



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

July 15, 2024

**DIVISION MEMORANDUM**  
No. 338 s. 2024

**2024 PPSTA SEARCH FOR OUTSTANDING TEACHERS  
AND SCHOOL LEADERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. In reference to the Regional Memorandum No. 640, s. 2024, The Philippine Public-School Teachers Association (PPSTA) announces the conduct of the 2024 PPSTA Search for Outstanding Teachers and School Heads.
2. The search is open to all active PPSTA members who are currently employed by the Department of Education as classroom teachers and school heads.
3. The Division PRAISE Committee is directed to conduct the division-level search in all categories by screening and interviewing interested applicants. Only the first placer shall advance to the regional selection.
4. Attached herewith are the memorandum from the Region and Bureau of Human Resource and Organizational Development (BHROD), as well as nomination forms and criteria for evaluation.
5. Nomination forms for Teacher and School Head can be submitted to the PRAISE Secretariat at the School Governance and Operations Division.
6. For guidance and dissemination.

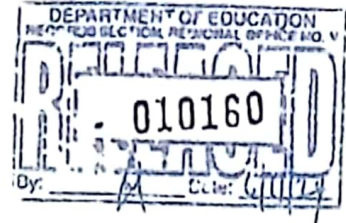
  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



10 June 2024

REGIONAL MEMORANDUM  
No. 00640 s. 2024

**2024 PPSTA SEARCH FOR OUTSTANDING TEACHERS AND SCHOOL HEADS**

To : Schools Division Superintendents  
All Others Concerned

1. Attached is DM-OUHROD-2024-1070 dated 3 June 2024 from OIC, Office of the Undersecretary HROD, Dr. Wilfredo E. Cabral and Undersecretary for Operations, Atty. Revsee A. Escobedo which announces the **2024 PPSTA Search for Outstanding Teachers and School Heads**.
2. This search is open to all active PPSTA members who are currently employed by the Department of Education as classroom teachers and school heads.
3. Interested teachers and school heads participants are advised to refer to the attached guidelines, criteria for evaluation and nomination forms.
4. For inquiries, please contact the PPSTA Secretariat at the following mobile numbers: 0918-544-8046 and/or 0905-535-5858 or email at support@ppsta.com
5. For information, guidance, and dissemination.

  
**GILBERT S. SADSAD**  
Regional Director

HRDD/emn  
06/10/2024



Regional Center Site, Rawls, Legazpi City 4500

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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2024-1070

TO : Regional Directors  
Schools Division Superintendents  
All Others Concerned

FROM :   
WILFREDO E. CABRAL  
Regional Director  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

  
ATTY. REVSEE A. ESCOBEDO  
Undersecretary for Operations

SUBJECT : 2024 PPSTA SEARCH FOR OUTSTANDING TEACHERS AND  
SCHOOL HEADS

DATE : 3 June 2024

The 2024 Philippine Public School Teachers Association (PPSTA) Search for Outstanding Teachers and School Heads is driven by a steadfast commitment to recognize and honor the unwavering loyalty, exemplary performance, and remarkable contributions of individuals who champion quality basic education. This initiative is firmly rooted in the belief that acknowledging excellence within the education sector is essential for cultivating a culture of continuous improvement, fostering professional growth, and elevating the overall quality of basic education.

This search is open to all active PPSTA members who are currently employed by the Department of Education as classroom teachers and school heads.

For those interested in participating, please refer to the attached guidelines, criteria for evaluation and nomination forms for both teachers and school heads.

For any further inquiries, please contact the PPSTA Secretariat at the following mobile numbers: 0918 544 8046 and/or 0905-535-5858, or via email at [support@ppsta.com](mailto:support@ppsta.com).

Thank you.



## 2024 PPSTA Search for Outstanding Teachers and School Heads

### NOMINATION FORM Category: Outstanding Teacher

#### I. PERSONAL DATA

1	Name	Last Name _____	First Name _____	Middle _____
2	Birth date	Birthplace _____	Age _____	
3	Civil Status	Citizenship _____	Cel No _____	
4	Home Address	_____		Tel No. _____
5	School Station	Address _____		
6	School District	Address _____		
7	Present Position/Rank	_____		Nos of Yrs in Teaching _____
8	Grade Level & Subject Taught	_____		
9	Performance Rating	_____		
		S/Y 2020-2021 _____	S/Y 2021-2022 _____	S/Y 2022-2023 _____
10	Eligibility	Name of Examination _____		Year Taken _____
				Rating _____
		_____		
		_____		

*(Please use additional sheet if necessary)*

#### II. INSTRUCTIONAL COMPETENCE

1 Outstanding Accomplishment(s) for the last 3 years

a Outstanding Employee Award

Title of the Award	Date	Sponsoring Agency
_____	_____	_____
_____	_____	_____

*(Please use additional sheet if necessary)*

b Research Conducted

Title	Date	Particulars
_____	_____	_____
_____	_____	_____

*(Please use additional sheet if necessary)*

c Creativity/Innovation Implemented for the last 3 years

Title	Date	Particulars
_____	_____	_____
_____	_____	_____

*(Please use additional sheet if necessary)*

2 Professional Growth

a Educational Attainment

	School	Year Graduated	Honor's Received
Elementary	_____	_____	_____
Secondary	_____	_____	_____
College	_____	_____	_____
	Course _____	Major _____	_____
Masteral	_____	_____	_____
	Specialization/Major _____	_____	_____
Doctoral	_____	_____	_____
	Course _____	Major _____	_____

b Training/s Attended for the last 3 years

Title	Date	Nos of Hrs
_____	_____	_____
_____	_____	_____

*(Please use additional sheet if necessary)*

c Position(s) and Accomplishment(s) in Professional Organization/s for the last 3 years

