



Republic of the Philippines
Department of Education

11 DEC 2020

DepEd MEMORANDUM

No. **080**, s. 2020

**2020-2021 METROBANK FOUNDATION OUTSTANDING
FILIPINOS-AWARD FOR TEACHERS**

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

1. The Metrobank Foundation has now resumed its search for the **2020-2021 Metrobank Foundation Outstanding Filipinos-Award for Teachers**. This Search was deferred on May 27, 2020 due to the challenges brought about by the COVID-19 Pandemic.

2. As the 2020-2021 recognition program commences, the following are the changes in the search process:

- a. 2020 eligible nominees (those who submitted the complete set of supporting documents) need to update their nomination form and portions of their supporting documents to reflect any changes that might have occurred since the deferment. Please see the links below for the 2020 eligible nominees (see enclosed list).

No.	Item	Link
1	Frequently Asked Questions on the 2020-2021 Metrobank Foundation Outstanding Filipino	http://bit.lyOFAwardFAQsRelaunch
2	Nomination Form for 2020 Eligible Nominees (Returning)	http://bit.ly2021OFAward2RQ

- b. New nominations will be accepted. These 2021 nominees will be required to submit a signed nomination form and nominator's endorsement, together with a notarized affidavit of undertaking as the first step of assessment. Below are the links to the forms and guidelines for 2021 new nominees.

No.	Item	Link
1	Frequently Asked Questions on the 2020-2021 Metrobank Foundation Outstanding Filipinos	http://bit.lyOFAwardFAQsRelaunch
2	Nomination Form for 2021 Nominees (New)	http://bit.lyOFAward2021
3	General Guidelines About the Award	http://bit.lyOFAwardGeneralGuidelines
4	Affidavit of Undertaking	http://bit.lyAffidavitUndertaking
5	Guidelines in Preparing the Supporting Documents	http://bit.lyOFSupportingDoc2021

3. For more information, please contact **Ms. Kristal Todcor**, Program Officer, Excellence Awards Unit, Metrobank Foundation, 10th Floor, Metrobank Plaza Annex, Sen. Gil J. Puyat Avenue, Makati City, through email at outstandingfilipinos.mbf@gmail.com; mobile phone number 0919-0628-128, or telephone number (02) 8898-8757.

4. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
 Secretary



To authenticate this document, please scan the QR code



DEPED-OSEC-438293

Encl.:

As stated

Reference:

DepEd Memorandum No. 170, s. 2019

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

CHANGE
CONTESTS
CHANGE
CONTESTS

PRIZES OR AWARDS
RULES AND REGULATIONS
SEARCH
TEACHERS



**Frequently Asked Questions (FAQs)
on the Re-Launch of the 2020-2021 Metrobank Foundation Outstanding Filipinos**

A. For Teachers, Soldiers and Police Officers who were nominated to the 2020 Metrobank Foundation Outstanding Filipinos Award:

1. I was nominated by my school/unit/office to the 2020 Metrobank Foundation Outstanding Filipinos Award and I have already submitted the complete set of my supporting documents last February 2020. What should I do next?
 - You are still required to accomplish the nomination form online and update parts of your supporting documents to reflect any changes that may have occurred since the deferment of the 2020 Metrobank Foundation Outstanding Filipinos. The Secretariat will contact you individually for the next steps.

B. For Teachers, Soldiers and Police Officers who will be nominated to the 2021 Metrobank Foundation Outstanding Filipinos Award:

1. I have been nominated by my school/unit/office to the 2021 Metrobank Foundation Outstanding Filipinos Award. What should I do next?
 - New nominees will be required to submit a **signed** nomination form and nominator's endorsement, together with a **notarized** affidavit of undertaking for assessment. **You may access the online nomination form and affidavit of undertaking by following this link: <http://bit.ly/OFAward2021>.** Afterwards, the Secretariat will contact you for the next steps.
2. When is the deadline and how do I submit the signed nomination form, nominator's endorsement and affidavit of undertaking for 2021 new nominees?
 - Kindly submit the signed nomination form, nominator's endorsement and notarized affidavit of undertaking **by 5 PM of 30 November 2020, Monday.** Please send the scanned copies to outstandingfilipinos.mbf@gmail.com with the subject line 2021OF_AwardJoining_SurnameFirstname. For example: 2021OF_Teachers_DelaCruzJuan.
3. Where can I find more information about the 2020-2021 Metrobank Foundation Outstanding Filipinos Award?
 - You may check the general guidelines about the Award at <http://bit.ly/OFAwardGeneralGuidelines>. You may also visit our Facebook page, Metrobank Foundation Outstanding Filipinos at www.facebook.com/mbfi.outstandingfilipinos or visit our website, Metrobank Foundation, Inc. at www.mbfoundation.org.ph for more details.



