Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

DIVISION ADVISORY NO.077, s. 2026
October 12, 2026

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INVITATION TO THE 8TH POTTE NATIONAL CONVENTION 2026 AND 5TH POTTE GAWAD PARANGAL SA NATATANGING GURO 2026

The Philippine Organization of Teachers and Teacher Educators (POTTE) invites interested Technical-Livelihood Education (TLE), Technical-Vocational-Livelihood (TVL), and Technical and Vocational Education and Training (TVET) educators, school leaders, researchers, industry partners, government agencies, and other education stakeholders to participate in the **8th POTTE National Convention 2026, with the 5th POTTE Gawad Parangal sa Natatanging Guro 2026**, Bahandi Research Congress, Bahandi Innovation Expo, and Industry Exhibition, scheduled on December 7–9, 2026, at the Legazpi City Convention Center, Legazpi City, Albay.

For further information, interested parties are advised to refer to the attached official communication from the National President of POTTE, Inc.

SGOD/CES/October 12, 2026

Digitally initialed by
Edgard C.
Domingo
Date: 2026.10.13
08:51:38 +08'00'

Jesus St., Brgy. Pulungbulu, Angeles City 2009
(045) 901-9498/angeles.city@deped.gov.ph

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

Main Office Address:
53 V. Bernardino road Brgy. Bagbag Novaliches, Quezon City.

Sec Registration : *CS201916456*
NON-VAT TIN: *010-408-109*

Contact Number:
0992 052 8588
potteincorporated@gmail.com
facebook.com/potteincorporated

September 17, 2026

Engr. Edgard C. Domingo, PhD, CESO V
Schools Division Superintendent
Department of Education
Angeles City

Subject: REQUEST FOR DIVISION ADVISORY AND DISSEMINATION OF THE 5TH POTTE GAWAD PARANGAL SA NATATANGING GURO 2026 TO PUBLIC AND PRIVATE SCHOOLS FOR THE 8TH POTTE NATIONAL CONVENTION 2026

Dear Schools Division Superintendent Engr. Domingo,

Warm greetings from the Philippine Organization for TLE and TVL Educators (POTTE), Inc.!

The Philippine Organization for TLE and TVL Educators (POTTE), Inc. respectfully requests the issuance of an appropriate **Division Advisory or Memorandum** and the dissemination of the invitation to the **8th POTTE National Convention 2026 with 5th POTTE Gawad Parangal sa Natatanging Guro 2026, Bahandi Research Congress, Bahandi Innovation Expo, and Industry Exhibition**, scheduled on **December 7-9, 2026 at the Legazpi City Convention Center, Legazpi City, Albay**.

The **5th POTTE Gawad Parangal sa Natatanging Guro 2026** is designed to recognize qualified educators and school leaders whose documented work demonstrates professional excellence, innovation, service, leadership, and positive impact on learners and communities. It also aims to encourage schools to identify, affirm, and learn from exemplary practices that may strengthen teaching, learner preparation, and institutional improvement.

Supporting convention components include the Bahandi Research Congress, Innovation Expo and Industry Exhibition, and selected keynote and plenary sessions. These provide educators with opportunities to present research, showcase instructional or technology-based solutions, exchange practices, and build collaboration. The request is therefore centered on **recognizing educators and widening access to professional knowledge-sharing**.

May we respectfully request your Office to circulate the attached information to public and private elementary and secondary schools within the Division, particularly to TLE and TVL teachers, school heads, researchers, and innovators. Participation shall be voluntary, subject to approval, and without disruption of classes or essential school operations. No compulsory collection shall be imposed, and any authorized expenses shall be subject to existing budgeting, accounting, auditing, and institutional policies. Dissemination shall not be construed as requiring attendance.

Attached for your evaluation and dissemination are the updated Program Matrix, the guidelines and criteria for the **5th POTTE Gawad Parangal sa Natatanging Guro 2026**, research and innovation information, and registration details. For clarifications, the POTTE Secretariat may be reached at **0992 052 8588** or **potteincorporated@gmail.com**.

We respectfully hope for your favorable consideration and assistance in ensuring that deserving educators and schools within the Division are informed of this recognition and professional-sharing opportunity.

Respectfully yours,

DR. JOSEPHINE G. FIGUEROA
National President, POTTE, Inc.

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PROGRAM MATRIX

8TH POTTE NATIONAL CONVENTION 2026
with Gawad Parangal sa Natatanging Guro 2026, Bahandi Research Congress, Bahandi Innovation Expo, and Industry Exhibition

Theme: "Revolutionizing Skills-Based Education in TLE-TVL: Advancing Workplace Preparedness, Innovation, Industry Relevance, and Digital Transformation."

Description: The **8th POTTE National Convention** is the flagship annual gathering of the **Philippine Organization for TLE and TVL Educators Inc.** that brings together Technical-Livelihood Education (TLE), Technical-Vocational-Livelihood (TVL), and TVET educators, school leaders, researchers, industry partners, government agencies, and education stakeholders from across the country.

The convention serves as a national platform for professional learning, knowledge exchange, research dissemination, innovation showcasing, industry collaboration, and recognition of outstanding educators who continuously contribute to improving Philippine technical and vocational education.

This year's convention integrates three major national events:

- **Bahandi Research Congress**
- **Bahandi Innovation Expo and Industry Exhibition**
- **Gawad Parangal sa Natatanging Guro 2026**

Through keynote addresses, plenary sessions, research presentations, innovation exhibitions, institutional best practices, and recognition ceremonies, participants will strengthen their competencies while promoting collaboration among educational institutions, industries, government agencies, and professional organizations.

RATIONALE

The rapidly evolving demands of Industry 4.0, digital transformation, artificial intelligence, and the changing workforce require educators to continuously innovate their teaching practices and strengthen industry relevance.

Technical and vocational education plays a critical role in preparing learners with future-ready competencies that meet national and global workforce standards. As such, educators must remain responsive to emerging technologies, competency-based education, sustainable development, entrepreneurship, and lifelong learning.

The **8th POTTE National Convention** provides a collaborative venue where educators, researchers, administrators, and industry practitioners can exchange best practices, showcase innovations, disseminate research outputs, establish partnerships, and celebrate excellence in education.

The convention also recognizes the outstanding achievements of educators through the **Gawad Parangal sa Natatanging Guro 2026**, acknowledging individuals and institutions that have significantly contributed to advancing quality TLE, TVL, and TVET education in the Philippines.

GENERAL OBJECTIVE

To strengthen the competencies, professional excellence, innovation, research culture, and industry collaboration among TLE, TVL, and TVET educators through a national convention that promotes quality education, sustainable partnerships, and future-ready workforce development.

SPECIFIC OBJECTIVES

At the end of the convention, the participants shall be able to:

1. Discuss current trends, policies, and innovations in TLE, TVL, and TVET education.
2. Share best practices in teaching, learning, assessment, and educational leadership.
3. Present and disseminate research outputs that contribute to improving educational quality.
4. Showcase innovative instructional materials, technologies, and industry-based practices.
5. Strengthen collaboration between educational institutions, government agencies, and industry partners.
6. Promote research culture and innovation among educators and institutions.
7. Recognize outstanding educators, researchers, innovators, institutions, and industry partners through the Gawad Parangal sa Natatanging Guro 2026.
8. Develop convention resolutions and strategic recommendations that support the continuous improvement of Technical and Vocational Education in the Philippines.

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TARGET PARTICIPANTS

• TLE Teachers	• CHED Officials/Representatives
• TVET Trainers	• Industry Partners
• School Heads	• Researchers
• College Faculty	• Students
• HEI Administrators	• LGUs
• DepEd Officials/Representatives	• Private Educational Institutions
• TESDA Officials/Representatives	

DAY 0 – December 6, 2026
Arrival of Participants

DAY 1 – December 07, 2026
Opening Ceremony • Plenary Sessions • Bahandi Research Congress
Master of Ceremony
Mr. Renz Robert E. Salvador
Mrs. Bernadette Meneses

Time	Activity	Person-in-Charge
6:00–7:30 AM	Arrival of Organizing Committee and Secretariat	Convention Secretariat
7:30–8:30 AM	Registration of Participants	Registration Committee
8:30–9:00 AM	Opening Ceremony and Parade of Officers	Program Committee
9:00–9:10 AM	Invocation, National Anthem and Opening Remarks	***Mr. Renz Robert E. Salvador*** *&* ***Mrs. Bernadette Meneses***
9:10–9:20 AM	Welcome Message	**Dr. Josephine G. Figueroa** *POTTE President*
9:20–9:35 AM	Inspirational Message	*for confirmation* ***SUC President Bicol State College of Applied Sciences and Technology***

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9:35–10:15 AM	Keynote Address: *Reimagining Skills-Based Education: Building a Future-Ready Philippine Education Ecosystem*	*For confirmation* ***Regional Director*** *CHED RO5*
10:15–10:30 AM	Health Break	Secretariat
10:30–11:30 AM	Plenary Session 1: Advancing Skills-Based Education through Curriculum Innovation, Competency Development, and Authentic Learning	*For confirmation* **Chief Education Program Supervisor – SDO Legazpi City**
11:30–1:00 PM	Lunch Break	Secretariat
1:00–2:00 PM	Plenary Session II - Empowering Future-Ready Learners through Artificial Intelligence, Digital Transformation, Innovation, and Green Skills	***For Confirmation*** *Provincial Director TESDA Albay Province*
2:00–4:00 PM	Bahandi Research Congress (Parallel Presentations) Theme: Research for Transformative Skills-Based Education and Sustainable Workforce Development	Research Committee
2:00–4:00 PM	Bahandi Innovation Expo and Industry Exhibition Opening	Innovation Committee
4:00–4:30 PM	Research Synthesis, Announcements and Exhibit Viewing	Research Committee
5:00 PM	Adjournment	***Mr. Renz Robert E. Salvador*** *&* ***Mrs. Bernadette Meneses***

