



Dear Nominee,

Mabuhay!

Welcome to your Metrobank Foundation Outstanding Filipinos journey!

Thank you very much for your interest to join and be a part of the most prestigious career-service award for Filipino exemplars in the academe, military, and police sectors.

The Metrobank Foundation Outstanding Filipinos is a career-service award that looks into the entire professional career of an individual – all their accomplishments and services rendered, whether big or small, done while in the line of duty and even beyond, from the moment they started working up to the present time.

Through the Award, the Foundation recognizes ten (10) Filipino exemplars composed of four (4) teachers, three (3) soldiers, and three (3) police officers. We provide our Outstanding Filipinos with a platform for their voices to be heard across the nation and open avenues for cooperation between like-minded individuals. We trust that with each person they inspire to act, we press closer and closer towards the attainment of our shared goals for this great nation.

If you are participating for the first time, it is suggested that you go through the general guidelines and mechanics of the Award in our website. If you are already familiar with the process, then you may proceed.

Thank you and good luck!

Very truly yours,

ANICETO M SOBREPENA
President
Metrobank Foundation, Inc.



GENERAL GUIDELINES

1. Read the instructions carefully before filling out this nomination form.
2. Download the following forms from our official website or cloud storage and accomplish them:
 - 2.1. EAU-MFOF Form No. 101 (Nomination Form)
 - 2.2. EAU-MFOF Form No. 102 (Affidavit of Undertaking)
 - 2.3. MBFI Website mbfoundation.org.ph/outstanding-filipinos/about-the-program/
 - 2.4. Google Drive bit.ly/MFOF2023-Resources
3. If the Nomination Form (Form 101) and the Affidavit of Undertaking (Form 102) will be accomplished **ONLINE** via the Online Nomination Portal:
 - 3.1. Access the Online Nomination Portal through any of the following:

MBFI Website	mbfoundation.org.ph/outstanding-filipinos/about-the-program/
Direct Access	bit.ly/MFOF2023-Nominate
 - 3.2. Fill out all information **ACCURATELY** and **COMPLETELY**. Read each question carefully, including the descriptions and other related instructions.
 - 3.3. Once the Online Nomination Form has been submitted, a duly formatted electronic copy will be sent to you via email in PDF (portable document format) from outstandingfilipinos.mbf@gmail.com. It will be sent to the same email that you used in filling out the form, so make sure to use a valid and a working email account. If the email does not appear in your Inbox, make sure to check your Spam folder.
 - 3.4. Print the accomplished nomination form and affidavit of undertaking in LONG BOND PAPER (8.5" x 13"), [a] affix your signature, [b] get your nominator to sign the form, and [c] sign the affidavit of undertaking and have it notarized before a licensed notary public. Original signatures are required, not digital signatures.
 - 3.5. Scan the accomplished and originally signed forms and save it in PDF (portable document format). Scan the documents clearly and properly, **DO NOT USE YOUR PHONE TO TAKE PHOTOS**. Photos (images) and/or other file formats will not be accepted.
4. If the Nomination Form (Form 101) and the Affidavit of Undertaking (Form 102) will be accomplished **MANUALLY**:
 - 4.1. Download the [a] nomination form and the [b] affidavit of undertaking from any of the following links:

MBFI Website	mbfoundation.org.ph/outstanding-filipinos/about-the-program/
Google Drive	bit.ly/MFOF2023-Resources
 - 4.2. Print the documents in LONG BOND PAPER (8.5" x 13"). Fill out all information **ACCURATELY**, **COMPLETELY**, and **LEGIBLY** (write in **PRINT**). Read each question carefully, including the descriptions and other related instructions.
 - 4.3. Once completed, [a] affix your signature, [b] get your nominator to sign the form, and [c] sign the affidavit of undertaking and have it notarized before a licensed notary public.



