



SEARCH PRIMER

Presented by:

Student Activities and Leadership Development
Office of Student Affairs

In partnership with:

National Service Training Program
University Athletics Office
Guidance and Counseling Office
Xavier Center for Culture and the Arts



MESSAGE FROM THE DIRECTOR OF STUDENT AFFAIRS

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To the Student Leaders of Xavier University:

We have once again come to this time of the year when we look at yourselves and assess your performance as student leaders. This is a very challenging and exciting part as we will find out how well and how effective have you exercised your leadership skills during the academic year.

Interlinked with this evaluation process for student leaders and student organizations is the recognition system entitled **Magis Awards**. Here, we honor true exemplars of *magis*.

We are providing you this primer to guide you in accomplishing the requirements of the search. We have detailed here the qualifications, search rules, mechanics and guidelines of all award categories. With the variety of awards and comprehensive coverage of the search, we are sure that you will be able to find a category suitable for your organization and for the student leaders under it. Thus, we encourage you to accomplish the requirements. Application forms may be downloaded through www.xu.edu.ph.

It is worth noting that we have further enriched this primer by including information about the awards handled by our partner offices in the Mission and Ministry cluster namely, the Xavier Center for Culture and the Arts (XCCA), National Service Training Program (NSTP), University Athletics Office (UAO), and Guidance and Counseling Office (GCO).

We are very grateful and truly honored for your wondrous contributions in creating a dynamic and exciting student life here at XU. May you continue to be ignited and moved by the ideals of St Ignatius – to be of greater service, to be *magis*.

We look forward to receiving all your applications and nominations for the search.

IVANEL R SUBRABAS
Director of Student Affairs



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I. ABOUT THE SEARCH

“Magis Awards” is an annual search for outstanding projects, student organizations and individuals who demonstrate Ignatian ideals of service and excellence. The recipients of the awards are honored for fostering collaboration and unity with organizations and institutions within and outside the university. As a way of contributing to national development, the search challenges the XU community to engage in community projects and commit to the civic purpose of their chosen fields.

Providing exemplars of laudable service, “Magis Awards” builds the University’s sense of efficacy and social responsibility. The search ensures that the path undertaken by members of the university community is geared towards educating and helping others in the context of poverty, corruption, political crisis, and other relevant social issues. The search encourages innovative solutions, new technologies, sustainable development, and social mobilization.

Through the efforts of the Office of Student Affairs (OSA) and the Review and Recognition Committee (RRC) in partnership with Xavier Center for Culture and the Arts (XCCA), National Service Training Program (NSTP), University Athletics Office (UAO), Guidance and Counseling Office (GCO), and the Office of Mission and Ministry (OMM), “Magis Awards” has emerged as the university’s premier award-giving body. Through the years, it has shown that no matter how simple or modest the undertakings, they build hope and effect change for the better not only in XU but also in the larger community.

II. THE AWARDS AND RECOGNITION

Category A: Project-Based Awards

1. Fr William Nicholson SJ Award for Campus Project
2. Fr William Masterson SJ Award for Community Project
3. Fr Francisco Madigan SJ Award for New Project
4. San Pedro Calungsod Award for Best NSTP School-Based Project
5. San Pedro Calungsod Award for Best NSTP Community-Based Project
6. Fr Francisco Demetrio SJ Award for Culture and Arts Project*

Category B: Individual Awards

1. AMDG Award for Outstanding Student Leader
2. San Pedro Calungsod Award for Outstanding NSTP Leader
3. St Jean de Brebeuf Athlete of the Year Award
4. Fr Antonio Cuna SJ Award for Outstanding Peer Facilitator
5. Fr Francisco Demetrio SJ Award for Outstanding Performing Artist*
6. Fr Luigi Moggi SJ Award for Outstanding Moderator
7. Fr George Hofilena SJ Award for Outstanding Coach
8. Fr James TG Hayes SJ Dux Gregis Award
9. Francis Xavier Exemplar Awards

Category C: Organization Awards

1. Ignatius of Loyola Award for Outstanding College Council
2. Ignatius of Loyola Award for Outstanding Co-Curricular Organization
3. Ignatius of Loyola Award for Outstanding Extra-Curricular Organization

**Qualifications, search rules and mechanics are not yet included in this primer. Inquiries about these awards may be referred to the Xavier Center for Culture and the Arts Office.*

III. QUALIFICATIONS, SEARCH RULES, MECHANICS AND REQUIREMENTS

CATEGORY A: PROJECT-BASED AWARDS

1. **Fr William Nicholson SJ Award for Campus Project**
2. **Fr William Masterson SJ Award for Community Project**
3. **Fr Francisco Madigan SJ Award for New Project**

The community, campus and new project awards are conferred to projects initiated by any of the recognized student organizations on campus. The projects must depict the university’s thrust of forming men and women for others and of providing preferential option for the poor.



