



GUIDELINES IN PREPARING THE SUPPORTING DOCUMENTS

IMPORTANT:

1. Kindly read the instructions very carefully. This guide is for all nominees (teachers, soldiers and police officers). However, there are required documents specific for teachers ONLY.
2. It is important that you submit all the requested documents. **Failure to do so may be a ground for disqualification.**
3. Strictly **ARRANGE THE DOCUMENTS AS THEY ARE LISTED in the guideline.**
4. **Notarized affidavits** can be submitted in case the documents/certificates are unavailable.
5. The nominee is also encouraged to **keep within the prescribed number of pages.**

REQUIRED FORMAT:

✓ E-copies contain the following documents:

FILES FOR SUBMISSION	DEADLINE
A. One (1) file in PDF 1. Accomplished and signed Nomination Form with 2x2 ID picture 2. Signed Nominator's Endorsement 3. Notarized Affidavit of Undertaking	Submit by November 30, 2021
B. One (1) file in WORD 4. Summary of Accomplishments 5. Milestone Accomplishments	Submit by December 30, 2021 ONLY when deemed eligible by the Secretariat
C. One (1) file in PDF 6. Signed Performance Rating Certification 7. Clearances 8. Case Details, if any 9. PDS/CV/SOI 10. Transcript of Records/Completed Academic Requirements (for Basic Education teachers without Masters degree)/Title of Dissertation Paper (for Higher Education teachers)	Submit by January 15, 2022 ONLY upon the go-signal of the Secretariat
D. One (1) file in WORD 11. List of trainings/courses attended or completed (Max. of 10) 12. List of trainings/courses facilitated (Max. of 10) 13. List of positions held 14. List of ranks 15. List of professional/service awards (Max. of 10) 16. List of community/civilian awards (Max. of 10) 17. For Teachers only: Material Outputs Produced	

- ✓ E-copies should be saved in a **link** provided by the Secretariat and/or emailed in the email address provided.
- ✓ Scanned files such as certificates, endorsements, photos and the like should be in high quality and readable (optimized for print quality). This shall be saved in a separate folder labeled ANNEX and tagged accordingly.

DOCUMENT SECTIONS/PAGE NAME

PAGE/S

TABLE OF CONTENTS	1 page
1. NOMINATION FORM – PDF format - Accomplished and signed Nomination Form with 2x2 ID picture	4 pages
2. NOMINATOR'S ENDORSEMENT – PDF format Nominator's Endorsement describing the nominee's character (personal qualities), competence (professional skills, expertise and track record) and contribution to service and community	1 page
3. NOTARIZED AFFIDAVIT OF UNDERTAKING - PDF format - Notarized Affidavit of Undertaking (Please refer to the Template for Affidavit of Undertaking).	1 page

4. SUMMARY OF ACCOMPLISHMENTS (Maximum of 2 pages) – WORD format

- Reflects the nominee's **brief** personal information relevant to the Award
- Emphasizes the major accomplishments in the nominee's career as a teacher, police officer, or soldier relating it to the nominee's **three (3) Contributions to Service and three (3) Contributions to Community**. For Higher Education teachers, major accomplishments are focused on the areas of **teaching (2), research (2), and extension work (2)**
- Written in the third person point of view
- Not less than 600 words but not more than 2 pages

5. MILESTONE ACCOMPLISHMENTS (Maximum of 24 PAGES, excluding the evidences) – WORD format

1. Describe the nominee's milestone accomplishments in the course of his/her career as a teacher, soldier, or police officer.
2. Answer each question in the template as concisely as possible but provide relevant details. The nominee may use up to **4 pages for the write-up of each milestone accomplishment (excluding the 3 pages for the evidences of each milestone accomplishment)** using long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing. Strictly use the **third person point-of-view** in accomplishing the attached *Template for Milestone Accomplishments*.
3. The nominee can input a milestone accomplishment only **ONCE**.

