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| **EXTENDED DEADLINE OF SUBMISSION OF THE MILESTONE ACCOMPLISHENTS:**  **10 FEBRUARY 2022 (FRIDAY), 5PM** |

**Nomination Details**

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

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

**Personal Information**

*Kindly supply the information required per item.*

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|  |  |
| Title (Mr/Ms/Mrs/LTCOL/PO3, etc.) | Suffix/es (PhD,EdD, DPA, JD, LlB, MD, etc.) |

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|  |  |  |
| First Name/s (Given Name) | Middle Name (write N/A if not applicable) | Last Name (Surname) |

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| --- | --- |
| *Current Rank* | *Designation / Position* |

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| *Name of School / Unit / Station* |

1. **General Details**

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| **MILESTONE ACCOMPLISHMENT 1** | *What is the full title of this milestone accomplishment?* |
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| *Select the category of this milestone accomplishment*  SERVICE  COMMUNITY |

1. **Type of Milestone Accomplishment**

*Classify whether your accomplishment is a new program, project, service, or an improvement on the effectiveness of an existing one (innovation). Indicate whether it is new or an existing program, project, service, or innovation.*

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| --- | --- |
| *What is the status of the project?*  New  Existing | *Classify your milestone accomplishment according to the categories below.*  Program  Project  Service  Innovation |

|  |
| --- |
| *What is the status of the project at present?*  Completed / Finished  Ongoing / Continuing  Cancelled / Discontinued |

1. **Duration and Location**

*Indicate the details when and where the accomplishment took place.*

|  |  |
| --- | --- |
| *Date Started* | *Date Completed* |

|  |
| --- |
| *Location / Area of implementation* |

|  |
| --- |
| *Total Duration (indicate answer in months)* |

1. **What was your role in this accomplishment?**

*Identify your role in this accomplishment. Describe how your role was critical to its success. Answer in not more than one (1) paragraph.*

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1. **Brief Description and Rationale**

*Provide a brief description and rationale about your accomplishment. In answering, consider the following questions: What was your accomplishment about?  What needs or problems did your accomplishment respond to?  What was the scope of the accomplishment – where did it take place and what was the coverage (e.g., unit, schools, division, regional, national, or international)?  Who were the beneficiaries of your accomplishment?  How many were they? What sectors did they come from (e.g., teachers, students, indigenous peoples, urban poor, etc.)? Provide your answer in not more than two (2) paragraphs.*

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1. **Objectives**

*Enumerate what your accomplishment aims to achieve. Make sure your objectives are SMART (specific, measurable, attainable, realistic, timebound)*

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1. **Key Implementing Partners**

*Provide at least five (5) key implementing partners (individuals or organizations) who were involved in the implementation of your accomplishment. The list should include internal stakeholders from other units or offices within your institution who were directly involved in the project or provided any necessary, critical assistance. The list should also include external stakeholders who were instrumental in realizing your accomplishment (e.g., donor agency or individual, local government units, private organization, business establishment).*

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| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

1. **Responsiveness**

*Describe how your accomplishment responded to the felt or articulated needs of the beneficiaries, how you integrated their requirements, perspectives, and context to the design and approach of your accomplishment, and the timing of your implementation to address their needs. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Responsiveness**

*Referring to your answer in the previous question (Q8), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how responsive your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

|  |  |
| --- | --- |
| **DOC PROOF 1 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
|  | |

1. **Innovation**

*Described how your accomplishment has introduced a new strategy or method to improve delivery to the beneficiaries or how your accomplishment has set the standard in carrying out the tasks and responsibilities of your school, unit, or station. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Innovation**

*Referring to your answer in the previous question (Q10), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how innovative your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| --- | --- |
| **DOC PROOF 1 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| --- | --- |
| **DOC PROOF 3 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Outcomes / Results / Impact**

*Described how your accomplishment has responded or provided practical solution to the felt or articulated need of the beneficiaries. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Outcomes / Results / Impact**

*Referring to your answer in the previous question (Q12), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows the impact your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| --- | --- |
| **DOC PROOF 1 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Sustainability**

*Described how you generated resources to ensure the continuity of your accomplishment even after the implementation period, how you have acquired the support of the beneficiaries, and whether this had been replicated outside the beneficiaries’ group. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Sustainability**

