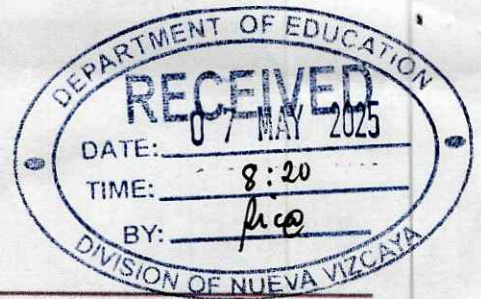




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY



May 5, 2025

REGIONAL MEMORANDUM

No. **202**, s. 2025

**CALL FOR NOMINATIONS TO THE 2025 PPSTA SEARCH FOR OUTSTANDING
TEACHERS, SCHOOL HEADS, AND NON-TEACHING PERSONNEL**

To: Regional PRAISE Committee Members
Schools Division Superintendents
This Region

- Relative to DepEd Advisory No. 58, s. 2025 titled, *2025 Philippine Public School Teachers Association Search for Stars Outstanding Teachers, School Heads, and Nonteaching personnel*, this Office through the Regional Program on Awards and Incentives for Service Excellence calls for nominations and submission of entries to the teacher, school head and nonteaching categories of the 2025 PPSTA Search.
- The search is open to all active PSSTA members who are currently employed by the Department of Education. All Division Offices are encouraged to submit (1) nominee per awards category. Nomination files can be accessed at <https://tinyurl.com/R2PPSTA2025>.
- Nominees shall submit the original and (1) copy of the complete documentary requirements to the Regional PRAISE Secretariat through the Records Section. Soft Copies shall also be emailed to starsawards.hrddregion2@deped.gov.ph on or before **August 15, 2025**.
- Schedule of activities relative to the search is detailed below:

Title of the Activity	Participants	Date and Venue
A. Acceptance and Deadline of Submission	Regional PRAISE Secretariat Division PRAISE Focal Person	August 15, 2025 starsawards.hrddregion2@deped.gov.ph
B. Evaluation of Documents	Regional PRAISE Committee and Sub-Committee	August 18-29, 2025
C. Interview of Nominees	Regional PRAISE Committee and Sub-Committee Nominees	September 9, 2025 NEAP Main Conference Hall, DepEd Region II
D. Deliberation of Results	Regional PRAISE Committee and Sub-Committee	September 15, 2025
E. Announcement of Winners	Regional PRAISE Secretariat	September 18, 2025
F. Endorsement of Winners to National Search Committee	Regional PRAISE Secretariat	September 22, 2025



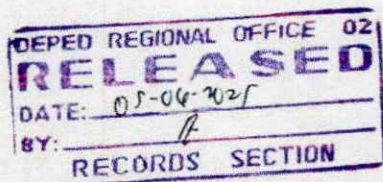
Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



5. Expenses relative to the conduct of said activities shall be charged to HRDD MOOE while travel and incidental expenses of the participants shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations.

6. Should there be queries and concerns, please contact Ms. Camille Grace I. Uy, PRAISE Secretariat, via mobile number 09774949298 or email starsawards.hrddregion2@deped.gov.ph.

7. For your information, guidance and appropriate action.



BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

Encls.: PPSTA Membership Guideline No. 01-2025

Reference: DepEd Advisory No. 58, s. 2025

To be indicated in the Perpetual Index
Under the following subjects:

AWARDS
OFFICIALS
RULES

CRITERIA
RECOGNITION
SCHOOLS

EMPLOYEES
REGULATIONS
SEARCH

MEMORANDUM		Date: 05-08-2025	Released/Record: hcb
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
	<input type="checkbox"/> Private Schools	<input type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V			
Schools Division Superintendent			
By:	<input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature: [Signature]

Advisory No. **058**, s. 2025

March 31, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

**2025 PHILIPPINE PUBLIC SCHOOL TEACHERS ASSOCIATION SEARCH FOR OUTSTANDING
TEACHERS, SCHOOL HEADS, AND NONTEACHING PERSONNEL**

The Philippine Public School Teachers Association (PPSTA) will conduct the 2025 PPSTA Search for Outstanding Teachers, School Heads, and Nonteaching Personnel. The schedule of activities is as follows:

Activity	Date
Division Level Search	June–July 2025
Regional Level Search	August–September 2025
National Level Search	November 2025
National Awarding	December 11–12, 2025

The Search aims to

1. honor teachers, school heads, and nonteaching personnel whose exemplary performance and accomplishment have greatly contributed to the vision and mission of the Department of Education (DepEd);
2. appreciate role models in the different levels of governance worthy of emulation, thereby inspiring peers, coworkers, partners, stakeholders, and other benefactors given their specific functions;
3. upgrade the culture of excellence in education in consideration of the technology-based teaching-learning process exhibiting creativity, innovation, and continuous improvement;
4. strengthen advocacy on good governance and improved community engagement; and
5. recognize the PPSTA as a long-standing association and partner in the education sector that is pro-teacher, pre-employee, and pro-DepEd steadfast and copper-bottomed.