4. The number of accomplishments to be submitted per sector is shown below.

SECTOR	NO. OF MILESTONE ACCOMPLISHMENTS
Teachers - Basic Education (Kindergarten – Grade 12)	Six (6) milestone accomplishments focusing on contributions to service (3) and contributions to community (3) . Ensure thematic approach in writing the milestone accomplishments (e.g. Teaching approaches as one milestone accomplishment).
Teachers - Higher Education	Six (6) milestone accomplishments focusing thematically on the three major roles of a Higher Education teacher particularly Teaching (2), Research (2), and Extension Work (2) .
SECTOR	NO. OF MILESTONE ACCOMPLISHMENTS
Police Officers	Six (6) milestone accomplishments focusing on three (3) Contributions to Service and three (3) Contributions to Community . Ensure thematic approach in writing the milestone accomplishments.
Soldiers	Six (6) milestone accomplishments focusing on three (3) Contributions to Service and three (3) Contributions to Community . Ensure thematic approach in writing the milestone accomplishments

IX. MILESTONE ACCOMPLISHMENTS (Maximum of 24 PAGES, excluding the evidences) – WORD format

5. Describe the nominee’s milestone accomplishments in the course of his/her career as a teacher, soldier, or police officer (*Please refer to the definition of a milestone accomplishment and its components*).

6. The following shows the number of accomplishments to be submitted per sector:

SECTOR	NO. OF MILESTONE ACCOMPLISHMENTS
Teachers	Basic Education (Kindergarten – Grade 12) Six (6) milestone accomplishments focusing on contributions to service (3) and contributions to community (3). Ensure thematic approach in writing the milestone accomplishments (e.g. Teaching approaches as one milestone accomplishment).
	Higher Education Six (6) milestone accomplishments focusing thematically on the three major roles of a Higher Education teacher particularly Teaching (2), Research (2), and Extension Work (2).
Police Officers	Six (6) milestone accomplishments focusing on three (3) Contributions to Service and three (3) Contributions to Community. Ensure thematic approach in writing the milestone accomplishments.
Soldiers	Six (6) milestone accomplishments focusing on three (3) Contributions to Service and three (3) Contributions to Community. Ensure thematic approach in writing the milestone accomplishments

7. Answer each question in the template as concisely as possible but provide relevant details. The nominee may use up to **4 pages for the write-up of each milestone accomplishment (excluding the 3 pages for the evidences of each milestone accomplishment)** using long bond paper (8.5”x13”) with 0.6” margin on all sides, Arial font, size 12, and single spacing. Strictly use the **third person point-of-view** in accomplishing the attached *Template for Milestone Accomplishments*.

8. The nominee can input a milestone accomplishment only **ONCE**.

9. Please refer to the following **Definition of Terms** as guidance in understanding the information being requested.

TERM	DEFINITION / GUIDE QUESTIONS
Milestone Accomplishments	A milestone accomplishment is what defines the nominee’s career as a teacher, a soldier, or a police officer. For an accomplishment to be considered a milestone, it may have any two or all of the following characteristics: a) An innovation or discovery that addresses a felt or articulated need and helps overcome a major obstacle or problem in the nominee’s school, unit of assignment, or community. b) It creates <i>significant positive impact on the target beneficiaries, be it in the nominee’s school, unit of assignment, or community</i> . c) It is sustainable (<i>i.e., the intended innovations, changes, and reforms continue to be carried out for a period of time; or goods and services continue to be provided to the target beneficiaries over a period of time</i>). For teachers , ensure that the milestone accomplishments are implemented for at least six (6) months, may it be on-going or completed, to ensure presence of impact.
Contributions to Service (This applies to Basic Education Teachers, Police Officers, and Soldiers; Higher Education Teachers, please proceed to the next page)	Basic Education Teachers (Kindergarten – Grade 12): Contributions to Service refer to the nominee’s impact in the teaching profession benefitting the community of teachers or learners within his/her academic institution but these contributions are above and beyond the usual responsibilities of a teacher. To avoid repetition, these contributions should be thematic or grouped together according to their general idea or concept. Some examples of accomplishments that are grouped thematically are the following: 1) Teaching materials such as modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning materials that has greatly raised the scores of the students in standardized tests; 2) A discovery, innovation, or creation such as teaching devices or apparatuses; 3) Technology-based learning tools (e.g. learning games, gamification) 4) Teaching approaches (e.g. Modified explicit instruction approach) Soldiers and Police Officers:

<p>Contributions to Community</p> <p>(This applies to Basic Education Teachers, Police Officers, and Soldiers; Higher Education Teachers, please proceed to the next page)</p>	<p>Contributions to Service refer to accomplishments that contribute to realizing the mission and vision of securing the country’s sovereignty, promotion of peace, and ensuring order in the nominee’s unit of assignment or station. Some examples of accomplishments are the following:</p> <ol style="list-style-type: none"> 1) Neutralization of enemies of the state or most wanted criminals 2) Peaceful resolution of armed conflicts 3) Innovations, policies, or manuals that benefit specific units of the PNP or AFP in general 4) Formulation of policies and strategies that controls the prevention of corruption in the procurement of assets such as firearms, vehicles, planes, ships, etc. 5) Introduction of a standardized training for Commissioned and Non-Commissioned Officers that was approved by the PNP/AFP leadership and eventually adopted by all units of PNP/AFP <p>Basic Education Teachers (Kindergarten – Grade 12):</p> <p>Contributions to Community refers to the nominee’s contribution to the bigger academic community outside of his/her own school (i.e., within the district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Some examples of accomplishments that are grouped thematically are the following:</p> <ol style="list-style-type: none"> 1) Teaching approaches (e.g. Modified explicit instruction approach) that are adopted in the regional or national level; 2) Technology-based teaching, learning tools adopted by other teachers outside of the teacher’s own school; 3) Publications, such as books, manuals, policy papers, etc. and action researches (i.e., operations and/or academic research/action research) that has improved the learning processes within the school; and, 4) Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services <p>Soldiers and Police Officers:</p> <p>Contributions to Community refer to accomplishments that serve the AFP or the PNP community in general and external community which may include individual and organizational partners and stakeholders, and the larger Philippine society. Some examples of accomplishments that are grouped thematically are the following:</p> <ol style="list-style-type: none"> 1) Advanced community policing training and seminars adopted by barangay peace keeping officials 2) Creation of portable airport runway lighting system from scrap metals that was used in areas during calamities to for relief and rescue missions and also in air force bases nationwide. 3) Headed a multi-sectoral committee that protected coastlines which helped safeguard the income source of fisher folk 4) Institutionalization of Defense/Police Acquisition System and creation of Defense/Police Acquisition office 5) Conceptualization of a multi-sectoral engagement for <i>Pabahay</i> and livelihood programs for <i>balik-loob</i> members of the New People’s Army
<p>Milestone Accomplishments for Higher Education Teachers</p> <p>(Teaching, Research, and Extension Work)</p>	<p>Higher Education Teachers</p> <p>The six (6) milestone accomplishments of Higher Education teachers shall focus thematically on the following roles: Teaching (2), Research (2), and Extension work (2, except administrative work).</p> <p>Some examples of accomplishments on TEACHING are the following:</p> <ol style="list-style-type: none"> 1) Teaching approaches and technology-based teaching/learning tools adopted by other teachers in the school system or recognized nationally/internationally; 2) A discovery or innovation, such as teaching devices or apparatus used in the school system or nationally/internationally; <p>Some examples of accomplishments on RESEARCH are the following:</p> <ol style="list-style-type: none"> 1) Journal publications that is widely – cited and has impacted the area of learning discipline, used as basis for a national policy, or benefited a community or communities inside or outside the educational system 2) Research that has contributed to mentoring and successful completion of a graduate student’s thesis/ dissertation <p>Some examples of accomplishments on EXTENSION WORK are the following:</p> <ol style="list-style-type: none"> 1) Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services 2) Organization of trainings/workshops that educate other teachers in a particular field of discipline
<p>Please use the following TEMPLATE for accomplishing the Milestone Accomplishments (Maximum of 4 pages per Milestone Accomplishment for a total of 24 pages, NOT including the 3 pages of evidences for each. EVIDENCES must be placed AFTER each milestone accomplishment.)</p>	
<p>Title of Accomplishment</p>	<p><i>What is the title of your accomplishment? (Do not use ALL CAPS)</i></p>
<p>Type of Milestone Accomplishment</p>	<p><i>Is your accomplishment a new program, project or service (PPS)? Or is it an improvement on the effectiveness of an existing program, project, or service (Innovation)? Classify your accomplishment using the categories below:</i></p> <ol style="list-style-type: none"> 1) Program, Project, or Service 2) Innovation
<p>1. Your Specific Role In It</p>	<p><i>Briefly describe your role in the accomplishment/project. Were you the team leader or team member? How was your role critical to the success of the accomplishment/project?</i></p>

