

# NOMINATION FORM

## INSTRUCTION:

This FORM shall be filled out by the NOMINATOR and submitted to the Division Selection Committee in not more 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.

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

Accomplishment #1

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Accomplishment #2

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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

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Accomplishment #2

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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

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Accomplishment #2

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

Accomplishment #1

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Accomplishment #2

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## 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?

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

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

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## 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.

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

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Signature over Printed Name of the NOMINATOR/date