*Referring to your answer in the previous question (Q14), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how sustainable your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| **DOC PROOF 1 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Funding Sources**

*List down the individuals or agencies, if any, who provided financial and/or in-kind assistance in the implementation and completion of your accomplishment. You may add additional copy the table if there is a need for additional entries.*

|  |  |  |
| --- | --- | --- |
| **1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
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| **2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| **3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| **4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| **5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

1. **General Details**

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| **MILESTONE ACCOMPLISHMENT 2** | *What is the full title of this milestone accomplishment?* |
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| *Select the category of this milestone accomplishment*  SERVICE  COMMUNITY |

1. **Type of Milestone Accomplishment**

*Classify whether your accomplishment is a new program, project, service, or an improvement on the effectiveness of an existing one (innovation). Indicate whether it is new or an existing program, project, service, or innovation.*

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| --- | --- |
| *What is the status of the project?*  New  Existing | *Classify your milestone accomplishment according to the categories below.*  Program  Project  Service  Innovation |

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| --- |
| *What is the status of the project at present?*  Completed / Finished  Ongoing / Continuing  Cancelled / Discontinued |

1. **Duration and Location**

*Indicate the details when and where the accomplishment took place.*

|  |  |
| --- | --- |
| *Date Started* | *Date Completed* |

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| --- |
| *Location / Area of implementation* |

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| --- |
| *Total Duration (indicate answer in months)* |

1. **What was your role in this accomplishment?**

*Identify your role in this accomplishment. Describe how your role was critical to its success. Answer in not more than one (1) paragraph.*

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1. **Brief Description and Rationale**

*Provide a brief description and rationale about your accomplishment. In answering, consider the following questions: What was your accomplishment about?  What needs or problems did your accomplishment respond to?  What was the scope of the accomplishment – where did it take place and what was the coverage (e.g., unit, schools, division, regional, national, or international)?  Who were the beneficiaries of your accomplishment?  How many were they? What sectors did they come from (e.g., teachers, students, indigenous peoples, urban poor, etc.)? Provide your answer in not more than two (2) paragraphs.*

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1. **Objectives**

*Enumerate what your accomplishment aims to achieve. Make sure your objectives are SMART (specific, measurable, attainable, realistic, timebound)*

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1. **Key Implementing Partners**

*Provide at least five (5) key implementing partners (individuals or organizations) who were involved in the implementation of your accomplishment. The list should include internal stakeholders from other units or offices within your institution who were directly involved in the project or provided any necessary, critical assistance. The list should also include external stakeholders who were instrumental in realizing your accomplishment (e.g., donor agency or individual, local government units, private organization, business establishment).*

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| **KEY IMPLEMENTING PARTNER 1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| **KEY IMPLEMENTING PARTNER 2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| **KEY IMPLEMENTING PARTNER 3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| **KEY IMPLEMENTING PARTNER 4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| **KEY IMPLEMENTING PARTNER 5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

1. **Responsiveness**

*Describe how your accomplishment responded to the felt or articulated needs of the beneficiaries, how you integrated their requirements, perspectives, and context to the design and approach of your accomplishment, and the timing of your implementation to address their needs. Answer in not more than two (2) paragraphs.*

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*Referring to your answer in the previous question (Q8), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how responsive your accomplishment is. Write a brief caption describing the documentary proof provided.*

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| **DOC PROOF 1 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Documentary Proof About the Accomplishment’s Innovation**

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| **DOC PROOF 1 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Outcomes / Results / Impact**

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| **DOC PROOF 2 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Sustainability**

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| **DOC PROOF 1 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Funding Sources**

*List down the individuals or agencies, if any, who provided financial and/or in-kind assistance in the implementation and completion of your accomplishment. You may add additional copy the table if there is a need for additional entries.*

|  |  |  |
| --- | --- | --- |
| **1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| --- | --- | --- |
| **2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| **3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| --- | --- | --- |
| **4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
| --- | --- | --- |
| **5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

1. **General Details**

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| --- | --- |
| **MILESTONE ACCOMPLISHMENT 3** | *What is the full title of this milestone accomplishment?* |
|  | |

|  |
| --- |
| *Select the category of this milestone accomplishment*  SERVICE  COMMUNITY |

