



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

Advisory No. 121, s. 2026
August 5, 2026

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 deped.in/region8.deped.gov.ph)

**2026 PPSTA SEARCH FOR OUTSTANDING TEACHERS, SCHOOL HEADS,
SUPERVISORS, AND NON-TEACHING PERSONNEL**

The Philippine Public School Teachers Association (PPSTA) announces the conduct of the 2026 Search for Outstanding Teachers, School Heads, Supervisors, and Non-Teaching Personnel.

The Search aims to:

1. honor teachers, school heads, supervisors, and non-teaching personnel whose exemplary performance have successfully fulfilled DepEd's core mandates;
2. celebrate public service champions across different tiers of governance;
3. cultivate a culture of excellence powered by creative innovation and continuous improvement;
4. bolster public accountability and institutional integrity; and
5. appreciate the enduring legacy and unwavering commitment of PPSTA as a cornerstone partner in education.

The Search is open to all active PPSTA members currently employed in DepEd as teachers, school heads, supervisors, and non-teaching personnel as defined in DepEd Order No. 7, s. 2023.

The submission of documents to the National Search Secretariat is on December 11, 2026 during the National Representative Assembly.

More information may be inquired from:

DR. MANUEL P. ALBAÑO, CESO V

President

Philippine Public School Teachers Association

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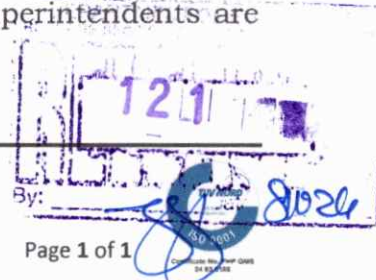
support@ppsta.net

Considering that this is an Advisory, Schools Division Superintendents are given the discretion to act on this matter.

HRDD-RVR



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Visit our Facebook Page: facebook.com/PPSTAQC

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

2026 PPSTA SEARCH FOR OUTSTANDING TEACHERS, SCHOOL HEADS, SUPERVISORS AND NON-TEACHING PERSONNEL

GUIDELINES

A. RATIONALE

Grateful of the continued support and loyalty of public school teachers and non-teaching personnel, the Philippine Public School Teachers' Association (PPSTA) hereby announces the holding of the 2026 Search for Outstanding Teachers, School Heads, Supervisors and Non- Teaching Personnel in the Department of Education. The inclusion of supervisors in the search is in response to several clamors of the position holders given their sustained membership in the association since the start of their journey in the Department.

As such, PPSTA as a Mutual Benefit Association, and responsive to the provisions under Art. 7, Section 27 of RA 4670 titled Magna Carta for Public School Teachers, has remained steadfast with its commitment in giving recognition to its members who have firmly manifested loyalty, dedication, commitment, exemplary performance and meritorious contributions while actively serving the education sector through the Department of Education .

Operational Definition of Terms

Term	Operational Definition
PPSTA	Refers to the " <i>Philippine Public School Teachers Association</i> ", 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
Supervisors	Refers to those who perform teaching related functions by serving as oversight of people, programs, projects, activities and/or output of an organizational unit, which involves planning, programming, maintaining morale and discipline among employees, and developing cooperation and ensuring a well-coordinated workforce as identified in Annex A "List of Deped Authorized Positions", DO 7 s 2023. Supervisors include PSDS, Division and Regional Supervisors assigned in the different functional divisions.
Regional Search Committee	Refers to the designated Committee in charge in the facilitation of the PPSTA Regional Level Search composed of the Regional Chapter President, identified members within the Regional Office and/or Regional Board of Directors (BODs) in coordination with the Deped Regional Director.
Regional President	Refers to the President of the Regional Board of Directors (BODs) of the PPSTA expected to perform coordinating functions with the Board of Trustee in the undertaking.
National Search Committee	Refers to the designated Committee in charge in the facilitation of the PPSTA National Level Search composed of identified Board of Trustees, PPSTA ManCom and others with defined functional expertise on the task under the leadership of the Board of Trustees' (BOTs) President assisted by the General Manager.
PRAISE Committee	This is a committee mandated by the CSC for all government agencies to be organized that recognizes and rewards government employees for outstanding performance, innovative ideas, superior accomplishments and exemplary behaviors, fostering productivity and dedication. The Division and Regional PRAISE Committee may be tapped to assist the PPSTA Search Committee

	during the Selection and determination of Division and Regional Winners, respectively.
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B. OBJECTIVES

