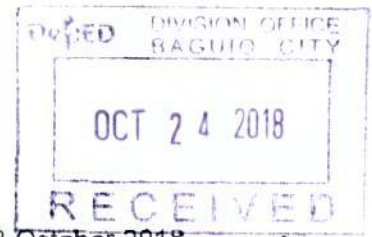


DEPARTMENT OF EDUCATION



23 October 2018

DepEd MEMORANDUM

No. _____, s. 2018

2019 METROBANK FOUNDATION OUTSTANDING FILIPINOS – AWARD FOR TEACHERS

To: Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division and District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Metrobank Foundation Outstanding Filipinos (OF) Award is the most prestigious career-service award for Filipino exemplars in the academe, the military, and the police. It pays tribute to the excellence and sacrifices of Filipino teachers, soldiers, and police officers who have gone over and beyond the call of duty to serve their profession and their community.
2. Ten (10) Filipino exemplars – 4 teachers, 3 soldiers, and 3 police officers – are recognized annually for their initiatives and concrete contributions to the development of their sector and communities. Since 1985, the Metrobank Foundation has honored total of 665 Outstanding Filipinos – 364 teachers, 157 soldiers, and 144 police officers.
3. For public or private school teachers in the elementary (including kindergarten level provided it is part of the integrated curriculum or part of an elementary school system) and secondary levels (including alternative learning system teachers), this is open to those who have been actively teaching in the Philippines for the last 10 years with **full-time** or **permanent appointment** and with **full teaching load**.
4. School heads, principals, campus directors, executive directors, presidents, vice presidents, and chancellors of schools are **NOT** eligible to join.
5. Those holding administrative positions other than those mentioned above may join provided they carry a **minimum of 6 hours/week teaching load** within the school year they are joining in.
6. All winners of teaching-related local awards in the division or regional level are strongly encouraged to join, provided the eligibility requirements are met.
7. All past regional and national finalists under the Metrobank Foundation Search for Outstanding Teachers (SOT) may still join, subject to the eligibility requirements.
8. Nominees must have at least completed academic requirements for Master's degree for both the elementary and secondary categories. They must have attained performance ratings of at least *Very Satisfactory* for the past ten (10) years of teaching. For those who have been on official/ study leave or on secondment, performance ratings for ten (10) years closest to the period of nomination should be provided.

9. Nominees must NOT be on leave for more than two years immediately prior to nomination and must still have at least 3 years of remaining service before retirement.
10. Nominees must NOT be adjudged guilty in any administrative, civil or criminal case.
11. Nominees must have valid PRC license in the elementary and secondary categories.
12. Nominees must be **officially nominated** by the principals, campus directors, or teachers-in-charge (TICs) of schools. For DepEd Schools without principals, the TIC can nominate but the Principal must endorse the nomination. If the nominee is the TIC himself/herself, the Principal who is officially designated for the school shall endorse the nomination to the Foundation. . Self-nominations shall not be accepted nor considered.
13. The following may also nominate and endorse a nominee (*Fill-up Annex A of the nomination form*) provided that the school the nominee belongs to clears the nomination:
 - a. Government officials/leaders
 - b. Journalists/Members of the media
 - c. Business leaders
 - d. Members of the church and civil society organizations
 - e. Non-government organizations related to the sectors
 - f. Awardees of the Metrobank Foundation Outstanding Filipinos (formerly Search for Outstanding Teachers)
14. Elementary school heads are entitled to nominate two individuals: one each for the primary (Kinder to Grade 3) and intermediate (Grades 4 to 6) levels, while secondary schools are entitled to nominate only one nominee.
15. Once nominated, the nominee needs to accomplish the nomination form (*Please see attached form for reference*). There are two ways to do this:
 - a. Accomplish the nomination form **online**. You may access it directly [here](#) or you may contact us at 898-8757/ (0933) 3099585 or e-mail at outstandingfilipinos.mbf@gmail.com to get the link. The accomplished form will then be sent to the active e-mail address indicated in your form. You may download this and have it signed by your nominator. Online accomplishment of form and printing of such for signing and submission is strongly encouraged for faster assessment and feedback.
 - b. Download and manually fill-up the form. This is now available through our Facebook page at www.facebook.com/mbfi.outstandingfilipinos and website <http://www.mbfoundation.org.ph/outstanding-filipinos>.
16. Submit the hard copy of the **accomplished original nomination form and nominator's endorsement** personally or via courier addressed to OF Secretariat, Metrobank Foundation, 4F Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200 **ON OR BEFORE JANUARY 18, 2019**.
17. The awardees shall receive a medal, a trophy, and a cash incentive of **One Million Pesos (P1,000,000.00)**, part of which will be allocated to the faculty development project, subject to the approved proposal of the endorsing school. Each of the national finalists will receive **Fifty Thousand Pesos (P50,000.00)**.