Name of Organization	Position	Accomplishment
_____	_____	_____
_____	_____	_____

*(Please use additional sheet if necessary)*

2 Community Development

a Outreach Program Implemented/Sponsored for the last 3 years

Name of the Project	Place	Target Clients	Date
_____	_____	_____	_____
_____	_____	_____	_____

*(Please use additional sheet if necessary)*

b Networking/Linkages

Activity	Place	Target Clients	Date
_____	_____	_____	_____
_____	_____	_____	_____

*(Please use additional sheet if necessary)*

I hereby certify to the best of my knowledge that all legal information contained in this form are true and correct

Signed this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Signature of the Nominee

I hereby nominate the above-named candidate to the 2024 PPSTA Search for Outstanding Teacher with the information herein stated to support his/her nomination

\_\_\_\_\_  
Signature Over Printed Name of the Nominator



## 2024 PPSTA Search for Outstanding Teachers and School Heads

### NOMINATION FORM

Category: *Outstanding School Head*

#### I. GENERAL INFORMATION

1 Name \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

2 Birth date \_\_\_\_\_ Birthplace \_\_\_\_\_ Age \_\_\_\_\_

3 Civil Status \_\_\_\_\_ Citizenship \_\_\_\_\_ Cel No \_\_\_\_\_

4 Home Address \_\_\_\_\_ Tel No \_\_\_\_\_

5 School Station \_\_\_\_\_ Address \_\_\_\_\_

6 School District \_\_\_\_\_ Address \_\_\_\_\_

7 Division \_\_\_\_\_ Region \_\_\_\_\_

8 Present Position \_\_\_\_\_ Nos of Yrs as School Head \_\_\_\_\_

9 Performance Rating  
S/Y 2020-2021 \_\_\_\_\_ S/Y 2021-2022 \_\_\_\_\_ S/Y 2022-2023 \_\_\_\_\_

10 Eligibility

Name of Examination	Year Taken	Rating
_____	_____	_____
_____	_____	_____
_____	_____	_____

*(Please use additional sheet if necessary)*

#### II. OCCUPATIONAL COMPETENCE

##### 1 Instructional Competence

Vision

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mission

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Please use additional sheet if necessary)*

Performance Indicators of the school for the 3 school years

a Learners' \_\_\_\_\_

Achievement Rate \_\_\_\_\_

b Completion rate \_\_\_\_\_

c Drop out rate \_\_\_\_\_

Activities/Program to carry out the Vision & Mission of the school

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*(Please use additional sheet if necessary)*

Curricular Activities/Program Implemented in the school for the last 3 years

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*(Please use additional sheet if necessary)*

Staff Development Activities/Program Implemented in the school for the last 3 years

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*(Please use additional sheet if necessary)*

2. Administrative Management *(Use separate sheet in answering these questions)*

Describe how you manage available funds in your school. How you source funds to implement the different activities and programs of the school

Describe some problems/challenges you have encountered in your school with teachers, students and members of the community and the solutions you have offered to overcome those problems

Describe the programs and projects of other agencies your school have participated and implemented

Describe your partnership with other agencies and the programs you continue to implement

III. **OUTSTANDING ACCOMPLISHMENT**

1. Outstanding Employee award for the last 3 years

Title of the Award	Sponsoring Agency	Date
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

*(Please use additional sheet if necessary)*

2. Innovation/Creativity Implemented for the last 3 years

Title of the Project	Level of Implementation
<hr/>	<hr/>



\_\_\_\_\_  
*(Please use additional sheet if necessary)*

3. Research conducted for the last 3 years  
Title of the research \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*(Please use additional sheet if necessary)*

4. Publication/Authorship for the last 3 years:  
Title \_\_\_\_\_ Publication \_\_\_\_\_ Date issue \_\_\_\_\_

\_\_\_\_\_  
*(Please use additional sheet if necessary)*

5. Consultancy/Speakership for the last 3 years:  
Title of the Activity \_\_\_\_\_ Role \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*(Please use additional sheet if necessary)*

**IV. PROFESSIONAL GROWTH**

1. Educational Background

	Year Graduated	Honor's Received
Elementary _____	_____	_____
Secondary _____	_____	_____
College _____	_____	_____
Course _____	Major _____	_____
Masteral _____	_____	_____
Course _____	Major _____	_____
Doctoral _____	_____	_____
Course _____	Major _____	_____

2. Training Attended for the last 3 years  
Title \_\_\_\_\_ Date \_\_\_\_\_ No. of Hours \_\_\_\_\_

\_\_\_\_\_  
*(Please use additional sheet if necessary)*

3. Position and Accomplishment in Professional Organization/s for the last 3 years:  
Name of Organization \_\_\_\_\_ Position \_\_\_\_\_ Accomplishment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Please use additional sheet if necessary)*

I hereby certify to the best of my knowledge that all legal information contained in this form are true and correct.

