**Letter of Nomination** (Template)

**(Division Office Letterhead)**

DATE: **(insert date here)**

FOR: **MAY B. ECLAR, Ph.D., CESO V**

Regional Director

FROM: **NAME OF SCHOOLS DIVISION SUPERINTENDENT**

Position

Division

SUBJECT: ***DepEd Cyber Expo™*: 2019 DepEd ICT Achievers’ Awards**

Respectfully submitting to the *DepEd Cyber Expo™* Organizing Committee our Division’s nominee project and proponents (learners and coaches) for the 2019 DepEd ICT Achievers’ Awards.

Attached are the following documents:

* Nomination Form
* Photos of the event, including those of the project and its proponents
* Proof of achievement (certificate, medal, trophy, and/or plaque)
* Proponents’ Certificates of Good Moral Character

Thank you very much.

**Letter of Nomination** (Sample)

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| **DepEd Cyber Expo™** | | | | |
| 2019 DepEd ICT Achievers’ Awards | | | | |
| **Nomination Form** | | | | |
|  |  |  |  |  |
| **Division:** | |  | | |
| **School/CLC:** | |  | | |
| **Type of Citation:** | |  | | |
| **Name of Event (Contest, Award, Competition, Festival, Achievement, etc.):** | |  | | |
| **Brief Background (in 100 words or less):** | |  | | |
|  |  |  |  |  |
| **Proponents** | | | | |
| **No.** | **Last Name of Proponent** | **First Name of Proponent** | **MI** | **LRN (if learner); Employee ID (if teacher)** |
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| **Privacy Policy** | | | | |
| This form collects the following information: full names of learners and coaches, LRNs and Employee Nos., contact numbers, and school addresses.  The collected personal information is utilized solely for the purposes of nomination to the 2019 ICT Achievers' Awards, a sub-event of the DepEd Cyber Expo.  This enables the Organizing Committee to identify recipients of the awards, as well as initial inclusion as delegates to the event.Only authorized DepEd personnel, specifically within the Organizing Committee, has access to this personal information, the exchange of which will be facilitated through email and hard copy.  These will be stored in a database for two years, effective from the end of the event, after which physical records are disposed of through shredding, while digital files shall be anonymized.  You have the right to ask for a copy of any personal information we hold about you, as well as ask for it to be corrected if you think this is wrong.  To do so, please contact Gerard Atienza at cyberexpo@deped.gov.ph. | | | | |
|  |  |  |  |  |
| Nominated by: | | **Name** | | |
|  |  | Position | | |
|  |  |  |  |  |
| Validated by: | | **Name** | | |
|  |  | Position | | |
|  |  |  |  |  |
| Approved by: | | **Name** | | |
|  |  | Position | | |