- 4.4. Scan the accomplished, signed, and/or notarized documents and save it in PDF (portable document format). Merge both files into one (1) single document. The notarized affidavit of undertaking should be the last page of the document.
Scan the documents clearly and properly, **DO NOT USE YOUR PHONE TO TAKE PHOTOS**. Photos (images) and/or other file formats will not be accepted.
5. To easily identify your document, make sure to rename it following this format:
- | | |
|----------------|--|
| Format | MFOF2023_Sector – Last Name, First Name Middle Initial |
| <i>Example</i> | <i>MFOF2023_Academe – Dela Cruz, Juan S.</i> |
6. Submit the scanned copies of the accomplished forms (EAU-MFOF Form No. 101 - Nomination Form) and EAU-MFOF Form No. 102 - Affidavit of Undertaking) to the Metrobank Foundation not later than **11:59PM of 13 January 2023 (Friday)** through **ANY** of the following means.
- 6.1. Submission via Email
Send the accomplished forms to OutstandingFilipinos@mbfoundation.org.ph. The subject line (title) of the email should be formatted similar to Item 5 of this guidelines. Your submission via email will be acknowledged by the OF Secretariat within forty-eight (48) hours.
- 6.2. Submission via Google Forms
Go to the Online Submission Portal at bit.ly/MFOF2023-Submit. Fill out the details, attach the accomplished forms, and click submit. Your submission via Google Forms will immediately be acknowledged electronically.
7. In cases where it would be difficult or impossible for the nominee to submit the forms electronically, the Metrobank Foundation will be willing to accommodate submissions via courier. However, this will be on a case-to-case basis and **should be** coordinated beforehand with the Foundation.
8. For more details about the Metrobank Foundation Outstanding Filipinos, you may reach out to us through any of the following:

Electronic Mail	OutstandingFilipinos@mbfoundation.org.ph
Direct Line (Landline)	+63 2 8898 8757
Official Website	mbfoundation.org.ph/

You may also visit our social media pages through any of the following handles:

Facebook (MBFI Page)	facebook.com/MetrobankFoundation/
Facebook (MFOF Page)	facebook.com/mbfi.outstandingfilipinos/
YouTube	youtube.com/user/MetroBnkFoundation

1. Nomination Details

Kindly indicate your sector, your appropriate category, and/or your branch of service

<input type="checkbox"/> Award for Teachers (Academe / Education)	<input type="checkbox"/> Elementary (Kindergarten to Grade 6) <input type="checkbox"/> High School (Grade 7 to Grade 12) <input type="checkbox"/> Higher Education (College to Graduate School)	
<input type="checkbox"/> Award for Soldiers (Military / Security)	<input type="checkbox"/> Commissioned Officers <input type="checkbox"/> Enlisted Personnel	<input type="checkbox"/> Philippine Army <input type="checkbox"/> Philippine Navy <input type="checkbox"/> Philippine Air Force
<input type="checkbox"/> Award for Police Officers (Police / Peace and Order)	<input type="checkbox"/> Police Senior Commissioned Officer <input type="checkbox"/> Field Grade Police Commissioned Officer <input type="checkbox"/> Police Non-Commissioned Officer	

2. Personal Information

Kindly supply the information required per item.

Title (Mr/Ms/Mrs/LTCOL/PO3, etc.)
First Name/s (Given Name/s)
Middle Name (write N/A if not applicable)
Last Name (Surname)
Suffix/es (PhD,EdD, DPA, JD, LIB, MD, etc.)

PHOTO

Attach your latest 2" x 2" colored ID photo. The photo should be clear and taken over a white background. It should have the full face, front view, close-up, eyes open. The photo should present the full head from top of hair to bottom of chin.