INSTRUCTIONS:

1. Accomplish the online nomination form at <http://bit.ly/OFAward2021>. Fill-out all information **COMPLETELY** and **LEGIBLY**. PRINT and SIGN the original accomplished nomination form in legal-sized bond paper (8.5 x 13). Scan and save as PDF.
2. Secure the **nominator's endorsement** (See Part VI of the nomination form for the details). Scan and save as PDF.
3. Download the template of the **Affidavit of Undertaking** at <http://bit.ly/AffidavitUndertaking> and have it notarized. Scan and save as PDF.
4. Email the scanned copies of the **accomplished nomination form, signed nominator's endorsement and notarized Affidavit of Undertaking** by **NOVEMBER 30, 2020** to outstandingfilipinos.mbf@gmail.com with the subject line 2021OF_AwardJoining_SurnameFirstname (For example: 2021OF_Teachers_CruzJuana).

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: _____ Field of Specialization: _____ 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: _____

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 (ONE page, legal-sized 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 **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:

- character (personal qualities)
- competence (professional skills, expertise and track record)
- contribution to service and contribution to community involvement

(Please attach the nominator's endorsement to the duly accomplished nomination form upon submission.)

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.: _____ Personal Mobile No. _____
(Area Code + Tel. No.) Address: _____

WRITE US: Metrobank Foundation Outstanding Filipinos Secretariat, 10th Floor, Metrobank Plaza Annex, Sen. Gil Puyat Ave., Makati City 1200

EMAIL US: outstandingfilipinos.mbf@gmail.com

CALL US: Direct line: (02) 898-8757; Mobile Number: Teachers - (0919)0628128; Police Officers - (0926)7080276; Soldiers - (0919)0628127

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

Main Subject Currently Handling (Write one only): _____ Main Grade/Year Level Currently Handling: _____

Your School/Institution's Definition of Full Load (in no. of hrs./week): _____ Your TOTAL LOAD for the CURRENT school year (in no. of hrs./week): _____

Please write the BREAKDOWN of your total load for the CURRENT school year below:

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

Name and Signature of School Head/ Person-in-Charge of Teachers' Schedule



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 685 Outstanding Filipinos – 372 teachers, 163 soldiers, and 150 police officers.

WHO ARE ELIGIBLE TO JOIN?

1. All nominees (teachers, soldiers or police officers) must satisfy the following criteria:
 - 1.1. are Filipino citizens with full-time or permanent appointment;
 - 1.2. have rendered a minimum **10 years of service** with at least **“very satisfactory”** rating in the last 10 years;
 - 1.3. have not been on leave for more than two years immediately prior to nomination;
 - 1.4. have at least 3 years of remaining service before retirement;
 - 1.5. have exhibited good moral character and NOT have been adjudged guilty in any civil, administrative or criminal case; and,
 - 1.6. have NOT been a Finalist two (2) times nor a Semi-finalist three (3) times in the Metrobank Foundation Outstanding Filipinos Award.

2. For TEACHERS:

Elementary, secondary, or alternative learning system mobile teachers must have full teaching load and must have completed academic requirements for a Master's Degree taken within five (5) years from the time of nomination. 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. For integrated schools, only one nominee per level (elementary, secondary and/or higher education) can 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; and,
- 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** within the school year they are joining. School administrators, school heads, district and division supervisors, regional directors, campus directors, executive directors, presidents, vice presidents and chancellors of schools are **NOT** eligible to join.

3. 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.

4. For POLICE OFFICERS

Senior commissioned officers (*Police Lieutenant Colonel to Police Colonel*), field grade commissioned officers (*Police Lieutenant to Police Major*) and non-commissioned officers (*Police Corporal to Police Executive Master Sergeant*) must have completed a Bachelor's Degree.

WHO CAN NOMINATE?

