



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
RECORDS SECTION
RELEASED
By:
Date: 11-03-21 Time: 1:22pm

Office of the Schools Division
Superintendent

October 28, 2025

DIVISION MEMORANDUM
No. **1547**s.2025

INVITATION TO THE 7TH POTTE NATIONAL CONVENTION AND RELATED ACTIVITIES

1. The **Philippine Organization of TLE TVL Educators (POTTE), Inc.**, in partnership with Surigao del Norte State University, invites interested participants to the following national activities on **December 5-7, 2025**, at **Surigao del Norte State University**, to wit:
 - 7th POTTE National Convention
 - 4th Gawad Parangal sa Natatanging Guro 2025
 - 1st Bahandi Research and Multidisciplinary Paper Presentation
 - 1st Bahandi Grand Innovation and Exhibits
2. For the **4th POTTE Gawad Parangal para sa Natatanging Guro**, these are the following categories:
 - Education Program Supervisors Category
 - Principals Category
 - Head Teachers Category
 - Master Teachers Category
 - Teacher I-III (Elementary Level, EPP and TLE)
 - Teacher I-III (JHS Level, TLE)
 - Teacher I-III (SHS Level, TVL)
 - HEIs Category
3. All other relevant information, such as the pointing system and the guidelines, is in the enclosures.
4. For queries, kindly contact the secretariat at potte.incorporated@gmail.com or 0917-805-3370.

PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No.: 0951-387-1728 (TNT); 0999-935-5399 (Smart)
Email Address: davaodeoro@deped.gov.ph
Website: www.deped-ddo.com

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Effectivity	09.12.22	Page	1 of 1

REC-00105



Republic of the Philippines
Department of Education
 DAVAO REGION

1st Indorsement
 October 20, 2025

Respectfully referred to all Schools Division Superintendents, inviting attention to the attached communication from Josephine G. Figueroa, President of Philippine Organization of TLE TVL Educators (POTTE) Inc. relative to the conduct of the 7th POTTE National Convention alongside the 4th Gawad Parangal sa Natatanging Guro, the 1st Bahandi Research and Multidisciplinary Paper Presentation, and 1st Bahandi Grand Innovation and Exhibit on December 5-7, 2025 at Surigao del Norte State University, Narcisso St. 8400 Surigao City Caraga. Participation in this activity shall be discretionary on the part of the Office of the Schools Division Superintendent; and that no government funds shall be used for their participation; and the "No Disruption of Classes Policy" as per DepEd Order No. 9, s. 2005 entitled: "Instituting Measures to Increase Engaged Time-on-Task and ensuring Compliance Therewith" shall be strictly observed.

ALLAN G. FARNAZO
 Director IV

Encl.: As stated
 ROC07/poh

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

By: [Signature] Date: Oct. 21, 2025
 Time: 2:070



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147
 Email Address: region11@deped.gov.ph
 Website: www.depedroxi.ph





**PHILIPPINE ORGANIZATION FOR TLE AND TVL
EDUCATORS, INC. (POTTE) INC.**

in partnership with

SURIGAO DEL NORTE STATE UNIVERSITY

September 24, 2025

**THE REGIONAL DIRECTOR
DepEd Regional Office
Department of Education**

*Subject: 7th National Convention of Philippine Organization of TLE TVL Educators (POTTE) Inc.
4th Gawad Parangal Sa Natatanging Guro 2025
1st Bahandi Research and Multidisciplinary Paper Presentation
1st Bahandi Grand Innovation and Exhibit
Venue: Surigao Del Norte State University -Main Campus, Surigao City
Date: December 5-7, 2025*

Dear Ma'am/Sir:

Peace and good health be unto you!

The **Philippine Organization for TLE and TVL Educators, Inc. (POTTE, Inc.)**, in partnership with the **Surigao del Norte State University**, will be hosting the **7th POTTE National Convention** alongside the **4th Gawad Parangal sa Natatanging Guro**, the **1st Bahandi Research and Multidisciplinary Paper Presentation**, and **1st Bahandi Grand Innovation and Exhibit** on **December 5-7, 2025** at **Surigao del Norte State University, Narcisso St. 8400 Surigao City Caraga**.

Anchored on the theme, "*Toward a Future-Proof Technical and Vocational Profession: The Role of TLE and TVL Practitioners in Digital, Sustainable, and Inclusive Education*," this program aims to strengthen teachers' pedagogical and technical competencies, expose participants to industry trends and innovations, promote sustainable practices, foster inclusivity, and highlight the importance of teacher-led research and professional collaboration.

For this reason, the undersigned would like to request from your good office to issue a **REGIONAL MEMORANDUM AND/OR REGIONAL ADVISORY** to inform **EPP/ TLE/ TVL teachers and school heads** and encourage them to participate in this year's 7th National Convention (with membership) and National Search for 4th POTTE Gawad Parangal sa Natatanging Guro.

Attached herewith are the **PROGRAM MATRIX, CATEGORIES AND AWARDS**, and **POINTING SYSTEM** for your reference.



**PHILIPPINE ORGANIZATION FOR TLE AND TVL
EDUCATORS, INC. (POTTE) INC.**

in partnership with

SURIGAO DEL NORTE STATE UNIVERSITY

Interested individuals may email our secretariat at potte.incorporated@gmail.com or contact through the following numbers: (02) 7987-1356 or 0917-805-3370.

In anticipation of your favorable response, allow me to express my sincerest gratitude in advance!

Signed:

JOSEPHINE G. FIGUEROA, PhD

President
POTTE, Inc.



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
PICC Secretariat Bldg., PICC Complex
Pasay City, Metro Manila

COMPANY REG NO. CN201916456

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By Laws of:

Philippine Organization for TLE and TVL Educators Inc.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation and By Laws in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), and copies of said Articles and By Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without a prior Registration Statement approved by the Securities and Exchange Commission; nor to undertake business activities requiring a Secondary License from this Commission such as but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/ financial futures exchange/broker/merchant, financing/lending company, and time shares/club shares/ membership certificate issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a permit to undertake activities for which other government agencies require a license or permit.

