



Republic of the Philippines
Department of Education



DepED MEMORANDUM

AUG 11 2008

No. **375**, s. 2008

2008-2009 PPSTA SEARCH FOR OUTSTANDING TEACHERS, PERSONNEL,
SCHOOL HEADS, EDUCATION/DISTRICT SUPERVISORS
AND DIVISION CHAPTERS

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

1. The Philippine Public School Teachers Association (PPSTA) announces its Third Nationwide Search for Outstanding Teachers, Personnel, School Heads, Education/District Supervisors and Division Chapters for this School Year 2008-2009.
2. The Search aims to recognize the exemplary and outstanding performance and accomplishments of classroom teachers, non-teaching personnel, school heads and education/district supervisors who are active members of the PPSTA. It also recognizes Division Chapters' valuable contributions in the promotion and upliftment of the welfare of teachers.
3. It should be noted that this year's Search includes two (2) additional categories such as Education/District Supervisors and non-teaching personnel. Enclosed are the guidelines of the Search.
4. PPSTA has allocated funds for the project which will be taken from its general fund in the amount of P2 million falling under promotional campaigns. It is included in the Association 2008 Annual Budget which has obtained the approval of the Insurance Commission (IC), the government agency having direct supervision over the affairs of the PPSTA. The project will also be supported by PPSTA's partners in service such as investment companies and banks.
5. For more information, please contact the PPSTA at 245 Banaue St., Quezon City at telefax no. (02) 711-44-83; cellphone no. 0918-5448046; e-mail address: support@ppsta.com.
6. Immediate dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

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:

EMPLOYEES
SEARCH

CONTESTS
TEACHERS



PPSTA Philippine Public School Teachers Association

245-BANAUE ST., QUEZON CITY, PHILIPPINES • TELEFAX: 711-44-63 CELL NO.: 0918-5448046
website: www.ppsta.com e-mail: support@ppsta.com

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

GUIDELINES FOR THE 2008-2009 PPSTA SEARCH FOR OUTSTANDING TEACHERS, PERSONNEL, SCHOOL HEADS, EDUCATION / DISTRICT SUPERVISORS AND DIVISION CHAPTERS

I. RATIONALE

The Philippine Public School Teachers Association (PPSTA) in cooperation with the Department of Education (DepEd) is now on its Third Nationwide Search for Outstanding Teachers, School Heads, and Division Chapters.

This year's Search includes two additional categories such as; Education/District Supervisors and non-teaching personnel. PPSTA will also give recognition to their continuous display of dedication in providing quality service to clients and for their gestures of commitment in achieving excellence in their respective field of work.

This Search aims to recognize the exemplary and outstanding performance and accomplishments of classroom teachers, non-teaching personnel, school heads and education/district supervisors who are active members of the PPSTA. It also recognizes Division Chapters' valuable contributions in the promotion and upliftment of the welfare of teachers. This further bestows honor to the teaching profession by giving recognition to teachers who continue to devote their lives in the development of the youth and achievement of quality education.

II. OBJECTIVES

1. Recognize exemplary and outstanding PPSTA teacher-members and school officials on their valuable contributions in the advancement and promotion of functional and effective teaching;
2. Promote leadership and excellence in professional conduct and public service through active involvement in PPSTA be it in the school, division, regional and national level;
3. Acknowledge significant contributions of non-teaching personnel in the promotion of dedication and commitment to the service and as effective partners of teachers and school officials in achieving excellence; and
4. Encourage and inspire members of the Association to work for the enhancement of reputation and image of the PPSTA.

III. SCOPE

This Search applies to all active members of the PPSTA who are employees and still in the service in the Department of Education as classroom teachers, school heads, education/district supervisors, and non-teaching personnel. Candidates in all categories must be permanent employees appointed as regular/permanent in the Department of Education in their respective division/region.

A teacher candidate must be a classroom or subject teacher with a minimum teaching load of 5 subjects. School head candidate must either be a TIC, HT or principal with official appointment and/or designation. For education/district supervisors, the candidate must either be a Division Education Supervisor or Public Schools District Supervisor.

For non-teaching personnel, the nominee/candidate must be personally appointed either as administrative aides, administrative assistants, administrative officers, accountants or health personnel.

IV. NOMINATIONS AND DOCUMENTS

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

1. Any member of the PPSTA may nominate an active member for the awards;
2. Candidates in all categories must submit the accomplished Nomination form with signature of the Regional President to the National Search Committee, PPSTA Office, Quezon City;
3. The Nomination Form must have complete information of the candidate for evaluation and verification by the National Search Committee;
4. The Summary of Accomplishment of the Candidate should be certified and authenticated by the nominator and chairmen of the Division/Regional Search Committee of the PPSTA and shall be attached to the Nomination Form;
5. A separate Personal Data Sheet with recent passport size picture of the candidate duly subscribed and sworn to before the Administrative Officer of the employing Agency must also be submitted together with the Nomination Form;
6. Original or duly authenticated documents to support the claims for the awards received or outstanding accomplishments and other pertinent papers for evaluation in three (3) copies enclosed in separate folders properly labeled must be submitted to the PPSTA National Search Committee c/o Mr. Francisco E. Josef;
7. Copy of the minutes of the deliberation on the nomination by the Regional Search Committee shall be submitted the same to the said Committee;

8. Only the Regional Winners shall qualify and submit documents to the National Search Committee; and
9. 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.

V. DISQUALIFICATION

National grand winners awarded during the 60th Foundation Anniversary of the PPSTA and the top three grand winners in the 2008 PPSTA Search for Outstanding Teachers, School Heads and Division Chapters are disqualified. Entries from regions that failed to hold regional selection will be disqualified and shall not be given recognition either as regional or national winner.

