



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CIT

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Office of the Schools  
Division Superintendent

August 18, 2021

DIVISION MEMORANDUM  
No. *312* s. 2021

**INVITATION FROM ETCOR EDUCATIONAL RESEARCH CENTER**

To: Chief, CID and SGOD  
Education Program Supervisors  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. This Office received Communication from Adrian Lawrence P Carvajal, PhD, event Chairman of the International Award for Outstanding Educators and Researchers of ETCOR Educational Research Center, Philippines inviting all interested professionals to the **“International Awards for Outstanding Educators and Researchers on December 27, 2021 from 8:00am to 5:00pm.”**
2. Please refer to the attached communication for more details.
3. Immediate dissemination of this Memorandum is desired.

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent 

JIAL/MKP/BCL/ftc



Address: Dampas District, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph



# ETCOR EDUCATIONAL RESEARCH CENTER

Sta. Ana, Pampanga, Philippines

Mobile Number: [0939-202-9035](tel:0939-202-9035) / e-mail address: [embracingthecultureofresearch@gmail.com](mailto:embracingthecultureofresearch@gmail.com)

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## SCREENING COMMITTEE MEMBERS:

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Vice President for Research & Extension  
and Concurrent Dean, Institute of Arts, Sciences & Teacher Education  
Mabalacat City College, Philippines

**Asst. Prof. Dr. Sotarot Thammaboosadee**

Assistant Professor of Information Technology  
Faculty of Engineering  
Mahidol University, Thailand  
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**Dr. Angelyn M. Pangilinan**

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University of Makati, Philippines

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Head, Research & Development Unit  
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Holy Cross College  
Sta. Ana, Pampanga, Philippines

**Dr. Richard D. Sanchez**

Master Teacher II  
Department of Education  
Schools Division of City of San Fernando  
Pampanga, Philippines

**Dr. Adrian Lawrence P. Carvajal**

Dean, Institute of Graduate Studies  
San Sebastian College Recoletos  
Manila, Philippines

**Dr. Ace C. Lagman**

Director, Information Technology Department  
FEU Institute of Technology

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Manila, Philippines



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## ETCOR EDUCATIONAL RESEARCH CENTER'S INTERNATIONAL AWARDS FOR OUTSTANDING EDUCATORS AND RESEARCHERS

ETCOR Educational Research Center recognizes the contribution to education of all teachers and school leaders around the world. Their sacrifices and offering of oneself in the name of authentic service to all students are evidently manifested nowadays, especially during this time of pandemic. Similarly, teachers and school leaders who are involved in research and development to ensure the continuity of learning during these challenging times are likewise commendable as they truly serve as frontliners in the battle to ensure evidence-based delivery of education. Premises considered, ETCOR Educational Research Center will conduct the **INTERNATIONAL AWARDS FOR OUTSTANDING EDUCATORS AND RESEARCHERS** on **December 27, 2021** from **8:00am-5:00pm**. The event's final venue, or if this will be conducted virtually, will depend on the COVID-19 situation and the guidelines by the Philippine government, specifically by the COVID-19 Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases.

The **INTERNATIONAL AWARDS FOR OUTSTANDING EDUCATORS AND RESEARCHERS** will have two categories: (1) **Category A for Educators and School Leaders<sup>1</sup>**, and (2) **Category B for Educators and School Leaders<sup>2</sup> who are Research Consultants of the ETCOR Educational Research Center.**

**For Category A (Educators and School Leaders), the awards to be given are the following:**

- I. Outstanding Educator; and
- II. Outstanding School Leader

**For Category B (Educators and School Leaders who are Research Consultants of the ETCOR Educational Research Center), the awards to be given are the following:**

- I. Outstanding Educator in the Field of Research;
- II. Outstanding School Leader in the Field of Research; and
- III. Outstanding Research Management and Innovation either for Basic Education or for Higher Education.

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<sup>1</sup> A school leader under Category A refers to a person with experience in supervision and school leadership/management and is usually designated/appointed as school principal/head/director, assistant principal/head teacher, teacher-in-charge, etc. as evidenced by service records/certificate of employment.