This search primarily aims to

- a. Honor teachers, school heads, supervisors and non-teaching personnel whose exemplary performance have successfully fulfilled DepEd's Core Mandates;
- b. Celebrate public service champions across different tiers of governance;
- c. Cultivate a culture of excellence powered by creative innovation and continuous improvement;
- d. Bolster public accountability and institutional integrity; and
- e. Appreciate the enduring legacy and unwavering commitment of PPSTA as a cornerstone partner in education.

C. SCOPE

This search is open to all active PPSTA members currently employed in DepEd as Teachers, School Heads, Supervisors and Non Teaching Personnel as defined in DO 7, s 2023. Candidates in certain categories must have permanent appointments in their respective stations. As such, the following should be strictly observed to:

1. **Teacher**– can be a classroom teacher in a formal school/ALS/IPED/SNED/MEP classified as:
 - a. Elementary Level
 - b. Secondary Level
2. **School Head** - can either be a TIC, HT or principal with official appointment and/or designation;
3. **Supervisors** - can be a supervisor from the district, division and regional offices with official appointment and/or designation; and
4. **Non-Teaching Personnel** – can be classified based on the salary grade range and positions as defined in DO 7 s 2023:
 - a. 1st Level – SG 1 to 10 range
 - b. 2nd Level – SG 11 to 24 range

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 shall conduct its division level search in all categories on the prescribed period and only the 1st 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) or PRAISE Committee 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;
- d. Only the Regional Winners (one per category per region) are qualified to submit documents to the National Search Committee; and
- e. Each region shall submit only one (1) entry per category. Any region with two (2) or more entries for a certain category shall not be given recognition in the national level.

E. 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;
- b. Candidates who failed to submit the accomplished nomination form as well as the required documents stipulated in the guidelines shall be disqualified.
- c. Winners (1st placers) in prior PPSTA Searches will no longer be qualified to participate in this search.
- d. Nominees who are currently on Study Leave/Scholarship Grants are not qualified.

- e. Candidate/s who submitted spurious documents found during the field validation.

F. QUALIFICATION REQUIREMENTS

Candidates in all categories must strictly observe the following:

- a. Active member of the PPSTA for the last three (3) years;
- b. Performance rating of Very Satisfactory (VS) for the last three (3) school years;
- c. With permanent appointment;
- d. No pending administrative case; and
- e. **Validity of Supporting Documents** must be within *three (3) years from June 2023 to June 2026*.

G. AWARDS AND INCENTIVES

All division and regional winners will receive plaques of recognition and cash prizes while national winners will receive gift packages in addition to plaques of recognition and cash prizes, to wit:

Division Winners

- 1.) Plaque of Recognition
- 2.) Cash prize of **P 5,000.00**

Regional Winners

- 1.) Plaque of Recognition
- 2.) Cash prize of **P 25,000.00**

National Winners

- 1.) Plaque of Recognition
- 2.) Cash prizes –

1 st Place:	P 100,000.00
2 nd Place:	P 85,000.00
3 rd Place:	P 70,000.00
4 th Place:	P 60,000.00
5 th Place:	P 50,000.00

3.) Gift package

H. CRITERIA

The Nomination Forms as well as the Criteria for each of the Search Category and the Consolidated Score Sheets as contained in Annexes A to K can be accessed at: https://drive.google.com/drive/folders/1AJvYEMYagfCenNUaiv5tOyNNLtdzIKga?usp=drive_link

I. SCHEDULE OF ACTIVITIES

Division Level Search: June - August 2026

Regional Level Search: September – November 2026

National Level Search: December 2026 – February 2027

Submission of documents to the National Search Secretariat: December 11, 2026 during the National Representative Assembly (NRA)

Evaluation of Documents: December 14-18, 2026

Field Validation: January – February 2027

Panel Interview: March 2027

Awarding: April 24, 2027

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.

