

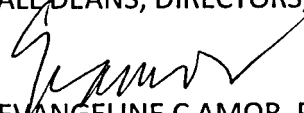
**UNIVERSITY OF THE PHILIPPINES  
DILIMAN, QUEZON CITY**

**OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS**

DIRECT LINE: (632) 928-5107  
VoIP TRUNKLINE 981-8500 LOCAL: 2583  
FAX: (632) 928-5107  
E-MAIL: [ovcaa@ovcaa.upd.edu.ph](mailto:ovcaa@ovcaa.upd.edu.ph)

MEMORANDUM NO. OVCAA-ECA 18-082

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS, AND FACULTY MEMBERS

FROM :  EVANGELINE C AMOR, PhD  
Vice-Chancellor for Academic Affairs <sup>2018</sup> 3118

SUBJECT : Reminder on Application to the Metrobank Foundation Outstanding Filipino Teachers 2018 award

DATE : 04 January 2018

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This is to remind everyone that all former Gawad Tsanselor sa Natatanging Guro awardees of UP Diliman who have not been awarded yet by the Metrobank Foundation Outstanding Filipino Teachers (formerly known as Metrobank's Search for Outstanding Teachers) may apply or be nominated by their unit to the OVCAA.

The Nomination form (please see attached enclosed form) must be completely filled out with annexes attached and submitted to the Office for the Advancement of Teaching on or before **14 February 2018, 5:00 PM** in both hard and soft copy (please send to [ovcaa.oatdiliman@gmail.com](mailto:ovcaa.oatdiliman@gmail.com)).

The Office of the Chancellor, upon the recommendation of the OVCAA, which screens all applications, only nominates one (1) candidate to the Metrobank Foundation Outstanding Filipino Teachers. The deadline of submissions to Metrobank Foundation is on March 1, 2018.

Thank you very much.



**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)**

- |                                                                                   |                                                                        |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Elementary Primary Levels (Kindergarten to Grade Three)  | <input type="checkbox"/> Secondary Level (Grade Seven to Grade Twelve) |
| <input type="checkbox"/> Elementary Intermediate Levels (Grade Four to Grade Six) | <input type="checkbox"/> 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.: \_\_\_\_\_ Personal Mobile No. \_\_\_\_\_ Personal Email Address: \_\_\_\_\_  
(Area Code + Telephone No.)

## 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

REPUBLIC OF THE PHILIPPINES ]  
\_\_\_\_\_ ] S.S.

### 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 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\_\_\_\_\_



**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.
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:**

<b>HARDCOPY DOCUMENT</b>	<b>ELECTRONIC/SCANNED/DIGITAL COPY</b>															
<ul style="list-style-type: none"> <li>✓ Copies should be clear and legible.</li> <li>✓ Provide a <b>table of contents</b> with the corresponding sections. You may include sub-headings, short descriptions and summaries, when necessary.</li> <li>✓ <b>DO NOT USE CLEAR BOOKS.</b> BIND your documents with the following color covers:               <table border="1" style="margin: 5px auto; width: 80%;"> <thead> <tr> <th style="text-align: center;">TEACHERS</th> <th style="text-align: center;">SOLDIERS</th> <th style="text-align: center;">POLICE OFFICERS</th> </tr> </thead> <tbody> <tr> <td>Kinder to G3: pink</td> <td>PA: green</td> <td>PCO: dark blue</td> </tr> <tr> <td>Grades 4-6: violet</td> <td>PN: white</td> <td>PNCO: light blue</td> </tr> <tr> <td>Secondary: orange</td> <td>PAF: blue</td> <td></td> </tr> <tr> <td>Higher Ed: yellow</td> <td></td> <td></td> </tr> </tbody> </table> </li> <li>✓ Do not submit books, thesis or VCDs.</li> </ul>	TEACHERS	SOLDIERS	POLICE OFFICERS	Kinder to G3: pink	PA: green	PCO: dark blue	Grades 4-6: violet	PN: white	PNCO: light blue	Secondary: orange	PAF: blue		Higher Ed: yellow			<ul style="list-style-type: none"> <li>✓ All electronic/digital/scanned files that are required as evidence for each document section should be saved in <b>PDF format</b> (optimized for print quality). <b>Photos</b> should be saved as <b>JPG or JPEG format</b> (with 150 dpi resolution, actual size).</li> <li>✓ All electronic/scanned/digital files should be arranged according to their respective sections and saved in a <b>CD or USB/flash drive</b> labeled with your <b>full name and school/unit</b> to be enclosed together with the hard copy.</li> </ul>
TEACHERS	SOLDIERS	POLICE OFFICERS														
Kinder to G3: pink	PA: green	PCO: dark blue														
Grades 4-6: violet	PN: white	PNCO: light blue														
Secondary: orange	PAF: blue															
Higher Ed: yellow																

