DIVISION MEMORANDUM

no. 304, s. 2019

TO : Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

FROM : DANilo E. DEspo,
Schools Division Superintendent

SUBJECT : ONLINE NOMINATION FOR 2020 METROBANK FOUNDATION
OUTSTANDING FILIPINOS

DATE : October 23, 2019

1. Attached is Regional Memorandum 1062 dated October 4, 2019 entitled "Online Nomination for 2020 Metrobank Foundation Outstanding Filipinos" for the information and guidance to all concerned.

2. Relative to this, all school heads are encouraged to submit online nominees on the above mentioned search.

3. Interested applicants are advised to accomplish the form online at http://bit.ly/OFAwards2020 and submit the printed, signed and scanned documents (saved as pdf file) personally or through courier addressed to OF Teachers Secretariat, Metrobank Foundation, 4/F Executive Offices, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City on or before December 27, 2019.

4. For monitoring of the Schools Division Office SGOD Human Resource Development Unit, kindly submit the list of nominees and its status of online submission following the format below on or before December 27, 2019 at masionnemay.crispin@gmail.com.

<table>
<thead>
<tr>
<th>School</th>
<th>Address/District</th>
<th>Nominator</th>
<th>Contact Number</th>
<th>Nominee</th>
<th>Contact No.</th>
<th>Status</th>
</tr>
</thead>
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5. Immediate dissemination of this Memorandum is desired.
MEMORANDUM

TO: SCHOOLS DIVISION SUPERINTENDENTS

FROM: GILBERT T. SADSAD
Regional Director

SUBJECT: ONLINE NOMINATION FOR 2020 METROBANK FOUNDATION OUTSTANDING FILIPINOS

DATE: October 4, 2019

Relevant to the call for nomination of Metrobank Foundation re: ONLINE NOMINATION FOR 2020 METROBANK FOUNDATION OUTSTANDING FILIPINOS, all interested applicants are advised to refer to the basic requirements, nomination form and general guidelines attached in this Memorandum.

Interested applicants are advised to accomplish the form online at http://bit.ly/OFAward2020 on or before December 27, 2019. Likewise, they are enjoined to furnish the Human Resource Development Division (HRDD) Office at hrdd.rov@deped.gov.ph the copy of the documents submitted to Metrobank Foundation.

For information and dissemination of all concerned.

Reference No. 001062

hrdd/smvl/pag
GOOD NEWS!
The ONLINE NOMINATION for the
2020 METROBANK FOUNDATION OUTSTANDING FILIPINOS
is NOW OPEN.

Accomplish the form online:
on or before December 27, 2019

The Metrobank Foundation Outstanding Filipinos Award annually recognizes and honors ten (10)
exemplary Filipinos consisting of four (4) teachers, three (3) soldiers, and (3) police officers. To date there are
already 775 awardees across the country. Starting 2017, each of the awardees shall receive a cash prize of One
million pesos (Php 1,000,000), a trophy, and a gold medallion. They will also be conferred the title, Fellows In
Public Service, and will have the opportunity to share their best practices nationwide.

In this connection, we would like to solicit your support by requesting that there may be chosen at
least 3-5 eligible nominees (coming from both private or public schools) for EACH division under your area of
responsibility. Please note also that in addition to full-time teachers, those carrying administrative positions are
also qualified for nomination if they carry a minimum of six (6) hours (or 6 units/week) teaching load within the
school year they are joining in.

The basic eligibility requirements for nominees are as follows:
1. Contributions to Service and Community — Nominees must have at least six (6)
milestone accomplishments - concrete contributions to the development of their institution (3) and
their community (3) that are above and beyond the usual responsibilities of a teacher.
2. Years of Service — Nominees must have been teaching for a minimum of ten (10) years and must
currently be in active, full-time service. Moreover, the nominee must not be on leave for more than two (2) years
immediately prior to nomination and must still have at least 3 years of remaining service before retirement.
3. Performance Evaluation — Nominees must also have a performance rating of at least Very Satisfactory
in the last ten (10) years of his/her career.
4. Character Record — Nominees must be of good moral character. They must not have been adjudged
guilty of any criminal, administrative, or civil case.
5. Educational Attainment – Nominees must have at least completed academic requirements for a Master’s degree.