2026 Search Com/

[illegible][illegible]

Regional Search Committee:

Chair Person

Vice-Chair Person

Member

Member

Secretariat

Recommended by:

Approved By:

Divisional/Regional Chapter President

Schools Division Superintendent/Regional Director



2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors
and Non-Teaching Personnel

NOMINATION FORM
Category: Outstanding Supervisor

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.		Address:			
5. School Station:		Address:					
6. School District:		Address:					
7. Division:		Region:		Nos. of Yrs in the position:			
8. Present Position:							
9. Performance Rating		S/Y 2023-2024		S/Y 2024-2025		S/Y 2025-2026	
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	Level	Date	Sponsoring Agency

(Please use additional sheet if necessary)

b. Research Conducted:

Title	Date	Level of Adoption

(Please use additional sheet if necessary)

c. Publish and/or contributed an article within the corresponding level of circulation for the last 3 years:

Title	Date	Name of Publication

(Please use additional sheet if necessary)

d. Consultancy/Speakership services

Title	Level	Role	Date

(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 Level Date No. 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)

I hereby nominate the above-named candidate to the 2026 PPSTA Search for Outstanding Supervisor with the information herein stated to support his/her nomination.

Signature of the Nominee

Signed this _____th day of _____ at _____.

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

(Please use additional sheet if necessary)

b. Networking/Linkages:
Activity

Place Clients Date

(Please use additional sheet if necessary)

a. Outreach Program Implemented/Sponsored for the last 3 years:
Name of the Project Place Clients Date

3. Community Development

Course/Degree Date Sponsoring Agency

d. Scholarship

Signature Over Printed Name of the
Nominator



2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors
and Non-Teaching Personnel

NOMINATION FORM
Category: Outstanding School Head

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. Division:		Region:					
8. Present Position:		Nos. of Yrs as School Head:					
9. Performance Rating		S/Y 2023-2024		S/Y 2024-2025		S/Y 2025-2026	
10. Eligibility		Name of Examination		Year Taken		Rating	

(Please use additional sheet if necessary)

II. OCCUPATIONAL COMPETENCE

1. Supervisory Competence
Vision:

Mission:

Performance Indicators of the school for the 3 school years

a. Learners'

Achievement Rate (CRLA and Rapid Math Assessment)

a.1 CRLA

a.2 RMA

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

II. OUTSTANDING ACCOMPLISHMENT

1. Outstanding Employee award for the last 3 years:

Title of the Award	Level	Sponsoring Agency	Date

(Please use additional sheet if necessary)

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

Title of the Project	Level of Implementation/Adoption
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(Please use additional sheet if necessary)

3. Research conducted for the last 3 years:

Title of the research	Date	Level of Implementation/Adoption
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(Please use additional sheet if necessary)

4. Publication/Authorship for the last 3 years:

Title	Publication	Date issue
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(Please use additional sheet if necessary)

5. Consultancy/Speakership for the last 3 years:

Title of the Activity	Level	Role	Date
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(Please use additional sheet if necessary)

IV. PROFESSIONAL GROWTH

1. Educational Background

Year Graduated Honor's Received

Elementary:

Secondary:

College:

Course:

Masteral:

Course:

Doctoral:

Course:

2. Trainings Attended for the last 3 years:

Title

Level

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)

4. Scholarship

Course/Degree

Date

Sponsoring Agency

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 2026 PPSTA Search for Outstanding School Head with the information herein stated to support his/her nomination.

Signature Over Printed Name of the Nominator



2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors
and Non-Teaching Personnel

NOMINATION FORM
Category: Outstanding Teacher (Secondary)

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:	Nos. of Yrs. in Teaching:								
8. Grade Level & Subject Taught:									
9. Performance Rating	S/Y 2023-2024			S/Y 2024-2025			S/Y 2025-2026		
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	Level	Date	Sponsoring Agency

(Please use additional sheet if necessary)

b. Research Conducted:

Date

Level of Adoption

(School, District, Division, Region, National)

(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. Trainings/ Attended for the last 3 years: _____
Title _____
Date _____
Nos. of Hrs. _____

(Please use additional sheet if necessary)

c. Scholarship

Title	Sponsor	Degree	Date

d. 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)

3. 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 2026 PPSTA **Search for Outstanding Teacher** with the information herein stated to support his/her nomination.

