



JUL 17 2007

DepED MEMORANDUM  
No. 271, s. 2007

2008 PHILIPPINE PUBLIC SCHOOL TEACHERS ASSOCIATION (PPSTA) SEARCH  
FOR OUTSTANDING TEACHERS, SCHOOL HEADS  
AND DIVISION CHAPTERS

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. The Philippine Public School Teachers Association (PPSTA) will conduct the 2008 National Search for Outstanding Teachers, School Heads and PPSTA Division Chapters.
2. The Search aims to recognize the exemplary and outstanding performance and accomplishments of teachers and school heads who are active members of the PPSTA. Likewise, this search recognizes Division chapters' valuable contributions in the promotion and upliftment of teachers' welfare in the country. This also bestows honor to the teaching profession by recognizing teachers who devote their lives to the development of the youth and the achievement of quality education.
3. Enclosed are the Guidelines of the Search. For more information, please contact Mr. Francisco E. Josef, Conservator, PPSTA, 245-Banaue St., Quezon City at telefax no. (02) 711-4463, cel. No.: 0918-5448046; website: [www.ppsta.com](http://www.ppsta.com) and e-mail address: support@ppsta.com.
4. Immediate dissemination of this Memorandum is desired.

*Ramon C. Bacani*  
**RAMON C. BACANI**  
Undersecretary

Encl.: As stated  
Reference: DepED Memorandum: No. 73, s. 2007  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index under the following subjects:

SEARCH  
SOCIETY or ASSOCIATIONS  
TEACHERS

## **GUIDELINES FOR THE 2008 PPSTA SEARCH FOR OUTSTANDING TEACHERS, SCHOOL HEADS AND DIVISION CHAPTERS**

### **I – RATIONALE:**

The Philippine Public School Teachers Association (PPSTA) in cooperation with the Department of Education (DepEd) will conduct the Second Nationwide Search for Outstanding Teachers, School Heads and Division Chapters.

This Search aims to recognize the exemplary and outstanding performance and accomplishments of teachers and school heads who are active members of the PPSTA. Likewise, this search recognizes Division chapters' valuable contributions in the promotion and upliftment of teachers' welfare in the country. This also bestows honor to the teaching profession by recognizing teachers who devote their lives to the development of the youth and the achievement of quality education.

### **II – OBJECTIVES:**

1. Recognize exemplary and outstanding PPSTA teacher-members and school officials who made significant contributions to the advancement of the teaching profession and of the PPSTA.
2. Promote leadership and excellence in professional conduct and service through active involvement in PPSTA in the Division, Regional and National level.
3. Encourage and inspire members of the Association to work for the enhancement of the reputation and image of PPSTA thru exemplary dedication to their profession as educators and school officials.

### **III – SCOPE**

The Search shall apply to all PPSTA members who are in the active service of the Department of Education (DepED) as classroom teachers and school heads in the elementary and secondary schools, provided they meet the qualification requirements set in the Guidelines for the National Search and Award Committee this school year 2007-2008.

### **IV – NOMINATION**

1. Any member of the PPSTA may nominate an active member for the awards.
2. The following documents shall be submitted to the National PPSTA Office.
  - a. Properly accomplished PPSTA nomination form in any of the three (3) categories for nomination for the Awards.
    - a.1 Nomination for Outstanding Classroom Teacher
    - a.2 Nomination for Outstanding School Head
    - a.3 Nomination for Outstanding Division Chapter
  - b. The nomination form should have the complete information as this will be the same form to be used by the National Search Committee for evaluation and verification.
  - c. The summary of accomplishments shall be certified and authenticated by the nominee, nominator and chairmen of the Division/Regional Committee.