1. **Type of Milestone Accomplishment**

*Classify whether your accomplishment is a new program, project, service, or an improvement on the effectiveness of an existing one (innovation). Indicate whether it is new or an existing program, project, service, or innovation.*

|  |  |
| --- | --- |
| *What is the status of the project?*  New  Existing | *Classify your milestone accomplishment according to the categories below.*  Program  Project  Service  Innovation |

|  |
| --- |
| *What is the status of the project at present?*  Completed / Finished  Ongoing / Continuing  Cancelled / Discontinued |

1. **Duration and Location**

*Indicate the details when and where the accomplishment took place.*

|  |  |
| --- | --- |
| *Date Started* | *Date Completed* |

|  |
| --- |
| *Location / Area of implementation* |

|  |
| --- |
| *Total Duration (indicate answer in months)* |

1. **What was your role in this accomplishment?**

*Identify your role in this accomplishment. Describe how your role was critical to its success. Answer in not more than one (1) paragraph.*

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1. **Brief Description and Rationale**

*Provide a brief description and rationale about your accomplishment. In answering, consider the following questions: What was your accomplishment about?  What needs or problems did your accomplishment respond to?  What was the scope of the accomplishment – where did it take place and what was the coverage (e.g., unit, schools, division, regional, national, or international)?  Who were the beneficiaries of your accomplishment?  How many were they? What sectors did they come from (e.g., teachers, students, indigenous peoples, urban poor, etc.)? Provide your answer in not more than two (2) paragraphs.*

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1. **Objectives**

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1. **Key Implementing Partners**

*Provide at least five (5) key implementing partners (individuals or organizations) who were involved in the implementation of your accomplishment. The list should include internal stakeholders from other units or offices within your institution who were directly involved in the project or provided any necessary, critical assistance. The list should also include external stakeholders who were instrumental in realizing your accomplishment (e.g., donor agency or individual, local government units, private organization, business establishment).*

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

1. **Responsiveness**

*Describe how your accomplishment responded to the felt or articulated needs of the beneficiaries, how you integrated their requirements, perspectives, and context to the design and approach of your accomplishment, and the timing of your implementation to address their needs. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Responsiveness**

*Referring to your answer in the previous question (Q8), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how responsive your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

|  |  |
| --- | --- |
| **DOC PROOF 1 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| --- | --- |
| **DOC PROOF 3 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Innovation**

*Described how your accomplishment has introduced a new strategy or method to improve delivery to the beneficiaries or how your accomplishment has set the standard in carrying out the tasks and responsibilities of your school, unit, or station. Answer in not more than two (2) paragraphs.*

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|  |

1. **Documentary Proof About the Accomplishment’s Innovation**

*Referring to your answer in the previous question (Q10), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how innovative your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

|  |  |
| --- | --- |
| **DOC PROOF 1 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Outcomes / Results / Impact**

*Described how your accomplishment has responded or provided practical solution to the felt or articulated need of the beneficiaries. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Outcomes / Results / Impact**

*Referring to your answer in the previous question (Q12), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows the impact your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| --- | --- |
| **DOC PROOF 1 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
|  | |

1. **Sustainability**

*Described how you generated resources to ensure the continuity of your accomplishment even after the implementation period, how you have acquired the support of the beneficiaries, and whether this had been replicated outside the beneficiaries’ group. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Sustainability**

*Referring to your answer in the previous question (Q14), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how sustainable your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| **DOC PROOF 1 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Funding Sources**

*List down the individuals or agencies, if any, who provided financial and/or in-kind assistance in the implementation and completion of your accomplishment. You may add additional copy the table if there is a need for additional entries.*

|  |  |  |
| --- | --- | --- |
| **1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
| --- | --- | --- |
| **2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
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| **3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| **4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
| --- | --- | --- |
| **5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

1. **General Details**

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| **MILESTONE ACCOMPLISHMENT 4** | *What is the full title of this milestone accomplishment?* |
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| *Select the category of this milestone accomplishment*  SERVICE  COMMUNITY |

1. **Type of Milestone Accomplishment**

*Classify whether your accomplishment is a new program, project, service, or an improvement on the effectiveness of an existing one (innovation). Indicate whether it is new or an existing program, project, service, or innovation.*

|  |  |
| --- | --- |
| *What is the status of the project?*  New  Existing | *Classify your milestone accomplishment according to the categories below.*  Program  Project  Service  Innovation |