This Certificate **DOES NOT AUTHORIZE INVESTMENT SOLICITATION AND INVESTMENT-TAKING WITHOUT A SECONDARY LICENSE FROM THIS COMMISSION.**

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at PICC Secretariat Bldg., PICC Complex Pasay City, Metro Manila, Philippines, this day of 26, September, Twenty Nineteen.



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DOCUMENTARY STAMP TAX PAID

GERARDO F. DEL ROSARIO
Director
Company Registration and Monitoring Department

REPUBLIC OF THE PHILIPPINES

SURIGAO CITY

) S.S.

MEMORANDUM OF AGREEMENT

Know All Men By These Presents:

This **MEMORANDUM OF AGREEMENT** is entered into by and between:

THE PHILIPPINE ORGANIZATION FOR TLE AND TVL EDUCATORS, ("POTTE", for brevity) a non-stock, non-profit organization duly created and existing under the laws of the Republic of the Philippines, with office address at **Unit 5, 53 V. Bernardino Road, Bagbag, Novaliches, Quezon City**, herein represented by its Board of Trustees and its Officer-in-charge, **DR. JOSEPHINE G. FIGUEROA** and **EVELYN D.M. CABRERA**, hereinafter referred to as the "**ORGANIZATION**";

-and-

The **SURIGAO DEL NORTE STATE UNIVERSITY (SNSU)**, a state university with principal address at Narciso St., Surigao City, 8400 Philippines, herein represented by its President, **DR. ROWENA A. PLANDO**, hereinafter referred to as "**UNIVERSITY**".

WITNESSETH:

WHEREAS, the Parties had previously entered into a Memorandum of Understanding declaring their intention to be collaborative partners for their mutual and reciprocal benefits to foster **research collaboration, academic linkages, capacity-building, and sharing of expertise**;

WHEREAS, such intention to collaborate shall be concretized and realized by undertaking various collaborative activities the first of which being the 7th POTTE National Convention which will coincide with the 4th POTTE Gawad Parangal sa Natatanging Guro to be held on December 5 to December 7, 2025 ;

WHEREAS, the Parties, agree to the following terms and conditions for the conduct of its inaugural collaborative activity – the 7th POTTE National Convention which will coincide with the 4th POTTE Gawad Parangal sa Natatanging Guro ;

NOW THEREFORE, in consideration of the above-stated premises, the herein Parties have agreed as follows:

- 1.) **PURPOSE**- Both Parties are committed to ensuring the successful staging of the 7th POTTE National Convention and the 4th POTTE Gawad Parangal sa Natatanging Guro (the "Inaugural Event") on December 5 to 7 , 2025 and recognize the importance

of their cooperation and mutual support to advance the purposes of their collaborative partnership.

2.) OBLIGATIONS OF ORGANIZATION- In relation to the conduct and holding of the Inaugural Event, the Organization shall be responsible for the following:

- 2.1 Overall planning, preparation, organization, coordination, management, supervision and staging of the Inaugural Event and all the programs or activities in it, which may include but is not limited to undertaking all logistical requirements, sourcing and provision of funding, booking and securing attendance of all resource speakers and any or all tasks that may be necessary or relevant to ensure the successful, smooth and efficient holding of the said Inaugural event;
- 2.2 Creation and formation of a Technical Working Group (TWG) comprising of representatives from both Parties to serve as the core team for the planning, preparation, organization, coordination, management, supervision and staging of the Inaugural Event. The UNIVERSITY shall select individual Faculty from its Bachelor of Technology and Livelihood Education (BTLED) and Bachelor of Technical-Vocational Teacher Education (BTVETED) programs to become members of this Technical Working Group.
- 2.3 The Organization shall also allow free registration to at most five (5) selected Faculty members nominated by the UNIVERSITY to participate in the Inaugural Event.
- 2.4 The Organization obliges itself to grant institutional membership to the University which will be awarded at the culmination of the Inaugural Event which will formalize and mark the beginning of many other collaborative activities between the Parties.
- 2.5 The ORGANIZATION shall agree to assume the liability for damage to the UNIVERSITY provided venue, facility or equipment other than normal wear and tear due to acts or omissions not attributable to the UNIVERSITY or any of its agents, representatives, personnel, student or employee except force majeure. This includes any damage caused by the act, default, or negligence of the ORGANIZATION, or of the its agents, employees, patrons, guests or any person admitted to the said premises by said ORGANIZATION. "Normal wear and tear" is the expected decline of property as the result of normal use, that is, the deterioration of property caused by expected, normal use that is not the result of abuse or neglect.

3.) OBLIGATIONS OF THE UNIVERSITY- In relation to the conduct and holding of the Inaugural Event, the University shall be responsible for the following:

- 3.1 The UNIVERSITY obliges itself to provide the venue for all activities and programs included in the Inaugural Event including appropriate security for the same free of rental charges subject only to payment for utilities consumed for the duration of the event. The University will ensure that the facilities are suitable and available for the duration of the Inaugural Event.

The use of venue will also include use of its facilities and equipment thereon , as well as that of the services of its personnel to operate the same. Should there be a need for additional facility and equipment not available in the UNIVERSITY, it will not be responsible for securing the same and the liability for such falls on the ORGANIZATION.

Notwithstanding that the use of its venues, facilities and equipment has been allowed to the ORGANIZATION, the UNIVERSITY shall retain its right at all times to manage and control its premises which means that it can during conduct of the Inaugural Event enter or inspect the premises; remove any person thereon whose conduct is disorderly, unruly, dangerous or otherwise objectionable and to enforce all necessary and proper management and operations rules within the venue premises.

Parties will coordinate, thru the TWG, in relation to schedules for each day, program or activity; prohibited activities; and all other logistical details and requirements.

- 3.2 The UNIVERSITY grants permission to and **expressly authorizes** the ORGANIZATION to use its name and logo for all official materials, promotions, and communications related to the **Inaugural Event**.

