

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



December 13, 2016

DIVISION MEMORANDUM

No. 827, s. 2016

SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF APPLICANTS FOR VACANT POSITIONS OF DEPED RO VII

To: Assistant Schools Division Superintendents
Chiefs/EPS's/Division Coordinators/SEPS's/EPS's II
PSDS's/District OIC's
Section Heads in the Division
School Heads (Elementary, Secondary Schools/Senior HSs)
Teachers and All Others Concerned

1. Please find herewith attached Regional Memo No. 0777, s. 2016 dated Dec.12, 2016, contents of which are self-explanatory.
2. For information, dissemination and guidance of all concerned.


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



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. 0777 s. 2016

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SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF APPLICANTS FOR VACANT POSITIONS OF DEPED RO VII

To: Schools Division Superintendents
Officers-in-Charge of Schools Divisions
All Others Concerned

1. This Office, through its Personnel Selection Board (PSB), announces the schedule and guidelines for the screening and interview of applicants for the following vacant positions of DepEd Regional Office VII—Draftsman II, Computer Programmer II, Accountant I, Education Program Specialist II (PPRD), and Attorney IV.

2. Interested qualified applicants (*only those who meet all the educational, experience, training, and civil service eligibility requirements indicated in Enclosure 1*) are directed to follow the procedure below:

2.1 Submit a **scanned application letter and accomplished CSC Form 212 or resume** for the specific vacant position/s as an attachment to an email to be sent via **ro7qad@gmail.com** on or before December 10, 2016.

The subject of your message should be your last name and the position you are applying for (i.e. **ABAD ATTORNEY IV**).

Applicants who have submitted late applications for the previous screening date are valid applicants for this rescheduled screening and may send via email their accomplished CSC Form 212 or resume.

2.2 Report to Quality Assurance Division of DepEd Regional Office VII (2nd Floor) for the Preliminary Evaluation by the PSB Secretariat, and Screening and Interview by the PSB on the same day of the scheduled date indicated in **Enclosure 1** of this Memorandum. Bring with you **two (2) folders** (*use of clear book is not allowed*) of your pertinent documents (*1 folder of the original documents and 1 folder of the photocopies of the original documents*) **arranged and labeled in the following order:**

2.2.1 Accomplished CSC Form 212 (revised)

2.2.2 Performance rating for the last 3 rating periods (should be at least Very Satisfactory and with numerical equivalents)

2.2.3 Service Record (Experience related to the duties and functions of the position to be filled) and supporting Designation Order/s

2.2.4 Outstanding or Meritorious Accomplishments

2.2.5 Educational Record (Transcript of Records, including supporting Certifications)

2.2.6 Certificates of Training/Seminars (at least 3-day duration) attended, including Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical/Planning committee

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
JAJ/FYA/MCG/QAD-PSB/ Merdon Divan Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ ESO 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”

Applicants must bring all their documents for the screening. Applicants who fail to bring requirements such as accomplished CSC Form 212 and machine copies of original documents cannot proceed to the next step of the selection process. Requests for chances to produce documents that are left at home or in their offices will not be accommodated.

3. Important guidelines to adhere to during the preliminary evaluation, screening, and interview are the following:

- 3.1 The PSB Secretariat conducts Preliminary Evaluation to check whether the applicants have met the basic requirements for the vacant position applied for at exactly 8:00 A.M. on the scheduled date. Applicants who fail to arrive at 8:30 A.M. will no longer be entertained.
- 3.2 The QAD Education Program Supervisors validate the authenticity of the photocopied documents by comparing them to the original documents of those applicants who have passed the Preliminary Evaluation.
- 3.3 The PSB in cooperation with its Secretariat assists the applicants in evaluating and scoring their validated documents. Scores are reflected in the LCD-projected **consolidated scoring template** when the PSB has affirmed the accuracy of the scores. Partial ranking results is declared after the evaluation and screening of documents.

Note that the basis for evaluating and scoring applicants' valid documents is the regional contextualization of the scoring standards stipulated in DepED Order No. 66, s. of 2007 (Please see **Enclosure 2**).

