



**NEGROS OCCIDENTAL PRIVATE SCHOOLS SPORTS
CULTURAL EDUCATIONAL ASSOCIATION**

NOPSSCEA Building, Panaad Park, Mansilingan, Bacolod City 6100

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05 October 2011

THE SCHOOL ADMINISTRATORS

NOPSSCEA Member Schools

Negros Occidental

Dear **Fellow School Administrators:**

We are pleased to inform you that the Search is on for the Most Outstanding Administrator, Teachers (Pre-Elementary, Elementary, Secondary and Tertiary), Academic Non-Teaching Personnel, Non-Teaching Personnel and Students (Secondary or Tertiary Levels) for Academic Year/School Year 2011-2012.

The deadline for the submission of Nomination Forms and supporting documents will be on **18 November 2011** (Friday) at 5:00 o'clock in the afternoon at the NOPSSCEA office in Panaad Park, Mansilingan, Bacolod City.

After a thorough deliberation on the qualifications of the nominees and documents submitted, an interview with the shortlisted nominees for the five categories will be scheduled on **13 January 2012** (Friday). The finalists will be notified on the venue and schedule of the interview.

Awarding of the winners for each of the categories will be on **27 January 2012** during the General Assembly of NOPSSCEA which will be held at the University of Negros Occidental-Recoletos Gymnasium at 1:00 o'clock in the afternoon.

Attached are the guidelines and criteria for the Search.

Supporting documents should be attached to the nomination form, and will include but will not be limited to the following:

- 1.) Certificate of Employment from school head/member of the Board; certification on enrollment in the school by the School Head or School Registrar;
- 2.) Performance Evaluation for the past 3 years;
- 3.) Certificate of Membership in school/community/socio-civic organizations (photocopy and certified by head);
- 4.) Certificate of attendance/participation in seminars;
- 5.) Awards or Certificates of Recognition received;
- 6.) Researches and publications completed. (only when applicable);
- 7.) Character references from three (3) persons who are not related to the nominee;
- 8.) Most recent photograph of the nominee (2x2) taken within the last six (6) months, with name and signature at the back;
- 9.) Other documents, evidences and pictures that may support the accomplishments and other items specified by the nominee.

For questions and clarifications regarding this Search, you may call the undersigned at telephone numbers 495 6390, 0922 8063610, or Dr. Ervie Emelda Gallespen, Chair of the Committee on Education, at telephone numbers 705 0000, local 3635, 0922 8063619, or Miss Grace Porter at telephone numbers 446 3267, 0922 8063654.

Attached are the guidelines and criteria and other forms for the aforementioned Search.

Very truly yours,

ROSARIO J. DE GUZMAN, Ed.D.

President

**GUIDELINES FOR THE 2011-2012 NOPSSCEA SEARCH FOR THE MOST
OUTSTANDING SCHOOL ADMINISTRATOR, TEACHERS,
ACADEMIC NON-TEACHING PERSONNEL,
NON-TEACHING PERSONNEL
AND STUDENTS**

RATIONALE

NOPSSCEA conducts the Search for Outstanding School Administrators, Teachers, Academic Non-Teaching Personnel, Non-Teaching Personnel and Students every two years. This search is aimed towards recognizing the exemplary performance, outstanding competence and accomplishments of members of the academic community who manifest profound commitment and remarkable dedication to their specific duties and responsibilities in their field of work.

Moreover, through this search, NOPSSCEA strongly believes that by giving due recognition to the exemplary competence, outstanding performance and accomplishments of the members of the academic communities of NOPSSCEA member schools, many other academicians, personnel and students may be strongly motivated to achieve excellence in their roles of strengthening and uplifting the educational services of schools in the province, in particular, and of the country, in general.

The search is undertaken by NOPSSCEA and is hoped to be supported by school heads of private elementary, secondary and tertiary institutions of NOPSSCEA member schools in the province.

A. SCHOOL ADMINISTRATORS

Who are qualified to apply?

