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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2024-757

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Elementary and Secondary School Heads

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

Date : June 13, 2024

This is in reference to the 1st Indorsement dated June 6, 2024, signed by Allan G. Farnazo, Director IV, the herein basic communication from **Wilfredo E. Cabral,** Undersecretary for Human Resource and Organizational Development, inviting voluntary participation to the 2024 Philippine Public School Teachers Association (PPSTA) Search for Outstanding Teachers and School Heads, for consideration.

Relevant details and information are provided in the enclosures.

Immediate and wide dissemination of this Memorandum is directed.

For and in the absence of the
Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
6/18/24

DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: JUN 18 2024 TIME: 10:00
BY:

Enclosed: As stated.
SGOD/jsa

RECORDS

24-32638

DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: 10 JUN 2024 TIME: 12:59
BY:

122752

Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

1st Indorsement
June 6, 2024

Respectfully referred to the Schools Division Superintendents, the herein basic communication from **Wilfredo E. Cabral**, Undersecretary for Human Resource and Organizational Development, inviting voluntary participation to the 2024 Philippine Public School Teachers Association (PPSTA) Search for Outstanding Teachers and School Heads, for consideration.

ALLAN G. FARNAZO
Director IV

ROH2/ibd

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
Date: June 10, 2024 Time:
By:
32638

Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RECEIVED
By: 32438
Date: 6.3.24
Time: 3:24

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.

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 ____th 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:

_____
_____
_____
_____
_____

(Please use additional sheet if necessary)

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

_____
_____
_____
_____
_____

(Please use additional sheet if necessary)

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

_____
_____
_____
_____
_____

(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. OUSTANDING ACCOMPLISHMENT

1. Outstanding Employee award for the last 3 years:

Title of the Award	Sponsoring Agency	Date

(Please use additional sheet if necessary)

2. Innovation/Creativity Implemented for the last 3 years:

Title of the Project	Level of Implementation

_____ _____

_____ _____

(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 ____th 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
1. Leading Strategically (15%)		
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. Copy of approved ESIP, AIP with accomplishment report PAPs anchored on core values of Makadiyos, Makakalikasan and Makabansa With documents such as approved AIP, project proposal or action plan, activity completion report, and impact and impact evaluation report **Rating** 9 PAPs – Above 5 7 – 8 4 5 – 6 3 3 – 4 2 1 – 2 1	5	
B. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement B.1 Presentation or sharing of the research to others (cluster, division, region, national) with letter of Invitation and certificate of participation ***(6 pts.)*** B.2 Supporting Documents ***(4 pts.)*** Copy of completed manuscript with the received copy of proposal, certificate of acceptance/approval, certificate of completion and impact evaluation report Copy of approved conducted training on research Copy of School Research/Innovation Team Copy of approved conducted training on innovation	10	
	GIVEN POINTS	**RATING SCORE**

2. Managing School Operations and Resources (15%)		
A. Exhibited good practice in managing school data and information using technology to ensure efficient and effective school operations		
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 – *leadership and governance, curriculum and instruction, accountability and preparedness, mitigation and resiliency to sustain continuous delivery of instruction*	5	
Records of Regular MOOE liquidation, no suspensions and disallowances	5	
B. School preparedness, mitigation, and resiliency to sustain continuous delivery of instructions		
School Disaster Risk Reduction Plan	1	
Contingency Plan	1	
School Child Protection Plan	1	
Eco-Friendly School	1	
Homeroom Guidance	1	
3. Focusing on Teaching and Learning (30%)		
A. Shared exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the curriculum relevant to learners		
School-based Contextualization (list of approved contextualized instructional materials)	1	
Copy of Monthly Instructional Supervision Plan and Accomplishment Report	2	
Copy of the certification of the use of the contextualized instructional materials	2	
B. Showed good practices in providing technical assistance to teachers on teaching standards and pedagogies		
Copy of Monthly Technical Assistance Plan, Implementation and Accomplishment Report	2	
Copy of Monthly Instructional Supervision Plan, Implementation and Accomplishment Report	2	
Copy of Report providing technical assistance (beyond the school, i.e. to other *schools, division, region, national)* with a letter on invitation or proposal	1	

