

Secretariat Evaluation:
 Eligible
 Not Eligible

INSTRUCTIONS:

1. Please fill out this form completely. Use black ink and print legibly or encode in the computer.
2. Submit this original copy to the Metrobank Foundation, Inc. through your nearest Metrobank Branch on or before **February 8, 2013**.

CODE:
(for use by the Secretariat)



By: _____

PERSONAL INFORMATION

Full Name (MR./MS./MRS./DR.): _____
 (please encircle appropriate title) Surname Given Name Middle Name

Home Address: _____
 Residence No. Street District/Town/Barangay City/Province Zip Code

Nickname:	Name of Spouse: (If any)	No. of Children: (If any)	Civil Status:
Date of Birth:	Place of Birth:	Age:	Gender:
Personal E-mail: Address:	Residence Tel. No.: (Area Code + Tel. No.)	Mobile No.:	Religion:

Current School Affiliation: _____

Address: _____ Region where school is located: _____

School Tel./Fax No.: _____ E-mail Address: _____
 (Area Code + Telephone No.)

Type of school where nominee is presently teaching: Public Private

Environment of school where nominee is presently teaching: Rural Urban

Competition joining in: Elementary Secondary Higher Education

I. APPLICANT'S QUALIFICATIONS

Status of Employment:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Casual / Contractual / Not part of the School's Regular Plantilla
Appointment:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Teaching Load:	<input type="checkbox"/> Full-Load with administrative duty/ies <input type="checkbox"/> NOT full-Load but with administrative duty/ies <input type="checkbox"/> Full-Load with NO administrative duty/ies <input type="checkbox"/> NOT full-Load and with NO administrative duty/ies	Details of Loads: * a) School's definition of full load: _____ b) Actual Teaching load: _____ c) Actual Administrative load (if any): _____ Administrative duty/ies if any: _____

* Note: For **Elementary and Secondary**: indicate no. of hours per week
 For **Higher Education**: indicate no. of unit loads or no. of contact hours during the current school year including summer class of previous school year

Teaching Experience:	<input type="checkbox"/> 10 years or more <input type="checkbox"/> below 10 years	No. of yrs. as a teacher: _____ Years of actual teaching: _____ Mo. & Yr. Started: _____
Performance Rating:	<input type="checkbox"/> Average in the last 5 years is <u>Very Satisfactory</u> with <u>NO Poor</u> rating in a given year <input type="checkbox"/> Average in the last 5 years is <u>Very Satisfactory</u> with a <u>Poor</u> rating/s in _____ (specify year/s)	
Degrees Earned:	• For Elementary & Secondary, at least Bachelor's Degree • For Higher Education, at least Master's Degree <input type="checkbox"/> Yes <input type="checkbox"/> No	Highest Educational Attainment: _____
Past SOT Regional Finalist (RF) or National Finalist (NF):	Has been a National Finalist twice or Regional Finalist thrice in this Search <input type="checkbox"/> Yes <input type="checkbox"/> No	Specify years you have been a Regional/National Finalist in the Search: _____, _____, _____
PRC License:	Holder of valid PRC Teacher's License and Professional I.D. or pertinent license for tertiary courses where a professional license is required <input type="checkbox"/> Yes <input type="checkbox"/> No	PRC I.D. No: _____ Expiration date: _____
Have you been CONVICTED of any of the following offense? <input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Administrative _____ Yes _____ No Status: <input type="checkbox"/> Case Dismissed <input type="checkbox"/> In progress		Have you been CHARGED of any of the following offense? <input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Administrative _____ Yes _____ No Status: <input type="checkbox"/> Case Dismissed <input type="checkbox"/> In progress

Important: Should a case have been filed against you even if it was dismissed or amicably settled, please indicate them by checking the appropriate box above. The Foundation shall validate this later and failure to disclose will be a ground for DISQUALIFICATION. Please give details in a separate sheet of paper.

II. CERTIFICATION BY THE NOMINEE (to be filled out by the nominee)

This is to certify that I voluntarily submit myself to the rules of the Search. I agree to submit the accomplished nomination form should I be eligible to proceed to the next phase of the Search.

I also certify that I am physically fit to undergo the evaluation process of the Search. In this regard, I hereby exempt, discharge, release and free Metrobank and Metrobank Foundation, their directors/trustees, officers and staff, and the judges from any claim or liability arising from my participation in the Search.

