



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2024-417

To : CID-Chief
Public Schools District Supervisors
Education Program Supervisor for TLE/TVL
Secondary School Heads
TVE/TVL Teachers

Subject : **INVITATION TO 6TH POTTE NATIONAL CONVENTION AND 3RD POTTE GAWAD PARANGAL SA NATATANGING GURO 2024**

Date : September 26, 2024

In reference to Regional Indorsement dated September 20, 2024 on the Cebu Technological University in partnership with the Philippine Organization for TLE and TVL Educators, Inc. (POTTE, Inc) will be hosting the **6th POTTE National Convention and 3rd POTTE Gawad Parangal sa Natatanging Guro 2024** on December 6-8, 2024 at Cebu Technological University-Main Campus Gymnasium, Cebu City.

Attendance and participation to the activity is voluntary, subject to no disruption of classes policy. Likewise, the payment for the registration must be on personal account of the interested participants. Relevant details are found in the enclosures.

For inquiries, email potte.incorporated@gmail.com or contact through the following numbers: (02)7987-1356-805-3370.

Other details of this Memorandum are found in the enclosures.

Immediate dissemination on this Memorandum is desired.

Enclosed: As stated.
CID/gps

MELANIE P. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent

Schools Division of Digos City

RECORDS SECTION

RELEASED
DATE: SEP 27 2024 TIME: 2:00 PM
BY: [Signature]



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
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| (082)553-8375

RECORDS

24-38388



Republic of the Philippines
Department of Education
DAVAO REGION

24 SEP 2024



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Office of the Regional Director

1st Indorsement
September 20, 2024

Respectfully referred to the Schools Division Superintendents, the invitation from Philippine Organization for TLE and TVL Educators (POTTE), Inc., in partnership with Cebu Technological University, on the conduct of **6th POTTE National Convention and 3rd POTTE Gawad Parangal sa Natatanging Guro 2024**, on December 6-8, 2024, subject to availability of funds, Learning and Development priorities and discretion of the approving authority.

ALLAN G. FARNAZO
Director IV

ROH2/ibd

DEPARTMENT OF EDUCATION
RECORDS SECTION
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By: *[Signature]* Date: *Sept. 24, 2024*
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Address: F. Torres St., Davao City (8000)
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Cebu Technological University Gymnasium
December 6-8, 2024



PHILIPPINE ORGANIZATION FOR TLE AND TVL
EDUCATORS (POTTE) INC.

in partnership with

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6TH POTTE National Convention and
3RD POTTE Gawad Parangal sa Natatanging Guro

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
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September 16, 2024

TO: **THE REGIONAL DIRECTOR**
DepEd Regional Office

SUBJECT: **6TH POTTE NATIONAL CONVENTION and 3RD POTTE GAWAD PARANGAL SA NATATANGING GURO 2024**
Venue: Cebu Technological University Gymnasium
Date: December 6-8, 2024

Peace and good health be unto you!

The Cebu Technological University in partnership with the Philippine Organization for TLE and TVL Educators, Inc. (POTTE, Inc.) will host the **6TH POTTE NATIONAL CONVENTION and 3RD POTTE GAWAD PARANGAL SA NATATANGING GURO 2024** on **December 6-8, 2024** at **Cebu Technological University- Main Campus Gymnasium, Cebu City.**

Anchored on the theme, **"Tech-voc for Lifelong Learning: Trends and Updates in Teaching Home Economics, ICT, Industrial Arts, and Agri-fishery Arts"**, this program aims to empower educators and trainers in the fields of Home Economics, Information and Communication Technology (ICT), Industrial Arts, and Agri-Fishery Arts by providing up-to-date knowledge, innovative strategies, and a renewed commitment to fostering lifelong learning in Technical and Vocational Education and Training (TVET). They will be better prepared to adapt to changing industry landscapes and inspire the next generation of skilled professionals. As industries rapidly evolve and the demand for skilled professionals increases, it is essential for educators to stay current with innovative teaching methods, digital tools, and emerging industry standards. Participants of this event are educators, trainers, curriculum developers, school administrators, and professionals involved in teaching or managing programs in Home Economics, ICT, Industrial Arts, and Agri-Fishery Arts.

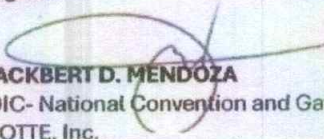
For this reason, the undersigned would like to request from your good office to issue a **REGIONAL MEMORANDUM AND/OR ADVISORY** to inform teachers and school leaders and encourage them to participate in this year's 6th National Convention (with membership) and National Search for 3rd POTTE Gawad Parangal sa Natatanging Guro.