- 3.4 The PSB conducts Behavioral Event Interview of the applicants. Final ranking results is declared after encoding the scores.
4. The people designated to conduct the selection process are the following:

PERSONNEL SELECTION BOARD (PSB)

- Chair Dr. Milagros C. Gabia (QAD Chief)
Vice-Chair Dr. Emiliano B. Elnar Jr. (CLMD Chief)
Members 1. Mr. Victor V. Yntig (Administrative Division Chief)
2. Mr. Aniano T. Bautista, Jr. (Finance Division Chief)
3. Mr. Tomas T. Pastor (Representative, Level 2 Employees)
4. Mr. Glenn Orat (Representative, Level 1 Employees)


PSB Secretariat

- Ms. Merden C. Largo-Bryant (QAD EPS)
Ms. Ameelyn T. Coca (PDO II-ORDir)

Credential Validators

- Mr. Roger Bajo (QAD EPS)
Dr. Eduardo F. Omaña (QAD EPS)
Dr. Eduardo C. Bacaltos (QAD EPS)

5. For further details, please contact DepED Region VII PSB Secretariat through telephone number (032) 231-1071.
6. For immediate and wide dissemination.


JULIET A. JERUTA, Ph.D., CESO V
Director III
OIC-Regional Director

ENCLOSURE 1

**SCHEDULE OF SCREENING AND BASIC REQUIREMENTS
FOR QUALIFIED APPLICANTS**

SCREENING DATE	POSITION	BASIC REQUIREMENTS TO BE PART OF SCREENING			
December 20, 2016	Draftsman II (ESSD)	Completion of two (2) years studies in college or High School Graduate with relevant vocation/trade course	1 year of relevant experience	4 hours relevant training	Career Service (Sub-Professional) Draftsman or Illustrator (MC 11, s.96-Cat I) First Level Eligibility
December 20, 2016	Computer Programmer II (ICT-ORD)	Bachelor's Degree Relevant to the Job	1 years of relevant experience	4 hours relevant training	Career Professional (Second Level Eligibility)
December 20, 2016	Accountant I (Finance Division)	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None Required	RA 1080 (Certified Public Accountant)
December 20, 2016	Education Program Specialist II (PPRD)	Bachelor's Degree in Education or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours relevant training	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
December 20, 2016	Attorney IV (ORD)	Bachelor of Laws	2 years of relevant experience	8 hours relevant training	RA 1080 (BAR)

Enclosure 2

STANDARDS AND GUIDELINES IN RATING DOCUMENTS OF APPLICANTS APPLYING FOR TEACHING-RELATED AND NON-TEACHING POSITIONS IN THE DEPED REGIONAL OFFICE VII

To have a fair and objective scoring of the document requirements of applicants for the vacant positions of DepEd Regional Office, the DepEd Region VII, through Quality Assurance Division, designs innovative standards and guidelines in assessing the documents supporting applications for vacant teaching-related and non-teaching positions of the Office.

These standards result from the translation of DepEd Order No. 66, s. 2007, with the aim that clear distinction among applicants will be achieved and inspired by the following Paragraph Section No. 11 of Memorandum Circular No. 3, series 2011 of the Civil Service Commission: *The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.*

Aside from maintaining fairness and impartiality, the standards for scoring are especially designed to expedite the appreciation of points during the selection process that advocates open ranking and ultimately hire the best people in the Region.

A. PERFORMANCE

Guidelines:

1. Applicants must submit their performance rating (Very Satisfactory and/or Outstanding only) for the last three (3) rating periods.
2. If the three ratings are not in percentage, these will be converted to percentage, after which, the average will be computed.
3. If less than three ratings are submitted, the sum of the available ratings will still be divided by three.
4. If an applicant has been sent to a scholarship program (with proof) for one or more rating periods, three latest available ratings will be accepted.

B. EXPERIENCE

Guidelines:

1. Applicants must submit the latest service record.
2. If applicable, designation orders must be submitted.
3. To determine relevance of the experience to the job applied for, KRA of the job and the details of the performance rating (RPMS-OPCRF/IPCRF for government employees), application letter, resume, service record and the like will be checked.

4. An applicant's rating must not exceed the highest possible rating for the kind of position applied for: Teaching-Related (5 points), Non-Teaching Group-Level 1 (5 points), and Non-Teaching Group-Level 2 (10 points).

To distinguish the degree of relevance of work experience to the job applied for, they are categorized into the following: (1) DepED Experience Directly Relevant to the Job Applied for, (2) Non-DepED Experience Directly Relevant to the Job Applied for, (3) DepED Experience Indirectly Relevant to the Job Applied for, and (4) Non-DepED Experience Indirectly Relevant to the Job Applied for.

Only directly relevant experience, DepED or Non-DepED, are considered in determining whether an applicant satisfies the minimum relevant experience requirement of the vacant position applied for. Indirectly relevant experience is still given points because being employed means that an applicant has developed universal good qualities like work ethic, resilience, and analytical, efficiency, problem solving, and communication skills. To further distinguish relevance of experience, each category is also distinguished according to levels because as each level go higher, the scope of responsibility also becomes wider and more complex. For specific positions like Education Program Supervisor and Chief Education Program Supervisor with specific experience requirements, separate standards are provided.

