



April 27, 2016

DIVISION MEMORANDUM

No. 205, 2016

**RENEWAL/RE-ISSUANCE AND ISSUANCE OF DESIGNATION ORDER
AND COMPETITIVE RANKING OF TEACHER-IN-CHARGE (TIC) IN A SCHOOL**

To: Assistant Schools Division Superintendents
Division Chiefs/ EPSs/Div. Coordinators
PSDSs/District s In-Charge/Caretakers
School Heads, Teachers (Secondary/Elementary)
Others Concerned

1. As stipulated in DepEd Order #42, s. 2007 under Basic Policies, the SDS shall designate Teachers –In-Charge (TIC's) in schools to effectively carry out the implementation of programs, activities and project of DepEd at the school level where an assignment of school head items seem impractical.
2. Item 4, Par.II of same DepEd Order states that to become a Teacher-In-Charge, one must have at least three (3) years teaching experience and must undergo a screening process to be conducted by the Division Office.
3. In compliance to the above policy, this Office is inviting **all interested, qualified aspirants for TIC Designation for SY 2016-2017 to submit pertinent documents for a competitive ranking** using D.O#42, s. 2007 as basis in the selection and designation of TIC's. Submission/acceptance is from May 2-16, 2016 c/o HRMO Floren Semblante. Interview will be announced after the evaluation of documents in a separate memo.
4. Further, experience as TIC will be credited as relevant experience for a promotion to school head position (Ref. D.O#97, s. 2011 B.5)
5. Moreover, all concerned are reminded that per Par.D of CSC Memorandum Circular No.06,s.2005, **Designation Order may be made only for a maximum of one(1) year reckoned from the date of issuance.** Therefore, there is a need to renew or re-issue Designation Orders that are deemed expired.
6. Holders of expired TIC Designations are advised to renew the soonest possible. District Offices are directed to facilitate renewal of TIC Designations. However, District Supervisors are requested to recommend for renewal **ONLY THOSE TIC's WITH VERY SATISFACTORY PERFORMANCE AS A SCHOOL LEADER** considering aspects on Funds Management/Liquidation of Cash Advances, SIP and SMEA compliance, etc.
7. For information dissemination, guidance and strict compliance of all concerned.


RHEA MARIA ANGTUD, Ed.D, CESO VI
Schools Division Superintendent



Tanggapan ng Kalihim
Office of the Secretary

JUL 04 2007

DEPED ORDER
No. 42, s. 2007

THE REVISED GUIDELINES ON SELECTION, PROMOTION
AND DESIGNATION OF SCHOOL HEADS

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

1. The Guidelines on the Selection, Promotion and Designation of School Heads were promulgated under DepED Order No. 85, s. 2003 in pursuance to RA 9155 on the basis of merit, competence, fitness and equality.
2. To further achieve the principles of merit and fitness, and strengthen the selection process for School Heads, several significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encls.:
As stated

Reference:
DepED Order: (No. 85, s. 2003)

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
POLICY
PROMOTION

THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS

I. LEADERSHIP FRAMEWORK

There shall be a school head for all public elementary and secondary schools or a cluster thereof, pursuant to Section 6.1, Rule VI of the Implementing Rules and Regulations of Republic Act No. 9155 (Governance of Basic Education Act of 2001). A school head is a person responsible for the administrative and instructional supervision of the school or cluster of schools. As such, a school head is expected to possess the following leadership dimensions:

1. **Educational Leadership** is the ability to craft and pursue a shared school vision and mission, as well as develop and implement curriculum policies, programs and projects.
2. **People Leadership** is the ability to work and develop effective relationships with stakeholders and exert a positive influence upon people.
3. **Strategic Leadership** is the ability to explore complex issues from a global perspective, manage an educational enterprise and maximize the use of resources.

II. BASIC POLICIES

In addition to those stated in the Merit Selection Plan (MSP), the following basic policies shall be adopted.

1. Applicants to Principal I position must pass a qualifying test. He/she must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III.
 - 1.1 The test shall evaluate the applicants in terms of the three (3) leadership dimensions to measure executive and managerial competence. It may consist of paper and pencil, simulation and other modes.
 - 1.2 The test shall be developed by the National Educator's Academy of the Philippines (NEAP) in coordination with the National Education Testing and Research Center (NETRC).
 - 1.3 The Regional Office shall simultaneously administer the test once a year in designated venues.
2. The appointment of a school principal shall be non-station specific.
3. Any vacancy for Principal position shall be open to all qualified candidate from within and outside the division where the vacancies exist.
4. The Schools Division Superintendent shall designate Teachers-In-Charge in schools without Principal items.