Signed this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Nominee

I hereby nominate the above-named candidate to the 2024 PPSTA Search for **Outstanding School Head** with the information herein stated to support his/her nomination.

\_\_\_\_\_  
Signature Over Printed Name of the Nominator



## 2024 PPSTA Search for Outstanding Teachers and School Heads

### CRITERIA FOR EVALUATION Category: *Outstanding School Head*

	GIVEN POINTS	RATING SCORE										
<b>1. Leading Strategically (15%)</b>												
<p>A. Embodied the DepEd vision, mission and core values to sustain shared understanding and alignment of school programs, projects and activities based on school planning and implementation.</p> <ul style="list-style-type: none"> <li>• Copy of approved ESIP, AIP with accomplishment report</li> <li>• PAPs anchored on core values of Makadiyos, Makakalikasan and Makabansa</li> <li>• With documents such as approved AIP, project proposal or action plan, activity completion report, and impact and impact evaluation report</li> </ul> <p><b>Rating</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">9 PAPs – Above</td> <td style="width: 50%; text-align: center;">5</td> </tr> <tr> <td>7 – 8</td> <td style="text-align: center;">4</td> </tr> <tr> <td>5 – 6</td> <td style="text-align: center;">3</td> </tr> <tr> <td>3 – 4</td> <td style="text-align: center;">2</td> </tr> <tr> <td>1 – 2</td> <td style="text-align: center;">1</td> </tr> </table>	9 PAPs – Above	5	7 – 8	4	5 – 6	3	3 – 4	2	1 – 2	1	5	
9 PAPs – Above	5											
7 – 8	4											
5 – 6	3											
3 – 4	2											
1 – 2	1											
<p>B. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement</p> <p>B.1 Presentation or sharing of the research to others (cluster, division, region, national) with letter of invitation and certificate of participation <b>(6 pts.)</b></p> <p>B.2 Supporting Documents <b>(4 pts.)</b></p> <ul style="list-style-type: none"> <li>• Copy of completed manuscript with the received copy of proposal, certificate of acceptance/approval, certificate of completion and impact evaluation report</li> <li>• Copy of approved conducted training on research</li> <li>• Copy of School Research/Innovation Team</li> <li>• Copy of approved conducted training on innovation</li> </ul>	10											

	GIVEN POINTS	RATING SCORE
<b>2. Managing School Operations and Resources (15%)</b>		
A. Exhibited good practice in managing school data and information using technology to ensure efficient and effective school operations		
<ul style="list-style-type: none"> <li>Records of Management (Copy of EBIES and LIS – BOSY and EOSY uploading; SBM Level of Practice with certification from the division, region highlighting scores from each of the 4 principles – <i>leadership and governance, curriculum and instruction, accountability and preparedness, mitigation and resiliency to sustain continuous delivery of instruction</i>)</li> </ul>	5	
<ul style="list-style-type: none"> <li>Records of Regular MOOE liquidation, no suspensions and disallowances</li> </ul>	5	
B. School preparedness, mitigation, and resiliency to sustain continuous delivery of instructions		
<ul style="list-style-type: none"> <li>School Disaster Risk Reduction Plan</li> </ul>	1	
<ul style="list-style-type: none"> <li>Contingency Plan</li> </ul>	1	
<ul style="list-style-type: none"> <li>School Child Protection Plan</li> </ul>	1	
<ul style="list-style-type: none"> <li>Eco-Friendly School</li> </ul>	1	
<ul style="list-style-type: none"> <li>Homeroom Guidance</li> </ul>	1	
<b>3. Focusing on Teaching and Learning (30%)</b>		
A. Shared exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the curriculum relevant to learners		
<ul style="list-style-type: none"> <li>School-based Contextualization (list of approved contextualized instructional materials)</li> </ul>	1	
<ul style="list-style-type: none"> <li>Copy of Monthly Instructional Supervision Plan and Accomplishment Report</li> </ul>	2	
<ul style="list-style-type: none"> <li>Copy of the certification of the use of the contextualized instructional materials</li> </ul>	2	
B. Showed good practices in providing technical assistance to teachers on teaching standards and pedagogies		
<ul style="list-style-type: none"> <li>Copy of Monthly Technical Assistance Plan, Implementation and Accomplishment Report</li> </ul>	2	
<ul style="list-style-type: none"> <li>Copy of Monthly Instructional Supervision Plan, Implementation and Accomplishment Report</li> </ul>	2	
<ul style="list-style-type: none"> <li>Copy of Report providing technical assistance (beyond the school, i.e. to other schools, division, region, national) with a letter on invitation or proposal</li> </ul>	1	