6. Nominees must have valid PRC license.

7. Nominees must be officially nominated by the school administrators, school heads, campus directors, OR teachers-in-charge (TICs) of schools. For DepEd Schools without principals, the TIC can nominate. If the nominee is the TIC himself/herself, the school administrator/school head/district supervisor who is officially designated for the school shall endorse the nomination. Self-nominations shall not be accepted nor considered. Each nominator may only nominate ONE nominee and each school may only have ONE nominee.

For more information, please see attached General Guidelines on the Award and the Nomination Form. You may also have your staff contact me through telephone no. (02) 888-8757; mobile no. (0919) 0628128; or e-mail at outstandingfilipinos.mbf@gmail.com.

We look forward to your support for the success of the 2020 Metrobank Foundation Outstanding Filipinos. Thank you and warm regards.

Very truly yours,

KRISTAL TODCOR
Program-in-Charge
Metrobank Foundation Outstanding Filipinos-Award for Teachers

Excellence Awards Unit, Metrobank Foundation

DISCLAIMER: This message is for the designated recipient only and may contain confidential and/or privileged information. If you have received it in error, please delete it and advise the sender immediately. You should not copy or use it for any other purpose, nor disclose its contents to any other person.

2 attachments

- General Guidelines about the Award.pdf 427K
- OF Nomination Form.pdf 429K
INSTRUCTIONS:
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.

WARD JOINING IN: (please check as appropriate)

WARD FOR TEACHERS
- [ ] Elementary (Kindergarten to Grade Six)
- [ ] Secondary (Grade Seven to Grade Twelve)
- [ ] Higher Education/Graduate School

WARD FOR SOLDIERS
- [ ] Commissioned Officer
- [ ] Enlisted Personnel
- [ ] Philippine Navy
- [ ] Philippine Air Force

WARD FOR POLICE OFFICERS
- [ ] Police Senior Commissioned Officer
- [ ] Field Grade Police Commissioned Officer
- [ ] Police Non-Commissioned Officer

PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Name</td>
<td>First Name</td>
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<tr>
<td>Address</td>
<td>Residence No.</td>
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<td>City/Municipality</td>
<td>Province</td>
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<td>Date of Birth</td>
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<td>Gender</td>
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<tr>
<td>Civil Status</td>
<td>[ ] Single</td>
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<td>Legally Separated</td>
<td>[ ] Legally Annulled</td>
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<td>Residence Phone No.</td>
<td>Area Code + Tel No.</td>
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<tr>
<td>No. of Children</td>
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<td>Primary Email Address</td>
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<td>Alternate Email</td>
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PROFESSIONAL INFORMATION

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<th>Field</th>
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<tr>
<td>IC Lic. No.</td>
<td>AFP / PNP ID No.</td>
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<td>Validity</td>
<td>Serial No.</td>
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<td>Field of Specialization</td>
<td>Designation</td>
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<td>Current Rank/Position</td>
<td>Total No. of Years in Service:</td>
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<td>[ ] Enter Teaching/</td>
<td>Remaining Years in Service:</td>
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<td>Military/Police</td>
<td>(Before retirement)</td>
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<td>School / Unit</td>
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<td>Graduation</td>
<td>School ID: (For K-12)</td>
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<td>Complete School / Unit / Station Mailing Address</td>
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Attach here your latest 2"x 2" ID colored photo. It must be front, facial close-up, with your printed name & signature at the back of the photo.
### EDUCATIONAL BACKGROUND & ADVANCEMENT

