# PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC.

## GUIDELINES FOR THE PICE
## OUTSTANDING INTERNATIONAL CHAPTER AWARD 2020

**PART 1**

| Activity/Programs | 1 | 2 | 3 | 4 | 5 | Evidence | Max. Points |
|---|---|---|---|---|---|---|---|
| **1. Programs implemented to support the national agenda** | | | | | | | |
| 1.1 Participation in #PICE_Serves | 3+1 for every additional activity from the suggested activities (maximum of 7 additional) | | | | | Photo, Certificates and Attendance Record | 10 |
| 1.2 Number of ASEAN/APEC/ACPE registered Civil Engineers | 2 to 5 Applicants (1pt.) | 6-10 Applicants (2pts.) | 11-15 Applicants (3pts.) | 16-20 Applicants (4pts.) | More than 20 Applicants (5pts.) | Certification list from PICE National | 5 |
| 1.3 PICE Disaster Management Program | 10 to 20 Participants (1pt. ) | 21-30 Participants (2pts.) | 31-40 Participants (3pts.) | 41-50 Participants (4pts.) | more than 50 Participants (5pts.) | Copy of certificates/ pictures | 5 |
| 1.4 Hold Seminars/ Trainings with Approved CPD Programs | 1 PAID Seminar (2pts.) | | 1 FREE Seminar (5pts.) | | At least 1 FREE & 1 PAID Seminars (10pts.) | Copy of Attendance Sheets/Pictures | 10 |
| 1.5 Integrity and Values Formation | 10 to 20 Participants (1pt.) | 21-30 Participants (2pts.) | 31-40 Participants (3pts.) | 41-50 Participants (4pts.) | more than 50 Participants (5pts.) | Copy of certificates/pictures | 5 |
| **2. Chapter Sustainability & Chapter Office Management** | | | | | | | |
| 2.1 General Assembly/Election | 20 Participants (1pt.) | 21-30 Participants (2pts.) | 31-40 Participants (3pts.) | 41-50 Participants (4pts.) | more than 50 Participants (5pts.) | Attendance Record (signed by President and Secretary of the Chapter) | 5 |
| 2.2 Regular Board Meetings | | | | | Complete monthly board meetings (5pts) | Notice and Attendance Record with Photo | 5 |
| 2.3 Submission of Chapter Activity Reports to the National Office | less than 100% but not less than 75% (1pt.) | | | | 100% of report submitted (2pts.) | | 2 |
| 2.4 Website/FB or other online members site: contents, quality and format | The website/FB did not have enough information and the format was good (1pt.) | The website/FB has looks nice but needs a little more information (2pts.) | The website/FB has attractive formatting and well-organized information (3pt.) | The website/FB is has very attractive formatting and well-organized information (4pts.) | The website/FB is has very attractive formatting, well-organized information and professionally made (5pts.) | Screenshots of all pages of the website of FB account | 5 |
| 2.5 Members' Welfare Program (Health, Livelihood, Insurance, Job Opportunites, etc.) | 3+1 for every additional project (maximum of 2 additional) | | | | | Copy of MOA, Certificate, etc. | 5 |
| **3. Community Projects** | | | | | | | |
| 3.1 Participation in a Community Housing Project (Gawad Kalinga, Habitat, etc.) | | | | | At least 1 site/event (2pt.) | Photo, Certificates and Attendance Record (signed by President and Secretary of the Chapter | 2 |
| 3.2 Medical/Dental Program | | | | | At least 1 site/event (2pt.) | Photo, Certificates and Attendance Record | 2 |
| 3.3 School Building Project | | | | | 100% completed (3pt.) | Photo, Certificates and Attendance Record | 3 |
| 3.4 CR Project | | | | | At least 1 site/event (2pt.) | Photo, Certificates and Attendance Record | 2 |
| 3.5 Support to Government Initiatives (RDMMC, RDC, etc.) | | | | | At least 1 project/event (5pt.) | Photo, Certificates and Attendance Record | 5 |
| 3.6 Project Green Engineering Philippines (PGEP) Rain Water Collectors and Drinking Station | 3+1 for every additional rainwater collector (maximum of 2 additional) | | | | | Photo, Certificates and Attendance Record | 5 |
| 3.7 COVID-19 Activities | 3+1 for every additional activity (maximum of 7 additional) | | | | | Photos | 10 |
| **4. Membership Growth** | | | | | | | |
| 4.1 Number of new members | 1-5 new member (2pt.) | 6-10 new members (4pts.) | 11-15 new members (6pts.) | 16-20 new members (8pts.) | more than 20 new member (10pts.) | Certification from National Office | 10 |
| 4.2 Number of new life members | 1-5 new life member (1pt.) | 6-10 new life members (2pts.) | 11-15 new life members (3pts.) | 16-20 new life members (4pts.) | more than 20 new life member (5pts.) | Certification from National Office | 5 |
| 4.3 Members that are inactive for more than 5 years and decided to be actively involve in PICE & with no arrears in there chapter | 1-5 re-activated member (1pt.) | 6-10 re-activated members (2pts.) | 11-15re-activated members (3pts.) | 16-20 re-activated members (4pts.) | more than 20 re-activated member (5pts. ) | Receipt of payment for membership dues | 5 |
| 4.4 Update information in the New Membership Portal | 5-10 members (2pts) | 11-20 members (4pts) | 21-35 members (6pts) | 36-50 members (8pts) | 51 members and above (10pts) | List from the PICE National | 10 |
| **5. PICE Student Chapter** | | | | | | | |
| VISMA Program | 1 volunteer (1 pt) | 2-3 volunteers (3pts) | 4-5 volunteers (5 pts) | 6-7 volunteers (7 pts) | 8-10 volunteers (10 points) | | 10 |
| **6. Chapter Newsletter** | | | | | | | |
| 6.1 Frequency of publication/Proof of Publication validation c/o National Headquarters | | | | | At least 1 Issue (5 pts) | Copy of Issues | 5 |
| 6.2 Member's Participation/Contribution | At least 10% of articles are contributed by members (1 pt) | | At least 50% of articles are contributed by members (3 pt) | | All articles are contributed by members (5 pt) | Copy of Issues | 5 |
| **Total** | | | | | | | **136** |