Participation of teachers from public and private schools shall be purely voluntary and will not hamper instructional time in compliance with the provisions of DepEd Order (DO) No. 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith and the policy on off-campus activities stated in DO 66, s. 2017.

For more information, please contact:

Ms. Maria Leda Astrologo or Ms. Espie Zulueta
PPSTA Secretariat
Telephone Number: (02) 8988-1404
Mobile Phone Numbers: 0915-332-2264 and 0906-206-5042
Email Address: support@ppsta.com
Facebook: facebook.com/PPSTAQC
Website: ppsta.net/2017

**PPSTA**

Philippine Public School Teachers Association

245 Banawe St., Quezon City, Philippines • Telefax: (02) 988-1441 • website: ppsta.net

Cell No.: 09183448048; 09055355858

email: support@ppsta.com

Your Facebook Page: <https://www.facebook.com/PhilippinePublicSchoolTeachersAssociation2014>*"Bayani ka, purong Filipino. Ang PPSTA, kumakalaga sa iyo."***MEMBERSHIP GUIDELINE NO. 01-2025**

TO: ALL REGIONAL AND DIVISION CHAPTER PRESIDENTS
THRU THE PPSTA TRUSTEES
FROM: THE PRESIDENT
DATE: April 23, 2025
SUBJECT: 2025 Search for Outstanding Teachers, School Heads and Non-Teaching Personnel

As part of PPSTA's unwavering commitment in the promotion of quality basic education, we are pleased to inform you that PPSTA will once again give honor and commendation to public school educators whose character and reputation are worth emulating and beyond reproach through the *"2025 PPSTA Search for Outstanding Teachers, School Heads and Non-Teaching Personnel"*. Yes, this year, we have added another category, that is: the Non-Teaching Personnel Category.

Attached, for your guidance, is a copy of the 2025 PPSTA Search Guidelines with the following attachments:


- | | | |
|----------------|---|---|
| Annex A | - | Nomination Form for Outstanding Teacher Category |
| Annex B | - | Nomination Form for Outstanding School Head Category |
| Annex C | - | Nomination Form for Outstanding Non-Teaching Personnel Category |
| Annex D | - | Criteria for Evaluation (Outstanding Teacher Category) |
| Annex E | - | Criteria for Evaluation (Outstanding School Head Category) |
| Annex F | - | Criteria for Evaluation (Outstanding Non-Teaching Personnel Category) |

The DepEd Central Office has issued **Advisory No. 58, s. 2025**, informing all DepEd officials, personnel/staff, as well as the concerned public about the Search. A copy of which is attached as **Annex G**.

For this purpose, all PPSTA regional and division chapters are advised to start the necessary legworks for the conduct of the division and regional level search. The PPSTA Head Office shall release a mobilization fund of P 10,000.00 to each region to augment existing financial resources. Below is the timeline of our activities:

Division Level Search: June - July 2025
Regional Level Search: August – September 2025
National Level Search: November 2025
National Awarding: December 11-12, 2025

Thank you and best regards.


GILBERT T. SADSAD
President

**PPSTA****Philippine Public School Teachers Association**245 Banawe St., Quezon City, Philippines • Telefax: (02) 988-1404 • website: ppsta.net
Cell No.: 09185448046, 09055355856 email: support1@ppsta.comVisit our Facebook Page: <https://www.facebook.com/PhilippinePublicSchoolTeachersAssociation/>*"Bayani ka, gurong Pilipino. Ang PPSTA, kumakataling sa iyo!"***2025 PPSTA SEARCH FOR OUTSTANDING TEACHERS, SCHOOL HEADS,
AND NON-TEACHING PERSONNEL****GUIDELINES****A. RATIONALE**

Inspired by the resounding success of the 2024 Philippine Public School Teachers Association (PPSTA) Search for Outstanding Teachers and School Heads, the association announces the conduct of the **2025 Philippine Public School Teachers Association Search for Outstanding Teachers, School Heads, and Non-Teaching Personnel**. This endeavor intends to expand its recognition to other members of the association who have consistently demonstrated utmost loyalty, dedication, commitment, exemplary performance and meritorious contributions while in the service of the education sector, most particularly in the Department of Education (DepEd) by way of giving them a distinct tribute and honor for serving as models, inspiration, and living legends in selflessly responding to the call for quality basic education for the Filipino Children/Learners.