<b>DOCUMENT SECTIONS/PAGE NAME</b>	<b>PAGE/S (Maximum)</b>
<p><b>I. NOMINATION FORM</b>            Submit original copy of the ACCOMPLISHED nomination form together with the COMPLETE supporting documents listed below through courier on or before March 1, 2018.</p> <p><b>NOMINATOR'S ENDORSEMENT</b>            Submit a description of the nominee written &amp; 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:</p> <ol style="list-style-type: none"> <li>a) character (personal qualities)</li> <li>b) competence (professional skills, expertise and track record)</li> <li>c) community involvement</li> </ol>	<p>4 pages</p> <p>1 page</p>
<p><b>II. PERFORMANCE RATING CERTIFICATION</b>            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.</p> <p><b>LATEST PERFORMANCE EVALUATION SHEET</b> (or accomplished and signed Individual Performance Commitment and Review Form)</p>	<p>1 Page</p> <p>2 pages</p>
<p><b>III. NOTARIZED AFFIDAVIT OF UNDERTAKING</b>            Submit a Notarized Affidavit of Undertaking (<i>Please refer to the Template for Affidavit of Undertaking</i>)</p>	<p>1 page</p>
<p><b>IV. PERSONAL QUALITIES AND PROFESSIONAL CAREER INFORMATION</b></p> <p><b>A. EDUCATIONAL ATTAINMENT</b></p> <p><b>A.1 Formal Education</b></p> <p>1. Submit a certified true copy of <u>transcript/s of records and diploma/s</u> for the highest degree/s (with the school seal) attained and/or for the degree/s being pursued.~</p>	<p>No limit to no. of pages</p>

**2. For Elementary and Secondary Teachers:** Submit a Certification of Completed Academic Requirements from College/University signed by the Registrar for nominees who have yet to complete their Masters Degree.  
**For Higher Education Teachers:** Include DIGITAL OR SCANNED Cover Title / Topic of Dissertation Paper for Doctorate Degrees.

No limit to no. of pages

**A.2 Certified List of Courses and/or Related Trainings/Short Courses Facilitated**

2 pages

List down a maximum of ten (10) major training programs/short courses facilitated/conducted by the nominee. Mention the specific role and any special citation received after the training/short course.

COURSE / TRAINING	ORGANIZATION / LOCATION	INCLUSIVE DATES	INCLUSIVE DATE	REMARKS

**DIGITAL/SCANNED COPIES REQUIRED:**

Scanned certificates of related trainings/short courses facilitated/conducted

**A.3 Certified List of Courses and/or Related Trainings/Short Courses Completed/Attended**

2 pages

List down a maximum of ten (10) advanced training programs, seminars, workshops, or short courses attended by the nominee (e.g. internationally-sponsored training/sponsored by the national government or professional associations/ DepEd/ CHED/AFP/PNP-approved in-service scholarship or training). Mention any special citation received after the training/short course.

COURSE / TRAINING	ORGANIZATION / LOCATION	INCLUSIVE DATES	COMPLETED (Y/N)	REMARKS

**DIGITAL/SCANNED COPIES REQUIRED:**

Scanned certificates or evidence of related trainings/short courses attended.

**B. SERVICE PERFORMANCE**

**B.1. Certified List of Positions/Ranks**

1 page

List down all the positions and ranks held in the entire career as a teacher, police, or soldier. Start from the most recent.

**B.2. Certified List of Service/Professional Awards received**

2 pages

List down a maximum of ten (10) best service- / professional-related awards for teachers/police officers/soldiers received by the nominee in the entire career. List of awards should be arranged according to importance (highest to lowest).

*NOTE: 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.*

PROFESSIONAL AWARDS			
TITLE / CITATION OF THE AWARD	CATEGORY (INTERNATIONAL/ NATIONAL/ REGIONAL/PROVINCIAL/CITY/ DISTRICT/SCHOOL/UNIT)	AWARDED BY	DATE AWARDED

**DIGITAL/SCANNED COPIES REQUIRED:**

Scanned Certificates and other pieces of evidence of awards or recognition related to teaching from reputable organizations.