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| --- |
| *What is the status of the project at present?*  Completed / Finished  Ongoing / Continuing  Cancelled / Discontinued |

1. **Duration and Location**

*Indicate the details when and where the accomplishment took place.*

|  |  |
| --- | --- |
| *Date Started* | *Date Completed* |

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| --- |
| *Location / Area of implementation* |

|  |
| --- |
| *Total Duration (indicate answer in months)* |

1. **What was your role in this accomplishment?**

*Identify your role in this accomplishment. Describe how your role was critical to its success. Answer in not more than one (1) paragraph.*

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1. **Brief Description and Rationale**

*Provide a brief description and rationale about your accomplishment. In answering, consider the following questions: What was your accomplishment about?  What needs or problems did your accomplishment respond to?  What was the scope of the accomplishment – where did it take place and what was the coverage (e.g., unit, schools, division, regional, national, or international)?  Who were the beneficiaries of your accomplishment?  How many were they? What sectors did they come from (e.g., teachers, students, indigenous peoples, urban poor, etc.)? Provide your answer in not more than two (2) paragraphs.*

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1. **Objectives**

*Enumerate what your accomplishment aims to achieve. Make sure your objectives are SMART (specific, measurable, attainable, realistic, timebound)*

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1. **Key Implementing Partners**

*Provide at least five (5) key implementing partners (individuals or organizations) who were involved in the implementation of your accomplishment. The list should include internal stakeholders from other units or offices within your institution who were directly involved in the project or provided any necessary, critical assistance. The list should also include external stakeholders who were instrumental in realizing your accomplishment (e.g., donor agency or individual, local government units, private organization, business establishment).*

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

1. **Responsiveness**

*Describe how your accomplishment responded to the felt or articulated needs of the beneficiaries, how you integrated their requirements, perspectives, and context to the design and approach of your accomplishment, and the timing of your implementation to address their needs. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Responsiveness**

*Referring to your answer in the previous question (Q8), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how responsive your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

|  |  |
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| **DOC PROOF 1 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Innovation**

*Described how your accomplishment has introduced a new strategy or method to improve delivery to the beneficiaries or how your accomplishment has set the standard in carrying out the tasks and responsibilities of your school, unit, or station. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Innovation**

*Referring to your answer in the previous question (Q10), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how innovative your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| **DOC PROOF 1 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| --- | --- |
| **DOC PROOF 3 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Outcomes / Results / Impact**

*Described how your accomplishment has responded or provided practical solution to the felt or articulated need of the beneficiaries. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Outcomes / Results / Impact**

*Referring to your answer in the previous question (Q12), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows the impact your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

|  |  |
| --- | --- |
| **DOC PROOF 1 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Sustainability**

*Described how you generated resources to ensure the continuity of your accomplishment even after the implementation period, how you have acquired the support of the beneficiaries, and whether this had been replicated outside the beneficiaries’ group. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Sustainability**

*Referring to your answer in the previous question (Q14), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how sustainable your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| **DOC PROOF 1 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Funding Sources**

*List down the individuals or agencies, if any, who provided financial and/or in-kind assistance in the implementation and completion of your accomplishment. You may add additional copy the table if there is a need for additional entries.*

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| --- | --- | --- |
| **1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
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| **2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| **3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| **4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| **5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

1. **General Details**

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| **MILESTONE ACCOMPLISHMENT 5** | *What is the full title of this milestone accomplishment?* |
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| *Select the category of this milestone accomplishment*  SERVICE  COMMUNITY |

1. **Type of Milestone Accomplishment**

*Classify whether your accomplishment is a new program, project, service, or an improvement on the effectiveness of an existing one (innovation). Indicate whether it is new or an existing program, project, service, or innovation.*

|  |  |
| --- | --- |
| *What is the status of the project?*  New  Existing | *Classify your milestone accomplishment according to the categories below.*  Program  Project  Service  Innovation |

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| *What is the status of the project at present?*  Completed / Finished  Ongoing / Continuing  Cancelled / Discontinued |

1. **Duration and Location**

*Indicate the details when and where the accomplishment took place.*

|  |  |
| --- | --- |
| *Date Started* | *Date Completed* |

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| --- |
| *Location / Area of implementation* |

