



Republic of the Philippines
DEPARTMENT of EDUCATION
Region XI
Schools Division of Digos City
City of Digos

826

DIVISION MEMORANDUM
NO. 069 series 2016

TO: : Public Schools District Supervisors, Private and Public Elementary
School Principals/Heads
shil

FROM : DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

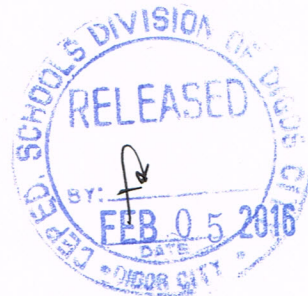
SUBJECT : 2016 Metrobank Foundation Search for Outstanding Teachers

DATE : February 4, 2016

Attached is a copy of the communication from Irene D. Labitad, Assistant Executive Director of Metrobank Foundation dated January 25, 2016, announcing the 2016 Metrobank Foundation Search for Outstanding Teachers. Contents of which are self-explanatory for your guidance.

Enclosed herewith are the unnumbered DepEd Memorandum and the SOT Basic Information Sheet.

For information and immediate dissemination.



January 25, 2016

Dr. DEE S. SILVA
DepEd Schools Division Superintendent
DepEd Division of Digos City
Digos City

RECEIVED
01 FEB 2016
SDS 4:46 PM
826

Dear **Dr. SILVA**:

Mabuhay! The 2016 Metrobank Foundation Search for Outstanding Teachers is now on! As DepEd's partner in recognizing teachers, Metrobank Foundation continues with this commitment through the annual Search and hopefully towards inspiring more and more teachers to share their stories of excellence in the classroom and continue their journey towards excellence.

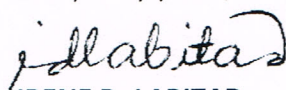
Relative to this, we are pleased to report to you that the 2015 Search for Outstanding Teachers generated **467** nominations, the second highest record in the history of SOT. We do recognize the critical role of the network of DepEd Regional and Division offices nationwide in terms of actively soliciting nominations in the field. We were able to record 12 information campaign events conducted by our awardees in various division offices nationwide and several DepEd Division Memoranda encouraging school heads and teachers to join the Search.

In line with this, we would like to take this opportunity to solicit your support through the issuance of a DepEd Division Memoranda enjoining all schools to send in their teacher nominees for the 2016 Search. We are extending the deadline of the submission of the 2016 Basic Information Sheets to **February 14, 2016**.

Attached is the suggested content of the DepEd Memo incorporating the 2016 SOT Guidelines. We have requested the DepEd Central Office to issue the same. Also enclosed are three copies of the 2016 SOT Basic Information Sheet for reproduction and distribution as well as the 2016 SOT Poster for posting on your bulletin board.

Once again, thank you and we look forward to a more fruitful partnership with DepEd as we pursue our common goal of helping improve the quality of education in the country by recognizing the contributions of our educators through the annual Search for Outstanding Teachers. Warm regards.

Very truly yours,


IRENE D. LABITAD
Assistant Executive Director

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
Department of Education

January __, 2016

No. _____, s. 2016

2016 METROBANK FOUNDATION SEARCH FOR OUTSTANDING TEACHERS

To: Public and Private Elementary and Secondary School Principals

1. The Metrobank Foundation, Inc. (MBFI), in cooperation with the Department of Education (DepEd), announces the launching of the **2016 Search for Outstanding Teachers**. Now on its 32nd year, the Search has awarded a total of 346 outstanding teachers from public and private schools all over the country.
2. The Search bestows honor upon the teaching profession by according special recognition to teachers who manifest profound commitment to the development of the youth through exemplary competence, remarkable dedication to their work and effective educational leadership.
3. The Search is open to teachers who are Filipino citizens teaching in the elementary, secondary or tertiary levels, including alternative learning system, with full-time or permanent appointment and with full-load. Nominees should have been actively teaching in the Philippines for the last 10 years (inclusive of leaves not exceeding three years, provided the nominee is not on leave, i.e., actually teaching at the time of nomination). However, the nominee must not be on leave for more than two years immediately prior to nomination.
4. Nominees must be teachers with valid PRC license.
5. Average performance ratings for the last five (5) years should at least be "Very Satisfactory" with no rating below "Satisfactory". For those who have been on official/ study leave or on secondment, performance ratings for five years closest to the period of nomination should be provided.
6. Elementary schools are entitled to nominate two nominees, one each for the primary (kinder to grade III) and intermediate (grade IV to grade VI) while high schools are entitled to nominate only one teacher each.
7. **Joining the Search is now easier!** Nominees just need to accomplish a 2-page **Basic Information Sheet (BIS)** with NO attachments yet. The form is available for download from the Metrobank Foundation website (mbfoundation.org), at the DepEd Division Office or via online form through the Facebook page (FB/mbfi.sot). The hardcopy accomplished BIS

for Outstanding Teachers official Facebook Page, as well as, DepEd Regional and Division offices nationwide.

