



Bangko Sentral ng Pilipinas

**OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION & EXAMINATION SECTOR**

CIRCULAR LETTER NO. CL- 2007 - 033

To : ALL BANKS AND NON-BANK FINANCIAL INSTITUTIONS

**Subject : Small And Medium Enterprise Development (SMED) Week
16-20 July 2007**

In its 109th meeting last 25 April 2007, the SMED Council adopted the theme ***"Galing mo Pinoy... Go Negosyo"*** in the observance of the ***Small and Medium Enterprise Development (SMED) Week*** scheduled on 16-20 July 2007. One of the highlights of the celebration will be the SME Exposition which will showcase various SME products at the Mega Halls 1 & 2, 5th Level, Building B, SM Megamall, Mandaluyong City.

All banking institutions and their branches, through their respective associations (BAP, CTB, RBAP), are enjoined to provide full support to SMEs and raise public awareness on the important role of SMEs in the overall development plan of the government by, among other things, using their premises for the display of posters and distribution of other promotional materials on the subject.

Also, the SMED Council will be conferring awards on programs and services that significantly contributed to the development of micro, small and medium enterprises in the country. The awards dubbed as "Best Practices Awards" will focus on programs and services that have helped create a business and investment environment more conducive to SME growth, provide/improve access to finance, provide/improve access to markets, and improve productivity and efficiency.

The nomination is open to both government and private organizations implementing micro, small and medium enterprises programs and services. The awarding ceremony shall be held during the annual celebration of the SMED Week.

PANANALAPING MATATAG, BANSANG PANATAG

Should a bank wish to include its own program in the search for "Best Practices Awards", it may seek nomination from any government agency or private organization in the area that is supportive of SMEs. The bank may also nominate the programs of other SME practitioners in the area. Attached are copies of the Awards guidelines and nomination form.

For further details about the SMED Week celebration and inquiries on the Awards and the availability of promotional materials, banks may get in touch with the SMED Council Secretariat, Bureau of Small and Medium Enterprise Development, Department of Trade and Industry, 3rd Floor, Oppen Building, 349 Sen. Gil Puyat Avenue, Makati City, at telephone numbers (02) 890-49-68, or the DTI Provincial Office nearest you.

For information and guidance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

27 June 2007

SME PROMOTION AND DEVELOPMENT BEST PRACTICES AWARDS

I. Objectives:

1. To recognize programs and services that best serve the MSME sector.
2. To promote MSME programs and services.

II. Target Nominees:

Best programs and services in the areas of:

- creating a business and investment enabling environment;
- providing access to finance;
- providing access to markets; and,
- productivity and efficiency.

III. Nominating Agencies:

- Government agencies in the provincial level – may nominate best programs and services of private institutions
- Private organizations (provincial chapters of industry associations, chamber of commerce and industries, business organizations, non-government organizations) – may nominate best programs and services of government agencies
- A third-party nomination is preferred.

IV. Deadline for Submission of Nominations to the SMED Councils:

- On or before June 12, 2007 - from the nominating agencies to the Provincial SMEDCs
- On or before June 18, 2007 - from PSMEDC to the bodies recognized as Regional SMEDCs
- On or before June 25, 2007 - from the designated Regional SMEDCs to the National SMEDC

V. Where to Submit Nominations

- Nominations must be submitted to the concerned Provincial SMED Council, or DTI-Provincial Office.

VI. Criteria

- All nominated programs and services must first pass the screening by the Provincial SMEDC before qualifying for evaluation under specific award categories (creating a business and investment enabling environment, providing access to finance, providing access to markets and productivity and efficiency).

- Screening must include validation.
- As a rule, the program must have been in existence for at least three (3) years.

(Please see attached pages for the criteria for each award.)

VII. Offices to Screen Nominations

- Provincial SMED Councils – shall screen and recommend nominees to the bodies recognized as Regional SMED Councils.
- Bodies that are recognized as Regional SMEDCs – shall screen nominations received from the PSMEDCs and recommend nominees for final screening at the national level.
- National SMED Council – shall screen nominations received from the designated Regional SMEDCs and decide on the award winners.

VIII. Awards to be Given

Awards to be given are for:

- | | |
|--|---|
| • Business and investment enabling environment | - 8 awards (government and private; 2 awardees each from Luzon, Vizayas, Mindanao and national level) |
| • Access to finance | - 2 awards (1 micro and 1 SME financing program) |
| • Access to market | - 2 awards (1 government and 1 private) |
| • Productivity and efficiency | - 2 awards (1 government and 1 private) |

IX. Announcement and Conferment of Awards:

Announcement of the awardees shall be made a week before the SMED Week and conferment will be done during its celebration in July.

X. Citation

The National SMED Council, thru the Provincial SMEDCs, shall confer citations on all nominees who do not make it to the final list of awardees. A list of all nominees forwarded by the PSMEDCs to the RSMEDCs and the RSMEDCs to the National SMEDC must be submitted to the Bureau of Small and Medium Enterprise Development (BSMED)/ SMED Council Secretariat for issuance of the citation.

