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AWARD FOR TEACHERS

Instructions:

Rank:

Current Position/ Designation:

Complete School

- 1. Please fill out all information completely and legibly. Use black ink or encode in the computer. Write N/A if necessary.
- Submit original copy of the ACCOMPLISHED nomination form together with the COMPLETE supporting documents (see attached <u>Guidelines in Preparing Supporting Documents</u>, <u>Guidelines in Writing Milestone Accomplishments</u>, <u>Template on Milestone Accomplishments</u>, and <u>Affidavit of Undertaking</u>) 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.

Foundation, 4/F Executive Offices, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200.
To COMPLETE your application, please accomplish the <u>online nomination form</u>. The link will be available at <u>www.mbfoundation.org.ph</u> 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

being handled:

I. PERSONAL INFORMATION

Full Name:	(Mr./Mrs./Ms./Dr	.)				
	(Please encircle)	First Name	Μ	iddle Name	Last Name	Suffix
Home Addre	ess:					
	Reside	ence No.	Street	Subdivis	sion/District/Town/Bara	ngay
City/	'Municipality	Provin	се	Zip Code	Region	
Date of Birth (mm/dd/yy)		_ Age: Pl	ace of Birth:	Relig	;ion:	Citizenship:
Gender:	M G F Civil Sta	atus: 🗆 Single 🛛 Ma	rried 📮 Legally Sep	arated D Others (pls	. specify)	
Name of Spo	ouse:		No. o	f Children:	Residence Phone No. (Area Code + Telephone No.	
Active Email	Address:		Alternate Email Add	:	Personal Mobile	No.:
II. PF	ROFESSION	AL INFORMA	TION			
PRC License	Number:		Valid until:		TIN No:	
Date Entered	d Teaching:		Total Years Teachir (Consolidated experier	0	Remaining Years in (Before retirement)	Service:
Current		Subject Specia	lization:		Grade/Year Level	

	No./Street	District/Town/Barangay	
City/Municipality	Province	Zip Code	Region
Office Phone No.: (Area Code + Telephone No.)	Office Fax No.: (Area Code + Telephone No.)	Office Email Address:	
Your School/Institution's Definition of F For Elementary and	ull Load: I Secondary: indicate no. of hours pe	er week	

School Name:

For **Higher Education:** indicate <u>no. of unit loads per term or no. of contact hours per term</u>

Your actual teaching load for school year 2017-2018:

(Teaching now)

III. EDUCATIONAL BACKGROUND & ADVANCEMENT

(Begin with the most rece	ent)									
EDUCATION EARN			MAJOR /		NAME & A	DDRESS OF	SCHOOL	INCLUSIVE		DEMIC
(i.e. HS Grad, College G	rad, etc)	SPE	CIALIZATION					YEARS	DISTI	NCTIONS
Courses/Degrees Being	Pursued		MAJOR / CIALIZATION		NAME & A	DDRESS OF	SCHOOL	INCLUSIVE YEARS		EARNED / ATUS
IV.PERFORMAN	NCE EVA	ALUATIO	ON							
Write your performance e	1	_	-			-	I	,		
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. COMPETI	TION R	ECORD								
Have you joined the Metr Teachers (formerly SOT) b		dation Outsta	anding Filipin	os –Award				/letrobank Fo ormerly SOT)		ıtstanding
	🖵 YES	🖵 NO					🖵 YES	🛛 NO		
If Yes, in what year/s?					If Yes, i	n what year/	's?			
VI.CRIMINAL, C	CIVIL &		STRATI	VE REC	CORD					
Have you been CHARGED before you joined and/or		-	g offenses at	any time				ny of the follo uring active ir	-	es at <u>any</u>
🖵 Adr	ninistrative YES	Civil Civil					dministrativ YES	e 🖵 Civil 🗖		
Status: 📮 Case Dismisse					Status:	Case Dis			-	
								-		
For nominees who have I the following: (Please inc a) Case number and na	lude a repo	rt even if the	case has bee	en dismisse	ed or amicably					h include

b) Date the charge was filed

c) Where the charge was filed (City / Municipal / Regional Trial Court)

d) Circumstances surrounding the complaint

e) 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

Signed this day of		at			
	Date(mm/dd/yy)		l	Place	
	Printed	Name and Signature	e 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 Mot	oile No.		Personal Email Address:	

dedication to the call to help shape the future of our youth and ultimately contribute to national development.