**B.3. Certified List of Civilian/Community Awards received**

2 pages

Submit a maximum of ten (10) best civilian or community awards received in the entire career. Indicate the citation of the award, year received, and authorized body. List of award should be arranged according to the award's importance (highest to lowest).

COMMUNITY SERVICE AWARDS			
TITLE OF THE AWARD	CATEGORY (INTERNATIONAL/ NATIONAL/ REGIONAL/PROVINCIAL/CITY/ MUN./BRGY)	AWARDED BY	DATE AWARDED

**DIGITAL/SCANNED COPIES REQUIRED:**

Scanned Certificates and other evidences of awards received for community service or for being an outstanding member in the community (e.g. Outstanding Mother/Father Award, Outstanding Citizen Award, etc.)



**FOR TEACHER NOMINEES ONLY (B.4 – B.7)**

**SOLDIERS AND POLICE OFFICERS, please proceed to PAGE 5.**

**B.4. DAILY/WEEKLY TEACHING SCHEDULE (to be certified by the registrar / school officials concerned)**

1 page

Submit a certified true copy of the daily / weekly teaching schedule / program for the current school year including the administrative duties and other assignments being handled by the nominee, if any. Indicate also the level of each subject being taught (e.g. Grade 6, 4th year, undergraduate, or graduate) and the total no. of hours or units per subject. Indicate your school's definition of full load.

**For Elementary and Secondary:** The Teacher's Program should indicate the total number of HOURS per week.

**For Higher Education:** Please submit the teaching schedules for the current school year, which should indicate the total number of UNITS/CONTACT HOURS per term. For those who are not able to teach in the 1st term of the current school year, please submit also the teaching schedule during summer of the previous school year. Submit also a certification summarizing the total no. of unit loads/contact hours for the whole academic year. This includes semestral, trimestral and summer of the previous school year.

**B.5. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS**

2 pages

List down a maximum of ten (10) major Instructional Materials produced by the nominee during his/her entire career as a teacher. Use the format below (B.5.1.1 and B.5.1.2) in listing down the published or unpublished instructional materials.

**B.5.1 Certified List of Instructional Materials produced and used for the improvement of 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.

**B.5.1.1 Published books, big books, workbooks, modules and journal articles**

TYPE	TITLE	YEAR	DESCRIPTION (OBJECTIVE AND PURPOSE)	AUTHOR/S (SINGLE OR CO-AUTHORSHIP) / LEVEL OF ADOPTION (SCHOOL-WIDE, COLLEGE/ UNIVERSITY-WIDE, DISTRICT/ DIVISION/ REGION-WIDE, NATIONWIDE, ETC.)	PUBLISHER

**DIGITAL/SCANNED COPIES REQUIRED:**

Proof of PUBLISHED books, big books workbooks, modules and professional articles:

- ✓ Title page
- ✓ Copyright page (with publisher & publishing house)

**B.5.1.2 Unpublished books, big books, workbooks and modules.**

TYPE	TITLE	YEAR	DESCRIPTION (OBJECTIVE AND PURPOSE)	AUTHOR/S (SINGLE OR CO-AUTHORSHIP) / LEVEL OF ADOPTION (SCHOOL-WIDE, COLLEGE/ UNIVERSITY-WIDE, DISTRICT/ DIVISION/ REGION-WIDE, NATIONWIDE, ETC.)

**DIGITAL/SCANNED COPIES REQUIRED:**

Proof of UNPUBLISHED books, big books, workbooks, modules and professional articles:

- ✓ Title pages
- ✓ Certification of extent of use / level of adoption

**B.6. INNOVATIVE TEACHING APPROACHES, PRACTICES, AND STRATEGIES**

2 pages

Using the format below, list down a maximum of ten (10) major original/innovative teaching approaches/strategies/practices produced by the nominee during his/her entire career as a teacher.

**Certified summary of top ten (10) innovative teaching approaches/practices/ strategies**

TITLE	BRIEF DESCRIPTION	IS IT ORIGINAL/ MODIFIED OR ADAPTED APPROACH OR STRATEGY?

**DIGITAL/SCANNED COPIES REQUIRED:**

- Action Photos or Videos of original/ innovative teaching approaches/ practices/ strategies
- For Higher Education Nominees: Syllabus reflecting Outcomes-Based Education

**B.7 ORIGINAL RESEARCH AND CREATIVE OUPUTS**

List down a maximum of ten (10) original research and ten (10) creative outputs 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. **Creative works** are published/performed poetry, short stories, feature articles, musical composition, novels, essays, presented/produced plays, exhibits, concerts and other creative production, as well as innovative teaching devices produced.

