



REMINDER

Any willful misrepresentation or concealment made in the Nomination Form shall cause immediate disqualification of the nominee.

A. Preliminary Notes

1. Read the general guidelines of the Metrobank Foundation Outstanding Filipinos carefully before filling out the nomination form.
2. Fill out each of the fields in the nomination form when applicable.
3. The nomination form (EAU-MFOF Form No. 101) and the affidavit of undertaking (EAU-MFOF Form No. 102) may be accomplished using any of the following formats: Microsoft Word format (.doc, .docx) or Portable Document format (.pdf).
4. The nomination form and the affidavit of undertaking must bear wet or original signatures in the fields required.
5. Entries in the nomination form may be filled out through handwriting, typewritten, or via computer. If handwritten, the entries should be in block capital (PRINT) format using a black or a blue pen only.
6. All information should be provided accurately.
7. Do not leave blank entries. If a field is not applicable, put N/A.

B. Nomination Information

1. Download the following forms from our official website or cloud storage and accomplish them: [a] EAU-MFOF Form No. 101 (Nomination Form) and [b] EAU-MFOF Form No. 102 (Affidavit of Undertaking)
 - 1.1. MBFI Website mbfoundation.org.ph/outstanding-filipinos/about-the-program/
 - 1.2. Google Drive bit.ly/MFOF2023-Resources
2. If the Nomination Form (EAU-MFOF Form No. 101) and the Affidavit of Undertaking (EAU-MFOF Form No. 102) will be accomplished **ONLINE** via the Online Nomination Portal:
 - 2.1. 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
 - 2.2. Fill out all information **ACCURATELY** and **COMPLETELY**. Read each question carefully, including the descriptions and other related instructions.
 - 2.3. Once the Online Nomination Form has been submitted, a duly formatted electronic copy will be sent to you via email in PDF format. 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.
 - 2.4. 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.
 - 2.5. 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.
3. If the Nomination Form (Form 101) and the Affidavit of Undertaking (Form 102) will be accomplished **MANUALLY**:

- 3.1. 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

- 3.2. 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.
- 3.3. 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.
- 3.4. 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.

4. To easily identify your document, make sure to rename it following this format:

Format MFOF2023_Sector – Last Name, First Name Middle Initial
Example *MFOF2023_Academe – Dela Cruz, Juan S.*

5. 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.

5.1. 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.

5.2. Submission via Google Forms

Go 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.

6. 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.

7. For more details about the Metrobank Foundation Outstanding Filipinos, you may reach out to us through any of the following:

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

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

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