



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600



DIVISION MEMORANDUM

No. 18 s. 2016


TO : Public Secondary and Elementary School Heads

FROM : SALLY B. ULLALIM, CESO V
Schools Division Superintendent

SUBJECT : **2016 Metrobank Foundation for Search for Outstanding Teacher**

DATE : February 3, 2016

1. The Metrobank Foundation, Inc. (MBFI), in cooperation with the Department of Education (DepED), announces the launching of the 2016 Search for Outstanding Teachers.
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 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 and with full-load. Nominees should have been actively teaching in the Philippines for the last 10 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. Attached is copy of the guideline for more information and proper implementation. Also enclosed are three copies of the 2016 SOT Basic Information Sheet for reproduction and distribution and the 2016 SOT Poster for posting on your bulletin.
5. For your information and dissemination.


ITL/01/25/2016

REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
Department of Education

January __, 2016

No. _____ s. 2016

2016 METROBANK FOUNDATION SEARCH FOR OUTSTANDING TEACHERS

To: School Superintendents
Division and District Supervisors
Public and Private Elementary and Secondary School Principals

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 and with full-load. Nominees should have been actively teaching in the Philippines for the last 10 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). 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 Teachers-in-Charge (TIC) can nominate, but the Schools Division Superintendent (SDS) must endorse the nomination. Head Teachers (HTs), TICs, Assistant Principals are eligible to join the Search, provided they carry a teaching load of at 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 Finalists**. 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 their 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 **January 30, 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 the 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.

Regional Director

Reference:

Under the following subjects:

SEARCH
AWARDS
TEACHERS

2016 SOT
SEARCH FOR OUTSTANDING TEACHERS

FILIPINOS BASIC INFORMATION SHEET

INSTRUCTIONS:

RECEIVED

By: _____

Secretariat Evaluation:

☐ Eligible
☐ Not Eligible

This is a two (2) page hardcopy form. Kindly continue and complete 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: (Grand)	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: * as per definition of full Teaching load (current) Administrative load (if 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, plus the equivalent of previous school year

Teaching Experience:	<input type="checkbox"/> 10 years or more <input type="checkbox"/> below 10 years	as a teacher: _____ Actual teaching: _____ Started: _____ Year: _____ (Specify year/s)
Performance Rating:	<input type="checkbox"/> Average in the last 5 years is Very Satisfactory with NO floor rating in a year <input type="checkbox"/> Average in the last 5 years is Very Satisfactory with floor rating in a year • For Elementary & Secondary, at least Bachelor's Degree • For Higher Education, at least Master's Degree	Educational Attainment: _____
Degrees Earned:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been a National Finalist in the _____ Year: _____
Past SOT Regional Finalist (RF) or National Finalist (NF):	Nominee has been a National Finalist twice or Region Finalist thrice in this Search <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been a National Finalist in the _____ Year: _____
PRC License:	Holder of valid PRC Teacher's License and Professional ID for pertinent license for tertiary courses where a professional license is required <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been a National Finalist in the _____ Year: _____
Have you been CONVICTED of any of the following offense?	<input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Administrative _____ Yes _____ No	Have you been a National Finalist in the _____ Year: _____
Status: <input type="checkbox"/> Case Dismissed <input type="checkbox"/> In progress	Have you been CHARGED with _____ <input type="checkbox"/> Criminal <input type="checkbox"/> Civil _____ Yes _____ No	Have you been a National Finalist in the _____ Year: _____

Important: Should a case have been filed against you even if it was dismissed or annulled, you must indicate this in the appropriate box above. The Foundation shall validate this later and failure to do so shall result in DISQUALIFICATION. Please give details in a separate sheet of paper, if needed.

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 employees of all liabilities from 12 years 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 _____ (Name of Nominee), who holds the position of _____ (Present Position & Rank), is a ☐ full-time or permanent ☐ part-time faculty of this school. He/She is currently serving as _____ (Current Position - Multiple Choice).

The nominee has a total teaching load of _____. The school's estimation of the _____

- For Elementary and Secondary: indicate no. of hours per week
- For Higher Education: no. of unit loads or no. of contact hours during current semester and summer class

I ALSO CERTIFY THAT _____ (Name of Nominee) IS THE OFFICIAL NOMINEE OF THIS SCHOOL FOR THE _____ (Elementary/Secondary/Higher Education) COMPETITION, AND THAT ANYBODY NOMINATED ASIDE FROM HIM/HER WILL AUTOMATICALLY BE DISQUALIFIED.*

DATE SIGNED _____ TITLE _____ / SIGNATURE _____
_____ / SIGNATURE _____

Note:

* Principals, Head Teachers or Presidents of colleges/universities or Chancellors of autonomous colleges are the only ones authorized to nominate teachers to the Search.

* Elementary schools are allowed to nominate 2 candidates, one each for the primary/Elementary Grade and the Intermediate (Grades 4-6).

FOR STATISTICAL PURPOSES ONLY (to be filled out by the nominator)

1. Where did you learn about the Search for Outstanding Teachers? (Check as many as apply)

<input type="checkbox"/> Metrobank branch	<input type="checkbox"/> Information Campaign	<input type="checkbox"/> School Head / Teacher
<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"/> Other (_____)
<input type="checkbox"/> SOT Facebook / Fanpage	<input type="checkbox"/> Metrobank Foundation Website	<input type="checkbox"/> Other (_____)

2. Who encouraged you to join the Search and/or endorsed your nomination? (Your school, your relation/designation/affiliation (i.e. principal, co-teacher, student, etc.))

_____ (Name of Endorser) _____ (Designation)

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 nomination. **DO NOT SEND THE NOMINATION FORM AND SUPPORTING DOCUMENTS YET.** Eligible nominees will be invited to submit the official nomination form. **Soft copy of this Basic Eligibility Sheet can be requested from the email address _____**

WRITE US:

CALL US:



www.metrobankfoundation.org