>Year Awarded</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. FUTURE PLANS ENVISIONED BY THE CLUB

(Please specify, if any)

CERTIFIED CORRECT BY:

RIC PRESIDENT

EVALUATION FORM
OUTSTANDING RURAL IMPROVEMENT CLUB (RIC)

INDICATORS	MAX PT (%)	POINTS DISTRIBUTION		
1. ORGANIZATIONAL MANAGEMENT	40			
a. Management Skills	5			
b. Conduct of Meetings	10			
c. Organizational Growth	15			
d. Affiliation with other Agencies	5			
e. Club's influence in the community	5			
2. ECONOMIC ACTIVITIES/PERFORMANCE	35			
a. Business operations	10			
b. Extent of Agribusiness activities	15			
c. Non-agricultural but economic activities	5			
d. Financing/ Repayment performance	5			
3. SOCIAL ACTIVITIES/COMMUNITY SERVICE	25			
a. HRD for members & non-members	5			
b. Provision of livelihood project for non-members	5			
c. Community involvement/ Service	15			
TOTAL				100%

SUBMITTED BY: _____
 (Signature over printed name)

COMPARATIVE ASSESSMENT FORM				
Search for Outstanding Rural Improvement Club				
INDICATORS	REGIONAL ENTRIES BY PROVINCE			
1. ORGANIZATIONAL MANAGEMENT	40			
a. Management Skills	5			
b. Conduct of Meetings	10			
c. Organizational Growth	15			
d. Affiliation with other Agencies	5			
e. Club's influence in the community	5			
2. ECONOMIC ACTIVITIES/PERFORMANCE	35			
a. Business operations	10			
b. Extent of Agribusiness activities	15			
c. Non-agricultural but economic activities	5			
d. Financing/ Repayment performance	5			
3. SOCIAL ACTIVITIES/COMMUNITY SERVICE	25			
a. HRD for members & non-members	5			
b. Provision of livelihood project for non-members	5			
c. Community involvement/ Service	15			
TOTAL	100%			

COMPARATIVE ASSESSMENT FORM				
Search for Outstanding Rural Improvement Club				
INDICATORS	Final validation for top Three(3) Regional Entries			
1. ORGANIZATIONAL MANAGEMENT	40			
a. Management Skills	5			
b. Conduct of Meetings	10			
c. Organizational Growth	15			
d. Affiliation with other Agencies	5			
e. Club's influence in the community	5			
2. ECONOMIC ACTIVITIES/PERFORMANCE	35			
a. Business operations	10			
b. Extent of Agribusiness activities	15			
c. Non-agricultural but economic activities	5			
d. Financing/ Repayment performance	5			
3. SOCIAL ACTIVITIES/COMMUNITY SERVICE	25			
a. HRD for members & non-members	5			
b. Provision of livelihood project for non-members	5			
c. Community involvement/ Service	15			
TOTAL	100%			