



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
 SGOD-2024- 077

February 6, 2024

**PROVISION OF TECHNICAL ASSISTANCE TO THE 2024 METROBANK
 FOUNDATION OUTSTANDING FILIPINOS ELIGIBLE NOMINEES**

To: Assistant Schools Division Superintendent
 Public Schools District Supervisor
 Concerned Public School Heads
 Concerned Public School Teachers
 Concerned SDO Personnel

1. This is in reference to the Virtual Briefing of the Eligible Nominees for the 2024 Metrobank Foundation Outstanding Filipinos, re: Provision of Technical Assistance to the 2024 Metrobank Foundation Outstanding Filipinos Eligible Nominees on February 8 and 15, 2024, 8:00AM-12:00NN at DiCNHS-Science Defense Room.

2. The following are the participants for the said activity are the following:

Ronald B. Dedace	SDO
Leilani T. Señires	SDO
Janice Alquizar	SDO
Mon Brian Rodriguez	DiCNHS
Jeneve Pacquiao	DiCNHS
Lea Grace Baquero	DiCNHS
Rosela Angelo	DiCNHS
Rosemarie Migue	DiCNHS
Bernardino Magno, Jr.	DiCNHS
Melvin Anthony Sabio	DiCNHS
John Millan	DiCNHS
Jave Endar	Palan Bagobo-Tagabawa NHS

3. You are hereby directed to attend the said activity.

4. For information, guidance, and compliance.

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 24-116527
 DATE: FEB 12 2024 TIME: 2:04pm
 BY:

MELANIE P. ESTACIO
 OIC-Schools Division Superintendent

sgod-rbd



REMINDER

Any willful misrepresentation, concealment, and/or tampering made in any of the supporting documents shall cause immediate disqualification of the nominee without prejudice to any resulting actions that may be taken by the Metrobank Foundation, Inc. or any of its program and institutional partners.

1. General Direction

- 1.1. Read the instructions carefully before preparing your supporting documents.
- 1.2. It is imperative that you submit all the supporting documents herein specified. Failure to submit all supporting documents by the given deadline may be a ground for disqualification.
- 1.3. Nominees are required to keep the submissions within the prescribed format and number of pages.
- 1.4. All supporting documents must be submitted in soft copies. Submission of hard copies of the documents and/or via courier will not be given due course.

2. Documents and File Format

- 2.1. Standard paper size for the Metrobank Foundation Outstanding Filipinos is Folio or Long Bond Paper (8.5" x 13").
- 2.2. Each supporting document must be saved and converted in Portable Document Format (PDF) and not in any other format.
- 2.3. Each form or set of documents enumerated under Item 5 must be saved individually as a single document or file. If the form has required attachments (i.e., certificates, awards, etc.), all attachments must be saved and merged as part of the form or set of documents.
- 2.4. Once each form or supporting document has been completed, **MERGE all eight (8) files and its attachments as a single document.**

3. Prescribed Naming Convention

- 3.1. To easily identify your set of supporting documents, make sure to rename each one following this format:

Format SupDocs_Sector (Abbreviated Category) –
 Last Name, First Name Middle Initial

Examples SupDocs_Teachers (EE) – Dela Cruz, Juan A.
 SupDocs_Soldiers (CO) – Dela Cruz, Juan A.
 SupDocs_Police (PNCO) – Dela Cruz, Juan A.

- 3.2. You may refer to the list below for specific categories in your sector. Use the abbreviation only.

<i>Sector</i>	<i>Category</i>	<i>Abbreviation</i>
Teachers	Elementary Education	EE
	Secondary Education	SE
	Higher Education	HE
Soldiers	Commissioned Officers	CO
	Enlisted Personnel	EP
Police	Senior Police Commissioned Officer	SPCO
	Field Grade Police Commissioned Officer	FGPCO
	Police Non-Commissioned Officer	PNCO

4. Submission Process

- 4.1. Submit the consolidated supporting documents to the Metrobank Foundation not later than **11:59PM of 18 February 2023 (Sunday)** via the Online Submission Portal.
- 4.2. Go the Online Submission Portal for Supporting Documents via this link: bit.ly/2024OF-SupportingDocs
- 4.3. Fill out the details, attach the consolidated copy of the supporting documents, and click submit. Your submission via Google Forms will immediately be acknowledged electronically. The form will only accept one (1) document.
- 4.4. A copy of your response will also be sent to the email that you used to access and submit the form.
- 4.5. **There will be no submissions via email or any other means.**

5. Supporting Documents

Download Link (OF Form Nos. 03-07): bit.ly/2024OF-PublicResources

All eligible nominees are required to submit the soft copies (properly scanned or converted) of the following documents to the Metrobank Foundation:

5.1. OF Form No. 03 – Affidavit of Undertaking

- Fill out the form and have it signed and notarized by a notary public

5.2. OF Form No. 06 – Summary Training Programs/Courses Facilitated

- Provide a maximum of ten (10) major training courses, seminars, workshops, or courses conducted or facilitated by the nominee. Provide the remaining details required in the form.
- Arrange the list in order of importance (from highest or most important to lowest or least important).
- Identify the specific role/s handled during the course.
- Attach a scanned copy of the certificate received in the form.