STANDARDS FOR SCORING COMMON TEACHING-RELATED AND NON-TEACHING GROUP POSITIONS

B.1 DepED Experience Directly Relevant to the Job Applied for	Highest Possible Rating	STANDARDS FOR SCORING					
		Specific Score Per Year of Experience by Level					
		School	District	SDO		Region / National	
				Other Division	Related Division/Unit	Other FDs	Related FD/Bureau/Division/Unit
Teaching-Related	5.0	0.25	0.5	0.625	0.75	0.875	1
Non-Teaching Group Level 1	5.0	0.25	0.5	0.625	0.75	0.875	1
Non-Teaching Group Level 2	10.0	0.25	0.5	0.625	0.75	0.875	1

B.2 DepED Experience Indirectly Relevant to the Job Applied for	Highest Possible Rating	STANDARDS FOR SCORING					
		Specific Score Per Year of Experience by Level					
		School	District	SDO		Region / National	
				Other Division	Related Division/ unit	Other FDs	Related FD/Bureau/Division/Unit
Teaching-Related	5.0	0.125	0.25	0.31	0.375	0.44	0.5
Non-Teaching Group Level 1	5.0	0.125	0.25	0.31	0.375	0.44	0.5
Non-Teaching Group Level 2	10.0	0.19	0.38	0.47	0.56	0.66	0.75

B.3 Non-DepED Experience Directly Relevant to the Job Applied for	Highest Possible Rating	STANDARDS FOR SCORING				
		Specific Score Per Year of Experience by Level/Scope				
		Barangay	Municipality	City	Province	Region National
Teaching-Related	5.0	0.1	0.2	0.3	0.4	0.5
Non-Teaching Group Level 1	5.0	0.1	0.2	0.3	0.4	0.5
Non-Teaching Group Level 2	10.0	0.15	0.3	0.45	0.6	0.75

B.4 Non-DepED Experience Indirectly Relevant to the Job Applied for	Highest Possible Rating	STANDARDS FOR SCORING				
		Specific Score Per Year of Experience by Level/Scope				
		Barangay	Municipality	City	Province	Region National

Teaching-Related	5.0	0.06	0.12	0.18	0.24	0.3
Non-Teaching Group Level 1	5.0	0.06	0.12	0.18	0.24	0.3
Non-Teaching Group Level 2	10.0	0.1	0.2	0.3	0.4	0.5

STANDARDS FOR SCORING REGIONAL EDUCATION PROGRAM SUPERVISOR POSITIONS

CATEGORY	STANDARDS FOR SCORING							
	Specific Score Per Year of Supervisory Experience by Level/Scope							
	Master Teacher	School Administrator		PSDS	Division EPS		Detailed Regional EPS	
		Head Teacher/ TIC/Assistant Principal	Principal		Other Division	Related Division	Other FD	Related FD
DepED Experience	0.6	0.625	0.65	0.7	0.725	0.75	0.8	1
Non-DepED Experience	Supervising Subject Coordinator	0.55	0.6	Dean				
	0.5			0.75				

STANDARDS FOR SCORING REGIONAL CHIEF EDUCATION PROGRAM SUPERVISOR POSITIONS

CATEGORY	STANDARDS FOR SCORING							
	Specific Score Per Year of Management and Supervisory Experience by Level/Scope							
	School Administrator			PSDS who was a SH before	Division EPS who was a SH before/ serving as area consultant/ coordinator of a funded program		Regional EPS who was a SH before/ Regional coordinator of a funded program/OIC-Chief Experience	
	Head Teacher	Assistant Principal/ TIC	Principal		Other Division	Related Division	Other FD	Related FD
DepED Experience	0.6	0.625	0.5	0.7	0.725	0.75	0.8	1
Non-DepED Experience	0.625			Dean				
				0.75				

C. OUTSTANDING ACCOMPLISHMENTS

a. Outstanding Employee Award (Highest Possible Score 4 points)

Guideline/s:

1. Only one award shall be considered but an applicant must choose the one with the highest score.
2. An Outstanding Employee Award is accepted only if it
 - 2.1 is supported by the certificate of award (or plaque);
 - 2.2 is supported by documentation such as photos and/or copies of the programme during the awarding rites; and
 - 2.3 has not been utilized in previous promotion/s so that applicants must show proof/s such as:
 - 2.3.1 date/s of previous promotions and date/s the certificates were granted, or