18. For more information, all concerned may contact the Program-in-Charge:

Ms. Kristal Todcor

Program Officer, Excellence Awards Unit
Metrobank Foundation, 4th Floor, Metrobank Plaza
Sen. Gil J. Puyat Ave., Makati City
Telephone no. (02) 898-8757
Mobile no. (0933) 3099585
E-mail Address: outstandingfilipinos.mbf@gmail.com

19. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS. BRIONES
Secretary

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO P. MARTIN, Ed.D, CESO VI
Schools Division Superintendent

INSTRUCTIONS:

1. Please read and follow instructions carefully.
2. Fill out all required information **COMPLETELY** and **LEGIBLY**.
3. We highly encourage the nominee to accomplish the online nomination form and have this printed and signed. *(The link is available [here](#) or at the official Facebook page of Metrobank Foundation Outstanding Filipinos at @mbfi.outstandingfilipinos. You may also e-mail us at outstandingfilipinos.mbfi@gmail.com).*
4. Submit the **original accomplished 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 JANUARY 18, 2019**.
5. Please scan or photocopy the accomplished nomination form and the endorsement.

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.

AWARD JOINING IN: (please check as appropriate)		
AWARD FOR TEACHERS		
Elementary (Kindergarten to Grade Six)	Secondary (Grade Seven to Grade Twelve)	Higher Education/Graduate School
AWARD FOR SOLDIERS		
A. Commissioned Officer	Enlisted Personnel	
B. Philippine Army	Philippine Navy	Philippine Air Force
AWARD FOR POLICE OFFICERS		
Police Senior Commissioned Officer	Field Grade Police Commissioned Officer	Police Non-Commissioned Officer

I. PERSONAL INFORMATION					
Full Name: _____					
_____ (attained)	Title	First Name	Middle Name	Last Name	Suffix (kindly include degrees)
Home Address: _____					
_____ Residence No.		_____ Street		_____ Subdivision/Town/Barangay/District/	
_____ City/Municipality		_____ Province		_____ Zip Code _____ Region	
Date of Birth: _____ (mm/dd/yy)		Place of Birth: _____		Religion: _____ Nationality: _____	
Gender: _____	M	F	Civil Status: _____	Residence Phone No.: _____ (Area Code + Tel. No.)	
_____ Single			_____ Married		
_____ Legally Separated			_____ Widow/Widower		
_____ Legally Annulled			_____ No. of Children: _____		
Name of Spouse: _____			Personal Mobile No.: _____		
Active Email Address: _____			Alternate Email: _____		

II. PROFESSIONAL INFORMATION			
PRC Lic. No. / AFP ID No. / PNP ID No.: _____		ID Validity: _____	AFP / PNP Serial No.: _____ TIN No.: _____
Current Rank: _____		Designation: _____	
Date Entered Teaching/Military/Police: _____		Total No. of Years in Profession: (accumulated) _____	
Name of School / Unit / Station: _____		Remaining Years in Service: (Before retirement) _____	
Complete School / Unit / Station Mailing Address: _____		School ID: (For K-12) _____	
_____ No./Street		_____ Sitio/Barangay/ District	
_____ City/Municipality		_____ Province _____ Zip Code _____ Region	
Office Phone No.: _____ (Area Code + Tel. No.)		Office Fax No.: _____ (Area Code + Tel. No.)	
_____		Office Email Address: _____	

III. EDUCATIONAL BACKGROUND & ADVANCEMENT	
WRITE US:	Metrobank Foundation Outstanding Filipinos Secretariat, 4 th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200
EMAIL US:	outstandingfilipinos.mbfi@gmail.com ; Teachers - kristal.tadocor@metrobank.com.ph ; Soldiers - talid.salang@metrobank.com.ph ; Police Officers - ernest.macaogagal@metrobank.com.ph
CALL US:	Direct line: (02) 898-8752; Mobile Number: Teachers - (0925) 830-3717/(0977)7236205; Soldiers - (0922) 8038948; Police Officers - (0926)7089276

Kindly write your educational attainment and begin with the most recent. Please also include on-going studies.

EDUCATION EARNED (i.e. Doctoral, Masters, Bachelors, High School)	MAJOR / SPECIALIZATION	NAME & ADDRESS OF SCHOOL	INCLUSIVE YEARS	ACADEMIC DISTINCTIONS

IV. 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.

Year/School Year										
Numerical Rating										
Descriptive Equivalent (e.g. O-Outstanding; VS- Very Satisfactory)										

V. COMPETITION RECORD

Have you joined the Metrobank Foundation Outstanding Filipinos – (formerly SOT, TOPS, COPS) before? YES NO	Have you been a Finalist of the Metrobank Foundation Outstanding Filipinos (formerly SOT, TOPS, COPS) before? YES NO
If Yes, in what year/s?	If Yes, in what year/s?