2. Brief Description of Accomplishment	<i>Briefly describe the nature of your accomplishment. Be concise.</i>
2.1. Rationale	<i>What need or problem did your accomplishment respond to? What made you decide to get involved in it?</i>
2.2. Objectives	<i>What did your accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives</i>
2.3. Dates started and completed	<i>When did the accomplishment take place? (start and end dates)</i>
2.4. Coverage	<i>Where did the accomplishment take place? (e.g. city, province) What was the scope of the accomplishment? (e.g. unit/school/division/regional/national/international)</i>
2.5. Beneficiaries	<i>Briefly describe the beneficiaries of your accomplishment. How many were they? What sectors did they come from? (e.g. teachers, students, indigenous peoples, urban poor, etc.)</i>
2.6. Key Partner Implementing Organizations/ Individuals	<i>List down at least five (5) key persons who were involved in the implementation of your accomplishment. Include their positions, organizations and addresses, landline/mobile numbers, e-mail addresses, and a brief description of their contributions to the milestone accomplishments.</i> <i>This includes internal stakeholders from the school or concerned AFP/PNP unit where the teacher, soldier, or police officer is assigned who helped work on the accomplishment (e.g., fellow teachers, soldiers, police officers).</i> <i>It also includes external stakeholders from outside the school or AFP/PNP unit who helped realize the accomplishment (e.g., donor agency/individual, LGU, local NGO partner). External stakeholders are also those who benefited from the accomplishment indirectly).</i>
2.7. Source of Funding	<i>What were the names of the donor agency or individuals who provided financial and/or in-kind assistance to help you realize your accomplishment? Include the kind of assistance given, along with their contact details (mailing address, landline/ mobile numbers, email address).</i>
2.8 Responsiveness	<i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i> <ol style="list-style-type: none"> 1) Responded to the felt or articulated need of the target or intended beneficiaries 2) Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach 3) Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries 4) Aligned with the objectives of the milestone accomplishment
2.9 Innovation	<i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i> <ol style="list-style-type: none"> 1) Introduced a new strategy or method to improve the delivery of an existing program, project, or service to the target beneficiaries of the nominee 2) Set the standard in carrying out the tasks and responsibilities in the school or unit of assignment of the nominee that resulted in a new product, service, or intellectual property which was adopted in the nominee's school or unit of assignment
2.10. Outcomes/ Results/Impact	<i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i> <ol style="list-style-type: none"> 1) Satisfied the objectives of the accomplishment 2) Provided a practical solution to the felt or articulated need of the target beneficiaries 3) Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment
2.11 Sustainability	<i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i> <ol style="list-style-type: none"> 1) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period 2) Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee 3) Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group 4) Showed evidence that the milestone accomplishment was replicated outside the target beneficiary group
3. Evidences	<i>These may be reports, pictures, news clippings, or case reports. Please limit evidences to a maximum of 3 pages. Prioritize the most important ones.</i>