Present Mailing Address

House / Building Number and Building Name	Street Number and Street Name
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Subdivision	Barangay	District
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City/Municipality	Province	Zip Code	Region
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Permanent Mailing Address (if different from present mailing address)

House / Building Number and Building Name	Street Number and Street Name
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Subdivision	Barangay	District
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City/Municipality	Province	Zip Code	Region
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Date of Birth (MM/DD/YYYY)	Place of Birth	Age
Nationality	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to say	
Religious Affiliation	Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Annulled	

Name of Spouse	Number of Children
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Residential Landline Number (Area Code + Landline Number)	Personal Mobile Number
Active and Working Email Address (Primary)	Active and Working Email Address (Secondary)

3. Professional Information

The following fields relate to your current professional background. Kindly supply the information required per item.

PRC License / AFP PNP ID Number	Validity	AFP/PNP Serial Number	Tax Identification Number
Current Rank / Position	Specialization	Designation	
Date Started (indicate the date when you first joined the profession / service)	Years in Service (total accumulated number of years in the profession/ service)	Remaining Years in Service (before mandatory retirement)	
Name of School / Unit / Station			School ID Number
Complete Mailing Address of the School / Unit / Station			
Unit Number / Building Number and Building Name		Street Number and Street Name	
Subdivision		Sitio / Barangay	District
City/Municipality		Province	Zip Code Region
Office Landline Number (Area Code + Landline Number)		Office Fax Number (Area Code + Landline Number)	
Work Email Address (your work email)		Office's Email Address (your office's / company's email)	

4. Educational Background

Provide your educational details per item required. Begin with the most recent and indicate on-going studies as well.

Education Earned (i.e. Doctoral, Master's, Bachelors, HS)	Major / Specialization	Name and Address of School	Inclusive Years	Academic Distinction
Doctoral				
Doctoral				
Master's				
Master's				
Bachelors				
Bachelors				
High School				

5. Performance Evaluation

Kindly indicate the performance rating that you have obtained over the last ten (10) years. If you were on leave (vacation, sick, maternity/paternity, study, etc.) during any of the years covered, you may use the years closest to the last 10 years.

Calendar Year / School Year										
Numerical Rating										
Adjectival Rating (O – Outstanding, VS – Very Satisfactory)										

6. Competition Record

6.1. Have you **joined** the Metrobank Foundation Outstanding Filipinos (formerly Search for Outstanding Teachers / SOT, The Outstanding Philippine Soldiers / TOPS, The Country's Outstanding Police Officers in Service / COPS) before?

Your Answer	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, in what year/s?	

6.2. Have you been a **Finalist** of the Metrobank Foundation Outstanding Filipinos (formerly Search for Outstanding Teachers / SOT, The Outstanding Philippine Soldiers / TOPS, The Country's Outstanding Police Officers in Service / COPS) before?

Your Answer	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, in what year/s?	

7. Criminal, Civil, and Administrative Records

7.1. Have you been **CHARGED** with any criminal, civil, or administrative offense/s at any time before you joined and/or during your years active?

Your Answer	<input type="checkbox"/> YES <input type="checkbox"/> NO
Type of Case	<input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Administrative
Status of the Case	<input type="checkbox"/> Dismissed <input type="checkbox"/> Pending <input type="checkbox"/> Others: _____

7.2. Have you been **CONVICTED** with any criminal, civil, or administrative offense/s at any time before you joined and/or during your years active?

Your Answer	<input type="checkbox"/> YES <input type="checkbox"/> NO
Type of Case	<input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Administrative
Status of the Case	<input type="checkbox"/> Dismissed <input type="checkbox"/> Pending <input type="checkbox"/> Others: _____

8. Character References

Please list down three (3) names for your references who are NOT directly related to you by consanguinity and affinity.

