



**SEARCH FOR THE 2009-2010  
FINEX-CITI **RAFAEL B. BUENAVENTURA**  
Outstanding Finance Educators**

**INSTRUCTIONS:** Please use black ink and print legibly or use a typewriter.  
Please follow carefully all the instructions in each item. Attach additional pages  
or schedules if necessary.

Please attach recent  
colored 2x2 photo

**NOMINATION FORM**

**I. SCHOOL'S NOMINEE**

The (name of school) \_\_\_\_\_ is honored to nominate  
(name of nominee) \_\_\_\_\_ to the FINEX-CITI *Rafael B. Buenaventura*  
Outstanding Finance Educator Award for the school year 2009-2010. This nomination is to acknowledge our  
candidate's track record of excellence.

Nominator (Mr./Ms./Mrs./Dr.) \_\_\_\_\_ Designation \_\_\_\_\_  
Signature over Printed Name

School Address \_\_\_\_\_ Region where school is located \_\_\_\_\_  
(NCR/ Rest of Luzon/Visayas/Mindanao)

School's Website \_\_\_\_\_ School's E-mail Address \_\_\_\_\_

School's Tel. No/s. \_\_\_\_\_ Fax No. \_\_\_\_\_  
(Area Code + Telephone No.) (Area Code + Telephone No.)

**NOMINEE'S PERSONAL DATA**

Full Name (MR./MS./MRS./DR.) \_\_\_\_\_  
Surname Given Name Middle Name

Home Address \_\_\_\_\_  
Residence No. Street District/Town/Barangay City/Province Zip Code

|  |  |                         |                     |
|--|--|-------------------------|---------------------|
| Nickname:  | Civil Status:<br><small>(Single/Married/Separated/Widowed)</small> | Name of Spouse:         | Number of Children: |
| Date of Birth:   | Place of Birth:  | Gender:                 | Religion:           |
| Residence Landline.:<br><small>(Area Code + Telephone No.)</small> | Mobile Phone No.   | Personal E-mail Address |                     |

## II. NOMINEE'S QUALIFICATION<sup>1</sup>

### A. PERSONAL QUALITIES AND CHARACTER

1. Have any administrative/civil/criminal charges been brought against the nominee? \_\_\_\_\_ If yes, please give details, current status and final adjudication, if any.  
\_\_\_\_\_.
2. Submit the names of three references who should be prominent members of nominee's community who can attest to his/her character. Names, telephone number, fax, e-mail and street addresses of references should be submitted with the application. The Screening Committee will contact these references.

### B. KNOWLEDGE OF FINANCE

1. Degrees earned (Attach Photocopy/ies of diploma)

| DEGREE/S EARNED | MAJOR SPECIALIZATION | SCHOOL and PRESENT ADDRESS | YEAR GRADUATED | ACADEMIC DISTINCTION(S) |
|-----------------|----------------------|----------------------------|----------------|-------------------------|
|                 |                      |                            |                |                         |
|                 |                      |                            |                |                         |
|                 |                      |                            |                |                         |

2. Professional Examinations Passed

List local and/or globally recognized examinations passed. (Attach photocopy/ies of certificates)

| NAME OF EXAM | ADMINISTERING AGENCY | YEAR TAKEN | RATING |
|--------------|----------------------|------------|--------|
|              |                      |            |        |
|              |                      |            |        |

3. Relevant Work Experience, Consulting and Research

- a. State non-academic work performed since obtaining first degree.
- b. Write an essay on value-added services in consulting work.
- c. Attach summary of research work done, if any.

4. Written Articles on Finance

List down the articles published, (e.g. in magazine, a book, etc.) and those not published but used in the classroom, (e.g. business cases with teaching notes): (submit summaries)

| PUBLISHED ARTICLES<br><i>(e.g. in magazine, a book, etc.)</i> | UNPUBLISHED ARTICLE<br><i>(e.g. business cases with teaching notes)</i> |
|---|---|
|   |   |
|   |   |

### C. TEACHING EFFECTIVENESS

1. No. of yrs. of service as a teacher: \_\_\_\_\_ No. of yrs. of actual teaching: \_\_\_\_\_ Year started: \_\_\_\_\_

<sup>1</sup> In accomplishing the Form, additional sheets, other than the required attachments, may be submitted as supporting documentation.