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DAY 2 – December 08, 2026

Master of Ceremony

Dr. Josephine Figueroa

Dr. Ma Joylyn Medina

Research Congress • Innovation Expo • Institutional Best Practices

Time	Activity	Person-in-Charge
8:00–8:30 AM	Attendance	Secretariat
8:30–9:00 AM	Recap of Day 1	***Dr. Josephine Figueroa*** ***&*** ***Dr. Ma Joylyn Medina***
9:00–11:00 AM	Continuation of Bahandi Research Congr	Research Committee
11:00–12:00 NN	Lunch Break	Secretariat
12:00–1:30 PM	Innovation Expo on Emerging Technolog Skills Development, Instructional Innovations, and Industry Solutions	Innovation Committee
1:30–2:30 PM	Institutional Best Practices Showcase: *Institutional Best Practices on Skills-Based Education, Industry Partnerships, Research, Extension, and Community Engagement*	Program Committee
2:30–3:00 PM	Final Judging of Research, Innovation and Exhibition Booths	Board of Judges
3:00–4:00 PM	Preparation for Grand Awards Night	Awards Committee
4:00–5:30 PM	Delegates' Fellowship and Registration of Awardees	Secretariat

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DAY 2 EVENING - DAY 2 – December 08, 2026
GRAND AWARDS NIGHT
Bahandi Research Congress Awards
Bahandi Innovation Expo and Industry Exhibition Awards
Gawad Parangal sa Natatanging Guro 2026
Master of Ceremony
Mrs. Archilyn Semanero

Time	Activity	Person-in-Charge
5:30–6:30 PM	Registration of Guests and Awardees	Awards Committee
6:30–6:40 PM	Opening Production Number	Cultural Committee
6:40–6:45 PM	Invocation	Assigned Representative
6:45–6:50 PM	Philippine National Anthem	Audio-Visual Committee
6:50–6:55 PM	Welcome of Guests	**Mrs. Archilyn Semanero** *Principal I* *Tagulod High School within the Department of Education*
6:55–7:05 PM	Welcome Message	**Dr. Jackbert D. Mendoza** *President* *Bonaventure Colleges of Sorsogon Inc.*
7:05–7:15 PM	Inspirational Message	**Dr. John Rey SR. Soverano** *Professor I* *Bicol State College of Applied Sciences and Technology*
7:15–7:30 PM	Dinner Proper	Secretariat
7:30–7:40 PM	Audio-Visual Presentation	AVP Committee
7:40–8:05 PM	Bahandi Research Congress Awards	Awards Committee
8:05–8:30 PM	Bahandi Innovation Expo and Industry Exhibition Awards	Awards Committee
8:30–8:40 PM	Intermission Number	Cultural Committee
8:40–9:25 PM	Gawad Parangal sa Natatanging Guro 2026	Awards Committee
9:25–9:35 PM	Recognition of Sponsors, Institutional Partners and Organizing Committee	POTTE Officers
9:35–9:40 PM	Response from the Awardees	Representative of Awardees

9:40–9:45 PM	Closing Message	Convention Chairperson
9:45–10:00 PM	Grand Photo Opportunity	Documentation Committee
10:00 PM onwards	Fellowship Night	Program Committee

DAY 3 – December 09, 2026
Master of Ceremony
Mrs. Gloria Z. Pumarada
Plenary Session • Convention Resolution • Closing Ceremony

Time	Activity	Person-in-Charge
8:00–8:30 AM	Attendance	Secretariat
8:30–9:00 AM	Morning Reflection and Announcements	**Mrs. Gloria Z. Pumarada** *Teacher III San Ildefonso National High School in the Division of Bulacan*
9:00–10:00 AM	**Plenary Session III** - *Strengthening Industry-Academe-Government Collaboration through Research, Innovation, Entrepreneurship, and Work-Integrated Learning*	**Dr. Annabelle A. Gordonas** *Chief, Graduate School Research and Extension Office; Chairperson, Master of Arts in English Language Teaching*
10:00–10:15 AM	Health Break	Secretariat
10:15–11:30 AM	Awarding of Certificates to Resource Speakers and Recognition of Institutional Partners	POTTE National Officers
11:30–1:00 PM	Lunch Break	Secretariat
1:00–2:00 PM	Presentation and Adoption of the 2026 National Convention Resolution and Policy Recommendations	Resolution Committee

2:00–2:45 PM	Recognition of Sponsors, Government Agencies, Industry Partners and Exhibitors	Awards Committee
2:45–3:30 PM	Turnover Ceremony to the Host of the 9th POTTE National Convention	POTTE National Officers
3:30–4:00 PM	Closing Ceremony, Closing Prayer and National Anthem	**Mrs. Gloria Z. Pumarada** *Teacher III* *San Ildefonso National High School in the Division of Bulacan*
4:00 PM	Departure of Delegates	Secretariat

December 10, 2026
Participants departure and return travel

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POTTE REGISTRATION

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Registration Link:

✅**8th POTTE National Convention Registration**:
https://forms.gle/MdHaBqaG9VoDH8vp7
https://forms.gle/MdHaBqaG9VoDH8vp7
https://forms.gle/MdHaBqaG9VoDH8vp7

✅**POTTE Gawad Parangal Application**:
https://forms.gle/RjUNPUTJktMsMBjo8
https://forms.gle/RjUNPUTJktMsMBjo8
https://forms.gle/RjUNPUTJktMsMBjo8

✅**Bahandi Research Congress Submission**:
https://forms.gle/EEPLsCFEpRzUHo216
https://forms.gle/EEPLsCFEpRzUHo216
https://forms.gle/EEPLsCFEpRzUHo216

✅**Bahandi Innovation Expo Submission**:
https://forms.gle/mbCCScVumrQNEiwP7
https://forms.gle/mbCCScVumrQNEiwP7
https://forms.gle/mbCCScVumrQNEiwP7

✅**POTTE Institutional Membership**:
https://forms.gle/5e29wi6kjYfazojt6
https://forms.gle/5e29wi6kjYfazojt6
https://forms.gle/5e29wi6kjYfazojt6

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BAHANDI INNOVATION EXPO
OFFICIAL INNOVATION GUIDELINES

Free Entry, Working Prototype, Onsite Exhibit, and Live Demonstration

Quick Reference

Item	Official detail
Innovation entry fee	Free; no separate submission or competition fee
Submission deadline	November 7, 2026, 11:59 PM Philippine Standard Time
Exhibit and judging	December 8, 2026
Venue	Legazpi City Convention Center
Competition standard	Working prototype, functional system, operational process, or demonstrable service model
Pitch and demonstration	7 minutes + 5-minute question-and-answer
Team size	Maximum of five team members per entry
Online qualifier	None; Innovation screening is based on submitted documents and evidence

1. Purpose and Competition Structure

These guidelines govern competitive entries in the POTTE Bahandi Innovation Expo 2026. The Expo recognizes functional, original, safe, evidence-supported, and potentially useful innovations for education, industry, livelihood, and community development.

Important distinction: Innovation has no online qualifying presentation. Entries undergo administrative, technical, prototype-evidence, and safety screening. Accepted entries exhibit and compete onsite on December 8, 2026.

A. Submit one complete Innovation Google Form response and all required files by November 7, 2026.
B. The Secretariat checks eligibility, completeness, originality and IP disclosures, prototype evidence, and declared safety or technical requirements.
C. Technical reviewers score eligible submissions. Accepted teams receive an exhibit confirmation and technical instructions.
D. Accepted teams set up, staff, pitch, and demonstrate the same screened innovation onsite on December 8, 2026.
E. Onsite exhibit and demonstration scores determine the official awards.

2. Eligibility, Team Members, and Entry Limits

1. Eligible entrants include educators, students, researchers, trainers, practitioners, inventors, and qualified community or industry partners whose work fits an announced category.
2. Each entry may have a maximum of five team members. Every listed member must have made a substantive contribution and approved the submission.
3. A person may be included in up to two Innovation entries but may be team lead and primary pitch presenter for only one entry.
4. Only individuals named in the Google Form before the deadline are eligible for official recognition. Post-deadline team changes require written consent and POTTE approval before judging begins.
5. The same or substantially identical innovation may not be entered more than once, under several categories, or as both a research and innovation entry without written approval showing genuinely different outputs.
6. An innovation previously presented, exhibited, or commercialized remains eligible only when fully disclosed. An entry that already received a Champion, First Place, Grand Prize, Best Innovation, or equivalent top national or international award is not eligible for the same Bahandi competitive award.

3. Entry Fee and Participant Expenses

Free Innovation entry: There is no separate Innovation Expo submission or competition fee.

Free entry does not automatically waive national-convention registration, travel, accommodation, meals, transport of the innovation, packing, insurance, equipment, consumables, internet, electrical adapters, or other personal and exhibit expenses unless POTTE confirms a specific item in writing.

1. Innovation Categories

1. Agri-Fishery Arts and Food Systems
2. Information and Communications Technology, AI, Robotics, and Digital Solutions
3. Home Economics, Food, Fashion, Family, and Consumer Services
4. Industrial Arts, Engineering, Fabrication, Construction, and Energy
5. Entrepreneurship, Livelihood, Workforce, and Community Solutions
6. Cross-Disciplinary, Inclusive, Green, or Emerging-Technology Innovation

Select one primary category. The Technical Committee may reclassify a multi-application entry before acceptance to ensure comparable judging. Commercial exhibitors, vendors, and sponsors are not automatically competitive entrants; they must submit an eligible entry and undergo the same screening.