Criteria

Awards for Business and Investment Enabling Environment

A. SCREENING CRITERIA	Yes	No
1. Self-Sufficiency and Potential for Expansion Is the program self-sufficient (not dependent on external resources) and does it have the potential for expansion?		
2. Advocacy Does the program have a promotion and advocacy plan for raising level of awareness of the project?		
3. High-impact Results Does the program yield high-impact results?		
4. Multi-sectoral Participation or Involvement Does the program involve multi-sectoral participation?		

B. SPECIFIC CRITERIA	Pts	% Increase		
		1-32%	33-65%	66% and above
• Increase in the number of businesses registered and/or certification, permits and licenses issued for the past 3 years	40	15	25	40
• Reduction in transaction steps	30	10	20	30
• Reduction in transaction costs	30	10	20	30
TOTAL	100			

Criteria

Awards for Programs and Services that Improve Access to Finance

A. SCREENING CRITERIA	Yes	No
1. Self-Sufficiency and Potential for Expansion Is the program self-sufficient (not dependent on external resources) and does it have the potential for expansion? Is the repayment ratio within the industry standards?		
2. Advocacy Does the program have a promotion and advocacy plan for improving access to finance?		
3. High-impact Results Does the program yield high-impact results?		
4. Multi-sectoral Participation or Involvement Does the program involve multi-sectoral participation?		

B. SPECIFIC CRITERIA	Pts	% Increase		
		1-32%	33-65%	66% and above
• Increase in the fund allocation for M/SME financing for the past 3 years	40	15	25	40
• Increase in the amount of M/SME lending for the past 3 years	30	10	20	30
• Increase in the total number of M/SME borrowers for the past 3 years	30	10	20	30
TOTAL	100			

Criteria

Awards for Program and Services that Improve Access to Markets

A. SCREENING CRITERIA	Yes	No
1. Self-Sufficiency and Potential for Expansion Is the program self-sufficient (not dependent on external resources) and does it have the potential for expansion?		
2. Advocacy Does the program have a promotion and advocacy plan for improving access to markets?		
3. High-impact Results Does the program yield high-impact results?		
4. Multi-sectoral Participation or Involvement Does the program involve multi-sectoral participation?		

B. SPECIFIC CRITERIA	Pts	% Increase		
		1-32%	33-65%	66% and above
• Increase in the total sales of the SME beneficiaries for the past 3 years	40	15	25	40
• Increase in the total exports of the SME beneficiaries for the past 3 years	30	10	20	30
• Increase in new domestic/foreign markets for the past 3 years	30	10	20	30
TOTAL	100			