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| --- |
| *Total Duration (indicate answer in months)* |

1. **What was your role in this accomplishment?**

*Identify your role in this accomplishment. Describe how your role was critical to its success. Answer in not more than one (1) paragraph.*

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1. **Brief Description and Rationale**

*Provide a brief description and rationale about your accomplishment. In answering, consider the following questions: What was your accomplishment about?  What needs or problems did your accomplishment respond to?  What was the scope of the accomplishment – where did it take place and what was the coverage (e.g., unit, schools, division, regional, national, or international)?  Who were the beneficiaries of your accomplishment?  How many were they? What sectors did they come from (e.g., teachers, students, indigenous peoples, urban poor, etc.)? Provide your answer in not more than two (2) paragraphs.*

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1. **Objectives**

*Enumerate what your accomplishment aims to achieve. Make sure your objectives are SMART (specific, measurable, attainable, realistic, timebound)*

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1. **Key Implementing Partners**

*Provide at least five (5) key implementing partners (individuals or organizations) who were involved in the implementation of your accomplishment. The list should include internal stakeholders from other units or offices within your institution who were directly involved in the project or provided any necessary, critical assistance. The list should also include external stakeholders who were instrumental in realizing your accomplishment (e.g., donor agency or individual, local government units, private organization, business establishment).*

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| **KEY IMPLEMENTING PARTNER 1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| **KEY IMPLEMENTING PARTNER 2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

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| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

1. **Responsiveness**

*Describe how your accomplishment responded to the felt or articulated needs of the beneficiaries, how you integrated their requirements, perspectives, and context to the design and approach of your accomplishment, and the timing of your implementation to address their needs. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Responsiveness**

*Referring to your answer in the previous question (Q8), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how responsive your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| **DOC PROOF 1 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Innovation**

*Described how your accomplishment has introduced a new strategy or method to improve delivery to the beneficiaries or how your accomplishment has set the standard in carrying out the tasks and responsibilities of your school, unit, or station. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Innovation**

*Referring to your answer in the previous question (Q10), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how innovative your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| --- | --- |
| **DOC PROOF 1 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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| --- | --- |
| **DOC PROOF 3 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Outcomes / Results / Impact**

*Described how your accomplishment has responded or provided practical solution to the felt or articulated need of the beneficiaries. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Outcomes / Results / Impact**

*Referring to your answer in the previous question (Q12), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows the impact your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| **DOC PROOF 1 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
|  | |

1. **Sustainability**

*Described how you generated resources to ensure the continuity of your accomplishment even after the implementation period, how you have acquired the support of the beneficiaries, and whether this had been replicated outside the beneficiaries’ group. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Sustainability**

*Referring to your answer in the previous question (Q14), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how sustainable your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| **DOC PROOF 1 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| --- | --- |
| **DOC PROOF 3 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
|  | |

1. **Funding Sources**

*List down the individuals or agencies, if any, who provided financial and/or in-kind assistance in the implementation and completion of your accomplishment. You may add additional copy the table if there is a need for additional entries.*

|  |  |  |
| --- | --- | --- |
| **1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
| --- | --- | --- |
| **2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
| --- | --- | --- |
| **3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| --- | --- | --- |
| **4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
| --- | --- | --- |
| **5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

1. **General Details**

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| **MILESTONE ACCOMPLISHMENT 6** | *What is the full title of this milestone accomplishment?* |
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| *Select the category of this milestone accomplishment*  SERVICE  COMMUNITY |

1. **Type of Milestone Accomplishment**

*Classify whether your accomplishment is a new program, project, service, or an improvement on the effectiveness of an existing one (innovation). Indicate whether it is new or an existing program, project, service, or innovation.*

|  |  |
| --- | --- |
| *What is the status of the project?*  New  Existing | *Classify your milestone accomplishment according to the categories below.*  Program  Project  Service  Innovation |

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| --- |
| *What is the status of the project at present?*  Completed / Finished  Ongoing / Continuing  Cancelled / Discontinued |

1. **Duration and Location**

*Indicate the details when and where the accomplishment took place.*

|  |  |
| --- | --- |
| *Date Started* | *Date Completed* |

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| *Location / Area of implementation* |

|  |
| --- |
| *Total Duration (indicate answer in months)* |

1. **What was your role in this accomplishment?**

*Identify your role in this accomplishment. Describe how your role was critical to its success. Answer in not more than one (1) paragraph.*

