Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS-TAGBILARAN
City of Tagbilaran

January 4, 2019

DIVISION MEMORANDUM
No. 006 s. 2019

2019 METROBANK FOUNDATION OUTSTANDING FILIPINOS-AWARD FOR TEACHERS

TO: All Public and Private Elementary and Secondary School Heads
All Interested Teachers
All Others Concerned

1. Attached are DepEd Memorandum No. 184 s. 2018 and Regional Memorandum No. 0006 s. 2019 re: *2019 Metrobank Foundation Outstanding Filipinos-Award for Teachers*, inviting all qualified teachers in the Division to join the aforementioned Search.

2. For more details, please read attached DepEd and Regional Memoranda.

3. For information of all interested and concerned parties.

MARCELO K. PALISPIS, Ed. D
OIC- Asst. Schools Division Superintendent

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City

JAN 0 3 2019

REGIONAL MEMORANDUM
No. 0006, s. 2019

2019 METROBANK FOUNDATION OUTSTANDING FILIPINOS-AWARD FOR TEACHERS

To : **Schools Division Superintendents**
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Attached is DepEd Memorandum No. 184, s. 2018 re: 2019 Metrobank Foundation Outstanding Filipinos-Award for Teachers, inviting all qualified teachers in the Region to join the 2019 Metrobank Foundation Search for Outstanding Teachers.

2. For further details and information, refer to the attached communication.

3. For inquiries, you may contact Misael G. Borgonia, Chief, HRDD and Dr. Rosa H. Cabotaje at telephone no. 032- 414-7324.

4. Immediate and wide dissemination of this Memorandum is directed.

JULIET A. JERUTA, PhD., CESO IV
Director IV
Office of the Regional Director

JAJ/STJ/MGB/rhcabotaje
HRDD

Republic of the Philippines
Department of Education

27 NOV 2018

DepEd MEMORANDUM
No. 184 , s. 2018

2019 METROBANK FOUNDATION OUTSTANDING FILIPINOS-AWARD FOR TEACHERS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Metrobank Foundation Inc. (MBFI), in cooperation with the Department of Education (DepEd), announces the launching of the **2018 Metrobank Foundation Outstanding Filipinos-Award for Teachers**. This is the most prestigious career-service award for Filipino exemplars in the academe, the military, and the police. It pays tribute to the excellence and sacrifices of Filipino teachers, soldiers, and police officers who have gone over and beyond the call of duty to serve their profession and their community.

2. Ten Filipino exemplars—4 teachers, 3 soldiers, and 3 police officers—are recognized annually for their initiatives and concrete contributions to the development of their sector and communities. Since 1985, the Metrobank Foundation has honored a total of 665 Outstanding Filipinos—364 teachers, 157 soldiers, and 144 police officers.

3. It is open to teachers who are Filipino citizens teaching in the elementary, including kindergarten level, provided it is part of the integrated curriculum or part of an elementary school system, and secondary or tertiary level, including graduate school and alternative learning system, with full-time or permanent appointment and with full teaching load.

4. School heads, school principals, campus directors, executive directors, presidents, vice presidents, and chancellors of schools are **not** eligible to join.

5. Those holding administrative positions other than those mentioned above may join provided they carry a minimum of 6 hours/week teaching load within the school year they are joining in.

6. All winners of teaching-related local awards in the division or regional level are strongly encouraged to join, provided the eligibility requirements are met.

7. All past regional and national finalists under the Metrobank Foundation Search for Outstanding Teachers (SOT) may still join, subject to the eligibility requirements.

8. Nominees must have at least completed academic requirements for Master's degree for both the elementary and secondary categories. They must have attained performance ratings of at least Very Satisfactory for the past 10 years of teaching. For those who have been on official study leave or on secondment, performance ratings for 10 years closest to the period of nomination should be provided.

9. Nominees must be **not** on leave for more than two years immediately prior to nomination, and they must still have at least 3 years of remaining service before retirement.

10. Nominees must **not** be adjudged guilty in any administrative, civil or criminal case.

11. Nominees must have valid PRC license in the elementary and secondary categories.

12. Nominees must be officially nominated by the school principals or teachers-in-charge (TICs). For DepEd schools without principals, the TICs can nominate but the school principal must endorse the nomination. If the nominees are TICs, the school principal who is officially designated for the school shall endorse the nomination to the MBFI. Self-nominations shall not be accepted nor considered.

13. The following may also nominate and endorse a nominee by filling up the nomination form provided that the school, where the nominee belongs to, clears the nomination:

a. Government officials/leaders,
b. Journalists/Members of the media,
c. Business leaders,
d. Members of the church and civil society organizations,
e. Nongovernment organizations related to the sectors, and
f. Awardees of the Metrobank Foundation Outstanding Filipinos (formerly Search for Outstanding Teachers).

14. Elementary school heads are entitled to nominate two individuals: one each for the primary (Kindergarten to Grade 3) and intermediate (Grades 4 to 6) levels, while secondary schools are entitled to nominate only one nominee.

15. Official nominees need to accomplish the enclosed nomination form through the following ways:

a. Access the form online at http://bit.ly/OFAward or request for the link from the MBFI through telephone no. (02) 898-8757 or mobile phone no. 0933-309-9585 or email outstandingfilipinos.mbfi@gmail.com. The accomplished form will be sent to the email address indicated in the form. This may be downloaded for signature of the nominator. Online accomplishment of the form and printing for signing and submission is strongly encouraged for faster assessment and tracking.

b. Download and manually fill-out the form. Forms are available through the Facebook Page: www.facebook.com/mbfi.outstandingfilipinos, and MBFI website: http://www.mbfoundation.org.ph/outstanding-filipinos.

16. All concerned must submit the hard copy of the accomplished original nomination form and nominator's endorsement personally or through courier addressed to the Secretariat, Metrobank Foundation, 4F Metrobank Plaza, Sen. Gil Puyat Avenue, Makati City 1200 on or before **January 18, 2019**.

17. The awardees shall receive a medal, trophy, and a cash incentive of P1,000,000 part of which will be allocated to the faculty development project, subject to the approved proposal of the endorsing school. Each of the national finalists will receive P50,000.

18. There will be a synchronized announcement about the 2019 Metrobank Foundation Outstanding Filipinos-Award for Teachers in all regions, schools divisions, and schools during the Monday Flag Raising Ceremony preferably on **December 17, 2018.** Enclosed is the proposed invitation spiel for the announcement.

19. For more information, contact **Ms. Kristal Todcor**, Program Officer, Excellence Awards Unit, Metrobank Foundation, 4th Floor, Metrobank Plaza, Sen. Gil J. Puyat Avenue, Makati City at telephone no. (02) 898-8151, mobile phone no. 0933-3099-585 or email at outstandingfilipinos.mbfi@gmail.com.

20. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

Reference:
DepEd Memorandum No. 003, s. 2018

To be indicated in the Perpetual Index
under the following subjects:

CONTESTS
PRIZES OR AWARDS
SEARCH
SOCIETY OR ASSOCIATIONS
TEACHERS

MCDJ/SMMA DM-2019 Metrobank Foundation Outstanding Filipinos
0867 November 14/19, 2018

OF invitation spiel for announcements by Regions, Divisions, and Schools:

English:

We invite our teachers to join the 2019 Metrobank Foundation Outstanding Filipinos. In partnership with the Department of Education and the Commission on Higher Education, four teachers will be recognized this year for rendering service above and beyond the call of duty. Each will receive a PhP 1 million cash incentive, a trophy, and a gold medallion.