Minimum Qualifications

- Projects which were implemented on or between February of the previous academic year and January of the current academic year/ Continuing programs with major components implemented within the said period
- Projects which are duly approved and recognized by OSA-SACDEV

Core Qualifications

- Significant contribution to the campus/ community external to XU
- Impact on education, health, environment, income, arts and culture, sports and recreation, faith formation, nature and environment, academics, politics, human rights, leadership, etc.
- Involvement of the community in planning, implementing and evaluating the project
- Introduction/ application of new technologies
- Uniqueness of products/ services
- Sustainability
- Implemented for the first time (*for New Project Award only*)
- Not a duplicate of previously-awarded/ recognized projects

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General Search Rules/ Submission Guidelines

- Organizations may submit more than 1 entry provided that the entries meet the qualifications of the search.
- Submitted project entries should be primarily initiated by the students and must not be a recipient of any award previously conferred by the Review and Recognition Committee.
- All requirements must be accomplished in white, short coupon bond (8.5 x 11 in).
- Only staple wires may be used in putting documents together. Binding documents is not necessary.
- Accomplish five sets (or copies) of all entry requirements, placed inside a LONG brown envelope. Enclose CD containing photos of the project entries.
- In front of the envelope, write the name of the organization and the title of the project entry.
- Documents which are not required should not be submitted. If necessary, RRC shall request for them.
- Lack or non-compliance of search rules and requirements will result to automatic disqualification.
- RRC reserves the right to modify, alter or amend the above-stated rules or waive compliance therewith at its sole discretion if such steps are in accordance with the purpose of the search.
- Decision of RRC shall be final and executory. No correspondence pertaining to the decision shall be entertained.
- All entries must be submitted on or before the deadline; otherwise they won't be accepted.

General Criteria

- **Impact (40%)** – Impact of the project entry on the campus/ local community
 - Influence of the project in the development of its beneficiaries
 - Significance of the project in the long-term productivity of the beneficiaries/ community; Enhancement of resource mobilization (empowering and against dependency)
 - Attainment of objectives
- **Social Mobilization (25%)** – Involvement of the community in planning, implementing, and evaluating the project
 - Synergy of resources: manpower, financial resource mobilization, and management
 - Equal opportunity and community participation for sustainable development
- **Innovativeness (15%)** – Introduction or application of new technologies/ uniqueness of services/ products
 - Appropriate use of technology and program methodologies of projects
 - Originality of projects and services rendered to the community
 - Application of varied and unique concepts of project presentation/ implementation
 - Relevance of the project to the mission and vision of the organization
- **Sustainability (20%)** – Ensures cost-efficiency, environmental responsibility, and extended duration of benefits on the beneficiary(ies)
 - Transparent and systematic implementation of program/ project
 - Appropriate valuation, appreciation, and restoration of resources
 - No net loss of human capital or natural capital

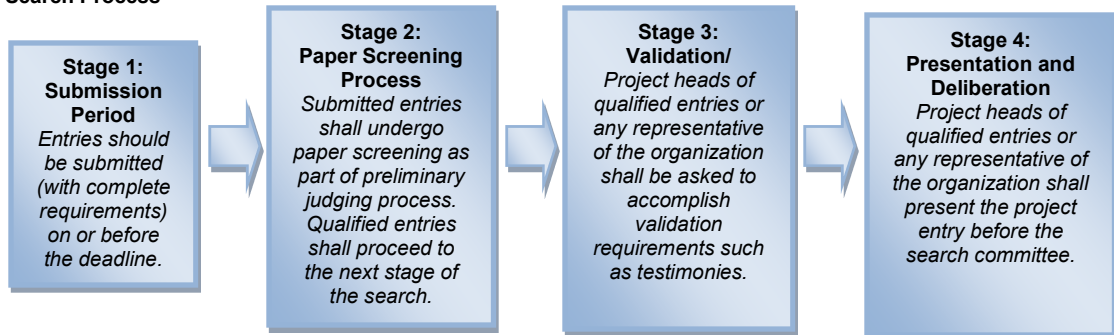
Requirements

- Form A-1 Project Entry Form
Form A-2 Photo Documentation Sheet (Photos taken before/ during/ after the program/ project)

- Attachments/ Enclosures:
1. Certificates/ News Clippings, etc. (*if any*)
 2. Soft copies of the photos (*contained in a CD/ DVD; this will be used for media presentations and publication*)
 3. Video presentation with testimonies of partners and/ or beneficiaries (*only*)

submitted when project entry proceeds to stage 3)

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4. San Pedro Calungsod Award for Best NSTP Projects

Category 1: School-Based Project

Category 2: Community-Based Project

The San Pedro Calungsod Award recognizes the NSTP class/ flights which successfully implemented an NSTP area work in their respective partner community/ school/ organization/ unit. The area work or program has addressed the challenge, achieved the desired outcomes and/ or created positive impact to the assigned community.