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1. **Brief Description and Rationale**

*Provide a brief description and rationale about your accomplishment. In answering, consider the following questions: What was your accomplishment about?  What needs or problems did your accomplishment respond to?  What was the scope of the accomplishment – where did it take place and what was the coverage (e.g., unit, schools, division, regional, national, or international)?  Who were the beneficiaries of your accomplishment?  How many were they? What sectors did they come from (e.g., teachers, students, indigenous peoples, urban poor, etc.)? Provide your answer in not more than two (2) paragraphs.*

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1. **Objectives**

*Enumerate what your accomplishment aims to achieve. Make sure your objectives are SMART (specific, measurable, attainable, realistic, timebound)*

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1. **Key Implementing Partners**

*Provide at least five (5) key implementing partners (individuals or organizations) who were involved in the implementation of your accomplishment. The list should include internal stakeholders from other units or offices within your institution who were directly involved in the project or provided any necessary, critical assistance. The list should also include external stakeholders who were instrumental in realizing your accomplishment (e.g., donor agency or individual, local government units, private organization, business establishment).*

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

|  |  |  |
| --- | --- | --- |
| **KEY IMPLEMENTING PARTNER 5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Brief Description of Contribution* | |

1. **Responsiveness**

*Describe how your accomplishment responded to the felt or articulated needs of the beneficiaries, how you integrated their requirements, perspectives, and context to the design and approach of your accomplishment, and the timing of your implementation to address their needs. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Responsiveness**

*Referring to your answer in the previous question (Q8), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how responsive your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| --- | --- |
| **DOC PROOF 1 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
|  | |

|  |  |
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| **DOC PROOF 2 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 3 (Responsiveness)** | Photo  News Clipping  Link (video, articles, social media) |
|  | |

1. **Innovation**

*Described how your accomplishment has introduced a new strategy or method to improve delivery to the beneficiaries or how your accomplishment has set the standard in carrying out the tasks and responsibilities of your school, unit, or station. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Innovation**

*Referring to your answer in the previous question (Q10), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how innovative your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| --- | --- |
| **DOC PROOF 1 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
|  | |

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| --- | --- |
| **DOC PROOF 2 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
|  | |

|  |  |
| --- | --- |
| **DOC PROOF 3 (Innovation)** | Photo  News Clipping  Link (video, articles, social media) |
|  | |

1. **Outcomes / Results / Impact**

*Described how your accomplishment has responded or provided practical solution to the felt or articulated need of the beneficiaries. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Outcomes / Results / Impact**

*Referring to your answer in the previous question (Q12), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows the impact your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| --- | --- |
| **DOC PROOF 1 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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| --- | --- |
| **DOC PROOF 3 (Impact)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Sustainability**

*Described how you generated resources to ensure the continuity of your accomplishment even after the implementation period, how you have acquired the support of the beneficiaries, and whether this had been replicated outside the beneficiaries’ group. Answer in not more than two (2) paragraphs.*

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1. **Documentary Proof About the Accomplishment’s Sustainability**

*Referring to your answer in the previous question (Q14), kindly provide three (3) documentary proofs (e.g. photos, news clippings, working links to audio-visual materials, online news articles, social media posts) that shows how sustainable your accomplishment is. Write a brief caption describing the documentary proof provided.*

*Please make sure that the link(s) or hyperlinks that you will be providing are working and complete.*

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| **DOC PROOF 1 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| **DOC PROOF 2 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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| --- | --- |
| **DOC PROOF 3 (Sustainability)** | Photo  News Clipping  Link (video, articles, social media) |
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1. **Funding Sources**

*List down the individuals or agencies, if any, who provided financial and/or in-kind assistance in the implementation and completion of your accomplishment. You may add additional copy the table if there is a need for additional entries.*

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| --- | --- | --- |
| **1** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
| --- | --- | --- |
| **2** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
| --- | --- | --- |
| **3** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

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| --- | --- | --- |
| **4** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |

|  |  |  |
| --- | --- | --- |
| **5** | *Full Name* | |
| *Position and Organization* | |
| *Address* | |
| *Mobile Number* | *Email Address* |
| *Kind of Assistance* | |