- d. Personal Data Sheet with recent passport size (1 ½ x 1 ½ ) photo of the nominee duly subscribed and sworn to before the Administrative Officer in the employing agency.
- e. Duly authenticated pertinent documents to support the claim for the awards received or outstanding performance (award, publication, etc.).
- f. Copy of the minutes of the deliberation(s) on the nomination by the Division/Regional Search Committee.
- g. Three (3) nomination folders containing the above mentioned documents should be submitted to the PPSTA National Search Committee: c/o Mr. Francisco E. Josef and Ms. Begornia Parong.

## **V – DISQUALIFICATION**

Previous National Winners of similar search sponsored by other organizations and those given recognition by the PPSTA during its 60<sup>th</sup> Foundation Anniversary Celebration are disqualified.

## **VI – AWARDS AND INCENTIVES**

The following shall be received by the awardees:

1. Outstanding Teacher Awardees
  - 1.1 Regional Winners
    - 1.1.1 Plaque of Commendation plus P25, 000.00 each
  - 1.2 National Winner
    - 1.2.1 Plaque of Commendation plus P50, 000.00
2. Outstanding School Heads Awardees
  - 2.1. Regional Winners
    - 2.1.1 Plaque of Commendation plus P25, 000.00 each
  - 2.2 National Winner
    - 2.2.1 Plaque of Commendation plus P50, 000.00
3. Outstanding Division Chapters
  - 3.1 Regional Winners
    - 3.1.1 Plaque of Commendation plus P25, 000.00 each
  - 3.2 National Winner
    - 3.2.1 Plaque of Commendation plus P50, 000.00

## VII. SCHEDULE OF ACTIVITIES

<u>ACTIVITIES</u>	<u>TIME TABLE</u>
1 <sup>st</sup> Phase	
Submission of nominees with supporting documents in each category to the Division Chapter c/o Chapter President	July to September 29, 2007
Screening/Evaluation/Selection of Division Winners in each category by the Division Screening Committee Interview and demonstration teaching for Teacher Category Interview and Verification of documents for School heads and Division Chapter categories	October 22-31, 2007
2 <sup>nd</sup> Phase	
Submission of documents of Division Winners to the Regional Search Committee c/o Regional PPSTA President	November 1 - 16, 2007
Screening/Evaluation/Selection of Regional Nominees by the Regional Screening Committee Interview and demonstration teaching are included in the selection of Regional Winners for Teacher Category. Interview and Verification of documents of School Heads and Division Chapter	November 19 - 30, 2007
3 <sup>rd</sup> Phase	
Submission of documents of Regional Winners in each category to the National Search Committee	December 3 - 7, 2007
Screening/verification of documents by the National Search Committee	December 17, 2007 to January 31, 2008
Interview and demonstration teaching of the finalists for Teacher Category. Interview of finalists for School Heads and Division Chapter categories.	February 7-8, 2008
4 <sup>th</sup> Phase	
Awarding Ceremonies	April 19, 2008

## VIII. COMPOSITION OF THE BOARD OF JUDGES

### Division Search Committee

- Chapter PPSTA President
- Schools Division Superintendent or his/her representative
- Representative from the Non-Government Organization

### Regional Search Committee

- DepEd Regional Director or his/her representative
- Representative from the Non-Government Organization

**National Search and Awards Committee**

- PPSTA National Search Award Committee
- Representative from the Department of Education Central Office
- Representative from Non-Government Organization

## CRITERIA

### I- OUSTANDING TEACHER

#### A. Qualifications

- Active PPSTA member (elementary/secondary teacher) for the last three years.
- Filipino citizen
- Performance rating of Very Satisfactory not lower than 8.5 for the last three (3) years
- No pending administrative/civil/criminal case

#### B. Application Requirements

- Duly accomplished nomination form
- 3 pcs. 1 ½ x 1 ½ recent photo
- Duly authenticated supporting documents

#### C. Criteria for Evaluation

1. Instructional Competence	60
a. Teaching Competence	20
b. Outstanding Accomplishment	15
c. Pupil/Student Achievement	10
d. Research	5
e. Creativity/Innovation	10
2. Professional Growth	20
a. Education	10
b. Training	5
c. Membership/Position/ Accomplishments in Professional Organizations	5
3. Community Development	10
a. Outreach Activity	5
b. Networking/Linkage	5
4. Personal Characteristics	10
TOTAL	<u>100</u>