1. 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 but the presidents are still the official nominators. For DepEd Schools without principals, the teachers-in-charge (TIC) can nominate. If the nominee is the TIC himself/herself, the school administrator/school head/district supervisor who is officially designated for the school shall endorse the nomination. Each nominator may only nominate one (1) entrant.
2. 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).
3. The following may also **nominate in any or all of the three sectors** and endorse a nominee (*See Part VI of the nomination form*) provided that the school/unit of assignment/station of the nominee clears the nomination:
 - a. Government officials/leaders
 - b. Business leaders
 - c. Leaders of non-government organizations related to education
 - d. Regional Directors
 - e. Schools Division Superintendents
 - f. Journalists/Members of the media
 - g. Leaders of the church and civil society organizations
 - h. Chiefs at the division and regional level
 - i. District/division/regional supervisors
 - f. Awardees of the Metrobank Foundation Outstanding Filipinos (formerly SOT/TOPS/COPS)



WHAT ARE THE CRITERIA FOR SELECTING THE AWARDEES?

1. Values: As a Responsible Citizen

- The values of patriotism, heroism and courage that the nominee lives by and how he/she exemplifies these
- The nominee's sense of common good

2. Service: As an Exemplary Public Servant

- The nominee's demonstration of honesty, integrity and professionalism in the practice of his/her career
- The nominee's attitude towards his/her profession

3. Impact on Community: As an Agent of Positive Change and Influence

- The nominee's contribution to his/her community
- How he/she demonstrates effective leadership
- His/her ability to translate knowledge into action
- Whether he/she is a visionary

HOW DOES THE NOMINEE JOIN THE AWARD?

- Once nominated, the nominee accomplishes the nomination form **online** at <http://bit.ly/OFAward2021>. The accomplished form will then be sent to the active e-mail address indicated in the form. Print the original accomplished nomination form in legal (8.5 x 13) bond paper and have it signed by the necessary signatories. Scan and save as PDF.
- Secure the **nominator's endorsement** (See Part VI of the nomination form for the details). Scan and save as PDF.
- Download the template of the Affidavit of Undertaking at <http://bit.ly/AffidavitUndertaking>. Have it notarized. Scan and save as PDF.
- Send the scanned copies of the **accomplished nomination form, signed nominator's endorsement and notarized Affidavit of Undertaking** by **NOVEMBER 30, 2020** to outstandingfilipinos.mbf@gmail.com with the subject line 2021OF_AwardJoining_SurnameFirstname (For example: 2021OF_Teachers_DelaCruzJuan).
- Once deemed eligible for the Award, the OF Secretariat will contact the nominee for the submission of the supporting documents.

WHAT ARE THE PRIZES?

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

Awardees shall also be conferred the title, "Metrobank Foundation Fellows in Public Service", sharing their advocacies and best practices through public lectures across the country.

IMPORTANT DATES TO REMEMBER

November 30, 2020	Deadline for submission of SIGNED Nomination Form, SIGNED Nominator's Endorsement and NOTARIZED Affidavit of Undertaking
December 30, 2020	Deadline for submission of six (6) Milestone accomplishments and the Summary of Accomplishments
January 15, 2021	Deadline for submission of COMPLETE Supporting Documents for eligible nominees
January – April 2021	Selection Phase
April - May 2021	Field Validation Phase
July 2021	Final Judging Phase
August 2021	Announcement of Awardees
September 2021	Recognition Ceremonies

REPUBLIC OF THE PHILIPPINES]
_____] S.S.

AFFIDAVIT OF UNDERTAKING

I, _____ of legal age, single/married/widow, 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 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____.

(Please make sure to have this affidavit notarized)



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**.
2. It is important that you submit 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. **Notarized affidavits** can be submitted in case the documents/certificates are unavailable.
5. The nominee is also encouraged to **keep within the prescribed number of pages**.