Attached herewith are the **PROGRAM MATRIX, CATEGORIES AND AWARDS, and POINTING SYSTEM** for your reference.

Interested individuals may email our secretariat at potte.incorporated@gmail.com or contact through the following numbers: (02) 7987-1356 or 0917-805-3370.

In anticipation of your favorable response, allow me to express my sincerest gratitude in advance!

Signed:


JACKBERT D. MENDOZA
OIC- National Convention and Gawad Parangal 2024
POTTE, Inc.


DR. MITCHELLE D. ARROZ
TWG- POTTE Convention
Chairperson- Home Economics
Cebu Technological University- Main


JOSEPHINE G. FIGUEROA, PhD
President
POTTE, Inc.



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PROGRAM MATRIX

Program Description:

Anchored on the theme, ***"Tech-Voc for Lifelong Learning: Trends and Updates in Teaching Home Economics, ICT, Industrial Arts, and Agri-fishery Arts"***, this program aims to empower educators and trainers in the fields of Home Economics, Information and Communication Technology (ICT), Industrial Arts, and Agri-Fishery Arts by providing up-to-date knowledge, innovative strategies, and a renewed commitment to fostering lifelong learning in Technical and Vocational Education and Training (TVET). They will be better prepared to adapt to changing industry landscapes and inspire the next generation of skilled professionals. As industries rapidly evolve and the demand for skilled professionals increases, it is essential for educators to stay current with innovative teaching methods, digital tools, and emerging industry standards. Participants of this event are educators, trainers, curriculum developers, school administrators, and professionals involved in teaching or managing programs in Home Economics, ICT, Industrial Arts, and Agri-Fishery Arts.

Objectives:

1. Explore emerging trends and gain insights in Home Economics, ICT, Industrial Arts, and Agri-Fishery Arts, focusing on how technological advancements are reshaping these fields.
2. Enhance teaching strategies and learn updated, evidence-based pedagogical approaches to effectively engage students and foster an interest for lifelong learning in a tech-vocational context.
3. Integrate digital tools and discover new digital tools and platforms that enhance the teaching and learning process, ensuring alignment with industry needs.
4. Foster collaboration and networking by providing a platform for educators, trainers, and industry experts to share experiences, collaborate on projects, and build a community focused on advancing tech-voc education.

ARRIVAL OF PARTICIPANTS- DECEMBER 15, 2024

PROGRAM PROPER | DAY 1- DECEMBER 6, 2024

7: 00AM- 9: 00AM	Registration and Attendance	C/O POTTE Officers and PCPD Staff
9: 00AM- 9: 30AM	Program Proper - Opening Prayer - National Anthem - Cultural Presentation Orientation and Setting of Expectations	Master of Ceremonies
9: 30AM- 9: 45 AM	OPENING REMARKS	Winston John R. Casio, PhD Chairman of the Board POTTE, Inc.
9: 45AM- 9: 55AM	WELCOME MESSAGE	Josephine G. Figueroa, PhD Newly Elected President POTTE, Inc.
9: 55AM- 10: 10AM	INSPIRATIONAL MESSAGE	Randulph I. Navasca Champion, POTTE Gawad Parangal sa Natatanging Guro 2024



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		Kasanayan Leadership and Excellence in Education Awards Category
10:10AM- 11: 00AM	HEALTH BREAK AND SNACKS	
11: AM- 12: 00 NN	KEYNOTE SPEAKER "Tech-Voc for Lifelong Learning: Trends and Updates in Teaching Home Economics, ICT, Industrial Arts, and Agri-fishery Arts"	(for confirmation)
12: 00NN- 1: 00PM	LUNCH BREAK	
1: 30PM- 3: 00PM	TOPIC 1: Essential Skills and Techniques in Industrial Arts for TLE Educators	Dr. Redjile D. Arcadio Professor IV Campus Director, CTU- Pinamungajan Campus
3: 00PM- 3:30PM	HEALTH BREAK AND SNACK	
3: 30PM- 5: 00PM	TOPIC 2: Innovative Fisheries Technology for Sustainable Communities	Robinson S. Amihan, Jr. RFT, MFT Instructor III Dean of the College of Fisheries and Allied Sciences Fisheries Production Chairperson CTU- Moalboal Campus
PROGRAM PROPER DAY 2- DECEMBER 7, 2024		
8: 00AM- 9: 00AM	Registration and Attendance	C/O POTTE Officers and PCPD Staff
9: 00AM- 10: 00AM	SNACKS	
10: 00AM- 12: 00NN	TOPIC 3: Emerging Digital Tools in Agriculture	Dr. Pet Roey L. Pascual University Professor Director, Graduate School CTU- Barili Campus
12: 00NN- 1:00PM	LUNCH BREAK	
1: 00PM- 2: 30PM	TOPIC 4: Updates and Trends in Home Economics	Dr. Jean S. Bejano Professor VI Home Economics, Program Head MAEd-ALS Program Coordinator RQUAT XI COPC TLE Evaluator AACCUP National Accreditor University of Southeastern Philippines
2: 30PM- 3: 30PM	HEALTH BREAK AND SNACKS	
3: 30PM- 5: 00PM	PREPARATION FOR THE AWARDS NIGHT	
5: 30PM ONWARDS	AWARDS NIGHT PROPER	