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**PART 2**

| Activity/Programs | 1 | 2 | 3 | 4 | 5 | Evidence | Max. Points |
|---|---|---|---|---|---|---|---|
| **Audio Visual Presentation** | 3 | 5 | 10 | 15 | 20 | | |
| **Concept** | | Little effort has been spent on brainstorming and refining a concept. Unclear on the goals and how the project objectives will be met | Has brainstormed their concept, but no clear focus has emerged. Goals/final product not clearly defined | Has a fairly clear picture of what they are trying to achieve. Can describe what they are trying to do overall but has trouble describing how his/her work will contribute to the final project | Has a clear picture of what they are trying to achieve. Adequate description of what they are trying to do and generally how his/her work will contribute to the final project. | | 20 |
| **Script/ Storyboard** | | There is no evidence of a storyboard or script | The thumbnail sketches on the storyboard are not in logical sequence and do not provide complete descriptions of the video scenes, audio background, or notes about the dialogue | The storyboard includes thumbnail sketches of each video scene and includes text for each segment of the presentation, descriptions of background audio for each scene, and notes about proposed shots and dialogue | The storyboard illustrates the video presentation structure with thumbnail sketches of each scene. Notes of proposed transition, special effects, sound and title tracks incl: text, color, placement, graphics, etc. Notes about proposed dialogue/ narration text are included | | 20 |
| **Content/ Organization** | Content does not have a central theme, clear point of view and logical sequence of information. Much of the supporting information is irrelevant to the overall message. The viewer is unsure what the message is because there is little persuasive information and only one or two facts about the topic are articulated. Information is incorrect, out of date, or incomplete. No citations included | Content lacks a central theme, clear point of view and logical sequence of information. Much of the supporting information is irrelevant to the overall message. The viewer is unsure what the message is because there is little persuasive information and only one or two facts about the topic are articulated. Information is incorrect, out of date, or incomplete. No citations included | The content does not present a clearly stated theme, is vague, and some of the supporting information does not seem to fit the main idea or appears as a disconnected series of scenes with no unifying main idea. Includes few citations and few facts | Information is presented as a connected theme with accurate, current supporting information that contributes to understanding the project's main idea. Details are logical and persuasive information is effectively used. The content includes a clear point of view with a progression of ideas and supporting information. Includes properly cited sources | The content includes a clear statement of purpose or theme and is creative, compelling and clearly written. A rich variety of supporting information in the video contributes to the understanding of the project's main idea. Events and messages are presented in a logical order. Includes properly cited sources | | 20 |
| **Quality** | Only compilation of photos | There was no movie, or tape was totally unedited with no transitions or audio support of any kind | Movie was made, but had very little if any editing. Many poor shots remain. Video was very fragmented and choppy with little to no audio reinforcement | Movie was completed and contained all required items. Editing was not done as well as it should have been. Some poor shots remain. Movie is still somewhat choppy. Audio and other enhancements were utilized, but not for maximum effect | Movie was completed and had all required elements. The video was well edited and moves smoothly from scene to scene with proper use of transitions. Audio and other enhancements were well used | | 20 |
| **Effectiveness** | The AVP is not effective in summarizing why the chapter should be awarded the best among chapters | The AVP is partly effective in summarizing why the chapter should be awarded the best among chapters | The AVP is fairly effective in summarizing why the chapter should be awarded the best among chapters | The AVP is effective in summarizing why the chapter should be awarded the best among chapters | The AVP is superior in quality and effectively summarized why the chapter should be awarded the best among chapters | | 20 |
| **Total** | | | | | | | **100** |