	GIVEN POINTS	RATING SCORE
<b>C. Set achievable learning outcome to support learner achievement and other performance indicators</b>		
• Learners' Achievement Rate	5	
• Dropout Rate	5	
• Completion Rate	5	
<b>Average Increase In School/District/Division Achievement Test</b>		
10 and above	5	
7 – 9	4	
4 – 6	3	
1 – 3	2	
Below 1	1	
<b>Dropout Rate</b>		
0%	5	
1 – 3%	4	
4 – 6%	3	
7 – 9%	2	
10% and above	1	
<b>Completion Rate</b>		
95 – 100%	5	
90 – 94%	4	
85 – 89%	3	
80 – 84%	2	
75 – 79%	1	
<b>D. Empowered the wider school community in promoting and sustaining a learner-friendly, inclusive and healthy learning environment through management of school facilities</b>		
• Certified validated Child Friendly School score with documentation for indicators	1	
• Copy of National School Building Inventory Report (NSBI)	1	
• Copy of School Site Development Plan	1	
• Copy of Brigada Eskwela Report	1	
• MOA or MOU for Adopt-A-School Program	1	

	GIVEN POINTS	RATING SCORE
<b>4. Developing Self and Others (30%)</b>		
Modeled exemplary leadership practices within and beyond contexts and ensure personal and professional development for oneself and for others		
<b>A. Trainings/Conferences//Seminars Attended</b> <ul style="list-style-type: none"> <li>Copy of certificates with memo (only DepEd recognized trainings are to be considered)</li> </ul> <p>At least 2 international level      5  At least 4 national level          4  At least 5 regional level          3  At least 6 division level          2  At least 7 district level          1</p>	5	
<b>B. Speakership/Facilitation/Consultancy</b> <ul style="list-style-type: none"> <li>Copy of certificate of recognition</li> <li>Copy of memo or invitation</li> <li>Copy of the session/topic facilitated</li> </ul> <p>International level                  5  National level                        4  Regional level                        3  Division level                         2  District level                         1</p>	5	
<b>C. Professional Networks</b> <ul style="list-style-type: none"> <li>Copy of certificate of Membership</li> </ul> <p>International level                  5  National level                        4  Regional level                        3  Division level                         2  District level                         1</p>	5	
<b>D. Publication/Authorship</b> <ul style="list-style-type: none"> <li>Copy of the book or published materials</li> </ul> <p>Sole Publication                      5  2 or more publishers                3 OR  3 articles                                5  2 articles                                3  1 article                                 1</p>	5	

	GIVEN POINTS	RATING SCORE
<p><b>E. Trainings Conducted as Chair or Co-Chair of the Training Management Team</b></p> <ul style="list-style-type: none"> <li>• Copy of the approved training proposal</li> <li>• Copy of the accomplishment report</li> <li>• Proof of DepEd Recognition of the Training</li> </ul> <p><i>International level</i>                      5  <i>National level</i>                              4  <i>Regional level</i>                              3  <i>Division level</i>                              2  <i>District level</i>                              1</p>	5	
<p><b>F. Succession Planning (List of Promotions of School Personnel)</b></p> <ul style="list-style-type: none"> <li>• Copy of PSiPOP</li> <li>• Copy of Succession Plan</li> <li>• Copy of List of Promotions for Teaching and Non-Teaching Personnel</li> <li>• Copy of Appointment/Transmittal</li> </ul> <p>9 - 10                      5  7 - 8                              4  5 - 6                              3  3 - 4                              2  1 - 2                              1</p>	5	
<b>5. Building Connections (10%)</b>		
<p><b>A. Created a culture of inclusivity in the school and the community through strengthened stakeholders to support enabling environment for learners</b></p> <ul style="list-style-type: none"> <li>• Copy of approved plan and completion report for the following: GAD, Physical and Mental Health Awareness, Culture Responsiveness</li> </ul> <p>3 PPAs                      5  2 PPAs                              3  1 PPA                              1</p>	5	
<p><b>B. Community Engagement</b></p> <ul style="list-style-type: none"> <li>• List of projects with the community stakeholders with MOA/MOU</li> <li>• List of partners in Partnership and Collaboration</li> <li>• List of Initiated Outreach Programs/Activities</li> <li>• Copy of Report on the conducted Stakeholders' Recognition Day</li> <li>• Adopt-A-School Program Reports</li> <li>• Copy of the PPAs that were shared or showcased to others (documented with a proposal and completion report)</li> </ul> <p>15 MOA/MOU                      5  10 MOA/MOU                      3  5 MOA/MOU                      1</p>	5	
<b>TOTAL</b>	<b>100</b>	



## 2024 PPSTA Search for Outstanding Teachers and School Heads

### CRITERIA FOR EVALUATION

*Category: Outstanding Teacher*

- A. **Instructional Competence** is determined using the five domains of the Philippine Professional Standards for Teachers (PPST) such as 1) Content Knowledge and Pedagogy, 2) Learning Environment, 3) Diversity of Learners, 4) Curriculum and Planning, and 5) Assessment and Reporting. It also includes outstanding accomplishments/awards, innovation and research conducted by the teacher that contributed to improving excellence in schools.

a. **Teaching Competence (20)**

Domain 1. Content Knowledge and Pedagogy	Observed	Not Observed
1. Content knowledge and its application within and across curriculum areas		
2. Research-based knowledge and principles of teaching and learning.		
3. Positive use of ICT		
4. Strategies for promoting literacy and numeracy		
5. Strategies for developing critical and creative thinking, as well as other higher thinking order skills		
6. Mother Tongue, Filipino and English in teaching and learning		
7. Classroom communication strategies		
Rating		