Minimum Qualifications

- Class or team should have implemented an area work on or between the months of August to February of the current academic year.
- Area work should have a clear description, objectives, and activities

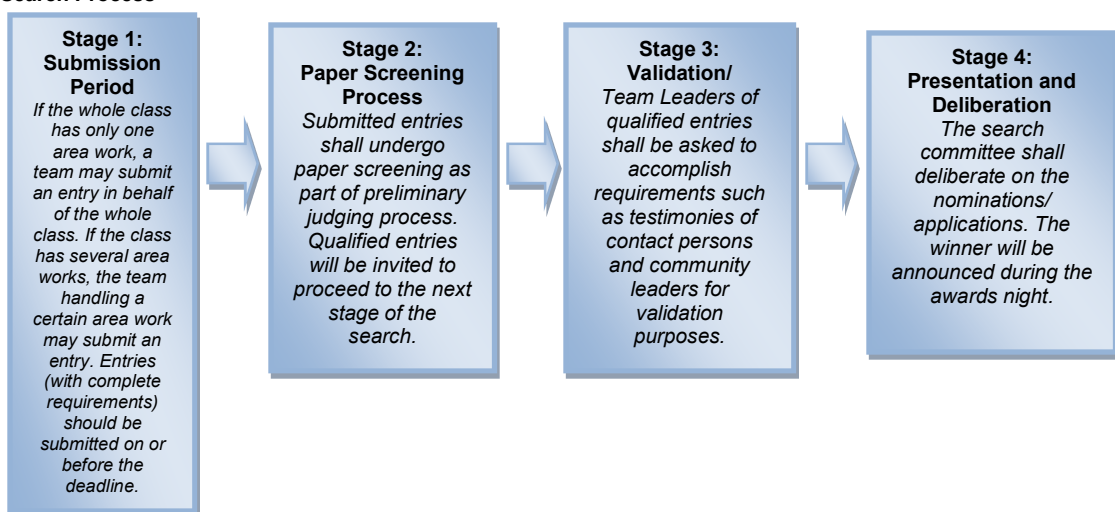
Core Qualifications

- Significant contribution to the partner community of NSTP
- Impact on education, health and sanitation, food security, environment, governance, and peace
- Involvement of the community in planning, implementing, and evaluating the project
- Introduction/ application of new technologies
- Uniqueness of area work
- Sustainability

General Search Rules/ Submission Guidelines

- The class or team must accomplish the form. All required information must be provided.
- They must enclose all requirements in a LONG brown envelope and submit to NSTP on or before the deadline.
- All submitted forms/ information shall be verified and evaluated by the search committee.

Search Process





CATEGORY B: INDIVIDUAL AWARDS

1. AMDG Award for Outstanding Student Leader

The AMDG Outstanding Student Leader Award is conferred on a student leader who embodies the spirit of *magis* in his/ her exercise of leadership. The AMDG awardee demonstrates Ignatian ideals of service and excellence and effectively steers his/ her organization towards achieving its vision and mission. On top of his/ her academic accomplishments, he/ she promotes holistic development to the members of his/ her organization and has made significant contribution to the community.

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Minimum Qualifications

- Bona fide regular undergraduate (3rd, 4th, or 5th year) student of Xavier University and pursuing a bachelor's degree for the first time
- An officer holding a major position in any of the recognized student organizations and leadership formation programs of the University since the start of the academic year
- No more than 1 failing mark for the duration of his/ her enrolment in college with an over-all QPI of not lower than 2.5
- Has not been subjected to any disciplinary case in or outside the campus
- Has not been charged and/ or convicted in a civil or criminal case

Core Qualifications

- Student leader who embodies the spirit of *magis* in his/ her exercise of service
- Demonstrates Ignatian ideals of service and excellence by efficiently steering his/ her organization towards the attainment of its mission and vision
- Promotes holistic development and contributes valuable service to the school/ community
- Proven leadership background and academic track record
- Excellent communication skills
- Pleasing personality

General Search Rules/ Submission Guidelines

Stage 1: Nomination Stage

- Student organizations are asked to nominate a maximum of three (3) student leaders by accomplishing Form B (AMDG Outstanding Student Leader Award Nomination Form). Take note that while student organizations are allowed to nominate a maximum of 3 student leaders, they must carefully select their nominees and give equal opportunity to those who deserve the distinction.
- Student organizations are highly advised to facilitate their own search process in choosing their nominees (e.g. meeting, open nomination, voting by the officers and members of the organization).
- Student organizations simply need to fill-out/ provide the information asked in the nomination form. There is no need to submit support documents during this stage yet.
- Briefly but concisely state the merits of your nomination in the form as it will be the sole basis in selecting short-listed nominees.
- The nomination form must be signed by any three members or officers of the organization and the moderator. The President of the organization may not necessarily sign the form.
- Submit accomplished nomination form (Form B) for screening/ validation.
- RRC will select a short-list of nominees who will qualify for the next round. Those included in the next round will receive a special invitation from RRC and will be asked to accomplish the actual AMDG Outstanding Student Leader Form.

Stage 2: Requirement Submission Stage

- Upon receipt of the special invitation from RRC, the nominee must accomplish Forms B-1.0 to B-7.2 and enclose all necessary supporting documents.
- The nominee is required to submit one (1) moderator assessment, two (2) mentor/ adviser assessments and two (2) colleague assessments (1 from co-officer and 1 from an organization member). Each of these assessments must be sealed in a letter envelope with the name of the nominee indicated in front of the envelope and flap signed by the assessors.
- All printed forms must be enclosed in a long brown envelope along with all required attachments. All requirements/ attachments must be accomplished in white, short coupon bond (8.5 x 11 in).
- Required photo can be a jpeg file printed together with the nomination form, background should be white.
- Only staple wires may be used in putting documents together. Binding documents is not necessary.
- Accomplish five copies of all requirements, except assessment forms and photocopies of the supporting documents such as certificates, photos, etc. Only 1 set (or copy) of these documents is necessary.