<table>
<thead>
<tr>
<th><em>EDUCATION EARNED</em> (Le. Doctoral, Masters, Bachelors, High School)</th>
<th><em>MAJOR / SPECIALIZATION</em></th>
<th><em>NAME &amp; ADDRESS OF SCHOOL</em></th>
<th><em>INCLUSIVE YEARS</em></th>
<th><em>ACADEMIC DISTINCTIONS</em></th>
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### PERFORMANCE EVALUATION

Write your performance evaluation/rating obtained for the last ten (10) years. If you were on leave during any of the years below, use the years closest to the last 10 years or if you are on schooling, please indicate your performance in the school/unit of assignment/station.

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<thead>
<tr>
<th>Year/School Year</th>
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<th>Numerical Rating</th>
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<th>Descriptive Equivalent</th>
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<td>e.g. O-Outstanding; VS-Very Satisfactory</td>
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### COMPETITION RECORD

Have you joined the Metrobank Foundation Outstanding Filipinos - formerly SOT, TOPS, COPS) before?  
Yes, in what year/s?  

Have you been a Finalist of the Metrobank Foundation Outstanding Filipinos (formerly SOT, TOPS, COPS) before?  
Yes, in what year/s?

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

Submit a description of the nominee signed by the nominator explaining why the she/he should receive the Metrobank Foundation Outstanding Filipinos Award. Please describe the nominee in terms of the following and cite specific examples:

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

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

### NOMINATOR'S CERTIFICATION

His is to certify that I voluntarily nominate __________ to the Metrobank Foundation Outstanding Filipinos. His nomination is a tribute to his/her track record of excellence in the teaching/military/police profession and to his/her exemplary dedication in his/her chosen field and ultimately contribute to nation building.

Signed this day of __________ at __________

Place

Printed Name and Signature of Nominator

Signature: __________ Organization: __________

Complete Address: __________

Name of Building / Unit: __________

Street/Room/Barangay: __________

District/Town/Barangay: __________
NOMINEE'S CERTIFICATION

I am to certify that I voluntarily submit myself to the rules of the Metrobank Foundation Outstanding Filipinos. I agree to accomplish the nomination form online and provide the complete supporting documents should I qualify for the next phase of the Award. I also certify that I am physically and mentally fit to undergo the evaluation process of the search.

I authorize the organizers or their designated agent/s to validate the information, records, documents that I shall submit in relation to the nomination and to use these in related activities. In this regard, I hereby exempt, discharge, release and free Metrobank, the Metrobank Foundation, c, their respective directors/trustees, officers, employees, members and staff, affiliates and/or subsidiaries, and the judges of the search, from any aim 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 retraction of any award slot.

I hereby commit that should I win the Award, I will continue to render service in the Philippines for at least three (3) years.

Under the Data Privacy Act of 2012 (R.A. 10173) and as a nominee in the Metrobank Foundation Outstanding Filipinos (OF), I allow the Metrobank Foundation, Inc. (MBFI) to collect and use my personal information such as name, address, occupation, family background, contact details, etc. for administrative and documentation purposes in the course of my participation in the OF. I acknowledge that I may revoke this authorization any time by notifying MBFI in writing and all personal information collected will be stored in a secure location; retained in accordance with our retention policies; and only authorized MBFI employees will have access to them. I understand that if I think that my personal data was mishandled in terms of confidentiality or integrity, if someone tampered with my personal data without my consent, I may contact the MBFI Data Protection Officer through telephone number (63 2) 857 1797/Fax: (63 2) 818 5656, or email at mbfi.dataprotection@metrobank.com.ph.