Signature Over Printed Name of the
Nominator



ANNEX A

2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors and Non-Teaching Personnel

NOMINATION FORM

Category: Outstanding Teacher (Elementary)

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: _____ Nos. of Yrs. in Teaching: _____
8. Grade Level & Subject Taught: _____
9. Performance Rating
- S/Y 2023-2024 _____ S/Y 2024-2025 _____ S/Y 2025-2026 _____
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	Level	Date	Sponsoring Agency

(Please use additional sheet if necessary)

b. Research Conducted:

Title	Date	Level of Adoption (School, District, Division, Region, National)

(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. Scholarship

Title	Sponsor	Degree	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please use additional sheet if necessary)

d. 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)

3. 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 2026 PPSTA **Search for Outstanding Teacher** with the information herein stated to support his/her nomination.

Signature Over Printed Name of the
Nominator



ANNEX J

2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors 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
Performance Rating over the past three rating period – 25 pts 4.6 - 5.0 ☐ (25 pts) 4.0 – 4.5 ☐ (20 pts) Below 4 ☐ (0)	
Certification from HR on absences and punctuality – 5 pts ☐ No absences and tardiness (5 pts) ☐ 1 to 3 absences and tardiness (4 pts) ☐ 4 to 6 absences and tardiness (3 pts) ☐ 7 to 9 absences and tardiness (2 pts) ☐ More than 10 days absent (1 pt)	

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
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. • Level ☐ International Awards (15 pts) ☐ National Awards (12 pts) ☐ Regional Level (9 pts) ☐ Division Level (6 pts) ☐ 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
• Proof of evidence that the program/innovation was approved and implemented ☐ Implemented with supporting documents and evidence of adoption (10 pts) ☐ Implemented with supporting documents without adoption (8 pts) ☐ Implemented without supporting documents (6 pts) ☐ Approved but without implementation (4 pts)	10 %

C. Publication/Authorship (5 Points)

Means of Verification / Weight	Rating
• Proof of evidence ☐ Sole authorship of a book (5 pts) ☐ Co-author of a book (4 pts) ☐ Author of article/s published in a local newspaper (3 pts) Note : (1 article per publication but not to exceed 4)	5 %

D. Speakership/Consultancy (5 Points)

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

Means of Verification / Weight	Rating
• Proof of evidence that speakership/consultation was made by personnel. (certificates, plaque of recognitions, etc.) ☐ International (5 pts) ☐ National (4 pts) ☐ Regional (3 pts) ☐ Division (2 pts) ☐ District (1 pt)	5 %

III. PROFESSIONAL GROWTH

A. Education (5 Points)

Means of Verification / Weight	Rating
• Proof of evidence on the attended degree ☐ Doctoral Graduate with Special Order (5 pts) ☐ Certificate of Academic Requirement for Ed.D/Ph. D (4 pts) ☐ Master Graduate with Special Order (3 pts) ☐ 24 units in MA (2 pts) ☐ Baccalaureate Degree (1 pt)	5 %

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
• Proof of evidence on the attended trainings (Certificate Attendance, Completion and others) ☐ International (5 pts) ☐ National (4 pts) ☐ Regional (3 pts) ☐ Division (2 pts) ☐ District (1 pt) <i>Note: Absence of integration of learning per category shall mean a reduction of 1 pt.</i>	5 %

C. Accomplishment in Professional Organization (5 Points)

Officership/Membership to a recognized and reputable organization

Means of Verification / Weight	Rating
• Documentary evidence such as certification signed by the concerned authorities of the organization, pictures, write-ups, publication and others. ☐ Organization's Officer with recognition award (5pts) ☐ Member only with recognition award (4pts) ☐ Membership only (2pts)	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



ANNEX I

2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors and Non-Teaching Personnel