The authority in the foregoing paragraph constitutes the required written approval or consent for use of the UNIVERSITY's name and logo specifically for the Inaugural Event.

Once awarded institutional membership, it is understood that the UNIVERSITY will also allow the ORGANIZATION to freely use such name and logo in future events , materials , or documents, subject to the University's **Branding and Logo Guidelines** , which the UNIVERSITY may impose taking into account protection of the UNIVERSITY's intellectual property rights against misuse, infringement or unauthorized use and compliant with applicable provisions of RA 8293. Such Branding and Logo Guidelines will govern the use of the UNIVERSITY's name and logo for future collaborative activities.

ORGANIZATION undertakes to ensure that it will exercise prudence and discretion in its use of UNIVERSITY's name and logo. Further, the ORGANIZATION will not use such name or logo in relation to events, acts or practices that will tarnish or harm the UNIVERSITY's reputation.

- 3.3 The UNIVERSITY shall render the necessary assistance to the ORGANIZATION in the planning, preparation, organization, coordination, management, supervision and staging of the Inaugural Event.

4.) TERMINATION

4.1 The MOA expires upon the completion of the performance of the obligations herein or after the staging and conduct of the Inaugural Event. Neither party may pre-terminate without a 45 day prior written notice. Pre-termination can be availed of only based on the following grounds:

- a. Breach of Contract: When one commits a material breach in its obligations that is so serious and grave.
- b. Upon Mutual Agreement: Parties can mutually agree to end a contract at any time, regardless of any breach
- c. Force Majeure/Impossibility of Performance (Frustration of Contract): If an unforeseen event or a change in status of either Party occurs that makes it impossible for it to perform its obligations;
- d. Fraud or Misrepresentation: If the agreement was formed based on fraudulent actions or significant misrepresentations by one of the parties;
- e. Supervening Illegality- If a change in law or circumstances makes the performance of the contract illegal.

4.2 Surviving/Residual Rights or Obligations- Any rights or obligations in these Agreement which by their nature are continuing, will survive termination or expiration of the same.

5.) **ALTERNATIVE DISPUTE RESOLUTION.** The Parties will attempt in good faith to resolve any dispute, controversy, issue, or claim arising out of or relating to this Agreement, or the breach, termination, or invalidity thereof through negotiations of each of the parties with authority to settle the relevant dispute. If the dispute cannot be settled amicably within thirty (30) days from the date on which either party has served written notice on the other of the dispute, then the matter may be referred to arbitration in accordance with prevailing laws, rules and jurisprudence on arbitration.

6.) MISCELLANEOUS

6.1 If any term or provision of this Agreement should be declared invalid by a court of competent jurisdiction, the remaining terms and provisions of this Agreement shall remain unimpaired and in full force and effect.

6.2 No modification, waiver or amendment of any term or conditions of this Agreement shall be effective unless and until it shall be reduced to writing and signed by all of the parties hereto or their authorized representatives.

SEP 19 2025

IN WITNESS WHEREOF, the parties hereby affix their signatures this _____ day of _____ 20____ at City of Surigao, Philippines.

**PHILIPPINE ORGANIZATION FOR TLE
AND TVL EDUCATORS, INC.**

**SURIGAO DEL NORTE STATE
UNIVERSITY**

By:


DR. JOSEPHINE G. FIGUEROA
President, POTTE Inc.

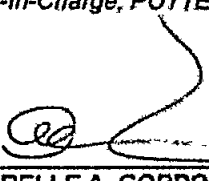
By:


DR. ROWENA A. PLANDO
*University President
Surigao Del Norte State University*

SIGNED IN THE PRESENCE OF:


EVELYN D.M. CABRERA
Officer-In-Charge, POTTE Inc.


DR. RONITA E. TALINGTING
*Vice President for Academic Affairs
Surigao Del Norte State University*


DR. ANNABELLE A. GORDONAS
Consultant, POTTE Inc.

DR. ELVIS P. PATULIN
*Dean, College of Teacher Education
Surigao Del Norte State University*


ADRIAN G. ESCUADRA
Director, PCPD Inc.


DR. JULIET RUTH D. MOZAR
*Campus Director
SNSU-MAINIT CAMPUS*

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

SURIGAO CITY) S.S.

BEFORE ME, SEP 19 2025, a notary public for and in SURIGAO CITY this
personally appeared:

Name	Identification
DR. JOSEPHINE G. FIGUEROA	PRC 0265 938
DR. ROWENA A. PLANDO	SMN 1030. 241

known to me to be the same persons who executed the foregoing Memorandum of Agreement consisting of Six (6) Pages, including this page on which this Acknowledgment is written, duly signed by the parties and their instrumental witnesses, and they acknowledged to me that the same is their free and voluntary act and de

IN WITNESS WHEREOF, I have hereunto set my hand and seal this
SEP 19 2025 2025 in SURIGAO CITY.

Doc. No.: 1083
Page No.: 111
Book No.: VIII
Series of 2025.


ATTY. CLEOPOLD G. CORRO
NOTARY PUBLIC
PTR NO. 210347-11-132
EXP. NO. 4121-150-2-2024
ROLL NO. 234351-11-10-120-1653-429
SURIGAO CITY, SURIGAO DEL NORTE
MCLE NO. VII-0017185



PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD



SURNAME ► FIGUEROA
FIRST NAME ► JOSEPHINE
MIDDLE NAME ► GERMA
REGISTRATION NO. ► 0265978
REGISTRATION DATE ► 01/03/1998
EXPIRATION DATE ► 06/19/2027

PROFESSIONAL TEACHER



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This is to certify that the person whose name, photograph and signature appear herein is a duly registered professional, legally authorized to practice, render, conduct, and in the spirit and intention of the law, exercise the profession of **TEACHER**.

This is to certify further that the holder is a professional in good standing and has received authorization of registration; professional license has not been suspended, revoked, or withdrawn.