REQUIRED FORMAT:

- ✓ E-copies contain the following documents:

FILES FOR SUBMISSION	DEADLINE
A. One (1) file in PDF <ol style="list-style-type: none"> 1. Accomplished and signed Nomination Form with 2x2 ID picture 2. Signed Nominator's Endorsement 3. Notarized Affidavit of Undertaking 	Submit by November 30, 2020
B. One (1) file in WORD <ol style="list-style-type: none"> 4. Summary of Accomplishments 5. Milestone Accomplishments 	Submit by December 30, 2020 ONLY when deemed eligible by the Secretariat
C. One (1) file in PDF <ol style="list-style-type: none"> 6. Signed Performance Rating Certification 7. Clearances 8. Case Details, if any 9. PDS/CV/SOI 10. Transcript of Records/Completed Academic Requirements (for Basic Education teachers without Masters degree)/Title of Dissertation Paper (for Higher Education teachers) D. One (1) file in WORD <ol style="list-style-type: none"> 11. List of trainings/courses attended or completed (Max. of 10) 12. List of trainings/courses facilitated (Max. of 10) 13. List of positions held 14. List of ranks 15. List of professional/service awards (Max. of 10) 16. List of community/civilian awards (Max. of 10) 17. For Teachers only: Material Outputs Produced 	Submit by January 15, 2021 ONLY upon the go-signal of the Secretariat

- ✓ E-copies should be saved in a link provided by the Secretariat and/or emailed in the email address provided.
- ✓ Scanned files such as certificates, endorsements, photos and the like should be in high quality and readable (optimized for print quality). This shall be saved in a separate folder labeled ANNEX and tagged accordingly.

DOCUMENT SECTIONS/PAGE NAME	PAGE/S
TABLE OF CONTENTS	1 page
1. NOMINATION FORM – PDF format - Accomplished and signed Nomination Form with 2x2 ID picture	4 pages
2. NOMINATOR'S ENDORSEMENT – PDF format Nominator's Endorsement describing the nominee's character (personal qualities), competence (professional skills, expertise and track record) and contribution to service and community	1 page
3. NOTARIZED AFFIDAVIT OF UNDERTAKING - PDF format - Notarized Affidavit of Undertaking (Please refer to the Template for Affidavit of Undertaking).	1 page

4. SUMMARY OF ACCOMPLISHMENTS (Maximum of 2 pages) – WORD format <ul style="list-style-type: none"> - 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 three (3) Contributions to Service and three (3) Contributions to Community. For Higher Education teachers, major accomplishments are focused on the areas of teaching (2), research (2), and extension work (2) - Written in the third person point of view - Not less than 600 words but not more than 2 pages
5. MILESTONE ACCOMPLISHMENTS (Maximum of 24 PAGES, excluding the evidences) – WORD format <ol style="list-style-type: none"> 1. Describe the nominee's milestone accomplishments in the course of his/her career as a teacher, soldier, or police officer. 2. Answer each question in the template as concisely as possible but provide relevant details. The nominee may use up to 4 pages for the write-up of each milestone accomplishment (excluding the 3 pages for the evidences of each milestone accomplishment) using long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing. Strictly use the third person point-of-view in accomplishing the attached <i>Template for Milestone Accomplishments</i>. 3. The nominee can input a milestone accomplishment only ONCE.

4. The number of accomplishments to be submitted per sector is shown below.

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).
Teachers - 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).
SECTOR	NO. OF MILESTONE ACCOMPLISHMENTS
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

Please refer to the following Definition of Terms as guidance in understanding the information being requested in the milestone accomplishments:

DEFINITION
<p>Milestone Accomplishment</p> <p>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:</p> <ol style="list-style-type: none"> 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. It creates <i>significant positive impact on the target beneficiaries, be it in the nominee's school, unit of assignment, or community.</i> 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. <p>Contributions to Service (This applies to Basic Education Teachers, Police Officers, and Soldiers; Higher Education Teachers, please proceed to the next page)</p> <p>Basic Education Teachers (Kindergarten – Grade 12):</p> <p>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:</p> <ol style="list-style-type: none"> 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; A discovery, innovation, or creation such as teaching devices or apparatuses; Technology-based learning tools (e.g. learning games, gamification) Teaching approaches (e.g. Modified explicit instruction approach) <p>Soldiers and Police Officers:</p> <p>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:</p> <ol style="list-style-type: none"> Neutralization of enemies of the state or most wanted criminals Peaceful resolution of armed conflicts Innovations, policies, or manuals that benefit specific units of the PNP or AFP in general Formulation of policies and strategies that controls the prevention of corruption in the procurement of assets such as firearms, vehicles, planes, ships, etc. 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 <p>Contributions to Community (This applies to Basic Education Teachers, Police Officers, and Soldiers; Higher Education Teachers, please proceed to the next page)</p> <p>Basic Education Teachers (Kindergarten – Grade 12):</p> <p>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:</p> <ol style="list-style-type: none"> Teaching approaches (e.g. Modified explicit instruction approach) that are adopted in the regional or national level; Technology-based teaching, learning tools adopted by other teachers outside of the teacher's own school; 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, 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)

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

DOCUMENT SECTIONS/PAGE NAME**PAGE/S****6. PERFORMANCE RATING CERTIFICATION - PDF format**

1 page

- 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 as a requirement of his/her nomination for the Metrobank Foundation Outstanding Filipinos Award.