2. Minimum Competitive Standard

Working output required: *A purely conceptual idea, rendering, poster, literature review, or statement of expected outcomes is not eligible for competitive ranking.*

1. The entry must be a working physical prototype, functional software or digital system, operational process, or demonstrable service model that performs its principal claimed function.
2. The team must provide credible evidence of testing, validation, user feedback, repeatability, cost or feasibility, and known limitations appropriate to the innovation's stage.
3. The actual innovation must be available for onsite inspection. A video may support but ordinarily may not replace the physical or live functional demonstration.
4. An adaptation or improvement must disclose the source technology and demonstrate a meaningful original improvement, new application, or measurable performance benefit.

Originality, Intellectual Property, Safety, and Responsible AI Use

1. All submitted text, data, images, designs, code, test results, and claims must be accurate, lawfully used, and properly attributed. Fabrication, falsification, plagiarism, unauthorized copying, or misrepresentation is prohibited.
2. An adaptation may qualify only when the source technology and third-party components are disclosed and the team demonstrates a meaningful original improvement or new application. Rebranding, simple kit assembly, or copying an online design is insufficient.
3. Generative AI may be used for legitimate assistance such as brainstorming, language editing, coding support, or visualization only when disclosed. AI may not be listed as an author or used to fabricate citations, data, test results, users, images presented as authentic evidence, or claims the team cannot verify.
4. The entry must contain an AI Use Disclosure naming the tool, purpose, and extent of assistance, or the statement: No generative AI tool was used in preparing this entry.
5. Prior publication, presentation, exhibition, awards, sponsorship, funding, patents, licenses, commercial interests, and relevant conflicts must be fully disclosed.
6. POTTE may verify authorship, ownership, similarity, supporting records, citations, and material claims before or after judging. Refusal or inability to substantiate a material claim may affect eligibility or scoring.

6 Required Submission Files

1. Completed Innovation Google Form with certificate-ready team names, affiliations, contributions, presenter designation, category, prior development, funding, IP, conflict, AI, and safety disclosures.

2. Structured abstract in PDF prepared using the Official POTTE Bahandi Innovation Abstract Template, 250-300 words: problem and target users; objective; design or process; unique features; validation or testing; key results; cost or feasibility; and actual or potential impact.
3. Technical brief in PDF, maximum five pages excluding appendices: design or process diagrams; materials or technology; bill of materials and estimated unit cost; safety controls; testing method and results; sustainability contribution; limitations; and scale-up plan.
4. Three to five clear prototype photographs showing different views and key components.
5. A two- to three-minute substantially unedited demonstration video link showing the innovation performing its key function. Rendered animation may supplement but may not replace evidence of actual function.
6. Supporting validation evidence such as test logs, user feedback summary, performance data, cost computation, or proof of adoption appropriate to the entry.
7. Safety and Technical Requirements Declaration covering electricity, heat, food, chemicals, biological materials, pressure, sharp or moving parts, batteries, internet, sound, and special space or equipment.

File Naming

Complete the Official POTTE Bahandi Innovation Abstract Template and export it as PDF. Use: POTTEInnovation2026_Surname_ShortTitle_Abstract.pdf and POTTEInnovation2026_Surname_ShortTitle_TechnicalBrief.pdf.
Files that are blank, corrupted, locked, unreadable, or inaccessible are treated as incomplete.

Organizer-Provided Official Tarpaulin

One free official tarpaulin: For every accepted Innovation entry, POTTE shall prepare the official layout and provide one printed tarpaulin free of charge. Participants shall not design or print the competition tarpaulin; they shall submit only the final text, images, logo files, and links required in the Official Innovation Tarpaulin Content Submission Template.

1. The tarpaulin content is required only after an entry is accepted for onsite exhibit. The submission deadline, final tarpaulin size, orientation, layout, branding, and file-transfer instructions shall be stated in the acceptance notice or Exhibitor Technical Bulletin.
2. Required content includes the POTTE-assigned entry code; Innovation title of not more than twenty words; category; complete team names and affiliations; school or organization logo; problem or need; objectives; how the innovation works; key or original features; validation or test results; target beneficiaries and impact; materials or technology and estimated unit cost; safety and sustainability information; three to five high-resolution photographs or diagrams with captions; and an optional demonstration-video link for QR-code generation.
3. The team must ensure that all submitted names, claims, figures, photographs, logos, and links are final, accurate, properly attributed, and authorized for use. POTTE may edit or condense text for clarity, consistency, and fit without changing the substance of the entry.

4. POTTE shall send a proof to the registered Team Lead for checking. The Team Lead must approve the proof or submit one consolidated set of corrections within the stated period. Failure to respond by the deadline authorizes POTTE to print the latest proof on record.
5. The free provision covers one official tarpaulin per accepted entry. An additional copy or a reprint caused by participant-requested changes after proof approval is not automatically covered and requires prior organizer approval.
6. The organizer-provided tarpaulin does not replace the actual prototype, technical brief, live demonstration, or other exhibit requirements and does not affect judging scores by itself.

7 Submission Receipt, Screening, and Acceptance

1. The Google Form timestamp is the official filing time. Email and private-message submissions are invalid unless POTTE announces a platform-outage procedure.
2. The Secretariat assigns a permanent entry code after checking the response. A participant-created title is not the official entry code.
3. Administrative screening checks the deadline, team limit, duplication, required files, file access, disclosures, prototype evidence, and safety information.
4. Technical reviewers score eligible submissions using the 100-point screening rubric. A recommended acceptance benchmark is 70.00 points, subject to safety clearance, exhibit capacity, and category balance.
5. Possible decisions are Accepted for Exhibit, Accepted with Required Compliance, Waitlisted, Not Accepted, Withdrawn, or Disqualified.
6. The team lead must monitor the registered email address and spam folder. Notices sent to that address form part of the official record.

8 Innovation Screening Rubric

Criterion	Evidence reviewed	Max
Relevance and alignment	Defined need in education, industry, livelihood, or community; category fit.	15
Creativity and originality	Distinct design, process, application, or improvement; prior art disclosed.	20
Technical feasibility and safety	Credible design, materials, technology, cost, risks, and controls.	20
Functionality and evidence	Core function works; testing and results are documented.	25
Sustainability and impact	Potential for adoption, inclusion, environmental responsibility, livelihood, or scale.	15
Clarity and compliance	Complete, understandable, correctly formatted, and supported by required files.	5

Total: 100 points. Recommended onsite acceptance benchmark: 70.00 points.

9 Exhibit, Booth, and Safety Mechanics - December 8, 2026

1. Venue: Legazpi City Convention Center. Setup, judging window, exhibit hours, booth or table dimensions, dismantling time, available power, furniture, and loading access shall be stated in the acceptance notice or Exhibitor Technical Bulletin.
2. Each team must remain within its assigned space and keep aisles, exits, fire equipment, and neighboring exhibits unobstructed. A maximum of three team members may staff the booth at one time unless POTTE approves an accessibility or safety exception.
3. The same screened prototype or system must be available and operational during judging. Improvements to the same core innovation may be disclosed; a replacement product or materially different concept is not allowed.
4. Open flames, explosives, weapons, flammable or toxic materials, exposed live wiring, unguarded moving parts, unsafe pressure vessels, high heat, hazardous radiation, and unsafe lasers are prohibited unless expressly approved with adequate controls.
5. Food preparation or tasting, chemicals, biological materials, live animals, human-subject testing, medical claims, and high-power equipment require prior written approval and compliance with venue, health, sanitation, ethics, and safety rules.
6. Electrical load, plug, internet, sound, battery, heat, liquid, and other technical needs must be declared in the form. Participants supply approved adapters, surge protection, charged batteries, offline backups, and special equipment unless POTTE confirms otherwise.
7. Participants are responsible for safe transport, packing, supervision, insurance, and removal of their property. POTTE will exercise reasonable care but cannot guarantee against loss, damage, theft, transport delay, or malfunction.
8. Sales, order-taking, commercial sampling, sponsor displays, and promotional giveaways are separate from judging and require organizer approval when applicable. Sponsorship or exhibitor status does not affect scores.

10 Onsite Pitch and Live Demonstration

1. Each accepted entry receives seven minutes for the pitch and live demonstration, followed by five minutes for questions and answers. Signals are given at five and seven minutes; the pitch stops at seven minutes.
2. One or two registered team members may present. Other registered members may assist only when requested or permitted by the Judging Chair.
3. Claims should be supported by the working prototype, test records, user feedback, cost computation, logs, code, photographs, or other appropriate evidence.
4. If a live function would be unsafe or impracticable, a pre-approved recorded demonstration may be used. The actual prototype must still be available for inspection unless the Technical Committee grants a documented exception.

5. An organizer-side electrical or venue failure pauses the timer. Participant-side power, battery, internet, file, software, or compatibility failure does not automatically entitle a team to restart.
6. Judges may inspect the innovation and request a safe repeat of its core function. A team may decline an unsafe request but must explain the risk and provide alternative evidence.

11. Final Innovation Exhibit Rubric

Criterion	Evidence considered	Max
Problem, relevance, and alignment	Importance of need; target users; category and sector fit.	15
Creativity, originality, and differentiation	Inventive contribution, meaningful improvement, prior-art awareness, and lawful components.	20
Functionality, reliability, and validation	Core function, test method, repeatability, usability, and evidence supporting claims.	25
Technical quality, safety, and feasibility	Design, fabrication, coding or process quality; controls; maintainability; resources and cost.	15
Sustainability, impact, and scalability	Educational, social, environmental, livelihood, or industry value; inclusion and adoption potential.	15
Exhibit, pitch, and question-and-answer	Organization, clear visuals and demo, timing, technical command, and honest limitations.	10

Total: 100 points.

12 Awards

Award	Basis
Best Innovation Pitch and Demonstration	Highest exhibit, pitch, and question-and-answer criterion score.
Best Exhibit Presentation	Strongest professional booth organization and visual communication, as documented by the panel.

Special awards do not change the overall ranking. POTTE may withhold an award when the applicable standard is not met.