<sup>2</sup> For purposes of this event, a school leader under Category B refers to a person with experience in research supervision and school leadership/management, specifically in the field of research. He/She may not be designated/appointed as school principal/head/director, assistant principal/head teacher, teacher-in-charge etc., but is designated/appointed as Department/School Research Coordinator, Research Director/Head, etc. as evidenced by service records/certificate of employment.

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An applicant may apply to any or all the awards as mentioned above (Categories A & B) for as long as he/she meets all the qualifications stated therein. For ETCOR Research Consultants, they may also apply to any or all the awards as mentioned, and they will also have to undergo same screening procedures. However, ETCOR Research Consultants with national level positions are not eligible for the awards. All applications will be reviewed and evaluated by ETCOR's assigned committee which will be composed of eight (8) Research Consultants.

## Category A (Educators and School Leaders):

- I. **OUTSTANDING EDUCATOR;** and
- II. **OUTSTANDING SCHOOL LEADER.**

### QUALIFICATIONS for the Outstanding Educator:

1. Must have a valid and updated teaching license (LET) or other acceptable government eligibility/license. For teachers in the higher education, the teaching license will not be required;
2. Must be teaching or in the academe (public and/or private) for at least three (3) years as evidenced by service records/certificate of employment;
3. At least a holder of a bachelor's degree from a reputable educational institution as evidenced by the Transcript of Records;
4. Must have three consecutive, at least Very Satisfactory (VS) performance ratings in the last three (3) school years. In the case of teachers who are rated on a semestral basis, they must have six consecutive, at least Very Satisfactory (VS) performance ratings in the last six (6) semesters or 9 terms for trimester basis. Document to be submitted: IPCRF or Performance Evaluation Sheet, or any document/certification stating the needed information for the said qualification;
5. Must have fully documented outstanding accomplishments as an educator such as, but not limited to, (a) Outstanding Teacher Award, (b) Innovation, (c) Research and Publications, and (d) Consultancy/Speakership/Chairmanship. Documents to be submitted: all documents to show/prove the said accomplishments.
6. Must have no pending and/or should have not been found guilty of any criminal and administrative offense. Document to be submitted: NBI and/or police clearance (if available), or certification from the legal division or any other competent authority (Schools Division Superintendent, School Principal/Head/Director/HRMO) of the applicant.
7. Other requirements aside from those enumerated above: (a) Letter of Intent either signifying interest to apply or to nominate another person for the specific award/s, letter to be addressed to Dr. Adrian Lawrence P. Carvajal, Event Chairman of the ETCOR's International Awards for Outstanding Educators and Researchers. In the case of a nomination, both the nominator and the nominee must sign the letter of intent and

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there shall be NO nomination without the consent of the person being nominated, (b) Curriculum Vitae of the applicant or of the nominee, and (c) a bio-note of at most 300 words.

## **CRITERIA FOR JUDGING for the Outstanding Educator:**

1. Education	20%
2. Performance Rating as Educator	30%
3. Outstanding Teacher Award	10%
4. Innovation	10%
5. Research and Publications	10%
6. Consultancy/Speakership/Chairmanship	10%
7. Other citations/recognitions	<u>10%</u>
	<b>100%</b>

## **QUALIFICATIONS for the Outstanding School Leader:**

1. Must have a valid and updated teaching license (LET) or other acceptable government eligibility/license/Principal's Test Passer. For school leaders in the higher education, the teaching license will not be required;
2. Must be in the field of education or in the academe for at least five (5) years as evidenced by service records/certificate of employment;
3. Must have at least three (3) years cumulative experience in supervision and school leadership/management as evidenced by service records/certificate of employment.
4. At least a holder of a bachelor's degree from a reputable educational institution as evidenced by the Transcript of Records;
5. Must have three cumulative, at least Very Satisfactory (VS) performance ratings for at least three (3) school years. In the case of school leaders who are rated on a semestral basis, they must have six consecutive, at least Very Satisfactory (VS) performance ratings for at least six (6) semesters or 9 terms for trimester basis. Document to be submitted: IPCRF or Performance Evaluation Sheet, or any document/certification stating the needed information for the said qualification;
6. Must have fully documented outstanding accomplishments in school management and supervision such as, but not limited to, (a) Outstanding School Leader Award, (b) Innovation, (c) Research and Publications, and (d) Consultancy /Speakership /Chairmanship. Documents to be submitted: all documents to show/prove the said accomplishments;
7. Must have no pending and/or should have not been found guilty of any criminal and administrative offense. Document to be submitted: NBI and/or police clearance (if available), or certification from the legal division or any other competent authority (Schools Division Superintendent, Public Schools District Supervisor, School Principal/Head/Director/HRMO) of the applicant.

