



Department of Education
Region X-Northern Mindanaao

Del Pilar-Velez St., Cagayan de Oro City
website:
Contact numbers (08822)724615, (088)8564454



February 1, 2016

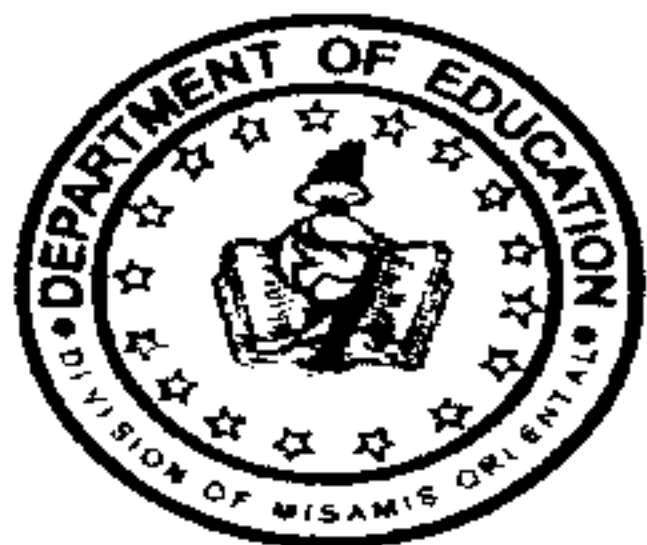
DIVISION MEMORANDUM

No. 48, s. 2016

2016 Metrobank Foundation Search for Outstanding Teachers

To : **Public and Private Elementary and Secondary School Principals**
All Teachers
This Division

1. The Metrobank Foundation, Inc. (MBFI), in cooperation with the Department of Education (DepEd), announces the launching of the **2016 Search for Outstanding Teachers**. Now on its 32nd year, the Search has awarded a total of 346 outstanding teachers from public and private schools all over the country.
2. The Search bestows honor upon the teaching profession by according special recognition to teachers who manifest profound commitment to the development of the youth through exemplary competence, remarkable dedication to their work and effective educational leadership.
3. The Search is open to teachers who are Filipino Citizens teaching in the elementary, secondary or tertiary levels, including alternative learning system, with full-time or permanent appointment with full-load. Nominees should have been actively teaching in the Philippines for the last 20 years (inclusive of leaves not exceeding three years, provided the nominee is not on leave, i.e., actually teaching at the time of nomination). However, the nominee must not be on leave for more than two years immediately prior to nomination.
4. Nominees must be teachers with valid PRC license.
5. Average performance ratings for the last five (5) years should at least be "Very Satisfactory" with no rating below "Satisfactory". For those who have been on official/study leave or on secondment, performance ratings for five years closest to the period of nomination should be provided.
6. Elementary schools are entitled to nominate two nominees, one each for the primary (kinder to grade III) and intermediate (grade IV to grade VI) while high schools are entitled to nominate only one teacher each.
7. **Joining the Search is now easier!** Nominees just need to accomplish a 2-page **Basic Information Sheet (BIS)** with NO attachments yet. The form is available for download from the Metrobank Foundation website (mbfoundation.org), at the DepEd Division Office or via online form through the Facebook page ([FB/mbfi.sot](https://www.facebook.com/mbfi.sot)). The hardcopy accomplished BIS should be submitted to any Metrobank Branch nearest the nominee's school or send via courier to Metrobank Foundation, 4th floor, Executive Offices, Metrobank Plaza, Sen. Gil J. Puyat Avenue, Makati City on or before the extended deadline of February 14, 2016. There is no need to submit nomination form and supporting documents yet.
8. The nominees must be officially endorsed by principals, head teachers or school heads, who are the only ones authorized to nominate teachers to the Search. For DepEd Schools without principals, the Teacher-in-charge (TIC or SIC) can nominate, but the Schools Division Superintendent (SDS) must endorse the nomination. Head Teachers (HTs), TICs/SICs, Assistant Principals are eligible to join the Search, provided they carry a teaching load of at