Teachers who are eligible to join must have a minimum of 10 years of service with at least "very satisfactory" rating in the last 10 years of service. Those who are set to retire must have at least 3 remaining years of service. Qualified elementary and secondary teachers must have completed academic requirements for Master's Degree.

Nomination forms and detailed guidelines are available via the Metrobank Foundation website and the Metrobank Foundation Outstanding Filipinos Facebook page. Deadline for nominations to be sent to the Metrobank Foundation Secretariat is on January 18, 2019. For further inquiries, you may call telephone number (02) 857-8757 or mobile number (0925) 8303717 and look for Kristal Todcor.

(169 words, 1 minute and 18 seconds)

Filipino:

Iniimbitahan namin ang ating mga guro na sumali sa 2019 Metrobank Foundation Outstanding Filipinos. Kasama ang Department of Education at ang Commission on Higher Education, kikilalanin ngayong taon ang 4 na gurong nagpakita ng dedikasyon sa kanilang paglilingkod sa bayan. Bawat isa ay makakatanggap ng 1 milyong pisong cash incentive, tropeo, at gintong medalyon.

Maaaring sumali ang mga gurong may sampung taon o higit pa sa serbisyo. Sila ay dapat nakakuha ng "very satisfactory" rating sa huling sampung taon nila sa serbisyo. Dapat ring may 3 taon o higit pa bago sila magretiro. Ang mga guro sa elementary at sekondarya, ay dapat nakapagtapos ng requirements para sa kanilang Master's Degree.

Ang mga nomination forms at alituntunin ng search ay makikita sa Facebook page ng Metrobank Foundation Outstanding Filipinos. Deadline para ipadala sa Metrobank Foundation Secretariat ang mga nominasyon ay sa March 1, 2018. Para sa karagdagang tanong, maaari kayong tumawag sa (02) 857-8757 o (0925) 8303717 at mangyaring hanapin si Kristal Todcor.

(162 words, 1 minute and 18 seconds)

REPUBLIC OF THE PHILIPPINES]
_____] S.S.

AFFIDAVIT OF UNDERTAKING

I, _____, of legal age, single/married/widow/separated, Filipino and residing at _____ after having been duly sworn to in accordance with law, do hereby depose and state that:

1. I am joining the Metrobank Foundation Outstanding Filipinos and in connection therewith, I am submitting my duly accomplished nomination form and the required supporting documents;

2. I hereby attest to the best of my knowledge that all the information contained in the nomination form and documents is true, accurate and correct;

3. I also affirm and attest that I am of good moral character and have not violated any laws of the land (including the Civil Code) at any time before or during the period I joined the teaching profession;

4. I have read and will abide by the rules, regulations and requirements governing the above-mentioned competition;

5. I am aware that any willful misrepresentation or misdeclaration of facts stated herein or in the nomination form and/or supporting documents can be used as basis for my disqualification from the award; and

6. I am executing this affidavit to attest to the truth, veracity and validity of all the foregoing and to certify, under oath, the authenticity of my records, under pain of perjury.

FURTHER, AFFIANT SAYETH NAUGHT

_____
Affiant

REPUBLIC OF THE PHILIPPINES
) S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____20_____, in _____ affiant exhibiting his/her Community Tax Certificate No. _____ Issued at _____ on _____, 20 _____

Metrobank Foundation
OUTSTANDING FILIPINOS
TEACHERS • SOLDIERS • POLICE OFFICERS

NOMINATION FORM

INSTRUCTIONS:

1. Please read and follow instructions carefully.
2. Fill out all required information **COMPLETELY** and **LEGIBLY**.
3. We highly encourage the nominee to accomplish the **online nomination form** and have this printed and signed. *(The link is available here or at the official Facebook page of Metrobank Foundation Outstanding Filipinos at @mbfi.outstandingfilipinos. You may also e-mail us at outstandingfilipinos.mbfi@gmail.com).*
4. Submit the **original accomplished nomination form with the nominator's endorsement** personally or through courier addressed to OF Secretariat, Metrobank Foundation, 4/F Executive Offices, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200 **ON OR BEFORE JANUARY 18, 2019.**
5. Please scan or photocopy the accomplished nomination form and the endorsement.

Attach here your latest 2"x 2" ID colored photo. It must be front, facial close-up, with your printed name & signature at the back of the photo.

AWARD JOINING IN: *(please check as appropriate)*

AWARD FOR TEACHERS

❑ Elementary (Kindergarten to Grade Six) ❑ Secondary (Grade Seven to Grade Twelve) ❑ Higher Education/Graduate School

AWARD FOR SOLDIERS

A. ❑ Commissioned Officer ❑ Enlisted Personnel

B. ❑ Philippine Army ❑ Philippine Navy ❑ Philippine Air Force

AWARD FOR POLICE OFFICERS

❑ Police Senior Commissioned Officer ❑ Field Grade Police Commissioned Officer ❑ Police Non-Commissioned Officer

I. PERSONAL INFORMATION

Full Name: _____
Title First Name Middle Name Last Name Suffix *(Kindly include degrees attained)*

Home Address: _____
Residence No. Street Subdivision/Town/Barangay/District/

City/Municipality Province Zip Code Region

Date of Birth: *(mm/dd/yy)* _____ Age: _____ Place of Birth: _____ Religion: _____ Nationality: _____

Gender: ❑ M ❑ F Civil Status: ❑ Single ❑ Married ❑ Widow/Widower ❑ Legally Separated ❑ Legally Annulled Residence Phone No.: *(Area Code + Tel No.)* _____

Name of Spouse: _____ No. of Children: _____

Active Email Address: Alternate Email: Personal Mobile No.:

II. PROFESSIONAL INFORMATION

PRC Lic. No. / AFP ID No. / PNP ID No.: _____ ID Validity: AFP / PNP Serial No.: _____ TIN No: _____

Current Rank/Position: _____ Designation: _____

Date Entered Teaching/ Military/Police: _____ Total No. of Years in Profession: *(accumulated)* _____ Remaining Years in Service: *(Before retirement)*

Name of School /Unit /Station: _____ School ID: (For K-12) _____

Complete School / Unit / Station Mailing Address: _____
No./Street Sitio/Barangay/ District

City/Municipality Province Zip Code Region

Office Phone No.: *(Area Code + Tel. No.)* _____ Office Fax No.: *(Area Code + Tel. No.)* _____ Office Email Address: _____

WRITE US:	*Metrobank Foundation Outstanding Filipinos Secretariat, 4th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200*
EMAIL US:	*outstandingfilipinos.mbfi@gmail.com; Teachers – kristal.todcor@metrobank.com.ph; Soldiers – third.salang@metrobank.com.ph; Police Officers – ernest.macapagal@metrobank.com.ph*
CALL US:	*Direct line: (02) 898-8757; Mobile Number: Teachers - (0925) 830-3717/(0977)7236205; Soldiers – (0922) 8038948; Police Officers – (0926)7080276*

III. EDUCATIONAL BACKGROUND & ADVANCEMENT

Kindly write your educational attainment and begin with the most recent. Please also include on-going studies.