- 1.) School administrators who are Filipino citizens with full appointment as President, Vice-President, School Director, Principal, Assistant Principal, Deans, Program Director, Head Teachers (with at least 15 teachers under his/her supervision), who have been active in administration and supervision for the last five (5) years and not less than two (2) years as administrator/supervisor of the school he/she is presently connected with (inclusive of leaves not exceeding two (2) years, provided the nominee is not on leave, and actually with administrative/supervisory roles at the time of nomination). However, the nominee must NOT have been on leave for more than two years immediately prior to nomination.
- 2.) For either pre-elementary, elementary, secondary and tertiary categories, the basic educational requirement is at least a Master's Degree. Degrees in Law and Medicine are considered equivalent to a Master's Degree.
- 3.) There will only be one (1) winner for this category.

Who are not qualified?

- 1.) Previous awardees and previous nominees who have been finalists twice and semi-finalists thrice (regardless of the years they joined).
- 2.) School administrators who have been sanctioned for violation of administrative policies, rules and regulations.

Who can nominate?

A member of the Board of Trustees of the school, Presidents of College/ Universities, Deans, Principals, Head Teachers or School Heads are the only ones authorized to nominate school administrators to the Search.

General Criteria for Evaluation

1. Personal Qualities and Character

- 1.1 Model of morality and integrity both in public and private life (has demonstrated honesty, love of country, humility, perseverance, diligence, courtesy, generosity, kindness and humane concern for his constituents)
- 1.2 Good human relations in the school and in the community

2. Administrative Competence and Effectiveness

- 2.1 Demonstrated competence, dedication and commitment in administration and supervision as evidenced by the high performance evaluation
- 2.2 Programs and projects which were used, practiced and implemented for the improvement of their respective schools in the last 5 years
- 2.3 Innovative administrative outputs/supervisory approaches/strategies/practices in the last 5 years
- 2.4 Educational attainment and professional advancement

3. Professional and Community Involvement

- 3.1 Membership in professional organizations related to administration and supervision
- 3.2 Participation in community and civic movements
- 3.3 Professional/community service awards
- 3.4 Participation in training programs

Specific Criteria

1. Personal Qualities and Character	10%
2. Administrative and Managerial Competence and Effectiveness	50%
Performance Evaluation (25%)	
Immediate Supervisor	20%
Constituents	15%
Pupils/Students	15%
Creativity/Innovativeness as Administrator in Research/ Programs/Projects (25%)	
3. Involvement in Community Work	10%
Outreach Activities	5%
Positions / Quality of Accomplishments	5%
4. Professional Advancement and Growth	20%
Educational Attainment	10%
Updating (Trainings, Seminars, Conferences)	5%
Involvement/Positions in Academic/ Professional/Socio-civic/Religious Organizations	5%
5. Interview	<u>10%</u>

GRAND TOTAL 100%

B. TEACHERS

Who are qualified to apply?

1. Teachers who are Filipino citizens with full time appointment as teacher of pre-elementary, elementary, secondary and tertiary levels, who have been active in teaching for the last 10 years and not less than two years from the school he/she is presently connected with (inclusive of leaves not exceeding two years, provided the nominee is not on leave, and actually teaching at the time of nomination). However, the nominee must NOT have been on leave for more than two years immediately prior to nomination.
2. For either pre-elementary, elementary and secondary categories, the basic educational requirements is at least a Bachelor's degree; for the tertiary level, it should be at least a Master's Degree. Degree holders in law and medicine are considered to possess a Master's Degree.

There will be only one (1) winner each for the pre-elementary, elementary, secondary and tertiary levels.

Who are not qualified?

1. Previous awardees and previous nominees who have been finalists twice and semi-finalists thrice (regardless of the year they joined).
2. Teachers who have been sanctioned for violation of administrative policies, rules and regulations.

Who can nominate?

The President / School Head, Dean, Principal, and Head Teacher are the only ones authorized to nominate teachers to the Search.