### II –OUTSTANDING SCHOOL HEAD

#### A. Qualifications

- Active PPSTA member for the last 3 years (elementary/secondary)
- Filipino citizen
- Performance Rating of Very Satisfactory not lower than 8.5 for the last 3 years
- No pending administrative/criminal/civil cases

#### B. Application Requirement

- 3 pcs. 1 1/2 x 1 1/2 recent photo
- duly authenticated supporting documents

C. Criteria

1. Occupational Competence		40
• Instructional Leadership	20	
• Administrative Management	10	
• Pupil/Student Achievement	10	
2. Outstanding Accomplishment		30
• Employee Award	10	
• Innovation/Creativity	5	
• Research	5	
• Publication/Authorship	5	
• Consultancy/Speakership	5	
3. Professional Growth		20
• Education	10	
• Training	5	
• Position/accomplishment to professional organization	5	
4. Personal Characteristics		10
	TOTAL	<u>100</u>

**III – OUTSTANDING DIVISION CHAPTER**

<u>INDICATORS</u>	<u>POINTS</u>
1. Length of chapter membership to PPSTA	(5%)
40 – 49	5
30 – 39	4
20 – 29	3
10 – 19	2
3 – 9	1
2. The chapter must be registered with the Securities and Exchange Commission (SEC) as of July 28, 2006 and the By-Laws of the chapter conformed with the PPSTA By-Laws 2005	(5%)
Non-SEC Registered	5
Non-SEC Registered	2
3. Actual ratio of PPSTA members to the potential numbers of teachers in the division where the chapter is located	(30%)
90 – above	30
81 – 90	25
71 – 80	20
61 – 70	15
51 – 61	10
below 50	5
4. Consistency in the campaign to recruit new members to increase membership over	(20%)

Rate of increase of new members from year  
ending of 2005 to year ending of 2006

Below 5%	- 5
5.1 – 7.5	- 10
7.6 – 10	- 15
10 & above	- 20

5. Programs and Services to members	(30%)
MAS	10
Scholarship, Retirement	5
IGP	10
Others (Articles)	5
6. Letters, memorandum, circulars, bulletins issued to the field from time to time as evidence showing full involvement in the Regional, National and International participation of the Chapter	(5%)
7. Consistency of the officers/members in participating in the regional and national PPSTA activities	(5%) (5%)
<b>TOTAL</b>	<b>100%</b>





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.

3. Pupil/Student Achievement in the NAT for the last 2 years  
 S/Y 2005-2006 \_\_\_\_\_ PL S/Y 2006-2007 \_\_\_\_\_ PL

**III. OUTSTANDING ACCOMPLISHMENT**

1. Outstanding Employee Award	Sponsor	Date
Title of the Award		
_____	_____	_____
_____	_____	_____

2. Innovation/Creativity	Particulars
Name of Project	
_____	_____
_____	_____
_____	_____

(Please use additional sheet if necessary)

3. Research	Date
Title of the research	
_____	_____
_____	_____
_____	_____

(Please use additional sheet if necessary)

4. Publication/Authorship	Publication	Date issue
Title		
_____	_____	_____
_____	_____	_____

5. Consultancy/Speakership	Role	Date
Title of the Activity		
_____	_____	_____
_____	_____	_____

(Please use additional sheet if necessary)

**IV. PROFESSIONAL GROWTH**

Educational Background	Year Graduated	Honor's Received
School		
Elem: _____	_____	_____
Sec: _____	_____	_____
College: _____	_____	_____
Course: _____	Major: _____	_____
Maetral	_____	_____

Trainings Attended  
Title

Date

Nos. of Hrs


(Please use additional sheet if necessary)

Position/Accomplishments in Professional Organization/s

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 \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

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

I hereby nominate the above named candidate to the 2008 PPSTA Search for Outstanding School Head with the information herein stated to support his/her nomination.