Judges, Scores, Conflicts of Interest, and Results

1. At least three qualified judges shall score independently using the published rubric before any ranking discussion.
2. A judge must disclose and recuse from an entry involving a direct supervisory, advisory, employment, co-authorship, financial, family, or close personal relationship, including significant collaboration within the preceding three years.
3. At least three valid judge scores must remain for official ranking; otherwise, a qualified alternate judge shall be assigned.
4. The Secretariat shall compute the arithmetic mean of all valid total scores and round the result to two decimal places.

5. Canvassing, gifts, pressure, private contact with judges regarding scores, or attempts to obtain confidential judge assignments are prohibited.
6. Participation does not guarantee an award. POTTE may withhold a competitive award when no eligible entry earns at least 75.00 points or when the mandatory competition standard is not met.

Tie-Breaking

If totals are equal to two decimal places, the tie shall be resolved in this order: Functionality, Reliability, and Validation; Creativity and Originality; Technical Quality and Safety; Sustainability and Impact; then a documented panel decision.

Limited Score Verification or Protest

1. A participant may submit one signed written request within thirty minutes of onsite posting or within twenty-four hours of an emailed or online result.
2. Permissible grounds are a mathematical or tabulation error, mistaken entry identity, documented eligibility issue, undisclosed conflict of interest, or material failure to follow a published procedure.
3. A judge's academic or technical judgment is not appealable. A participant may not demand another entrant's score sheet, confidential notes, or personal information.
4. The Appeals Committee shall verify the record. Its written ruling is final, subject to later disqualification for fraud, plagiarism, falsification, safety violations, or ineligibility.

14 Non-Eligibility, Removal, and Disqualification

1. Late, incomplete, duplicate, locked, corrupted, inaccessible, or materially false submission.
2. Purely conceptual entry presented as a working innovation or a prototype unable to demonstrate its principal claimed function without an approved exception.
3. Unsafe exhibit, undeclared hazard or electrical load, prohibited item, or refusal to comply with a safety instruction.
4. Fabricated, manipulated, or unverifiable test results, users, cost, ownership, patent, or performance claims.
5. Unauthorized copying, rebranding, simple kit assembly, or third-party intellectual property presented as original work.
6. Material substitution or redesign after screening that prevents fair comparison with the accepted entry.
7. Failure to set up, staff, pitch, demonstrate, or remove the exhibit according to the assigned schedule without an approved documented exception.
8. Canvassing, bribery, harassment, tampering, falsification, or material violation of the judging or conduct rules.

Intellectual Property, Privacy, Media and Public Disclosure

Ownership remains with the lawful author, team, institution, or rights holder. Participation does not transfer ownership to POTTE. By submitting, participants grant POTTE a non-exclusive, royalty-free right to reproduce the title, abstract, names, affiliations, approved photographs, short excerpts, and event recordings for evaluation, proceedings, documentation, reporting, and non-commercial promotion with attribution.

Presentation and exhibition are public-disclosure settings. Participants are responsible for filing any desired patent, copyright, design, confidentiality, or institutional protection before disclosure. POTTE cannot guarantee confidentiality for material presented publicly or shared with judges, except for records expressly collected through a confidential process.

POTTE may process names, affiliations, contact information, files, scores, payment records when applicable, photographs, and recordings for administration, evaluation, certificates, awards, audit, and event documentation. Access shall be limited to authorized personnel and service providers as necessary.

Certificates, Corrections, Conduct and Organizer Authority

1. Certificates and official records use the names and affiliations entered in the accepted roster. Typographical correction requests must be submitted within seven calendar days after certificate release; a correction request cannot add a new author or team member.
2. Participants must act professionally toward judges, staff, co-participants, venue personnel, and the public. Harassment, discrimination, disruption, tampering, sabotage, intimidation, bribery, or misuse of another entry's confidential information is prohibited.
3. POTTE may verify eligibility, correct clerical errors, enforce safety, reclassify an entry, replace a conflicted judge, and issue documented administrative decisions necessary for fair implementation. Scoring weights shall not be changed after the submission deadline.
4. POTTE may postpone, relocate, convert the mode, shorten, or cancel an activity because of severe weather, disaster, public-safety risk, government restriction, venue failure, widespread connectivity failure, or another event beyond reasonable control. Written notice shall explain the effect on submissions, presentations, judging, awards, and any applicable payment policy.

Official Contact

Office	Official contact
POTTE Incorporated	Email: potteincorporated@gmail.com Contact number: 0992 052 8588

Official-record rule: *Only announcements released through official POTTE channels or confirmed in writing by the Secretariat form part of the competition record.*

Submission and Exhibit Checklist

Requirement	Checked
Google Form completed once for the innovation	
Maximum of five team members; names are certificate-ready	
One primary Innovation category selected	
Working prototype or functional system confirmed	
Official Innovation Abstract Template completed and exported as PDF, 250-300 words	
Technical brief PDF, maximum five pages	
Three to five clear photographs	
Two- to three-minute demonstration video link works	
Testing, cost, IP, prior award, funding, conflict, and AI disclosures completed	
Safety, electricity, booth, and technical requirements declared	
If accepted: Official Tarpaulin Content Template submitted and organizer proof approved	
Team available for onsite exhibit on December 8, 2026	

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

Main Office Address:
53 V. Bernardino road Brgy. Bagbag Novaliches, Quezon City.

Sec Registration : *CS201916456*
NON-VAT TIN: *010-408-109*

Contact Number:
+63 917 805 3370
potteincorporated@gmail.com
facebook.com/potteincorporated

BAHANDI RESEARCH CONGRESS

OFFICIAL RESEARCH GUIDELINES

Submission, Online Qualifying Presentation, and Onsite Top 10 Finals

Quick Reference

Item	Official detail
Research entry fee	₱500 per research paper/entry; payable upon initial submission
Payment channel	GCash: POTTE INC / Evelyn C. | 0992 052 8588
Submission deadline	October 23, 2026, 11:59 PM Philippine Standard Time
Online qualifier	October 30, 2026, via Zoom; detailed schedule sent to qualified entries
Finalists	Top 10 overall across all streams and tracks
Onsite finals	During 8th POTTE National Convention, December 7-9, 2026, at Legazpi City Convention Center
Online time	7-minute presentation + 3-minute question-and-answer
Onsite time	10-minute presentation + 5-minute question-and-answer
Team size	Maximum of five authors per entry

These guidelines govern the POTTE Bahandi Research Congress 2026. Submission constitutes acceptance of the published eligibility, payment, screening, presentation, judging, privacy, and administrative rules.

1. Purpose and Structure

Stage 1: Administrative and paper screening.
Stage 2: Mandatory online qualifying presentation on October 30, 2026.
Stage 3: Onsite final presentation by the Top 10 overall during the 8th POTTE National Convention.

1. Submit one Google Form response, one complete set of files, and one ₱500 payment for each research paper before **October 23, 2026**.

2. The Secretariat verifies the form, payment, authorship, eligibility, completeness, file access, and required disclosures. Technical reviewers evaluate eligible papers.

3. Qualified entries present live via Zoom on October 30, 2026. The online score determines the Top 10 overall.

4. The Top 10 present onsite during the convention. Online scores are not carried over; all finalists start with a new onsite score.

5. Onsite scores determine the official awards, subject to eligibility verification and the 75-point award standard.

2. Eligibility, Authors, and Entry Limits

1. Eligible participants include educators, researchers, graduate and undergraduate students, school leaders, trainers, practitioners, and qualified community or industry partners whose completed work fits an announced stream or track.
2. Only completed research with finalized methods, analyzed data, results, conclusions, and required permissions is eligible. A proposal, concept paper, or ongoing study is not eligible for the competitive category.
3. Each entry may have a maximum of five authors. Every listed author must have made a substantive contribution and approved the submission.
4. A person may be included in up to two entries but may be lead author and official presenter for only one Research Congress entry. Each separately submitted paper requires a separate ₱500 fee.
5. Only authors named in the Google Form before the deadline are eligible for official recognition. A post-deadline authorship change requires the written consent of all affected authors and POTTE approval before judging begins.
6. The same or substantially identical study may not be submitted more than once, across multiple tracks, or simultaneously as an innovation entry without written approval demonstrating that the entries evaluate genuinely different outputs.
7. A work previously presented or published remains eligible only when fully disclosed. An entry that has already received a Champion, First Place, Grand Prize, Best Paper, or equivalent top national or international award is not eligible for the same Bahandi competitive award.

3. Research Streams and Tracks

Select one stream and one primary track. The labels support reviewer assignment; there is no reserved finalist quota by stream or track. The Top 10 are selected across all categories using the same qualifying rubric.

1. Stream A - TLE, TVL, TVET, skills education, technical-vocational practice, and related industry alignment.
2. Stream B - Multidisciplinary research that meaningfully contributes to education, governance, health, environment, culture, workforce, safety, or community development

Primary Track

1. Pedagogy, Curriculum, and Assessment Innovations
2. Digital Transformation, Educational Technology, AI, and Open Science
3. Sustainability, Green Skills, and Climate-Responsive Education
4. Inclusivity, Equity, Lifelong Learning, and Global Futures
5. Entrepreneurship, Workforce, Extension, and Community Development
6. Policy, Governance, Leadership, Arts, Culture, Heritage, Health, Safety, and Well-Being

The Technical Committee may reclassify an entry to the most appropriate stream or track before the online presentation and shall notify the lead author. Relevant Sustainable Development Goals may be cited only when substantively connected to the evidence.

4. Research Entry Fee and Payment Rules

Payment item	Official rule
Amount	₱500 per research paper/entry, not per author or presenter.
When due	Upon initial submission and no later than October 23, 2026, 11:59 PM.
Channel	GCash to POTTE INC / Evelyn C., 0992 052 8588.
Proof	Upload a readable transaction screenshot showing recipient, amount, date/time, and reference number. The account balance may be redacted.
Verification	A form response is incomplete until the payment reference and proof are verified. Payment does not guarantee eligibility, online presentation, Top 10 selection, or an award.
Coverage	Administrative processing, paper screening, online qualifying evaluation when eligible, and official competition records. It is separate from convention registration, travel, accommodation, meals, and personal expenses.
Refund rule	The fee is non-refundable after submission, except for a verified duplicate payment or cancellation of the entire Research Congress by POTTE. A chargeback, false proof, or reused reference may invalidate the entry.