**Rating**

All seven (7) strands observed – 4

5 to 6 strands observed - 3

3 to 4 strands observed – 2

1 to 2 strands observed -1

Domain 2. Learning Environment	Observed	Not Observed
1. Learners' safety and security		
2. Fair learning environment		
3. Management of classroom structure and activities		



4. Support for learner participation		
5. Promotion of purposive learning		
6. Management of learner behavior		
Rating		

**Rating**

All six (6) strands observed – 4

5 strands observed – 3

3 to 4 strands observed – 2

1 to 2 strands observed -1

Domain 3. Diversity of Learners	Observed	Not Observed
1. Learners' gender, needs, strengths, interests, and experiences		
2. Learners' linguistic, cultural, socio-economic, and religious backgrounds		
3. Learners with disabilities, giftedness, and talents		
4. Learners in difficult circumstances		
5. Learners from indigenous groups		
Rating		

**Rating**

4 strands observed -4

3 strands observed - 3

2 strands observed -2

1 strand observed - 1

Domain 4. Curriculum and Planning	Observed	Not Observed
1. Planning and management of teaching and learning process		
2. Learning outcomes aligned with learning competencies		
3. Relevance and responsiveness of learning programs		
4. Professional collaboration to enrich teaching practice		
5. Teaching and learning resources		
Rating		

**Rating**

All five ( 5) strands observed – 4

4 strands observed – 3

3 strands observed – 2

1 to 2 strands observed -1

Domain 5. Assessment and Reporting	Observed	Not Observed
1. Design, selection, organization, and utilization of assessment strategies		
2. Monitoring and evaluation of learner progress and achievement		
3. Feedback to improve Learning		
4. Communication of learner needs, progress and achievement		
5. Use of assessment data to enhance teaching and learning practices and programs		
Rating		

### Rating

- All five (5) strands observed – 4  
 4 strands observed – 3  
 3 strands observed – 2  
 1 to 2 strands observed – 1

b. **Outstanding Accomplishments/Awards (10)**- are recognitions given to teachers by reputable government and non-government organizations in acknowledgement of their exemplary and meritorious contributions in promoting quality basic education. The awards to be considered in this search are those given by recognized government and private organizations and have undergone in-depth selection process. The conduct of the search must have indorsement from the Department of Education/CSC/PRC/CESboard and other government agencies.

Level	Points
International Awards	10
National Awards	8
Regional Level	6
Division Level	4

Note: Candidates must present and submit supporting documents such as certificate, memorandum, and other proof. Award or recognition repeatedly given in all levels of governance will be credited only to whatever is the highest level of recognition. Any award that does not observe the usual process of recognition shall not be credited.

c. **Research (10)** - the research problem conducted must be relevant to the work/function of the candidate.

Means of Verifications	Observed	Not Observed
1. Proposal duly approved by the Schools Division Superintendent/Regional Director/Authorized Representative but not Lower than the ASDS for Division /ARD for Region		

2. Findings and Recommendations verified by the SDS/RD/authorized representative		
3. Certification of Utilization of the research findings and/recommendations signed by the SDS/RD/Authorized representative		
4. Certification of Adoption by school/district duly signed by the school head/PSDS and corroborated by at least 5 teachers in the school or by at least 5 school heads in the district		
5. Proof of citation by other researchers that the research was published and used in their research.		
6. Proof that the research was published in a recognized bulletin/research page/publication.		
Rating		

**Rating**

All 6 indicators observed – 10

5 indicators observed – 8

4 indicators observed – 6

3 indicators observed – 4

2 indicators observed – 2

- d. **Creativity and Innovation (10)** – refers to intervention programs formulated, crafted and designed by the teacher that will enhance the quality of basic education. The innovation must have direct bearing to the major function of the teacher.

Means of Verifications	Observed	Not Observed
1. Proposal approved by the SDS/RD/Authorized Representative such as ASDS for the Division and ARD for the Region		
2. Approved Innovation/Intervention was implemented duly corroborated by the school head and at least 5 teachers if implemented in the school or corroborated by the PSDS/ SDS and at least 5 school heads if implemented in the district or division or region		
3. Findings and recommendations were disseminated in the division/region duly signed by the SDS or RD		
4. Certification of adoption in the school/district/region of the recommendations by the SDS/RD		
5. Certification of utilization or replication of the innovation by the SDS/RD		
6. Proof or evidence that the innovation was published in a recognized publication		
Rating		

**Rating**

All six ( 6) indicators observed – 10

- 5 indicators observed - 8
- 4 indicators observed - 6
- 3 indicators observed - 4
- 2 indicators observed - 2

**B. Professional Growth**

**a. Education (5)**

Means of Verifications	Equivalent Rating	Rating of the candidate
1. Doctor of Education with Special Order	5	
2. Certificate of Academic Requirement for Ed.D/Ph.D	4	
3. Masteral Degree with Special Order	3	
4. Certificate of Academic Requirement in MA	2	
5. 18 units in MA	1	

**b. Trainings (5)**

Indicators	Rating of the Candidate
Participated in a scholarship Program for 5 days and above or Resource speaker in an international seminar of a duly recognized organization	5
Participated in the international Trainings for at least 5 days or Resource speaker in a national Training of a reputable organization	4
Participated in a national training for at least 5 days or resource speaker in a national seminar/training related to the main function of the candidate	3
Participated or resource speaker in a regional training for at least 3 days	2
Attended a division training for at least 5 days or resource speaker in a division training	1