To become a Teacher-In-Charge, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office.

5. Assignment of Head Teachers shall be one per subject area with priority on the core subject areas, namely: English, Math, Science, Filipino and Araling Panlipunan.

III. COMPUTATION OF POINTS

Specific points are assigned for each criterion in the ranking for Head Teacher/Principal positions, as follows:

| <i>Criteria</i> | <i>Maximum No. of Points</i> |
|--|------------------------------|
| Performance Rating | 30 |
| Experience | 10 |
| Outstanding Accomplishments | 30 |
| Education and Training | 20 |
| Potential | 5 |
| Psychosocial Attributes and Personality Traits | 5 |
| TOTAL | 100 |

A. Performance Rating (30 points)

The performance rating of the appointee for the last three (3) rating periods prior to screening should be at least Very Satisfactory. The average of the numerical ratings shall be given points as follows:

| <i>Numerical Rating</i> | <i>Points</i> |
|-------------------------|---------------|
| 9.4 - 10 | 30 |
| 8.7 - 9.3 | 25 |
| 8.0 - 8.6 | 20 |
| 7.3 - 7.9 | 15 |
| 6.6 - 7.2 | 10 |

B. Experience (10 points)

Experience must be relevant to the duties and functions of the position to be filled, with every year given a point but not to exceed ten (10) points. Every month of service in excess of one year shall be given corresponding point.

Example: 1 yr. & 5 mos. 1 5/12 = 1.4 points
5 yrs. & 11 mos. 5 11/12 = 5.9 points

C. Outstanding Accomplishments (30 points)

a. Outstanding Employee Award (5 points)

| | |
|--|----------|
| Awardee in the school | - 1 pt. |
| Nomination in the division/awardee in the district | - 2 pts. |
| Nomination in the region/awardee in the division | - 3 pts. |
| Nomination in the Department/awardee in the region | - 4 pts. |
| National awardee | - 5 pts. |

- b. Innovations (5 points)
 Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:
1. Conceptualized - 1 pt.
 2. Started the implementation - 2 pts.
 3. Fully implemented in the school - 3 pts.
 4. Adopted in the district - 4 pts.
 5. Adopted in the division - 5 pts.
- c. Research and Development Projects (10 points)
- | | |
|---|-----------|
| Action research conducted in the school level | - 6 pts. |
| Action research conducted in the district level | - 8 pts. |
| Action research conducted in the division level | - 10 pts. |
- d. Publication/Authorship (5 points)
- | | |
|--|----------|
| Articles published in a journal/newspaper/magazine of wide circulation (per article but not to exceed 4 pts.) | - 2 pts. |
| Co-authorship of a book (shall be divided by the number of authors) | - 4 pts. |
| Sole authorship of a book | - 5 pts. |
- e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia (5 points)
- | | |
|---------------------|----------|
| District level | - 1 pt. |
| Division level | - 2 pts. |
| Regional level | - 3 pts. |
| National level | - 4 pts. |
| International level | - 5 pts. |

D. Education and Training (20 points)

- a. Education (10 points)
- | | |
|--|-----------|
| Complete Academic Requirements for Master's Degree | - 6 pts. |
| Master's Degree | - 7 pts. |
| Complete Academic Requirements for Doctoral Degree | - 9 pts. |
| Doctoral Degree | - 10 pts. |
- b. Training (10 points)
- Participant in a specialized training - 10 pts.
e.g. Scholarship Programs, Short Courses, Study Grants shall be given one (1) point for every month of attendance but not to exceed ten (10) points.
- Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:
- | | |
|----------------|----------|
| District Level | - 2 pts. |
| Division Level | - 4 pts. |
| Regional Level | - 6 pts. |

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level - 8 pts.
- International Level - 10 pts.

Chair/Co-chair in a technical/planning committee

- District Level - 2 pts.
- Division Level - 4 pts.
- Regional Level - 6 pts.
- National Level - 8 pts.
- International Level - 10 pts.

E. Potential (5 points)

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

1. Communication Skills - 1 pt.
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas - 1 pt.
Presents well-organized and precise ideas with marked command of the language used.
3. Alertness - 1 pt.
Manifests presence of mind and awareness of the environment.
4. Judgment - 1 pt.
Demonstrates sound judgment.
5. Leadership Ability - 1 pt.
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits (5 points)

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 (2 pts.)

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization - 0.4 pt.
2. Internalizes work changes with ease and vigor - 0.4 pt.
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors - 0.4 pt.
4. Observes proper decorum in relating with superiors and peers - 0.4 pt.
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level - 0.4 pt.

b. Decisiveness (2 pts.)