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. <u>I agree to</u> 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.

at

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

Printed Name and Signature of Nominee

Place

X. CHARACTER REFERENCES

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

Date(mm/dd/yy)

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

AFFIDAVIT OF UNDERTAKING

- I, _____, of legal age, single/married/widow/separated, Filipino and residing at ______ after having been duly sworn to in accordance with law, do hereby depose and state that:
- 1. I am joining the 2018 Metrobank Foundation Outstanding Filipinos and in connection therewith, I am submitting my duly accomplished nomination form and the required supporting documents;
- 2. I hereby attest to the best of my knowledge that all the information contained in the nomination form and documents is true, accurate and correct;
- 3. I also affirm and attest that I am of good moral character and have not violated any laws of the land (including the Civil Code) at any time before or during the period I joined the teaching profession;
- 4. I have read and will abide by the rules, regulations and requirements governing the abovementioned 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 SWOR	N TO bef	ore me this		day of		20	_, in
	affiant	exhibiting	his/her	Community	Tax	Certificate	No.
	Issued at		on _		, 20		





GUIDELINES IN PREPARING THE SUPPORTING DOCUMENTS

IMPORTANT:

- 1. Kindly read the instructions carefully. It is important that you fill-out all the requested information. Failure to comply may be a ground for disqualification.
- 2. Note that there are supporting documents to be submitted as **hard copy** and others to be submitted as **electronic/scanned/digital copies only** (*Please refer to the instructions for each section*).
- 3. ALL documents submitted as hardcopy should also be saved in WORD format and in PDF format which should be placed in a compact disc (CD) or Universal Serial Bus (USB), and properly labeled with your name and school/unit.
- 4. Please use long bond paper (8"x13") with 1" margin on all sides. Use Arial font, size 12.
- 5. Please make sure that all documents requested, as indicated in this form, are included. STRICTLY ARRANGE THE DOCUMENTS AS THEY ARE LISTED BELOW.
- 6. Documents/certifications should NOT appear twice across several criteria or sections.
- 7. Notarized affidavits can be submitted in case the documents/certificates are unavailable.
- 8. Please keep within the prescribed number of pages.

Do not submit books, thesis or VCDs.

9. Deadline for submission of Nomination Form and complete supporting documents is **on or before MARCH 1, 2018** to Metrobank Foundation office, 4F Executive Offices, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200.

FORMAT:

		HARD	COPY DOCUMEN	T		ELECTRONIC/SCANNED/DIGITAL COPY
ĺ	~	Copies should be clear	r and legible.		✓	All electronic/digital/scanned files that are required as
	\checkmark	Provide a table of con	tents with the corr	esponding sections.		evidence for each document section should be saved in
		You may include sub-	neadings, short des	criptions and		PDF format (optimized for print quality). Photos should
		summaries, when nec	essary.			be saved as JPG or JPEG format (with 150 dpi resolution,
	\checkmark	DO NOT USE CLEAR B	OOKS. BIND your d	ocuments with the		actual size).
		following color covers			\checkmark	All electronic/scanned/digital files should be arranged
		TEACHERS	SOLDIERS	POLICE OFFICERS		according to their respective sections and saved in a CD
		Kinder to G3:pink	PA: green	PCO: dark blue		or USB/flash drive labeled with your full name and
		Grades 4-6: violet	PN: white	PNCO: light blue		school/unit to be enclosed together with the hard copy.
		Secondary: orange	PAF: blue			
		Higher Ed: yellow				

