

Guidelines & Mechanics
Search for 2025 THE OUSTANDING PERAA MEMBERS (TOPM)

The Search will cover four categories:

1. **Academic Head:** Full-time permanent employees with management and leadership functions, with minimum of three (3) years in position, 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 minimum of three (3) in position 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 with Full-time Permanent Employment Status who has been employed at least three years under his/her present employer
- b) His/Her Participating Institution (PI) must be up-to-date in remittances.
- c) Filipino Citizen with good moral character
- d) Any TOPM nominees who have not made it as finalist

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 an *Authorized Signatory* may nominate and endorse one (1) nominee per category for a maximum of 4 nominees. The *Authorized Signatory* must also submit a one-page *endorsement* for each of the nominees indicating the nominee's achievements and qualifications.

Deadline for submission of nominations including all required documents - **February 28, 2025**

SCREENING PROCEDURE

PERAA Screening Committee (PSC) Composition – Committee shall be designated by the PERAA Board of Trustees from organizations like PAASCU, PACUCOA, PEAC and ACSCU among the few. 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.

TOPM Panel of Judges Composition – 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 Manila at a venue to be arranged by PERAA. All-expense paid 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 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 Panel of Judges is Final.