DOCUMENT SECTIONS/PAGE NAME

PAGE/S

6. PERFORMANCE RATING CERTIFICATION - PDF format

1 page

- Certification of the summary of performance evaluation/ratings obtained for the last ten (10) years, excluding the current year. PLEASE DO NOT SUBMIT COPIES OF THE ACTUAL PERFORMANCE APPRAISAL.
- Please indicate both the numerical and the descriptive equivalent of the rating scale being used. For example, a rating of 85% means "Very Satisfactory" or (VS).
- For those on leave for a specific period, provide certification from head of school / authorize office/unit that the nominee has been on study/official leave. Provide ratings of previous year/s to complete the 10 years requirement.
- Please use the format below:

e.g.

*This is to certify that **JUAN DELA CRUZ, (Master Teacher 1 / Commanding Officer / Chief of Police), (Name of school / unit)** has obtained the following numerical and its descriptive equivalent performance rating in the last ten (10) years:*

Year	Numerical Rating	Descriptive
2007	4.5	Very Satisfactory
2008	5.0	Outstanding
2009	5.0	Outstanding

This is issued as a requirement of his/her nomination for the Metrobank Foundation Outstanding Filipinos Award.

7. CLEARANCES – PDF format					1 page
TEACHERS		SOLDIERS		POLICE OFFICERS	
a) Certificate of Good Moral Character from the school, district/division supervisor, or regional director.		a) all pertinent AFP bodies (i.e. Office of the Deputy Chief of Staff for Intelligence, J2, JAGS, Inspector General, Provost Marshall, Office of the Ethical Standards and Public Accountability, DLO, etc.) b) Commission on Human Rights c) Office of the Ombudsman		a) Commission on Human Rights b) Office of the Ombudsman c) National Bureau of Investigation Clearance d) Sandiganbayan clearance (For Officers)	
8. CASE DETAILS (If applicable) – PDF format					1 page
<p>If you have been charged or convicted of any civil, administrative, or criminal case, please submit a short report which includes the following:</p> <p>a) Type of Case (Administrative, Civil or Criminal), b) Case number and nature of charge (libel, estafa, physical abuse, etc.), c) Date the charge was filed, d) Where the charge was filed (City / Municipal / Regional Trial Court), e) Circumstances surrounding the complaint, and f) Status/Final Resolution (pending / on-going, amicably settled, dismissed, etc.)</p> <p>Note: Please include a report even if the case has been dismissed or amicably settled. For nominees with pending case, submit a Certification/Declaration from Regional/National Assistance Board (R/NLAB); For nominees with pending case classified as harassment suit/s, submit a certification from the National Support Unit Legal Assistance Board (NSULAB).</p>					
9. PERSONAL DATA SHEET / CURRICULUM VITAE/SUMMARY OF INFORMATION – PDF format					4 pages
- Personal Data Sheet / Summary of Information/curriculum vitae signed/certified by the authorized office/unit					
10. Transcript of Records/Completed Academic Requirements/Title of Dissertation Paper – PDF format					4 pages
<p>1. Certified true copy of transcript/s of records (TOR) of highest degree/s earned (with the school seal) and/or the degree/s being pursued, if applicable.</p> <p>2. For Basic Education Teachers (K-12): Certification of Completed Academic Requirements from College/University signed by the Registrar for nominees who have yet to complete their Master’s Degree;</p> <p>3. For Higher Education Teachers: Title/ Topic of Dissertation Paper for Doctorate Degrees</p>					
11. List of Trainings / Courses Attended or Completed – WORD format					2 pages
<p>-MAXIMUM of ten (10) <u>advanced</u> training programs, seminars, workshops, or short courses attended/completed by the nominee. Differentiate between the international trainings and national/local trainings sponsored by the government or professional associations/ DepEd/ CHED/AFP/PNP-approved in-service scholarship or training starting with the most important.</p> <p>-Mention any special citation received after the training/short course.</p> <p>-Place certificate/s in a separate folder labeled as ANNEX and tagged accordingly.</p> <p>-Please use the format below:</p> <p>e.g.</p>					
INTERNATIONAL TRAININGS					
COURSE / TRAINING	ORGANIZATION / LOCATION	INCLUSIVE DATES	COMPLETED (Y/N)	REMARKS	
Workshop on Teaching Microbiology Using Backward Design	American Society for Microbiology/Washington, USA	May 2012	Y		
LOCAL/NATIONAL TRAININGS					
COURSE / TRAINING	ORGANIZATION / LOCATION	INCLUSIVE DATES	COMPLETED (Y/N)	REMARKS	
Hands-on Training Workshop on Gene Cloning for College and High School Science Teachers	American Society for Microbiology/Los Baños, Laguna	November 19-23, 2016	Y		
Sensitive Site Exploration Operation	Joint Special Operations Task Force – Philippines / United States Army	August 2001	Y	Graduated with Honor	
Competency Training of Philippine National Police on Gender and Development and Gender Analysis	Center for Law Enforcement Studies Building, PNP Training Service, Camp Crame, Quezon City	June 18 – 20, 2014	Y	Competency Training of Philippine National Police on Gender Development & Gender Analysis	
					2 pages