14. Requests for additional forms, questions and suggestions maybe addressed to Metrobank Foundation, c/o Ms. Dyan Tee, at the 4th Floor, Metrobank Plaza, Sen. Gil J. Puyat Ave., Makati City with tel. nos. (02) 898-8898; 857-0618; telefax nos. 750-0837; 818-5656 or e-mail at mbfi.sot@gmail.com; dyan.tee@metrobank.com.ph and the SOT Facebook Page just type MBFI_SOT at the search box.
15. Nomination of the best mentors in your area and dissemination of the Search BIS, brochures and other materials are hereby directed to all concerned.

Schools Division Superintendent

Reference:

Under the following subjects:

SEARCH
AWARDS
TEACHERS

2016
SOT
SEARCH FOR OUTSTANDING TEACHERS

INSTRUCTIONS:

1. To fill up an online form, please type <http://epo.iti/forms/Y80W24872E> on your browser or visit our Facebook page or email us at info@sotmetrobank.com
2. Please fill out this form completely. Use black ink and print legibly or encode in the computer.
3. Submit hardcopy to the Metrobank Foundation through your nearest Metrobank Branch or via email on or before **January 30, 2016.**

RECEIVED

By: _____

Secretariat Evaluation:

- ☐
- Eligible
-
- ☐
- Not Eligible

This is a two (2) page hardcopy form. Kindly continue and complete until the back portion.

PERSONAL INFORMATION

Full Name (MR./MS./MRS./DR.): _____
(please encircle appropriate title) Surname Given Name Middle NameHome Address: _____
Residence No. Street District/Town/Barangay City/Province Zip Code

Nickname:	Name of Spouse: (If any)	No. of Children: (If any)	Civil Status:
Date of Birth:	Place of Birth:	Age:	Gender:
Personal E-mail Address:	Residence Tel. No.: (Area Code + Tel. No.)	Mobile No.:	Religion:

Current School Affiliation: _____

Address: _____ Region where school is located: _____

Nominee's Direct Contact No. in School: _____ E-mail Address: _____
(Area Code + Telephone No.)

Type of school where nominee is presently teaching: ☐ Public ☐ Private
Environment of school where nominee is presently teaching: ☐ Rural ☐ Urban
Competition joining in: ☐ Elementary ☐ Secondary ☐ Higher Education

Grade/Year Level Being Handled (e.g. Grade III; 4th Year High School; Undergraduate and/or Graduate) _____

Specific/Major Field of Specialization (List only one) _____

For Elementary and Secondary Nominees: In case qualified for the Semi-Final Judging, specify subject and grade / year level that you would like to teach in the teaching demonstration (List only one) _____

I. APPLICANT'S QUALIFICATIONS

Status of Employment:	☐ Permanent	☐ Casual / Contractual / Not part of the School's Regular Plantilla
Appointment:	☐ Full-time	☐ Part-time
Teaching Load:	☐ Full-Load with administrative duty/ies ☐ Full-Load with NO administrative duty/ies	☐ NOT full-Load but with administrative duty/ies ☐ NOT full-Load and with NO administrative duty/ies
		Details of Loads: * a) School's definition of full load: _____ b) Actual Teaching load (current SY/Sem): _____ c) Actual Administrative load (if any): _____ Administrative duty/ies if any: _____

- * Note: ☐ For **Elementary and Secondary**: indicate no. of hours per week
☐ For **Higher Education**: indicate no. of unit loads or no. of contact hours during the current school year including summer class of previous school year

