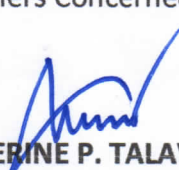


**DIVISION MEMORANDUM**

No. 28 s. 2018

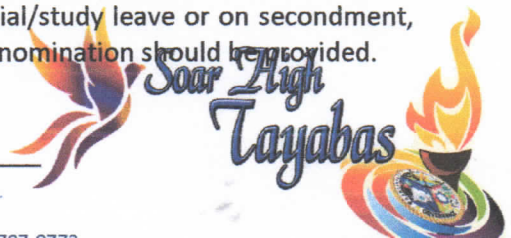
To: OIC-Assistant School Division Superintendent  
Chiefs – CID and SGOD  
Education Program Supervisors  
School Heads Public Elementary and Secondary Schools  
All Others Concerned

From:  **CATHERINE P. TALAVERA, CESO V**  
OIC-Schools Division Superintendent

Subject: **2018 METROBANK FOUNDATION OUTSTANDING FILIPINOS AWARD FOR TEACHERS**

Date: January 31, 2018

1. Pursuant to DepEd Memorandum No. 003, s. 2018, re: **2018 Metrobank Foundation Outstanding Filipinos-Award for Teachers**, all schools are encouraged to submit nominees for Outstanding Filipinos-Award for Teachers.
2. This award aims to recognize outstanding Filipinos who are responsible citizens, exemplary public servants, and agents of positive change in their respective communities.
3. Elementary school heads are entitled to nominate two teachers: (one for primary (Kindergarten to Grade 3) and another for intermediate (Grades 4 to 6) level, while high school heads are entitled to nominate only one teacher.
4. Criteria for the nominees:
  - a. Nominees must have been actively teaching for the last ten years (inclusive of leaves not exceeding three years, provided that the nominee is teaching at the time of nomination). Teachers who are on official or sabbatical leave during the time of nomination are still qualified; however, they must still have at least three remaining years of service before retirement.
  - b. Nominees must have at least completed academic requirement for Master's degree for both elementary and secondary categories.
  - c. Nominees must have average performance ratings of at least **Very Satisfactory** for the past ten years in teaching. For those who have been on official/study leave or on secondment, performance ratings for ten years closest to the period of nomination should be provided.





Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**DIVISION OF TAYABAS CITY**  
Tayabas City



- d. Nominees must NOT have been adjudged guilty in any administrative, civil or criminal case.
  - e. Nominees for the elementary and secondary categories must have valid license as a teacher from the Professional Regulation Commission.
5. Winners of other local awards for outstanding teachers are encouraged to join, provided the eligibility requirements are met.
  6. Submission of nomination is on February 7, 2018 at the Office of the Assistant Schools Division Superintendent.
  7. The following are the Division Selection Committee who will rank the nominated teachers.

Chairperson	Edwin Paul M. Navarro - OIC Assistant Schools Division Superintendent
Members	Imelda C. Raymundo – Chief CID Edwin Rodriguez, Ed. D – Chief SGOD
Secretariat	Mildred Z. Galleno – Education Program Supervisor Josefina R. Oabel – HRMO
  8. Attached is the nomination form and process flow
  9. Immediate and widest dissemination of this Memorandum is desired





*Beyond Excellence*

# AWARD FOR TEACHERS NOMINATION FORM FORM 1

## Instructions:

1. Please fill out all information completely and legibly. Use black ink or encode in the computer. Write N/A if necessary.
2. Submit original copy of the ACCOMPLISHED nomination form together with the COMPLETE supporting documents (*see attached Guidelines in Preparing Supporting Documents, Guidelines in Writing Milestone Accomplishments, Template on Milestone Accomplishments, and Affidavit of Undertaking*) through courier on or before March 1, 2018. Address it to MBFI-OF, Metrobank Foundation, 4/F Executive Offices, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200.
3. To COMPLETE your application, please accomplish the online nomination form. The link will be available at [www.mbfoundation.org.ph](http://www.mbfoundation.org.ph) or at the official Facebook page of Metrobank Foundation Outstanding Filipinos (@mbfi.outstandingfilipinos).

