



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



March 07, 2016

DIVISION MEMORANDUM
No. 126, s. 2016

**RE-OPENING FOR RANKING OF THE REMAINING UNFILLED POSITIONS PER
APPROVED RATIONALIZED STRUCTURE OF DEP-ED CEBU PROVINCE**

To: EPSs/Div. Coordinators/PSDSs/District Caretakers
School Heads, Teachers (Secondary/Elementary)
All Other Employees (Related Teaching and Non-Teaching)
Others Concerned

1. With the desire of this Office to fill up all VACANT ITEMS per Rationalized Structure of this department, the following POSITIONS are hereby re-opened for ranking:

A. One(1) PROJECT DEVELOPMENT OFFICER II (LRMDS) SG 15

Qualification Standards:

Education: Bachelor's Degree relevant to the Job;
Experience: One(1) year of relevant experience (with Desktop Publishing Skills)
Training: Four(4) Hours of Relevant Training
Eligibility: Career Service Professional Second level (Prof.)

B. One(1) LEGAL ASSISTANT 1 SG 10

Qualification Standards:

Education: Bachelor's Degree
Experience: Not Required
Training: Not Required
Eligibility: Career Service Professional Second Level (Prof.)

2. Interested/qualified applicants are advised to read through the herein attached Key Result Areas/Job Description/Outputs Expected for the positions for proper guidance.
3. Please be guided also by DepEd Order #66, s. 2007, as attached, for the Criteria to be used in evaluating applicants.
4. Deadline for submission is on/before March 18, 2016.


RHEA MAR A. ANGTUD, Ed.D, CESO VI
Schools Division Superintendent

C. Learning Resource Management

To ensure increased access to and effective utilization of varied quality learning resources by providing schools and learning centers relevant technical assistance on the management of learning resources and address learning resource gaps in order to improve delivery of the basic education curriculum

KRAs	Major Outputs
Learning Resource Needs Assessment	<ul style="list-style-type: none"> • Learning Resource Needs Assessment Process and Tools • Report on Learning Resource Needs Findings per District • Gap Analysis between existing and needed LRs
Learning Resource Evaluation	<ul style="list-style-type: none"> • System or Process of Evaluating Learning Resources for Use of Teachers or Learners • Evaluation Tools and Process • Report on Evaluation Results of Learning Resources Used in the District and Schools • List of Learning Resources found most appropriate for use in the schools per subject area • Division Learning Resource Development Plan
Reproduction of Learning Resources	<ul style="list-style-type: none"> • System or Process of Reproducing Learning Resources for Use of Teachers or Learners in the Division • Request Brief • Reproduced LRs • Distributed LRs
Redevelopment/ Modification of Learning Resources	<ul style="list-style-type: none"> • System or Process of Modifying of Learning Resources for Use of Teachers or Learners • Project Proposal or Plan towards Re-development or modification of existing Learning Resources for Learners and for Teachers • Redeveloped LRs for use of Teachers and for Learners • Reports on impact or results of the Utilization of LRs in the schools • Equitable Distribution of LRs among schools within the Division and Districts
Development of Learning Resources	<ul style="list-style-type: none"> • System of Developing Learning Resources for Use of Teachers or Learners • Project Plan • Developed LRs • Report on Results of Evaluation of the Utilization of Learning Resources • Uploaded LRs (to the Portal)
Acquisition and Procurement of Learning Resources	<ul style="list-style-type: none"> • System of Acquiring or Procuring Learning Resources for Use of Teachers or Learners • Procurement Plan • Procured LRs • Distributed LRs
Quality Assurance	<ul style="list-style-type: none"> • Identified Standards and Tools for ensuring Quality of Learning Resources from Identification to Development, to procurement, and to Distribution • Report on Results of Evaluation of the Quality of Learning Resources Utilized or for Use in the Schools and Districts • Uploaded LR in the portal
Technical Assistance on Learning Resource Management	<ul style="list-style-type: none"> • Identified gaps in schools capability to implement LRMDS • Learning Resource Technical Assistance Plan • Report on Technical assistance or Coaching sessions along LR Management
Monitoring and Evaluation	<ul style="list-style-type: none"> • M&E process and tools • M&E report • Documentation of Actions taken based on M&E findings
Capability Building	<ul style="list-style-type: none"> • Identified participants for Training for LRMDS implementers • Training Proposal • Training Design and Packages • Conducted Training Programs • Pool of capable LRMDS implementers

Office of the Schools Division Superintendent

A. Legal Services

To provide technical and legal assistance, advice, guidance to the Schools Division Office

- in the administration of the Division as a whole,
- in managing and implementing educational programs,
- in maintaining discipline to non-teaching personnel,
- in supervising public and private schools,
- in entering into contracts/agreements, for the efficient and effective delivery of public service and access to quality education.

and conduct fact-finding or preliminary investigation on administrative cases to ensure that all actions are legally based, towards judicious and expeditious resolution of cases.