	DOCUMENT SECTIONS/PAGE NAME	PAGE/S (Maximum
I.	NOMINATION FORM Submit original copy of the ACCOMPLISHED nomination form together with the COMPLETE supporting documents listed below through courier on or before March 1, 2018.	4 pages
	NOMINATOR'S ENDORSEMENT Submit a description of the nominee written & signed by the nominator. Please explain why the nominee should receive the Metrobank Foundation Outstanding Filipinos Award. Please describe the nominee in terms of the following and cite specific examples: a) character (personal qualities) b) competence (professional skills, expertise and track record) c) community involvement	1 page
11.	PERFORMANCE RATING CERTIFICATION Submit a certification of the summary of performance evaluation/ratings obtained for the last ten (10) years, <u>excluding</u> the current school year. 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, please obtain certification from head of school that nominee has been on study / official leave. Provide ratings of previous year/s to complete the 10 years requirement.	1 Page
	LATEST PERFORMANCE EVALUATION SHEET (or accomplished and signed Individual Performance Commitment and Review Form)	2 pages
	NOTARIZED AFFIDAVIT OF UNDERTAKING Submit a Notarized Affidavit of Undertaking (Please refer to the Template for <u>Affidavit of Undertaking</u>) PERSONAL QUALITIES AND PROFESSIONAL CAREER INFORMATION	1 page
A	 EDUCATIONAL ATTAINMENT A.1 Formal Education 1. Submit a certified true copy of <u>transcript/s of records</u> and <u>diploma/s</u> for the highest degree/s (with the school seal) attained and/or for the degree/s being pursued. 	No limit to no. of page

2. For Elementary and Secon	dary Teachers: Submit a Certific	cation of Compl	eted Academic R	Requirements fron	n <i>No limit to</i>
-	by the Registrar for nominees wh				no. of pages
For Higher Education Tead	hers: Include DIGITAL OR SCAN	NED Cover Title	/ Topic of Disse	rtation Paper for	
Doctorate Degrees.					
	es and/or Related Trainings/S			· · · · ·	2 pages
	(10) <u>major</u> training programs/sh			ed by the nominee	2.
Mention the specific role and	any special citation received aft ORGANIZATION /	INCLUSIVE	INCLUSIVE		
COURSE / TRAINING	LOCATION	DATES	DATE	REMARKS	
		DAILS	DATE		
				11	
DIGITAL/SCANNED COPIES	REQUIRED:				
-	ed trainings/short courses facilit	ated/conducted	1		
A.3 Certified List of Course	s and/or Related Trainings/S	Short Courses	Completed/Att	tended	2 pages
	(10) <u>advanced</u> training programs		•		
	ionally-sponsored training/spon				
-	AFP/PNP-approved in-service sch	olarship or train	ning). Mention a	ny special citation	1
received after the training/sh	ORGANIZATION /	INCLUSIVE	COMPLETED		
COURSE / TRAINING	LOCATION	DATES	(Y/N)	REMARKS	
	LOCATION	DAILS	(1/10)		
				11	
DIGITAL/SCANNED COPIES	REQUIRED:				
Scanned certificates or evide	ence of related trainings/short c	ourses attended	•		
B. SERVICE PERFORMAN	CE				
B.1. Certified List of Position	ons/Ranks				1 page
List down all the positions an	d ranks held in the entire career	as a teacher, p	olice, or soldier.	Start from the mo	ost
recent.					
	e/Professional Awards receiv		for toochars /nal	ico officers (coldio	2 pages
	(10) best service- / professional- he entire career. List of awards		-		.15
(highest to lowest).				mportance	
(
NOTE: For teachers, DO NOT	include awards won by students	who were train	ned by the nomin	ee (e.g. First Place	е
in Editorial Writing, NSPC/ST	EP, etc.) or certificates of apprec	ation.			
	PROFESSIONAL AW	ARDS			
	CATEGORY	,			
TITLE / CITATION OF THE	(INTERNATIONAL/ NATIONAL/		D BY DAT	TE AWARDED	
AWARD	REGIONAL/PROVINCIAL/CITY/ DISTRICT/SCHOOL/UNIT)				
	DISTRICT/SCHOOL/ONIT)				
DIGITAL/SCANNED COPIES	REQUIRED:				
	her pieces of evidence of awards	or recognition	related to teach	ing from	
reputable organizations.		U		0	
B.3. Certified List of Civilia	n/Community Awards receiv	ed			2 pages
Submit a maximum of ten (10)) best civilian or community aw	ards received in	the entire caree	er. Indicate the	
-	ceived, and authorized body. Lis	t of award shou	ld be arranged a	according to the	
award's importance (highest	to lowest).				
	COMMUNITY SERVIC	E AWARDS			
		,			
TITLE OF THE AWARD	(INTERNATIONAL/ NATIONAL/		D BY DAT	TE AWARDED	
	REGIONAL/PROVINCIAL/CITY/ MUN./BRGY)				
DIGITAL/SCANNED COPIES	REQUIRED:				
-	other evidences of awards rece	ived for comm	unity service or	r for being an	
	e community (e.g. Outstanding		-	-	
Award, etc.)					