Registrar General

SHARITO A. CAMERA
Registrar General

**SURIGAO DEL NORTE
STATE UNIVERSITY**
Barcelon St. 6400 Surigao City, Surigao del
Norte City Campus




ID NO 241

Rowena A. Plando
ROWENA A. PLANDO
SUC President III



This is a copy of the original document. It is not a duplicate.
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Address: SITIO LOOC BRGY. LUNA SC

Date of Birth: MARCH 21, 1970

Place of Birth: SURIGAO CITY

TEL No. 154 171 718

GSIS No. 008-0108-0108-7

PAG IBIG No. 1830-0002-3320

PHILHEALTH No. 18-000010683-0

EMPLOYEE No. 112497000002

In Case of Emergency, Please contact:

IRENEO C. PLANDO

0950-487-8107

SITIO LOOC BRGY. LUNA SC

Rowena A. Plando
DR. ROWENA A. PLANDO
SUC President III



PHILIPPINE ORGANIZATION FOR TLE AND TVL
EDUCATORS, INC. (POTTE) INC.

in partnership with

SURIGAO DEL NORTE STATE UNIVERSITY

CRITERIA AND RUBRIC FOR 4TH POTTE GAWAD PARANGAL SA NATATANGING GURO 2025

The "POTTE Gawad Parangal para sa Natatanging Guro" is a national search for "Most Outstanding" and "Outstanding" educators and school leaders. The national award is conferred to educators and school leaders in recognition of their commendable achievements and exceptional contributions in the field of EPP, TLE, and TVL education in general, and in Home Economics, ICT, Industrial Arts, and Agri-Fishery Arts components in particular. It is open to all active members of POTTE, Inc. including those aspiring members of the organization. This will highlight the vision and mission of POTTE, Inc. towards 'developing proactive and skilled 21st century Filipino professionals.

Building from its third iteration last December 7, 2024, POTTE Gawad Parangal 2024 will follow the mechanism approved by the Board of Trustees on the application, submission of documents, and evaluation based on various categories to promote fair and just recognition of competencies, skills, academic achievements, professional growth, community service records, research and publication, innovation, and other meritorious achievements.

A **blind evaluation procedure** is to be utilized in reviewing and assessing all submitted documents. This would mean applicant's basic information is hidden to ensure the integrity of the selection process and to be forwarded to panel members.

OVERALL-CHAMPIONS IN ALL CATEGORIES:

**Top 3 Highest Scorers from Major Awards in all categories will be recognized as the overall champions.*

2025 POTTE Natatanging Guro National Awardee: RANK 1 (with Php 10, 000.00 cash prize)

2025 POTTE Natatanging Guro National Awardee: RANK 2 (with Php 5, 000.00 cash prize)

2025 POTTE Natatanging Guro National Awardee: RANK 3 (with Php 3, 000.00 cash prize)



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I. Categories:

Each applicant may submit their application form based on the following categories:

A. EDUCATION PROGRAM SUPERVISORS (EPS) CATEGORY

Major Awards:

- Most Outstanding Supervisor in EPP, TLE, and TVL Education (1)
- Most Outstanding Supervisor in Leadership and Management (1)
- Most Outstanding Supervisor in Innovation (1)
- Most Outstanding Supervisor in Research and Development (1)

Special Awards:

- Outstanding Supervisor in Home Economics
- Outstanding Supervisor in Agriculture and Fishery Arts
- Outstanding Supervisor in Industrial Arts
- Outstanding Supervisor in Information and Communications Technology

B. PRINCIPALS CATEGORY

- Most Outstanding Principal in EPP, TLE, and TVL Education (1)
- Most Outstanding Principal in Leadership and Management (1)
- Most Outstanding Principal in Innovation (1)
- Most Outstanding Principal in Research and Development (1)

C. HEAD TEACHERS (HT) CATEGORY

Major Awards:

- Most Outstanding Head Teacher in EPP, TLE, and TVL Education (1)
- Most Outstanding Head Teacher in Leadership and Management (1)
- Most Outstanding Head Teacher in Innovation (1)
- Most Outstanding Head Teacher in Research and Development (1)

Special Awards:

- Outstanding Head Teacher in Home Economics
- Outstanding Head Teacher in Agriculture and Fishery Arts
- Outstanding Head Teacher in Industrial Arts
- Outstanding Head Teacher in Information and Communications Technology



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D. MASTER TEACHERS (MT) CATEGORY

Major Awards:

- Most Outstanding Master Teacher in EPP, TLE, and TVL Education (1)
- Most Outstanding Master Teacher in Leadership and Management (1)
- Most Outstanding Master Teacher in Innovation (1)
- Most Outstanding Master Teacher in Research and Development (1)

Special Awards:

- Outstanding Master Teacher in Home Economics
- Outstanding Master Teacher in Agriculture and Fishery Arts
- Outstanding Master Teacher in Industrial Arts
- Outstanding Master Teacher in Information and Communications Technology

E. TEACHER I-III CATEGORY (ELEMENTARY LEVEL, EPP and TLE)

Major Awards:

- Most Outstanding Teacher in EPP and TLE

Special Awards:

- Outstanding EPP Teacher in Leadership and Management
- Outstanding EPP Teacher in Innovation
- Outstanding EPP Teacher in Pedagogy and Instruction
- Outstanding EPP Teacher in Research and Development

F. TEACHER I-III CATEGORY (JHS LEVEL, TLE)

Major Awards:

- Most Outstanding Teacher in Technology and Livelihood Education

Special Awards:

- Outstanding TLE Teacher in Leadership and Management
- Outstanding TLE Teacher in Innovation
- Outstanding TLE Teacher in Pedagogy and Instruction
- Outstanding TLE Teacher in Research and Development
- Outstanding TLE Teacher in Home Economics
- Outstanding TLE Teacher in Agriculture and Fishery Arts
- Outstanding TLE Teacher in Industrial Arts
- Outstanding TLE Teacher in Information and Communications Technology



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in partnership with

SURIGAO DEL NORTE STATE UNIVERSITY

G. TEACHER I-III CATEGORY (SHS LEVEL, TVL)

Major Awards:

- Most Outstanding Teacher in TVL Education

Special Awards:

- Outstanding TVL Teacher in Leadership and Management
- Outstanding TVL Teacher in Innovation
- Outstanding TVL Teacher in Pedagogy and Instruction
- Outstanding TVL Teacher in Research and Development
- Outstanding TVL Teacher in Home Economics
- Outstanding TVL Teacher in Agriculture and Fishery Arts
- Outstanding TVL Teacher in Industrial Arts
- Outstanding TVL Teacher in Information and Communications Technology

H. HEIs CATEGORY

Major Awards:

- Most Outstanding Educator in TLE and TVL Education (3 awardees)

Special Awards:

- Outstanding TLE and TVL Educator in Leadership and Management
- Outstanding TLE and TVL Educator in Innovation
- Outstanding TLE and TVL Educator in Pedagogy and Instruction
- Outstanding TLE and TVL Educator in Research and Development
- Outstanding TLE and TVL Educator in Home Economics
- Outstanding TLE and TVL Educator in Industrial Arts
- Outstanding TLE and TVL Educator in ICT
- Outstanding TLE and TVL Educator in Agriculture and Fishery Arts

I. KASANAYAN LEADERSHIP AND EXCELLENCE IN EDUCATION AWARDS

This national award is given to professionals from the academe, industry partners, and government agencies in recognition of their commendable achievements and exceptional contributions to Philippine Education System (PES) in general and POTTE, Inc. in particular. The recognition is to be chosen by POTTE Chairman of the Board through merit and practice-based selection and to be



**PHILIPPINE ORGANIZATION FOR TLE AND TVL
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in partnership with

SURIGAO DEL NORTE STATE UNIVERSITY

conferred during the 7th National Convention and 4th Gawad Parangal para sa Natatanging Guro 2025.

Awards:

- Most Outstanding Leader in Education
- Most Outstanding Leader in Education (EPP, TLE, TVL, ICT, Home Economics, Agri- fishery Arts, Industrial Arts)
- Most Outstanding Educator in Research Development and Innovation
- Most Outstanding Professional in Leadership and Excellence in Education

II. Pointing System

Evaluators shall review, assess, and score the submitted documents of the candidates using the table below for all categories:

AREAS	POINTS
Research and Publication	25
Academic Development	25
Professional and Skills Development	20
Community Service	10
Awards and Recognition	10
Speakership	10
TOTAL	100

***** Additional POINTS (maximum of 10 points at the discretion of the evaluator/s and with the approval of the Chairman of the Board) will be given to active members of POTTE and active participants of POTTE's allied organizations and institutions.**

The points for each area are scored as follows:

1. Research and Publication

Criteria: Research presented and/or published in an/a:	Score
International Level	25 (Presented and published/Published but not presented: 25 pts.)



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	(Presented but not published: 22 pts.)
National Level	20 (Presented and published/Published but not presented: 20 pts.) (Presented but not published: 17 pts.)
Regional Level	15 (Presented and published/Published but not presented: 15 pts.) (Presented but not published: 12 pts.)
Division Level	10 (Presented and published/Published but not presented: 10 pts.) (Presented but not published: 7 pts.)
District Level	5 (Presented and published/Published but not presented: 5 pts.) (Presented but not published: 4 pts.)
School Level	3 (Presented and published/Published but not presented: 3 pts.) (Presented but not published: 2 pts.)



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2. Academic Development

Criteria	Score
Doctorate and PhD Level	25 (Completed with dissertation: 25 pts.) (Complete Academic Requirements: 23 pts.) (Unit Earner: 21 pts.)
Master's Degree Level	20 (Completed with Thesis: 20 pts.) (Complete Academic Requirements/Non-Thesis Program: 17 pts.) (Unit Earner: 15 pts.)
Bachelor's Degree Level	10

3. Professional and Skills Development (innovation, invention, and other projects are accepted, just make sure that pertinent certifications are available)

Criteria	Score
POTTE hosted Training Programs, Conventions, Seminars, Workshops, and Webinars	20
International Level Training Programs, Seminars, Workshops, and Webinars	20
National Level Training Programs, Seminars, Workshops, and Webinars	18
Regional Level Training Programs, Seminars, Workshops, and Webinars	12
Division Level Training Programs, Seminars, Workshops, and Webinars	8
District Level Training Programs, Seminars, Workshops, and Webinars	5



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School Level Training Programs, Seminars, Workshops, and Webinars	3
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4. Community Service

Criteria: Proponent	Score
Fully Implemented	10
Ongoing Implementation	7
Approved Proposal	5

5. Awards and Recognition

Criteria: Awards, Recognition, Outstanding Accomplishments, and other Meritorious Achievements depending on its level	Score
International	10
National	7
Regional	5
Division/ Provincial	4
District/ Municipal	3
School/Barangay	2

6. Speakership

Criteria	Score
International	10

National	7
Regional	5
Division/ Provincial	4
District/ Municipal	3
School/Barangay	2



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Important notes:

1. Who can join the 4th POTTE Gawad Parangal? All **active POTTE members and NEW POTTE members** who will be joining in this year's POTTE Convention are eligible to join the 'parangal', however, they need to register first for the 7th National Convention to confirm their application.
2. Notarized Application Form shall include the following:
 - a. **Letter of Intent (LoI)** signed by the applicant and endorsed or nominated by, at least, the immediate superior or school head;
 - b. **Curriculum Vitae** (use the template/format to be provided by POTTE, Inc.).- SEND your notarized LOI and CV to **potteincorporated@gmail.com** in a PDF file/format.
3. All submitted certificates must be recognized by CHED, DepEd, TESDA, or other government agencies and institutions. In the case that the certificate was issued by a private institution or organization, the said organization must be SEC registered or at least recognized by one of the accrediting institutions here and abroad.
4. We will only accept certificates and other attestations which were earned within the **LAST FIVE (5) YEARS**, that is 2021 to present. Candidates who will submit documents from 2020 shall incur deduction of points.
5. Candidates who have earned at least **75 points and above** are qualified to receive one of the **special awards (OUTSTANDING)**.
6. Candidate with the highest score in each category will be awarded for the **major awards (MOST OUTSTANDING)**.
7. In the case that there are candidates who **tie** for the major awards, additional points should be given to:
 - 7.1. candidate who is an **ACTIVE MEMBER** from 2019-2024, meaning consistent participation in the annual convention of POTTE, Inc.
 - 7.2. candidate who has either attended or participated in any of the professional development programs, seminars, workshops, conferences, and the like, offered by POTTE's partner institutions and organizations:
 - a. Philippine Continuing Professional Development Training Center, Inc. (PCPD Training Center, Inc.),
 - b. International Integrated Research Conference (IIRC) by Asia-Pacific Movement for the Advancement of Pedagogy and Research, Inc. (APMAPeRe, Inc.),