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 those who are directly engaged in teaching or in the delivery of instruction in the elementary and secondary levels (Junior High and Senior High School), whether on full time or part time basis, in schools and community learning centers based on the provisions of the Magna Carta for Public School Teachers (RA 4670), as amended pursuant to DO 7, s. 2023 defining those included in the teaching position.
Non-Teaching Personnel	Refers to those whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve nor directly support the actual conduct of teaching or delivery

	of instruction as identified in Annex A "List of DepEd Authorized Positions," DO 7, s. 2023.
School Heads	Refers to those who are directly engaged in supervisory, managerial and/or administrative functions in all schools and community learning centers as identified in Annex A "List of DepEd Authorized Positions," DO 7, s. 2023.
Regional Search Committee	Refers to the designated committee in charge of facilitating 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 of facilitating 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.

B. OBJECTIVES

This search primarily aims to

1. honor Teaching, School Heads, and Non-teaching Personnel whose exemplary performance and accomplishment have greatly contributed to the vision and mission of the Department of Education (DepEd);
2. appreciate role models in the different levels of governance worthy of emulation, thereby inspiring peers, coworkers, partners, stakeholders, and other benefactors given their specific functions;
3. upgrade the culture of excellence in education in consideration of the technology-based teaching-learning processes exhibiting creativity, innovation, and continuous improvement;
4. strengthen advocacy on good governance and improved community engagement; and
5. recognize PPSTA as a long-standing association and partner in the education sector that is pro-teacher, pro-employee, and pro-DepEd, steadfast and copper-bottomed.

C. SCOPE

This search applies to all active members of the PPSTA and are still in the service of the Department of Education (DepEd) as classroom teachers, school heads, and employees. Candidates in certain categories must have permanent appointments in their respective divisions/regions. As such, the following should be strictly observed:

1. Teacher – is a classroom teacher in a formal school/ALS/IPED/SNED/MEP;
2. School Head – is either a Teacher In-charge (TIC), Head Teacher (HT), or a Principal with official appointment and/or designation; and
3. Non-Teaching Personnel – is an employee in school, division, or region whose tasks are generally classified as administrative and/or support services in nature.

D. NOMINATIONS AND DOCUMENTS

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

- a. The Division/Local Chapter, in partnership with the Schools Division Office (SDO), shall conduct its division level search in all categories on the prescribed period, and only the first placers shall advance to the regional selection;
- b. Regional winners (one per category per region) must submit their accomplished Nomination Form with the required supporting documents properly authenticated by the Regional Search Committee (RSC), which shall be endorsed by the Regional President and duly noted by the Regional Director to the National Search Committee, PPSTA Office, Quezon City under the prescribed period;
- c. Copies on the minutes of the deliberation during the regional search shall likewise be submitted to the National Search Committee (NSC);
- d. Only the Regional Winners (one per category per region) are qualified to submit documents to the NSC; and

- e. Each region shall submit only one entry per category. Any region with two or more entries for a certain category shall not be given recognition at the national level.

E. QUALIFICATION REQUIREMENTS

Candidates in all categories must strictly observe the following:

- a. Active member of the PPSTA for the last three years;
- b. Performance rating of Very Satisfactory (VS) for the last three rating periods;
- c. With permanent appointment;
- d. No pending administrative case; and
- e. Validity of Supporting Documents must be within three years from June 2022 to June 2025.

F. DISQUALIFICATIONS

- a. Entries from each region that did not undergo a regional selection will be disqualified and shall not be recognized either as a regional or a national winner; and
- b. Candidates who failed to submit the accomplished nomination form and the required documents stipulated in the guidelines shall be disqualified.
- c. Winners (first placers) in prior PPSTA Searches will no longer be qualified to participate in this search. However, the selection process may be done via Divisional/Regional Programs on Awards and Incentives for Service Excellence (PRAISE); and
- d. Nominees who are currently on Study Leave/Scholarship Grants.

G. AWARDS AND INCENTIVES

Winners in all categories will receive the following:

Division Winners

- a. Plaque of Recognition
- b. Cash prize of **P5,000.00**

Regional Winners

- c. Plaque of Recognition
- d. Cash prize of **P25,000.00**

National Winners

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

First Place:	P100,000.00
Second Place:	P85,000.00
Third Place	P70,000.00
Fourth Place	P60,000.00
Fifth Place	P50,000.00

- c. Gift package

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.	<i>Personal Qualities & Character/Interview</i>	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. | Demonstrated 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, | 5 |

inclusive and healthy learning environment
through management of school facilities

d. *Developing Self and Others*

- | | | |
|------|--|---|
| i. | Attended trainings/conferences/seminars | 5 |
| ii. | Engaged in speakership/facilitation/consultancy | 5 |
| iii. | Participated in professional networks | 5 |
| iv. | Authored publications | 5 |
| v. | Conducted trainings as chair or cochair
of the training management team | 5 |
| vi. | Developed 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. | Exhibited community Engagement | 5 |

TOTAL 100

3. Outstanding Non-Teaching Personnel

a. *Occupational Competence* (30 Points)

- Submission of deliverables on time
- Excellent outputs with less corrections made by the superior
- Availability when required to assist or report for work
- Attendance and punctuality
- Willingness to learn