EDUCATION EARNED (i.e. Doctoral, Masters, Bachelors, High School)	MAJOR / SPECIALIZATION	NAME & ADDRESS OF SCHOOL	INCLUSIVE YEARS	ACADEMIC DISTINCTIONS

IV. PERFORMANCE EVALUATION

Write your performance evaluation/rating obtained for the last ten (10) years. If you were on leave during any of the years below, use the years closest to the last 10 years or if you are on schooling, please indicate your performance in the school/unit of assignment/station.

Year/School Year										
Numerical Rating										
Descriptive Equivalent (e.g. O-Outstanding; VS-Very Satisfactory)										

V. COMPETITION RECORD

Have you joined the Metrobank Foundation Outstanding Filipinos – (formerly SOT, TOPS, COPS) before? ❑ YES ❑ NO
If Yes, in what year/s? _____

Have you been a Finalist of the Metrobank Foundation Outstanding Filipinos (formerly SOT, TOPS, COPS) before? ❑ YES ❑ NO
If Yes, in what year/s? _____

VI. ENDORSEMENT *(to be filled out and signed by the nominator)*

On a separate sheet of paper (1 page, long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing), please submit a description of the nominee written & signed by the nominator explaining why the she/he should receive the Metrobank Foundation Outstanding Filipinos Award. Please describe the nominee in terms of the following and cite specific examples:

a. character (personal qualities)
b. competence (professional skills, expertise and track record)
c. contribution to service and contribution to community involvement

VII. NOMINATOR'S CERTIFICATION

This is to certify that I voluntarily nominate _____ to the **Metrobank Foundation Outstanding Filipinos.** This nomination is a tribute to his/her track record of excellence in the teaching / military / police profession and to his/her exemplary dedication in his/her chosen field and ultimately contribute to nation building.

Signed this day of _____ at _____
Date (mm/dd/yy) Place

_____
Printed Name and Signature of Nominator

Designation: _____ Organization: _____

Complete Address: _____
Name of Building / No. Street District/Town/Barangay

City/Municipality Province Zip Code Region

Office Phone No.: *(Area Code + Tel. No.)* _____ Personal Mobile No. _____ Personal Email Address: _____

WRITE US:	*Metrobank Foundation Outstanding Filipinos Secretariat, 4th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200*
EMAIL US:	*outstandingfilipinos.mbfi@gmail.com; Teachers – kristal.todcor@metrobank.com.ph; Soldiers – third.salang@metrobank.com.ph; Police Officers – ernest.macapagal@metrobank.com.ph*
CALL US:	*Direct line: (02) 898-8757; Mobile Number: Teachers - (0925) 830-3717/(0977)7236205; Soldiers – (0922) 8038948; Police Officers – (0926)7080276*

VIII. NOMINEE'S CERTIFICATION

This is to certify that I voluntarily submit myself to the rules of the Metrobank Foundation Outstanding Filipinos. **I agree to accomplish the nomination form online and provide the complete supporting documents should I qualify for the next phase of the Award.** I also certify that I am physically and mentally fit to undergo the evaluation process of the search.

Further, I authorize the organizers or their designated agent/s to validate the information, records, documents that I shall submit in relation to the nomination and to use these in related activities. In this regard, I hereby exempt, discharge, release and free Metrobank, the Metrobank Foundation, Inc., their respective directors/trustees, officers, employees, members and staff, affiliates and/or subsidiaries, and the judges of the search, from any claim or liability arising from my participation in the search.

I hereby certify to the best of my knowledge and belief that all the information contained in this form is true and correct. I am aware that any willful misrepresentation or misdeclaration of facts or any untruthful statement or information stated herein shall be used as basis for my disqualification or the withdrawal of any award slot.

I hereby commit that should I win the Award, I will continue to render service in the Philippines for at least three (3) years.

Under the Data Privacy Act of 2012 (R.A. 10173) and as a nominee in the Metrobank Foundation Outstanding Filipinos (OF), I allow the Metrobank Foundation, Inc. (MBFI) to collect and use my personal information such as name, address, occupation, family background, contact details, etc. for administrative and documentation purposes in the course of my participation in the OF. I acknowledge that I may revoke this authorization any time by notifying MBFI in writing and all personal information collected will be stored in a secure location; retained in accordance with our retention policies; and only authorized MBFI employees will have access to them. I understand that if I think that my personal data was mishandled in terms of confidentiality or integrity, or if someone tampered with my personal data without my consent, I may contact the MBFI Data Protection Officer through telephone number (63 2) 857 0679/Fax: (63 2) 818 5656, or email at mbfi.dataprotection@metrobank.com.ph.

Signed this day of _____ at _____

Date(mm/dd/yy) Place

_____

Printed Name and Signature of Nominee

IX. CRIMINAL, CIVIL & ADMINISTRATIVE RECORD

Have you been **CHARGED** with any of the following offenses at any time before you joined and/or during active in service?

____ YES ____ NO; ❑ Administrative ❑ Civil ❑ Criminal

Status: ❑ Case Dismissed ❑ Pending

Have you been **CONVICTED** of any of the following offenses at any time before you joined and/or during active in service?

____ YES ____ NO; ❑ Administrative ❑ Civil ❑ Criminal

Status: ❑ Case Dismissed ❑ Pending

X. CHARACTER REFERENCES

Please list down three (3) names of references that are NOT directly related to the nominee by consanguinity or affinity.

NAME	POSITION/ ORGANIZATION	ADDRESS	MOBILE NUMBER	EMAIL ADDRESS
1.				
2.				
3.				

XI. ADDITIONAL PROFESSIONAL INFORMATION (FOR TEACHERS ONLY)

Status of Appointment: ❑ Full time ❑ Part time

Tenure: ❑Permanent/Regular ❑Temporary/Substitute/ Contractual/Volunteer

Field of Specialization :

Subject Currently Handling:

Grade/Year Level Currently Handling:

Your School/Institution's Definition of Full Load *(in no. of hrs./week)*: _____

Your TOTAL LOAD for the school year *(in no. of hrs./week)*: _____

Please write the breakdown of your load for the school year below:

	Teaching (in no. of hrs. / week)	Administrative Work (in no. of hrs. / week)	Research (in no. of hrs. / week)	Others (Pls. specify)
LOAD				

ABOUT THE AWARD

The Metrobank Foundation Outstanding Filipinos (OF) Award is the most prestigious career-service award for Filipino exemplars in the academe, the military, and the police force. It pays tribute to the excellence and sacrifices of Filipino teachers, soldiers, and police officers who have gone over and beyond the call of duty to serve their profession and their community.

Ten (10) Filipino exemplars – 4 teachers, 3 soldiers, and 3 police officers – will be recognized for their initiatives and concrete contributions to the development of their sector and communities.

Since 1985, the Metrobank Foundation has honored total of 665 Outstanding Filipinos – 364 teachers, 157 soldiers, and 144 police officers.

WHO ARE ELIGIBLE TO JOIN?

Nominees must...

1. be Filipino teachers, soldiers, and police officers with full-time or permanent appointment.
2. have rendered a minimum **10 years of service with at least "very satisfactory" rating** in the last 10 years. Moreover, the nominee must not be on leave for more than two years immediately prior to nomination and must still have at least 3 years of remaining service before retirement.
3. have exhibited good moral character and must NOT have been adjudged guilty in any civil, administrative or criminal case.