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- c. "Ang Kampilan" (Kalipunan ng mga Mamamayang Pilipino Laban sa Katiwalian), and
- d. ChapterHouse Publishing, Inc.

7.3. candidate who bested the panel interview.



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7th NATIONAL CONVENTION OF PHILIPPINE ORGANIZATION OF TLE TVL EDUCATORS (POTTE) INC. (December 5-7, 2025)

4TH GAWAD PARANGAL SA NATATANGING GURO 2025 (December 6, 2025)

1ST BAHANDI RESEARCH AND MULTIDISCIPLINARY PAPER PRESENTATION

1ST BAHANDI GRAND INNOVATION AND EXHIBIT (December 6, 2025)

Program Description:

The 7th National Convention of the Philippine Organization of TLE TVL Educators (POTTE) Inc., held alongside the 4th Gawad Parangal sa Natatanging Guro and the 1st National Kahusayan Research and Innovation Conference, carries the theme *"Toward a Future-Proof Technical and Vocational Profession: The Role of TLE and TVL Practitioners in Digital, Sustainable, and Inclusive Education."* This three-day gathering is designed to strengthen teachers' pedagogical and technical competencies in line with the MATATAG curriculum and the digital economy, expose participants to industry trends and emerging innovations, and advance sustainable and inclusive practices in technical-vocational education. Through plenary sessions on 21st-century teaching, greening the curriculum, technology integration, and inclusive strategies, as well as research presentations, patented innovation showcases, and recognition of outstanding educators, the convention emphasizes the transformative role of teacher-led research, collaboration, and professional development. By combining capacity-building, research dissemination, innovation, and awards, the convention fosters a community of practice where TLE and TVL educators can lead the way in equipping learners with future-ready skills that are responsive to global, environmental, and diverse learning needs.

Conference Objectives:

1. Strengthen teachers' pedagogical and technical competencies in delivering relevant and responsive TLE and TVL instruction aligned with the MATATAG curriculum and the demands of the digital economy.
2. Expose teachers to emerging trends and innovations in technology and industry practices that can be integrated into classroom instruction, school-based enterprises, and technical workshops.
3. Promote sustainable practices and green skills integration in TVL programs to help learners become environmentally responsible and globally competitive.
4. Foster inclusivity in teaching strategies and assessment tools to address the diverse learning needs of students, including those with disabilities, learning gaps, or limited access to technology.
5. Highlight the importance of teacher-led research in improving instructional strategies, curriculum implementation, and learner outcomes in TLE and TVL education.
6. Encourage collaboration among TLE and TVL educators nationwide in creating learning resources, sharing best practices, and building communities of practice for ongoing professional development.

**7th POTTE
National
CONVENTION**

**4th POTTE
Gawad Parangal
sa Natatanging Guro**

**Bahandi
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**Bahandi
Grand Innovation and Exhibit**



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DAY 1 - IGNITE: Strengthening Foundations and Vision

Time	Activity	Person-in-Charge
7:30 AM – 8:30 AM	Morning Registration and Opening of Exhibits (TVL Student Innovation Booths)	
8:30 AM – 9:00 AM	Opening Ceremonies • Invocation • National Anthem • Cultural Presentation – Linga Saginsid Ensemble • Orientation and Setting of Expectations • Presentation of POTTE Board Members, Regional Coordinators, and TWG	
9:00 AM – 9:05AM	Opening Remarks	Dr. Josephine G. Figueroa <i>President, POTTE</i>
9:05 AM– 9:15 AM	Welcome Message	Hon. Pablo Yves “Paul” L. Dumlao II <i>Mayor of Surigao City</i>
9:15 AM – 9:30 AM	Inspirational Message	Dr. Rowena A. Plando <i>President, SNSU</i>
9:30 AM– 9:58 AM	Keynote Address 1 : Empowering TLE and TVL Teachers for a Future-Proof Basic Education	<i>For confirmation</i>
9:58 AM – 10:30 AM	Keynote Address 2: Greening the Curriculum: Infusing Sustainability in TLE and TVL	<i>For confirmation</i>
10:30 AM – 10:45 PM	Health Break	
10:45 AM – 11:45 AM	Plenary 1: Strategize to Specialize: Winning Teaching Approaches in TLE and TVL for LET Success	Dr. Carlo P. Tantoy <i>Chief of the Curriculum Implementation Division (CID) in Surigao</i>
11:45 NN – 1:00 PM	Lunch Break	
1:00 PM – 1:30 PM	Afternoon Registration	
1:30 PM – 2:30 PM	Plenary 2: Beyond the Paper Trail: Converting TVL Research into Protected IP Assets for Industry Adoption and Commercialization	Dr. Romy Jun A. Sunico <i>Vice President for Research Innovation & Extension</i>
2:30 PM – 3:30 PM	Plenary 3: Inclusive Strategies in Teaching Technical and Livelihood Education	<i>for confirmation</i>
3:30 PM – 4:30 PM	Plenary 4: Competency-Based Learning in Tech-Voc Education	Dr. Vilma L. Gorgorio <i>Education Program Supervisor</i>
4:30 PM – 5:00 PM	Day 1 Synthesis, Reflection, and Evaluation	Archielyn S. Semanero <i>POTTE Board Member</i>