**c. Accomplishments and Membership in Professional Organizations (5)**

Indicators	Observed	Not Observed
1. Formulated community outreach programs duly approved by Head of the Organization duly corroborated by 5 members or officers		
2. Evidence or proof that the program was implemented in the targeted beneficiaries		
3. Accomplishment report duly signed by the head of the organization duly corroborated by at 5 officers or member		

4. Proof of recognition or publication		
5. Documentary evidences such pictures, list of beneficiaries and others		
Rating		

**Rating**

- All five (5) indicators observed - 5
- 4 indicators observed - 4
- 3 indicators observed - 3
- 2 indicators observed - 2
- 1 indicator observed - 1

**C. Community Development**

**a. Outreach Activity (5)**

Means of Verification	Observed	Not Observed
1. Formulated Project proposal endorsed by concerned authorities in the District/Division and approved by the Target Beneficiary Head such as Barangay Captain/Mayor		
2. Certification of implementation signed by Barangay Captain /Mayor duly corroborated by at least five Barangay /Municipal Councilors		
3. Certification of Adoption by other community/organization duly signed by the Barangay Captain/Mayor duly corroborated by at least five(5) Barangay /Municipal councilors		
4. Documentary evidence/ pictures/ write-ups/list of Beneficiaries		
5. Proof of Recognition or Publication		
Rating		

**Rating**

- All 5 indicators observed - 5
- 4 indicators observed - 4
- 3 indicators observed - 3
- 2 indicators observed - 2
- 1 indicator observed - 1

4. Proof of recognition or publication		
5. Documentary evidences such pictures, list of beneficiaries and others		
Rating		

**Rating**

All five (5) indicators observed – 5

4 indicators observed – 4

3 indicators observed – 3

2 indicators observed – 2

1 indicator observed – 1

**C. Community Development**

**a. Outreach Activity (5)**

Means of Verification	Observed	Not Observed
1. Formulated Project proposal endorsed by concerned authorities in the District/Division and approved by the Target Beneficiary Head such as Barangay Captain/Mayor		
2. Certification of Implementation signed by Barangay Captain /Mayor duly corroborated by at least five Barangay /Municipal Councilors		
3. Certification of Adoption by other community/organization duly signed by the Barangay Captain/Mayor duly corroborated by at least five(5) Barangay /Municipal councilors		
4. Documentary evidence/ pictures/ write-ups/list of Beneficiaries		
5. Proof of Recognition or Publication		
Rating		

**Rating**

All 5 indicators observed – 5

4 indicators observed – 4

3 indicators observed – 3

2 indicators observed – 2

1 indicator observed – 1

b. Network/Linkage (5)

Means of Verifications	Observed	Not Observed
1. Approved project proposal endorsed by PSDS/SDS and duly approved by the Head of the Partner agency/LGU		
2. Certification of Implementation signed by the Head of Partner agency/ LGU duly corroborated by at least five Officials or members of the Partner Agency/LGU		
3. Certification of Adoption by other community/organization duly signed by the Head of Partner Agency /LGU duly corroborated by at least five(5) Officials/members of the partner agency/LGU		
4. Documentary evidence/ pictures/ write-ups/list of Beneficiaries		
5. Proof of Recognition or Publication		
Rating		

**RATING**

- All 5 indicators observed – 5
- 4 indicators observed – 4
- 3 indicators observed – 3
- 2 indicators observed – 2
- 1 indicator observed – 1

**D. Personnel Qualities and Interview - 20 points**

Criteria	4	3	2	1
Communicative Competence  4 pts.	Spoke clearly and articulately; was confident in knowledge; Integrated professional language throughout the response; no "ums", "uhs", "er's" etc.	Spoke articulately most of the time. Used general words at time instead of details; integrated a good amount of professional language throughout response; some	Spoke in a somewhat nervous manner; lacked confidence in knowledge; sketchy use of professional language; many "ums", "uhs", "er's" etc.	Nervous, incomplete thoughts, not articulate; no use of professional language; response riddled with "ums", "uhs", "er's" etc.

		"ums", "uhs", "er's" etc.		
Ability to present ideas  4 pts.	Recognized that opinions might be odds with listener's; identified that it was own opinion; Expressed opinions in a highly tactful and and matured manner	Did not recognize that opinions might be odds with listener's; identified that it was own opinion; Expressed opinions in a highly tactful and matured manner.	Did not recognize that opinions might be odds with listener's; did not identify that response was own opinion; Expressed opinions in an open but unprofessional manner.	Did not recognize that opinions might be odds with listener's; did not identify that response was own opinion; Expressed opinions in a biased or inappropriate manner.
Smartness and Alertness  4 pts.	Body language conveyed eagerness to respond; seemed natural and at ease.	Body language conveyed eagerness to respond; seemed fairly natural most of the time.	Body language was difficult to interpret (too nervous and/or casual); conveyed eagerness to respond; seemed fairly natural most of the time.	Body language conveyed disinterest and/or extreme nervousness.
Knowledge on issue/question  4 pts.	Fully integrated knowledge, content and experience in an organized, accurate and detailed manner; Engaged listener with unique answers.	Integrated knowledge, content and experience in a generalized organized and accurate manner; invited response from the listener.	Integrated some knowledge, content or experiences: Response was somewhat rambling or missing details: Listener needed to clarify responses.	Failed to integrate knowledge, content or experiences; inaccurate and/or incomplete responses; Listener was confused.
Emotional Stability  4 pts.	Professionally acknowledged the situation; mood was formal and respectful.	Somewhat Professional acknowledged the situation; mood was a little formal.	Didn't acknowledge the situation; mood was informal.	Unprofessional and mood was informal.