CRITERIA FOR EVALUATION Category: Outstanding Supervisor

A. Occupational Competence - 40%

	GIVEN POINTS	RATING SCORE
1. Instructional Leadership Competence - 20%		
A. Inst. Supervision Plan Implementation Crafted ISP Approved, Implemented and Achieved at least 80% of the target • Approved ISP • Implementation Report consistent with the division/region	4	
B. TA Provision Identification TA Needs, Preparation of TA Plan, Approved, Implemented and Monitored • List of TA Needs • Approved TA Plan • Implementation Report • M&E Report and other relevant documents/evidences	4	
C. Curriculum Contextualization Identification of Learning Needs, Identification of Information and Materials, Contextualization Process, Output and Utilization of the Contextualized Curriculum • List of Learning Needs • Issues and interests of Learners • List of information and materials relevant to the contextualization • Contextualization Process Flow • Implementation report on the adoption of the contextualized curriculum	4	
D. Learning Resource Management/ Development Identification of Learning Resources Needed, Learning Resource Management/Development Plan, Implemented LR Management/Development Plan, Output and Impact on the adopted LR Managed/Developed	4	

• List of Learning Resources Needed • Approved LR Management/Development Plan • Implementation Report on the Learning Resources Managed/Developed • M&E Report on the LR Managed/Developed		
E. Learning Assessment Learning Assessment Plan, Identified methods and measures of learning assessment, Implementation of Learning Assessment, Analysis and Interpretation of Applied Learning Assessment • Approved learning assessment plan • Report on the methods and measures of learning assessment applied • Process Flow adopted on Learning Assessment • Results on the applied learning assessment • other relevant documents	4	
2. Instructional Leadership Competence - 20%		
A. Instructional Leadership Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies • Copy of the compendium • Any proof of recognition as program proponent	5	
B. Communities of Practice Exhibit best practice on process improvement Adopted best practice • Certificate of Recognition on the deliverables • Any Proof of Adoption	5	
C. Communication Platforms Use communication platform using print and non-print media • Copy of the print and non-print media	5	
D. Provision of Technical Assistance (TA) Mentor and coach colleagues in providing an efficient and effective TA • TA Needs Analysis • Approved TA Plan • Implementation of TA Plan • Results of the TA Implemented	5	

B. Outstanding Accomplishment– 30%

	Equivalent Rating	Rating of the candidate
Outstanding Supervisor Award		
<i>Level – Division/Region</i>	3	
<i>National</i>	5	
<i>International</i>	10	
Research		
<i>Level of Implementation -</i>		
<i>Division/Region</i>	5	
<i>National</i>	10	
Publication/ Authorship	5	
Consultancy/ Speakership		
<i>Level – Division/Region</i>	2	
<i>National</i>	3	
<i>International</i>	5	

C. Professional Growth -15%

Means of Verification / Weight	Rating
1. Education – 5% Presented of a duly authenticated photocopy of the Transcript of Records. ☐ <i>Doctoral Degree (5 pts)</i> ☐ <i>Complete Academic Requirements for Doctoral Degree (3.75 pts)</i> ☐ <i>Master's Degree (2.50 pts)</i> ☐ <i>Complete Academic Requirements for master's degree (1.25 pts)</i>	
2. Training – 5% Participant in a specialized and continuous training at least 3 days in at least three (3) different instances, scholarship programs, at least 1 school year of a Scholarship Program, and at least 2 months of a Short-Term Course/ Study Grants availed reflected in a Certificate of Participation/Completion. ☐ <i>International Level - 5</i> ☐ <i>National Level -4</i> ☐ <i>Regional Level - 3</i> ☐ <i>Division Level – 2</i> ☐ <i>District Level – 1</i>	
3. Accomplishment in Professional Organization/Network Affiliations – 5% Participate actively in professional Networks to enhance knowledge and skills in improving practice under the following levels of governance. ☐ <i>International Level - 5</i> ☐ <i>National Level -4</i> ☐ <i>Regional Level - 3</i> ☐ <i>Division Level – 2</i> ☐ <i>District Level – 1</i>	

D. Personal Qualities & Character/Interview -15%

A. Leading People (2)

- ☐ “Sets a good example”, is a credible and a respected leader; and demonstrate desired behavior
- ☐ Assumes a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of Deped goals in order to create an effective work environment

B. People Performance Management (2)

- ☐ Sets performance standards and measures of progress of employees based on office and department targets
- ☐ Provides feedback and technical assistance such as coaching for performance improvement and action planning

C. Self-Management (2)

- ☐ Displays emotional maturity and enthusiasm for and is challenged by higher goals
- ☐ Prioritizes work tasks and schedules (through Gantt Charts, Checklist, etc) to achieve goals

D. Professionalism and Ethics (2)

- ☐ Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713)
- ☐ Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.

