

**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 28, 2013.**

**CODE:**  
(for use by the Secretariat)

Please attach recent colored 1 x 1 photo (not scanned)



By: \_\_\_\_\_

The \_\_\_\_\_ is honored to nominate \_\_\_\_\_  
(school name) (name of nominee)  
 to the 2013 METROBANK FOUNDATION Search for Outstanding 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.

(Mr./ Ms./ Mrs./ Dr.) \_\_\_\_\_  
(please encircle title) Signature Over Printed Name of School Head Designation

**NOMINEE'S 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

CONTACT DETAILS:		
Residence (Area Code + Telephone No.)	Direct line at school (Area Code + Telephone No.)	Fax (Area Code + Telephone No.)
Mobile Number	Personal Email address	School Email / Website

Name of Nominee's Current School/College/University \_\_\_\_\_  
 School Mailing Address \_\_\_\_\_

**I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS**

**A. DEMONSTRATED COMPETENCE IN TEACHING**

1. Present Position and Rank \_\_\_\_\_
2. Grade/Year Levels Being Handled (e.g. Grade III; First year; Undergraduate and/or Graduate) \_\_\_\_\_
3. Specific/Major Field of Specialization (List only one) \_\_\_\_\_
4. For Elementary and Secondary Nominees: In case qualified for the Semi-Final Judging, specify subject and grade / year level that you would like to teach in the teaching demonstration (List only one) \_\_\_\_\_
5. Summary of Load of Nominee for SY 2012-2013:
  - 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*

a. Actual Teaching Load:	Elementary and Secondary	Higher Education			
		Summer of SY 2011-2012	SY 2012 – 2013		
			1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term
a.1 Elementary					
a.2 Secondary					
a.3 Undergraduate					
a.4 Graduate School					
<b>b. Other Assignments:</b>					
b.1 No. of Hrs. for Consultation					
b.2 No. of Hrs. for Committee					
b.3 No. of Hrs. for Administrative Work (specify position: _____)					
b.4 No. of Hrs. for Research					
b.5 No. of Hrs. for Community or Extension					
b.6 Others: _____					
<b>c. Teaching Load in Other School/s, if any</b>					
<b>d. Position in Government, if any</b>					
<b>TOTAL LOAD</b>					

6. Performance Evaluation/Ratings Obtained in the Last Five Years:

SCHOOL YEAR	2011 - 2012	2010 - 2011	2009-2010	2008 - 2009	2007 - 2008
Numerical Rating					
Descriptive Equivalent					

**Note:** Those on official / study leave within the 5-year period are requested to submit Performance Evaluation Ratings for 5 years closest to the period of nomination. **For Higher Education category**, indicate the numerical ratings and descriptive equivalents for both 1<sup>st</sup> and 2<sup>nd</sup> semesters.

**INSTRUCTIONAL MATERIALS**

Enumerate the instructional materials produced by the nominee in the **last ten years**. Please indicate if these materials are being used in the school, district, college, etc. Include titles of books, reference materials, manuals, workbooks, modules, evaluation instruments, Information Technology (I.T.) materials, etc. Use additional sheets if necessary. Do not attach supporting documents yet.

TYPE OF MATERIAL	TITLE	WHERE/WHEN/HOW USED (National/Regional/Division/School)

**B. RESEARCH AND CREATIVE OUTPUTS**

Explain and give relevant details of any research (including action research), original creative output (like poems, short stories, essays, feature articles, scripts etc.) and original innovative teaching approaches / strategies / practices introduced/produced/adopted by the nominee. Include only those that were produced in the **last ten years**. For C.1. to C.3. use additional sheets if necessary. Do not attach supporting documents yet.

**C.1. RESEARCH** (Researches carried out in earning academic degrees should not be included)

TITLE	DETAILS/PARTICULARS (to include date accomplished; research sponsor, if any; journal where published; name and address of publisher; and date of publication)

**C.2. ORIGINAL CREATIVE OUTPUTS**

TYPE OF CREATIVE OUTPUT	TITLE	DETAILS/PARTICULARS (to include any original creative output of a teacher)

**C.3. ORIGINAL INNOVATIVE TEACHING APPROACHES / PRACTICES / STRATEGIES**

TITLE	DETAILS/PARTICULARS (to include original innovative teaching approaches/ practices/ strategies that improve the quality of instruction)

**C. INVOLVEMENT IN CO-CURRICULAR ACTIVITIES**

Other than teaching, enumerate the ways the teacher was involved with co-curricular activities in the **last ten years** (e.g., trainor, adviser of clubs, etc.). Use additional sheets if necessary. Do not attach supporting documents yet.

ROLE/DESIGNATION	CLUB/ORGANIZATION

**D. EDUCATIONAL ATTAINMENT AND PROFESSIONAL ADVANCEMENT**

1. List down the degrees obtained by the nominee (begin with the most recent)

DEGREE/S EARNED (i.e. Undergraduate, M.A., Ph.D.)	MAJOR SPECIALIZATION	SCHOOL and PRESENT ADDRESS	YEAR GRADUATED	ACADEMIC DISTINCTION/S

2. List down the degree/s being pursued by the nominee, if any (begin with the most recent).

DEGREE/S BEING PURSUED	MAJOR SPECIALIZATION	SCHOOL and PRESENT ADDRESS	YEAR/S OF ATTENDANCE	UNITS EARNED

3. List down participation in any advanced training, seminars or workshops attended in the **last ten years** (begin with most recent). (e.g., *Internationally-sponsored training / sponsored by the national government or professional associations / DepEd-approved in-service scholarship or training*). Do not attach supporting documents yet.