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<i>National Search for 3RD POTTE Gawad Parangal sa Natatanging Guro 2024</i>		
PROGRAM PROPER DAY 3- DECEMBER 8, 2024		
8: 00AM- 9: 00AM	Registration and Attendance	C/O POTTE Officers and PCPD Staff
9: 00AM- 10: 00AM	SNACKS	
10: 00AM- 12: 00NN	TOPIC 5: Transforming Teaching: Integrating Research and Industry Trends into Tech- Voc Education	Janice Antoniette V. Forster Manager, Technology Business Incubator/faculty, College of Computer Studies Silliman University Research, Publication, and Innovation Office
12: 00NN- 1: 00PM	LUNCH BREAK	
1: 00PM- 2: 30PM	Ways Forward, Reorganization, and Selection of Regional Heads and Officers	POTTE BOARD OF TRUSTEES, OFFICERS, AND REGIONAL COORDINATORS, PCPD STAFF
2: 30PM- 3: 00PM	HEALTH BREAK AND SNACKS	
3: 00PM- 5: 00PM	Distribution of Certificates	PCPD STAFF AND POTTE OFFICERS

*Please note that this is a working program. Minor updates might occur.



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CRITERIA AND RUBRIC FOR 3RD POTTE GAWAD PARANGAL SA NATATANGING GURO 2024

The "POTTE Gawad Parangal para sa Natatanging Guro" is a national search for "Most Outstanding" and "Outstanding" educators and school leaders. The national award is conferred to educators and school leaders in recognition of their commendable achievements and exceptional contributions in the field of EPP, TLE, and TVL education in general, and in Home Economics, ICT, Industrial Arts, and Agri-Fishery Arts components in particular. It is open to all active members of POTTE, Inc. including those aspiring members of the organization. This will highlight the vision and mission of POTTE, Inc. towards 'developing proactive and skilled 21st century Filipino professionals'.

Building from its second iteration last December 17, 2023, POTTE Gawad Parangal 2024 will follow the mechanism approved by the Board of Trustees on the application, submission of documents, and evaluation based on various categories to promote fair and just recognition of competencies, skills, academic achievements, professional growth, community service records, research and publication, innovation, and other meritorious achievements.

A **blind evaluation procedure** is to be utilized in reviewing and assessing all submitted documents. This would mean applicant's basic information is hidden to ensure the integrity of the selection process and to be forwarded to panel members.

OVERALL-CHAMPIONS IN ALL CATEGORIES:

**Top 3 Highest Scores from Major Awards in all categories will be recognized as the overall champions.*

2023 POTTE Natatanging Guro National Awardee: RANK 1 (with Php 10, 000.00 cash prize)

2023 POTTE Natatanging Guro National Awardee: RANK 2 (with Php 5, 000.00 cash prize)

2023 POTTE Natatanging Guro National Awardee: RANK 3 (with Php 3, 000.00 cash prize)

I. Categories:

Each applicant may submit their application form based on the following categories:

A. EDUCATION PROGRAM SUPERVISORS (EPS) CATEGORY

Major Awards:

1. Most Outstanding Supervisor in EPP, TLE, and TVL Education (1)
2. Most Outstanding Supervisor in Leadership and Management (1)
3. Most Outstanding Supervisor in Innovation (1)
4. Most Outstanding Supervisor in Research and Development (1)

Special Awards:

- Outstanding Supervisor in Home Economics
- Outstanding Supervisor in Agriculture and Fishery Arts
- Outstanding Supervisor in Industrial Arts
- Outstanding Supervisor in Information and Communications Technology

B. PRINCIPALS CATEGORY

- Most Outstanding Principal in EPP, TLE, and TVL Education (1)
- Most Outstanding Principal in Leadership and Management (1)



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-
- Most Outstanding Principal in Innovation (1)
 - Most Outstanding Principal in Research and Development (1)

C. HEAD TEACHERS (HT) CATEGORY

Major Awards:

1. Most Outstanding Head Teacher in EPP, TLE, and TVL Education (1)
2. Most Outstanding Head Teacher in Leadership and Management (1)
3. Most Outstanding Head Teacher in Innovation (1)
4. Most Outstanding Head Teacher in Research and Development (1)

Special Awards:

- Outstanding Head Teacher in Home Economics
- Outstanding Head Teacher in Agriculture and Fishery Arts
- Outstanding Head Teacher in Industrial Arts
- Outstanding Head Teacher in Information and Communications Technology

D. MASTER TEACHERS (MT) CATEGORY

Major Awards:

- Most Outstanding Master Teacher in EPP, TLE, and TVL Education (1)
- Most Outstanding Master Teacher in Leadership and Management (1)
- Most Outstanding Master Teacher in Innovation (1)
- Most Outstanding Master Teacher in Research and Development (1)

Special Awards:

- Outstanding Master Teacher in Home Economics
- Outstanding Master Teacher in Agriculture and Fishery Arts
- Outstanding Master Teacher in Industrial Arts
- Outstanding Master Teacher in Information and Communications Technology

E. TEACHER I-III CATEGORY (ELEMENTARY LEVEL, EPP and TLE)

Major Awards:

- Most Outstanding Teacher in EPP and TLE

Special Awards:

- Outstanding EPP Teacher in Leadership and Management
- Outstanding EPP Teacher in Innovation
- Outstanding EPP Teacher in Pedagogy and Instruction
- Outstanding EPP Teacher in Research and Development

F. TEACHER I-III CATEGORY (JHS LEVEL, TLE)

Major Awards:

- Most Outstanding Teacher in Technology and Livelihood Education

Special Awards:

- Outstanding TLE Teacher in Leadership and Management
- Outstanding TLE Teacher in Innovation
- Outstanding TLE Teacher in Pedagogy and Instruction
- Outstanding TLE Teacher in Research and Development
- Outstanding TLE Teacher in Home Economics
- Outstanding TLE Teacher in Agriculture and Fishery Arts
- Outstanding TLE Teacher in Industrial Arts
- Outstanding TLE Teacher in Information and Communications Technology



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G. TEACHER III CATEGORY (SHS LEVEL, TVL)

Major Awards:

- Most Outstanding Teacher in TVL Education

Special Awards:

- Outstanding TVL Teacher in Leadership and Management
- Outstanding TVL Teacher in Innovation
- Outstanding TVL Teacher in Pedagogy and Instruction
- Outstanding TVL Teacher in Research and Development
- Outstanding TVL Teacher in Home Economics
- Outstanding TVL Teacher in Agriculture and Fishery Arts
- Outstanding TVL Teacher in Industrial Arts
- Outstanding TVL Teacher in Information and Communications Technology

H. HEIs CATEGORY

Major Awards:

- Most Outstanding Educator in TLE and TVL Education (3 awardees)

Special Awards:

- Outstanding TLE and TVL Educator in Leadership and Management
- Outstanding TLE and TVL Educator in Innovation
- Outstanding TLE and TVL Educator in Pedagogy and Instruction
- Outstanding TLE and TVL Educator in Research and Development
- Outstanding TLE and TVL Educator in Home Economics
- Outstanding TLE and TVL Educator in Industrial Arts
- Outstanding TLE and TVL Educator in ICT
- Outstanding TLE and TVL Educator in Agriculture and Fishery Arts

I. KASANAYAN LEADERSHIP AND EXCELLENCE IN EDUCATION AWARDS

This national award is given to professionals from the academe, industry partners, and government agencies in recognition of their commendable achievements and exceptional contributions to Philippine Education System (PES) in general and POTTE, Inc. in particular. The recognition is to be chosen by POTTE Chairman of the Board through merit and practice-based selection and to be conferred during the 6th National Convention and 3rd Gawad Parangal para sa Natatanging Guro 2024.

Awards:

- Most Outstanding Leader in Education
- Most Outstanding Leader in Education (EPP, TLE, TVL, ICT, Home Economics, Agri-fishery Arts, Industrial Arts)
- Most Outstanding Educator in Research Development and Innovation
- Most Outstanding Professional in Leadership and Excellence in Education



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II. Pointing System

Evaluators shall review, assess, and score the submitted documents of the candidates using the table below for all categories:

AREAS	POINTS
Research and Publication	25
Academic Development	25
Professional and Skills Development	20
Community Service	10
Awards and Recognition	10
Speakership	10
TOTAL	100

*** Additional POINTS (maximum of 10 points at the discretion of the evaluator/s and with the approval of the Chairman of the Board) will be given to active members of POTTE and active participants of POTTE's allied organizations and institutions.

