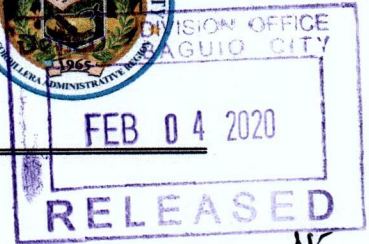


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
Upper Session Road, Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



## DIVISION MEMORANDUM

No. 95, s. 2020

### THE ANNUAL SEARCH FOR OUTSTANDING WOMEN LEADERS OF BAGUIO CITY

To: Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
School Heads/Principal of Public Schools  
All other concerned

1. In line with the celebration of Women's Month this March 2020, The Department of Education Schools Division Office of Baguio City will be gathering nominations for the **"Kababaihan Festival 2020, Annual Search for Outstanding Women Leaders of Baguio City"**.
2. This highlights the empowerment of women as active contributors to and claimholders of development which aims to: a. inform and engage women as stakeholders of government programs and services; b. create and facilitate platforms to discuss good practices, gaps, challenges, and commitments in pursuing gender and development; c. inspire and empower women and girls to be agents of change.
3. Attached is the nomination form and checklist of requirements for the submission of nominees to be submitted to the **School Governance and Operations Division, Human Resource Development (HRD) Unit c/o Ms. Jovelyn Petra Balantin and Ms. Asuncion Saguid** on or before **February 13, 2020**. For any inquiries, please contact (074) 446-67-38.
4. For information and guidance.

  
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

KABABAIHAN FESTIVAL 2020  
**ANNUAL SEARCH FOR OUTSTANDING WOMEN LEADERS  
OF BAGUIO CITY**

In celebration of Women's Month

**NOMINATION FORM**

*(accomplish in FIVE (5) sets complete with all the 8 pages.  
Leave nominator's name blank if nominating self)*

**NOMINATION INFORMATION**

**I/We have nominated:**

Full Name of NOMINEE
Mailing Address
Email Address
All Available Contact Numbers

**NOMINATOR'S INFORMATION (Please note that the nominator will be contacted by the Search Committee)**

Full Name of NOMINATOR/s
Mailing Address
Email Address
All Available Contact Numbers

**FOR THE NOMINATOR:** In the box below, share reasons why you have nominated this person for the award. Attach additional pages if needed.

--

<b>Signature of NOMINATOR or duly authorized representative (in case of agency or organization)</b>
FULL NAME
ORGANIZATION AND DESIGNATION, IF ANY
DATE

(to be accomplished by the Nominee in **FIVE (5)** copies – 1 original and 4 photocopies)

### ACKNOWLEDGEMENT OF THE NOMINATION

I hereby accept the nomination as candidate for Outstanding Woman Leader in this year's Search, and I am willing to :

1. Provide the information required in the accompanying documents, and any other additional information that may be asked of me;
2. Make myself available should I be asked to appear before the Board of Judges; and
3. Appear and receive the award if selected; attend other events in connection with the award;
4. Become an active member of the Outstanding Women Leaders - Baguio City (OWLs-BC, Inc.) if selected.

\_\_\_\_\_  
Name and Signature of Nominee

\_\_\_\_\_  
Date

### NOMINEE'S PROFILE

#### NOMINEE'S PERSONAL DATA

##### I. PERSONAL INFORMATION

attach close-up photo taken within 6 months	<b>Nominee's Full Name</b>	
	Surname	
	Given Name	
	Middle Name	
Nickname		Facebook Account Name, if any:
Address		Contact Numbers
Date of Birth	Place of Birth	Email Address
Civil Status	Name of Spouse (if married)	
Children (Names and Ages)		
No. of Years Residing in Baguio		Inclusive Dates

II. **EDUCATION** (Please list starting from most recent. Use extra sheet/s if necessary)

Inclusive Dates	School	Grade or Year Levels or Course	Year Graduated, if applicable

III. **WORK HISTORY** (Please list starting from most recent. Use extra sheet/s if necessary)

Inclusive Dates	Name of Company/Organization	Type of Business/Organization	Position

IV. **INDIVIDUAL ACCOMPLISHMENTS AND/OR FIELD ACHIEVEMENTS**

Please list any individual accomplishment, research paper, book, project or any creative output used, published (please attach additional information you deem pertinent)

Project/Research/Creative Output/Individual Accomplishment	Why/Where/How used	Impact/Results



VII. **How has the NOMINEE manifested/ asserted her LEADERSHIP in the promotion of the general welfare and development of Baguio City with respect to the area/ sector where she has served or are currently serving?**