ΙΕΔΓΗ									
			ONLY (B.4 – B OFFICERS, ple	-	oceed to PAGE 5.				
		Ίν τελά		IE(to he	e certified by the registrar / s	school offic	sials concerne	d)	
ubmit a ncluding he level iours or u	certified the adm of each s units per	true cop inistrative ubject be subject. I	by of the daily , e duties and oth ing taught (e.g. ndicate your sch	' weekly er assigi Grade 6 ool's def	teaching schedule / program nments being handled by the , 4th year, undergraduate, or finition of full load. ram should indicate the total n	n for the cu nominee, if graduate) a	urrent school of any. Indicate nd the total no	year also p. of	1 page
or Highe he total he curre ubmit al	er Educat number o nt school so a cert	ion: Pleas of UNITS/ year, ple ification s	se submit the te CONTACT HOUF ease submit also summarizing the	aching s RS per te the tea total no	chedules for the current schoo erm. For those who are not ab ching schedule during summe p. of unit loads/contact hours he previous school year.	ol year, whi ble to teach er of the pre	ch should indi in the 1st terr vious school y	cate n of rear.	
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		COPIES REQUIRED:				
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	Accomplishments and Tem	plate on Milestone Accomplishments)				
VI.	CLEARANCES					
	TEACHERS	SOLDIERS	POLICE OFFICERS			
	a) Certificate of Good Moral Character b)National Bureau of Investigation Clearance	 a) all pertinent AFP bodies (i.e. Office of the Deputy Chief of Staff for Intelligence, J2, JAGS, Inspector General, Provost Marshall, Office of Ethical Standards and Public Accountability, DLO) 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			
<u>\/II</u>	CASE DETAILS (if applicable	<u> </u>	·			
		-		2 pages		
For	nominees who have been CHAF rt report which includes the foll <i>led)</i> a. Case number and nature c	?) RGED or CONVICTED with criminal, civil, or adu lowing: <i>(Please submit a report even if the cas</i> of charge (libel, estafa, physical abuse, etc.)	· •			
For sho	nominees who have been CHAF rt report which includes the foll <i>led)</i> a. Case number and nature of b. Date the charge was filed	RGED or CONVICTED with criminal, civil, or add lowing: (<i>Please submit a report even if the cas</i> of charge (libel, estafa, physical abuse, etc.)	· •			
For sho	nominees who have been CHAF rt report which includes the foll <i>led)</i> a. Case number and nature of b. Date the charge was filed	RGED or CONVICTED with criminal, civil, or add lowing: (<i>Please submit a report even if the cas</i> of charge (libel, estafa, physical abuse, etc.) rd (City / Municipal / Regional Trial Court)	· •			
For sho	nominees who have been CHAR rt report which includes the foll <i>led)</i> a. Case number and nature of b. Date the charge was filed c. Where the charge was file d. Circumstances surroundin	RGED or CONVICTED with criminal, civil, or add lowing: (<i>Please submit a report even if the cas</i> of charge (libel, estafa, physical abuse, etc.) rd (City / Municipal / Regional Trial Court)	e has been dismissed or amicably			
For sho sett	nominees who have been CHAF rt report which includes the foll <i>led</i>) a. Case number and nature of b. Date the charge was filed c. Where the charge was file d. Circumstances surroundin e. Status/Final Resolution (por TE: For nominees with pending	RGED or CONVICTED with criminal, civil, or add lowing: (<i>Please submit a report even if the cas</i> of charge (libel, estafa, physical abuse, etc.) ed (City / Municipal / Regional Trial Court) g the complaint ending / on-going, amicably settled, dismissec <i>case, submit a Certification/Declaration fron</i> h pending case classified as harassment suit/s	e has been dismissed or amicably I, etc.) n Regional/National Assistance			



