



# Private Education Retirement Annuity Association

16<sup>th</sup> Floor Multinational Bancorporation Centre, 6805 Ayala Avenue, Salcedo Village, Makati City 1227  
Tel. No. (02) 81745-31 · Fax No. (02) 818-7921 · Website: [www.peraa.org](http://www.peraa.org) · Email: [peraa@peraa.org](mailto:peraa@peraa.org)

## OFFICIAL NOMINATION FORM CATEGORY: ADMINISTRATIVE HEAD

The undersigned hereby nominates and endorses the TOPM candidate, as indicated below, and swears that all information contained herein are true, and that the supporting documents are authentic, to the best of our knowledge.

AUTHORIZING OFFICER : \_\_\_\_\_  
(Per PERAA ASF)

PARTICIPATING INSTITUTION : \_\_\_\_\_

Signature

Date of Submission

<p><b>PERSONAL</b></p> <p>1. Nominee's Full Name : _____</p> <p>2. Home Address : _____</p> <p>3. Civil Status : _____</p> <p>4. Date of Birth : _____</p> <p>5. Age : _____</p> <p>6. Contact Number : _____</p>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: auto;"> <p>Attach Photo</p> </div>
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### A. EDUCATIONAL BACKGROUND

• *Educational Attainment & Academic Honors*

Degrees Earned/ Being Pursued	School/Address	Years Attended	Academic Distinctions/Awards (if any)

• *Licensure Examination/s Passed*

Name of Examination	Date Taken
<i>Write N/A if licensure examination is NOT required of your course</i>	

### B. WORK COMPETENCE AND EFFECTIVENESS

1. Years of service as full-time employee : \_\_\_\_\_
2. Present Position/Rank : \_\_\_\_\_
3. Area of Professional Discipline : \_\_\_\_\_
5. Performance Evaluation/Ratings (last 3 yrs.) : \_\_\_\_\_
6. Employment History for the last 10 years : \_\_\_\_\_

Institution/Address	Positions Held	Workload Per Week (in hours)	Years Covered

7. Publications, production, invention or research produced and used by the Nominee for the improvement of field.

Title of Material	Where/When/How Used (Brief)
None	

8. Other School Activities (maximum of five for the last 5 years)

Title of Seminar	Specific Function (e.g Speaker, Organizer, Trainor, Participant)	Date & Place Conducted/Attended
<i>Ex. Fundamentals of Business Analytics</i>	<i>Trainor</i>	<i>Makati City, June 20, 2017</i>

C. PROFESSIONAL ACTIVITIES (maximum of five for the last 5 years)

1. Membership/Position

Scope	Name of Organization	Place	Years Covered	Position
<i>Ex. National</i>	<i>PICPA</i>	<i>Manila</i>	<i>2014-present</i>	<i>Member</i>

2. Awards/Citations

Brief Description of Award/Citation	Award Giving Body	Date Received
<i>Ex. Outstanding Teacher</i>	<i>School</i>	<i>2017</i>

D. COMMUNITY INVOLVEMENT (maximum of five for the last 5 years)

Brief Description of Involvement	Specific Role	Years of Involvement
<i>Ex. Tree Planting</i>	<i>Organizer</i>	<i>2016-present</i>

E. NOMINEE'S STATEMENT

- ESSAY (250-300 words) (Please attach signed copy.)

1. How do you ensure that your development program and activities have an impact to the Institution on our new environment?