Candidates who failed to comply and submit the nomination form and other documents enumerated in this guideline shall be a ground for disqualification.

VI. QUALIFICATION REQUIREMENTS

Candidates in all categories except for Division Chapter must strictly observe the following:

1. Active member of the PPSTA for the last three (3) years;
2. Filipino citizen;
3. Performance rating of Very Satisfactory (VS) at least 8.5 rating for the last three (3) years;
4. With permanent appointment to the position applied.
5. No pending administrative/civil/criminal case

Copies of the duly authenticated performance ratings, appointment and certification of no pending case shall also be included in the folders of pertinent documents of the candidates.

Nominees for the Outstanding Division Chapter must meet the following requisites:

1. Affiliation with PPSTA; and
2. Majority of the chapter officers and members of its Board of Trustees (BOT) are active members of the PPSTA.

VII. AWARDS AND INCENTIVES

Winners in all categories will receive the following:

A. Regional Winners

1. Plaque of Commendation
2. Cash prize of Php25,000

B. National Winners

1. Plaque of Commendation
2. Cash prize of P50,000
3. Gift package

VIII. CRITERIA

A. Outstanding Teacher

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

B. Outstanding School Head

1. Occupational Competence		40%
a. Instructional Leadership	- 20	
b. Administrative Management Skills	- 10	
c. Pupil/Student Achievement	- 10	

2. Outstanding Accomplishment		35%
a. Outstanding Employee Award	- 5	
b. Innovations/Creativity	- 10	
c. Research	- 10	
d. Publication/Authorship	- 5	
e. Consultancy/Speakership	- 5	

3. Professional Growth		15%
a. Education	- 5	
b. Training	- 5	
c. Position and accomplishment to professional organization	- 5	

4. Personal Characteristics		10%
-----------------------------	--	-----

TOTAL	100%
--------------	-------------

C. Outstanding Education/District Supervisor

1. Occupational Competence		50%
a. Instructional Competence	- 20	
b. Curriculum Innovation/Creativity	- 20	
c. Performance of the Subject Area/District in the National Test	- 10	

2. Outstanding Accomplishment		25%
a. Outstanding Employee Award	- 5	
b. Innovations/Creativity	- 5	
c. Research	- 5	
d. Publication/Authorship	- 5	
e. Consultancy/Speakership	- 5	

3. Professional Growth		15%
a. Education	- 5	
b. Training	- 5	
c. Position and accomplishment to professional organization	- 5	

4. Personal Characteristics		10%
-----------------------------	--	-----

TOTAL	100%
--------------	-------------

D. Outstanding Non-Teaching Personnel

I. Administrative Officers, Administrative Assistants, Accountant and Health Personnel

1. Occupational Competence		50%
a. Work Performance	- 20	
b. Work Accomplishment	- 20	
c. Human Relations	- 10	
2. Outstanding Accomplishment		25%
a. Outstanding Employee Award	- 10	
b. Innovation/Creativity	- 5	
c. Publication/Authorship	- 5	
d. Speakership/Consultancy	- 5	
3. Professional Growth		15%
a. Education	- 5	
b. Training	- 5	
c. Position and accomplishment in professional organization	- 5	
4. Personal Characteristics		10%
	TOTAL	100%

II. Administrative Aides and Security Officers

1. Occupational Competence		50%
a. Work Performance	- 20	
b. Work Accomplishment	- 20	
c. Human Relations	- 10	
2. Outstanding Accomplishment		20%
a. Outstanding Employee Award	- 10	
b. Innovation/Creativity	- 5	
c. Position and accomplishment in professional organization	- 5	
3. Attitude		20%
a. Interest and dedication	- 10	
b. Cooperation and Reliability	- 5	
c. Leadership	- 5	
4. Personality	-	10%

	TOTAL	100%
E. Outstanding Division Chapter		
1. Membership to PPSTA		5%
2. Status of Membership to SEC		5%
3. Ratio of Membership against potentials		30%
4. Rate of Recruitment of New Members		20%
5. Programs and Services to Members		30%
6. Assets and Properties of the Association		10%
	TOTAL	100%

IX. SCHEDULE OF ACTIVITIES

ACTIVITIES

TIME TABLE

1st Phase

Submission of nominees with supporting documents in each category to the Division Chapter c/o Chapter President July 2008 to Sept 30, 2008

Screening/Evaluation/Selection of Division Winners in each category by the Division Screening Committee October 1-31, 2008

Interview and demonstration teaching for Teacher Category
 Interview and Verification of documents for School heads, Education/ District Supervisor, Non-teaching personnel and Division Chapter categories

2nd Phase

Submission of documents of Division Winners to the Regional Search Committee c/o Regional PPSTA President November 1-28, 2008

Screening/Evaluation/Selection of Regional Nominees by the Regional Screening Committee Interview and demonstration teaching for Teacher Category. December 1-30, 2008

Interview and Verification of documents of
School Heads, Education/District Supervisor,
Non-teaching Personnel and Division Chapter

3rd Phase

Submission of documents of Regional Winners
in each category to the National Search Committee January 1-30, 2009

Screening/verification of documents by the
National Search Committee February 2-27, 2009

Interview and demonstration teaching of the
finalists for Teacher Category March 2-13, 2009

Interview of finalists for School Heads,
Education / District Supervisors,
Non-teaching Personnel and Division Chapter categories

4th Phase

Awarding Ceremonies April 19, 2009 (Tentative)