1. Thinks logically and acts accordingly - 0.4 pt.
2. Considers alternatives and recommends solutions when faced with problem situations - 0.4 pt.
3. Gives convincing recommendations and suggestions - 0.4 pt.
4. Acts quickly and makes the best decision possible - 0.4 pt.
5. Exercises flexibility - 0.4 pt.

c. Stress Tolerance (1 pt.)

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. - 0.2 pt.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work. - 0.2 pt.
3. Controls negative manifestations of emotions. - 0.2 pt.
4. Performs satisfactorily his duties and functions in a tension-laden situation. - 0.2 pt.
5. Channels negative emotions to positive and constructive endeavors. - 0.2 pt.

IV. REPEALING CLAUSE

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

V. SANCTIONS

Anyone found guilty of violating the provisions of these revised guidelines or parts thereof shall be dealt with accordingly.

VI. EFFECTIVITY

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary



MC No. 06, s. 2005

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS;
GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS; AND STATE UNIVERSITIES AND
COLLEGES

SUBJECT : Guidelines on Designation

In its Resolution No. 050157 dated February 7, 2005, the Commission has adopted the following guidelines on Designation in the civil service:

- A. Employees to be designated should hold permanent appointments to career positions.
- B. Designees can only be designated to positions within the level they are currently occupying. However, Division Chiefs may be designated to perform the duties of third level positions.

First level personnel cannot be designated to perform the duties of second level positions.
- C. For positions with incumbents who temporarily cannot perform the duties of the position (vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the designations should be synchronized with the absence of the incumbent provided that in no case shall a designation exceed one (1) year.
- D. For positions without incumbents, a designation may be made only for a maximum of one (1) year.
- E. Designations shall be made through an office order issued by the Head of Agency or the Head of Office concerned.

- F. Designees cannot be granted the salaries of the positions they are being designated to, except allowances that go with performance of the functions, such as RATA.

These guidelines supplement Section 6(e), Rule III of CSC Memorandum Circular No. 40, s. 1998 as amended by CSC Memorandum Circular No. 15, s. 1999.



KARINA CONSTANTINO-DAVID
Chairman

15 February 2005

NLA/FMA/jane/mb1:mc-designation



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
Civil Service at its Best,

Mamamayan Muna

Re: **Rules on Designation**

X ----- X

RESOLUTION NO. 050157

WHEREAS, Section 2 (2), Article IX-B of the 1987 Constitution, provides that appointments in the civil service shall be made only according to merit and fitness;

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of the Administrative Code of 1987, provides that the Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, Section 12 (3), Chapter 3, Title I (A), Book V of the Administrative Code of 1987, provides that the Commission shall promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 12 (14), Chapter 3, Title I (A), Book V of the Administrative Code of 1987, provides that the Commission shall take appropriate action on all appointments and other personnel matters in the Civil Service;

WHEREAS, Section 6 (9), Rule III of the Revised Rules on Appointments and Other Personnel Actions (CSC MC No. 40, s. 1998) as amended by CSC MC No. 15, s. 1999 defines Designation as merely an imposition of additional duties to be performed by a public official which is temporary and can be terminated anytime;

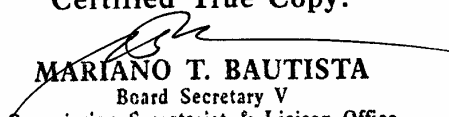
WHEREAS, numerous protests and controversies continue to arise relative to the designation of unqualified personnel and the extended duration of such designations;

WHEREAS, to prevent the circumvention of Civil Service Law and Rules, there is a need to further define the parameters of Designation as a personnel action;

NOW, THEREFORE, the Commission resolves to adopt the following guidelines to govern Designations in the civil service:

- A. Employees to be designated should hold permanent appointments to career service positions.

Certified True Copy:


MARIANO T. BAUTISTA
Board Secretary V
Commission Secretariat & Liaison Office

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- B. Designees can only be designated to positions within the level they are currently occupying. However, Division Chiefs may be designated to perform the duties of third level positions.


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These guidelines supplement Section 6(e), Rule III of CSC Memorandum Circular No. 40, s. 1998 as amended by CSC Memorandum Circular No. 15, s. 1999.

Quezon City, FEB 07 2005


KARINA CONSTANTINO-DAVID
Chairman



J. WALDEMAR V. VALMORES
Commissioner

Attested by:


REBECCA A. FERNANDEZ
Director IV

NLA/FMA/jane/bj18:designation

Certified True Copy:


MARIANO T. BAUTISTA
Board Secretary V
Commission Secretariat & Liaison Office