



Office of the President

CIRCULAR 2008 NO. 001

30 April 2008

TO : ALL QUALIFIED PARTICIPATING INSTITUTIONS

SUBJECT : **SEARCH FOR THE 2008 OUTSTANDING PERAA MEMBERS**

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We are happy to inform you that the annual search for **The Outstanding PERAA Members (TOPM)** is now open to qualified teachers and personnel. The search, now on its 18th year, is exclusive to PERAA member-employees with personal contributions for the past three years.

This early, we would like to convey our appreciation to Participating Institutions who, looking forward to the annual TOPM search, have made the search preparation a part of their annual activities. We urge the rest to help their promising teachers and employees to prepare for the annual TOPM search. As you know, this program was established by the PERAA Board of Trustees in cooperation with our Investment Managers/Business Partners to honor PERAA teachers and employees for outstanding and exemplary performance.

The four categories of the TOPM search are:

1. Teaching Level A	For academic employees with supervisory functions or with a highly specialized field and with teaching load
2. Teaching Level B	For classroom teachers
3. Non-Teaching Level A	For employees with purely administrative and supervisory functions
4. Non-Teaching Level B	For rank and file employees

The initial screening and evaluation of nominees submitted by the institution will be made by an independent *PERAA Screening Committee* (PSC) composed of directors from accrediting agencies in private education. The last phase of the search is the final screening and interview of finalists by a *Panel of Judges* representing DepEd, CHED, business, school management, civic organizations and media/employees.

The finalists and winners will be provided with free transportation and accommodation from the final screening to the awarding ceremonies. Cash prizes and special trophies, among others, will be awarded to the winners during the awarding ceremonies on *PERAA's 36th Anniversary/Annual Meeting* on October 22, in Davao City.

We are sending, herewith, the *Official Nomination Forms, Guidelines and Mechanics, Criteria for Screening of TOPM Nominees* plus a list of the TOPM winners from the latest search. Please accomplish and send the *Acknowledgment Receipt*, attached, either by fax or mail not later than May 30, 2008.

Deadline for submission of the *Official Nomination Forms* and supporting documents based on the criteria will be on June 30, 2008. We look forward to your participation.

(SGD) BERNADETTE M. NEPOMUCENO
President

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Attachments: Nomination Forms, Guidelines and Mechanics, Criteria for Screening (A & B),
Checklist of Requirements, List of TOPM winners, Acknowledgment Receipt