2.3.2 award credited in a previous promotion (including pertinent details) and award to be credited in the present application

TYPE OF POSITION	CATEGORIES	HIGHEST SCORE GIVEN TO EACH CRITERIA BY LEVEL				
		School	District/ Municipality	Division/ City	Region/ Province	National
• Teaching-Related • Non-Teaching Group Level 2	Nominee	0.4	0.8	1.2	1.6	2.0
	Awardee	2.4	2.8	3.2	3.6	4.0
• Non-Teaching Group Level 1	Nominee	0.1	0.2	0.3	0.4	0.5
	Awardee	0.2	0.4	0.6	0.8	1.0

b. Innovation

Guidelines:

1. Only one applicable innovation output/product will be considered but an applicant must choose the one that has the highest score.
2. An innovation is accepted only if it
 - a. applicable to the job applied for;
 - b. is supported by the innovation output/product;
 - c. is supported by a school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation; and
 - d. has not been utilized in previous promotion/s so that applicants must show proof/s such as:
 - i. date/s of promotion and date/s of creation of innovation, and/or
 - ii. innovation output/product credited in a previous promotion (including pertinent details) and innovation output/product to be credited in the present application
3. The total score shall be divided by the number of designers of each innovation output.
4. If an applicant for a job under **non-teaching group level 1** has an innovation, the highest possible rating is 1. The rating maybe lower depending on its quality as agreed by the PSB.
5. The table of standards in scoring innovation below is applicable only to applicants applying for positions under **teaching-related** and **non-teaching group level 2**.

INNOVATION CRITERIA	STANDARDS FOR SCORING					
	School	District	Division	RFTAA	Region	National
	2.0	2.5	3.0	3.25	3.5	4.0

c. Research and Development (R&D) Projects

Guidelines:

1. Applicants must submit the R&D project output.
2. Only one R&D project output is accepted but an applicant must choose the one that has the highest score in case the applicant has more than one R&D project outputs.
3. The PSB accepts an R&D project output that satisfies the following:

- 3.2 related to education, preferably action research
- 3.3 have findings, conclusions, and recommendations
- 3.4 presented to the school/district/division/region in a gathering (MOV: attendance sheet) or published through a school/division/regional memo (MOV: memo) or certified by the SH/ SDS/RD that the R&D project is completed (MOV: certification); and
- 3.5 not utilized in previous promotion/s so proof/s must be shown such as:
 - 3.5.1 date/s of promotion and date/s of R&D implementation, and/or
 - 3.5.2 R&D project outputs credited in a previous promotion (including pertinent details) and R&D outputs to be credited in the present application.
- 4. The total score shall be divided by the number of researchers of each R&D project output.
- 5. The table of standards in scoring R&D projects below is applicable only to applicants applying for positions under *teaching-related* and *non-teaching group level 2*.

RESEARCH AND DEVELOPMENT CRITERIA	STANDARDS FOR SCORING					
	HIGHEST RATING GIVEN TO EACH CRITERIA BY LEVEL					
	School	District	Division	RFTAA	Region	National
	2.0	2.5	3.0	3.25	3.5	4.0

- 6. If an applicant for a job under *non-teaching group level 1* has an R&D project, the highest possible rating is 1. The rating maybe lower depending on its quality as agreed by the PSB.

d. Publication/Authorship

Guideline:

The applicant must choose only one type of publication or authorship. In case that an applicant has more than one output, he or she must choose the one that has the highest score.

d.1 Published Instruction/Training-Related Materials (ITRM)

Guidelines:

- 1. The applicant must submit the hard copy of the actual material. If it is a PowerPoint presentation or a video, a CD containing the video must be presented.
- 2. Only one ITRM shall be considered. If the applicant happens to have more than one ITRM, he/she must choose the one that has the highest score.
- 3. The PSB accepts ITRMs that are published in any of the following ways:
 - 3.1 LRMDS portal
 - 3.2 School-based training program
 - 3.3 District/cluster-based training program
 - 3.4 Division-based training program
 - 3.5 Region-based training program
 - 3.6 National-based training program