I hereby certify to the best of my knowledge that all the information contained in this form is true and correct. I am aware that any willful misrepresentation of facts stated herein can be used as basis for my disqualification.

SIGNED THIS DAY OF _____ at _____
Date Place

PRINTED NAME AND SIGNATURE OF NOMINEE

III. CERTIFICATION BY THE NOMINATOR (to be filled out by the nominator only)

This is to certify that _____, who holds the position of _____
(Name of Nominee) (Present Position & Rank)

is a full-time or permanent part-time faculty of this school. He/She is concurrently serving as _____
(Administrative Position, if applicable)

The nominee has a total teaching load of _____. The school's definition of full load is _____.

- For Elementary and Secondary: indicate no. of hours per week
- For Higher Education: no. of unit loads or no. of contact hours during the current school year including summer class of previous school year

I ALSO CERTIFY THAT _____ IS THE OFFICIAL NOMINEE OF THIS SCHOOL FOR
(Name of Nominee)
THE _____ COMPETITION, AND THAT ANYBODY NOMINATED ASIDE FROM HIM/HER WILL
(Elementary/Secondary/Higher Education)
AUTOMATICALLY BE DISQUALIFIED.*

TITLE / PRINTED NAME / SIGNATURE

DATE SIGNED

POSITION/DESIGNATION

Note: In case this nominee of your school does not meet any of the eligibility criteria of the Search, you may nominate another on or before the deadline for the submission of Basic Information Sheet which is set on **February 8, 2013**.

* Elementary schools are allowed to nominate 2 candidates, one each for the primary (Kinder-Grade 3) and intermediate (Grades 4-6).

IMPORTANT DATES TO REMEMBER

❖ February 8, 2013	Deadline for submission of BASIC INFORMATION SHEET to Metrobank Foundation, any Metrobank Branch or on-line
❖ February 28, 2013	Deadline for submission of NOMINATION FORMS to Metrobank Foundation, any Metrobank Branch or on-line
❖ April 22, 2013	Deadline for submission of SUPPORTING DOCUMENTS of Provincial Finalists
❖ May 29 – 31, 2013	Semi-Final Judging
❖ July 17 – 19, 2013	Final Judging
❖ September 2 – 7, 2013	Recognition Program (required for winners)


FOR STATISTICAL PURPOSES ONLY (to be filled out by the Search nominee)

1. Where did you learn about the Search for Outstanding Teachers? (Check as many as applicable)		
<input type="checkbox"/> Metrobank branch	<input type="checkbox"/> Information Campaign	<input type="checkbox"/> SOT Poster / Flyer / Streamer
<input type="checkbox"/> DepEd / CHED office	<input type="checkbox"/> Invitation letter from the Foundation	<input type="checkbox"/> Educational organization [_____]
<input type="checkbox"/> School Head	<input type="checkbox"/> Print / Radio / TV Announcements	<input type="checkbox"/> SOT Past Winner: _____
<input type="checkbox"/> SOT Facebook / Fanpage	<input type="checkbox"/> Metrobank Foundation Website	<input type="checkbox"/> Others: _____
2. Who encouraged you to join the Search and/or endorsed your nomination to your school head? Please indicate name and relation/designation/affiliation (i.e. principal, co-teacher, student, etc.)		

IMPORTANT: Fill out the form completely and send it to the nearest Metrobank branch or directly to the Metrobank Foundation office at the address below. **Complete and accurate information will facilitate assessment of the nominee's credentials. DO NOT SEND THE NOMINATION FORM AND SUPPORTING DOCUMENTS YET.** Eligible nominees will be informed and asked to submit the official nomination form. Soft copy of this Basic Eligibility Sheet can be requested from the email addresses below.

FOR MORE DETAILS:



Write or call the Metrobank Foundation, Inc., 4th Floor, Metrobank Plaza, Sen. Gil J. Puyat Avenue, Makati City, Philippines 1200 • tel. nos.: (02) 898-8898 or 857-0618; telefax no. (02) 818-5656 or 750-0837 • e-mail: aareyes@metrobank.com.ph; mbfi.sot@gmail.com • website: www.mbfoundation.org.ph •  type MBFI_SOT.