E. Result Focus (3)

- ☐ Achieves results with optimal use of time and resources most of the time

- ☐ Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new and more precise ways of meeting goals set.
- ☐ Makes specific changes in the system or in own work methods to improve performance. Examples may include doing something better, faster, at a lower cost

F. Teamwork (2)

- ☐ Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization
- ☐ Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives

G. Service Orientation (2)

- ☐ Participates in updating office vision, mission, mandates and strategies based on Deped strategies and directions
- ☐ Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.



ANNEX H

2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors and Non-Teaching Personnel

CRITERIA FOR EVALUATION Category: Outstanding School Head

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

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 – 5 BOSY and EOSY uploading; SBM Level of Practice with certification from the division, region highlighting scores from each of the 4 principles – leadership and governance, curriculum and instruction, accountability and preparedness, mitigation and resiliency to sustain continuous delivery of instruction)	5	
Records of Regular MOOE liquidation, no suspensions and disallowances	5	
B. School preparedness, mitigation, and resiliency to sustain continuous delivery of instructions		
School Disaster Risk Reduction Plan	1	
Contingency Plan	1	
School Child Protection Plan	1	
Eco-Friendly School	1	
Homeroom Guidance	1	
3. Focusing on Teaching and Learning (30%)		
A. Shared exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the curriculum relevant to learners		
School-based Contextualization (list of approved contextualized instructional materials)	1	
Copy of Monthly Instructional Supervision Plan and Accomplishment Report	2	
Copy of the certification of the use of the contextualized instructional materials	2	
B. Showed good practices in providing technical assistance to teachers on teaching standards and pedagogies		
Copy of Monthly Technical Assistance Plan, Implementation and Accomplishment Report	2	
Copy of Monthly Instructional Supervision Plan, Implementation and Accomplishment Report	2	
Copy of Report providing technical assistance (beyond the school, i.e. to other schools, division, region, national) with a letter on invitation or proposal	1	
C. Set achievable learning outcome to support learner achievement and other performance indicators		
Learners' Achievement Rate	5	
Dropout Rate	5	
Completion Rate	5	

CRLA and RMA Results BOSY and EOSY <i>Percentage Decrease of Emerging Learners in CRLA/RMA</i> 20% and above 5 16 – 19% 4 11 – 15% 3 6 – 10% 2 Below 5% 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		
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		5	
• Copy of certificates with memo (only DepEd recognized trainings are to be considered)			
At least 2 international level	5		
At least 4 national level	4		
At least 5 regional level	3		
At least 6 division level	2		
At least 7 district level	1		

B. Speakership/Facilitation/Consultancy • Copy of certificate of recognition • Copy of memo or invitation • Copy of the session/topic facilitated International level 5 National level 4 Regional level 3 Division level 2 District level 1	5	
C. Professional Networks • Copy of certificate of Membership International level 5 National level 4 Regional level 3 Division level 2 District level 1	5	
D. Publication/Authorship • Copy of the book or published materials Sole Publication 5 2 or more publishers 3 OR 3 articles 5 2 articles 3 1 article 1	5	
E. Trainings Conducted as Chair or Co-Chair of the Training Management Team • Copy of the approved training proposal • Copy of the accomplishment report • Proof of DepEd Recognition of the Training International level 5 National level 4 Regional level 3 Division level 2 District level 1	5	

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



ANNEX G

2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors 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/CES board 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 32 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 plus with Certificate and Evidence of Adoption signed by SDS – 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		

Means of Verifications	Observed	Not Observed
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 plus
with Certificate of Adoption and other
evidence issued by the SDS – 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	
Rating		

b. Trainings (5)

Indicators	Equivalent Rating	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	

Indicators	Equivalent Rating	Rating of the candidate
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	
Rating		

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 Verifications	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		

Means of Verifications	Observed	Not Observed
2. Certification of Implementation signed by Barangay Captain /Mayor duly corroborated by at least five Barangay /Municipal Councilors		
3. Certification of Adoption by other community/organization duly signed by the Barangay Captain/Mayor duly corroborated by at least five(5) Barangay /Municipal councilors		
4. Documentary evidence/ pictures/ write-ups/list of Beneficiaries		
5. Proof of Recognition or Publication		
Rating		