5.3. OF Form No. 07 – Material Outputs Produced for Teachers

(To be completed by teacher nominees only)

- See separate instructions in the form.

5.4. Signed Performance Rating Certification

- This is a document issued by the nominee's current organization (or school, unit, or station) attesting to the veracity of the summary of performance evaluation or rating obtained for the last ten (10) years, excluding the current year.
- Do not submit copies of the actual performance appraisal document in lieu of the certification.
- In the certification to be issued, it is necessary to indicate the numerical rating and the descriptive equivalent of the rating scale used (i.e., 4.0 is equivalent to 'Very Satisfactory' or "VS"). An example is shown below:

Year	Numerical Rating	Descriptive Equivalent
2022	4.8	Outstanding
2021	4.0	Very Satisfactory

Note: Use the numerating rating and the corresponding descriptive equivalent being used in your organization.

- For those who were on leave for a specific period, provide a separate certification from the school head or its authorized representative or office indicating, among others, that the nominee has been on an authorized and approved leave.

5.5. Clearances

- For Teachers
 - Certificate of Good Moral Character from ANY of the following:
[1] school head, [2] district/division supervisor, or [3] the regional director
- For Soldiers
 - Office of the Deputy Chief of Staff for Intelligence, J2 (J2 Clearance)
 - Commission on Human Rights (CHR)
 - Office of the Ombudsman
- For Police Officers
 - National Bureau of Investigation (NBI)
 - Commission on Human Rights (CHR)
 - Office of the Ombudsman
 - Sandiganbayan (for officers appointed to 3rd level positions only)

Important Notes on Clearances:

- *CHR and Ombudsman Clearances for Soldiers and Police Officers*

Since obtaining the necessary clearances from the Commission on Human Rights and the Office of the Ombudsman will take time, a proof of application for the said clearances may be submitted in lieu of the actual clearances.

The scanned copy of the actual clearances should be submitted to the National Secretariat not later than **15 April 2024**.

If clearances from the said offices have already been obtained previously, the same may be submitted, provided that the previous clearances are still valid on the date of the submission.

- *Sandiganbayan Clearance for Police Officers*

The clearance from the Sandiganbayan is only required police officers who are occupying third-level positions.

5.6. Case details, if applicable

- If the nominee has been charged or has a pending case (civil, criminal, or administrative) before any tribunal, submit a short report about the case details which should include the following information:
 - Type of case (civil, criminal, or administrative)
 - Case number
 - Nature of charge or information (alleged violation)
 - Date the charge or information was filed
 - Venue of the charge or information
 - Circumstances surrounding the case
 - Status of the case (dismissed, pending, ongoing, settled, etc.)
 - Other relevant, supporting documents
- Include a report even if the case has been dismissed or amicably settled.
- For nominees with pending case/s, submit a Certification/Declaration from Regional/National Assistance Board (R/NLAB).
- For nominees with pending case/s classified as harassment suit/s, submit a certification from the National Support Unit Legal Assistance Board (NSULAB).

5.7. Information Sheet

Submit only the appropriate information sheet specified below based on your sector:

- For Teachers (regardless if working in government private schools)
Signed CSC Form No. 212 – Personal Data Sheet (PDS) with Work Experience Sheet (WES). You may download the form here: bit.ly/2024OF-PDS
- For Soldiers:
Signed Summary of Information (SOI)
- For Police Officers:
Signed PAIS-generated Personal Data Sheet (PDS)

5.8. Latest Transcript of Records (TOR), *certified true copy*

- Secure a certified true copy of the transcript of record (TOR) from the school for the **latest degree earned**
- For Basic Education Teachers (K-12), secure a Certification of Completed Academic Requirements from the school if the nominee is yet to complete the master's degree

6. Contact Details

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

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| 6.1. Electronic Mail | OutstandingFilipinos@mbfoundation.org.ph |
| 6.2. Direct Line (Program Manager) | +63 2 8898 8757 |
| 6.3. Direct Line (Program Officers) | +63 2 7255 1612 |
| 6.4. Official Website | mbfoundation.org.ph/ |
| 6.5. Award for Teachers | +63 919 062 8114 (Kristine Joy E Nuyda) |
| 6.6. Award for Soldiers | +63 919 062 8127 (Reginald H Baticulon) |
| 6.7. Award for Police Officers | +63 919 062 8128 (Kristal T Batino) |
| 6.8. Facebook (OF Page) | facebook.com/mbfi.outstandingfilipinos/ |