

## ABOUT THE SEARCH

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. It singles out teachers who have made a significant contribution to national development by raising the quality of outcomes of education through their effective, innovative and creative teaching strategies, materials and devices and their admirable efforts to bring the school closer to the community and consequently, the community to the school, thereby providing models of excellence in the teaching profession.

The Metrobank Foundation, Inc. believes that by giving recognition to the outstanding qualities, achievements and contributions of teachers to national development, countless other teachers all over the country may be inspired to achieve excellence in teaching.

The Search is undertaken annually by the Metrobank Foundation in partnership with the Department of Education (DepEd) and the Commission on Higher Education (CHED). It is supported by school heads of public and private elementary, secondary and tertiary institutions in the country.

## WHO ARE ELIGIBLE TO JOIN?

### General Requirements: Nominees must

1. be Filipino citizens teaching in the elementary, secondary or tertiary levels, including alternative learning system, with full-time appointment and with full-load
2. 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.
3. be teachers with PRC license (for nominees in the elementary and secondary levels) or have the pertinent license for tertiary courses where a professional license is required
4. have average performance ratings of at least Very Satisfactory for the last 5 years, 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.
5. have at least a Bachelor's degree (for both the elementary and secondary categories) and least a Master's degree for the higher education category. Degree holders in law and medicine are considered to possess a Master's degree.

*The following are also qualified to join, provided they meet specific requirements, viz:*

1. Kindergarten teachers provided that the kindergarten level is part of an integrated curriculum or part of an elementary school system.
2. Technical-vocational teachers in the high school and college levels. Teachers teaching tech-voc courses in high school may be considered in the secondary category, while those teaching 4-year technology courses in college may join in the higher education category.
3. Deans, vice-deans, directors, chairpersons of departments, subject area coordinators, assistant principals, teacher-librarians, research or extension coordinators, head teachers, teachers-in-charge, guidance counselors, and others carrying similar administrative positions, provided they carry a teaching load of at least 50% of the total load required by the school for the school year.

*Specifically for the Higher Education category, the following are qualified:*

4. College/university teachers with research or extension assignments and other administrative duties, provided they carry an actual teaching load of at least 50% of the total load/contact hours required by the school for the school year.
5. College/university teachers with a full teaching load/contact hours in the graduate school level during the nomination period.

## **WHO ARE NOT QUALIFIED?**

1. Persons holding the following academic positions are automatically disqualified even if they have teaching loads: school presidents, chancellors, vice-chancellors, school owners, vice-presidents, assistant vice-presidents, supervisors, and principals.
2. Previous awardees and previous nominees who have been National Finalists twice and Regional Finalists thrice (regardless of the years they joined).
3. Spouses and first-degree relatives of officers and employees of the Metrobank Foundation.
4. Teachers, who have been suspended, reprimanded or have been sanctioned for violation of administrative policies, rules and regulations.

## **WHO CAN NOMINATE?**

1. Principals, Head Teachers or school heads (Presidents for colleges/universities or Chancellors for autonomous campuses) are the only ones authorized to nominate teachers to the Search.
2. For DepEd schools without principals, the Teacher-in-Charge can nominate, but the Division Superintendent concerned must endorse the nomination.
3. If the nominee is the Head Teacher or Teacher-in-Charge himself/herself, any of the Division/District Supervisors can endorse him/her, but the Division Superintendents are the official nominators.

## **CRITERIA FOR EVALUATION**

1. **Personal Qualities and Character**
  - A. Model of morality and integrity both in public and private life
  - B. Good human relations in the school and in the community
2. **Instructional Competence and Teaching Effectiveness**
  - A. Demonstrated competence in teaching, as evidenced by the high performance evaluation and rank obtained as a teacher, instructor or professor
  - B. Instructional materials produced and used for the improvement of teaching in the last 10 years
  - C. Research outputs in the last 10 years
  - D. Original creative outputs in the last 10 years
  - E. Original, Innovative teaching approaches/strategies/practices in the last 10 years
  - F. Co-curricular involvement in the last 10 years
  - G. Educational attainment and professional advancement
3. **Professional and Community Involvement**
  - A. Participation in training programs
  - B. Leadership in professional organizations related to teaching
  - C. Participation in community and civic movements
  - D. Professional/community service awards

## WHERE TO GET NOMINATION FORMS

Nomination forms are now available at the Metrobank Foundation, Inc., all Metrobank Branches, and the division/ regional offices of the Department of Education (DepEd) and the Commission on Higher Education (CHED). The forms can also be accessed or downloaded from the MBFI website at [www.mbfoundation.org.ph](http://www.mbfoundation.org.ph).

## PRIZES

Each awardee will receive a P350,000 cash prize. The awardee will also receive a medal and a trophy, and the school, a plaque of recognition. National Finalists and Regional Finalists will receive P20,000 and P10,000 cash incentive, respectively, and certificates of recognition.