Rating

All 5 indicators observed – 5

4 indicators observed – 4

3 indicators observed – 3

2 indicators observed – 2

1 indicator observed – 1

b. Network/Linkage (5)

Means of Verifications	Observed	Not Observed
1. Approved project proposal endorsed by PSDS/SDS and duly approved by the Head of the Partner agency/LGU		
2. Certification of Implementation signed by the Head of Partner agency/ LGU duly corroborated by at least five Officials or members of the Partner Agency /LGU		
3. Certification of Adoption by other community/organization duly signed by the Head of Partner Agency /LGU duly corroborated by at least five(5) Officials/members of the partner agency/LGU		
4. Documentary evidence/ pictures/ write-ups/list of Beneficiaries		
5. Proof of Recognition or Publication		
Rating		

Rating

All 5 indicators observed – 5

4 indicators observed – 4

3 indicators observed – 3

2 indicators observed – 2

1 indicator observed – 1

D. Personnel Qualities and Interview - 20 points

Criteria	4	3	2	1
Communicative Competence 4 pts.	Spoke clearly and articulately; was confident in knowledge; integrated professional language throughout the response; no \"ums\", \"uhs\", \"er's\" etc.	Spoke articulately most of the time. Used general words at time instead of details; integrated a good amount of professional language throughout response; some \"ums\", \"uhs\", \"er's\" etc.	Spoke in a somewhat nervous manner; lacked confidence in knowledge; sketchy use of professional language; many \"ums\", \"uhs\", \"er's\" etc.	Nervous, incomplete thoughts, not articulate; no use of professional language; response riddled with \"ums\", \"uhs\", \"er's\" etc.
Ability to present ideas 4 pts.	Recognized that opinions might be odds with listener's; identified that it was own opinion; Expressed opinions in a highly tactful and and matured manner	Did not recognize that opinions might be odds with listener's; identified that it was own opinion; Expressed opinions in a highly tactful and matured manner.	Did not recognize that opinions might be odds with listener's; did not identify that response was own opinion; Expressed opinions in an open but unprofessional manner.	Did not recognize that opinions might be odds with listener's; did not identify that response was own opinion; Expressed opinions in a biased or inappropriate manner.

Criteria	4	3	2	1
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 4 pts.	Professionally acknowledged the situation; mood was formal and respectful.	Somewhat Professional acknowledged the situation; mood was a little formal.	Didn't acknowledge the situation; mood was informal.	Unprofessional and mood was informal.



ANNEX F

2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors and Non-Teaching Personnel

NOMINATION FORM

Category: Outstanding Non-Teaching Personnel (Level 2 SG 11-24)

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. Division: _____ Region: _____
8. Present Position/SG: _____ Nos. of Yrs. in the position: _____
9. Performance Rating
- S/Y 2023-2024 _____ S/Y 2024-2025 _____ S/Y 2025-2026 _____
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	Level	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	Level of Implementation/ Adoption

(Please use additional sheet if necessary)

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

Title	Date	Name of Publication

(Please use additional sheet if necessary)

d. Speakership/Consultancy

Title of the Award	Level	Date	Role

(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	Level	Date	No. 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 2026 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 E

2026 PPSTA Search for Outstanding Teachers, School Heads, Supervisors and Non-Teaching Personnel

NOMINATION FORM

Category: Outstanding Non-Teaching Personnel (Level 1 SG 1-10)

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. Division: _____ Region: _____
8. Present Position/SG: _____ Nos. of Yrs. in the position: _____
9. Performance Rating
S/Y 2023-2024 _____ S/Y 2024-2025 _____ S/Y 2025-2026 _____
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	Level	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	Level of Implementation/ Adoption

(Please use additional sheet if necessary)

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

Title	Date	Name of Publication

(Please use additional sheet if necessary)

d. Speakership/Consultancy

Title of the Award	Level	Date	Role

(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	Level	Date	No. 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 2026 PPSTA **Search for Outstanding Non-Teaching Personnel** with the information herein stated to support his/her nomination.

Signature Over Printed Name of the Nominator