DOCUMENT 2

GUIDELINES IN WRITING THE MILESTONE ACCOMPLISHMENTS

Please read the following guidelines carefully before accomplishing the attached form:

1. Answer each item as concisely as you can. You may use up to **4 pages (**long bond paper (8"x13") with 1" margin on all sides, Arial font, size 12) for EACH milestone accomplishment.

2. Describe your <u>ten (10) milestone accomplishments</u> in the course of your career as a teacher, soldier, or police officer in each of these two main categories: **a. Five (5) Contributions to Service**; and **b. Five (5) Contributions to Community**.

3. You can only input a milestone accomplishment **ONCE** – either as contribution to service or contribution to community.

4. Please refer to the following **Definition of Terms** to guide your understanding of the information being requested from you.

TERM	DEFINITION / GUIDE QUESTIONS
	A milestone accomplishment is what defines you and your career as a teacher, a soldier, or a police officer. It may have any or all of the following characteristics:
	a) An innovation or discovery that addresses a felt need and helps overcome a major obstacle
Nilestone Assemplishments	or problem in your school, workplace, or community
Milestone Accomplishments	b) Creates significant positive impact on the target beneficiaries, be it in your school,
	workplace, or community
	c) Sustainable, i.e. the intended innovations, changes, and reforms continue to be carried out,
	or goods and services continue to be provided to the target beneficiaries over a period of time
	<u>Teachers:</u> Refers to the teacher's contribution in the teaching profession that benefits the
	community of learners within the school/academic institution she/he belongs to. As such, the
	contribution's beneficiaries, scope, and impact only affects the school/academic institution
	she/he is in.
	Some examples:
	1) Modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning materials
	2) Research, i.e. operations and/or academic research/action research that improved learning processes within the school
	 A discovery or innovation, such as teaching devices or apparatus
	4) Technology-based learning tools (e.g. learning games, gamification)
Contributions to Service	Soldiars and Police Officers. Defers to accomplish ments that contribute to realizing the mission
	Soldiers and Police Officers: Refers to accomplishments that contribute to realizing the mission and vision of securing the country's sovereignty, promotion of peace, and ensuring order in the
	community.
	Sama avamplasi
	Some examples: 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.
	Teachers: Refers to the teacher's contribution to the bigger academic community outside of
	their own school, i.e. within their district, division, region, or the entire national educational
	system. This may also refer to contributions that benefit the greater community outside the educational system.
	Some examples:
	 Preparation of NAT Reviewer in Science that is being used by other schools in a DepEd Division aside from the teacher's own school
Contributions to Community	2) Research (nationally or internationally cited which impacted the area of research,
	learning discipline, or benefited a community or communities outside the educational
	system)
	 3) Publications, such as books, manuals, policy papers, etc. 4) Tashnalagu based toophing lographing tools adopted by other toophone outside of the
	 Technology-based teaching-learning tools adopted by other teachers outside of the teacher's own school
	5) 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: Refers to an 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.
	Examples of such accomplishments are:
	1) Advanced community policing training and seminars adopted by barangay peace keeping officials
Contributions to Community	 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 <i>Pabahay</i> and livelihood programs for <i>balik-loob</i> members of the New People's Army
Accomplishment	State in one phrase what your accomplishment is about.
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	Describe the nature of your accomplishment by answering the following questions. Be concise.
2.1. Rationale	What need or problem did your accomplishment respond to? What made you decide to get involved in it?
2.2. Objectives	What did your accomplishment aim to achieve?
2.3. Dates started and completed	When did the accomplishment take place? (start and end dates)
2.4. Coverage	Where did the accomplishment take place? (e.g. city, province) What was the scope of the accomplishment? (e.g. unit/school/division/regional/national/international)
2.5. Beneficiaries	Briefly describe the beneficiaries of your accomplishment. How many were they? What sectors did they come from? (e.g. teachers, students, indigenous peoples, urban poor, etc.)
2.6. Key Partner Implementing Organizations/ Individuals	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).
	List down at least five (5) key persons who were involved in the implementation of your accomplishment. Include their positions, organizations and addresses, landline/mobile numbers, e-mail addresses, and a brief description of their contributions to the milestone accomplishments.
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 their contact details (mailing address, landline/ mobile numbers, email address).
2.8. Innovation	Did you introduce innovations as a course of action or as an integral part of the accomplishment? Please describe the innovation and the results or gains obtained.
2.9. Impact	What were the immediate results of your accomplishment/project? Please describe the outcomes/impact of the intervention on the beneficiary community.





TEMPLATE ON MILESTONE ACCOMPLISHMENTS

Name	
Current Position	
Name of School/Unit of Assignment	
Address of School/Office	
No. of Years in Service (For teachers,	
Total Years of Teaching Experience)	
Highest Educational Attainment	

A. CONTRIBUTIONS TO SERVICE						
Accomplishment #						
(state in one phrase)						
1. Your Specific Role in It						
2. Brief Description of Accomplishment						
2.1. Rationale						
2.2. Objectives						
2.3. Dates started and completed						
2.5. Dates started and completed						
2.4. Coverage						
2.4. Coverage 2.5. Beneficiaries						
2.5. Deficiciaries						
2.6. Key Partner Implementing			_			
Organizations/ Individuals	Use the f	following fo	ormat:	N (a b i b a b i b a b i b a b i b a b i b a b i b a b i b a b i b a b a b a b a b a b a b a b a b a b a b a b a b a 		
	Name	Position	Organization	Mobile/ Telephone	E-mail	Brief Description of
	Name	POSILIOII	and Address	Number	address	Contribution
				Humber		
2.7. Source of Funding						
2.8. Innovation						
2.9. Impact						
3. Evidences/Reports/Pictures/News clipp	ings/Case	report of a	ccomplishment	s submitted		
			•			
B. CONTRIBUTIONS TO COMMUNITY						
Accomplishment #			-			
Accomplishment # (state in one phrase)			-			
Accomplishment #						
Accomplishment # (state in one phrase)						
Accomplishment # (state in one phrase) 1. Your Specific Role in It						
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Accomplishment #			Organization	Telephone		-
Accomplishment # (state in one phrase) 1. Your Specific Role in It 2. Brief Description of Accomplishment 2.1. Rationale 2.2. Objectives 2.3. Dates started and completed 2.4. Coverage 2.5. Beneficiaries 2.6 Key Partner Implementing Organizations/ Individuals			Organization	Telephone		-