

NOMINATION FORM

INSTRUCTION:

This FORM shall be filled out by the NOMINATOR and submitted to the Division Selection Committee in not more than twenty(20) pages, including attachments.

PART I: BASIC INFORMATION

NOMINEE'S INFORMATION

Name of the NOMINEE: _____

Date of Birth: _____ Place of Birth: _____

Position: _____ School/District: _____

Mailing Address: _____

NOMINATOR'S INFORMATION

Name of NOMINATOR: _____

Position/Title: _____ Relation to the NOMINEE: _____

Mailing Address: _____

Contact Number: _____ Email: _____

Signature of the NOMINATOR/Date: _____

How long have you known the NOMINEE? _____

If yes, by whom and when? _____

PART II: ABSTRACT OF NOMINEE'S ACCOMPLISHMENT

INSTRUCTION: PLEASE PROVIDE AS COMPLETE AND CONCISE ANSWERS AS POSSIBLE

1. Please list and describe two (2) most outstanding accomplishments/contributions of the nominee in the last three (3) years.

2. Why would you consider each of the above accomplishments **REMARKABLE** and **WORTHY** of recognition in the search?

Accomplishment #1

Accomplishment #2

3. Describe the **IMPACT** of each accomplishment. **(What problems/need each of his/her accomplishment addressed/solved/minimized? How did it improved the school's performance? What was the condition before the NOMINEE's intervention? How did it result to higher level of organizational performance/productivity/efficiency/effectiveness? How did it enhance policy-making and governance? How much savings/income generated?)**

Accomplishment #1

Accomplishment #2

4. What was the distinct/critical **ROLE** performed by the **NOMINEE** in carrying out each accomplishment? **(How would the outcome be different without the NOMINEE's participation?)**

Accomplishment #1

Accomplishment #2

5. Would you consider the NOMINEE's accomplishment sustainable? Why?

Accomplishment #1

Accomplishment #2

PART III: DESCRIPTION of the NOMINEE'S PERSONAL ATTRIBUTES

1. What other awards, recognition and citations received by the NOMINEE?

School: _____
District: _____
Division: _____
Region: _____
National: _____
International: _____

2. How would you describe the **traits** of the **NOMINEE**?

As a Leader: _____

As a MEMBER of the community: _____

As a FAMILY MEMBER (if information is available): _____

3. How as the NOMINEE been described or is regarded by his/her **peers** in the school/district and stakeholders?

4. How would you describe the NOMINEE's **integrity**?

5. Other information that demonstrate NOMINEE's **ability** in leading people, driving results, optimizing resources, building coalitions/linkages.

PART IV: LIST OF REFERENCES

INSTRUCTION:

Please list **TWO REFERENCES** who are very familiar with the **NOMINEE's** accomplishments/contribution and personal attributes. Include their Name, Position, Affiliation/Organization, Address, Telephone, Fax, Mobile Numbers, and email address.

I attest to the **COMPLETENESS, TRUTHFULNESS** and **ACCURACY** of all facts and claims stated herein.

Signature over Printed Name of the NOMINATOR/date