7th POTTE
National
CONVENTION

4th POTTE
Gawad Parangal
sa Malalanguy, Quezon

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General Information and Feedback



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DAY 2 - INNOVATE: Advancing Through Research, Recognition, and Innovation

Time	Activity	Person-in-Charge
8:00 AM - 8:30 AM	Morning Registration	
8:30 AM - 9:00 AM	Recap of Day 1 / Energizer	Ma. Anna Joylyn R. Medina POTTE Board Member
9:00 AM - 10:00 AM	Plenary 5: Innovation in Practice: Transforming TLE and TVL through Teacher-Led Solutions	Dr. Mylene R. Corpuz Center Director of the Cagayan Valley Cacao Development Center (CVCDC) Isabela State University
10:00 AM - 11:00 AM	Plenary 6: Publish, Perish, or Flourish? Reimagining Research for TVL/TLE Teacher Growth and Impact	Dr. Annabelle A. Gordonas Chief, Graduate School Research and Extension Office/ Chair, Master of Arts in ELT- Polytechnic University of the Philippines
11:00 AM - 12:00 NN	Lunch Break	
12:00 NN - 12:30 PM	Afternoon Registration	
12:30 PM - 2:30 PM	Research Presentations by Participants • 10-minute slots • Evaluated by a panel • Certificates for outstanding papers	
2:30 PM - 3:30 PM	Patented Innovations Showcase and Poster Presentation • Presentation of teacher- and student-led patented outputs/ researchers in a poster • Short demonstrations or video features • Highlighting innovation-to-market success stories	
3:30 PM - 4:00 PM	End of Technical Session Day 2	
4:00 PM - 6:00 PM	Preparation for the Gawad Parangal, Research Congress, and Innovation Awards	
6:00 PM - 6:30 PM	Guest Arrival / Buffet Dinner Opens	
6:30 PM - 6:45 PM	Opening Prayer and Prelude	
6:45 PM - 7:00 PM	Welcome Toast, and Opening Remarks	Dr. Jackbert D. Mendoza President, Bonaventure Colleges of Sorsogon
7:00 PM - 7:30 PM	Inspirational Message from the Guest of Honor	Dr. Mylene R. Corpuz Top 1, 3rd POTTE Gawad Parangal sa Natatanging Guro
7:30 PM - 8:00 PM	Awarding of BEST PRESENTER, PAPER, and POSTER	
7:30 PM - 9:00 PM	AWARDING OF OUTSTANDING MEMBERS	
9:00 PM - 10:00 PM	AWARDING OF TOP 3	
10:00 PM - 10:30 PM	Photo Ops	

7th POTTE
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4th POTTE
Gawad Parangal
sa Natatanging Guro

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DAY 3 - IMPLEMENT: Collaboration and Commitment

Time	Activity	Person-in-Charge
8:00 AM - 8:30 AM	Morning Registration	
8:30 AM - 9:00 AM	Morning Reflection and Energizer	
9:00 AM - 10:00 AM	Plenary 7: Raising the Bar: Assessment Competencies for BTLED and BTVTED Teachers in Preparing for the LET	Philippine Normal University-Mindanao (For Confirmation)
10:00 AM - 12:00 NN	Oath taking of the new Regional Head, including Region 9 & 10	
12:00 NN - 1:00 PM	Lunch Break	
1:00 PM - 1:30 PM	Afternoon Registration	
1:30 PM - 2:30 PM	Ways Forward	Dr. Josephine G. Figueroa President, POTTE
2:30 PM onwards	Closing Program and Photo Ops per Region Distribution of Certificates	

**Please note that this is a working program. Minor updates might occur.*

7th POTTE
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CONVENTION

4th POTTE
Gawad Parangal
sa Malalagang Guro

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1st Bahandi Research and Multidisciplinary Paper Presentation 2025

The Philippine Organization of TLE and TVL Educators, Inc. (POTTE, Inc.) invites educators, researchers, graduate students, and practitioners to submit abstracts for the **Bahandi: Multidisciplinary Research Paper Presentation**, one of the highlights of the **7th National Convention**.

This event provides a venue for sharing original research across disciplines, fostering collaboration, and showcasing evidence-based practices that address pressing issues in **education, curriculum, teaching pedagogy, TVET, and non-TVET/TVET fields, including industry, governance, health, environment, and community development.**

Themes and Tracks

Submissions may cover (but are not limited to):

1. Pedagogy, Curriculum, and Assessment Innovations

- 1.1 TLE and TVL Education & Teaching Pedagogy
- 1.2 Curriculum Development and Instructional Innovations (for TVET and non-TVET/TVET fields)
- 1.3 Innovation in Assessment and Quality Assurance (SDG 4: Quality Education)

2. Digital Transformation, Educational Technology, and Open Science

- 2.1 Digital Transformation in Education and Training (TVET and non-TVET/TVET)
- 2.2 Educational Technology, Open Science, and Research Innovations (SDG 4, SDG 9, SDG 17)

3. Sustainability, Green Skills, and Climate-Responsive Education

- 3.1 Sustainability, Environmental Education, Green Skills, and Climate Action (SDG 7, SDG 12, SDG 13, SDG 15)

4. Inclusivity, Equity, and Global Futures in Education

- 4.1 Inclusivity, Equity, and Lifelong Learning (TVET and non-TVET/TVET)
- 4.2 Globalization, Internationalization, and Futures Thinking (SDG 4, SDG 5, SDG 10, SDG 17)

5. Entrepreneurship, Workforce, and Community Development

- 5.1 Entrepreneurship, Business, and Workforce Development



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5.2. Community-Based Development and Extension Programs (SDG 1, SDG 8, SDG 9, SDG 11)

