**Logo

Description automatically generated**

registrar@apc.edu.ph | 8852-9232 local 103

**APPLICATION FOR SPECIAL AWARDS**

*(specify if Leadership/Community Service)*

**Academic Year 2021-2021**

1. **Personal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Program** | **Degree Name**: |
| **Specialization :** |
| **Graduation Date** | **School Year :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Term :** \_\_\_\_\_\_\_\_\_\_\_ |

1. **Awards and Recognitions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Award Name** | **Awarding Body/Organization** | **Description** |
|  |  |  | ***specify section number/page numbers where narratives and supporting documents can be found)*** |
|  |  |  |  |

*(insert more rows, if needed)*

1. **Organization Affiliations** *(including outside APC)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Inclusive Dates** | **Organization** | **Position Held** | **Responsibilities** |
|  |  |  | ***specify section number/page numbers where narratives and supporting documents can be found)*** |
|  |  |  |  |

*(insert more rows, if needed)*

1. **Co-curricular activities** *(program-related projects or competitions participated)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Inclusive Dates** | **Activity** | **Organization** | **Description** |
|  |  |  | ***specify section number/page numbers where narratives and supporting documents can be found)*** |
|  |  |  |  |

*(insert more rows, if needed)*

1. **Extra-curricular activities** *(non-program-related projects or competitions participated)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Inclusive Dates** | **Activity** | **Organization** | **Description** |
|  |  |  | ***specify page numbers where narratives and supporting documents can be found)*** |
|  |  |  |  |

*(insert more rows, if needed)*

1. **Seminars and Trainings Conducted**

|  |  |  |  |
| --- | --- | --- | --- |
| **Inclusive Dates** | **Title** | **Organization** | **Description** |
|  |  |  | ***specify page numbers where narratives and supporting documents can be found)*** |
|  |  |  |  |

1. **Socio-Civic and Community-oriented Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Inclusive Dates** | **Title** | **Organization** | **Description** |
|  |  |  | ***specify page numbers where narratives and supporting documents can be found)*** |
|  |  |  |  |

***(to be accomplished by the Office of the Registrar and Discipline Office***)

|  |  |
| --- | --- |
| **CGPA** |  |
| **Number of 0.0 / R**  **Graduation Date** | Specialization : |
| SY : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term : \_\_\_\_\_\_\_\_\_\_\_ |
| **Disciplinary Record** |  |

I hereby certify that the above information is true and correct. I further allow the use of this information by the Honors Committee of Asia Pacific College for the purpose of verification and validation in relation to my application for the (specify: Leadership/Community Service Award).

APPLICANT’S SIGNATURE OVER PRINTED NAME

DATE ACCOMPLISHED

1. **Executive Summary** *(separate and single-page)*

The *Leadership Award* is bestowed upon the graduate who has exhibited an inclination for leadership and has the command when in a group or situation. The awardee has been an active member of the school community and effectively initiated and facilitated school activities while maintaining the required academic standing.

The *Community Service Award* is bestowed upon the graduate who has been an active member of the school community as well as in relevant organizations outside the school. Conscientious and sensitive to the needs of others, the awardee has engaged in projects and activities that promote social service.

This section should be written on a separate page after Section VI (another page), but still follow the page numbering of the summary sheets (Section I to Section VI). It contains the summary of the applicant’s qualification for the award with emphasis on how s/he exhibited and lived the APC’s core values of Integrity, Industry and Innovation.

Once complete with your portfolio, print all pages in a letter size paper and inserted in a clear book (back-to-back per sleeve). Use color Blue clear book for Leadership Award and Yellow for Community Service Award. **Submit one copy only.**

Strictly follow the prescribed formatting style:

1. Single-spaced
2. Font style : Arial
3. Font size of 10
4. Margins at 1”
5. Footer
   1. Times New Roman
   2. Font : 8
   3. Include surname(left justified) and page number (X of Y; right justified)

The Office of the Registrar will get in touch with you should the Honors Committee request for more information and supporting documents. APC will archive the application portfolio of the awardee, and will return those that were not selected after the graduation ceremonies. Unclaimed application portfolio shall be disposed accordingly, 6 months after the commencement exercises.

The applicant should be fully-aware and has clear understanding that selection of Special Awardees is reserved solely to the discretion and wise judgement of the Honors Committee members.

Deadline of Application:

1. **Narratives**
   1. **Awards and Recognition**
      1. **Award 1**
      2. **Award 2**
      3. **Recognition 1**
      4. **Recognition 2**
   2. **Organization Affiliations**
      1. **APC Organizations**
      2. **Non-APC Organizations**
   3. **Co-curricular Activities** (related to program/course taken)
      1. **Projects**
      2. **Competitions**
   4. **Extra-curricular Activities** (not related to program/course taken)
      1. **Projects**
      2. **Competitions**
   5. **Seminars and Trainings Conducted** (organized, hosted, or facilitated)
      1. **Seminars**
      2. **Trainings**
   6. **Socio-civic and Community-oriented Activities** (organized, hosted, facilitated, or participated)
      1. **Socio-civic Activities**
      2. **Community Outreach and related activities**

*Note: Be clear and concise with your narratives. Make sure that the sections are properly referred to on your summary sheet (table)*

1. **Evidences** 
   1. **Awards and Recognition**
      1. **Award 1**
      2. **Award 2**
      3. **Recognition 1**
      4. **Recognition 2**
   2. **Organization Affiliations**
      1. **APC Organizations**
      2. **Non-APC Organizations**
   3. **Co-curricular Activities** (related to program/course taken)
      1. **Projects**
      2. **Competitions**
   4. **Extra-curricular Activities** (not related to program/course taken)
      1. **Projects**
      2. **Competitions**
   5. **Seminars and Trainings Conducted** (organized, hosted, or facilitated)
      1. **Seminars**
      2. **Trainings**
   6. **Socio-civic and Community-oriented Activities** (organized, hosted, facilitated, or participated)
      1. **Socio-civic Activities**
      2. **Community Outreach and related activities**

*For photos: present as 4 photos per page, with caption*

*For certificates: present as 2 certificates per page, with description*