**(Note: this may be answered by EITHER the nominee or the nominator)**

VIII. **What has the *NOMINEE* done to promote *WOMEN EMPOWERMENT* or to highlight the role of women in the development of Baguio City?**

***(Note: this may be answered by EITHER the nominee or the nominator)***

**IX. NAME/S AND ADDRESSES OF VOLUNTEER ORGANIZATIONS WITH WHICH THE NOMINEE IS PRESENTLY AFFILIATED**

<i>Name of Organization</i>	<i>Address</i>	<i>Your Position</i>

**X. NAME/S AND ADDRESSES OF VOLUNTEER ORGANIZATIONS WITH WHICH THE NOMINEE WAS AFFILIATED IN THE PAST**

<i>Name of Organization</i>	<i>Address</i>	<i>Your Position</i>	<i>Inclusive Dates</i>

**XI. REFERENCES WITH PERMISSION** (Please provide the names of three persons who are deeply familiar with your personal life and accomplishments)

<i>Name of Reference</i>	<i>Contact Details (Email Address/Phone Numbers/Mailing Address)</i>

**NOMINEE'S DECLARATION:** I hereby declare under the penalties of perjury that all of the information supplied on this form by me is TRUE AND CORRECT to the best of my knowledge.

Signature of Nominee
FULL NAME
DATE



## YOUR CHECKLIST OF REQUIREMENTS

### QUALIFICATIONS FOR NOMINATION

1. Must be a **WOMAN LEADER** - recognized as a symbol of leadership in her specific field of work, who is able to inspire, influence, guide others in accomplishing programs/projects for the general welfare and development of Baguio City;
2. Must play or have played a significant role in the promotion of women's empowerment and upliftment of the welfare and status of women in the City;
3. Must have founded or established an organization, firm or branch; OR head an organization or agency; OR, at the very least, be the instigator or lead of a program/s or project/s that benefits/benefited the City and its citizenry;
4. Must be a person who can serve as a role model to others –
  - 4.a Must have a good reputation, credibility and respectability
  - 4.b Must not have been convicted of any administrative or criminal offense
  - 4.c Must not be a current respondent in any administrative or criminal case
5. Must be/have been a resident of Baguio City for at least ten (10) years, though not necessarily continuously.  
\*\*\* Currently serving politicians or political candidates during an election year are not qualified for nomination.

### WHO CAN NOMINATE?

1. Any individual, or group of individuals, of legal age and resident/s of Baguio City;
2. Organizations, associations, institutions, civil society groups, government offices (down to barangay level), with extensive knowledge of the performance and behavior of the nominee;
3. Nominee's superior or subordinate or any individual in the nominee's agency who has substantial knowledge of the nominee's leadership attributes and accomplishments
4. Self-nomination by the nominee is allowable (meaning the nominee can simply submit her own nomination form and other required documents without the endorsement or assistance of a nominator)

### NOMINATION REQUIREMENTS (please follow instructions conscientiously)

SUBMIT **FIVE (5)** SETS OF THE FOLLOWING (**ONE** original AND FOUR PHOTOCOPIES):

- fully accomplished Nomination form (1 page), with signature of the Nominator;
- fully accomplished Nominee's Acknowledgement and Profile form (6 pages), with signature of the Nominee where required; and 1 page checklist

SUBMIT **TWO (2)** PIECES OF THE FOLLOWING

- Passport size (4.5 cm x 3.5 cm) **clear** ID photo taken within the last six months; one to be stapled to the Original Profile Form, and one loose copy to be attached to the application packet

SUBMIT **ONE (1)** SET OF THE FOLLOWING:

- Clippings, photographs, certificates and other references supporting the nomination form.

SUBMIT **ONE (1)** COPY of **ANY** OF THE FOLLOWING

- Duly notarized nominee's self-certification stating:
  - a. She was never found guilty and convicted of any administrative or criminal offense; and
  - b. She has no pending administrative or criminal offense case filed against her at the time of the nomination
- OR  
 Prosecutor's Clearance, issued by the Prosecutor's Office, (within 6 months from date of nomination);
- OR  
 Updated NBI Clearance

Please submit **complete** requirements placed in a long folder before the deadline to:

**City Social Welfare and Development Office (FOR THE OWLS 2020 SEARCH)**  
**c/o Ms Betty F. Fangasan, City Social Welfare and Development Officer**  
**Upper Session Road Extension, Baguio City**

Deadline of submission is **FEBRUARY 7, 2020, FRIDAY AT 5:00PM SHARP** (ABSOLUTELY NO EXTENSIONS)  
Awarding and honoring of Outstanding Women Leaders 2020 is on **March 8, 2020**.