GENERAL CRITERIA FOR EVALUATION

1. Personal Qualities and Character
 - 1.1 The nominee should be a model of morality and integrity both in public and private life (has demonstrated honesty, love of country, humility, perseverance, diligence, good faith, courtesy, kindness, solicitude and respect for children/students and other members of the academic community)
 - 1.2 Manifest good human relations in the school and in the community
2. Instructional Competence and Teaching Effectiveness
 - 2.1 Demonstrated competence, dedication and commitment to the teaching profession, as evidenced by the high performance evaluation by immediate superior, peer and students
 - 2.2 Produced and used instructional materials for the improvement of teaching
 - 2.3 Utilized innovative teaching approaches/strategies /practices in the last 10 years
 - 2.4 Has produced research outputs/instructional materials in the last 10 years
 - 2.5 Actively participated in co-curricular activities in the last 10 years
 - 2.6 Upgraded educational attainment and professional advancement
3. Professional and Community Involvement
 - 3.1 Membership in professional organization related to his/ her field of specialization
 - 3.2 Participation in community and civic movements
 - 3.3 Professional/community service awards
 - 3.4 Participation in training programs

C. ACADEMIC NON-TEACHING PERSONNEL

General Requirements:

Nominees shall be Academic Non-Teaching Personnel who are Filipino citizens with Full Time appointment as academic Non-Teaching Personnel who have been active in his/her work as Librarian, Guidance Counselor, Research Coordinator, Registrar, Laboratory In-Charge for the last 10 years with not less than two years from the school he/she is presently connected (inclusive of leaves not exceeding two years, provided the nominee is not on leave, and actually in the non-teaching nature of work at the time of nomination). However, the nominee must NOT have been on leave for more than two years immediately prior to nomination.

He/She must be at least a Bachelor’s Degree holder.

There will be only ONE winner for all positions in this category.

Who are not qualified?

1. Previous awardees and previous nominees who have been finalists twice and semi-finalists thrice (regardless of the years they joined).
2. Personnel who have been sanctioned for violation of administrative policies, rules and regulations.

Who can nominate?

The President/School Head, Dean, Principal, Head Teacher or any immediate superior are the only ones authorized to nominate academic non-teaching personnel to the Search.

General Criteria for Evaluation

1. Personal Qualities and Character

- 1.1 The nominee should be a model of morality and integrity both in public and private life (has demonstrated honesty, love of country, humility, perseverance, diligence, courtesy, kindness, solicitude and respect for members and clients of the academic community whom he/she serves).
- 1.2 Manifests good human relations in the school and in the community

2. Skills and Work Effectiveness and Efficiency

- 2.1 Demonstrated competence, dedication, commitment and effectiveness in his/her field of work, as evidenced by the high performance evaluation by immediate supervisor and peers

3. Professional and Community Involvement

- 3.1 Participation in training programs
- 3.2 Membership in professional organizations related to field of work
- 3.3 Participation in community and civic movements

Specific Criteria

1. Personal Qualities and Character		10%
2. Skills and Work Effectiveness and Efficiency		50%
2.1 Performance Evaluation		60%
2.1.1 Immediate Superior	20%	
2.1.2 Peers	20%	
2.1.3 Clients (randomly chosen)	20%	
2.2 Creativity/Innovativeness in area of work		40%
3. Involvement in Community Work		10%
3.1 Outreach Activities (Quality of Accomplishments)		5%
3.2 Positions in Civic / Religious Organizations		5%
4. Professional Advancement and Growth		20%
4.1 Educational Attainment		10%
Ph.D./Ed.D.	10	
Ph.D./Ed.D. CAR8		
MA/MS	6	
MA/MS CAR	5	
BS / AB Degree	3	
4.2 Updating (Trainings/Seminars/Conference)		5%
4.3 Involvement/Positions in Academic/Professional, Socio-Civic/Religious Organizations		5%
5. Interview		10%
	GRAND TOTAL	100%

D. NON-TEACHING PERSONNEL

General Requirements:

Non-Teaching Personnel who are Filipino citizens with full time appointment as Non-Teaching Personnel, who have been active in his/her work either as personnel assigned in accounting and records offices, secretaries, health personnel and other support staff for the last 10 years with not less than two years from the school he/she is presently connected (inclusive of leaves not exceeding two years, provided the nominee is not on leave, and actually in the Non-Teaching nature of work at the time of nomination). However, the nominee must NOT have been on leave for more than two years immediately prior to nomination.