- Place all requirements in a LONG brown envelope with the name of the nominee and the organization represented in front.
- Documents which are not required should not be submitted. If necessary, RRC shall request for them.
- Lack or non-compliance of search rules and requirements will result to automatic disqualification.
- RRC reserves the right to modify, alter or amend the above-stated rules or waive compliance therewith at its sole discretion if such steps are in accordance with the purpose of the search.
- Decision of RRC shall be final and executory. No correspondence pertaining to the decision shall be entertained.
- All applications must be submitted on or before the deadline set; otherwise they won't be accepted.

General Criteria

- **Academic Performance (25%)** – superior academic performance
- **Leadership (25%)** – responsible leadership and active participation in worthwhile co and extra-curricular activities
- **Social Responsibility (25%)** – a deep sense of community involvement
- **Personality (25%)** – pleasing personality and ability to express oneself effectively

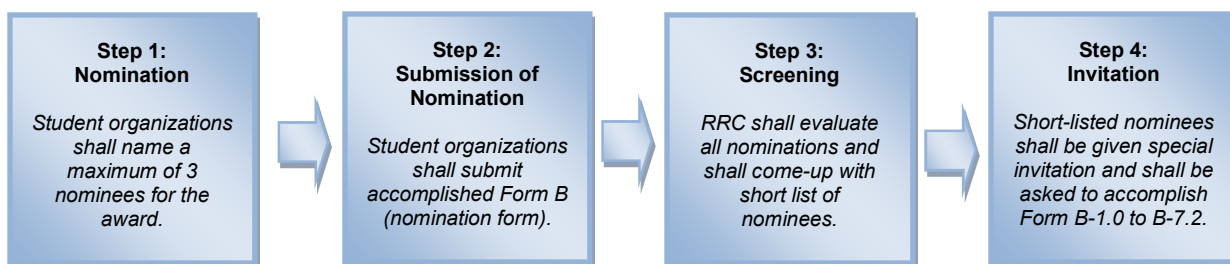
Requirements

- Form B-1.0 Personal Data
- Form B-2.0 Academic Performance
- Form B-3.0 Summary of Leadership Positions Held
- Form B-3.1 Most Significant Leadership Involvement
- Form B-4.0 Summary of College Awards
- Form B-4.1 Most Significant College Awards
- Form B-5.0 Summary of Most Significant Community and Volunteer Involvement
- Form B-6.1 Organization Moderator Assessment
- Form B-6.2 Mentor/ Adviser Assessment 1
- Form B-6.3 Mentor/ Adviser Assessment 2
- Form B-7.1 Colleague Assessment 1 (Co-Officer)
- Form B-7.2 Colleague Assessment 2 (Organization Member)
- 2 x 2 photo ID (may be a jpeg file appended to Form B-1.0; with white background)

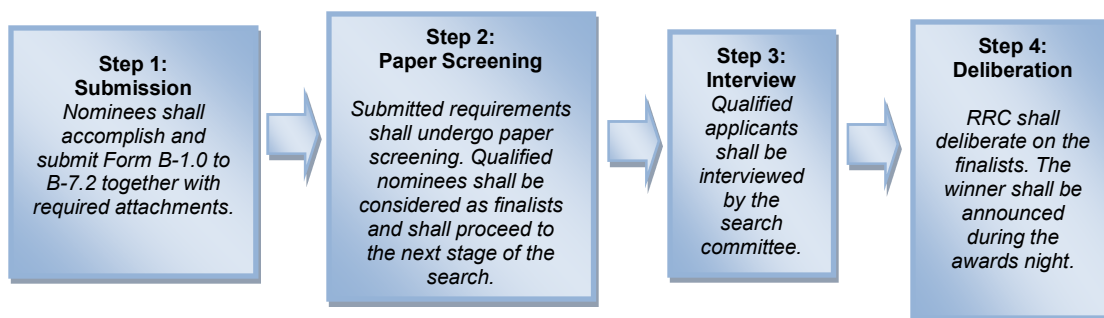
Attachment Photocopies/ scanned copies of certificates received or photos of plaques or medals (based on Form B-4.0; labelled accordingly)

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Stage 1: Nomination Stage



Stage 2: Requirement Submission Stage



2. San Pedro Calungsod Leadership Award

San Pedro Calungsod Leadership Award recognizes the NSTP Team Leader who exemplifies leadership in the implementation of the NSTP area work, campus/ community involvement and management of their team. The awardee has demonstrated an exceptional personal commitment to his/ her team, has emphasized teamwork and thus enabled the team to excel in fulfilling its objectives and tasks. In addition, his/ her efforts should have positively and significantly affected the team.