The points for each area are scored as follows:

1. Research and Publication

Criteria: Research presented and/or published in an/a:	Score
International Level	25 (Presented and published/Published but not presented: 25 pts.) (Presented but not published: 22 pts.)
National Level	20 (Presented and published/Published but not presented: 20 pts.) (Presented but not published: 17 pts.)
Regional Level	15 (Presented and published/Published but not presented: 15 pts.) (Presented but not published: 12 pts.)
Division Level	10 (Presented and published/Published but not presented: 10 pts.) (Presented but not published: 7 pts.)
District Level	5 (Presented and published/Published but not presented: 5 pts.) (Presented but not published: 4 pts.)
School Level	3 (Presented and published/Published but not presented: 3 pts.) (Presented but not published: 2 pts.)

2. Academic Development

Criteria	Score
Doctorate and PhD Level	25 (Completed with dissertation: 25 pts.)



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	(Complete Academic Requirements: 23 pts.) (Unit Earner: 21 pts.)
Master's Degree Level	20 (Completed with Thesis: 20 pts.) (Complete Academic Requirements/Non-Thesis Program: 17 pts.) (Unit Earner: 15 pts.)
Bachelor's Degree Level	10

3. Professional and Skills Development (innovation, invention, and other projects are accepted, just make sure that pertinent certifications are available)

Criteria	Score
POTTE hosted Training Programs, Conventions, Seminars, Workshops, and Webinars	20
International Level Training Programs, Seminars, Workshops, and Webinars	20
National Level Training Programs, Seminars, Workshops, and Webinars	18
Regional Level Training Programs, Seminars, Workshops, and Webinars	12
Division Level Training Programs, Seminars, Workshops, and Webinars	8
District Level Training Programs, Seminars, Workshops, and Webinars	5
School Level Training Programs, Seminars, Workshops, and Webinars	3

4. Community Service

Criteria: Proponent	Score
Fully Implemented	10
Ongoing Implementation	7
Approved Proposal	5

5. Awards and Recognition

Criteria: Awards, Recognition, Outstanding Accomplishments, and other Meritorious Achievements depending on its level	Score
International	10
National	7
Regional	5
Division/ Provincial	4
District/ Municipal	3
School/Barangay	2

6. Speakership

Criteria	Score
International	10



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National	7
Regional	5
Division/ Provincial	4
District/ Municipal	3
School/Barangay	2

Important notes:

1. Who can join the 3rd POTTE Gawad Parangal? All **active POTTE members** and **NEW POTTE members** who will be joining in this year's POTTE Convention are eligible to join the 'parangal', however, they need to register first for the 6th National Convention to confirm their application.
2. Notarized Application Form shall include the following:
 - a. **Letter of Intent** (LoI) signed by the applicant and endorsed or nominated by, at least, the immediate superior or school head;
 - b. **Curriculum Vitae** (use the template/format to be provided by POTTE, Inc.).
 - SEND your notarized LOI and CV to **potte.incorporated@gmail.com** in a PDF file/format.
3. All submitted certificates must be recognized by CHED, DepEd, TESDA, or other government agencies and institutions. In the case that the certificate was issued by a private institution or organization, the said organization must be SEC registered or at least recognized by one of the accrediting institutions here and abroad.
4. We will only accept certificates and other attestations which were earned within the **LAST FIVE (5) YEARS**, that is 2020 to present. Candidates who will submit documents from 2019 shall incur deduction of points.
5. Candidates who have earned at least **75 points and above** are qualified to receive one of the **special awards (OUTSTANDING)**.
6. Candidate with the highest score in each category will be awarded for the **major awards (MOST OUTSTANDING)**.
7. In the case that there are candidates who **tie** for the major awards, additional points should be given to:
 - 7.1. candidate who is an **ACTIVE MEMBER** from 2019-2023, meaning consistent participation in the annual convention of POTTE, Inc.
 - 7.2. candidate who has either attended or participated in any of the professional development programs, seminars, workshops, conferences, and the like, offered by POTTE's partner institutions and organizations:
 - a. Philippine Continuing Professional Development Training Center, Inc. (PCPD Training Center, Inc.),
 - b. International Integrated Research Conference (IIRC) by Asia-Pacific Movement for the Advancement of Pedagogy and Research, Inc. (APMAPeRe, Inc.),
 - c. "Ang Kampilan" (Kalipunan ng mga Mamamayang Pilipino Laban sa Katiwalian), and
 - d. ChapterHouse Publishing, Inc.
 - 7.3. candidate who bested the panel interview.