1. **General Direction**
	1. Read and follow the instructions carefully. Fill out all the required information COMPLETELY, ACCURATELY, and LEGIBLY.
	2. Provide the outputs required according to importance (from the most important and most recent to the least important).
	3. Attach proof of published/unpublished instructional materials, original teaching devices, published research and original creative outputs as annexes to this document and label accordingly. The final output should still be a single consolidated form.
2. **Personal Information**

*Kindly supply the information required per item.*

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| Full Name (Last Name, First Name/s Middle Initial |

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| *Award Sector* | *Category / Sub-Sector* | *Branch of Service, if applicable* |

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

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| *Name of School / Unit / Station* |

1. **Instructional Materials Related to Teaching**

*Instructional materials are outputs related to the profession, contributing to the objective of improving classroom instruction. It may be in the form of textbooks, reference materials, manuals, workbooks, modules, evaluation instruments, e-materials, etc. Instructional materials SHOULD BE RELEVANT to the level in which the nominee is nominated for (elementary, secondary, higher education) and to the subject area being taught.  Do NOT include periodic tests, daily lesson plans used only in the nominee’s classroom, news items or articles published in the school papers, brochures, etc.*

*Hereunder are the descriptors for some of the columns in the succeeding tables. Select the appropriate descriptor per instructional material.*

* *Level of Implementation School, District, Division, Region, National, International*
* *Authorship Single, Co-Authorship*
	1. **Published Materials**

*Fill out the information required in the table below. Attach the necessary proof that the material has been published: scanned copy of the actual title page, scanned copy of the actual copyright page (with the name of the publisher and date published), or library entry, if applicable.*

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| ***Title*** | ***Level of Implementation*** | ***Name of Publisher and Date Published*** *(if applicable)* | ***Brief Description****(Maximum of 100 words)* | ***Authorship*** |
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* 1. **Unpublished Materials**

*Fill out the information required in the table below. Attach the scanned copy of the actual title page of the unpublished material.*

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| ***Title*** | ***Level of Implementation*** | ***Name of Publisher and Date Published*** *(if applicable)* | ***Brief Description****(Maximum of 100 words)* | ***Authorship*** |
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1. **Original Teaching Devices**

*Provide a list of original teaching devices developed and utilized throughout the career of the nominee. Do NOT include existing teaching devices such as movie or TV box, flash cards, charts, PowerPoint materials, among others.  These are not considered as innovative unless the nominee has made improvements on the design.  Attach the necessary proof for each teaching device: photos or link to videos with a short caption.*

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| ***Name of the*** ***Teaching Device*** | ***Type of Device*** | ***Level of Implementation*** | ***Brief Description*** | ***Authorship / Developer*** |
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1. **Published Research**

*Provide a list of research produced and published by the nominee throughout his/her career: published books, book chapter/s, journal articles, non-journal articles, published report, among others. 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 served coach or adviser.*

*Hereunder are the descriptors for some of the columns in the table below. Select the appropriate descriptor.*

* *Type of Published Research Book, Chapter in a Book, Journal/Non-Journal Article, Report*
* *Level of Implementation School, District, Division, Region, National, International*
* *Role Sole Researcher, Team Leader/Member*

*For the required proof, attached a copy of the abstract for each completed research highlighting the major points of the research, its importance, impact, purpose, how it went, what you learned, and the conclusion.*

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| *Type* | *Title* | *Date Started and Completed* | *Name of Publisher and Date Published* | *Level of Implementation* | *Brief Description* | *Role* |
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1. **Original Creative Outputs**

*Creative outputs are in the form of published or performed poetry, short stories, feature articles, musical composition, novels, essays, presented or produced plays, exhibits, concerts, and other creative productions.*

*Hereunder are the descriptors for some of the columns in the table below. Select the appropriate descriptor.*

* *Type of Creative Output See definition and examples above*
* *Status of the Creative Output Original, Adopted, Revised*
* *Role Director, Writer, Producer, Scriptwriter*

*For the required proof to be attached in this document:*

* *For Creative Works – Performing Arts*
	+ *Three (3) photos of the actual event with short captions*
	+ *Scanned copy of the souvenir program, if any*
	+ *Certificates issued or awarded, if any*
* *For Creative Works – Written*
	+ *Three (3) photos of the actual event with short captions*
	+ *Scanned copy of the actual published or presented written work*
	+ *Certificates issued or awarded, if any*

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| *Type of Creative Output* | *Title* | *Status of the Creative Output* | *Date Presented / Published / Produced* | *Brief Description* | *Role* |
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