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Minimum Qualifications

- NSTP student enrolled for the current academic year in any of the following: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS) and Reserve Officers' Training Corp (ROTC)
- Team Leader (CWTS/LTS) or Flight Leader (ROTC) for the 1st and 2nd semesters of the current academic year
- Regularly attended the Xavier Engaged and Experienced Leadership (XEEL) formation sessions of NSTP
- No more than 1 failing mark in any of his/ her subjects for the duration of his/ her enrolment in college with an over-all QPI of not lower than 2.5
- Has not been subjected to any disciplinary case in or outside the campus
- Has not been charged and/ or convicted of a civil or criminal case

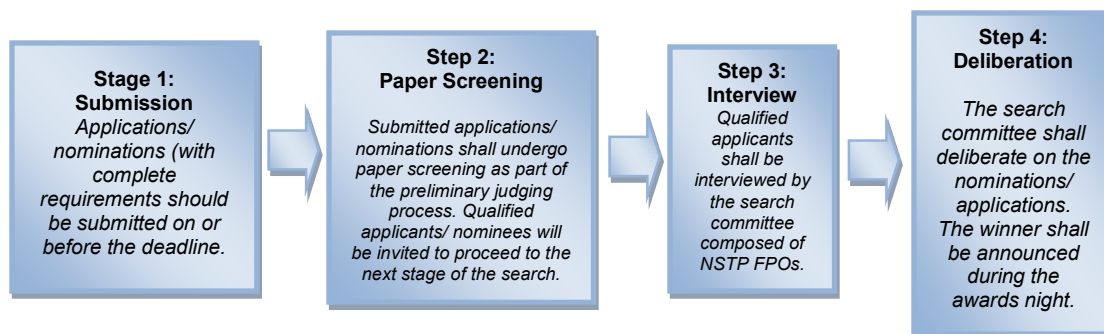
Core Qualifications

- An NSTP Team Leader/ Flight Leader who embodies and upholds the following NSTP Ideals:
 - **Nationalism** which translates into having basic knowledge of what he/ she is capable of and a deeper understanding of him/ herself as a person, an Atenean, and a Filipino citizen who knows his/her role in society
 - **Sense of Service** which translates into high regard for his/ her Ateneo education and views this as a tool for serving others especially the poor
 - **Trustworthiness** which translates into a conscientious care and concern for environment, being a steward of God's creation
 - **Principled Leadership** which translates into deep concern for others, love of country, a strong faith in God, and a thought on what is for the common good rather than the personal aggrandizement
- Demonstrates Ignatian ideals of service and excellence by efficiently steering her/ his team towards the attainment of its mission and goals
- Has excellent communication skills
- Has a good personality thus treats others kindly and with respect

General Search Rules/ Submission Guidelines

- The student must comply with all of the requirements for the search.
- The student must accomplish the Personal Data form which will be provided by NSTP.
- The student is required to submit three (3) assessment forms:
 - One (1) from his/ her team mates
 - One (1) from his/ her Faculty Program Officer (FPO)
 - One (1) from the Contact Person at the area
- Each of these assessments must be enclosed in a letter envelope with the name of the applicant written in front, sealed and the flap signed by the assessors.
- The student must accomplish two (2) copies of the requirements, except the assessment forms and photocopies of the supporting documents such as certificates, photos, etc. Only 1 set (or copy) of these documents is necessary.
- The student must enclose all requirements in a short brown envelope with her/his name written in front.
- Non-compliance of search rules and of all requirements will result to automatic disqualification.
- All applications must be submitted on or before the deadline.

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3. St Jean de Brebeuf Award for Athlete of the Year

St. Jean de Brebeuf Athlete of the Year Award is conferred and administered by the University Athletics Office. It is an award given to outstanding athletes who meet the following qualifications:

Minimum Qualifications

- Bonafide (3rd, 4th, or 5th year) students of Xavier University and pursuing either a bachelor's degree or a technical diploma or certificate for the first time
- An active member of the University varsity and the St. Jean de Brebeuf Athletics Club
- No more than 1 failing mark for the duration of his/ her enrolment in the college/ technical education with an over-all QPI of not lower than 2.5
- Has not been subjected to any disciplinary case in or outside the campus
- Has not been charged and/ or convicted in a civil or criminal case

Core Qualifications

- Athlete who embodies the spirit of *magis* in his/ her field of sport
- Demonstrates Ignatian ideals of service and excellence by efficiently steering his/ her team or the St Jean de Brebeuf Athletics Club towards the attainment of its goals
- Promotes holistic development and contributes valuable service to the school/ community
- Proven leadership background in sport and community engagements

Qualified athlete must accomplish and submit the St Jean de Brebeuf Athlete of the Year Form available at the University Athletics Office.

4. Fr Antonio Cuna SJ Award for Outstanding Peer Facilitator

Fr Antonio Cuna SJ Award for Outstanding Peer Facilitator is conferred on a student leader who embodies the spirit of *magis* and *cura personalis* in his/ her exercise of leadership. The awardee demonstrates greater sensitivity to peers' concerns and the ability of facilitating individual and group peers in his/ her service as a Peer Facilitator. On top of his/ her academic accomplishments, the awardee is able to promote holistic human development of the members of the organization and has made significant contribution to the community.

