

Search for THE OUSTANDING PERAA MEMBERS (TOPM)

GUIDELINES & MECHANICS

The Search will cover four categories:

1. **Academic Head:** Full-time permanent employees with management and leadership functions, with license if applicable. (e.g Dean, Principal, VPAA, Director of Guidance Services, Chief Librarian, or Department/Program Chair)
2. **Administrative Head:** Full-time permanent employees with administrative and coordinative functions, with license if applicable. (e.g VP or Dean for Student Affairs, Accountant, Registrar, Department Head or Subject Coordinator)
3. **Full Time Teacher:** Full-time permanent teachers, instructors, and professors
4. **Administrative Staff:** Full-time administrative support staff or rank and file employees (e.g secretaries, staff, clerks, messengers, or maintenance staff)

Who are qualified to join?

- a) Any PERAA member who has been employed for at least three (3) years under his/her present employer with full-time permanent employment status and whose Participating Institution (PI) is up-to-date in remittances.
- b) Filipino Citizen with good moral character
- c) Any TOPM nominees who have not made it as finalist. For those who made it as finalist but did not win may join after three (3) years.

Who are NOT qualified to join?

- All PERAA staff, TOPM finalist within the past three years and Authorizing Officer of the school who may be the Chairman of the Board, President, Vice President, Owner or his equivalent.

Who may nominate?

Only the *Authorizing Officer* should nominate and endorse one (1) nominee per category to the Search for a maximum of 4 nominees. The *Authorizing Officer* must also submit a one-page *endorsement* for each of the nominees indicating the nominee's achievements and qualifications.

Official Nomination Form may be downloaded at www.peraa.org. Deadline for submission of nominations including all required documents will be on **January 12, 2024**.

The PERAA Search Committee reserves the right to to disqualify nominees for incomplete requirements.

SCREENING PROCEDURE

PERAA Screening Committee (PSC) – Committee shall be designated by the PERAA Board of Trustees from organizations like PAASCU, PACUCOA, PEAC, PACU, and ACSCU. The committee members will elect a Chairman from among themselves.

1. Screening Procedure – PSC will classify nominees by category, deliberate and pick out the top 5 nominees per category with the highest rating, and submit them with corresponding documents to an independent Panel of Judges
2. Finalists - The nominees submitted by the PSC to the TOPM Panel of Judges will constitute the 20 finalists who will be interviewed and screened by the Panel of Judges.

TOPM Panel of Judges – Judges shall consist of independent, multi-sectoral representatives from the Department of Education (DepEd), Commission on Higher Education (CHED), educational organizations, civic organizations, and business sector.

1. Final Interview – The 20 finalists will be interviewed by the Panel of Judges in Makati at a venue to be arranged by PERAA.
2. Finalists* - Finalists will report on the day of screening (*Companions/chaperons, if any, should stay only at the lobby)
3. Winners – From the **five (5) finalists for each category**, only the top three (3) will be recognized as the winners consisting of the first, second and third placer. The announcement and awarding will be made on PERAA's Anniversary Celebration.

The Decision of the TOPM of Judges is Final.