He/She must be at least a Bachelor's Degree holder.

There will be only one winner for all positions in this category.

Who are not qualified?

- 1.) Previous awardees and previous nominees who have been finalists twice and semi-finalists thrice (regardless of the years they joined).
- 2.) Personnel who have been sanctioned for violation of administrative policies, rules and regulations.

Who can nominate?

The President/School Head, Dean, Principal, Head Teacher or any immediate superior are the only ones authorized to nominate non-teaching personnel to the Search.

General Criteria for Evaluation:

1. Personal Qualities and Character

- 1.1 The nominee should be a model of morality and integrity both in public and private life (has demonstrated honesty, love of country, humility, perseverance, diligence, courtesy, kindness, solicitude and respect for members and clients of the academic community whom he/she serves).
- 1.2 Manifested good human relations in the school and in the community.

2. Skills and Work Effectiveness and Efficiency

- 2.1 Demonstrated competence, dedication, commitment and effectiveness in his/her field of work, as evidenced by the high performance evaluation by immediate supervisor and peers

3. Professional and Community Involvement

- 3.1 Participation in training programs
- 3.2 Membership in professional organizations related to field of work
- 3.3 Participation in community and civic movements

Specific Criteria for Evaluation:

1. Personal Qualities and Character		10%
2. Skills and Work Effectiveness and Efficiency		60%
2.1 Performance Evaluation	60%	
2.1.1 Immediate Superior	20%	
2.1.2 Peers	20%	
2.1.3 Clients (randomly chosen)	20%	
2.2 Creativity/Innovativeness in area of work	40%	
3. Involvement in Community Work		10%
3.1 Outreach Activities (Qualities of Accomplishments)	5%	
3.2 Positions in Civic/Religious Organizations	5%	
4. Professional Advancement and Growth		10%
5. Interview		10%
	GRAND TOTAL	100%

E. STUDENTS

General Requirements:

Nominees shall be at least third year high school for the secondary level and 3rd year in the curriculum of the course enrolled in for the tertiary level with at least 18 units load for two consecutive semesters of the current school year or during the calendar year of nomination and not less than two years residence in the school he/she is presently connected with, immediately prior to nomination.

There will be one winner each for the two levels, secondary and tertiary, in this category.

Who are not qualified?

Previous awardees and previous nominees who have been finalists/semi-finalists twice.

Who can nominate?

The Presidents of colleges and universities, Deans, Principals, Head Teachers or School Heads are the only ones authorized to nominate students to the Search.

General Criteria for Evaluation

1. Personal Qualities and Character

- 1.1 Model of morality and integrity, both in public and private life (has demonstrated honesty, love of country, humility, perseverance, diligence in his/her work, courtesy, generosity, kindness and humane concern for others).
- 1.2 Good human relations in the school and in the community.

2. Leadership Qualities

- 2.1 Demonstrated competence, dedication and commitment as a student leader, as evidenced by the high performance evaluation.
- 2.2 Programs and projects which were initiated, practiced and implemented for the improvement of their respective schools in the last two years

3. Involvement in Community, Civic, Religious, Government/Non-Government Organizations

- 3.1 Membership in student and related organizations
- 3.2 Participation in community and civic movements / activities
- 3.3 Professional / community service awards
- 3.4 Participation in training programs

4. Academic Performance

With no grade below 80%, dropped or failed grades in any of the subjects for the past two years prior to the year/semester of nomination

Specific Criteria

1. Personal Qualities and Character		10%
2. Academic Performance		25%
3. Leadership Qualities		30%
3.1 Performance Evaluation	40%	
3.1.1 immediate Adviser/Consultant	15%	
3.1.2 Members of Affiliated Organizations	15%	
3.1.3 Fellow Students	10%	
3.2 Creativity/Involvement	30%	
3.3 Commitment and Enthusiasm	10%	
3.4 Involvement in Curricular and co-curricular activities (Positions, Extent of Contributions)	20%	
4. Contribution to Community Work / Outreach Activities (Quality of Accomplishments)		15%
5. Interview		10%
6. Interaction Skills (one-day activity with judges)		10%
GRAND TOTAL		100%