

Republic of the Philippines Department of Education Region VI – Western Visayas DIVISION OF AKLAN



Archbishop Gabriel M. Reyes Street, Kalibo, Aklan

December 10, 2019

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public and Private Elementary
Secondary and Integrated Schools
All others concerned

Dear Sirs/Mesdames:

Good day!

Please find attached DepEd Memorandum No. 170, s. 2019 entitled: **"2020-2022 Metrobank Foundation Outstanding Filipinos-Award for Teachers."**

For your information and guidance.

Very truly yours,

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

JOSE NIRO Ř. WILLASCA

Officer-In-Charge
Office of the Assistant Schools Division Superintendent
In-Charge of the Division

Division Letter No. $\underline{\cancel{p}3}$, s. 2019

LLP/rfd

Republic of the Philippines

Department of Education

14 NOV 2019

DepEd MEMORANDUM No. 170 , s. 2019

2020-2022 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

- The Metrobank Foundation Outstanding Filipinos (OF) Award annually recognizes 10 Filipino exemplars-four teachers, three soldiers, and three police officers—who have gone over and beyond the call of duty to serve their profession and their community.
- The ten awardees shall receive a medal, a trophy, and a cash incentive of One Million Pesos (P1,000,000) each. National finalists will receive Fifty Thousand Pesos (P50,000).
- All Department of Education (DepEd) schools divisions are required to endorse a minimum of three nominees—one elementary, one secondary, and one Alternative Learning System (ALS), comprised of either private or public school teachers.
- Each school can nominate one entrant per level—one for elementary (Kindergarten to Grade 6) and one for secondary (Grades 7-12).
- The award is open to public or private school teachers in the elementary (including Kindergarten level provided it is part of the integrated curriculum or part of an elementary school system) and secondary levels (including ALS mobile teachers).
- Teachers in these levels must have been actively teaching in the Philippines for the last 10 years with fulltime or permanent appointment and with full teaching load.
- 7. Those holding administrative positions (except school administrators, school heads, district and division supervisors, regional directors, campus directors, executive directors, presidents, vice presidents, and chancellors of schools] may join provided they carry a minimum of six hours/week teaching load for the last 10 years and during the school year they are joining.
- Nominees must have at least completed academic requirements for Master's degree for both the elementary and secondary categories. The academic requirements for Master's degree must have been taken within five years from the time of nomination.

- 9. Nominees must have attained performance ratings of at least Very Satisfactory or its equivalent 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.
- 10. Nominees must **not** be on leave for more than two years immediately prior to nomination and must still have at least three years of remaining service before retirement.
- 11. Nominees must **not** be judged guilty in any administrative, civil, or criminal case.
- 12. Nominees must have valid/renewed PRC Professional ID card in the elementary and secondary categories.
- 13. All winners of teaching-related local awards in the schools division, regional, or national level are strongly encouraged to join, provided the eligibility requirements are met.
- 14. All past regional and national finalists under the Metrobank Foundation Search for Outstanding Teachers (SOT) may still join, provided they meet the eligibility requirements of the award.
- 15. Those who have been finalists two times and/or those who have been semifinalists three times under the Mctrobank Foundation Outstanding Filipinos-Award for Teachers **cannot** join anymore.
- 16. School administrators, school heads, and campus directors are the primary nominators. For DepEd schools without principals, the teacher-in-charge (TIC) or officer-in-charge (OIC) can nominate. If the nominee is the TIC or OIC himself/herself, the schools division superintendent (SDS) shall endorse the nomination. Self-nominations shall **not** be accepted nor considered.
- 17. Each nominator can nominate only one nominee. In cases where multilevel/integrated schools have one entrant per level, each of them should have a different nominator.
- 18. The following may also nominate and endorse a nominee by filling up the nomination form:
 - a. Government officials/leaders,
 - b. Journalists/Members of the media,
 - c. Business leaders.
 - d. Leaders of the church and civil society organizations,
 - e. Leaders of nongovernment organizations related to education,
 - f. Awardees of the Metrobank Foundation Outstanding Filipinos (formerly Search for Outstanding Teachers),
 - g. District/division/regional supervisors,
 - h. Chiefs at the schools division and regional levels,
 - i. Schools division superintendents, and
 - j. Regional directors.

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- 19. Once nominated by any of the aforementioned nominators, the nominee needs to accomplish the nomination form (Enclosure No. 1). There are two ways to do this:
 - a. Accomplish the nomination form online.

The nominee may access it at:

http://bit.ly/OFAward2020 (for the 2020 search) http://bit.ly/OFAward2021 (for the 2021 search) http://bit.ly/OFAward2022 (for the 2022 search)

The accomplished form will then be sent to the active email address indicated in the form. The nominee needs to print this using long bond paper (8.5 inches x 13 inches) with 0.6 inches margin on all sides and have it signed by the nominator and other pertinent signatories involved.