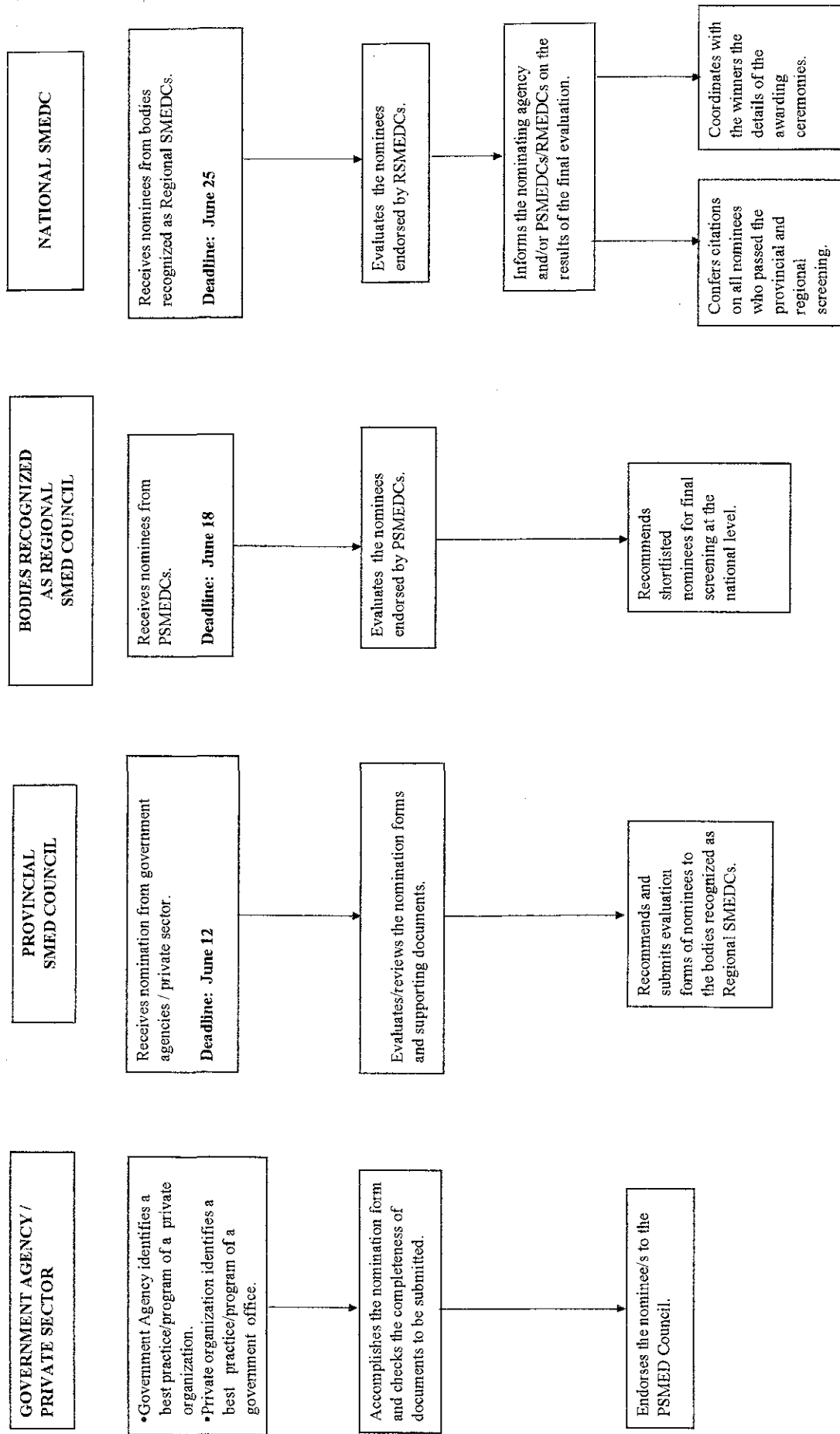
Criteria

Awards for Programs and Services that Improve Productivity and Efficiency

A. SCREENING CRITERIA	Yes	No
1. Self-Sufficiency and Potential for Expansion Is the program self-sufficient (not dependent on external resources) and does it have the potential for expansion?		
2. Advocacy Does the program have a promotion and advocacy plan for raising level of awareness of the project?		
3. High-impact Results Does the program yield high-impact results?		
4. Multi-sectoral Participation or Involvement Does the program involve multi-sectoral participation?		

B. SPECIFIC CRITERIA	Pts	% Increase		
		1-32%	33-65%	66% and above
Increase in the number of SME beneficiaries given awards and recognition on productivity and quality due to program implementation	40	15	25	40
Increase in positive business outcomes of SME beneficiaries due to program implementation e.g. increase in sales, return on investment, etc.	30	10	20	30
Increase in labor administration outcomes in SME beneficiaries due to program implementation e.g. improved working conditions, greater incentives to workers, harmonious labor relations, etc.	30	10	20	30
TOTAL	100			

SME PROMOTION AND DEVELOPMENT "BEST PRACTICES AWARDS"



SME PROMOTION AND DEVELOPMENT BEST PRACTICES AWARDS Nomination Form

Instruction: Please type/computer-print all information requested on A4-sized paper using Arial 11 font and submit in five (5) copies to the Provincial SMED Council, or contact the DTI-Provincial Office nearest you. Deadline for submission of nominations is June 12, 2007.

A. GENERAL DESCRIPTION OF THE PROGRAM

Please provide a 2-page description of the program indicating the following:

- 1. Nominating Organization:** *<Name of nominating government or private organization>*
- 2. Program Name:** *<Program/Project Name>*
- 3. Implementing Agency:** *<Name of Implementing Agency>
<Postal Address, Head of Agency/Contact Persons,
Contact Numbers, Email Address and Website>*
- 4. Objectives of the Program:** *What does the program aim to achieve? (e.g. business growth expansion, employment generation, new business generation, etc.)*
- 5. Target Beneficiaries:** *Who and what places benefit from the program?*
- 6. Program Description:** *Describe the features, components and duration of the program.*
- 7. Resources and Utilization:** *What are the resources required to carry out the project and from where were these sourced? Include the details (e.g. utilization)*
- 8. Sustainability and Replicability Measures:** *What are the strategies to continue with the implementation of the program beyond the time and/or geographical scope for which the original program fund was allocated?*
- 9. Cooperating Agencies:** *Who are the partner agencies, if any, in implementing the project?*

B. PROGRAM PERFORMANCE

1. Significant Achievements – indicate achievements of the program for the years 2004, 2005 and 2006. To be filled by nominees for:
 - Awards for Business and Investment Enabling Environment
 - number of new businesses registered
 - reduction in transaction steps
 - reduction in transaction costs
 - Awards for Access to Finance
 - Fund allocation for micro and/or SME financing
 - Amount of SME lending
 - Number of SME borrowers
 - Financial ratios (e.g. repayment ratio)

- Awards for Access to Markets
 - Total sales of the SME beneficiaries
 - Total exports of the SME beneficiaries
 - Number of new domestic/foreign markets

- Awards for Productivity and Efficiency
 - Total number of SME beneficiaries
 - Number of SME beneficiaries given awards and recognition on productivity and quality due to program implementation
 - Total sales of the SME beneficiaries that can be attributed to the program
 - ROI of the SME beneficiaries due to the program implementation
 - List of incentives given to workers
 - Number of labor strikes filed with DOLE

Please attach documents to support the claims made in the nomination form (e.g. program manual, annual reports, financial statements, accomplish reports certified by head of agency, etc.)