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Performance Rating over the past three rating periods – 25 pts <ul style="list-style-type: none"> - <input type="checkbox"/> 4.6 - 5.0 (25 pts) - <input type="checkbox"/> 4.0 – 4.5 (20 pts) - <input type="checkbox"/> Below 4 (0) • Certification from HR on absences and punctuality – 5 pts 	30%

- <input type="checkbox"/> No absences and tardiness	(5 pts)	
- <input type="checkbox"/> 1 to 3 absences and tardiness	(4 pts)	
- <input type="checkbox"/> 4 to 6 absences and tardiness	(3 pts)	
- <input type="checkbox"/> 7 to 9 absences and tardiness	(2 pts)	
- <input type="checkbox"/> More than 10 days absent	(1 pt)	

b. Outstanding Accomplishment

i. Outstanding Employee Award

(15 points)

- Recognitions given to personnel by reputable government and non-government organizations in acknowledgement of their exemplary and meritorious contributions in promoting governance of basic education.

Means of Verification / Weight	Rating
<p>Must present and submit supporting documents such as certificate, memorandum, or other proof. Award or recognition repeatedly given at 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.</p> <ul style="list-style-type: none"> • Level <ul style="list-style-type: none"> - <input type="checkbox"/> International Awards (15 pts) - <input type="checkbox"/> National Awards (12 pts) - <input type="checkbox"/> Regional Level (9 pts) - <input type="checkbox"/> Divisional Level (6 pts) - <input type="checkbox"/> District/School (3 pts) 	15%

ii. Innovations/Creativity

(10 Points)

- Refers to the programs conceptualized and designed by the personnel that will enhance the quality of work. The innovation must have direct bearing on the major functions of the personnel.

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence that the program/innovation was approved by the immediate head and was implemented. <ul style="list-style-type: none"> - <input type="checkbox"/> Implemented with supporting documents and evidence of adoption (10 pts) 	10%

<ul style="list-style-type: none"> - <input type="checkbox"/> Implemented with supporting documents without adoption (8 pts) - <input type="checkbox"/> Implemented without supporting documents (6 pts) - <input type="checkbox"/> Approved but without implementation (4 pts) 	
--	--

iii. Publication/Authorship (5 Points)

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence <ul style="list-style-type: none"> - <input type="checkbox"/> Sole authorship of a book (5 pts) - <input type="checkbox"/> Co-authorship of a book (4 pts) - <input type="checkbox"/> Author of article/s published in a local newspaper (3 pts) <p>Note : (1 article per publication but not to exceed 4)</p>	5%

iv. Speakership/Consultancy (5 Points)

- Served as speaker/facilitator/trainee/consultant in an educational training/seminar/workshop.

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence that speakership/consultation was made by personnel. (certificates, plaque of recognitions, etc.) <ul style="list-style-type: none"> - <input type="checkbox"/> International (5 pts) - <input type="checkbox"/> National (4 pts) - <input type="checkbox"/> Regional (3 pts) - <input type="checkbox"/> Divisional (2 pts) - <input type="checkbox"/> District/School (1 pt) 	5%

c. Professional Growth

i. Education (5 Points)

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence of the attended degree 	

<ul style="list-style-type: none"> - <input type="checkbox"/> Doctoral Degree with Special Order (5 pts) and with integration of learning - <input type="checkbox"/> Certificate of Academic Requirement for EdD/PhD with integration of learning (4 pts) - <input type="checkbox"/> Master's Degree with Special Order and with integration of learning (3 pts) - <input type="checkbox"/> Doctoral and/or Master's Degree without integration of learning (2 pts) - <input type="checkbox"/> Baccalaureate Degree (1 pt) 	5%
---	----

ii. Trainings (5 Points)

Participated in a scholarship/educational program for five days and above of a duly recognized and reputable organization.

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence on the attended trainings (Certificate Attendance, Completion and integration of learning) <ul style="list-style-type: none"> - <input type="checkbox"/> International (5 pts) - <input type="checkbox"/> National (4 pts) - <input type="checkbox"/> Regional (3 pts) - <input type="checkbox"/> Divisional (2 pts) - <input type="checkbox"/> District/School (1 pt) <p>Note: Absence of integration of learning per category shall mean a reduction of 1 pt.</p>	5%

iii. Active Participation in Professional Organizations (5 Points)

Officership/Membership in a recognized and reputable organization

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Documentary evidence such as certification signed by the concerned authorities of the organization, pictures, write-ups, publications, and others. - <input type="checkbox"/> Organization's Officer with recognition award 	

and complete documentary evidence as cited above. (5 pts)	
- <input type="checkbox"/> Member only with recognition award and complete documentary evidence as cited above. (4 pts)	
- <input type="checkbox"/> Membership only (2 pts)	