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

## 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 Nos: \_\_\_\_\_

4. Home Address: \_\_\_\_\_ Tel Nos: \_\_\_\_\_

5. School Station: \_\_\_\_\_ Address: \_\_\_\_\_

6. School District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

7. Present Position/Rank: \_\_\_\_\_ Nos. of Years in Teaching: \_\_\_\_\_

8. Grade Level & Subject Taught: \_\_\_\_\_

9. Area of Specialization: \_\_\_\_\_ Skill/Hobby: \_\_\_\_\_

10. Performance Rating:  
 S/Y 2003-2004 \_\_\_\_\_ S/Y 2004-2005 \_\_\_\_\_ S/Y 2005-2006 \_\_\_\_\_

11. Eligibility

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

**II. INSTRUCTIONAL COMPETENCE**

1. Outstanding Accomplishment(s)

a. Outstanding Employee Award

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

(Please use additional sheet if necessary)

b. Pupil/Student Achievement in the National Achievement Test (NAT)

S/Y 2004-2005: \_\_\_\_\_ PL      S/Y 2005-2006 \_\_\_\_\_ PL

c. Research Conducted

Title	Date	Particulars
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please use additional sheet if necessary)

d. Creativity/Innovation

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 _____	_____	_____

b. Training/s Attended

Title	Date	Nos. of Hrs

(Please use additional sheet if necessary)

c. Position(s)/Accomplishment(s) in Professional Organization/s

Name of Organization	Position	Accomplishment

(Please use additional sheet if necessary)

3. Community Development

a. Outreach Program Implemented/Sponsored

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 \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

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

I hereby nominate the above named candidate to the 2008 PPSTA Search for Outstanding Teacher with the data herein stated to support his/her nomination.

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

**NOMINATION FORM**  
CATEGORY: OUTSTANDING DIVISION CHAPTER

**I. GENERAL INFORMATION**

1. Name of Chapter: \_\_\_\_\_
2. Address: \_\_\_\_\_ Tel. Nos. \_\_\_\_\_
3. Division: \_\_\_\_\_ Region: \_\_\_\_\_
4. SEC Registration Number: \_\_\_\_\_ Date Registered: \_\_\_\_\_
5. I C Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_
6. Chapter President: \_\_\_\_\_
7. Number of Members: \_\_\_\_\_ Nos. of PPSTA-MAS Members: \_\_\_\_\_
8. Number of PPSTA-NMRBS Members: \_\_\_\_\_
9. Date Registered in the PPSTA: \_\_\_\_\_
10. Services Offered to the Members: \_\_\_\_\_

**II. SPECIAL FEATURE OF THE CHAPTER**

Answer the following questions in separate sheets. Answer must be brief and factual and typewritten double space. Supporting evidence(s)/document(s) must be attached.

1. Discuss briefly the profile/status of the chapter.
2. Cite and describe the mission, vision, and goals of the association.
3. Discuss the different programs/services offered to the members.
4. Discuss the financial status of the chapter including the different sources of funds generated by the chapter.
5. Cite outstanding accomplishment and exemplary performance of the chapter for the past five (5) years. Justify that the achievement is extra ordinary and easily distinguishable for its uniqueness and originality.
6. Cite awards/citations received by the chapter and teacher/employee members of the association.
7. Enumerate the different activities participated/attended by the officers and members of the association.
8. Give the ratio of PPSTA members to the potential number of teachers in the Division where the chapter is located.

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

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

\_\_\_\_\_  
Signature Over printed Name of the Chapter President

Attested:

\_\_\_\_\_  
Schools Division Superintendent

I hereby nominate the above named chapter to the 2008 PPSTA Search for Outstanding Division Chapter with the information herein stated to support this nomination.