- b. Download and manually fill-up the form. This is now available through the Metrobank Foundation's Facebook page at www.facebook.com/mbfi.outstandingfilipinos and website http://www.mbfoundation.org.ph/outstanding-filipinos.
- 20. The nominee then submits to the Secretariat the original hard copy of the accomplished original nomination form (with 2x2 picture) and signed nominator's endorsement personally, or sends via courier (e.g., LBC Express, Ninja Van, JRS Express, 2GO Express, Lalamove, etc.) to Metrobank Foundation, 10th Floor Annex, Metrobank Plaza, Sen. Gil Puyat Avenue, Makati City 1200 on the last working day of December as follows:

For the 2020 search, submit by December 27, 2019; For the 2021 search, submit by December 29, 2020; and For the 2022 search, submit by December 29, 2021.

All entries submitted after the deadline shall be considered on the next year of nomination.

- 21. Having met the eligibility requirements mentioned above, the nominee may choose to proceed immediately to the submission of the signed nomination form and nominator's endorsement together with the original hardcopy or certified true copy of the following documents:
 - a. Notarized affidavit of undertaking (Refer to Annex A: Template for Affidavit of Undertaking);
 - Summary of performance rating for the past 10 years (signed by authorized signatory);
 - c. Signed personal data sheet/curriculum vitae;
 - d. Certificate of good moral character from any of the following official: school head, district/division/regional supervisors, schools division superintendent or regional director;
 - e. Transcript of records of highest degree earned, with school seal, or certification of completed academic requirements taken within five years from the time of nomination for nominees who have yet to complete their Master's degree; and
 - Case details if the nominee is charged or convicted in any civil, administrative, or criminal case, even if amicably settled or dismissed.

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- 22. For more information, contact **Ms. Kristal Todcor**, Program Officer, Excellence Awards Unit, Metrobank Foundation, 10th Floor Annex, Metrobank Plaza, Sen. Gil J. Puyat Avenue, Makati City at telephone no. (02) 8898-8757, mobile phone no. 0919-062-8128 or email at outstandingfilipinos.mbfi@gmail.com.
- 23. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum No. 184, s. 2018

To be indicated in the <u>Perpetual Index</u> under the following subjects:

CONTESTS
PRIZES OR AWARDS
SEARCH
SOCIETY OR ASSOCIATIONS
TEACHERS

JDMC DM 2020-2022 Metrobank Foundation Outstanding Filipinos Award for Teachers 0758 October 25, 2019



INSTRUCTIONS:

- 1. ACCOMPLISH the online nomination form at http://bit.ly/OFAward2020.
- 2. FILL-OUT all information COMPLETELY and LEGIBLY using CAPITAL LETTERS (except for the e-mail address).
- 3. PRINT and SIGN the original accomplished nomination form in legal-sized bond paper.
- 4. SCAN (and save as PDF file) the accomplished and signed nomination form with the nominator's endorsement. (The PDF file will be submitted together with the rest of your supporting documents).
- 5. SUBMIT the 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 DECEMBER 27, 2019.

Attach here your latest 2"x 2" 1D colored photo. It must be front, facial close-up, with your printed name & signature at the back of the photo.

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VIII. PROMINEE'S C	ERBITICALIEN					
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WRITE US:	Metrobank Foundation Outstanding Filipinos Secretariat, 10 th Flaor, Metrobank Plaza Annex, Sen. Gil Puyat Ave., Makati City 1200
EMAIL US:	outstandingfilliains.mbfi@gmail.com
CALL US:	Direct line: (02) 898-8757; Mobile Number: Teachers - (0919)0628128; Soldiers (0919)0628127 ; 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. Fallure 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.
- Submit the supporting documents is ON OR BEFORE FEBRUARY 27, 2020 personally or via courier addressed to OF Secretariat, Metrobank Foundation, 4F Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200.