ADVANCED TRAININGS ATTENDED (please specify title of training)	ADMINISTERING INSTITUTION and PRESENT ADDRESS	INCLUSIVE DATES

**II. PROFESSIONAL AND COMMUNITY INVOLVEMENT**

**A. ACTIVITIES**

What professional and community activities outside of teaching has the teacher been involved in within the **last ten years**?

1. **Participation in Training Programs** (e.g., *Organizer / Consultant / Chair / Planner / Speaker / Facilitator / Reactor / Evaluator in Seminars and/or Training Programs*)

1.a. **PROFESSIONAL**

SEMINAR / TRAINING PROGRAM	ORGANIZATION	ROLE / POSITION	INCLUSIVE DATES

1.b. **COMMUNITY**

SEMINAR / TRAINING PROGRAM	ORGANIZATION	ROLE / POSITION	INCLUSIVE DATES

2. **Leadership in Professional Organizations** (e.g., *President of Teachers' Association*)

ORGANIZATION	ROLE / POSITION	INCLUSIVE DATES

3. **Participation in Community and Civic Movements** (e.g. *President of Women's League, Homeowners' Association or Chair of a Community Project*).

ORGANIZATION	ROLE / POSITION	INCLUSIVE DATES

**B. PROFESSIONAL/COMMUNITY SERVICE AWARDS**

List down major awards received by the nominee from reputable groups and identify level (e.g., *school, district, division, regional, national, international etc.*).

B.1. **PROFESSIONAL** (e.g. *Gawad Guro, Palanca Awards for Literature, Professorial Chairs held, if any, etc.*)

NAME OF AWARD / LEVEL	AWARDED BY	DATE AWARDED

B.2. **COMMUNITY SERVICE** (e.g., *Ulrang Ama or Ina, Model Family Award, etc.*)

NAME OF AWARD / LEVEL	AWARDED BY	DATE AWARDED

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

TO THE METROBANK FOUNDATION:

I hereby commit that should I win in the Search, I will continue to practice my teaching profession in the Philippines for at least three (3) years.

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**

**IMPORTANT ATTACHMENTS** (failure to submit together with this form may be a ground for disqualification)

**ANNEX A. RECOMMENDATION** (to be filled out and signed by the nominator)

On a separate sheet, please explain why the nominee should receive the Metrobank Foundation Outstanding Teacher Award. Please touch on the following areas: personal character, instructional competence and teaching effectiveness, and professional and community involvement. Please cite specific examples.

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

Submit a certified true copy of the daily / weekly teaching schedule / program for the current school year (SY 2012-2013) 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, 4<sup>th</sup> year, undergraduate, or graduate) and the total no. of hours or units per subject.

- **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 1<sup>st</sup> 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.

**ANNEX C. PERFORMANCE EVALUATION RATINGS** (to be certified by the registrar / school officials concerned)

Submit only a certification of the summary of performance evaluation/ratings obtained for the last five (5) years, excluding 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 5 years requirement.

**ANNEX D. CERTIFICATION OF AWARD/S RECEIVED** (to be certified by award-giving body / principal)

Submit a certification of **award/s for teachers** received by the nominee based on his/her claims indicated in item III.B.1 at the **city / division / provincial / regional / national / international levels**. It should be noted that the nominee becomes an automatic Provincial Finalist if he/she received award/s in any of the above levels, provided he/she meets eligibility requirements and he/she should have passed levels of screening, before receiving such award/s. The Preliminary Board of Judges will make the final decision on whether or not the nominee will be considered Automatic Provincial Finalist.

**ANNEX E. PROFESSIONAL LICENSE** (to be certified by the school head)

Submit a certified true copy of professional I.D. or license.

**ANNEX F. CASE DETAILS** (failure to submit is a ground for disqualification)

For nominees who have been CHARGED or CONVICTED with criminal, civil, or administrative offense, please submit a short report which include the following: (Please submit a report even if the case has been dismissed or amicably settled)

- 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.)

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

1. Where the nominee obtained the <b>Basic Information Sheet (BIS)</b>		
<input type="checkbox"/> Metrobank Foundation	<input type="checkbox"/> Information Campaign	<input type="checkbox"/> E-mail
<input type="checkbox"/> Metrobank branch	<input type="checkbox"/> School Head	<input type="checkbox"/> Website: _____
<input type="checkbox"/> DepEd office	<input type="checkbox"/> Past Winner: _____	<input type="checkbox"/> SOT Facebook / Fanpage
<input type="checkbox"/> CHED office	<input type="checkbox"/> Educ. Inst. : _____	<input type="checkbox"/> Others: _____
2. Have you joined the Search before? _____ If yes:		
a) Indicate which year(s) you were a Second-Round Qualifier / Provincial Finalist _____, _____, _____		
b) Indicate which year(s) you were a Semi-Finalist / Regional Finalist _____, _____, _____		
c) Indicate which year(s) you were a Finalist / National Finalist _____, _____, _____		


**IMPORTANT DATES TO REMEMBER**

❖ February 28, 2013	Deadline for submission of <b>NOMINATION FORMS</b> to Metrobank Foundation, any Metrobank Branch or on-line
❖ April 22, 2013	Deadline for submission of <b>SUPPORTING DOCUMENTS</b> 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)

**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 SUPPORTING DOCUMENTS YET.** Nominees who qualify for the provincial finals will be informed by mail and asked to submit supporting documents based on the list to be provided by the Foundation. Soft copy of this Nomination Form can be requested from the email addresses below. **Please keep a copy of your nomination form and attachments, for future reference.**

**FOR MORE DETAILS:**



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