12. List of Trainings / Courses Facilitated – WORD format

- MAXIMUM of ten (10) major training programs/short courses facilitated/conducted by the nominee starting with the most important.
- Mention the specific role and any special citation received after the training/short course.
- Place certificate/s in a separate folder labeled as ANNEX and tagged accordingly.
- Please use the format below:

e.g.

COURSE / TRAINING	VENUE	PERIOD	REMARKS
44 th Annual Convention and Scientific Meeting	PICC, Pasay City	August 25, 2017	Module author/ facilitator
Military Intelligence Basic Course	The Intel School, Intelligence Service Group	May 6, 2002	Course Director
Call for Fire Seminar	Multipurpose Center, Camp Crame, Quezon City	February 19, 2015	Organizer/Resource Speaker

1 page

13. List of Positions Held – WORD format

(For teachers, if the nominee's position and rank are similar please fill up both to ensure complete data gathered.)

- List down all the relevant profession-related positions held during the entire career of the nominee.
- Start from the **most recent**.
- Please use the format below:

e.g.

POSITION	SCHOOL / UNIT / OFFICE	INCLUSIVE DATES
School-in-Charge	Tonggo Elementary School	March 2017 – Present
Commanding Officer	99 th Platoon Company, Philippine Army	December 1, 2017 – present
Chief, RCD	PRO MIMAROPA	March 2015 – April 2016

1 page

14. List of Ranks – WORD format

- List down ranks held (including promotions) during the entire career of the nominee.
- Start from the most recent.
- PLEASE DO NOT SUBMIT PROMOTION MEMOS, GENERAL ORDERS and the like.
- Please use format below:

e.g.

RANK	EFFECTIVITY	AUTHORITY
Master Teacher 2	March 5, 2017	Department of Education
Captain	December 1, 2016	GO # 123 GHQ Dated 09 May 2017
Senior Police Officer 1	January 6, 2015	NAPOLCOM - PNP

1 page

15. List of Service / Professional Awards Received – WORD format

- List down a MAXIMUM of ten (10) most important service/professional-related awards received by the nominee during the entire career.
- Awards should be arranged according to **importance** (highest to lowest).
- **For teachers**, DO NOT include awards won by students who were trained by the nominee (e.g. First Place in Editorial Writing, NSPC/STEP, etc.) or certificates of appreciation. **For soldiers and police officers**, please do NOT submit actual copy of general orders.
- Place certificate/s in a separate folder labeled as ANNEX and tagged accordingly.
- Please use format below:

e.g.