In addition,

1. TEACHERS in the elementary, secondary, or mobile teachers must have full teaching load and must have completed academic requirements for a Master's Degree while Higher Education teachers, including graduate school, must have a Doctorate Degree (Ph.D., Ed. D., and D.Sc.). Higher Education teachers with a medical degree (M.D.) and the like, a law degree (J.D.) and the like are qualified to join.

   The following are also eligible to join, provided they meet specific requirements:
   a. Kindergarten teachers provided that the kindergarten level is part of the integrated curriculum or part of an elementary school system.
   b. Those carrying administrative positions, including district alternative learning system coordinators, provided they carry a **minimum of 6 hours (or 6 units)/week teaching load** in the undergraduate school and/or graduate school within the school year they are joining. School heads, principals, campus directors, executive directors, presidents, chancellors, and vice presidents of schools are **NOT** eligible to join.

2. For SOLDIERS, qualified AFP commissioned officers (*Captain to Colonel*) must have completed a Bachelor's Degree while AFP enlisted personnel (*Corporal to Chief Master Sergeant*) must have completed at least a High School degree.
3. For POLICE OFFICERS, PNP commissioned officers (*Police Inspector to Police Senior Superintendent*) and non-commissioned officers (*PO2 to SPO4*) must have completed a Bachelor's Degree.

WHO CAN NOMINATE?

For Teachers: School administrators, school heads, president of colleges/universities or chancellors of autonomous campuses are the primary nominators. For satellite campuses, Campus Directors or Executive Directors may endorse *(This is Annex A of the nomination form)* but the Presidents are still the official nominators. For DepEd schools without principals, the Teacher-in-Charge can endorse, but the Principal who is officially designated is still the official nominator. If the nominee is the Teacher-in-Charge himself/herself, the Principal who is officially designated for the school shall endorse the nomination to the Award Secretariat.

For Soldiers and for Police Officers: Immediate Commissioned Officer superiors or heads of the soldiers and police officers are the primary nominators (except those who are junior/field grade commissioned officers).

The following may also **nominate in any or all of the three sectors** and endorse a nominee *(This is Annex A of the nomination form)* provided that the school/unit of assignment/station of the nominee clears the nomination:

a. Government officials/leaders
b. Journalists/Members of the media
c. Business leaders
d. Members of the church and civil society organizations
e. Non-government organizations related to the sectors
f. Awardees of the Metrobank Foundation Outstanding Filipinos (formerly SOT, TOPS, COPS)
g. District and division supervisors
h. Regional directors

WRITE US:	Metrobank Foundation Outstanding Filipinos Secretariat, 4th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200
EMAIL US:	outstandingfilipinos.mbfi@gmail.com; Teachers – kristel.todcor@metrobank.com.ph; Soldiers – third.solang@metrobank.com.ph; Police Officers – ernest.macapagal@metrobank.com.ph
CALL US:	Direct line: (02) 898-8757; Mobile Number: Teachers - (0925) 830-3717/(0977)7236205; Soldiers – (0922) 8038948; Police Officers – (0926) 7080276

In addition to the abovementioned nominators and upon invitation from the Award Secretariat, selected individuals and reputable organizations may also nominate and endorse a candidate of their choice.

WHAT ARE THE CRITERIA FOR SELECTING THE AWARDEES?

1. **Values: As a Responsible Citizen**
   A. The values of patriotism, heroism and courage that the nominee lives by and how he/she exemplifies these in his/her personal and professional life
   B. The nominee's sense of common good

2. **Service: As an Exemplary Public Servant**
   A. The nominee's demonstration of the values of honesty, integrity and professionalism in both his/her personal and professional life
   B. The nominee's attitude towards his/her profession

3. **Impact on Community: As an Agent of Positive Change and Influence**
   A. The nominee's contribution to his/her community
   B. How he/she demonstrates effective leadership
   C. His/her ability to translate knowledge into action
   D. Whether he/she is a visionary

HOW DO I JOIN THE AWARD?

Joining the Award is easy!

1. Once nominated, the nominee needs to accomplish the nomination form. There are two ways to do this:

   a. Accomplish the nomination form **online**. You may access it directly at https://bit.ly/OFAward or you may contact us at 898-8757, e-mail at outstandingfilipinos.mbfi@gmail.com, or text/call the mobile numbers below to get the link. The accomplished form will then be sent to the active e-mail address indicated in your form. Online accomplishment of form and printing of such for signing and submission is strongly encouraged for faster assessment and feedback.

   b. Download and manually fill-up the form. This is now available through our Facebook page at www.facebook.com/mbfi.outstandingfilipinos and website http://www.mbfoundation.org.ph/outstanding-filipinos.

2. Submit the **original accomplished nomination form with the nominator's endorsement** personally or through courier addressed to OF Secretariat, Metrobank Foundation, 4/F Executive Offices, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200 **ON OR BEFORE JANUARY 18, 2019.**

3. Please scan or photocopy the accomplished nomination form and the endorsement for your personal copy.

WHAT ARE THE PRIZES?

Each Outstanding Filipino shall receive a cash prize of 1 million pesos, "The Flame" trophy, and Metrobank Foundation Medallion of Excellence. Non wining finalists will receive P50, 000.00 cash incentive and a certificate of recognition.

IMPORTANT DATES TO REMEMBER	
January 18, 2019	Deadline for submission of Nomination Form
February 22, 2019	Deadline for submission of Supporting Documents for Eligible nominees
March - April 2019	Selection Phase
July 2019	Final Judging Phase
August 2019	Announcement of Awardees
September 2019	Recognition Ceremonies

WRITE US:	*Metrobank Foundation Outstanding Filipinos Secretariat, 4th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200*
EMAIL US:	*outstandingfilipinos.mbfi@gmail.com; Teachers – kristal.todcor@metrobank.com.ph; Soldiers – third.salang@metrobank.com.ph; Police Officers – ernest.macapagal@metrobank.com.ph*
CALL US:	*Direct line: (02) 898-8757; Mobile Number: Teachers - (0925) 830-3717/(0977)7236205; Soldiers – (0922) 8038948; Police Officers – (0926) 7080276*

GUIDELINES IN PREPARING THE SUPPORTING DOCUMENTS

IMPORTANT:

1. Kindly read the instructions very carefully. This guide is for all nominees (teachers, soldiers and police officers). However, there are required documents specific for teachers ONLY that are not necessary for soldiers and police officers.
2. It is important that you comply with all the requested documents. **Failure to do so may be a ground for disqualification.**
3. Strictly **ARRANGE THE DOCUMENTS AS THEY ARE LISTED in the guideline.**
4. **Documents/certifications should not appear twice** across several criteria or sections.
5. **Notarized affidavits** can be submitted in case the documents/certificates are unavailable.
6. The nominee is also encouraged to **keep within the prescribed number of pages**.
7. Submit the supporting documents is **ON OR BEFORE FEBRUARY 22, 2019** personally or via courier addressed to **OF Secretariat, Metrobank Foundation, 4F Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200.**

REQUIRED FORMAT:

PRINTED COPY

- ✓ Copies should be clear and legible.
- ✓ Provide a table of contents with the corresponding sections. You may include sub-headings, short descriptions and summaries, when necessary.
- ✓ Do not use clear books.
- ✓ Strictly do not submit hardbound printed copy.
- ✓ Use long bond paper (8.5"x13") with 0.6" margin on all sides.
- ✓ Use Arial font, size 12, single space.
- ✓ Use folders with the following color and label it with your full name (including rank), designation and school/unit/station:

Teachers	Soldiers	Police Officers
Elementary: Red	Army: Green	Senior PCO: Blue
Secondary: White	Navy: White	Field Grade PCO: White
Higher Ed: Yellow	Air Force: Blue	PNCO: Green

ELECTRONIC COPY

- ✓ E-copies of all printed documents should be saved in a USB/flash drive using the following format:
  1. **Nomination Form, Endorsement, Affidavit of Undertaking, Performance Rating Certification, PDS/SOI/CV, Clearances, Case Details, & Formal Education (I to VIIA.1)**
     – one file in PDF
  2. **Personal Qualities and Professional Information OTHER than Formal Education; Milestone Accomplishments (VIIA.2 to IX)**
     – one file in WORD
  3. FOR TEACHERS ONLY: Material Outputs Produced (X)
     – one file in WORD
- ✓ **All digital files should be arranged according to their respective sections as reflected in the printed copy.**
- ✓ E-copies should be saved in a USB/flashdrive labeled with your full name. Enclose this in the printed copy upon submission.
- ✓ **Scanned files such as certificates, endorsements, photos and the like should be in high quality and readable. (optimized for print quality)**

DOCUMENT SECTIONS/PAGE NAME	PAGE/S
TABLE OF CONTENTS	1 page
I. NOMINATION FORM (with Nominator's Endorsement) – PDF format - Copy of the accomplished Nomination Form - Copy of the Nominator's Endorsement	4 pages
II. NOTARIZED AFFIDAVIT OF UNDERTAKING - PDF format - Notarized Affidavit of Undertaking (Please refer to the Template for Affidavit of Undertaking).	1 page
III. PERFORMANCE RATING CERTIFICATION - PDF format - Certification of the summary of performance evaluation/ratings obtained for the last ten (10) years, excluding the current year. PLEASE DO NOT SUBMIT COPIES OF THE ACTUAL PERFORMANCE APPRAISAL. - Please indicate both the numerical and the descriptive equivalent of the rating scale being used. For example, a rating of 85% means "Very Satisfactory" or (VS). - For those on leave for a specific period, provide certification from head of school / authorize office/unit that the nominee has been on study/official leave. Provide ratings of previous year/s to complete the 10 years requirement. - Please use the format below: *e.g.* *This is to certify that **JUAN DELA CRUZ, (Master Teacher 1 / Commanding Officer / Chief of Police), (Name of school / unit)** has obtained the following numerical and its descriptive equivalent performance rating in the last ten (10) years:* Year / Numerical Rating / Descriptive 2007 / 4.5 / Very Satisfactory 2008 / 5.0 / Outstanding 2009 / 5.0 / Outstanding *This is issued upon as a requirement of his/her nomination for the Metrobank Foundation Outstanding Filipinos.*	1 page
IV. PERSONAL DATA SHEET / SUMMARY OF INFORMATION/CURRICULUM VITAE – PDF format - Personal Data Sheet / Summary of Information/curriculum vitae signed/certified by the authorized office/unit	4 pages

V. CLEARANCES – PDF format 1 page

- Secure the following required clearances and attached the original.

TEACHERS	SOLDIERS	POLICE OFFICERS
a) Certificate of Good Moral Character from the school, district/division supervisor, or regional director.	a) all pertinent AFP bodies (i.e. Office of the Deputy Chief of Staff for Intelligence, J2, JAGS, Inspector General, Provost Marshall, Office of the Ethical Standards and Public Accountability, DLO, etc.) b) Commission on Human Rights c) Office of the Ombudsman	a) Commission on Human Rights b) Office of the Ombudsman c) National Bureau of Investigation Clearance d) Sandiganbayan clearance (For Officers)

VI. CASE DETAILS (If applicable) – PDF format 1 page

If you have been charged or convicted of any civil, administrative, or criminal case, please submit a short report which include the following:

a) Type of Case (Administrative, Civil or Criminal)
b) Case number and nature of charge (libel, estafa, physical abuse, etc.)
c) Date the charge was filed
d) Where the charge was filed (City / Municipal / Regional Trial Court)
e) Circumstances surrounding the complaint
f) Status/Final Resolution (pending / on-going, amicably settled, dismissed, etc.)

Note: *Please include a report even if the case has been dismissed or amicably settled. For nominees with pending case, submit a Certification/Declaration from Regional/National Assistance Board (R/NLAB); For nominees with pending case classified as harassment suit/s, submit a certification from the National Support Unit Legal Assistance Board (NSULAB).*

VII. PERSONAL QUALITIES AND PROFESSIONAL CAREER INFORMATION

A. Educational Attainment

A.1. Formal Education – PDF format

1. Certified true copy of transcript/s of records (TOR) of highest degree/s earned (with the school seal) and/or for the degree/s being pursued, if applicable. 1 page
2. For Basic Education Teachers (K-12): Certification of Completed Academic Requirements from College/University signed by the Registrar for nominees who have yet to complete their Master's Degree; For Higher Education Teachers: Title/ Topic of Dissertation Paper for Doctorate Degrees 1 page

A.2 List of Trainings / Courses Attended or Completed – WORD format

- Maximum of ten (10) advanced training programs, seminars, workshops, or short courses attended/completed by the nominee. Differentiate between the international trainings and national/local trainings sponsored by the government or professional associations/ DepEd/ CHED/AFP/PNP-approved in-service scholarship or training starting with the most important. 1 page
- Mention any special citation received after the training/short course.
- Please use the format below:

e.g.

INTERNATIONAL TRAININGS

COURSE / TRAINING	ORGANIZATION / LOCATION	INCLUSIVE DATES	COMPLETED (Y/N)	REMARKS
Workshop on Teaching Microbiology Using Backward Design	American Society for Microbiology/Washington, USA	May 2012	Y	

LOCAL/NATIONAL TRAININGS

COURSE / TRAINING	ORGANIZATION / LOCATION	INCLUSIVE DATES	COMPLETED (Y/N)	REMARKS
Hands-on Training Workshop on Gene Cloning for College and High School Science Teachers	American Society for Microbiology/Los Baños, Laguna	November 19-23, 2016	Y	
Sensitive Site Exploration Operation	Joint Special Operations Task Force – Philippines / United States Army	August 2001	Y	Graduated with Honor
Competency Training of Philippine National Police on Gender and Development and Gender Analysis	Center for Law Enforcement Studies Building, PNP Training Service, Camp Crame, Quezon City	June 18 – 20, 2014	Y	Competency Training of Philippine National Police on Gender and Development and Gender Analysis

1 page

A.3 List of Training / Courses Facilitated *(use template below)* – WORD format

- Maximum of ten (10) major training programs/short courses facilitated/conducted by the nominee starting with the most important.
- **Mention the specific role and any special citation received after the training/short course.**
- **Please use the format below:**

e.g.

COURSE / TRAINING	VENUE	PERIOD	REMARKS
44th Annual Convention and Scientific Meeting	PICC, Pasay City	August 25, 2017	Module author/ facilitator
Military Intelligence Basic Course	The Intel School, Intelligence Service Group	May 6, 2002	Course Director
Call for Fire Seminar	Multipurpose Center, Camp Crame, Quezon City	February 19, 2015	Organizer/ Resource Speaker

B. Service Performance

(For teachers, if the nominee's position and rank are similar please fill up both to ensure complete data gathered.)