Minimum Qualifications

- Bona fide regular undergraduate (3rd, 4th, or 5th year) student of Xavier University, and has been enrolled in only one program of study since he/ she enrolled in college
- An officer or member of the Xavier University Peer Facilitators, a program based organization supervised by the Guidance and Counseling Office
- No failing mark for the whole duration of his/ her enrolment in college, and with an over-all QPI of not lower than 2.5
- Has good moral character and positive values in life

Core Qualifications

- Student leader who embodies the spirit of *magis* and *cura personalis* in his/ her exercise of service
- Demonstrates Ignatian ideals of service and excellence by efficiently steering his/ her organization towards the attainment of its mission and vision
- Promotes holistic development and contributes valuable service to the school and the community
- High level of intra and inter-personal skills especially in dealing with relationships in family, peers and the people in the community
- Has a well-balanced and wholesome personality

General Search Rules/ Submission Guidelines

- A Search Committee headed by the PF Moderator shall be formed by the Guidance and Counseling Office.
- The nominees will be required to submit the requirements for qualification in the search.
- The Search Committee will deliberate and choose the most Outstanding PF and submit the name to the GCO Director for approval.
- The final name shall then be submitted to OSA-SACDEV.

Qualified peer facilitators must accomplish and submit the form available at the Guidance and Counseling Office (G/F, Lucas Hall).



5. Fr Luigi Moggi SJ Award for Outstanding Moderator

Fr Luigi Moggi, SJ Award for Outstanding Moderator is conferred on a moderator who embodies the spirit of *magis* in his/ her exercise of leadership and service. The awardee demonstrates Ignatian ideals of service and excellence and effectively steers his/ her organization towards the attainment of its vision and mission. On top of his/ her regular work load in the University, he/ she promotes holistic development to the members of his/ her organization and has done valuable service for the community.

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Minimum Qualifications

- Filipino Citizen
- Moderator of any recognized organization for at least two academic years
- Good moral standing

Moderators winning the award for three consecutive years will be placed in Hall of Fame and are disqualified from joining the search again.

Core Qualifications

- Embodies the spirit of *magis* in his/ her exercise of leadership and service
- Efficiently steers his/ her organization towards excellence and the attainment of its mission and vision
- Promotes holistic development of the members and contributes valuable service to the community

General Search Rules/ Submission Guidelines

- The organization must accomplish the nomination form.
- Required photo can be a jpeg file printed together with the nomination form, background should be white.
- Form C-1 should be encoded and submitted as hard copy to OSA-SACDEV. The nomination must be accompanied by three (3) colleague assessments and three (3) student officer assessments. Each of these assessments must be sealed in a letter envelope with the name of the applicant indicated in front of the envelope and flap signed by the assessors.
- Forms C-2.1 to C-3.3 must be printed by the student officers nominating the moderator and sent to their chosen assessors. The officers must retrieve accomplished assessment forms and submit to OSA-SACDEV together with all other requirements.
- All requirements/ attachments must be accomplished in white, short coupon bond (8.5 x 11 in).
- Only staple wires may be used in putting documents together. Binding documents is not necessary.
- Accomplish three copies of all requirements, except assessment forms and photocopies of supporting documents such as certificates, photos, etc. Only 1 set (or copy) of these documents is necessary.
- Place all requirements in a LONG brown envelope with the name of the nominee and the organization in front.
- Submission of documents which are not required is not allowed. If necessary, RRC shall request for them.
- Lack or non-compliance of search requirements will result to automatic disqualification.
- RRC reserves the right to modify, alter or amend the above-stated rules or waive compliance therewith at its sole discretion if such steps are in accordance with the purpose of the search.
- Decision of RRC shall be final and executory. No correspondence pertaining to the decision shall be entertained.
- All requirements must be submitted on or before the deadline set; otherwise they won't be accepted.

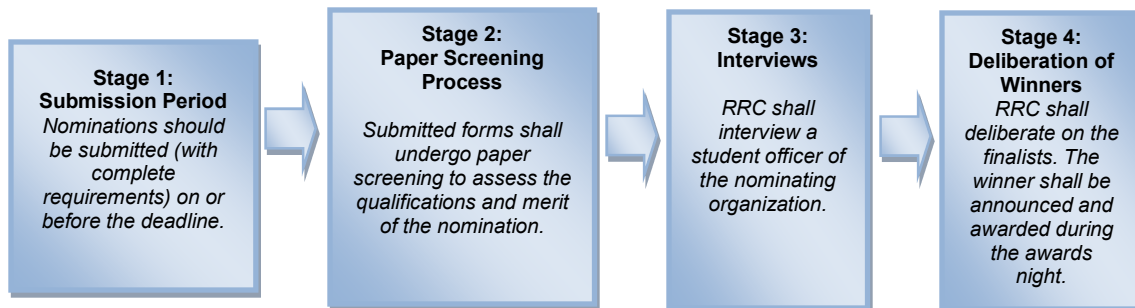
General Criteria

- Involvement/ Participation in the Activities of the Organization (30%)
- Time Availability (20%)
- Contribution to the Organization (30%)
- Personality (20%)

Requirements

- Form C-1 Accomplished Nomination Form
- Form C-2.1 Colleague Assessment 1
- Form C-2.2 Colleague Assessment 2
- Form C-2.3 Colleague Assessment 3
- Form C-3.1 Student Leader Assessment 1
- Form C-3.2 Student Leader Assessment 2
- Form C-3.3 Student Leader Assessment 3
- 2 x 2 photo ID