Payment caution: Participants should verify the GCash recipient name and number before sending. POTTE is not responsible for a payment sent to an incorrect account because of participant error.

Research Integrity, Originality, Ethics, and Responsible AI Use

1. All submitted text, data, images, designs, code, test results, and claims must be accurate, lawfully used, and properly attributed. Fabrication, falsification, plagiarism, unauthorized copying, or misrepresentation is prohibited.
2. Research involving human participants, personal data, minors, animals, hazardous materials, or sensitive communities must have the institutional permissions, consent or assent, privacy safeguards, and ethics clearance or exemption applicable to the study.
3. Generative AI may be used for legitimate assistance such as brainstorming, language editing, coding support, or visualization only when disclosed. AI may not be listed as an author or used to fabricate citations, data, test results, users, images presented as authentic evidence, or claims the team cannot verify.
4. The entry must contain an AI Use Disclosure naming the tool, purpose, and extent of assistance, or the statement: No generative AI tool was used in preparing this entry.
5. Prior publication, presentation, exhibition, awards, sponsorship, funding, patents, licenses, commercial interests, and relevant conflicts must be fully disclosed.
6. POTTE may verify authorship, ownership, similarity, supporting records, citations, and material claims before or after judging. Refusal or inability to substantiate a material claim may affect eligibility or scoring.
7. An overall similarity result above 20% after excluding references, templates, properly quoted text, and common phrases, or more than 5% from one source, may trigger qualitative review. A percentage alone is not a finding of plagiarism; substantive uncited copying may be disqualifying at any percentage.

5. Required Submission Files

1. Completed Research Google Form with certificate-ready author names, affiliations, contact details, presenter designation, disclosures, and electronic certification.
2. Blind abstract in PDF prepared using the Official POTTE Bahandi Research Abstract Template: 250-300 words excluding title and keywords. It must contain background or rationale, objectives, methodology, key results, conclusions and implications, plus three to five keywords.
3. Blind full paper in PDF: 3,000-6,000 words excluding abstract, references, and appendices; A4; one-inch margins; Times New Roman 12 pt; 1.5 spacing; page numbers included.
4. Ethics clearance or exemption, school or institutional approval, consent documentation, data-use permission, or equivalent evidence when applicable. Do not upload unnecessary sensitive personal data.

5. Readable GCash proof of payment for the specific entry.
6. Final slide deck only when requested in the qualification or finalist notice. A maximum of twelve content slides is recommended, excluding title and references.

Blind-Review Requirements

Remove author names, institutions, logos, acknowledgments, identifying headers or footers, and identifying file metadata from the abstract and full paper. The Google Form contains the identity record; the paper files are used for coded review.

File Naming

Complete the Official POTTE Bahandi Research Abstract Template and export it as PDF.
Use: POTTEResearch2026_AuthorSurname_ShortTitle_Abstract.pdf and BRC2026_LeadAuthorSurname_ShortTitle_FullPaper.pdf.
Files that are blank, corrupted, locked, unreadable, or inaccessible are treated as incomplete.

6. Submission Receipt, Screening, and Decisions

1. The Google Form timestamp is the official filing time. **Email and private-message** submissions are **invalid** unless POTTE announces a platform-outage procedure.
2. The Secretariat assigns a **permanent entry code only after checking the response** and payment. The participant-created title or payment reference is not the official entry code.
3. Administrative screening checks deadline, author limits, entry duplication, payment, required files, file access, blind formatting, disclosures, and applicable ethics documentation.
4. Technical screening evaluates eligible papers using the published 100-point rubric. A paper should earn at least 70 points to proceed to the online qualifier, subject to verification and program capacity.
5. Possible decisions are *qualified for online presentation, for limited compliance, not qualified, withdrawn, or disqualified.* A compliance notice permits only the stated correction by the stated time.
6. The lead author must monitor the registered email address and spam folder. Notices sent to that address form part of the official record.

7. Paper Screening Rubric

Criterion	Evidence reviewed	Max
Alignment and relevance	Fit with the selected stream or track and importance of the problem or need.	15
Problem and objectives	Specific, coherent, researchable objectives supported by an adequate rationale.	15
Methodology and ethics	Appropriate design, participants or data, instruments, procedures, analysis, and safeguards.	25
Results and conclusions	Concrete findings supported by the method; conclusions answer the objectives.	20
Originality and significance	Contribution beyond routine practice and value to knowledge or application.	15
Clarity and compliance	Readable, complete, correctly formatted, cited, and blind-review compliant.	10

Total: *100 points. Recommended online-qualification benchmark: 70.00 points.*

8. Online Qualifying Presentation - October 30, 2026

Purpose: The live Zoom round selects the Top 10 Research Finalists overall. It is mandatory for every entry qualified by the paper screening.

1. Time: seven minutes for presentation and three minutes for questions and answers. The presentation stops at seven minutes; material delivered after the stop is not considered.
2. Presenter: one officially registered author. A substitute must be another registered author and must obtain written approval before the assigned schedule, except in a documented emergency.
3. Mode: live camera-on presentation and screen sharing. A prerecorded clip may support but may not replace the live presentation and live defense.
4. Equipment: the presenter is responsible for a working device, camera, microphone, stable internet, power backup where practicable, and a locally saved copy of the slides.
5. Participant-side interruption: one reconnection opportunity of up to three minutes may be granted. If the presenter cannot return, judges score only the evidence delivered; a repeat presentation is not guaranteed.
6. Organizer-side interruption: the timer pauses. The Session Chair may resume or reschedule the affected entry using a remedy applied consistently to comparable cases.
7. Attendance: the presenter must enter the Zoom room at least thirty minutes before the assigned time and remain available until released. Absence after two official calls is recorded as a no-show.

8. Recording: POTTE may record the session for documentation, score verification, and authorized non-commercial event reporting.

Top 10 Selection

1. The Top 10 are selected overall across all streams and tracks using the average of at least three valid online-qualifier scores.
2. No stream or track has a reserved finalist slot. The same rubric is used for all entries.
3. An entry should earn at least 70.00 points to be named a finalist. POTTE may name fewer than ten finalists if fewer than ten entries meet the quality and eligibility standards.
4. A tie for tenth place is resolved by Research Rigor and Methodology; Analysis, Results, and Conclusions; Originality and Significance; Question-and-Answer Defense; then a documented panel decision.
5. Online scores are used only to select finalists and are not added to onsite scores.

9. Online Qualifier and Onsite Final Rubric

Criterion	Evidence considered	Max
Problem, relevance, and alignment	Importance, track fit, rationale, and clarity of objectives.	15
Research rigor and methodology	Design, data source, instruments, procedures, ethics, and analysis.	25
Analysis, results, and conclusions	Accuracy, evidence, depth, conclusions, and acknowledged limitations.	20
Originality and significance	Novel contribution, intellectual merit, and value beyond routine implementation.	15
Implications and potential impact	Actionable contribution to education, practice, policy, industry, or community.	10
Oral and visual communication	Organization, clarity, timing, readable visuals, and attribution.	10
Question-and-answer defense	Accuracy, ownership, depth, and honesty about limitations.	5

Total: *100 points. The rubric is the same in both rounds, but each round receives a separate independent score.*

10 Onsite Top 10 Final Presentation

1. Mode and venue: onsite during 8th POTTE National Convention, December 7-9, 2026, at Legazpi City Convention Center. The exact session date, room, and reporting time shall be stated in the finalist notice.
2. Time: ten minutes for presentation and five minutes for questions and answers. Signals are given at eight and ten minutes, and the presentation stops at ten minutes.
3. Slides: A maximum of 12 content slides is recommended, excluding the title and references. Slides must be consistent with the accepted paper and properly cite third-party content.
4. One of the approved authors is the primary presenter. A second registered author may assist during questions and answers only when permitted by the Session Chair.
5. A finalist must confirm attendance and comply with the convention registration and final-file instructions in the finalist notice. The ₱500 research fee does not include convention registration or personal travel expenses.
6. A finalist who withdraws or fails to confirm by the stated deadline may forfeit the slot. POTTE may invite the next highest-ranked eligible entry before the final roster is locked.
7. Substantial changes to the research question, data, methodology, authorship, or core findings after qualification are prohibited. Only corrections and clearer presentation of the same accepted study are allowed.

11 Awards

Award	Basis
Research Champion	Highest eligible onsite final score, subject to the 75-point minimum.
Best Research Paper	Highest combined score for rigor, analysis/results, originality, and impact criteria.
Best Oral Presenter	Highest combined score for oral/visual communication and question-and-answer defense.

Special awards do not change the overall ranking. POTTE may withhold an award when the applicable standard is not met.

Judges, Scores, Conflicts of Interest, and Results

1. At least three qualified judges shall score independently using the published rubric before any ranking discussion.
2. A judge must disclose and recuse from an entry involving a direct supervisory, advisory, employment, co-authorship, financial, family, or close personal relationship, including significant collaboration within the preceding three years.
3. At least three valid judge scores must remain for official ranking; otherwise, a qualified alternate judge shall be assigned.

4. The Secretariat shall compute the arithmetic mean of all valid total scores and round the result to two decimal places.
5. Canvassing, gifts, pressure, private contact with judges regarding scores, or attempts to obtain confidential judge assignments are prohibited.
6. Participation does not guarantee an award. POTTE may withhold a competitive award when no eligible entry earns at least 75.00 points or when the mandatory competition standard is not met.