B.1 List of Positions Held – WORD format 1 page

- List down all the relevant profession-related positions held during the entire career of the nominee.
- Start from the most recent.
- Please use the format below:

e.g.

POSITION	SCHOOL / UNIT / OFFICE	INCLUSIVE DATES
School-in-Charge	Tonggo Elementary School	March 2017 – Present
Commanding Officer	99th Platoon Company, Philippine Army	December 1, 2017 – present
Chief, RCD	PRO MIMAROPA	March 2015 – April 2016

B.2 List of Ranks – WORD format 1 page

- List down ranks held (including promotions) during the entire career of the nominee.
- Start from the most recent.
- PLEASE DO NOT SUBMIT PROMOTION MEMOS, GENERAL ORDERS and the like.
- Please use format below:

e.g.

RANK	EFFECTIVITY	AUTHORITY
Master Teacher 2	March 5, 2017	Department of Education
Captain	December 1, 2016	GO # 123 GHQ Dated 09 May 2017
Senior Police Officer 1	January 6, 2015	NAPOLCOM- Philippine National Police

B.3 List of Service / Professional Awards Received – WORD format 1 page

- List down a maximum of ten (10) most important service/professional-related awards received by the nominee during the entire career.
- Awards should be arranged according to importance (highest to lowest).
- **For teachers,** DO NOT include awards won by students who were trained by the nominee (e.g. First Place in Editorial Writing, NSPC/STEP, etc.) or certificates of appreciation
- **For soldiers and police officers,** please do NOT submit actual copy of general orders.
- Please use format below:

e.g.

AWARD	CITATION AND REASON OF AWARD	AUTHORITY & DATE RECEIVED
Sample for Teachers: The Many Faces of A Teacher	This is given to Filipino teachers who are leaders and models of excellence in their profession. These teachers play significant roles in the lives of their students, molding them to be future movers in whatever field they will work in.	Bato Balani Foundation/ October 4, 2018
Distinguished Service Star	For eminently meritorious and valuable service rendered in a position of major responsibility as Commandant of the SFS from 16 Jul 06 to Dec07. MAJ JUAN DELA CRUZ instituted the selection system, improved the quality of training, and enhanced the students' skills that resulted to successful conduct of courses, and led to the 3 encounters against the enemy; capture of 5; discovery of encampments and recovery of 4 high-powered and 9 low-powered firearms. He initiated the construction and development of training facilities and living condition of the school personnel.	GO# 611 GHQ, AFP dated 17 June 2011 Rcvd: 17 June 2011
Medalya ng Kagalingan	Given for the bravery and heroism of PSUPT. JUAN DELA CRUZ in leading the anti-drug operation at Pansol, Laguna last 14 July 2011. The operation resulted in the arrest of several high-valued criminals involved in the illegal drugs dealings.	Police Regional Office, CALABARZON Rcvd: 25 September 2015

1 page

B.4 List of Community / Civilian Awards Received – WORD format

- Submit a maximum of ten (10) best civilian or community awards received during the entire career.
- List of award should be arranged according to importance (highest to lowest).

e.g.

AWARD	CITATION AND REASON OF AWARD	AUTHORITY & DATE RECEIVED
Sample for Teachers: The Outstanding Young Men of the Philippines	This award is given to modern day heroes, unselfishly doing great deeds in the field of Food Science and Technology for the betterment of our country; thus, inspiring the next generation to do the same.	Junior Chamber International, Philippines/December 2013
Sangguniang Bayan Resolution	A resolution recognizing the invaluable efforts and assistance of LTC JUAN DELA CRUZ; has outstandingly accomplished all tasks intended for the municipality of Hadji Muhammad that led to the development in the area and maintenance of Peace and Order.	SB Resolution No.14-10 series of 2016 Rcvd: 01 Mar 16
Certificate of Appreciation	Awarded for the special contributions and continued support of PSUPT. JUAN DELA CRUZ in maintaining the Bahay Pag-asa and its stakeholders (e.g., children in conflict with the law) located at Sta. Cruz, Laguna.	Bahay Pag-asa, Provincial Social Welfare and Development Office, Sta. Cruz, Laguna Rcvd: 07 March 2015

VIII. SUMMARY OF ACCOMPLISHMENTS – WORD format — 2 pages

- Reflects the nominee's brief personal information relevant to the Award
- Emphasizes the major accomplishments in the nominee's career as a teacher, police officer, or soldier relating it to the nominee's Contributions to Service and Contributions to Community. For Higher Education teachers, major accomplishments are focused on the areas of teaching, research, and extension work
- Written in the third person point of view
- Not less than 600 words but not more than 2 pages

IX. MILESTONE ACCOMPLISHMENTS (Maximum of 24 PAGES) – WORD format

1. Describe the nominee's milestone accomplishments in the course of his/her career as a teacher, soldier, or police officer *(Please refer to the definition of a milestone accomplishment and its components).*

2. The following shows the number of accomplishments to be submitted per sector:

SECTOR	NO. OF MILESTONE ACCOMPLISHMENTS
Teachers	***Basic Education (Kindergarten – Grade 12)*** Six (6) milestone accomplishments focusing on contributions to service (3) and contributions to community (3). Ensure thematic approach in writing the milestone accomplishments (e.g. Teaching approaches as one milestone accomplishment).
	Higher Education Six (6) milestone accomplishments focusing thematically on the three major roles of a Higher Education teacher particularly Teaching (2), Research (2), and Extension Work (2).
Police Officers	Six (6) milestone accomplishments focusing on three (3) Contributions to Service and three (3) Contributions to Community. Ensure thematic approach in writing the milestone accomplishments.
Soldiers	Six (6) milestone accomplishments focusing on three (3) Contributions to Service and three (3) Contributions to Community. Ensure thematic approach in writing the milestone accomplishments

3. Answer each question in the template as concisely as possible but provide relevant details. The nominee may use up to **4 pages per milestone accomplishment** using long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing.
4. Strictly use the **third person point-of-view** in accomplishing the attached *Template for Milestone Accomplishments*.
5. The nominee can input a milestone accomplishment only **ONCE.**
6. Please refer to the following **Definition of Terms** as guidance in understanding the information being requested.