**B.7.1 Certified list of researches completed by the nominee**

Use the format below to list down the researches completed. Do NOT include thesis/dissertation or students' investigatory projects where the nominee is the coach or adviser.

TYPE	TITLE	DATE/S STARTED & COMPLETED	DATE PUBLISHED (IF APPLICABLE)	PUBLISHER	ROLE OF NOMINEE (SOLE RESEARCHER, TEAM MEMBER/ TEAM LEADER)

**DIGITAL/SCANNED COPIES REQUIRED:**

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

**B.7.2 Certified list of creative outputs completed by the nominee**

Use the format below (B.7.2.1 – B.7.2.3) to list down the creative outputs that you have published, presented, or produced.

**B.7.2.1 Published/ presented/ produced plays, novels, exhibits, concerts and other production or creative work (performing arts)**

TYPE	TITLE	IS IT ORIGINAL/ADOPTED/REVISED?	DATE PRESENTED OR PRODUCED	ROLE OF THE NOMINEE (E.G. DIRECTOR, PRODUCER, SCRIPTWRITER, CURATOR, ETC.)

**DIGITAL/SCANNED COPIES REQUIRED:**

- Proof of Creative Works (Performing Arts)
  - ✓ 3 Photos of actual event (with captions)
  - ✓ Certificates (if any)

**B.7.2.2 Published or presented poetry, short stories, musical composition, feature articles, or essays (written)**

TYPE	TITLE	INDICATE IF IT IS AM ORIGINAL/ADOPTED/REVISED VERSION OF THE ORIGINAL	DATE PRESENTED OR PUBLISHED

**DIGITAL/SCANNED COPIES REQUIRED:**

- Proof of Creative Works (Written)
  - ✓ 3 Photos of actual event (with captions)
  - ✓ Scanned copy of the actual published/presented written work
  - ✓ Certificates (if any)

**B.7.2.3 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.

TYPE	TITLE	NATURE/ DESCRIPTION	HOW & WHEN IS IT USED

**DIGITAL/SCANNED COPIES REQUIRED:**

- Photos or Videos of innovative/ improvised/ indigenous teaching devices with caption. Provide a brief description of each. If not original, describe adaptations/modifications/ enrichments made.\*

<b>V. MILESTONE ACCOMPLISHMENTS</b> <i>(Please see attached Guidelines in Writing the Milestone Accomplishments and Template on Milestone Accomplishments)</i>	40 pages						
<b>VI. CLEARANCES</b> <table border="1" data-bbox="207 257 1252 515"> <thead> <tr> <th data-bbox="207 257 502 291">TEACHERS</th> <th data-bbox="502 257 941 291">SOLDIERS</th> <th data-bbox="941 257 1252 291">POLICE OFFICERS</th> </tr> </thead> <tbody> <tr> <td data-bbox="207 291 502 515"> a) Certificate of Good Moral Character  b) National Bureau of Investigation Clearance </td> <td data-bbox="502 291 941 515"> 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 </td> <td data-bbox="941 291 1252 515"> a) Commission on Human Rights  b) Office of the Ombudsman  c) National Bureau of Investigation Clearance </td> </tr> </tbody> </table>	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	2 pages
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<b>VII. CASE DETAILS (if applicable)</b> For nominees who have been CHARGED or CONVICTED with criminal, civil, or administrative offense, please submit a short report which includes the following: <i>(Please submit a report even if the case has been dismissed or amicably settled)</i> <ol style="list-style-type: none"> <li>Case number and nature of charge (libel, estafa, physical abuse, etc.)</li> <li>Date the charge was filed</li> <li>Where the charge was filed (City / Municipal / Regional Trial Court)</li> <li>Circumstances surrounding the complaint</li> <li>Status/Final Resolution (pending / on-going, amicably settled, dismissed, etc.)</li> </ol> <p><b>NOTE:</b> 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).</p>	2 pages						
<b>VII. CERTIFIED TRUE COPY OF PERSONAL DATA SHEET</b>	4 pages						