2. Rank (Professor, Associate Professor, Assistant Professor, Instructor, etc.) \_\_\_\_\_

3. Summary of Load of Nominee (indicate courses):

a. Teaching Load in Nominee's School:

| FINANCE AND FINANCE RELATED COURSES | HOURS/WEEK | UNITS |
|-------------------------------------|------------|-------|
|                                     |            |       |
|                                     |            |       |
|                                     |            |       |

b. Teaching Load in Other School/s:

| FINANCE AND FINANCE RELATED COURSES | HOURS/WEEK | UNITS |
|-------------------------------------|------------|-------|
|                                     |            |       |
|                                     |            |       |
|                                     |            |       |

|            |          |       |
|------------|----------|-------|
| TOTAL LOAD | hrs/week | units |
|------------|----------|-------|

4. Performance Evaluation/Ratings Obtained in the last five (5) years:

| SCHOOL YEAR            | 2007 - 2008 | 2006 - 2007 | 2005 - 2006 | 2004 - 2005 | 2003 - 2004 |
|------------------------|-------------|-------------|-------------|-------------|-------------|
| Numerical Rating       |             |             |             |             |             |
| Descriptive Equivalent |             |             |             |             |             |

5. Instructional Materials

List and summarize the instructional materials (books, cases, etc.) produced. Indicate if these materials are being used in the school.

| TYPE OF MATERIAL | TITLE | WHERE/WHEN/HOW USED<br>(National/Regional/Division/School) |
|------------------|-------|--|
|                  |       |  |

6. Innovative Teaching Methods

List and summarize innovative teaching methods introduced.

| TITLE | DESCRIPTION |
|-------|-------------|
|       |             |

7. Involvement in Co-Curricular Activities

List and summarize in what ways the teacher was involved with students other than (as trainor, adviser of clubs, etc.)

| ROLE / DESIGNATION | ORGANIZATION |
|--------------------|--------------|
|                    |              |

**D. PROFESSIONAL AND COMMUNITY INVOLVEMENT**

1. ACTIVITIES

List and summarize professional and community activities other than teaching that candidate has been involved with in the last five (5) years?

a. Participation in Training Programs

i. Professional

| SEMINAR / TRAINING PROGRAM | ORGANIZATION | ROLE / POSITION | INCLUSIVE DATES |
|----------------------------|--------------|-----------------|-----------------|
|                            |              |                 |                 |

ii. Participation in Professional Organizations (e.g. FINEX, PICPA, IIAP, etc)

| ORGANIZATION | ROLE / POSITION | INCLUSIVE DATES |
|--------------|-----------------|-----------------|
|              |                 |                 |

iii. Participation in Community and Civic Activities (e.g. Homeowners Association, etc.)

| ORGANIZATION | ROLE / POSITION | INCLUSIVE DATES |
|--------------|-----------------|-----------------|
|              |                 |                 |

2. PROFESSIONAL / COMMUNITY SERVICE AWARDS

List down major awards from reputable groups.

i. Professional

| NAME OF AWARD | AWARDED BY | DATE AWARDED |
|---------------|------------|--------------|
|               |            |              |

ii. Community Service

| NAME OF AWARD | AWARDED BY | DATE AWARDED |
|---------------|------------|--------------|
|               |            |              |

### III. CERTIFICATION BY THE NOMINEE

**TO THE CITI FOUNDATION - FINEX FOUNDATION:**

1. I confirm that I am physically and mentally fit to undergo the evaluation process of the Search for the FINEX-CITI Rafael B. Buenaventura Outstanding Finance Educators ("Search").
2. I attest to the truth of all the information stated in this form. I understand that any misrepresentation of facts stated herein can and will be used as basis for my disqualification.
3. I voluntarily agree to abide by the rules of the Search and, to the best of my ability, comply with its requirements.
4. I understand and agree that any questions involving the implementation and interpretation of the rules and any matters relating to the Search that are not specifically covered by the rules shall be decided by the Screening Committee and the Board of Judges. I realize and accept that the screening of nominees and the judging of the finalists by the Board of Judges are subjective by nature. Accordingly, I will abide and accept irrevocably the decisions of the Screening Committee and the Board of Judges.
5. I agree to hold Citi, CITI Foundation, FINEX, FINEX Foundation, their trustees, officers, directors, employees, members, staff and agents, the Screening Committee and the Board of Judges free and harmless from any claim, damages or liability in any form, arising from or relating in any way from my participation in the Search.
6. I certify that I did not seek my nomination to the Search but was nominated by the educational institution I represent on the basis of my education, experience and overall credentials as a finance educator.
7. I hereby affix my signature to this form voluntarily and with complete understanding of the foregoing statements.