6. Policy, Governance, Leadership, Culture, and Well-Being

6.1. Policy, Governance, and Leadership in Education and Training (TVET and non-TVET)

6.2. Research in Arts, Culture, and Heritage

6.3. Health, Safety, and Well-Being in Education and Community Contexts (SDG 3, SDG 4, SDG 11, SDG 16)

Abstract Guidelines

- **Length:** 300 words (excluding title and keywords)
- **Format:**
 - Title of the Paper
 - Name(s) of Author(s), Institutional Affiliation, and Contact Email
 - Abstract Body (Objectives, Methodology, Results, and Implications)
 - Keywords (3–5)
- **Font/Spacing:** Times New Roman, 12pt, single-spaced
- **Language:** English or Filipino

Submission Details

- **Deadline for Abstract Submission:** [Insert Date]
- **Notification of Acceptance:** [Insert Date]
- **Full Paper Submission:** [Insert Date]
- **Presentation Mode:** Virtual Presentation (10–12 minutes, followed by Q&A)

How to Submit:

Please send your abstracts in MS Word format to:

 potteincorporated@gmail.com

Subject line: *Bahandi Research Submission – [Author's Last Name]*



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Evaluation Criteria and Scoring

Abstracts and presentations will be evaluated using the following criteria:

Criteria	Description	Points
Relevance to the Theme and Tracks (TVET and non-TVET/TVET)	Alignment of the study with the conference themes, research tracks, and SDGs	25 points
Originality and Significance	Novelty of the research, contribution to new knowledge, and importance of the study	25 points
Clarity of Objectives, Methodology, and Results	Logical presentation of research objectives, appropriateness of methods, and clarity of results	25 points
Contribution to Education, Curriculum, Teaching Practice, or Policy	Practical implications and potential impact of the research on education, pedagogy, curriculum, industry, governance, or community	25 points

Total Score: 100 points

Rating Guide:

- **91–100** = Outstanding
- **81–90** = Very Good
- **71–80** = Good
- **61–70** = Fair
- **Below 60** = Needs Improvement

For inquiries, please contact:

 [Evelyn Cabrera- POTTE OIC/0917-615-8964]

 [potteincorporated@gmail.com]

 Join us in advancing a culture of research, in **both TVET and non-TVET/TVET fields**, through **Bahandi!**



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1st Bahandi Innovation and Exhibit

The 7th National Convention of the Philippine Organization of TLE TVL Educators (POTTE) Inc., held alongside the 4th Gawad Parangal sa Natatanging Guro and the 1st National Kahusayan Research and Innovation Conference, carries the theme "*Toward a Future-Proof Technical and Vocational Profession: The Role of TLE and TVL Practitioners in Digital, Sustainable, and Inclusive Education.*" This three-day gathering is designed to strengthen teachers' pedagogical and technical competencies in line with the MATATAG curriculum and the digital economy, expose participants to industry trends and emerging innovations, and advance sustainable and inclusive practices in technical-vocational education. Through plenary sessions on 21st-century teaching, greening the curriculum, technology integration, and inclusive strategies, as well as research presentations, patented innovation showcases, and recognition of outstanding educators, the convention emphasizes the transformative role of teacher-led research, collaboration, and professional development. By combining capacity-building, research dissemination, innovation, and awards, the convention fosters a community of practice where TLE and TVL educators can lead the way in equipping learners with future-ready skills that are responsive to global, environmental, and diverse learning needs.

Abstract Guidelines for Participants

- Word Limit: Maximum of 300 words only.
- Format:
 - Font: *Times New Roman*
 - Size: 12 pt
 - Line spacing: Single
 - Alignment: Justified
- Required Structure:

Title – Concise and descriptive (maximum of 15 words).

- **Author(s) and Affiliation(s)** – Full name(s), institution, and contact email.
 - **Introduction / Rationale** – Brief background and importance of the study.
 - **Objectives** – Purpose or aim of the research.
 - **Methodology** – Research design, approach, or process in summary form.
 - **Key Findings / Results** – Highlight of major findings or expected outcomes.
 - **Conclusion / Implications** – Relevance to practice, education, or policy.
- Restrictions:
 - No tables, figures, or references should be included in the abstract.



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- Abstract must align with the convention theme and fall under TVL/TLE disciplines:

Agri-Fishery Arts, Information and Communications Technology, Home Economics, Industrial Arts, and Entrepreneurship.

Criteria and Guidelines for Judging (TVL/TLE Focus)

Theme: "Toward a Future-Proof Technical and Vocational Profession: The Role of TLE and TVL Practitioners in Digital, Sustainable, and Inclusive Education."

Criteria	Description	Weight
Relevance & Alignment	The innovation addresses real needs in TVL/TLE fields (Agri-Fishery, ICT, Home Economics, Industrial Arts, Entrepreneurship). Anchored on the convention theme, the project demonstrates how TVL/TLE can empower educators, trainers, researchers, and industry partners through digital, sustainable, and inclusive education . It is also aligned with one or more United Nations Sustainable Development Goals (SDGs) , ensuring responsiveness to community, industry, and national priorities.	20%
Creativity & Originality	The project demonstrates unique, innovative, and resourceful application of skills . It reflects originality in design, process, or approach, avoiding duplication of existing solutions, and highlights ingenuity and craftsmanship rooted in TVL/TLE.	20%
Functionality & Practicality	The output is functional, safe, and feasible for real-life application in schools, households, communities, or industries. It provides cost-effective, user-friendly, and adaptable solutions that address pressing needs in TVL/TLE practice.	20%
Sustainability & Impact	The project promotes long-term viability, eco-friendly practices, and livelihood generation or entrepreneurship . It demonstrates impact by contributing to: • Improved quality of life and well-being • Job creation, skills development, or income opportunities • Environmental protection and social responsibility • Advancement of TVL/TLE competencies while supporting SDG targets	20%
Presentation & Communication	The exhibit is organized, visually engaging, and professionally presented , highlighting technical skills and innovation. Presenters explain the project clearly and confidently, emphasizing its purpose, process, impact, and contribution to SDGs while reflecting the spirit of the POTTE 2025 theme.	20%