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

On a separate sheet of paper (1 page, long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing), please submit a description of the nominee written & 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:

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

(Please attach the nominator's endorsement as Annex A to the duly accomplished nomination form upon submission.)

VII. NOMINATOR'S CERTIFICATION

This is to certify that I voluntarily nominate _____ to the **Metrobank Foundation Outstanding Filipinos**. This 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 _____

Date (mm/dd/yy) Place

Printed Name and Signature of Nominator

Designation: _____ Organization: _____

Complete Address: _____

Name of Building / No. Street District/Town/Barangay

City/Municipality Province Zip Code Region

Office Phone No.: _____ Personal Email Address: _____
(Area Code + Tel. No.) Personal Mobile No. _____

VIII. NOMINEE'S CERTIFICATION

This is 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

WRITE US:	Metrobank Foundation Outstanding Filipinos Secretariat, 4 th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200
EMAIL US:	outstandingfilipinos.mbf@gmail.com; Teachers – kristal.toscar@metrobank.com.ph; Soldiers – thad.salang@metrobank.com.ph; Police Officers – ernest.maceda@metrobank.com.ph
CALL US:	Direct line: (02) 898-8757; Mobile Number: Teachers – (0925) 830-3717/(0977)7236205; Soldiers – (0922) 8038948; Police Officers – (0926)7080276

physically and mentally fit to undergo the evaluation process of the search.

Further, 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, 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 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, or if someone tampered with my personal data without my consent, I may contact the MBFI Data Protection Officer through telephone number (63 2) 857 0679/Fax: (63 2) 818 5656, or email at mbfi.dataprotection@metrobank.com.ph.

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

Printed Name and Signature of Nominee

IX. 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
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?

___ YES ___ NO; Administrative Civil Criminal
Status: Case Dismissed Pending

X. 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.				

XI. ADDITIONAL PROFESSIONAL INFORMATION (FOR TEACHERS ONLY)

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

Field of Specialization: _____ Grade/Year Level: _____
Subject Currently Handling: _____ Currently Handling: _____

Your School/Institution's Definition of Full Load (in no. of hrs./week): _____ Your TOTAL LOAD for the school year (in no. of hrs./week): _____

Please write the breakdown of your load for the school year below:

LOAD	Teaching (in no. of hrs. / week)	Administrative Work (in no. of hrs. / week)	Research (in no. of hrs. / week)	Others (Pls. specify)

WRITE US:	Metrobank Foundation Outstanding Filipinos Secretariat, 4 th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200
EMAIL US:	outstandingfilipinos mbfi@gmail.com, Teachers – krista.taczor@metrobank.com.ph; Soldiers – chid.salang@metrobank.com.ph; Police Officers – ernest.macapagal@metrobank.com.ph
CALL US:	Direct line: (02) 898-8757; Mobile Number: Teachers – (0925) 830-3717/(0977)2236205, Soldiers – (0922) 8038348, Police Officers – (0926)7080276

ABOUT THE AWARD

The Metrobank Foundation Outstanding Filipinos (OF) Award is the most prestigious career-service award for Filipino exemplars in the academe, the military, and the police force. It pays tribute to the excellence and sacrifices of Filipino teachers, soldiers, and police officers who have gone over and beyond the call of duty to serve their profession and their community.

Ten (10) Filipino exemplars – 4 teachers, 3 soldiers, and 3 police officers – will be recognized for their initiatives and concrete contributions to the development of their sector and communities.

Since 1985, the Metrobank Foundation has honored total of 665 Outstanding Filipinos – 364 teachers, 157 soldiers, and 144 police officers.

WHO ARE ELIGIBLE TO JOIN?

Nominees must...

1. be Filipino teachers, soldiers, and police officers with full-time or permanent appointment.
2. have rendered a minimum **10 years of service with at least "very satisfactory" rating** in the last 10 years. Moreover, the nominee must not be on leave for more than two years immediately prior to nomination and must still have at least 3 years of remaining service before retirement.
3. have exhibited good moral character and must NOT have been adjudged guilty in any civil, administrative or criminal case.

In addition,

1. **TEACHERS** in the elementary, secondary, or alternative learning system must have full teaching load and must have completed academic requirements for a Master's Degree while Higher Education teachers, including graduate school, must have a Doctorate Degree (Ph.D., Ed. D., and D.Sc.). Higher Education teachers with a medical degree (M.D.) and the like, a law degree (J.D.) and the like are qualified to join.