AWARD	CITATION AND REASON OF AWARD	AUTHORITY & DATE RECEIVED
Sample for Teachers: The Many Faces of A Teacher	This is given to Filipino teachers who are leaders and models of excellence in their profession. These teachers play significant roles in the lives of their students, molding them to be future movers in whatever field they will work in.	Bato Balani Foundation/ October 4, 2018
Distinguished Service Star	For eminently meritorious and valuable service rendered in a position of major responsibility as Commandant of the SFS from 16 Jul 06 to Dec07. MAJ JUAN DELA CRUZ instituted the selection system, improved the quality of training, and enhanced the students' skills that resulted to successful conduct of courses, and led to the 3 encounters against the enemy; capture of 5; discovery of encampments and recovery of 4 high-powered and 9 low-powered firearms. He initiated the construction and development of training facilities and living condition of the school personnel.	GO# 611 GHQ, AFP dated 17 June 2011 Rcvd: 17 June 2011
Medalya ng Kagalingan	Given for the bravery and heroism of PSUPT. JUAN DELA CRUZ in leading the anti-drug operation at Pansol, Laguna last 14 July 2011. The operation resulted in the arrest of several high-valued criminals involved in the illegal drugs dealings.	Police Regional Office, CALABARZON Rcvd: 25 September 2015

1 page

16. List of Community / Civilian Awards Received – WORD format

- Submit a maximum of ten (10) best civilian or community awards received during the entire career.
- List of award should be arranged according to **importance** (highest to lowest).
- Place certificate/s in a separate folder labeled as ANNEX and tagged accordingly.

e.g.

AWARD	CITATION AND REASON OF AWARD	AUTHORITY & DATE RECEIVED
<p>Sample for Teachers: The Outstanding Young Men of the Philippines</p>	<p>This award is given to modern day heroes, unselfishly doing great deeds in the field of Food Science and Technology for the betterment of our country; thus, inspiring the next generation to do the same.</p>	<p>Junior Chamber International, Philippines/December 2013</p>
<p><i>Sangguniang Bayan</i> Resolution</p>	<p>A resolution recognizing the invaluable efforts and assistance of LTC JUAN DELA CRUZ; has outstandingly accomplished all tasks intended for the municipality of Hadji Muhammad that led to the development in the area and maintenance of Peace and Order.</p>	<p>SB Resolution No.14-10 series of 2016 Rcvd: 01 Mar 16</p>
<p>Certificate of Appreciation</p>	<p>Awarded for the special contributions and continued support of PSUPT. JUAN DELA CRUZ in maintaining the Bahay Pag-asa and its stakeholders (e.g., children in conflict with the law) located at Sta. Cruz, Laguna.</p>	<p>Bahay Pag-asa, Provincial Social Welfare and Development Office, Sta. Cruz, Laguna Rcvd: 07 March 2015</p>

FOR TEACHERS ONLY

17. MATERIAL OUTPUTS PRODUCED (Maximum of 5 pages) – WORD format

1. Please read and follow instructions carefully. Fill out all the required information COMPLETELY and LEGIBLY.
2. Please list down outputs according to **importance** (from the most important and most recent to least important).
3. **Attach** proof of published/unpublished instructional materials, original teaching devices, published research and original creative outputs as ANNEX and label accordingly. Please see the type of file considered as evidence below.
4. Use the templates provided for each category.

1. INSTRUCTIONAL MATERIALS PRODUCED RELATED TO TEACHING

Instructional materials are outputs related to profession, contributing to the objective of improving classroom instruction. Instructional materials SHOULD BE RELEVANT to the Level in which the nominee is nominated for and to the subject area he/she teaches. Do NOT include periodic tests, daily lesson plans used only in the nominees' classroom, news items/ articles published in the school paper, and brochures.