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12. Non-Eligibility, Withdrawal, and Disqualification

5. Late, incomplete, unpaid, duplicate, locked, corrupted, or inaccessible submission not corrected within an announced compliance period.
6. Proposal, concept paper, incomplete study, or expected results presented as completed findings.
7. Fabricated, falsified, unverifiable, or materially inconsistent data or findings.
8. Missing required ethical permission or unlawful disclosure of personal or confidential information.
9. Plagiarism, undisclosed duplicate submission, false payment proof, reused transaction reference, or misrepresentation of authorship.
10. Unapproved substantial change in authorship, research question, method, data, or findings after the deadline.

11. Failure of the approved presenter to appear online or onsite after two calls without an approved documented emergency.
12. Canvassing, bribery, harassment, falsification, or material violation of the judging or conduct rules.

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15. POTTE may verify eligibility, correct clerical errors, enforce safety, reclassify an entry, replace a conflicted judge, and issue documented administrative decisions necessary for fair implementation. Scoring weights shall not be changed after the submission deadline.
16. POTTE may postpone, relocate, convert the mode, shorten, or cancel an activity because of severe weather, disaster, public-safety risk, government restriction, venue failure, widespread connectivity failure, or another event beyond reasonable control. Written notice shall explain the effect on submissions, presentations, judging, awards, and any applicable payment policy.

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POTTE Incorporated	Email: potteincorporated@gmail.com Contact number: 0992 052 8588

Official-record rule: Only announcements released through official POTTE channels or confirmed in writing by the Secretariat form part of the competition record.

Submission Checklist

Requirement	Checked
Google Form completed once for the paper	
Maximum of five authors; names are certificate-ready	
Correct stream and one primary track selected	
Official Research Abstract Template completed and exported as blind PDF, 250-300 words	
Blind full paper PDF, 3,000-6,000 words	
Prior publication, presentation, award, funding, conflict, and AI use disclosed	
Ethics and institutional permissions ready when applicable	
₱500 sent to GCash 0992 052 8588; readable proof uploaded	
Online presenter available on October 30, 2026	
Onsite attendance possible if selected as Top 10	

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

Main Office Address:
53 V. Bernardino road Brgy. Bagbag Novaliches, Quezon City.

Sec Registration : *CS201916456*
NON-VAT TIN: *010-408-109*

Contact Number:
+63 917 805 3370
potteincorporated@gmail.com
facebook.com/potteincorporated

CRITERIA AND RUBRIC FOR THE 5TH POTTE GAWAD PARANGAL PARA SA NATATANGING GURO 2026

INTRODUCTION

The **POTTE Gawad Parangal para sa Natatanging Guro** is a national recognition program of the **Philippine Organization for TLE and TVL Educators Inc. (POTTE)** that honors educators, academic leaders, trainers, researchers, and education professionals who have demonstrated exemplary performance, innovation, leadership, and significant contributions to the advancement of Philippine education.

The award aims to recognize outstanding individuals from the **Department of Education (DepEd), Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), and Private Educational Institutions** who continuously uphold excellence in instruction, research, extension, leadership, industry collaboration, and community engagement.

Anchored on POTTE's mission of promoting quality education, professional excellence, lifelong learning, and innovation, the Gawad Parangal serves as a platform for recognizing educators who inspire transformative learning, produce competent graduates, strengthen institutional development, and contribute to nation-building through education.

The award likewise supports the implementation of the **MATATAG Curriculum**, **CHED Outcomes-Based Education (OBE)**, and **TESDA Competency-Based Training (CBT)** by recognizing best practices that advance quality instruction, workforce readiness, research productivity, and educational innovation.

To ensure fairness, transparency, and integrity, all submitted portfolios shall undergo a blind evaluation process, wherein the identity of the applicant shall be concealed from the POTTE Board of Evaluators during the assessment.

OVERALL NATIONAL AWARDEES

Among all recipients of the **Major Awards**, the highest overall scores shall be recognized as the **POTTE National Outstanding Educators of the Year**.

Overall National Awardees

🥇 **Rank 1**
POTTE National Outstanding Educator of the Year

- Trophy
- Plaque of Recognition
- Certificate of Recognition
- Cash Award *(Amount to be determined by the National Board)*

🥈 **Rank 2**
POTTE National Outstanding Educator of the Year

- Trophy
- Plaque of Recognition
- Certificate of Recognition
- Cash Award *(Amount to be determined by the National Board)*

🥉 **Rank 3**
POTTE National Outstanding Educator of the Year

- Trophy
- Plaque of Recognition
- Certificate of Recognition
- Cash Award *(Amount to be determined by the National Board)*

ELIGIBILITY

The search is open to qualified education professionals from both public and private educational institutions in the Philippines.

Applicants must belong to any of the following:

- Department of Education (DepEd)
- Commission on Higher Education (CHED)
- Technical Education and Skills Development Authority (TESDA)
- State Universities and Colleges (SUCs)
- Local Universities and Colleges (LUCs)
- Private Colleges and Universities
- Technical-Vocational Institutions (TVIs)
- Private Basic Education Institutions
- Learning and Development Institutions
- Government Training Institutions

Applicants must satisfy the following qualifications:

1. Must be a Filipino citizen.
2. Must have rendered at least **three (3) years of continuous service** in his or her present institution.
3. Must have a satisfactory performance rating for the last two (2) consecutive years.
4. Must have no pending administrative, civil, or criminal case.
5. Must possess outstanding accomplishments in instruction, leadership, research, innovation, extension, or community engagement.
6. Must submit complete documentary requirements within the prescribed deadline.
7. Must be an Active POTTE Member or a New Member who has officially registered for the current National Convention.

OBJECTIVES

The POTTE Gawad Parangal aims to:

1. Recognize
2. exemplary educators and academic leaders who have significantly contributed to educational excellence.
3. Promote innovation, research, and quality instruction across all educational sectors.
4. Encourage continuous professional development among educators.
5. Strengthen collaboration among DepEd, CHED, TESDA, and private educational institutions.
6. Highlight best practices in teaching, leadership, extension, research, and industry engagement.
7. Inspire educators to become transformative leaders committed to nation-building through quality education.

II. MAJOR AWARD CATEGORIES AND AREAS OF EVALUATION

The 5th POTTE Gawad Parangal para sa Natatanging Guro 2026 recognizes excellence among educators, academic leaders, researchers, trainers, and education professionals from the Department of Education (DepEd), Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), and Private Educational Institutions.

Applicants may apply under only one (1) Major Award Category that best corresponds to their current position, area of specialization, and professional accomplishments.

The Major Award Categories identified in this section refer to the principal fields or areas under which candidates shall be evaluated. Application under a particular Major Award Category does not automatically confer the title of Outstanding or Most Outstanding. The final award classification of each candidate shall be determined based on the official evaluation score and ranking in accordance with **Section XII – Awards and Recognition** of these Guidelines.

A. Outstanding Educator Award

Description

This award recognizes classroom teachers, instructors, professors, trainers, and faculty members who have demonstrated excellence in teaching, curriculum implementation, learner development, instructional innovation, assessment, and professional practice. Awardees exemplify competence, dedication, integrity, and commitment to improving educational outcomes within their respective institutions.

Open to:

- **Elementary School Teachers**
- **Junior High School Teachers**
- **Senior High School Teachers**
- **College Instructors**
- **Assistant Professors**
- **Associate Professors**
- **Professors**
- **TESDA Trainers**
- **Technical Instructors**
- **Private School Educators**

B. Outstanding Educational Leadership Award

Description

This award recognizes educational leaders and administrators who have demonstrated exemplary leadership, strategic planning, institutional governance, policy implementation, quality assurance, organizational excellence, and outstanding management practices that contribute to institutional development and educational transformation.

Open to:

- **School Heads**
- **Principals**
- **Assistant Principals**
- **Public Schools District Supervisors**
- **Education Program Supervisors**
- **College Deans**
- **Department Chairs**
- **Campus Directors**
- **Training Center Administrators**
- **TESDA Training Managers**
- **Academic Coordinators**

C. Outstanding Research, Innovation, and Publication Award

Description

This award recognizes educators and researchers who have made significant contributions through educational research, scholarly publications, instructional innovations, curriculum development, inventions, educational technologies, patents, creative works, and evidence-based practices that improve the quality of education.

Open to:

- Teachers
- Faculty Members
- Professors
- Researchers
- Curriculum Developers
- Trainers
- Academic Leaders

D. Outstanding TVET Educator Award

Description

This award recognizes Technical-Vocational Education and Training (TVET) professionals who have demonstrated excellence in competency-based instruction, skills training, assessment, industry immersion, workforce development, and the implementation of quality TVET programs.

Open to:

- TESDA Trainers
- Master Trainers
- Competency Assessors
- Technical Instructors
- TVET Faculty Members
- Industry Trainers

E. Outstanding Community Extension and Public Service Award

Description

This award recognizes educators who have demonstrated exemplary commitment to community engagement through extension programs, outreach initiatives, volunteer services, capacity-building activities, livelihood programs, advocacy campaigns, and sustainable community development.

Open to:

- Educators
- Trainers
- Researchers
- School Leaders
- Extension Coordinators
- Faculty Members

F. Outstanding Industry Partnership and Workforce Development Award

Description

This award recognizes educators and institutions that have established strong partnerships with industries, government agencies, professional organizations, and community stakeholders to strengthen curriculum relevance, work immersion, internships, apprenticeship programs, research collaboration, innovation, and graduate employability.

Open to:

- Teachers
- Trainers

- Faculty Members
- School Administrators
- Industry Coordinators
- Work Immersion Coordinators
- Career Guidance Coordinators

III. SPECIAL CURRICULUM EXCELLENCE AWARDS

The following awards recognize educators who have demonstrated exceptional competence, innovation, and instructional excellence within their respective specialization or learning area.