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- least 50% of the total load required by the nominating school for full-time faculty. However, they should be endorsed by any of the Division/District Supervisors, and the Schools Division Superintendents concerned should be the official nominators.
9. Winners of other Searches/awards for outstanding teachers conducted by reputable organizations at the regional, national and international levels are deemed **Automatic Provincial Finalists**, provided they meet the basic eligibility requirements of tenure, performance and teaching load and passed levels of screening. Awards to be considered are only those at the level a particular nominee is being nominated. Moreover, nominees must go through the usual nomination process and submit the duly-accomplished BIS and nomination form on or before the deadline.
 10. Past Regional Finalists and National Finalists of the Search, who meet the basic eligibility requirements and have shown sustained good moral standing in the community, are deemed **automatic Provincial Finalist**. As a privilege and to give premium to them, there is NO need to submit their nomination form immediately on February 22, 2016. Instead, they will submit it together with the supporting documents which are due on **April 25, 2016**. However, to make their nomination official, they still need to submit their duly accomplished **BIS** on **February 14, 2016**.
 11. Each DepEd division is directed to generate a minimum of five (5) nominations and to encourage principals to nominate their best bets. Screening at the division level however is not necessary. To report on the compliance, Metrobank Foundation will submit a list of DepEd divisions that meet the target of 5 nominations to the Office of the Secretary for his record.
 12. **Good news!** The Foundation has increased the cash prizes from P350,000 to **P500,000** for each of the 10 awardees, part of which will go to the school for faculty development program. National finalists will receive P20, 000, while regional finalists who will not make it as winners will receive P10,000.
 13. Other details on the Search are contained in the Guidelines together with the official Search BIS, which can be obtained from Metrobank Foundation official website, MBFI Search for Outstanding Teachers official Facebook Page, as well as, DepEd Regional and Division offices nationwide.
 14. Requests for additional forms, questions and suggestions maybe addressed to Metrobank Foundation, c/o Ms. Dyan Tee, at the 4th Floor, Metrobank Plaza, Sen. Gil J. Puyat Ave., Makati City with tel. nos. (02) 898-8898;857-0618;telefax nos.750-0837;818-5656 or e-mail at mbfi.sot@gmail.com; dyan.tee@metrobank.com.ph and the SOT Facebook Page just type MBFI_SOT at the search box.
 15. Nomination of the best mentors in your area and dissemination of the Search BIS brochures and other materials are hereby directed to all concerned.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

Reference:

Under the following subjects:

SEARCH
AWARDS
TEACHERS

CLL/mdb

INSTRUCTIONS:

- To fill-up an online form, please type <http://goo.gl/forms/Y80W24872E> on your browser or visit our Facebook page or email us at mbfi.sot@gmail.com
- Please fill out this form completely. Use black ink and print legibly or encode in the computer.
- Submit hardcopy to the Metrobank Foundation through your nearest Metrobank Branch or via email **on or before January 30, 2016.**



By: _____

Secretariat Evaluation:

- Eligible
 Not Eligible

This is a two (2) page hardcopy form. Kindly continue and complete until the back portion.

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: _____

Nominee's Direct Contact No. in School: _____ 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

Grade/Year Level Being Handled (e.g. Grade III; 4th Year High School; Undergraduate and/or Graduate) _____

Specific/Major Field of Specialization (List only one) _____

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) _____

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"/> Full-Load with NO administrative duty/ies	<input type="checkbox"/> NOT full-Load but with 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 (current SY/Sem): _____ 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 Very Satisfactory with NO Poor rating in a given year <input type="checkbox"/> Average in the last 5 years is Very Satisfactory with a Poor 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):	Nominee 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. (should be formal document w/ signature)

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

I. 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:

- * Principals, Head Teachers or Presidents of colleges/universities or Chancellors of autonomous campuses, are the only ones authorized to nominate teachers to the Search.
- * Elementary schools are allowed to nominate 2 candidates, one each for the primary (Kinder-Grade 3) and intermediate (Grades 4-6).

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.

WRITE US:

c/o Metrobank Foundation, Inc., 4th Floor,
 Metrobank Plaza, Sen. Gil Puyat Avenue,
 Makati City, Philippines 1200

EMAIL US:

dyan.tee@metrobank.com.ph or
mbfi.sot@gmail.com

CALL US:

(02) 898-8898 or 857-0618
 Telefax no. (02) 818-5656 or 750-0837

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