## **2024 PPSTA SEARCH FOR OUTSTANDING TEACHERS AND SCHOOL HEADS**

### **GUIDELINES**

#### **A. RATIONALE**

The 2024 Philippine Public School Teachers Association (PPSTA) Search for Outstanding Teachers and School Heads stems from a dedicated commitment to acknowledge and celebrate the unwavering loyalty, exemplary performance, and remarkable contributions of individuals in promoting quality basic education. This initiative is grounded in the understanding that recognizing excellence in the education sector is pivotal for fostering a culture of continuous improvement, promoting professional growth, and uplifting the overall quality of basic education.

#### **Operational Definition of Terms**

<b>Term</b>	<b>Operational Definition</b>
<b>PPSTA</b>	Refers to the " <i>Philippine Public School Teachers Association</i> ", a private non-stock, non-profit organization operating as a mutual benefit association for teachers, administrators, supervisors and non-teaching support personnel of public schools and state colleges and universities.
<b>Teaching Personnel</b>	Refers to persons engaged in classroom teaching whether formal or ALS, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in any level of governance inclusive in the Department of Education.
<b>Regional Search Committee</b>	Refers to the designated Committee in charge in the facilitation of the PPSTA Regional Search composed of the National Board of Trustee from the Region, Regional Board of Directors (BODs) in coordination with the respective Regional Directors.
<b>Regional President</b>	Refers to the President of the Regional Board of Directors (BODs) of the PPSTA expected to perform coordinating functions with the Board of Trustee in the undertaking.

<b>National Search Committee</b>	Refers to the designated Committee in charge in the facilitation of the National Search composed of identified Board of Trustees and PPSTA ManCom under the leadership of the National of Board of Trustees' President assisted by the General Manager.
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The following key points elucidate the rationale for this search:

**Celebration of Excellence –**

The search is designed to honor and celebrate the outstanding achievements and exceptional dedication of classroom teachers, non-teaching personnel, school heads, and education/district supervisors within the PPSTA. This also recognizes the valuable contributions of the division/local chapters in providing different initiatives for PPSTA members and non-members in enhancing teaching competencies and promoting better lives through massive and inclusive implementation of various programs and services. By highlighting their accomplishments, the initiative seeks to inspire and motivate educators to strive for excellence in their respective roles and functions.

**Inspiration for Professional Development –**

Recognizing outstanding individuals serves as stimulus for professional development within the education community. By showcasing the exemplary practices and achievements of educators and school leaders, the initiative aims to encourage a culture of continuous learning and improvement among PPSTA members.

**Elevation of the Teaching Profession –**

The search contributes to the elevation of the nobility of the teaching profession by emphasizing the crucial role of teachers, school heads, and education/district supervisors in shaping the future through the education of the youth and indispensability of the services of the non-teaching personnel. Appreciating their contributions fosters a sense of pride and professionalism within the education sector.

**Promotion of Leadership and Excellence –**

Focusing on leadership and excellence, the initiative aims to promote and highlight the crucial role played by educators and school leaders in shaping the educational landscape. Acknowledging those who exemplify leadership qualities and commitment to excellence, the search contributes to the overall improvement of education standards.

## **Valuing Collaborative Efforts –**

Cognizant of the contributions of the non-teaching personnel, it underscores the importance of collaborative efforts in the educational ecosystem. The search acknowledges their significant roles as partners in achieving excellence and enlightening a positive and supportive school environment.

## **B. OBJECTIVES**

### **Recognize Exemplary Contributions:**

To identify and honor outstanding classroom teachers and school heads who have demonstrated exceptional dedication and made significant contributions to the field of education.

### **Promote Leadership and Excellence:**

To encourage and promote leadership qualities and excellence, emphasizing the importance of active involvement in professional development, public service, and organizational activities.

### **Inspire Professional Growth:**

To inspire and motivate PPSTA members to pursue continuous professional growth and development by showcasing the achievements and best practices of outstanding educators and school leaders worthy of emulation.

### **Edify the PPSTA Commitment:**

To foster and strengthen PPSTA's commitment by highlighting the positive impact of its members' exemplary performance in education.

## **C. SCOPE**

This Search applies to all active members of the PPSTA who are employees and officials and are still in the service of the Department of Education as classroom teacher and school heads. Candidates in all categories must have permanent appointments in their respective divisions/regions.

A teacher candidate must be a classroom teacher or ALS mobile teacher. School head candidate must either be a TIC, HT or principal with official appointment and/or designation.