Eligibility and Conferment of Special Curriculum Excellence Awards
Special Curriculum Excellence Awards may be conferred upon qualified candidates who obtain an official base evaluation score of at least **seventy-five (75) points** and whose documented accomplishments demonstrate significant competence, innovation, and excellence in the corresponding specialization or learning area.

The conferment of a Special Curriculum Excellence Award shall be determined by the **POTTE Board of Evaluators** based on the relevance, quality, sufficiency, and verifiability of the documentary evidence submitted.

Qualification under the general **Outstanding** classification shall not automatically guarantee the conferment of a Special Curriculum Excellence Award. Such recognition shall remain subject to the professional judgment and validation of the duly constituted POTTE Board of Evaluators.

Outstanding Educator in Technology and Livelihood Education (TLE)
Presented to educators who have demonstrated exemplary teaching performance, curriculum implementation, learner achievement, and innovative instructional practices in Technology and Livelihood Education.

Outstanding Educator in Technical-Vocational-Livelihood (TVL)
Recognizes educators who have successfully developed learners' technical competencies, employability skills, entrepreneurial mindset, and industry readiness through quality TVL instruction.

Outstanding Educator in Information and Communications Technology (ICT)

Presented to educators who have effectively integrated digital technologies, programming, networking, multimedia, artificial intelligence, and educational technology into teaching and learning.

Outstanding Educator in Home Economics

Recognizes educators who have demonstrated excellence in Home Economics through innovative instruction, entrepreneurship education, family resource management, food production, clothing and textiles, and consumer education.

Outstanding Educator in Agriculture and Fishery Arts

Presented to educators who have significantly contributed to agricultural education, food security, sustainable farming practices, fisheries development, agribusiness, and environmental stewardship.

Outstanding Educator in Industrial Arts

Recognizes educators who have demonstrated excellence in industrial technology, construction trades, automotive technology, electrical installation, welding, drafting, machining, and related technical disciplines.

Outstanding Educator in Entrepreneurship Education

Presented to educators who have successfully promoted entrepreneurial competencies, business innovation, financial literacy, enterprise development, and livelihood education among learners.

Outstanding Educator in Educational Technology and Digital Learning

Recognizes educators who have demonstrated excellence in technology integration, online learning, blended learning, instructional design, digital content creation, and the effective use of emerging educational technologies.

Outstanding Educator in Research and Publication

Presented to educators who have made significant contributions to educational research, scholarly publication, policy studies, and evidence-based educational practices that improve teaching, learning, and institutional development.

Outstanding Educator in Extension and Community Engagement

Recognizes educators who have sustained meaningful extension programs, outreach services, community-based initiatives, and institutional partnerships that contribute to community empowerment and sustainable development.

Outstanding Educator in Industry Linkages and Work-Integrated Learning

Presented to educators who have successfully established partnerships with industries and organizations that enhance work immersion, internships, apprenticeship programs, curriculum enrichment, and graduate employability.

EVALUATION CRITERIA

All applications shall be evaluated using a **100-point competency-based evaluation system**.

Evaluation Area	**Points**
Teaching Effectiveness and Instructional Excellence	**25**
Research, Innovation, and Scholarly Contributions	**20**
Professional Development and Continuing Education	**15**
Leadership and Administrative Accomplishments	**15**
Community Extension and Public Service	**10**
Industry Linkages and Partnerships	**5**
Awards and Recognition	**5**
Resource Speakership and Knowledge Sharing	**5**
TOTAL	**100**

Additional Merit Points

The **POTTE Board of Evaluators** may award up to ten (10) additional merit points to applicants who have demonstrated exceptional contributions to POTTE, including active membership, sustained participation in national conventions, leadership roles within the organization, or significant contributions to POTTE programs and initiatives.

These additional merit points shall **not form part of the official 100-point base evaluation score** and shall **not be used to satisfy the minimum qualifying scores for Outstanding or Most Outstanding**.

Additional merit points shall be applied only for **final ranking purposes among otherwise qualified candidates**, subject to the provisions of **Section XII – Awards and Recognition** of these Guidelines.

DETAILED EVALUATION CRITERIA

1. Teaching Effectiveness and Instructional Excellence (25 Points)

Description

This criterion evaluates the applicant's competence in delivering quality instruction, promoting learner achievement, implementing innovative teaching strategies, integrating technology, developing instructional materials, and creating an inclusive and learner-centered environment.

Scoring Guide

Performance Indicator	Points
Outstanding demonstration of instructional excellence supported by comprehensive evidence and significant learner outcomes	**25**
Highly effective instructional practices with substantial supporting evidence	**20**
Effective instructional practices with adequate evidence	**15**
Meets expected instructional standards	**10**
Limited evidence submitted	**5**

2. Research, Innovation, and Scholarly Contributions (20 Points)

Description

Recognizes completed research, publications, educational innovations, inventions, instructional materials, curriculum development, patents, utility models, and scholarly works that contribute to educational improvement.

Scoring Guide

Level	Points
International (Published and/or Presented)	**20**
National (Published and/or Presented)	**18**
Regional (Published and/or Presented)	**15**
Provincial/Division (Published and/or Presented)	**10**
Institutional (Published and/or Presented)	**5**

3. Professional Development and Continuing Education (15 Points)

Description

This criterion recognizes the applicant's commitment to lifelong learning through graduate education, professional certifications, seminars, conferences, workshops, professional memberships, and relevant continuing professional development activities.

Only trainings, seminars, conferences, workshops, certifications, and other professional development activities completed within the **last five (5) years** shall be credited, unless otherwise specified in these Guidelines.

Scoring Guide

Qualification	Points
Doctoral Degree Completed	**15**
Doctoral CAR / Unit Earner	**13**
Master's Degree Completed	**12**
Master's CAR / Unit Earner	**10**
National or International Certifications	**8**
Relevant CPD Trainings	**5**

4. Leadership and Administrative Accomplishments (15 Points)

Description

Evaluates leadership roles, institutional accomplishments, governance, policy implementation, project management, quality assurance initiatives, committee leadership, and organizational development.

Scoring Guide

Leadership Level	Points
National	15
Regional	12
Provincial	10
Institutional	7
Department/Unit	5

5. Community Extension and Public Service (10 Points)

Description

Recognizes educators who have successfully planned, implemented, and sustained community extension programs, outreach services, advocacy initiatives, volunteer work, and public service activities that positively impact communities.

Scoring Guide

Level	Points
International / National	10
Regional	8
Provincial / Division	6
Municipal / City	4
Institutional	2

Acceptable Supporting Documents

- Extension Program Reports
- Certificates of Recognition
- Certificates of Appreciation
- Project Completion Reports
- Memorandum of Agreement (MOA)
- Activity Reports
- Community Impact Assessment

- Photo Documentation
- Narrative Reports

6. Industry Linkages and Partnerships (5 Points)

Description

Recognizes educators who have established and sustained meaningful collaborations with industries, government agencies, professional organizations, non-government organizations, local government units, and community stakeholders to strengthen curriculum relevance, work immersion, research, extension services, resource generation, and graduate employability.

Scoring Guide

Level	Points
International	**5**
National	**4**
Regional	**3**
Provincial / City	**2**
Institutional	**1**

Acceptable Supporting Documents

- Memorandum of Agreement (MOA)
- Memorandum of Understanding (MOU)
- Partnership Agreements/ Internship Partnership/Work Immersion Partnership/OJT Partnership
- Certificates of Partnership
- Project Reports
- Accomplishment Reports
- Activity Documentation
- Certificates of Appreciation
- Official Invitations
- Photo Documentation

7. Awards and Recognition (5 Points)

Description

Recognizes awards, honors, commendations, citations, and other forms of recognition received from reputable educational institutions, government agencies, industries, and professional organizations for outstanding professional achievements. Only one (1) highest award per level shall be credited.

Scoring Guide

Award Level	Points
International	5
National	4
Regional	3
Provincial / Division	2
Institutional	1

Acceptable Supporting Documents

- Plaque of Recognition
- Certificate of Recognition
- Outstanding Teacher Award
- Outstanding Employee Award
- Leadership Award
- Innovation Award
- Research Award
- Government Citation
- Professional Organization Recognition

8. Resource Speakership and Knowledge Sharing (5 Points)

Description

Recognizes educators who have served as keynote speakers, lecturers, trainers, facilitators, panelists, moderators, resource persons, or conference presenters in academic, professional, technical, and industry-related programs that contribute to knowledge sharing and professional development.

Scoring Guide

Level	Points
International	**5**
National	**4**
Regional	**3**
Provincial / Division	**2**
Institutional	**1**

Acceptable Supporting Documents

- **Certificate as Resource Speaker**
- **Certificate of Appreciation**
- **Official Invitation**
  - As Keynote Speaker
  - Plenary Speaker
  - Lecturer
  - Trainer
  - Facilitator
  - Panelist
  - Reactor
  - Resource Person

Important Notes

1. Only accomplishments earned within the **last five (5) years** shall be considered for evaluation.
2. All supporting documents must be authentic, complete, and verifiable.
3. Only the highest applicable verified level shall be credited for evaluation criteria that use level-based scoring, unless otherwise expressly provided in the applicable scoring guide. For criteria requiring qualitative or holistic assessment, the POTTE Board of Evaluators shall determine the appropriate

score based on the totality, quality, relevance, sufficiency, and verifiability of the supporting evidence submitted.

4. Documents issued by private institutions shall be accepted provided that the issuing organization is duly registered with the **SEC, DTI, CDA**, or recognized by **DepEd, CHED, TESDA**, or other appropriate government agencies.
5. The evaluation scores and recommendations of the POTTE Board of Evaluators shall be subject to validation by the National Awards Committee and final approval by the POTTE National Board of Directors. Upon final approval, the official results shall be considered final and official.

