

The Search for The Outstanding PERAA Members (TOPM)

CHECKLIST OF REQUIREMENTS

For Submission to PERAA

DIRECTIONS

1. SUBMIT the duly accomplished **OFFICIAL NOMINATION FORM** and supporting documents in **ONE** legal-sized **CLEAR BOOK** and **ARRANGE** all documents as indicated in the nomination form. Do not divert from the order indicated. Please **STRICTLY** follow instructions. Deviations may disqualify nominee.
2. PRINT or type all entries. Put signature over printed name. Avoid erasures or alterations in the nomination form and supporting papers.
3. ONLY the school official/representative appearing on the Authorized Signatories Form (ASF) submitted by the school will be honored as endorser of the nominee. (See Acknowledgment Receipt Form)

CHECKLIST OF REQUIREMENTS FOR SUBMISSION TO PERAA

1. **Official Nomination Form** - to be signed by the school's officials and attach TWO recent colored 2 x 2 ID Photos (with white background). You may download the form at www.peraa.org.
2. **One-Page Endorsement from school administrator, head of P.I. Screening Committee, barangay or church (Maximum of THREE Endorsements)**
3. **Supporting Documents for the following:**

A. Education

1. Certified true copy - Diploma of the highest degree earned / Certificates
2. Evidences of academic honors if any
3. Evidences or Identifications of licensure examination/s passed (Indicate in the nomination form NOT APPLICABLE if not required)
4. Copy of cover and table of contents of materials published with certification of publication such as textbooks, journals, production and research.

B. Work Competence and Effectiveness

1. Certification of competence; performance evaluation within the last THREE years; other proofs of promotion obtained as teacher or employee from any of the following: President/Principal, Dean or Supervising Officer
2. Accomplishment report of programs developed and/or school activities organized/participated or seminars/trainings attended/facilitated by nominee related to school (Maximum of FIVE for the last 5 years)

C. Professional Activities

1. Certificate/s of Membership in organization/s and indicate positions held (Maximum of FIVE for the last 5 years)
2. Awards/citation for heroic acts done in the school or profession, if any. (latest, Maximum of FIVE)

D. Community Involvement

1. Certificate/s of involvement in school sponsored outreach/community projects and recognitions received, if any. (Maximum of FIVE for the last 5 years)

F. Nominee's Statement/Affirmation

1. ESSAY from the Nominee
 - **Academic & Administrative Head** (250-300 words)
How do you ensure that your development program and activities have an impact to the students/institution on our new environment?
 - **Full-time Teacher** (250-300 words)
How can a teacher develop the critical thinking of a student in the new changing environment?
 - **Administrative Staff** (100 words)
How do you support the achievement of the plans of your unit?

(Please SIGN your essay)

Private Education Retirement Annuity Association

Sgt