TERM	DEFINITION / GUIDE QUESTIONS
Milestone Accomplishments	A milestone accomplishment is what **defines** the nominee's career as a teacher, a soldier, or a police officer. For an accomplishment to be considered a milestone, it may have any two or all of the following characteristics: a) An innovation or discovery that addresses a felt or articulated need and helps overcome a major obstacle or problem in the nominee's school, unit of assignment, or community. b) It creates *significant positive impact on the* target *beneficiaries, be it in the nominee's* school, unit of assignment, *or community.* c) It is sustainable *(i.e., the intended innovations, changes, and reforms continue to be carried out for a period of time; or goods and services continue to be provided to the target beneficiaries over a period of time).* ***For teachers****, ensure that the milestone accomplishments are implemented for at least six (6) months , may it be on-going or completed, to ensure presence of impact.*

Contributions to Service (This applies to Basic Education Teachers, Police Officers, and Soldiers; Higher Education Teachers, please proceed to the next page)	**Basic Education Teachers (Kindergarten – Grade 12):** Contributions to Service refer to the nominee's impact in the teaching profession benefitting the community of teachers or learners **within** his/her academic institution but these contributions are **above and beyond** the usual responsibilities of a teacher. To avoid repetition, these contributions should be thematic or grouped together according to their general idea or concept. Some examples of accomplishments that are grouped thematically are the following: 1) Teaching materials such as modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning materials that has greatly raised the scores of the students in standardized tests; 2) A discovery, innovation, or creation such as teaching devices or apparatuses; 3) Technology-based learning tools (e.g. learning games, gamification) 4) Teaching approaches (e.g. Modified explicit instruction approach) **Soldiers and Police Officers:** Contributions to Service refer to accomplishments that contribute to realizing the mission and vision of securing the country's sovereignty, promotion of peace, and ensuring order in the nominee's unit of assignment or station. Some examples of accomplishments are the following: 1) Neutralization of enemies of the state or most wanted criminals 2) Peaceful resolution of armed conflicts 3) Innovations, policies, or manuals that benefit specific units of the PNP or AFP in general 4) Formulation of policies and strategies that controls the prevention of corruption in the procurement of assets such as firearms, vehicles, planes, ships, etc. 5) Introduction of a standardized training for Commissioned and Non-Commissioned Officers that was approved by the PNP/AFP leadership and eventually adopted by all units of PNP/AFP
Contributions to Community (This applies to Basic Education Teachers, Police Officers, and Soldiers; Higher Education Teachers, please proceed to the next page)	**Basic Education Teachers (Kindergarten – Grade 12):** Contributions to Community refers to the nominee's contribution to the bigger academic community outside of his/her own school (i.e., within the district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Some examples of accomplishments that are grouped thematically are the following: 1) Teaching approaches (e.g. Modified explicit instruction approach) that are adopted in the regional or national level; 2) Technology-based teaching, learning tools adopted by other teachers outside of the teacher's own school; 3) Publications, such as books, manuals, policy papers, etc. and action researches (i.e., operations and/or academic research/action research) that has improved the learning processes within the school; and, 4) Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services **Soldiers and Police Officers:** Contributions to Community refer to accomplishments that serve the AFP or the PNP community in general and external community which may include individual and organizational partners and stakeholders, and the larger Philippine society. Some examples of accomplishments that are grouped thematically are the following: 1) Advanced community policing training and seminars adopted by barangay peace keeping officials 2) Creation of portable airport runway lighting system from scrap metals that was used in areas during calamities to for relief and rescue missions and also in air force bases nationwide. 3) Headed a multi-sectoral committee that protected coastlines which helped safeguard the income source of fisher folk 4) Institutionalization of Defense/Police Acquisition System and creation of Defense/Police Acquisition office 5) Conceptualization of a multi-sectoral engagement for *Pabahay* and livelihood programs for *balik-loob* members of the New People's Army
Milestone Accomplishments for Higher Education Teachers (Teaching, Research, and Extension Work)	**Higher Education Teachers** The six (6) milestone accomplishments of Higher Education teachers shall focus thematically on the following roles: Teaching (2), Research (2), and Extension work (2, except administrative work). Some examples of accomplishments on TEACHING are the following: 1) Teaching approaches and technology-based teaching/learning tools adopted by other teachers in the school system or recognized nationally/internationally; 2) A discovery or innovation, such as teaching devices or apparatus used in the school system or nationally/internationally; Some examples of accomplishments on RESEARCH are the following: 1) Journal publications that is widely – cited and has impacted the area of learning discipline, used as basis for a national policy, or benefited a community or communities inside or outside the educational system 2) Research that has contributed to mentoring and successful completion of a graduate student's thesis/ dissertation

	Some examples of accomplishments on EXTENSION WORK are the following: 1) Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services 2) Organization of trainings/workshops that educate other teachers in a particular field of discipline
Please use the following TEMPLATE for accomplishing the Milestone Accomplishments (Maximum of 4 pages per Milestone Accomplishment for a total of 24 pages)	
Title of Accomplishment	*What is the title of your accomplishment? (Do not use ALL CAPS)*
Type of Milestone Accomplishment	*Is your accomplishment a new program, project or service (PPS)? Or is it an improvement on the effectiveness of an existing program, project, or service (Innovation)? Classify your accomplishment using the categories below:* *1) Program, Project, or Service* *2) Innovation*
1. Your Specific Role In It	*Briefly describe your role in the accomplishment/project. Were you the team leader or team member? How was your role critical to the success of the accomplishment/project?*
2. Brief Description of Accomplishment	*Briefly describe the nature of your accomplishment. Be concise.*
2.1. Rationale	*What need or problem did your accomplishment respond to? What made you decide to get involved in it?*
2.2. Objectives	*What did your accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives*
2.3. Dates started and completed	*When did the accomplishment take place? (start and end dates)*
2.4. Coverage	*Where did the accomplishment take place? (e.g. city, province) What was the scope of the accomplishment? (e.g. unit/school/division/regional/national/international)*
2.5. Beneficiaries	*Briefly describe the beneficiaries of your accomplishment. How many were they? What sectors did they come from? (e.g. teachers, students, indigenous peoples, urban poor, etc.)*
2.6. Key Partner Implementing Organizations/ Individuals	*List down at least five (5) key persons who were involved in the implementation of your accomplishment. Include their positions, organizations and addresses, landline/mobile numbers, e-mail addresses, and a brief description of their contributions to the milestone accomplishments.* *This includes internal stakeholders from the school or concerned AFP/PNP unit where the teacher, soldier, or police officer is assigned who helped work on the accomplishment (e.g., fellow teachers, soldiers, police officers).* *It also includes external stakeholders from outside the school or AFP/PNP unit who helped realize the accomplishment (e.g., donor agency/individual, LGU, local NGO partner). External stakeholders are also those who benefited from the accomplishment indirectly).*
2.7. Source of Funding	*What were the names of the donor agency or individuals who provided financial and/or in-kind assistance to help you realize your accomplishment? Include the kind of assistance given, along with their contact details (mailing address, landline/ mobile numbers, email address).*
2.8 Responsiveness	*This refers to **any or all** characteristics of the milestone accomplishment, as follows:* *1) Responded to the felt or articulated need of the target or intended beneficiaries* *2) Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach* *3) Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries* *4) Aligned with the objectives of the milestone accomplishment*
2.9 Innovation	*This refers to **any or all** characteristics of the milestone accomplishment, as follows:* *1) Introduced a new strategy or method to improve the delivery of an existing program, project, or service to the target beneficiaries of the nominee* *2) Set the standard in carrying out the tasks and responsibilities in the school or unit of assignment of the nomine that resulted in a new product, service, or intellectual property which was adopted in the nominee's school or unit of assignment*
2.10.Outcomes/ Results/Impact	*This refers to **any or all** characteristics of the milestone accomplishment, as follows:* *1) Satisfied the objectives of the accomplishment* *2) Provided a practical solution to the felt or articulated need of the target beneficiaries* *3) Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment*
2.11 Sustainability	*This refers to **any or all** characteristics of the milestone accomplishment, as follows:* *1) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period* *2) Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee* *3) Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group* *4) Showed evidence that the milestone accomplishment was replicated outside the target beneficiary group*
3. Evidences	*These may be reports, pictures, news clippings, or case reports. Please limit evidences to a maximum of 3 pages. Prioritize the most important ones.*

X. MATERIAL OUTPUTS PRODUCED (THIS PART IS FOR TEACHERS ONLY) – WORD format

(Maximum of 5 pages)

1. Please read and follow instructions carefully. Fill out all the required information COMPLETELY and LEGIBLY.
2. Please list down outputs according to importance (from the most important and most recent to least important).
3. Use the templates provided for each category.