REQUIRED DOCUMENTARY REQUIREMENTS

To ensure a fair, credible, and efficient evaluation process, applicants shall submit the following documents:

A. Mandatory Requirements

1. Duly Accomplished POTTE Gawad Parangal Application Form.
2. Letter of Intent addressed to the POTTE National Awards Committee.
3. Endorsement or Nomination Letter signed by the School Head, Dean, Director, Immediate Supervisor, or Head of Institution.
4. Updated Curriculum Vitae (using the official POTTE format).
5. Certificate of Employment, Appointment, or Service Record indicating the applicant's current position.
6. Portfolio of supporting documents corresponding to the selected evaluation criteria.

B. Supporting Documents

Applicants shall submit only the documentary evidence that supports their claimed accomplishments, such as:

- Certificates of Training, Seminars, Conferences, or Workshops
- Research Publications or Conference Presentations
- Certificates of Awards and Recognition
- Certificates of Resource Speakership
- Certificates of Appreciation
- Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) for partnerships
- Project Completion or Accomplishment Reports
- Extension and Community Service Reports

- Innovation Outputs or Instructional Materials
- Other official documents relevant to the claimed accomplishments

Note: Only documents related to the selected evaluation criteria need to be submitted.

VII. SUBMISSION GUIDELINES

1. Submit one (1) electronic portfolio in **PDF format**.
2. Arrange the supporting documents according to the official evaluation criteria.
3. Ensure that all submitted documents are clear, readable, complete, and authentic.
4. Applications must be submitted on or before the deadline announced by the POTTE National Awards Committee.
5. POTTE reserves the right to verify any submitted document whenever necessary.

VIII. DISQUALIFICATION RULES

An applicant may be disqualified for any of the following:

- Submission of falsified, altered, or misleading documents.
- Submission of incomplete mandatory requirements.
- Failure to meet the eligibility requirements.
- Misrepresentation of professional accomplishments.
- Violation of the rules and policies governing the awards program.

Recommendations concerning disqualification shall be reviewed by the National Awards Committee and shall be subject to final approval by the POTTE National Board of Directors. Upon approval, the decision shall be final and official.

IX. SELECTION PROCESS

The selection process shall consist of the following stages:

Stage 1 – Administrative Screening

- Verification of eligibility and completeness of submitted documents.

Stage 2 – Portfolio Evaluation

- Independent evaluation of portfolios using the official POTTE Evaluation Rubric.

Stage 3 – Validation

- Verification of submitted documents, when necessary.

Stage 4 – Final Deliberation and Approval

- Consolidation and validation of official evaluation scores by the **National Awards Committee**.

- Review of award classifications and rankings.
- Endorsement of the final list of awardees to the **POTTE National Board of Directors**.
- Final approval of the official awardees by the **POTTE National Board of Directors**.

X. EVALUATION PROCEDURE

1. All qualified applications shall undergo a **blind evaluation process** to ensure fairness and impartiality.
2. Each portfolio shall be evaluated independently by the duly constituted **POTTE Board of Evaluators**.
3. Scores shall be based solely on the approved POTTE Evaluation Rubric and the verified documentary evidence submitted by the candidate.
4. The POTTE Board of Evaluators may recommend validation or verification of supporting documents whenever necessary.
5. Individual evaluation scores shall be consolidated to determine the candidate's official base evaluation score and ranking.
6. The National Awards Committee shall review and validate the consolidated results prior to endorsement to the POTTE National Board of Directors.
7. The official results shall become final only upon approval by the POTTE National Board of Directors.

XI. TIE-BREAKING RULES

In the event of a tie, the following shall be considered in order:

1. Higher score in **Teaching Effectiveness and Instructional Excellence**.
2. Higher score in **Research, Innovation, and Scholarly Contributions**.
3. Higher score in **Leadership and Administrative Accomplishments**.
4. Final deliberation of the POTTE Board of Evaluators, subject to validation by the National Awards Committee.

XII. AWARDS AND RECOGNITION

All eligible candidates who successfully pass the administrative screening and portfolio evaluation shall be recognized according to their **official evaluation scores and ranking**, as determined by the duly constituted POTTE Board of Evaluators.

A. NOMINEE

Candidates who obtain an **official base evaluation score of seventy-four (74) points and below** shall be classified as **NOMINEES** of the 5th POTTE Gawad Parangal para sa Natatanging Guro 2026.

Nominees shall be formally acknowledged for their participation and professional accomplishments but shall not qualify for the **Outstanding** or **Most Outstanding** award classifications.

Nominees shall receive:

- Certificate of Nomination/Recognition

B. OUTSTANDING – SPECIAL AWARD

Candidates who obtain an **official base evaluation score of seventy-five (75) points and above** shall qualify for recognition as **OUTSTANDING**, subject to compliance with all eligibility, documentary, validation, and verification requirements.

For purposes of award classification:

- Candidates obtaining **75–89 points** shall be classified as **OUTSTANDING**.
- Candidates obtaining **90 points and above** who are not selected as the highest-ranking qualified candidate in their respective Major Award Category shall likewise be recognized as **OUTSTANDING**.
- More than one (1) candidate may be recognized as **OUTSTANDING** within a category, provided that each candidate independently satisfies the prescribed qualifying score and all applicable requirements.

Outstanding Awardees shall receive:

- Plaque of Recognition
- Certificate of Recognition

C. MOST OUTSTANDING – MAJOR AWARD

The **highest-ranking qualified candidate in each Major Award Category** who obtains a **minimum official base evaluation score of ninety (90) points** shall be conferred the **MOST OUTSTANDING AWARD** for that category.

Only **one (1) Most Outstanding Awardee per Major Award Category** shall be recognized, subject to the official tie-breaking procedures prescribed under **Section XI – Tie-Breaking Rules**.

If no candidate in a particular Major Award Category obtains the minimum qualifying score of **90 points**, no **Most Outstanding Award** shall be conferred for that category. Candidates who obtain at least 75 points may still qualify for recognition as **Outstanding**.

Most Outstanding Awardees shall receive:

- Trophy
- Plaque of Recognition
- Certificate of Recognition

D. POTTE NATIONAL OUTSTANDING EDUCATORS OF THE YEAR

From among the recipients of the **Major Awards (Most Outstanding Awardees)**, the three (3) candidates obtaining the highest overall final scores shall be conferred the following distinctions:

- **Rank 1 – POTTE National Outstanding Educator of the Year**
- **Rank 2 – POTTE National Outstanding Educator of the Year**
- **Rank 3 – POTTE National Outstanding Educator of the Year**

The corresponding awards and incentives shall be those prescribed under the **Overall National Awardees** provisions of these Guidelines. This retains the national ranking structure already provided in the published guidelines.

E. APPLICATION OF ADDITIONAL POTTE MERIT POINTS

The additional merit points of up to **ten (10) points for exceptional contributions to POTTE** shall remain separate from the official **100-point base evaluation score**, consistent with the existing evaluation system.

The qualifying thresholds for **Nominee, Outstanding, and Most Outstanding** shall be determined based on the candidate's **official base evaluation score prior to the addition of POTTE merit points**.

Additional POTTE merit points shall thereafter be considered in determining the **final ranking among qualified candidates**, including the identification of the highest-ranking candidate within the applicable Major Award Category and the determination of the **POTTE National Outstanding Educators of the Year – Ranks 1, 2, and 3**.

SUMMARY OF AWARD CLASSIFICATION

Official Base Evaluation Score / Standing	**Classification**	**Recognition**
74 points and below	**NOMINEE**	Certificate of Nomination/Recognition
75–89 points	**OUTSTANDING – Special Award**	Plaque + Certificate
90–100 points but not highest-ranking in the Major Award Category	**OUTSTANDING – Special Award**	Plaque + Certificate
90–100 points + Highest-Ranking Qualified Candidate in the Major Award Category	**MOST OUTSTANDING – Major Award**	Trophy + Plaque + Certificate
Top 3 Overall among the Most Outstanding Awardees	**POTTE NATIONAL OUTSTANDING EDUCATOR OF THE YEAR**	Rank 1, Rank 2 & Rank 3

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

Main Office Address:
53 V. Bernardino road Brgy. Bagbag Novaliches, Quezon City.

Sec Registration : *CS201916456*
NON-VAT TIN: *010-408-109*

Contact Number:
+63 917 805 3370
potteincorporated@gmail.com
facebook.com/potteincorporated

IMPORTANT NOTE ON EVALUATION AND SCORING

The published scoring rubric, point allocations, and qualifying scores are provided to promote **transparency** and to guide candidates in the preparation and submission of their documentary requirements and portfolios. **They shall not be construed as a guarantee of any particular score, classification, ranking, or award.**

Any score independently computed or estimated by a candidate, nominating institution, school, organization, or any other party shall be considered **unofficial and for reference purposes only**.

The official evaluation score shall be determined by the duly constituted POTTE Board of Evaluators based on the documentary evidence submitted, the relevance and quality of accomplishments, compliance with the prescribed criteria, validation and verification of supporting documents, and proper application of the official scoring rubric.
Accordingly, a candidate's self-assessed or estimated score **may differ from the official score awarded by the evaluators**. The mere presentation of documents corresponding to a particular criterion or point allocation shall not automatically entitle a candidate to the maximum points assigned to such criterion.

Only the **final score officially determined, validated, and approved by POTTE** shall serve as the basis for classification as **Nominee, Outstanding, or Most Outstanding**, as well as for the determination of the **POTTE National Outstanding Educators of the Year – Ranks 1, 2, and 3**.

The official evaluation results and recommendations of the POTTE Board of Evaluators shall undergo validation by the National Awards Committee and final approval by the POTTE National Board of Directors. Upon such approval, the results shall be considered final and official.

Important Notes

1. Only complete applications received on or before the submission deadline shall be evaluated.
2. The National Awards Committee may request additional documents for verification during the evaluation period.
3. The official list of awardees shall be released only after the approval of the POTTE National Board of Directors.
4. All awardees shall be formally recognized during the 8th POTTE National Convention and 5th POTTE Gawad Parangal para sa Natatanging Guro 2026.