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8. Other requirements aside from those enumerated above: (a) Letter of Intent either signifying interest to apply or to nominate another person for the specific award/s, letter to be addressed to Dr. Adrian Lawrence P. Carvajal, Event Chairman of the ETCOR's International Awards for Outstanding Educators and Researchers. In the case of a nomination, both the nominator and the nominee must sign the letter of intent and there shall be NO nomination without the consent of the person being nominated, (b) Curriculum Vitae of the applicant or of the nominee, and (c) a bio-note of at most 300 words.

## **CRITERIA FOR JUDGING for the Outstanding School Leader:**

1. Education	20%
2. Performance Rating as Leader	30%
3. Outstanding School Leader Award	10%
4. Innovation	10%
5. Research and Publications	10%
6. Consultancy/Speakership/Chairmanship	10%
7. Other citations/recognitions	10%
	<b>100%</b>

## **Category B (Educators and School Leaders who are Research Consultants of the ETCOR Educational Research Center):**

- I. **OUTSTANDING EDUCATOR IN THE FIELD OF RESEARCH;**
- II. **OUTSTANDING SCHOOL LEADER IN THE FIELD OF RESEARCH;** and
- III. **OUTSTANDING RESEARCH MANAGEMENT AND INNOVATION either for Basic Education or for Higher Education**

## **QUALIFICATIONS for the Outstanding Educator in the Field of Research:**

1. Must be a Research Consultant of the ETCOR Educational Research Center at least before the deadline of application to the award/s (November 16, 2021) as evidenced by the valid Certificate as a Research Consultant and/or valid Certificate of Recognition as a Research Consultant;
2. Must have a valid and updated teaching license (LET) or other acceptable government eligibility/license. For teachers in the higher education, the teaching license will not be required;
3. Must be in the field of education or in the academe (public and/or private) for at least three (3) years and a teacher/professor of research subjects or as a research adviser/mentor of students, for at least one (1) year as evidenced by service records/certificate of employment; or be actively engaged in research and development or design/creative work for the past three (3) years with supporting documents;
4. At least a holder of a bachelor's degree from a reputable educational institution as evidenced by the Transcript of Records;

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5. Must have three consecutive, at least Very Satisfactory (VS) performance ratings in the last three (3) school years. In the case of teachers who are rated on a semestral basis, they must have six consecutive, at least Very Satisfactory (VS) performance ratings in the last six (6) semesters or 9 terms for trimester basis. Document to be submitted: IPCRF or Performance Evaluation Sheet, or any document/certification stating the needed information for the said qualification;
6. Must have fully documented outstanding accomplishments as a researcher such as, but not limited to, (a) Paper Presentation in Research Conferences, (b) Innovations in Research, (c) Research and Publications, (d) Consultancy/Speakership/Chairmanship in research and/or research-related activities, (e) research impact citations, and (f) Lecturer/Moderator/in-charge of Welcome/Closing Remarks in ETCOR-initiated activities, designations from ETCOR. (Documents to be submitted: all documents to show/prove the said accomplishments;
7. Must have no pending and/or should have not been found guilty of any criminal and administrative offense. Document to be submitted: NBI and/or police clearance (if available), or certification from the legal division or any other competent authority (Schools Division Superintendent, School Principal/Head/Director/HRMO) of the applicant.
8. Other requirements aside from those enumerated above: (a) Letter of Intent either signifying interest to apply or to nominate another person for the specific award/s, letter to be addressed to Dr. Adrian Lawrence P. Carvajal, Event Chairman of the ETCOR's International Awards for Outstanding Educators and Researchers. In the case of a nomination, both the nominator and the nominee must sign the letter of intent and there shall be NO nomination without the consent of the person being nominated, (b) Curriculum Vitae of the applicant or of the nominee, and (c) a bio-note of at most 300 words.

