ANNEX A

STYLE GUIDE FOR ENTRIES

1. This style guide applies only for entries for the following categories: Civil Society Organization (CSO), Volunteer Organization, Peoples' Organization, Private Organization, Government Emergency Management and Response Teams (GEMs), and Special Recognition for Individuals and Organizations.

2. All entries must contain an accurate Table of Contents, indicating the Preliminaries and Criteria including their corresponding pages. All pages except the Table of Contents must indicate their corresponding page numbers. Each criterion shall be tabbed accordingly. Please see attached sample.

3. Introduction shall be limited to the following:
   a. Brief description or profile of the category
   b. Brief message and acknowledgments
   c. Executive Summary

4. All pictures must be colored and in high-definition quality to ensure clarity when expanded. There shall be a minimum of two (2) photo attachments per page if supplemented with captions, or at least three (3) photos when not accompanied with captions.

5. A minimum of two (2) scanned copies of documents per page is required. Unless of utmost importance or relevance that the contents may not be readable when reduced in size, such documents shall be allowed to occupy an entire page.

6. All entries shall be submitted book bound and hardbound in one single document. Consideration shall be made for localities wherein hard binding services are not available. In such case, the OCD Regional Office concerned shall furnish the Gawad KALASAG Secretariat a certification, signed by the Regional Director, to prove the same.

7. The following standards on font type, font size, paper size, paper orientation, line spacing, indents, and the maximum number of pages shall be required for all entries.
   a. Font type: Times New Roman/Arial
   b. Font size for the context: 12
   c. Paper orientation: Portrait

d. Paper size: A4
e. Line spacing: Single spacing
f. Indents provided for in the style guide sample format
g. Maximum pages: **300** including introduction, annexes, and attachments (NOT back-to-back)

8. The following color coding of entry cover page according to category shall be followed:
   - Civil Society Organization: Yellow
   - Peoples' Organization: Orange
   - Volunteer Organization: Violet
   - Private Organization: Blue
   - Government Emergency Management and Response Teams (GEMs): Red
   - Special Recognition: White

9. The presentation of compliance in different categories shall be clear, concise, and straight to the point. Unnecessary inclusion whether in text or document to an entry is highly discouraged. Annexes shall be limited to the following:
   a. Means of verification
   b. Relevant photos
   c. Clearances/ Titles
   d. Minutes of the Meeting
   e. MOA/MOU
   f. Documents that will prove a claim

To facilitate efficient and orderly deliberation and evaluation of all entries, deliberate non-compliance to the aforementioned requirements shall merit disqualification of the entry.