## D. NOMINATIONS AND DOCUMENTS

Nomination of a candidate to any of the categories in this Search shall strictly observe the following requirements:

1. The Division/Local Chapter in partnership with the Schools Division Office shall conduct its division level search in all categories, and only the 1<sup>st</sup> placers shall advance to the regional selection.
2. Regional winners (one per category per region) must submit accomplished Nomination Form with the required supporting documents properly authenticated by the Regional Search Committee (RSC) and shall be endorsed by the Regional President and duly noted by the Regional Director to the National Search Committee, PPSTA Office, Quezon City;
3. Copies of the minutes of the deliberations on the regional search shall be submitted to the National Search Committee;
4. Only the Regional Winners (one per category per region) are qualified to submit documents to the National Search Committee; and
5. Each region shall submit only one (1) entry per category. Any region with two (2) or more entries for a category shall not be given recognition by the National Search Committee.

## E. QUALIFICATION REQUIREMENTS

Candidates in all categories must strictly observe the following:

- a. Active member of the PPSTA for the last three (3) years;
- b. Performance rating of Very Satisfactory (VS) for the last three (3) rating periods;
- c. With permanent appointment;
- d. No pending administrative case; and
- e. **Validity of Supporting Documents:** *Lifespan must not be more than three (3) years as of June 2024*

## F. DISQUALIFICATIONS

1. Entries from regions that failed to hold regional selection will be disqualified and shall not be given recognition either as regional or national winner; and
2. Candidates who failed to submit the accomplished nomination form and the required documents stipulated in the guidelines shall be disqualified.

## G. AWARDS AND INCENTIVES

1. Winners under the teacher category will receive the following:

### Division Winners

- a. Plaque of Recognition
- b. Cash prize of **P 5,000.00**

### Regional Winners

- c. Plaque of Recognition
- d. Cash prize of **P 25,000.00**

### National Winners

- a. Plaque of Recognition
- b. Cash prizes –

**1<sup>st</sup> Place: P 75,000.00**  
**2<sup>nd</sup> Place: P 50,000.00**  
**3<sup>rd</sup> Place P 25,000.00**

- c. Gift package

2. Winners under the school head category will receive the following:

### Division Winners

- a. Plaque of Recognition
- b. Cash prize of **P 5,000.00**

### Regional Winner

- a. Plaque of Recognition
- b. Cash prize of **P25,000.00**

### National Winners

- a. Plaque of Recognition
- b. Cash prize –

**1<sup>st</sup> Place: P 75,000.00**  
**2<sup>nd</sup> Place: P 50,000.00**

3<sup>rd</sup> Place: P 25,000.00

## H. CRITERIA

### 1. Outstanding Teacher

#### a. *Instructional Competence*

i. Teaching Competence	20
ii. Outstanding Accomplishment/Awards	10
iii. Research	10
iv. Creativity and Innovation	10

#### b. *Professional Growth*

i. Education	10
ii. Training	5
iii. Accomplishments In Professional Organizations	5

#### c. *Community Development*

i. Outreach Activity	5
ii. Networking/Linkage	5

#### d. *Personal Qualities & Character/Interview* 20

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**TOTAL 100**

### 2. Outstanding School Head

#### a. *Leading Strategically*

i. Embodied DepEd vision, mission and core values to sustain shared understanding and alignment of school programs, projects and activities based on school planning and implementation	5
ii. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement	10

#### b. *Managing School Operations and Resources*

i.	Exhibited good practice in managing school data and information using technology to ensure efficient and effective school operations	10
ii.	School preparedness, mitigation, and resiliency to sustain continuous delivery of instructions	5
<b>c.</b>	<b><i>Focusing on Teaching and Learning</i></b>	
i.	Shared exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the curriculum relevant to others	5
ii.	Showed good practices in providing technical assistance to teachers on teaching standards and pedagogies	5
iii.	Set achievable learning outcome to support learner achievement and other performance indicators	15
iv.	Empowered the wider school community in promoting and sustaining a learner-friendly, inclusive and healthy learning environment through management of school facilities	5
<b>d.</b>	<b><i>Developing Self and Others</i></b>	
i.	Trainings/Conferences/Seminars Attended	5
ii.	Speakership/Facilitation/Consultancy	5
iii.	Professional Networks	5
iv.	Publication/Authorship	5
v.	Trainings Conducted as Chair or Co-Chair of the Training Management Team	5
vi.	Succession Planning	5
<b>e.</b>	<b><i>Building Connections</i></b>	
i.	Created a culture of inclusivity in the school and the community through strengthened stakeholders to support enabling environment for learners	5
ii.	Community Engagement	5
	<b>TOTAL</b>	<u>5</u> <b>100</b>

## **I. SCHEDULE OF ACTIVITIES**

Division Level Search: June - July 2024

Regional Level Search: August – September 2024

National Level Search: October – November 2024

National Awarding: December 2024

## **J. PROMOTION AND PUBLICITY**

1. The achievements and profiles of the awardees will be featured in PPSTA publications, website, and social media platforms.
2. Press releases and media coverage will be organized to highlight the success of the Search.

## **K. ANNEXES**

### **1. Nomination Forms**

*Annex A - Teacher Category*

*Annex B - School Head Category*

### **2. Criteria for Evaluation**

*Annex C - Teacher Category*

*Annex D - School Head Category*