**iv. PERSONAL QUALITIES AND CHARACTER/INTERVIEW
(20 points)**

A. Communicative Competence (5 Points)		
1. Spoke clearly, articulately, and confidently		5
2. Spoke articulately most of the time		4
3. Spoke nervously		3
4. Spoke incompletely and inarticulately		2
B. Smartness and Alertness (5 points)		
1. Body language conveyed eagerness to respond; appeared natural and at ease		5
2. Body language conveyed eagerness to respond; appeared fairly natural and at ease		4
3. Body language was difficult to interpret		3
4. Body language conveyed disinterest and extreme nervousness		2
C. Ability to Present Ideas (5 points)		
1. Recognized that opinions might differ from those of the listeners and expressed opinions in a highly tactful manner		5
2. Recognized that opinions might differ from those of the listeners but expressed opinions in a somewhat tactful manner		4
3. Expressed opinions openly but in an unprofessional manner		3
4. Expressed opinions in a biased or inappropriate manner		2
D. Emotional Stability (5 points)		
1. Professionally acknowledged the situation; maintained a formal demeanor and respect		5
2. Somewhat professionally acknowledged the situation; maintained a somewhat formal demeanor		4
3. Did not acknowledge the situation; maintained an informal demeanor		3
4. Unprofessionally acknowledged the situation; maintained an informal demeanor		2

I. SCHEDULE OF ACTIVITIES

Divisional Level Search: June - July 2025
Regional Level Search: August – September 2025
National Level Search: October – November 2025

National Awarding: December 11-12, 2025

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

<i>Annex A</i>	-	<i>Teacher Category</i>
<i>Annex B</i>	-	<i>School Head Category</i>
<i>Annex C</i>	-	<i>Non-Teaching Personnel Category</i>

2. Criteria for Evaluation

<i>Annex D</i>	-	<i>Teacher Category</i>
<i>Annex E</i>	-	<i>School Head Category</i>
<i>Annex F</i>	-	<i>Non-Teaching Personnel Category</i>



ANNEX A

2025 PPSTA Search for Outstanding Teachers, School Heads and Non-Teaching Personnel

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 2021-2022 _____ S/Y 2022-2023 _____ S/Y 2023-2024 _____

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 2025 PPSTA **Search for Outstanding Teacher** with the information herein stated to support his/her nomination.

Signature Over Printed Name of the
Nominator



ANNEX B

2025 PPSTA Search for Outstanding Teachers, School Heads and Non-Teaching Personnel

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 2021-2022 _____ S/Y 2022-2023 _____ S/Y 2023-2024 _____

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. OUTSTANDING ACCOMPLISHMENT

1. Outstanding Employee award for the last 3 years:

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

(Please use additional sheet if necessary)

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

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

(Please use additional sheet if necessary)

3. Research conducted for the last 3 years:
Title of the research

Date

(Please use additional sheet if necessary)

4. Publication/Authorship for the last 3 years:
Title

Publication

Date issue

(Please use additional sheet if necessary)

5. Consultancy/Speakership for the last 3 years:
Title of the Activity

Role

Date

(Please use additional sheet if necessary)

IV. PROFESSIONAL GROWTH

1. Educational Background

Year Graduated

Honor's Received

Elementary: _____

Secondary: _____

College: _____

Course: _____ Major: _____

Masteral: _____

Course: _____ Major: _____

Doctoral: _____

Course: _____ Major: _____

2. Trainings 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 2025 PPSTA **Search for Outstanding School Head** with the information herein stated to support his/her nomination.

Signature Over Printed Name of the
Nominator



ANNEX C

2025 PPSTA Search for Outstanding Teachers, School Heads, and Non-Teaching Personnel

NOMINATION FORM

Category: Outstanding Non-Teaching Personnel

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/Office Station: _____ Address: _____

6. School/Office District: _____ Address: _____

7. Division: _____ Region: _____

8. Present Position/Rank: _____ No. of years in the position: _____

9. Performance Rating for the last 3 years:

S/Y 2021-2022 _____ S/Y 2022-2023 _____ S/Y 2023-2024 _____

10. Eligibility

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

(Please use additional sheet if necessary)

II. OCCUPATIONAL COMPETENCE

1. Work Performance
 - a. Discuss briefly the duties and functions attached to your position.
 - b. Discuss other duties and functions you are performing added to your position.
(Use separate sheet of papers)
2. Work Accomplishment
 - a. Discuss briefly outstanding accomplishment/s that you contributed in your workplace for the last three years.*(Please attach document and use separate sheet of papers)*
3. Outstanding Accomplishment
 - a. Outstanding Employee Award *(Please attached document)*

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

(Please use additional sheet if necessary)

b. Innovation/Creativity

Innovation/Creativity Implemented/Achieved for the last 3 years. *(Please attach document)*

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

(Please use additional sheet if necessary)

c. Publication/Authorship for the last 3 years. *(Please attach document)*

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

(Please use additional sheet if necessary)

d. Speakership/Consultancy

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

(Please use additional sheet if necessary)

III. PROFESSIONAL GROWTH

a. Educational Attainment

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

b. Training attended for the last 3 years. *(Please attach document)*

Title	Date	Nos. of Hrs.
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please use additional sheet if necessary)

c. Position/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 **2025 PPSTA Search for Outstanding Non-Teaching Personnel** with the information herein stated to support his/her nomination.