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7. Fr Jorge Hofileña SJ Award for Outstanding Coach

Fr Jorge P Hofilena SJ Coach of the Year Award is conferred and administered by the University Athletics Office. It is an award given to outstanding coaches who meet the following qualifications:

Minimum Qualifications

- Official coach of any recognized varsity team for at least one academic year
- Of moral character

Core Qualifications

- Embodies the spirit of *magis* in his/ her exercise of service as the coach of the team
- Efficiently steers the team towards excellence and the attainment of its goals
- Promotes holistic development of the members of the varsity team and contributes valuable service to the community

General Criteria

- | | |
|---|-----|
| • Involvement/ Participation in the activities of UAO | 30% |
| • Time Availability | 20% |
| • Contribution to the Organization (UAO) | 30% |
| • Personality | 20% |

Qualified coach must accomplish and submit the form available at the University Athletics Office.

7. Fr James TG Hayes SJ Dux Gregis Awards

Fr James TG Hayes SJ Dux Gregis Award is conferred on students who have tremendous contribution in academic and non-academic groups or activities, the university, or the larger community.

Minimum Qualifications

- Undergraduate student, enrolled for the current academic year

Must have achieved/ accomplished any of the following:

- Initiated a project/ program that has significantly benefited the university/ community external to it or made impact in arts and culture, sports and recreation, faith formation, nature and environment, academic discipline, education, health, income, political involvement, promotion of human rights, leadership etc.
- Pioneered or developed a system which benefited the students, the university, or outside community
- Has invented/ designed/ created a project
- Made a discovery
- Formulated a thesis/ theory/ composition
- Consistently receives honor and distinction outside the university during his/ her stay in college

General Search Rules/ Submission Guidelines

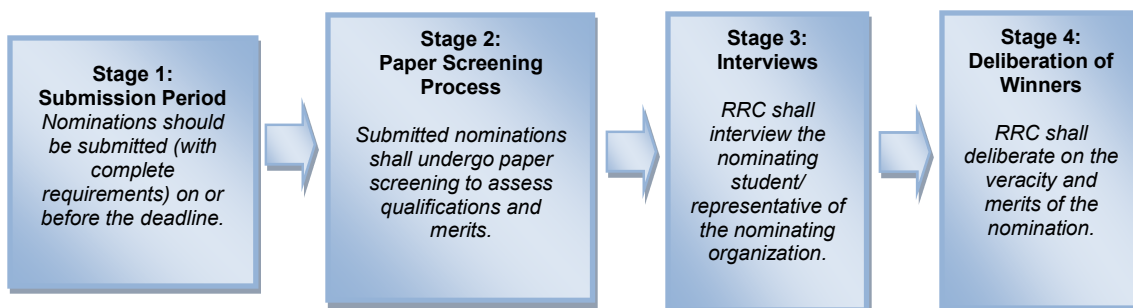
- Nomination form must be accomplished by any of the following: student leader, classmate in college, college teacher, dean, or a school administrator.
- All required information must be provided.
- Required photo can be a jpeg file printed together with the nomination form, background should be white.
- Enclose all requirements in a LONG brown envelope and submit to OSA-SACDEV not later than the deadline.
- Submitted form/ information shall be verified and evaluated by the search committee before the award is conferred. The search committee shall interview the nominating student/ any representative of the nominating organization as part of the verification process.
- The award shall be conferred upon verification and consideration of the merits of the nomination by the search committee.

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Requirement

- Form E Accomplished Nomination Form

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8. Francis Xavier Exemplar Awards

St Francis Xavier Exemplar Awards are given to students and student organizations that have brought honor to the university by receiving awards and recognition from other institutions (**both national and international levels**) on or between **March 2017 and February 2018**.

The awards considered for this category should reflect one's excellence, high achievement and dedication to a particular field of endeavor – cognitive ability (e.g. debate, speaking); performing arts (e.g. theatre, music, dance); visual arts and creativity (e.g. painting, photography); sports and athletics; literary arts and journalism/ writing (e.g. poetry, essay, features); leadership and service (e.g. Most Outstanding Leader, Most Accomplished Red Cross Chapter President); award related to one's field of study (e.g. Engineering Student of the Year); participation in prestigious leadership gatherings provided that it involved rigorous screening process (e.g. Ayala Young Leaders Congress); and participation in international exchange programs (e.g. Fulbright). For student organizations and other groups, they may receive this award given that the distinction given to them is related to their nature or field (e.g. debate award for XUAdCPDC, rodeo award for XU Rodeo, music award for Soundtable).