	GIVEN POINTS	RATING SCORE

C. Set achievable learning outcome to support learner achievement and other performance indicators		
Learners' Achievement Rate	5	
Dropout Rate	5	
Completion Rate	5	
Average Increase in School/District/Division Achievement Test 10 and above 5 7 – 9 4 4 – 6 3 1 – 3 2 Below 1 1 **Dropout Rate** 0% 5 1 – 3% 4 4 – 6% 3 7 – 9% 2 10% and above 1 **Completion Rate** 95 – 100% 5 90 – 94% 4 85 – 89% 3 80 – 84% 2 75 – 79% 1		
D. Empowered the wider school community in promoting and sustaining a learner-friendly, inclusive and healthy learning environment through management of school facilities		
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
4. Developing Self and Others (30%)		
Modeled exemplary leadership practices within and beyond contexts and		

ensure personal and professional development for oneself and for others		
A. Trainings/Conferences//Seminars Attended Copy of certificates with memo (only DepEd recognized trainings are to be considered) *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	5	
B. Speakership/Facilitation/Consultancy Copy of certificate of recognition Copy of memo or invitation Copy of the session/topic facilitated *International level* 5 *National level* 4 *Regional level* 3 *Division level* 2 *District level* 1	5	
C. Professional Networks Copy of certificate of Membership *International level* 5 *National level* 4 *Regional level* 3 *Division level* 2 *District level* 1	5	
D. Publication/Authorship Copy of the book or published materials *Sole Publication* 5 *2 or more publishers* 3 OR *3 articles* 5 *2 articles* 3 *1 article* 1	5	
	GIVEN POINTS	**RATING SCORE**
E. Trainings Conducted as Chair or Co-Chair of the Training Management Team Copy of the approved training proposal Copy of the accomplishment report	5	

Proof of DepEd Recognition of the Training *International level* 5 *National level* 4 *Regional level* 3 *Division level* 2 *District level* 1		
F. Succession Planning (List of Promotions of School Personnel) Copy of PSIPOP Copy of Succession Plan Copy of List of Promotions for Teaching and Non-Teaching Personnel Copy of Appointment/Transmittal *9 -10* 5 *7 - 8* 4 *5 - 6* 3 *3 - 4* 2 *1 - 2* 1	5	
5. Building Connections (10%)		
A. Created a culture of inclusivity in the school and the community through strengthened stakeholders to support enabling environment for learners Copy of approved plan and completion report for the following: GAD, Physical and Mental Health Awareness, Culture Responsiveness *3 PPAs* 5 *2 PPAs* 3 *1 PPA* 1	5	
B. Community Engagement List of projects with the community stakeholders with MOA/MOU List of partners in Partnership and Collaboration List of Initiated Outreach Programs/Activities Copy of Report on the conducted Stakeholders' Recognition Day Adopt-A-School Program Reports Copy of the PPAs that were shared or showcased to others (documented with a proposal and completion report) *15 MOA/MOU* 5 *10 MOA/MOU* 3 *5 MOA/MOU* 1	5	
TOTAL	**100**	

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. Fe3edback 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 Degre 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

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 \"ums\", \"uhs\", \"er\'s\" etc.	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.
Ability to present ideas 4 pts.	Recognized that opinions might be odds with listener's; indentified 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	Professionally	Somewhat	Didn't	Unprofessional

Stability 4 pts.	acknowledged the situation; mood was formal and respectful.	Professional acknowledged the situation; mood was a little formal.	acknowledge the situation; mood was informal.	and mood was informal.

PPSTA Philippine Public School Teachers Association
245 Banaue St., Quezon City, Philippines • Telefax: (02) 988-1444 • website: ppsta.net
Cell No.: 09185448046, 09065355858 email: support@ppsta.com
(Visit our Facebook Page: http://www.facebook.com/Philippine-Public-School-Teachers-Association/178119811501)

"Bayani ka, gurong Pilipino. Ang PPSTA, kumakalinga sa iyo!"

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

Term	Operational Definition
PPSTA	Refers to the *"Philippine Public School Teachers Association"*, 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.
Teaching Personnel	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.
Regional Search Committee	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.
Regional President	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.

National Search Committee	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.

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 1st 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 –

1st Place: P 75,000.00
2nd Place: P 50,000.00
3rd 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 –

1st Place: P 75,000.00
2nd Place: P 50,000.00

3rd 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

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

c. Focusing on Teaching and Learning

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

d. Developing Self and Others

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

e. Building Connections

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
	TOTAL	**100**

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