Signed this day of \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
**PRINTED NAME AND SIGNATURE OF NOMINEE**

## IV. CERTIFICATION BY THE NOMINATOR

### TO THE CITI FOUNDATION - FINEX FOUNDATION:

As nominator of \_\_\_\_\_,

1. I certify that he/she is a teacher or professor of finance and/or finance-related subjects who is (a) full-time or (b) part-time with a minimum teaching load of 6 units for the SY 2009-2010 or (c) deans and vice presidents with a minimum teaching load of 3 units for the SY 2008-2009, of the educational institution I represent ("School") and that he/she neither sought the School's nomination nor performed any act to enter the Search for the FINEX-CITI Rafael B. Buenaventura Outstanding Finance Educators, other than to certify and validate facts pertinent to the School's nomination.
2. I attest that he/she is of good moral character, is eligible as nominee for the Search, and is the official nominee of our School.
3. To the best of my knowledge, I confirm that the information provided in this form is accurate and complete.
4. I accept the terms and conditions of the Search and agree to hold CITI, CITI Foundation, FINEX, FINEX Foundation, their trustees, officers, directors, employees, members, staff and agents, the Screening Committee and the Board of Judges free and harmless from any claim, damages or liability in any form, arising from or relating in any way to the Search. I agree to abide by the decisions of the Screening Committee and the Board of Judges.
5. I signed this form voluntarily and with complete understanding of the foregoing statements.

Signed this day of \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
**NOMINATOR**

\_\_\_\_\_  
**DESIGNATION**

\_\_\_\_\_  
**SCHOOL**

## V. IMPORTANT ATTACHMENTS (Failure to submit may be a ground for disqualification)

The following shall be submitted:

### ANNEX A. COMPLETED NOMINATION FORM

### ANNEX B. RECOMMENDATION

1. Recommendation to be filled out and signed by the Nominator - In a separate sheet, please explain why the nominee should receive the Rafael Buenaventura Outstanding Finance Educator Award. Please touch on the following areas: personal character, knowledge of finance, teaching effectiveness, and professional and community involvement. Please cite specific examples.

2. Submit names of three character references who should be prominent members of the community who can attest to his/her character, including their mailing addresses, telephone numbers, fax numbers, and email addresses.

### ANNEX C. ESSAYS (submitted by Nominee written in English to validate Nominator's assessment of Nominee's eligibility and overall credentials)

1. Summary of:
  - a. non-academic work since obtaining first degree
  - b. consulting work performed
  - c. research work (if any)
2. Summary of written article/s in finance
3. Summary of instructional materials produced
4. Summary of innovative teaching approaches
5. Summary of co-curricular, professional and community involvement

### ANNEX D. PHOTOCOPIES OF:

1. Nominee's Birth Certificate, Passport, Voter's ID, etc. (any one of government issued I.D.) – to show proof of Filipino citizenship
2. Diplomas for degrees earned by the nominee
3. Certificate/s for professional examination/s passed (local and/or globally recognized) by nominee
4. Awards received from professional organization/s by nominee
5. Awards received from community organization/s by nominee
6. Certification by the Professional Regulation Commission that the school ranked in the highest passing percentage (with at least 51 candidates) in the last examination relating to finance and/or finance related courses – if school qualifies solely on this criterion

### PRIZES

At the end of the awards search implementation, five (5) outstanding finance educators will be recognized: two (2) from National Capital Region (NCR), and one (1) from each island/regional grouping - Luzon, Visayas, and Mindanao. From the above-named winners will be chosen the National Winner or the Most Outstanding Finance Educator for 2009-2010.

The National Winner will be given a cash prize of Php 100,000 and a medal. The rest of the winners will each receive Php 50,000 and a medal. Each of the five (5) winning schools will receive a trophy.

The cash prizes will be used for the winners' professional development career enhancement and curriculum development.

**NOTE:**

Fill out the form completely and send directly to FINEX Foundation office at the address below. Complete and accurate information will facilitate assessment of the nominee's credentials. Nominees who qualify for the final-round will be informed by mail. Please keep a copy of your nomination form and attachments for future reference.

**FOR MORE DETAILS, WRITE OR CALL:**



**FINEX FOUNDATION**

Unit 1901, 19/F 139 Corporate Center, #139 Valero St., Salcedo Village, Makati City

Tel. Nos: (02)811-4052 / (02)811-4184 / (02)811-8188

Fax: (02)811-4185

E-mail: [admin@finex.org.ph](mailto:admin@finex.org.ph)

Website: [www.finex.org.ph](http://www.finex.org.ph)

Attention: Ms. Cherry S. Basilio

E-mail address: [crsalazar@finex.org.ph](mailto:crsalazar@finex.org.ph)

Mobile Phone No.: 0917-4309863