Minimum Qualifications (any of the following)

- Undergraduate student, enrolled for the current academic year
- Student who received award/ recognition outside the university on or between March of the previous academic year and February of the current academic year
- Student who participated in national or international conferences/ gatherings; participation should have involved rigorous screening process
- Student who participated in exchange programs abroad and came back to the university to graduate
- Recognized student organization that received award/ recognition outside the university on or between March of the previous academic year and February of the current academic year

The following are not included in this category:

- Academic awards (e.g. dean's list)
- Academic scholarships
- Competitions during conferences related to the course (e.g. National Conference for Accountancy Students)
- Pageant, talent, and reality-based awards (e.g. Pilipinas Got Talent)
- Awards given by a student organization or an office in the university
- Participation/ attendance in conferences, seminars and the like (except those which are defined above)

**General Search Rules/ Submission Guidelines**

- Student organizations must produce several copies of Form D and distribute to qualified members.
- For individual awards, student members must accomplish Form D (Exemplar Award form). For organization awards, student officers must accomplish the form. One form for each award received from outside.
- All required information must be provided.
- All required supporting documents (e.g. photocopy of certificates, confirmation letters, photos of plaques or medals) must be provided, labelled accordingly.
- Accomplish supporting documents in white short coupon bond (8.5 x 11 inches).
- Only staple wires may be used in putting documents together. Binding documents is not necessary.
- Enclose all requirements in a LONG brown envelope and submit to OSA-SACDEV not later than the deadline.
- All submitted forms shall be verified by the Review and Recognition Committee and subject for endorsement by an identified office in the university (e.g. OSA for leadership awards, XCCA for arts and culture-related awards, Athletics for sports awards, etc.) before the award is conferred.

Requirements

- Form D Exemplar Award (One form for each award)
- Supporting documents

CATEGORY C: ORGANIZATION AWARDS

1. **Ignatius of Loyola Award for Outstanding College Council**
2. **Ignatius of Loyola Award for Outstanding Co-Curricular Organization**
3. **Ignatius of Loyola Award for Outstanding Extra-Curricular Organization**

The above awards are conferred on student organizations that successfully attained balance among the three impact areas required in the student organization evaluation system namely organizational development, student services, and community involvement. On top of these, the organizations should best realize Ignatian ideals of service and excellence and continuously live up to their mission and vision.

Minimum Qualifications

- The organization should be recognized for the current academic year
- The organization should have completely submitted all requirements of the evaluation system

General Search Rules/ Submission Guidelines

- The organization should accomplish required evaluation forms.
- All required information must be provided.
- Enclose all requirements in a LONG brown envelope and submit to OSA-SACDEV not later than the deadline.
- All requirements/ attachments must be accomplished in white, short coupon bond (8.5 x 11 in).
- Only staple wires may be used in putting documents together. Binding documents is not necessary.
- Documents which are not required should not be submitted. If necessary, RRC shall request for them.
- Lack or non-compliance of search rules and requirements will result to automatic disqualification.
- RRC reserves the right to modify, alter or amend the above-stated rules or waive compliance therewith at its sole discretion if such steps are in accordance with the purpose of the search.
- Decision of the RRC shall be final and executory. No correspondence pertaining to the decision shall be entertained.
- All requirements must be submitted on or before the deadline set; otherwise they won't be accepted.

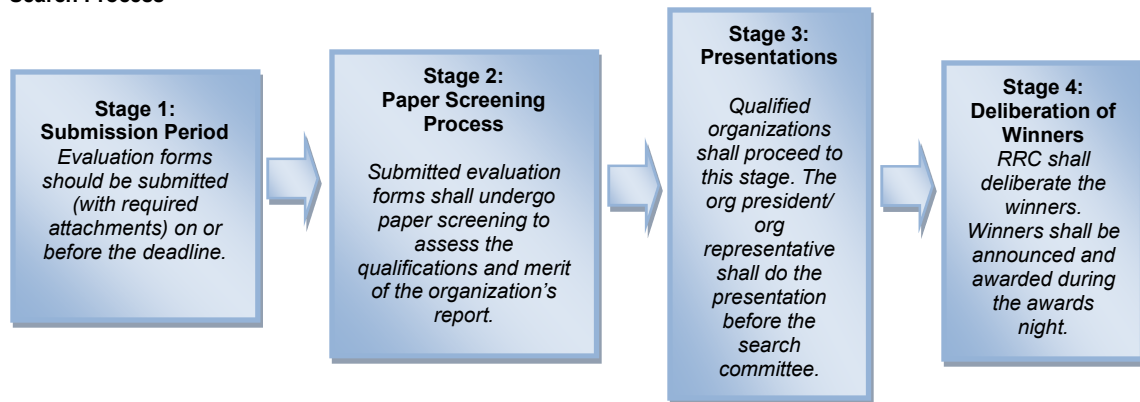
A thorough discussion on student organization evaluation system is provided on a separate primer. Please see The Student Organization Evaluation System, Guide to Student Organizations.

Requirements

- Form 1A Student Organization Accomplishment Report
- Form 1B Organization Officers
- Form 2 Organization Members
- Form 3 CSG/ College Council/ AECO
- Form 4 Moderator

- Attachments:
1. Cash Flow Statement (Second Semester)
 2. All pending project documentation reports
 3. Organization's Recruitment and Retention Policy (*when available*)
 4. Brochures, Publications, and other materials

Search Process



For inquiries, visit:

The Student Activities and Leadership Development
Office of Student Affairs, Xavier University – Ateneo de Cagayan
Rm 204, 2/F Magis Student Complex
or email to: sacdev@xu.edu.ph