PUBLISHED/UNPUBLISHED TEXTBOOKS, REFERENCE MATERIALS, MANUALS, WORKBOOKS, MODULES, EVALUATION INSTRUMENTS, E-MATERIALS, AND OTHERS

TYPE (Published/ Unpublished)	TITLE	LEVEL OF ADOPTION (School wide, District/ Division wide, Region wide, Nationwide, International)	PUBLISHER & DATE PUBLISHED (If applicable)	BRIEF DESCRIPTION (Maximum of 100 words)	AUTHOR/S (single or co-authorship)

- Proof of PUBLISHED books, workbooks, modules and professional articles:
 - ✓ Title page
 - ✓ Copyright page (with publisher & publishing house)
- Proof of UNPUBLISHED books, workbooks, modules and professional articles:
 - ✓ Title pages

2. ORIGINAL TEACHING DEVICES

List down original teaching devices made/used during entire career as a teacher. Do NOT include existing teaching devices such as movie/TV box, flash cards, charts, PowerPoint materials. These are not considered as innovative unless the nominee has made improvements on the design.

ORIGINAL TEACHING DEVICES

TYPE OF DEVICE	TITLE	LEVEL OF ADOPTION	BRIEF DESCRIPTION	AUTHOR/CREATOR (single or co-authorship, or team)

- Proof of Original Teaching Devices**
 - ✓ Photos or Videos of innovative/ improvised/ indigenous teaching devices with caption.

3. PUBLISHED RESEARCH

List down research produced by the nominee during his/her entire career as a teacher. Research is defined as an output specifically produced for academic or instructional purposes. Do NOT include thesis/dissertation or students' investigatory projects where the nominee is the coach or adviser.

PUBLISHED BOOKS/BOOK CHAPTERS, JOURNAL ARTICLES, NON-JOURNAL ARTICLES, PUBLISHED REPORT, AND OTHERS

TYPE	TITLE	DATE/S STARTED & COMPLETED	PUBLISHER & DATE PUBLISHED	LEVEL OF ADOPTION	BRIEF DESCRIPTION	ROLE (Sole researcher, Team member/Team leader)

- Proof of Researches Completed**
 - ✓ **Abstracts for each completed research** (to include rationale, objectives, methods or procedures, major findings, recommendation and impact of the study)

4. ORIGINAL CREATIVE OUTPUTS

Creative works are published/performed poetry, short stories, feature articles, musical composition, novels, essays, presented/produced plays, exhibits, concerts and other creative production.

FEATURE ARTICLES, SHORT STORIES, MUSICAL COMPOSITIONS, POEMS, FILMS, MUSICAL OR STAGE PLAYS

TYPE	TITLE	INDICATE IF ORIGINAL/ADOPTED/REVISED	DATE PRESENTED/PUBLISHED/PRODUCED	BRIEF DESCRIPTION	ROLE (Director, Writer, Producer, Scriptwriter)

- Proof of Creative Works (Performing Arts)**
 - ✓ 3 Photos of actual event (with captions)
 - ✓ Scanned copy of the souvenir program
 - ✓ Certificates (if any)
- Proof of Creative Works (Written)**
 - ✓ 3 Photos of actual event (with captions)
 - ✓ Scanned copy of the actual published/presented written work.
 - ✓ Certificates (if any)

PRIVACY NOTICE

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If you think that your personal data was mishandled in terms of confidentiality or integrity, or if someone tampered with your personal data without your consent, please do not hesitate to contact our Data Protection Officer through the following:

Data Protection Officer
 Metrobank Foundation, 10/F Annex Metrobank Plaza
 Sen. Gil Puyat Ave., Makati City 1200
 Tel: (63 2) 8857 0679
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EMAIL US:	outstandingfilipinos.mbf@gmail.com
CALL US:	Direct line: (02) 8898-8757/ (02) 8857-9631 Mobile Numbers: Teachers - (0919) 0628128 Soldiers – (0926) 7080276 Police Officers – (0919) 0628127
WRITE US:	Metrobank Foundation Outstanding Filipinos Secretariat, 10 th Floor, Metrobank Plaza Annex, Sen. Gil Puyat Ave., Makati City 1200