7. CLEARANCES – PDF format

1 page

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)

8. 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 includes 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, and 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).

9. PERSONAL DATA SHEET / CURRICULUM VITAE/SUMMARY OF INFORMATION – PDF format
 - Personal Data Sheet / Summary of Information/curriculum vitae signed/certified by the authorized office/unit

10. Transcript of Records/Completed Academic Requirements/Title of Dissertation Paper – PDF format
 1. Certified true copy of transcript/s of records (TOR) of highest degree/s earned (with the school seal) and/or the degree/s being pursued, if applicable.
 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;
 3. For Higher Education Teachers: Title/ Topic of Dissertation Paper for Doctorate Degrees

11. 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.
 -Mention any special citation received after the training/short course.
 -Place certificate/s in a separate folder labeled as ANNEX and tagged accordingly.
 -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 Development & Gender Analysis

12. List of Trainings / Courses Facilitated – 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.
 - Place certificate/s in a separate folder labeled as ANNEX and tagged accordingly.
 - Please use the format below:
 e.g.

COURSE / TRAINING	VENUE	PERIOD	REMARKS
44 th 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

13. List of Positions Held – WORD format
 (For teachers, if the nominee's position and rank are similar please fill up both to ensure complete data gathered.)
 - 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	99 th Platoon Company, Philippine Army	December 1, 2017 – present
Chief, RCD	PRO MIMAROPA	March 2015 – April 2016

14. List of Ranks – WORD format

- 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 - PNP

1 page

15. List of Service / Professional Awards Received – WORD format

- 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.
- Place certificate/s in a separate folder labeled as ANNEX and tagged accordingly.
- 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

16. 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).
- Place certificate/s in a separate folder labeled as ANNEX and tagged accordingly.

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

1 page

FOR TEACHERS ONLY

17. MATERIAL OUTPUTS PRODUCED (Maximum of 5 pages) – WORD format

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. **Attach** proof of published/unpublished instructional materials, original teaching devices, published research and original creative outputs as ANNEX and label accordingly. Please see the type of file considered as evidence below.
4. 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)

- ☒ Proof of PUBLISHED books, workbooks, modules and professional articles:
- ✓ Title page
 - ✓ Copyright page (with publisher & publishing house)
- ☒ Proof of UNPUBLISHED books, workbooks, modules and professional articles:
- ✓ Title pages

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)

- ☒ Proof of Original Teaching Devices
- ✓ Photos or Videos of Innovative/ Improvised/ Indigenous teaching devices with caption.

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)

- ☒ Proof of Researches Completed
- ✓ Abstracts for each completed research (to include rationale, objectives, methods or procedures, major findings, recommendation and impact of the study)

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)

- ☒ **Proof of Creative Works (Performing Arts)**
 - ✓ 3 Photos of actual event (with captions)
 - ✓ Scanned copy of the souvenir program
 - ✓ Certificates (if any)
- ☒ **Proof of Creative Works (Written)**
 - ✓ 3 Photos of actual event (with captions)
 - ✓ Scanned copy of the actual published/presented written work.
 - ✓ Certificates (if any)

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, 10/F Annex Metrobank Plaza
Sen. Gil Puyat Ave., Makati City 1200
Tel: (63 2) 8857 0679
Fax: (63 2) 8818 5656
E-mail: mbfi.dataprotection@metrobank.com.ph

EMAIL US:	outstandingfilipinos.mbf@gmail.com
CALL US:	Direct line: (02) 8898-8757/ (02) 8857-9631 Mobile Numbers: Teachers - (0919) 0628128 Soldiers – (0926) 7080276 Police Officers – (0919) 0628127
WRITE US:	Metrobank Foundation Outstanding Filipinos Secretariat, 10 th Floor, Metrobank Plaza Annex, Sen. Gil Puyat Ave., Makati City 1200