1. INSTRUCTIONAL MATERIALS PRODUCED RELATED TO TEACHING

Instructional materials are outputs related to profession, contributing to the objective of improving classroom instruction. Instructional materials SHOULD BE RELEVANT to the Level in which the nominee is nominated for and to the subject area he/she teaches. Do NOT include periodic tests, daily lesson plans used only in the nominees' classroom, news items/ articles published in the school paper, and brochures.

PUBLISHED/UNPUBLISHED TEXTBOOKS, REFERENCE MATERIALS, MANUALS, WORKBOOKS, MODULES, EVALUATION INSTRUMENTS, E-MATERIALS, AND OTHERS

TYPE (Published/ Unpublished)	TITLE	LEVEL OF ADOPTION (School wide, District/ Division wide, Region wide, Nationwide, International)	PUBLISHER & DATE PUBLISHED (If applicable)	BRIEF DESCRIPTION (Maximum of 100 words)	AUTHOR/S (single or co-authorship)

2. ORIGINAL TEACHING DEVICES

List down original teaching devices made/used during entire career as a teacher. Do NOT include existing teaching devices such as movie/TV box, flash cards, charts, PowerPoint materials. These are not considered as innovative unless the nominee has made improvements on the design.

ORIGINAL TEACHING DEVICES

TYPE OF DEVICE	TITLE	LEVEL OF ADOPTION	BRIEF DESCRIPTION	AUTHOR/CREATOR (single or co-authorship, or team)

3. PUBLISHED RESEARCH

List down research produced by the nominee during his/her entire career as a teacher. Research is defined as an output specifically produced for academic or instructional purposes. Do NOT include thesis/dissertation or students' investigatory projects where the nominee is the coach or adviser.

PUBLISHED BOOKS/BOOK CHAPTERS, JOURNAL ARTICLES, NON-JOURNAL ARTICLES, PUBLISHED REPORT, AND OTHERS

TYPE	TITLE	DATE/S STARTED & COMPLETED	PUBLISHER & DATE PUBLISHED	LEVEL OF ADOPTION	BRIEF DESCRIPTION	ROLE (Sole researcher, Team member/Team leader)

4. ORIGINAL CREATIVE OUTPUTS

Creative works are published/performed poetry, short stories, feature articles, musical composition, novels, essays, presented/produced plays, exhibits, concerts and other creative production.

FEATURE ARTICLES, SHORT STORIES, MUSICAL COMPOSITIONS, POEMS, FILMS, MUSICAL OR STAGE PLAYS

TYPE	TITLE	INDICATE IF ORIGINAL/ ADOPTED/REVISED	DATE PRESENTED/ PUBLISHED/ PRODUCED	BRIEF DESCRIPTION	ROLE (Director, Writer, Producer, Scriptwriter)

PRIVACY NOTICE

The Metrobank Foundation, Inc. recognizes its responsibilities under the Data Privacy Act of 2012 (R.A. 10173).

As a nominee in the Metrobank Foundation Outstanding Filipinos (OF), the Metrobank Foundation, Inc. (MBFI) will collect and use your personal information such as name, address, occupation, family background, contact details, etc. for administrative and documentation purposes in the course of your participation in the OF. You may revoke this authorization any time by notifying us in writing at mbfi.dataprotection@metrobank.com.ph. All personal information collected will be stored in a secure location; retained in accordance with our retention policies; and only authorized employees will have access to them.

If you think that your personal data was mishandled in terms of confidentiality or integrity, or if someone tampered with your personal data without your consent, please do not hesitate to contact our Data Protection Officer through the following:

Data Protection Officer
Metrobank Foundation, 4/F Metrobank Plaza
Sen. Gil Puyat Ave., Makati City 1200
Tel: (63 2) 857 0679
Fax: (63 2) 818 5656
E-mail: mbfi.dataprotection@metrobank.com.ph

EMAIL US:	outstandingfilipinos.mbfi@gmail.com; Teachers – kristal.todcor@metrobank.com.ph; Soldiers – third.salang@metrobank.com.ph; Police Officers – ernest.macapagal@metrobank.com.ph
CALL US:	Direct line: (02) 898-8757; Mobile Number: Teachers - (0925) 830-3717/(0977)7236205; Soldiers – (0922) 8038948; Police Officers – (0926)7080276
WRITE US:	**Metrobank Foundation Outstanding Filipinos Secretariat, 4th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200**

Metrobank Foundation

Excel. Engage. Empower.

Department of Education
Region VII, Central Visayas
RD2018-10849
19-Dec-18

4 December 2018

DR. JULIET A. JERUTA
OIC-Regional Director
DepEd Region VII
Sudlon, Lahug, Cebu City

Dear OIC-REGIONAL DIRECTOR JERUTA:

Mabuhay!

We would like to thank your office and the entire Department of Education for your support and participation in the recent launching of the **2019 Metrobank Foundation Outstanding Filipinos** held last 16 November 2018 at the *Bulwagan ng Karunungan*, Department of Education, Pasig City. Your continued support to the Outstanding Filipinos Award proved vital in its successful implementation throughout the years, especially for the Award for Teachers.

The search for the 2019 Metrobank Foundation Outstanding Filipinos is now in the Information Campaign phase where key areas were identified and will be visited to generate more nominations nationwide. This phase also allows us to explain in detail the OF award to our stakeholders, such as police officers, and encourage them to join.

In this regard, **we would like to ask your assistance in putting-up the Metrobank Foundation Outstanding Filipinos tarpaulin in your regional office**. This is one of the information campaign strategies that we would like to employ since nominations are now officially open. The following are the general guidelines in mounting the tarpaulins:

1. Place the tarpaulins in strategic and conspicuous places to be easily seen and noticed (e.g., main gate, hallways, etc.).
2. Please have the tarpaulins mounted until **February 2019**
3. Kindly ask your staff **to take a high-resolution photo of the mounted tarpaulin and furnish us at least two (2) copies**. Kindly send the photo to outstandingfilipinos.mbfi@gmail.com.

In addition, I have also enclosed a CD containing the following files:

1. Nomination Form
2. General Guidelines about the Award
3. Guidelines in Preparing the Supporting Documents
4. Sample Affidavit of Undertaking
5. DepEd Memorandum for the 2019 Metrobank Foundation Outstanding Filipinos
6. Revised Memorandum (Please use for any clarifications in the DepEd Memo published)
7. Presentation of the 2019 Metrobank Foundation Outstanding Filipinos

Should you have questions and clarifications, please have your staff call our Program Officer, Ms. Kristal Todcor at 898-8757 or 0933-3099585 or email her at kristal.todcor@metrobank.com.ph.

Again, thank you for your continued assistance and we look forward to your favorable response on the above-mentioned matters. Warm regards.

Very truly yours,

NICANOR L. TORRES, JR.
Executive Director

4th Floor, Executive Offices, Metrobank Plaza
Sen. Gil Puyat Ave., 1200 Makati City
Tel. No: (02) 857-5918 / (02) 898-8855
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