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

Printed Name and Signature of Nominee

6. CRIMINAL, CIVIL & ADMINISTRATIVE RECORD

Have you been CHARGED with any of the following offenses at any time before you joined and/or during active in service? ______ YES ______ NO: ☐ Administrative ☐ Civil ☐ Criminal

Have you been CONVICTED of any of the following offenses at any time before you joined and/or during active in service? ______ YES ______ NO: ☐ Administrative ☐ Civil ☐ Criminal

Status: ☐ Case Dismissed ☐ Pending

7. CHARACTER REFERENCES

Please list down three (3) names of references that are NOT directly related to the nominee by consanguinity or affinity.

NAME POSITION/ORGANIZATION ADDRESS MOBILE NUMBER EMAIL ADDRESS

1. 

2. 

3. 

8. ADDITIONAL PROFESSIONAL INFORMATION (FOR TEACHERS ONLY)

Status of Appointment: ☐ Full time ☐ Part time ☐ Permanent/Regular ☐ Temporary/Substitute/Contractual/Volunteer

Subject Currently Teaching: (Write one)
Main Grade/Year Level Currently Handling:
Your TOTAL LOAD for the CURRENT school year (in no. of hrs./week):

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

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Administrative Work</th>
<th>Research</th>
<th>Others (Please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(in no. of hrs./week)</td>
<td>(in no. of hrs./week)</td>
<td>(in no. of hrs./week)</td>
<td>(in no. of hrs./week)</td>
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</table>
WHAT ARE THE CRITERIA FOR SELECTING THE AAWARDEES?

- Values: As a Responsible Citizen
  a. The values of patriotism, heroism, and courage that the nominee lives by and how he/she exemplifies these in his/her personal and professional life
  b. The nominee’s sense of common good

- Service: As an Exemplary Public Servant
  a. The nominee’s demonstration of the values of honesty, integrity, and professionalism in both his/her personal and professional life
  b. The nominee’s attitude towards his/her profession

- Impact on Community: As an Agent of Positive Change and Influence
  a. The nominee’s contribution to his/her community
  b. How he/she demonstrates effective leadership
  c. His/her ability to translate knowledge into action
  d. Whether he/she is a visionary

HOW DO I JOIN THE AWARD?

joining the Award is easy!

- Once nominated, the nominee accomplishes the nomination form. There are two ways to do this:
  a. Accomplish the nomination form online at http://bit.ly/OFAward2020. The accomplished form will then be sent to the active e-mail address indicated in the form. Print and sign the original accomplished nomination form in 8.5 x 13 bond paper.
  b. Manually fill-up the form. Contact the OF Secretariat (see details below) for a copy of the nomination form.

- Submit the hardcopy of the original SIGNED accomplished nomination form with the nominator’s endorsement personally or through courier addressed to OF-Teachers Secretariat, Metrobank Foundation, 4/F Executive Offices, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200 on or before DECEMBER 27, 2019.

- Scan (and save as PDF) the accomplished nomination form and the endorsement. The PDF file will be submitted together with the rest of the supporting documents once the nominee is deemed eligible for the Award.

WHAT ARE THE PRIZES?

Each Outstanding Filipino shall receive a cash prize of 1 million pesos, “The Flame” trophy, and Metrobank Foundation Medallion of Excellence. Non-winning finalists will receive P50,000.00 cash incentive and a certificate of recognition. Awardees shall also be conferred the title, “Metrobank Foundation Fellows in Public Service”, sharing their advocacies and best practices through public lectures across the country.

IMPORTANT DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 27, 2019</td>
<td>Deadline for submission of SIGNED Nomination Form and SIGNED Nominator’s Endorsement</td>
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<tr>
<td>February 28, 2020</td>
<td>Deadline for submission of COMPLETE Supporting Documents for Eligible nominees</td>
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<td>March - April 2020</td>
<td>Selection Phase</td>
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<td>May-June 2020</td>
<td>Field Validation Phase</td>
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<td>July 2020</td>
<td>Final Judging Phase</td>
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<tr>
<td>August 2020</td>
<td>Announcement of Awardees</td>
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<tr>
<td>September 2020</td>
<td>Recognition Ceremonies</td>
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