REFERENCE 1	Full Name	
	Position and Organization	
	Address	
	Mobile Number	Email Address

REFERENCE 2	Full Name	
	Position and Organization	
	Address	
	Mobile Number	Email Address

REFERENCE 3	Full Name	
	Position and Organization	
	Address	
	Mobile Number	Email Address

9. Nominee's Certification

This is to certify to the best of my knowledge that all the information contained in this nomination form and related documents are true, accurate, and correct. This is to certify further that:

1. I am voluntarily submitting myself to the policies, guidelines, and framework of the Metrobank Foundation Outstanding Filipinos.
2. I am physically and mentally fit to undergo the evaluation process.
3. I am authorizing the organizers and/or its designated representative/s or agent/s to validate the information, records, and documents that I shall submit relative to my nomination.
4. I am exempting, discharging, and releasing the Metropolitan Bank & Trust Company, the Metrobank Foundation, their respective directors/trustees, officers, employees/staff, affiliates and/or subsidiaries, and the adjudicators of the search, from any claim or liability arising from my participation thereto.

Finally, I shall execute an Affidavit of Undertaking separately as part of the requirements.

Nominee's Signature Over Printed Name

Date Signed: _____

10. Data Privacy and Confidentiality

The Metropolitan Bank & Trust Company and Metrobank Foundation is committed to protect and respect the confidentiality of all information that will be provided in this nomination form. This nomination form for the Metrobank Foundation Outstanding Filipinos, including all data gathered and/or files collected are strictly confidential and intended solely for the official use of the Metrobank Foundation, its program implementing partners, and the offices or individuals to whom it is addressed.

By filling out this form and providing the Foundation with my personal details, I am freely giving my informed consent to the Foundation's capture, recording, processing, and use of personal information gathered throughout the course of my participation in the Metrobank Foundation Outstanding Filipinos.

I acknowledge that I may revoke this authorization any time by notifying the Foundation in writing, and all personal information collected will be stored in a secure location, retained in accordance with its retention policies.

The Foundation shall safeguard my sensitive personal information, uphold my privacy, and always ensure the confidentiality of such that comes to its knowledge and possession in accordance with Metrobank's Data Privacy, and the Data Privacy Act of 2012. If I think that my personal data was mishandled and/or tampered without my consent, I shall inform the Foundation through its Data Protection Officer via: [a] Landline at +63 2 8857 0679, [b] Fax at +63 2 8818 5656, or via [c] Email at mbfi.dataprotection@metrobank.com.ph.

Nominee's Signature Over Printed Name

Date Signed: _____

11. Nominator's Certification and Endorsement

This is to certify that I voluntarily nominate _____ to the Metrobank Foundation Outstanding Filipinos. This nomination is a tribute to his/her track record of excellence in the teaching profession / military service / police service and to his/her exemplary dedication in his/her chosen field which ultimately contributes to nation-building.

Nominator's Signature Over Printed Name
 Date Signed: _____

<i>Designation/Position</i>	<i>Organization</i>		
<i>Present Mailing Address</i>			
House / Building Number and Building Name	Street Number and Street Name		
Subdivision	<i>Barangay</i>	District	
City/Municipality	Province	Zip Code	Region
<i>Residential Landline Number (Area Code + Landline Number)</i>	<i>Personal Mobile Number</i>		
<i>Active and Working Email Address (Primary)</i>	<i>Active and Working Email Address (Secondary)</i>		

12. Additional Professional Information

This part is only applicable for TEACHERS.

<i>Appointment Status</i>	<i>Employee Classification</i>	
<input type="checkbox"/> Permanent / Regular <input type="checkbox"/> Temporary / Substitute / Contractual <input type="checkbox"/> Volunteer	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time	
<i>Primary Subject Matter Handled / Taught</i>	<i>Primary Grade/Year Level Handled</i>	
<i>Full Load (indicate your school's definition of 'full load' in number of hours per week)</i>	<i>Current Load (indicate your total teaching load for the current school year in number of hours per week)</i>	
<i>Criteria / Particulars</i>	<i>Number of Hours per Week</i>	<i>Remarks</i>
Teaching		
Administrative Work		
Research Work		
Others, specify: _____		

Signature Over Printed Name*
 Date Signed: _____

*Printed name and signature of the person in charge of the nominee's (teacher's) schedule.