Attach here your latest 2"x2" ID colored photo. It must be front, facial close-up, with your printed name & signature at the back of the photo.

## Category Joining in: (please check one)

- ☐ Elementary Primary Levels (Kindergarten to Grade Three)  
☐ Elementary Intermediate Levels (Grade Four to Grade Six)

- ☐ Secondary Level (Grade Seven to Grade Twelve)  
☐ Higher Education / Graduate School

## I. PERSONAL INFORMATION

Full Name: (Mr./Mrs./Ms./Dr.)  
(Please encircle) First Name Middle Name Last Name Suffix

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

City/Municipality Province Zip Code Region

Date of Birth: (mm/dd/yy) Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Religion: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Gender: ☐ M ☐ F Civil Status: ☐ Single ☐ Married ☐ Legally Separated ☐ Others (pls. specify) \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ No. of Children: \_\_\_\_\_ Residence Phone No.: \_\_\_\_\_  
(Area Code + Telephone No.)

Active Email Address: \_\_\_\_\_ Alternate Email Add: \_\_\_\_\_ Personal Mobile No.: \_\_\_\_\_

## II. PROFESSIONAL INFORMATION

PRC License Number: \_\_\_\_\_ Valid until: \_\_\_\_\_ TIN No: \_\_\_\_\_

Date Entered Teaching: \_\_\_\_\_ Total Years Teaching: \_\_\_\_\_ Remaining Years in Service: \_\_\_\_\_  
(Consolidated experience) (Before retirement)

Current Rank: \_\_\_\_\_ Subject Specialization: \_\_\_\_\_ Grade/Year Level being handled: \_\_\_\_\_  
(Teaching now)

Current Position/Designation: \_\_\_\_\_ School Name: \_\_\_\_\_

Complete School Mailing Address: \_\_\_\_\_  
No./Street District/Town/Barangay

City/Municipality Province Zip Code Region

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_ Office Email Address: \_\_\_\_\_  
(Area Code + Telephone No.) (Area Code + Telephone No.)

Your School/Institution's Definition of Full Load: \_\_\_\_\_  
For **Elementary and Secondary**: indicate no. of hours per week  
For **Higher Education**: indicate no. of unit loads per term or no. of contact hours per term

Your actual teaching load for school year 2017-2018: \_\_\_\_\_

### III. EDUCATIONAL BACKGROUND & ADVANCEMENT

(Begin with the most recent)

EDUCATION EARNED (i.e. HS Grad, College Grad, etc)	MAJOR / SPECIALIZATION	NAME & ADDRESS OF SCHOOL	INCLUSIVE YEARS	ACADEMIC DISTINCTIONS
Courses/Degrees Being Pursued	MAJOR / SPECIALIZATION	NAME & ADDRESS OF SCHOOL	INCLUSIVE YEARS	UNITS EARNED / STATUS

### IV. PERFORMANCE EVALUATION

Write your performance evaluation/rating obtained for the last ten (10) years in teaching.

School Year	S.Y. 2007- 2008	S.Y. 2008- 2009	S.Y. 2009- 2010	S.Y. 2010- 2011	S.Y. 2011- 2012	S.Y. 2012- 2013	S.Y. 2013- 2014	S.Y. 2014- 2015	S.Y. 2015- 2016	S.Y. 2016- 2017
Numerical Rating										
Descriptive Equivalent										

### V. COMPETITION RECORD

Have you joined the Metrobank Foundation Outstanding Filipinos –Award for Teachers (formerly SOT) before?

☐ YES ☐ NO

If Yes, in what year/s? \_\_\_\_\_

Have you been a Finalist of the Metrobank Foundation Outstanding Filipinos – Award for Teachers (formerly SOT) before?