Signature Over Printed Name of the Nominator



ANNEX D

2025 PPSTA Search for Outstanding Teachers, School Heads and Non-Teaching Personnel

CRITERIA FOR EVALUATION

Category: Outstanding Teacher

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

a. Teaching Competence (20)

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

Rating

All seven (7) strands observed – 4

5 to 6 strands observed - 3

3 to 4 strands observed – 2

1 to 2 strands observed -1

Domain 2. Learning Environment	Observed	Not Observed
1. Learners' safety and security		
2. Fair learning environment		
3. Management of classroom structure and activities		
4. Support for learner participation		
5. Promotion of purposive learning		
6. Management of learner behavior		
Rating		

Rating

All six (6) strands observed – 4

5 strands observed – 3

3 to 4 strands observed – 2

1 to 2 strands observed -1

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

Rating

4 strands observed -4

3 strands observed - 3

2 strands observed -2

1 strand observed - 1

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

Rating

All five (5) strands observed – 4

4 strands observed – 3

3 strands observed – 2

1 to 2 strands observed -1

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

Rating

All five (5) strands observed – 4

4 strands observed – 3

3 strands observed – 2

1 to 2 strands observed – 1

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

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

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

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

Means of Verifications	Observed	Not Observed
1. Proposal duly approved by the Schools Division Superintendent/Regional Director/Authorized Representative but not Lower than the ASDS for Division /ARD for Region		
2. Findings and Recommendations verified by the SDS/RD/authorized representative		
3. Certification of Utilization of the research findings and/recommendations signed by the SDS/RD/Authorized representative		
4. Certification of Adoption by school/district duly signed by the school head/PSDS and corroborated by at least 5		

teachers in the school or by at least 5 school heads in the district		
5. Proof of citation by other researchers that the research was published and used in their research.		
6. Proof that the research was published in a recognized bulletin/research page/publication.		
Rating		

Rating

All 6 indicators observed – 10

5 indicators observed – 8

4 indicators observed – 6

3 indicators observed – 4

2 indicators observed – 2

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

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

Rating

All six (6) indicators observed – 10

5 indicators observed – 8

4 indicators observed – 6

3 indicators observed – 4

2 indicators observed – 2

B. Professional Growth**a. Education (10)**

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

b. Trainings (5)

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

Participated or resource speaker in a regional training for at least 3 days	2
Attended a division training for at least 5 days or resource speaker in a division training	1

c. Accomplishments and Membership in Professional Organizations (5)

Indicators	Observed	Not Observed
1. Formulated community outreach programs duly approved by Head of the Organization duly corroborated by 5 members or officers		
2. Evidence or proof that the program was implemented in the targeted beneficiaries		
3. Accomplishment report duly signed by the head of the organization duly corroborated by at 5 officers or member		
4. Proof of recognition or publication		
5. Documentary evidences such pictures, list of beneficiaries and others		
Rating		

Rating

All five (5) indicators observed – 5

4 indicators observed – 4

3 indicators observed – 3

2 indicators observed – 2

1 indicator observed – 1

C. Community Development

a. Outreach Activity (5)

Means of Verification	Observed	Not Observed
1. Formulated Project proposal endorsed by concerned authorities in the District/Division and approved by		

the Target Beneficiary Head such as Barangay Captain/Mayor		
2. Certification of Implementation signed by Barangay Captain /Mayor duly corroborated by at least five Barangay /Municipal Councilors		
3. Certification of Adoption by other community/organization duly signed by the Barangay Captain/Mayor duly corroborated by at least five(5) Barangay /Municipal councilors		
4. Documentary evidence/ pictures/ write-ups/list of Beneficiaries		
5. Proof of Recognition or Publication		
Rating		

Rating

All 5 indicators observed – 5

4 indicators observed – 4

3 indicators observed – 3

2 indicators observed – 2

1 indicator observed – 1

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	Recognized that opinions might be odds with listener's; indentified that it was own	Did not recognize that opinions might be odds with listener's;	Did not recognize that opinions might be odds with listener's; did not identify	Did not recognize that opinions might be odds with listener's; did not identify

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

4 pts.	formal and respectful.	mood was a little formal.		
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ANNEX E