Teaching Experience:	☐ 10 years or more ☐ below 10 years	No. of yrs. as a teacher: _____ Years of actual teaching: _____ Mo. & Yr. Started: _____
Performance Rating:	☐ Average in the last 5 years is <u>Very Satisfactory</u> with NO Poor rating in a given year ☐ Average in the last 5 years is <u>Very Satisfactory</u> with a Poor rating/s in _____ (specify year/s)	
Degrees Earned:	☐ For Elementary & Secondary, at least Bachelor's Degree ☐ For Higher Education, at least Master's Degree ☐ Yes ☐ No	Highest Educational Attainment: _____
Past SOT Regional Finalist (RF) or National Finalist (NF):	Nominee has been a National Finalist twice or Regional Finalist thrice in this Search ☐ Yes ☐ No	Specify years you have been a Regional/National Finalist in the Search: _____
PRC License:	Holder of valid PRC Teacher's License and Professional I.D. or	PRC I.D. No. _____

II. CERTIFICATION BY THE NOMINEE (to be filled out by the nominee)

I. CERTIFICATION BY THE NOMINEE (to be filled out by the nominee)

This is to certify that I voluntarily submit myself to the rules of the Search. I agree to submit the accomplished nomination form should I be eligible to proceed to the next phase of the Search.

I also certify that I am physically fit to undergo the evaluation process of the Search. In this regard, I hereby exempt, discharge, release and free Metrobank and Metrobank Foundation, their directors/trustees, officers and staff, and the judges from any claim or liability arising from my participation in the Search.

I hereby certify to the best of my knowledge that all the information contained in this form is true and correct. I am aware that any willful misrepresentation of facts stated herein can be used as basis for my disqualification.

SIGNED THIS DAY OF _____ at _____
Date Place

PRINTED NAME AND SIGNATURE OF NOMINEE

III. CERTIFICATION BY THE NOMINATOR (to be filled out by the nominator only)

This is to certify that _____, who holds the position of _____
(Name of Nominee) (Present Position & Rank)
is a ☐ full-time or permanent ☐ part-time faculty of this school. He/She is concurrently serving as _____
(Administrative Position, if applicable)

The nominee has a total teaching load of _____. The school's definition of full load is _____
▪ For Elementary and Secondary: indicate no. of hours per week
▪ For Higher Education: no. of unit loads or no. of contact hours during the current school year including summer class of previous school year

I ALSO CERTIFY THAT _____ IS THE OFFICIAL NOMINEE OF THIS SCHOOL FOR
(Name of Nominee)
THE _____ COMPETITION, AND THAT ANYBODY NOMINATED ASIDE FROM HIM/HER WILL
(Elementary/Secondary/Higher Education)
AUTOMATICALLY BE DISQUALIFIED.*

TITLE / PRINTED NAME / SIGNATURE

DATE SIGNED

POSITION/DESIGNATION

Note:

- * Principals, Head Teachers or Presidents of colleges/universities or Chancellors of autonomous campuses, are the only ones authorized to nominate teachers to the Search.
- * Elementary schools are allowed to nominate 2 candidates, one each for the primary (Kinder-Grade 3) and intermediate (Grades 4-6).

FOR STATISTICAL PURPOSES ONLY (to be filled out by the Search nominee)

1. Where did you learn about the Search for Outstanding Teachers? (Check as many as applicable)		
☐ Metrobank branch	☐ Information Campaign	☐ SOT Poster / Flyer / Streamer
☐ DepEd / CHED office	☐ Invitation letter from the Foundation	☐ Educational organization [_____]
☐ School Head	☐ Print / Radio / TV Announcements	☐ SOT Past Winner: _____
☐ SOT Facebook / Fanpage	☐ Metrobank Foundation Website	☐ Others: _____
2. Who encouraged you to join the Search and/or endorsed your nomination to your school head? Please indicate name and relation/designation/affiliation (i.e. principal, co-teacher, student, etc.)		

IMPORTANT: Fill out the form completely and send it to the nearest Metrobank branch or directly to the Metrobank Foundation office at the address below. **Complete and accurate information will facilitate assessment of the nominee's credentials. DO NOT SEND THE NOMINATION FORM AND SUPPORTING DOCUMENTS YET.** Eligible nominees will be informed and asked to submit the official nomination form. Soft copy of this Basic Eligibility Sheet can be requested from the email addresses below.

WRITE US:

c/o Metrobank Foundation, Inc., 4th Floor,
Metrobank Plaza, Sen. Gil Puyat Avenue,
Makati City, Philippines 1200

EMAIL US:

dyan.tee@metrobank.com.ph or
mbfi.sot@gmail.com