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 **ten (10) milestone accomplishments** 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
<b>Milestone Accomplishments</b>	<p>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:</p> <ol style="list-style-type: none"> <li>a) An innovation or discovery that addresses a felt need and helps overcome a major obstacle or problem in your school, workplace, or community</li> <li>b) Creates significant positive impact on the target beneficiaries, be it in your school, workplace, or community</li> <li>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</li> </ol>
<b>Contributions to Service</b>	<p><b>Teachers:</b> Refers to the teacher’s contribution in the teaching profession that benefits the community of learners <b>within</b> the school/academic institution she/he belongs to. As such, the contribution’s beneficiaries, scope, and impact <b>only</b> affects the school/academic institution she/he is in.</p> <p>Some examples:</p> <ol style="list-style-type: none"> <li>1) Modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning materials</li> <li>2) Research, i.e. operations and/or academic research/action research that improved learning processes within the school</li> <li>3) A discovery or innovation, such as teaching devices or apparatus</li> <li>4) Technology-based learning tools (e.g. learning games, gamification)</li> </ol> <p><b>Soldiers and Police Officers:</b> 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.</p> <p>Some examples:</p> <ol style="list-style-type: none"> <li>1) Neutralization of enemies of the state or most wanted criminals</li> <li>2) Peaceful resolution of armed conflicts</li> <li>3) Innovations, policies, or manuals that benefit specific units of the PNP or AFP in general</li> <li>4) Formulation of policies and strategies that controls the prevention of corruption in the procurement of assets such as firearms, vehicles, planes, ships, etc.</li> <li>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.</li> </ol>
<b>Contributions to Community</b>	<p><b>Teachers:</b> 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.</p> <p>Some examples:</p> <ol style="list-style-type: none"> <li>1) Preparation of NAT Reviewer in Science that is being used by other schools in a DepEd Division aside from the teacher’s own school</li> <li>2) Research (nationally or internationally cited which impacted the area of research, learning discipline, or benefited a community or communities outside the educational system)</li> <li>3) Publications, such as books, manuals, policy papers, etc.</li> <li>4) Technology-based teaching-learning tools adopted by other teachers outside of the teacher’s own school</li> <li>5) Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services</li> </ol>

<p><b>Contributions to Community</b></p>	<p><u>Soldiers and Police Officers:</u> 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.</p> <p>Examples of such accomplishments are:</p> <ol style="list-style-type: none"> <li>1) Advanced community policing training and seminars adopted by barangay peace keeping officials</li> <li>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.</li> <li>3) Headed a multi-sectoral committee that protected coastlines which helped safeguard the income source of fisher folk</li> <li>4) Institutionalization of Defense/Police Acquisition System and creation of Defense/Police Acquisition office</li> <li>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</li> </ol>
<p><b>Accomplishment</b></p>	<p>State in one phrase what your accomplishment is about.</p>
<p><b>1. Your Specific Role In It</b></p>	<p>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?</p>
<p><b>2. Brief Description of Accomplishment</b></p> <p>2.1. Rationale</p> <p>2.2. Objectives</p> <p>2.3. Dates started and completed</p> <p>2.4. Coverage</p> <p>2.5. Beneficiaries</p> <p>2.6. Key Partner Implementing Organizations/ Individuals</p> <p>2.7. Source of Funding</p> <p>2.8. Innovation</p> <p>2.9. Impact</p>	<p>Describe the nature of your accomplishment by answering the following questions. Be concise.</p> <p>What need or problem did your accomplishment respond to? What made you decide to get involved in it?</p> <p>What did your accomplishment aim to achieve?</p> <p>When did the accomplishment take place? (start and end dates)</p> <p>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)</p> <p>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.)</p> <p>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).</p> <p>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.</p> <p>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).</p> <p>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.</p> <p>What were the immediate results of your accomplishment/project? Please describe the outcomes/impact of the intervention on the beneficiary community.</p>



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 # ____ <i>(state in one phrase)</i>													
1. Your Specific Role in It													
2. Brief Description of Accomplishment													
2.1. Rationale													
2.2. Objectives													
2.3. Dates started and completed													
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2.5. Beneficiaries													
2.6. Key Partner Implementing Organizations/ Individuals	<p>Use the following format:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Organization and Address</th> <th>Mobile/ Telephone Number</th> <th>E-mail address</th> <th>Brief Description of Contribution</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Position	Organization and Address	Mobile/ Telephone Number	E-mail address	Brief Description of Contribution						
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2.8. Innovation													
2.9. Impact													
3. Evidences/Reports/Pictures/News clippings/Case report of accomplishments submitted													

**B. CONTRIBUTIONS TO COMMUNITY**

Accomplishment # ____ <i>(state in one phrase)</i>													
1. Your Specific Role in It													
2. Brief Description of Accomplishment													
2.1. Rationale													
2.2. Objectives													
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