2025 PPSTA Search for Outstanding Teachers, School Heads and Non-Teaching Personnel

CRITERIA FOR EVALUATION *Category: Outstanding School Head*

	GIVEN POINTS	RATING SCORE										
1. Leading Strategically (15%)												
<p>A. Embodied the DepEd vision, mission and core values to sustain shared understanding and alignment of school programs, projects and activities based on school planning and implementation.</p> <ul style="list-style-type: none">Copy of approved ESIP, AIP with accomplishment reportPAPs anchored on core values of Makadiyos, Makakalikasan and MakabansaWith documents such as approved AIP, project proposal or action plan, activity completion report, and impact and impact evaluation report <p>Rating</p> <table><tr><td>9 PAPs – Above</td><td>5</td></tr><tr><td>7 – 8</td><td>4</td></tr><tr><td>5 – 6</td><td>3</td></tr><tr><td>3 – 4</td><td>2</td></tr><tr><td>1 – 2</td><td>1</td></tr></table>	9 PAPs – Above	5	7 – 8	4	5 – 6	3	3 – 4	2	1 – 2	1	5	
9 PAPs – Above	5											
7 – 8	4											
5 – 6	3											
3 – 4	2											
1 – 2	1											
<p>B. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement</p> <p>B.1 Presentation or sharing of the research to others (cluster, division, region, national) with letter of Invitation and certificate of participation <i>(6 pts.)</i></p> <p>B.2 Supporting Documents <i>(4 pts.)</i></p> <ul style="list-style-type: none">Copy of completed manuscript with the received copy of proposal, certificate of acceptance/approval, certificate of completion and impact evaluation reportCopy of approved conducted training on researchCopy of School Research/Innovation TeamCopy 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 – <i>leadership and governance, curriculum and instruction, accountability and preparedness, mitigation and resiliency to sustain continuous delivery of instruction</i>)	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 <i>schools, division, region, national</i>) 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			
<ul style="list-style-type: none"> Copy of certificates with memo (only DepEd recognized trainings are to be considered) 			
<i>At least 2 international level</i>	5	5	
<i>At least 4 national level</i>	4		
<i>At least 5 regional level</i>	3		
<i>At least 6 division level</i>	2		
<i>At least 7 district level</i>	1		
B. Speakership/Facilitation/Consultancy			
<ul style="list-style-type: none"> Copy of certificate of recognition Copy of memo or invitation Copy of the session/topic facilitated 			
<i>International level</i>	5	5	
<i>National level</i>	4		
<i>Regional level</i>	3		
<i>Division level</i>	2		
<i>District level</i>	1		
C. Professional Networks			
<ul style="list-style-type: none"> Copy of certificate of Membership 			
<i>International level</i>	5	5	
<i>National level</i>	4		
<i>Regional level</i>	3		
<i>Division level</i>	2		
<i>District level</i>	1		
D. Publication/Authorship			
<ul style="list-style-type: none"> Copy of the book or published materials 			
<i>Sole Publication</i>	5	5	
<i>2 or more publishers</i>	3 OR		
<i>3 articles</i>	5		
<i>2 articles</i>	3		
<i>1 article</i>	1		

	GIVEN POINTS	RATING SCORE
E. Trainings Conducted as Chair or Co-Chair of the Training Management Team <ul style="list-style-type: none"> Copy of the approved training proposal Copy of the accomplishment report Proof of DepEd Recognition of the Training <i>International level</i> 5 <i>National level</i> 4 <i>Regional level</i> 3 <i>Division level</i> 2 <i>District level</i> 1	5	
F. Succession Planning (List of Promotions of School Personnel) <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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	



ANNEX F

2025 PPSTA Search for Outstanding Teachers, School Heads and Non-Teaching Personnel

CRITERIA FOR EVALUATION

Category: Outstanding Non-Teaching Personnel

I. OCCUPATIONAL COMPETENCE (30 Points)

- Results oriented, submits deliverables on time
- Produces excellent outputs with less corrections made by the superior
- Available when requires to assist or report for work
- Attendance and punctuality
- Shows willingness to learn

Means of Verification / Weight	Rating
<p>Performance Rating over the past three rating periods – 25 pts</p> <p>4.6 – 5.0 <input type="checkbox"/> (25 pts)</p> <p>4.0 – 4.5 <input type="checkbox"/> (20 pts)</p> <p>Below 4 <input type="checkbox"/> (0)</p> <p>Certification from HR on absences and punctuality – 5 pts</p> <p><input type="checkbox"/> No absences and tardiness (5 pts)</p> <p><input type="checkbox"/> 1 to 3 absences and tardiness (4 pts)</p> <p><input type="checkbox"/> 4 to 6 absences and tardiness (3 pts)</p> <p><input type="checkbox"/> 7 to 9 absences and tardiness (2 pts)</p> <p><input type="checkbox"/> More than 10 days absent (1 pt)</p>	30%

II. OUTSTANDING ACCOMPLISHMENT

A. Outstanding Employee Award (15 points)

- Recognitions given to personnel by reputable government and non-government organizations in acknowledgement of their exemplary and meritorious contributions in promoting governance of basic education.