## **CRITERIA FOR JUDGING for the Outstanding Educator in the Field of Research:**

1. Years of Experience in Research	10%
2. Education	10%
2. Performance Rating	10%
3. Outstanding Accomplishments in Research	<u>70%</u>
	<b>100%</b>

## **QUALIFICATIONS for the Outstanding School Leader in the Field of Research:**

1. Must be a Research Consultant of the ETCOR Educational Research Center at least before the deadline of application to the award/s (November 16, 2021) as evidenced by the valid Certificate as a Research Consultant and/or valid Certificate of Recognition as a Research Consultant;
2. Must have a valid and updated teaching license (LET) or other acceptable government eligibility/license/Principal's Test Passer. For school leaders in the higher education, the teaching license will not be required;

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3. Must be in the field of education or in the academe (public and/or private) for at least five (5) years and has research leadership experience for at least three cumulative (3) years as evidenced by service records/certificate of employment, or any other certification or proof that the applicant is functioning as a leader in the field of research;
4. At least a holder of a bachelor's degree from a reputable educational institution as evidenced by the Transcript of Records;
5. Must have three cumulative, at least Very Satisfactory (VS) performance ratings for at least three (3) school years. In the case of leaders who are rated on a semestral basis, they must have six cumulative, at least Very Satisfactory (VS) performance ratings for at least six (6) semesters or 9 terms for trimester basis. Document to be submitted: IPCRF or Performance Evaluation Sheet, or any document/certification stating the needed information for the said qualification;
6. Must have fully documented outstanding accomplishments as a research leader such as, but not limited to, (a) Paper Presentation in Research Conferences, (b) Innovations in Research, (c) Research and Publications, (d) Consultancy/Speakership/Chairmanship in research and/or research-related activities, (e) research impact citations, and (f) Lecturer/Moderator/in-charge of Welcome/Closing Remarks in ETCOR-initiated activities, designations from ETCOR. Documents to be submitted: all documents to show/prove the said accomplishments;
7. Must have no pending and/or should have not been found guilty of any criminal and administrative offense. Document to be submitted: NBI and/or police clearance (if available), or certification from the legal division or any other competent authority (Schools Division Superintendent, School Principal/Head/Director/HRMO) of the applicant.
8. Other requirements aside from those enumerated above: (a) Letter of Intent either signifying interest to apply or to nominate another person for the specific award/s, letter to be addressed to Dr. Adrian Lawrence P. Carvajal, Event Chairman of the ETCOR's International Awards for Outstanding Educators and Researchers. In the case of a nomination, both the nominator and the nominee must sign the letter of intent and there shall be NO nomination without the consent of the person being nominated, (b) Curriculum Vitae of the applicant or of the nominee, and (c) a bionote of at most 300 words.

## **CRITERIA FOR JUDGING for the Outstanding School Leader in the Field of Research:**

1. Years of Experience in Research	10%
2. Education	10%
2. Performance Rating	10%
3. Outstanding Accomplishments in Research	<u>70%</u>
	<b>100%</b>

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## **QUALIFICATIONS for the Outstanding Research Management and Innovation (either for Basic Education or for Higher Education):**

In this award, the emphasis is not on the person or the applicant, but on the research management, or system, or project or product or innovation which was originally conceptualized and fully implemented by the applicant, and which benefited people in the classroom, school or the community. The qualifications for this award are as follow:

1. The author of the research management, or system, or project or innovation must be a Research Consultant of the ETCOR Educational Research Center at least before the deadline of application to the award/s (November 16, 2021) as evidenced by the valid Certificate as a Research Consultant and/or valid Certificate of Recognition as a Research Consultant;
2. The said author has a valid and updated teaching license (LET) or other acceptable government eligibility/license. For teachers in the higher education, the teaching license will not be required;
3. The said author must be in the field of education or in the academe (public and/or private) for at least five (5) months or one (1) semester as evidenced by service records/certificate of employment. The reason for the 5-month or 1-semester experience in the field of education is the fact that the conceptualization and implementation of a research management, or system, or project or product or innovation may not be dependent on the number of years of stay in the field of education. Younger employees may already be innovative even during the first semester/year of their stay in their institution. Further, the focus of the award is neither the applicant nor his years of experience, but the existence of a research management, or system, or project, or product or innovation.
4. At least a holder of a bachelor's degree from a reputable educational institution as evidenced by the Transcript of Records;
5. Must have no pending and/or should have not been found guilty of any criminal and administrative offense. Document to be submitted: NBI and/or police clearance (if available), or certification from the legal division or any other competent authority (Schools Division Superintendent, School Principal/Head/Director/HRMO) of the applicant.
6. Must have fully documented and implemented research management, or system, or project or product or innovation as evidenced by approved project proposal, proof of implementation, accomplishment reports (or patent, if applicable) and other documents that can support the success of the research management, or system, or project or product or innovation.
7. Other requirements aside from those enumerated above: (a) Letter of Intent either signifying interest to apply or to nominate the research management, or system, or

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project or product or innovation of another person, letter to be addressed to Dr. Adrian Lawrence P. Carvajal, Event Chairman of the ETCOR's International Awards for Outstanding Educators and Researchers. In the case of a nomination, both the nominator and the nominee (the author of the research management, or system, or project or product or innovation) must sign the letter of intent and there shall be NO nomination without the consent of the person being nominated, (b) Curriculum Vitae of the applicant or of the nominee, and (c) a summary of the research management, or system, or project or product or innovation of at most 300 words.

## **CRITERIA FOR JUDGING for the Outstanding Research Management and Innovation for Basic Education**

1. Conceptualized only	60%
2. Started the implementation	70%
3. Fully implemented in the school (Classroom, department, unit)	80%
4. Adopted in the district	90%
5. Adopted in the division	100%

## **CRITERIA FOR JUDGING for the Outstanding Research Management and Innovation for Higher Education**

1. Conceptualized only	60%
2. Patent Registration or approval of head/ superior	70%
3. Implementation (department, college-wide, university)	80%
4. Implementation (community)	100%

To join, interested applicants/nominators may send their application/letter of intent/nomination and other pertinent documents at the e-mail address [embracingthecultureofresearch@gmail.com](mailto:embracingthecultureofresearch@gmail.com) starting August 18, 2021. **Deadline of submission of application is on November 16, 2021.** After the deadline, no application and/or additional documents will be accepted.

Qualified applicants will be notified via e-mail message.

**Awards to be received:** Plaque of Recognition, Certificate, Medal and Book of Compilation of Awards in PDF format

### **Schedule of Payments:**

1. Non-refundable Initial Payment of Five hundred pesos (PHP500.00) or ten US dollars (\$10) upon submission of application to any or all awards.
2. Non-refundable final payment of One thousand five hundred pesos (PHP1,500.00) or thirty US dollars (\$30) per award once the applicant is notified of the approval of his/her

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application. This amount shall be paid within two weeks after receipt of the notification of approval, otherwise the entire application shall be void. In case an application is disapproved, no final payment shall be made. Disapproved applications may be appealed to ETCOR and shall be deliberated by ETCOR National Consultants meeting *en banc*.

3. For ETCOR Research Consultants, a 20% discount shall be applied to the final payment per award.
4. The payments to be collected will be used for the awards to be given, as well to cover operational expenses (e.g. honorarium for reviewers, staff compensation). The shipping fee for the Plaque of Recognition, Certificate, and Medal will be shouldered by the awardees.

Payments shall be transferred, sent, or deposited to ETCOR's BDO Unibank (BDO UNIBANK, INC.) Savings Account with details as follow:

Account Name : ETCOR Educational Research Center or simply ETCOR  
Account Number : 004350318464

Applicants may also use their GCash to send their payment in the said bank account.

#### With Additional Bank Information for International Participants:

Account Name : ETCOR Educational Research Center or simply ETCOR  
Account Number : 004350318464  
Swift Code : BNORPHMM  
Bank Address : 7899 Makati Avenue, Makati, BDO Corporate Center  
City : Manila  
Country : Philippines

For more information and/or clarifications, applicants may contact ETCOR Educational Research Center via mobile number 0939-202-9035 and/or e-mail address [embracingthecultureofresearch@gmail.com](mailto:embracingthecultureofresearch@gmail.com).