KRAs	Major Outputs
Technical and Legal Assistance	<ul style="list-style-type: none"> • Legal opinions and advice on issues concerning <ul style="list-style-type: none"> ○ City Council Resolutions concerning education/ schools ○ PTAs, school canteen operation, etc. ○ interpreting laws such as but not limited to Magna Carta for Teachers (for Teachers'

DRAFT ONLY / FOR VALIDATION

DepED Schools Division Office
 Proposed Purpose Statement, KRAs, and Major Outputs
 Based on validation 16 February 2014

	<p>concerns), Local Government Code (for SEF utilization), RA 9184 on Procurement Activities, Anti-Bullying Act and other laws and rules affecting the various division programs</p> <ul style="list-style-type: none"> • Technical assistance provided to: <ul style="list-style-type: none"> - the BAC in preparing Resolutions/Answers in cases of disputes or protests that may be filed by the suppliers/ contractors • Reports on Representation in court cases when deputized by the OSG • Reports on status of cases when delegated as special prosecutor by the regional director
Investigation	<ul style="list-style-type: none"> • Drafts, action / endorsements on complaints and letters for signature of the SDS • Report on Preliminary / Fact-finding investigation on complaints against Teachers • Evaluation Report on complaints and investigation on administrative complaints against non-teaching staff.
School sites titling	<ul style="list-style-type: none"> • Deed of Donations secured • Sales, Usufruct, Tax Declaration and TCTs acquired • Settlement of disputed school sites

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Tangyapan ng Katihim
Office of the Secretary

SEP 17 2007

DEPED ORDER

No. 66, s. 2007

REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER
TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

To: Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepED Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".
2. To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.


JESLIA LAPUS
Secretary

Encl: As stated

Reference: DepED Order: (No. 54, s. 1993)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

DepED Complex, Marikina

GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

These guidelines shall apply to the appointment and promotion of Teaching and Related Teaching Group such as: Teacher II and III; Education Supervisor I, II and III; Chief Education Supervisor, Education Program Specialist I and II, Senior Education Program Specialist, Chief Education Program Specialist, Guidance Counselors, Guidance Coordinators and other teaching and related teaching positions indicated in the Magna Carta for Public Schools Teachers, except School Heads – Principals and Head Teachers; and all Non-Teaching Group.

I. PROCEDURE

The HKMO/In-Charge of Personnel shall:

1. Publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Officers)
2. Announce vacant position/s to be filled and post in at least three (3) conspicuous places in the DepED offices/schools concerned for at least fifteen (15) working days.
3. List applicants for the vacant position/s, both from inside and outside of DepED offices/schools.
4. Conduct preliminary evaluation of the qualifications of all applicants.
Require original candidates/appointees to undergo Psychological tests done by accredited institution, or as may be necessary.
5. Prepare selection line-up which shall reflect the qualifications of candidates.
6. Post in three (3) conspicuous places in DepED offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
7. Notify all applicants of the outcome of the preliminary evaluation.
8. Submit the selection line up to the PSB/C for deliberation en banc.

The Personnel Selection Board (PSB) shall:

9. Evaluate and deliberate the qualifications of those listed in the selection line up, *en banc*.
10. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
11. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.

4. In the School:

4.1 Central elementary schools and non-central elementary schools:

Chairperson: Principal/School Head

Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head

Members: Department Head where vacancy exists

Department Head

Administrative Officer

President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated credible competence.

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head

Members: Two (2) Department Heads

Administrative Officer

President of Employees' Union/President of Non-Teaching Association

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	35	35	30
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	5	20
a. Outstanding Employee Award	1	1	1
b. Innovations	4	1	1
c. Research & Development Projects	4	1	1
d. Publication/Authorship	4	1	1
e. Consultant/Resource Speaker in Trainings/Seminars	4	1	1
D. Education	25	10	15
• Complete Academic Requirements for Master's Degree	10	6	7
• Master's Degree	15	7	10
• Complete Academic Requirements for Doctoral Degree	20	9	13
• Doctoral Degree	25	10	15
Training	5	10	10
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
• District Level	1	2	2
• Division Level	2	4	4
• Regional Level	3	6	6
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
• National Level	4	8	8
• International Level	5	10	10

clerical

please set grade 10 and above

RHEA MAR A. ANGUD, Ed.D, CESO VI
 Schools Division Superintendent

3. Alertness
Manifests presence of mind and awareness of the environment.
4. Judgment
Demonstrates sound judgment.
5. Leadership Ability
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation.
5. Channels negative emotions to positive and constructive endeavors.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.


RHEA MAR MANGTUD, Ed.D, CESO VI
 Schools Division Superintendent