Means of Verification / Weight	Rating
<p>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.</p> <ul style="list-style-type: none"> • Level <ul style="list-style-type: none"> - <input type="checkbox"/> International Awards (15 pts) - <input type="checkbox"/> National Awards (12 pts) - <input type="checkbox"/> Regional Level (9 pts) - <input type="checkbox"/> Division Level (6 pts) - <input type="checkbox"/> District (3 pts) 	15%

B. Innovations/Creativity

(10 Points)

- Refers to the programs conceptualized and designed by the personnel that will enhance the quality of works. The innovation must have direct bearing to the major functions of the personnel.

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence that the program/innovation was approved and implemented <ul style="list-style-type: none"> - <input type="checkbox"/> Implemented with supporting documents and evidence of adoption (10 pts) - <input type="checkbox"/> Implemented with supporting Documents without adoption (8 pts) - <input type="checkbox"/> Implemented without supporting documents (6 pts) - <input type="checkbox"/> Approved but without implementation (4 pts) 	10%

C. Publication/Authorship

(5 Points)

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence 	5%

- <input type="checkbox"/> Sole authorship of a book	(5 pts)	
- <input type="checkbox"/> Co-author of a book	(4 pts)	
- <input type="checkbox"/> Author of article/s published in a local newspaper	(3 pts)	
Note : (1 article per publication but not to exceed 4)		

D. Speakership/Consultancy

(5 Points)

- Served as speaker/facilitator/trainee/consultant in an educational training/seminar/workshop.

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence that speakership/consultation was made by personnel. (certificates, plaque of recognitions, etc.) 	5%
- <input type="checkbox"/> International	(5 pts)
- <input type="checkbox"/> National	(4 pts)
- <input type="checkbox"/> Regional	(3 pts)
- <input type="checkbox"/> Division	(2 pts)
- <input type="checkbox"/> District	(1 pt)

III. PROFESSIONAL GROWTH

A. Education

(5 Points)

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence on the attended degree 	5%
- <input type="checkbox"/> Doctoral Graduate with Special Order	(5 pts)
- <input type="checkbox"/> Certificate of Academic Requirement for Ed.D/Ph. D	(4 pts)
- <input type="checkbox"/> Master Graduate with Special Order	(3 pts)
- <input type="checkbox"/> 24 units in MA	(2 pts)
- <input type="checkbox"/> Baccalaureate Degree	(1 pt)

B. Trainings

(5 Points)

Participated in a scholarship/educational program for 5 days and above of a duly recognized and reputable organization.

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Proof of evidence on the attended trainings (Certificate Attendance, Completion and others) <div style="margin-left: 40px;"> <ul style="list-style-type: none"> - <input type="checkbox"/> International (5 pts) - <input type="checkbox"/> National (4 pts) - <input type="checkbox"/> Regional (3 pts) - <input type="checkbox"/> Division (2 pts) - <input type="checkbox"/> District (1 pt) </div> <p><i>Note: Absence of integration of learning per category shall mean a reduction of 1 pt.</i></p>	5%

C. Accomplishment in Professional Organization (5 Points)

Officership/Membership to a recognized and reputable organization

Means of Verification / Weight	Rating
<ul style="list-style-type: none"> • Documentary evidences such as certification signed by the concerned authorities of the organization, pictures, write-ups, publication and others. <div style="margin-left: 40px;"> <ul style="list-style-type: none"> - <input type="checkbox"/> Organization's Officer with recognition award (5pts) - <input type="checkbox"/> Member only with recognition award (4pts) - <input type="checkbox"/> Membership only (2pts) </div>	5%

IV. PERSONAL QUALITIES AND CHARACTER/INTERVIEW (20 points)

A. Communicative competence (5 points)

- ☐ Spoke clearly, articulately and confidently - 5
- ☐ Spoke articulately most of the time - 4
- ☐ Spoke nervously - 3
- ☐ Spoke incompletely and inarticulately - 2

B. Smartness and alertness (5 points)

- ☐ Body language conveyed eagerness to respond; natural and at ease - 5
- ☐ Body language conveyed eagerness to respond; fairly natural and at ease - 4
- ☐ Body language was difficult to interpret - 3
- ☐ Body language conveyed disinterest and extremely nervous - 2

C. Ability to present ideas (5 points)

- ☐ Recognized that opinions might differ from those of the listeners and expressed opinions in a highly tactful manner - 5
- ☐ Recognized that opinions might differ from those of the learners but expressed opinions in a somewhat tactful manner - 4
- ☐ Expressed opinions in openly but in an unprofessional manner - 3
- ☐ Expressed opinions in a biased or inappropriate manner - 2

D. Emotional stability (5 points)

- ☐ Professionally acknowledged the situation; maintained a formal demeanor and respect - 5
- ☐ Somewhat professionally acknowledged the situation; maintained a somewhat formal demeanor - 4
- ☐ Did not acknowledge the situation; maintained an informal demeanor - 3
- ☐ Unprofessionally acknowledged the situation; maintained an informal demeanor - 2