REQUIRED FORMAT: PRINTED COPY **ELECTRONIC COPY** ✓ Printed copies are composed only of the ORIGINAL/CERTIFIED TRUE E-copies contain the following documents: A. One (1) file in PDF (I to VIIA.1) COPY of the following: 1. Accomplished and signed Nomination Form with 2x2 picture SCANNED copy of the ORIGINAL/CERTIFIED TRUE COPY of the Nomination Form, Endorsement, Affidavit of 2. Signed Nominator's Endorsement 3. Performance Rating Certification Undertaking, Performance Rating Certification, PDS/CV, 4. Personal Data Sheet/Curriculum Vitae Clearances, Case Details, Transcript of Records, & 5. Clearance Completed Academic Requirements/Title of Dissertation 6. Case details, if any B. One (1) fife in WORD (VIIA.2 - X) 7. Transcript of Records for the Highest Degree Earned 8. For elementary and secondary, certification of Completed 2. List of trainings/courses attended or completed 3. List of trainings/courses facilitated Academic Requirements (if no Master's degree yet) For Higher Education, Title/Topic of Dissertation Paper for 4. List of positions held 5. List of ranks **Doctorate Degrees** Copies should be clear and legible. 6. List of professional/service awards ✓ Use long bond paper (8.5"x13") with 0.6" margin on all sides. 7. List of community/civilian awards 8. Summary of Accomplishments ✓ Use Arial font, size 12, single space. ✓ Use folders/binders with the following color and label it with your 9. Milestone Accomplishments full name (including rank), designation and school/unit/station: 10. For Teachers only: Material Outputs Produced E-copies should be saved in a link provided by the Secretariat **Soldiers Police Officers** and/or saved in a USB. **Teachers** Scanned files such as certificates, endorsements, photos and Senior PCO: Blue Elementary: Red Army: Green the like should be in high quality and readable (optimized for Secondary: White Navy: White Field Grade PCO: White print quality). This shall be saved in a separate folder labeled Higher Ed: Yellow Air Force: Blue PNCO: Green ANNEX and tagged accordingly.

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A.3 List of Trainings / 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.
- Place certificate/s in a separate folder labeled as ANNEX and tagged accordingly.
- Please use the format below:

e.a.

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

- 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.a.

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

B.2 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

B.3 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:

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 encempments 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 Rovd: 25 September 2015

1 page

1 page

1 page

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

e.a.

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 Rovd: 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 Rovd: 07 March 2015

VIII. SUMMARY OF ACCOMPLISHMENTS - WORD format

- Reflects the nominee's brief personal information relevant to the Award

2 pages

- Emphasizes the major accomplishments in the nominee's career as a teacher, police afficer, 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

IX. MILESTONE ACCOMPLISHMENTS (Maximum of 24 PAGES, excluding the evidences) - 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 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 *Template for Milestone Accomplishments*.
- 4. The nominee can input a milestone accomplishment only ONCE.
- 5. 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:

- 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;
- 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;
- 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
- 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.
- 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:

- 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:

- 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
- 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
(Maximum of 4 pa	owing TEMPLATE for accomplishing the Milestone Accomplishments ages per Milestone Accomplishment for a total of 24 pages, NOT including the 3 pages of evidences for each. e placed AFTER each milestone accomplishment.)
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 2.2. Objectives	What need or problem did your accomplishment respond to? What made you decide to get involved in it? 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. Beneficiarles	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.) List down at least five (5) key persons who were involved in the implementation of your accomplishment. Include
2.6. Key Partner Implementing Organizations/ Individuals	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 milestane 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 adapted 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 ar all characteristics of the milestone accomplishment, as follows: Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee Pased strong potential that the milestone accomplishment can be replicated outside the target beneficiary group 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.

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. 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 autputs 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 brachures.

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

		C-INA I CNIALD	YOUR CILIENS		
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 <u>unless</u> 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 DATE/S PUBLISHER & LEVEL OF

ТҮРЕ	TITLE	DATE/5 STARTED & COMPLETED	PUBLISHER & DATE PUBLISHED	LEVEL OF ADOPTION	BRIEF DESCRIPTION	(Sole researcher, Team member/Team leader)

✓ Proof of Researches <u>Completed</u>

 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									
ТҮРЕ	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 convert 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 mbli 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) 8857 0679 Fax: (63 2) 8818 5656

E-mail: mbfi.dataprotection@metrobank.com.ph

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

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	1	S.	S.

AFFIDAVIT OF UNDERTAKING

I,		, of	legal	age,	single	/married	d/widow/sepa	arated,
	Filipino and residing atsworn to in accordance with law, do hereby to	depose a	nd stat	e that	:	_ after	having been	n duly
1.	I am joining the Metrobank Foundation Ou submitting my duly accomplished nomination	tstanding	Filipin	os ar	nd in c	onnecti	on therewith	
2.	I hereby attest to the best of my knowledge form and documents is true, accurate and co	e that all orrect;	the in	forma	ition co	ontained	in the nomi	nation
3.	I also affirm and attest that I am of good nearly fund (including the Civil Code) at any time profession;							
4.	I have read and will abide by the rules, mentioned competition;	regulatio	ns and	d req	uireme	ents gov	verning the a	above-
5.	I am aware that any willful misrepresentation nomination form and/or supporting docume the award; and							
6.	I am executing this affidavit to attest to the certify, under oath, the authenticity of my re-						ne foregoing	and to
FU	IRTHER, AFFIANT SAYETH NAUGHT							
				Affian	it	-		
REPUE	BLIC OF THE PHILIPPINES) S.S.							
	CRIBED AND SWORN TO before me this affiant exhibiting Issued at	his/her	Co	mmu	nity	Tax		, in No.