## BREAKDOWN OF AWARDS

There will be ten (10) awards. The Final Board of Judges may elect not to give out all awards if the candidates fall short of the standards set by the Board. The decision of the Board of Judges is final. The Board reserves the right to withdraw any award at any time, if necessary.

## THE SEARCH PROCESS

<p><b>Nomination</b></p>	<p><b>The school selects its official nominee/s.</b></p> <ul style="list-style-type: none"> <li>◆ Elementary schools are allowed to nominate one each from the primary (Kinder-Grade 3) and intermediate (Grades 4-7) grade levels. For high schools, only one candidate is entitled to be nominated. Higher education institutions are entitled to one nominee per category. However, satellite campuses of private colleges and universities and state universities and colleges (SUCs), which are not autonomous, cannot nominate. To ensure that whoever chosen is really the best candidate, main campuses are therefore encouraged to conduct preliminary screening of all nominees from the satellite schools and come up with their lone candidates.</li> <li>◆ In the case of multi-campus colleges or universities where such units are considered autonomous, each constituent university/campus is entitled to one nominee per category.</li> <li>◆ The nomination form must be officially endorsed and signed by the school head (e.g. University President or Chancellor for the higher education category and the Principal for the elementary and secondary categories).</li> </ul>
<p><b>Accomplishment of the 7-page nomination form</b></p>	<p><b>The school's nominee/s accomplish/es the nomination form, have this/these signed by the school head, and submit/s it to the Metrobank Foundation or nearest Metrobank Branch.</b></p> <ul style="list-style-type: none"> <li>◆ The accomplished nomination form together with the other required attachments should be sent directly to Metrobank Foundation or to the nearest Metrobank Branch on or before <b>February 14, 2011</b>. Nomination form sent through courier must be postmarked on or before <b>February 14, 2011</b>. The nominee must submit the original copy of the form together with 1x1 colored photo. He or she is also advised to keep a copy of the nomination form, for file or reference.</li> <li>◆ The following are the required attachments: <b>a)</b> recommendation letter of the school head; <b>b)</b> essay on the topic <b><i>“The Secret of My Success as a Teacher”</i></b>; <b>c)</b> certified true copy of the daily or weekly teaching schedule/ program for the current school year including the administrative duties and other assignments being handled by the nominee, if any (for elementary and high school levels, the Teacher’s Program should include <b>certification on the no. of hours per week</b>, while for the higher education level, include a <b>certification on the total no. of unit loads for the whole academic year</b>); <b>d)</b> certification of performance evaluation ratings obtained for the past 5 years (do not attach copies of the actual performance evaluation forms); <b>e)</b> certification of school head of the nominee’s original innovative teaching approaches/strategies/practices, if applicable; <b>f)</b> certification of city/provincial/regional/national/international award/s received by the nominee (those related <b>only</b> to awards for teachers); and <b>g)</b> certified true copy of the professional I.D. or license.</li> </ul>

