

**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 nominees.
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.

**CHECKLIST OF REQUIREMENTS FOR SUBMISSION TO PERAA**

1. **Official Nomination Form** - to be signed by the authorized officer and attach TWO recent colored 2 x 2 ID Photos (with white background).
2. **One-Page Endorsement** - from school administrator, head of Institution's 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
    2. Certificates and evidences of academic honors
    3. Evidences or Identifications of licensure examination/s passed (Indicate NOT APPLICABLE if not required)
  - 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. Certification of involvement in publication/production and activities enumerated below:
      - 2.1 Copy of cover and table of contents of materials published, IF ANY; textbooks, system/procedure/manual, research/technical papers delivered in local or international conference
      - 2.2 Activities that were organized/initiated/conducted or seminars/trainings attended/facilitated by nominee related to school (Maximum of FIVE for the last 3 years)
  - C. Professional Activities**
    1. Certificate/s of Membership in organization/s and indicate positions held (Maximum of FIVE for the last 3 years)
    2. Awards/citation for outstanding accomplishment/s in the school, profession or community (latest Maximum of FIVE)
  - D. Community Involvement**
    1. Certificate/s of involvement in community projects (Maximum of FIVE for the last 3 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)**