The following are also eligible to join, provided they meet specific requirements:

- a. Kindergarten teachers provided that the kindergarten level is part of the integrated curriculum or part of an elementary school system.
- b. Those carrying administrative positions provided they carry a **minimum of 6 hours (or 6 units)/week teaching load** in the *undergraduate school and/or graduate school within the school year they are joining*. School heads, principals, campus directors, executive directors, presidents, chancellors, and vice presidents of schools are **NOT** eligible to join.
2. For **SOLDIERS**, qualified AFP commissioned officers (*Captain to Colonel*) must have completed a Bachelor's Degree while AFP enlisted personnel (*Corporal to Chief Master Sergeant*) must have completed at least a High School degree.
3. For **POLICE OFFICERS**, PNP commissioned officers (*Police inspector to Police Senior Superintendent*) and non-commissioned officers (*PO2 to SPO4*) must have completed a Bachelor's Degree.

WHO CAN NOMINATE?

For Teachers: Principals, teachers-in-charge, president of colleges/universities or chancellors of autonomous campuses are the primary nominators. For satellite campuses, Campus Directors or Executive Directors may endorse (*This is Annex A of the nomination form*) but the Presidents are still the official nominators. For DepEd schools without principals, the Teacher-in-Charge can endorse, but the Principal who is officially designated is still the official nominator. If the nominee is the Teacher-in-Charge himself/herself, the Principal who is officially designated for the school shall endorse the nomination to the Award Secretariat.

For Soldiers and for Police Officers: Immediate Commissioned Officer superiors or heads of the soldiers and police officers are the primary nominators (except those who are junior/field grade commissioned officers).

The following may also **nominate in any or all of the three sectors** and endorse a nominee (*This is Annex A of the nomination form*) provided that the school/unit of assignment/station of the nominee clears the nomination:

- a. Government officials/leaders
- b. Journalists/Members of the media
- c. Business leaders
- d. Members of the church and civil society organizations
- e. Non-government organizations related to the sectors
- f. Awardees of the Metrobank Foundation Outstanding Filipinos (formerly SOT, TOPS, COPS)

In addition to the abovementioned nominators and upon invitation from the Award Secretariat, selected individuals and reputable organizations may also nominate and endorse a candidate of their choice.

WRITE US:	Metrobank Foundation Outstanding Filipinos Secretariat, 4 th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200
EMAIL US:	outstandingfilipinos.mbf@gmail.com; Teachers – kristal.tadros@metrobank.com.ph; Soldiers – tina.salanu@metrobank.com.ph; Police Officers – ericfirst.morapagal@metrobank.com.ph
CALL US:	Direct line (02) 898-8757, Mobile Number: Teachers – (0925) 830-3717/(0977)7236705; Soldiers – (0921) 8038948; Police Officers – (0926) 7080276

WHAT ARE THE CRITERIA FOR SELECTING THE AWARDEES?

1. 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

2. 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

3. 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!

1. Once nominated, the nominee needs to accomplish the nomination form. There are two ways to do this:
 - a. Accomplish the nomination form **online**. You may access it directly [here](#) or you may contact us at 898-8757, e-mail at outstandingfilipinos.mbf@gmail.com, or text/call the mobile numbers below to get the link. The accomplished form will then be sent to the active e-mail address indicated in your form. Online accomplishment of form and printing of such for signing and submission is strongly encouraged for faster assessment and feedback.
 - b. Download and manually fill-up the form. This is now available through our Facebook page at www.facebook.com/mbfi.outstandingfilipinos and website <http://www.mbfoundation.org.ph/outstanding-filipinos>.
2. Submit the **original accomplished 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 JANUARY 18, 2019**.
3. Please scan or photocopy the accomplished nomination form and the endorsement for your personal copy.

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.

IMPORTANT DATES TO REMEMBER

January 18, 2019	Deadline for submission of Nomination Form
February 22, 2019	Deadline for submission of Supporting Documents for Eligible nominees
March - April 2019	Selection Phase
July 2019	Final Judging Phase
August 2019	Announcement of Awardees
September 2019	Recognition Ceremonies

WRITE US:	Metrobank Foundation Outstanding Filipinos Secretariat, 4 th Floor, Metrobank Plaza, Sen. Gil Puyat Ave., Makati City 1200
EMAIL US:	outstandingfilipinos.mbf@gmail.com , Teachers – kristal.torres@metrobank.com.ph , Soldiers – christal.wahyuni@metrobank.com.ph , Police Officers – ernest.marcopagal@metrobank.com.ph
CALL US:	Direct line: (02) 898-8757, Mobile Number: Teachers – (0925) 830-3717/(0977)7236205, Soldiers – (0921) 8038948, Police Officers – (0926) 7080276