<p><b>Accomplishment of the 7-page nomination form</b> (continued)</p>	<ul style="list-style-type: none"> <li>✦ The nominee must also express his or her commitment on page 4 of the nomination form that should he/she win in the Search, he/she will stay and continue to teach in the Philippines for three years after winning.</li> <li>✦ Nominations may also be sent through e-mail at <a href="mailto:mbfi.sot@gmail.com">mbfi.sot@gmail.com</a> on or before <b>February 14, 2011</b>. To qualify however, the nominee must still submit the duly-signed original form together with 1x1 colored photo to the Metrobank Foundation or nearest branch on or before <b>February 21, 2011</b>.</li> </ul>
<p><b>Evaluation of nomination forms by the Secretariat</b></p>	<p><b>The Search Secretariat determines the eligibility of nominees based on the accomplished nomination form.</b></p> <ul style="list-style-type: none"> <li>✦ The Secretariat evaluates the nomination forms based on the eligibility criteria and determines if the documents submitted are complete.</li> <li>✦ The Secretariat recommends automatic Provincial Finalists, for confirmation by the Judges.</li> </ul>
<p><b>Evaluation of nomination forms by the Preliminary Boards of Judges (PBJ)</b></p>	<p><b>The PBJ for each category determines the Provincial Finalists who will qualify for the second round and be asked to submit supporting documents.</b></p> <ul style="list-style-type: none"> <li>✦ The PBJ evaluates the nomination forms and the essays based on agreed criteria.</li> <li>✦ Based on a cut-off score set by the PBJ, the Judges determine the Provincial Finalists, who shall be asked to submit supporting documents.</li> <li>✦ Winners of other searches conducted by reputable organizations for outstanding teachers at the city/provincial/regional/national/international levels are deemed <b>automatic Provincial Finalists</b>, provided they meet the basic eligibility requirements of tenure, performance and teaching load, and passed levels of screening. The Judges will make final decision on whether or not the nominees will be considered automatic Provincial Finalists. Awards to be considered are only those at the level a particular nominee is being nominated. Moreover, nominees must also go through the usual nomination process and submit the duly-accomplished nomination forms and required attachments on or before the deadline.</li> <li>✦ Past Regional Finalists and National Finalists of the Search, who meet the basic eligibility requirements and have shown sustained good moral standing in the community, are deemed <b>automatic Provincial Finalists</b>.</li> </ul>
<p><b>Submission of supporting documents</b></p>	<p><b>Provincial Finalists submit supporting documents.</b></p> <ul style="list-style-type: none"> <li>✦ Provincial Finalists should send only certified true copies of original documents. MBFI will not be responsible for original documents lost in transit or in the course of the Search.</li> <li>✦ Supporting documents should be submitted to the nearest Metrobank Branch or to the Metrobank Foundation Office on or before <b>April 15, 2011</b>.</li> <li>✦ Failure to submit the supporting documents is ground for automatic disqualification.</li> </ul>
<p><b>Evaluation of supporting documents by the PBJ and background Investigation</b></p>	<p><b>The PBJ for each level determines the Regional Finalists.</b></p> <ul style="list-style-type: none"> <li>✦ The PBJ for each category evaluates the supporting documents based on agreed criteria.</li> <li>✦ Regional Finalists are then determined, based on a cut-off score set by the PBJ.</li> <li>✦ A thorough background check on the character of each Regional Finalist is undertaken. Confirmed derogatory information may be a ground for disqualification, subject to the decision of the concerned PBJ.</li> </ul>
<p><b>Semi-Final Judging</b></p>	<p><b>The PBJ for each level selects the National Finalists.</b></p> <ul style="list-style-type: none"> <li>✦ Regional Finalists are interviewed by the PBJ.</li> <li>✦ This is followed by a teaching demonstration to determine each Regional Finalist's teaching effectiveness.</li> </ul>
<p><b>Final Judging</b></p>	<p><b>The Final Board of Judges selects the Winners for each category.</b></p> <ul style="list-style-type: none"> <li>✦ The Final Board of Judges conducts interviews of all National Finalists.</li> </ul>
<p><b>Proclamation of Winners and Recognition Program</b></p>	<p><b>The Winners are proclaimed and given due recognition through the following:</b></p> <ul style="list-style-type: none"> <li>✦ Conferment of the gold medallions by the President in Malacañang</li> <li>✦ Courtesy Calls at the Senate and House of Representatives</li> <li>✦ Winners' Forum</li> <li>✦ Media Day</li> <li>✦ Awarding Ceremony at the Metrobank Plaza, as highlight of Metrobank's 49<sup>th</sup> anniversary celebrations</li> </ul>

## POINTERS FOR FILLING OUT THE NOMINATION FORM

- ▶ Read and follow instructions carefully and strictly.
- ▶ Please do not skip portions. Be as complete and as thorough as possible. As much as possible, please fill-up the spaces provided for in the form.
- ▶ Submit all the 6 required attachments, as stated. These will all be evaluated.
- ▶ Do not include unnecessary attachments or supporting documents yet.
- ▶ Do not bind or fasten your duly-accomplished nomination forms to make photocopying easier.
- ▶ Your 1x1 colored photo should be original.
- ▶ Nominees may e-mail [mbfi.sot@gmail.com](mailto:mbfi.sot@gmail.com) to request a soft copy of the nomination form.

## IMPORTANT DATES TO REMEMBER

- ▶ **February 14, 2011** - Deadline for submission of nomination forms to all Metrobank Branches, Metrobank Foundation Office, through courier or on-line
- ▶ **February 21, 2011** - Deadline for submission of original copies of nomination forms sent on-line on or before February 15, 2011
- ▶ **April 15, 2011** - Deadline for submission of supporting documents of Provincial Finalists
- ▶ **July 6-8, 2011** - Semi-Final Judging
- ▶ **July 20-22, 2011** - Final Judging
- ▶ **August 29-September 2, 2011** - Five-day Recognition Program (required for all Winners)
- ▶ **September 3, 2011** - 9th Annual Convention of the Metrobank Foundation Network of Outstanding Teachers and Educators (required for all Winners)

## FOR MORE DETAILS:



Write or call the Metrobank Foundation Office, 4<sup>th</sup> Floor, Executive Offices, Metrobank Plaza, Sen. Gil Puyat Avenue, Makati City, Philippines 1200, with telephone nos. (02) 898-8898 or (02) 898-8856; telefax no. (02) 818-5656; or e-mail at [mbfi.sot@gmail.com](mailto:mbfi.sot@gmail.com) or visit our website at [www.mbfoundation.org.ph](http://www.mbfoundation.org.ph).