☐ YES ☐ NO

If Yes, in what year/s? \_\_\_\_\_

### VI. 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?

☐ Administrative ☐ Civil ☐ Criminal  
\_\_\_\_ YES \_\_\_\_ NO

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?

☐ Administrative ☐ Civil ☐ Criminal  
\_\_\_\_ YES \_\_\_\_ NO

Status: ☐ Case Dismissed ☐ Pending

For nominees who have been **CHARGED** or **CONVICTED** with criminal, civil, or administrative offense, please submit a short report which include the following: (Please include a report even if the case has been dismissed or amicably settled in your supporting documents)

- Case number and nature of charge (libel, estafa, physical abuse, etc.)
- Date the charge was filed
- Where the charge was filed (City / Municipal / Regional Trial Court)
- Circumstances surrounding the complaint
- Status/Final Resolution (pending / on-going, amicably settled, dismissed, etc.)

### VII. ENDORSEMENT (to be filled out and signed by the nominator)

On a separate sheet, please explain why the nominee should receive the Metrobank Foundation Outstanding Filipinos – Award for Teachers. Please touch on the following areas: personal character, instructional competence and teaching effectiveness, and professional and community involvement. Please cite specific examples.

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

## VIII. NOMINATOR'S CERTIFICATION

This is to certify that I voluntarily nominate \_\_\_\_\_ to the **2018 Metrobank Foundation Outstanding Filipinos – Award for Teachers**. This nomination is a tribute to his/her track record of excellence in the teaching profession and to his/her exemplary dedication to the call to help shape the future of our youth and ultimately contribute to national development.

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

Printed Name and Signature of Nominator

Designation: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Complete Organization's  
Address:

Name of Building / No. Street District/Town/Barangay

City/Municipality

Province

Zip Code

Region

Office Phone No.:  
(Area Code + Telephone No.)

Personal Mobile No.

Personal Email  
Address:

## IX. NOMINEE'S CERTIFICATION

This is to certify that I voluntarily submit myself to the rules of the Metrobank Foundation Outstanding Filipinos – Award for Teachers. **I agree to accomplish the nomination form online and provide the complete supporting documents to qualify for the next stage of the search.**

I also certify that I am physically and mentally fit to undergo the evaluation process of the Search. Further, I authorize the organizers of the search 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 in the search, I will continue to render service in the Philippines for at least three (3) years.

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

Printed Name and Signature of Nominee

## X. CHARACTER REFERENCES

Please list down three (3) names of references that are not directly related to the nominee.

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

## **XI. IMPORTANT REMINDERS**

### **DATES TO REMEMBER**

❖ March 1, 2018	Deadline for Submission of accomplished and signed Nomination Form and complete Supporting Documents
❖ April – July 2018	Preliminary and Final Judging
❖ August 2018	Announcement of Winners
❖ September 2018	Awarding Ceremony

**INCOMPLETE SUPPORTING DOCUMENTS AND FAILURE TO SUBMIT THE ORIGINAL COPY OF THE NOMINATION FORM ARE GROUNDS FOR DISQUALIFICATION. YOU ARE ALSO REQUIRED TO FILL-UP THE ONLINE NOMINATION FORM TO COMPLETE YOUR APPLICATION.**

### **FOR FURTHER INQUIRIES**

<b>WRITE US:</b>	Metrobank Foundation Outstanding Filipinos – Award for Teachers Secretariat, 4 <sup>th</sup> Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City, Philippines 1200
<b>EMAIL US:</b>	<a href="mailto:outstandingfilipinos.mbf@gmail.com">outstandingfilipinos.mbf@gmail.com</a> ; <a href="mailto:kristal.todcor@metrobank.com.ph">kristal.todcor@metrobank.com.ph</a>
<b>CALL US:</b>	c/o Ms. Kristal Todcor Direct line: (02) 898-8757 Mobile Number: (0925) 830-3717/(0977)7236205