- 3.7 DepEd Learning Materials as Textbook with the following MOVs (Certificate of Participation/Recognition/Appreciation or other proofs must be presented such as certifications, program matrix, training ID, and/or photos.
4. If the same ITRM is published at various levels, the ITRM is listed under the higher or highest level. A certification from an LRMDs (TDis or DepEd SDO or RO website) supervisor/in-charge, memorandum or a training matrix should support the ITRM.
 5. Only an ITRM that complies with the Intellectual Property Rights (IPR) should be submitted to the PSB. If an applicant is found violating the IPR in his ITRM, his or her application is deemed invalid.
 6. Only an ITRM that has not been utilized in previous promotion/s will be accepted so that an applicant must show proof/s such as:
 - 6.1 date/s of promotion and date/s of ITRM creation and publication, and/or
 - 6.2 ITRM credited in a previous promotion (including pertinent details) and ITRM to be credited in the present application.
 7. ITRMs must be aligned with the K to 12 Basic Education Curriculum.
 8. The total score shall be divided by the number of designers of each ITRM.
 9. This publication/authorship type is applicable only to applicants applying for positions under *teaching-related* and *non-teaching group level 2*.

TYPES	STANDARDS FOR SCORING				
	HIGHEST RATING GIVEN TO EACH TYPE BY LEVEL				
	School	District	Division /City	Region	National
d.1.1 Lesson Plan/ Video Lesson/ Session Guide/ Session PowerPoints	0.2	0.4	0.6	0.8	1
d.1.2 Prototype Lesson Plans for One Unit/ Program Design/Training Resource Package (Session guides and/or Session PowerPoints)	0.4	0.8	1.2	1.6	2
d.1.3 Big Book/Ordinance	0.4	0.8	1.2	1.6	2
d.1.3 Teaching Guide/Handbook/Workbook	0.6	1.2	1.8	2.4	3
d.1.4 Module	0.8	1.6	2.4	3.2	4

d.2 Articles Published Related to Basic Education/Current Job/Position Applied for that are published in LRMDs/DepEd websites/Journal/Newspaper/Magazines with wide circulation

Guidelines:

1. The PSB accepts articles that are published within the last five years.
2. Only an article that complies with the Intellectual Property Rights (IPR) should be submitted to the PSB. If an applicant is found violating the IPR in his/her published article, his/her application is deemed invalid.
3. Cut-out of the articles showing the journal/newspaper/magazine's name and the publication date (or several pages or the whole publication) must be presented.

4. Only published article that has not been utilized in previous promotion/s will be accepted so that applicants must show proof/s such as:
 - 4.1 date/s of promotion and date/s of creation and publication of article/s, and/or
 - 4.2 article/s credited in a previous promotion (including pertinent details) and article/s to be credited in the present application.
5. The table of standards in scoring articles published below is applicable only to applicants applying for positions under *teaching-related* and *non-teaching group level 2*.

Category	STANDARDS FOR SCORING ARTICLES PUBLISHED				
	HIGHEST RATING GIVEN TO EACH BRACKET (Number of Articles)				
	Three	Six	Nine	Twelve	15 or more
Teaching-Related	0.8	1.64	2.4	3.2	4.0
Non-teaching group Level 2					

6. If an applicant for a job under *non-teaching group level 1* has an article published, the highest possible rating is 1 regardless of the number of articles published. The rating maybe lower depending on the quality of the article/s as agreed by the PSB.

d.3 Authorship of a Book with ISBN

Guidelines:

1. The PSB accepts a book with ISBN published within the last five years.
2. Only a book that complies with the Intellectual Property Rights (IPR) should be submitted to the PSB. If an applicant is found violating the IPR in his/her book, his/her application is deemed invalid.
3. Only one authored book shall be considered. If the applicant happens to have authored more than one book, he/she must choose the one that has the highest score.
4. A book should not have been utilized in a previous promotion so that an applicant must show proof/s such as:
 - 4.1 date of promotion and date of book publication, and/or
 - 4.2 book credited in a previous promotion (including pertinent details) and book to be credited in the present application.
5. The total score shall be divided by the number of authors of the book.

TYPE OF POSITION	STANDARDS FOR SCORING AUTHORSHIP OF A BOOK		
	HIGHEST RATING GIVEN TO EACH TYPE		
	Other Books	Relevant to Education	Relevant to the Position Applied For
Teaching Related	2	3	4
Non-Teaching Group (Level 1)	0.5	0.75	1
Non-Teaching Group (Level 2)	2	3	4

e. Consultant/Resource Speaker in Trainings/Seminars

Guidelines:

1. Aside from certificates, the applicants must attach session guides or printed slides of session PowerPoints.
2. Only one certificate shall be considered. If the applicant happens to have served as consultant/resource speaker/trainer/facilitator many times, he/she must choose the one that has the highest score.
3. Only a certificate that has not been utilized in previous promotion/s will be accepted so that applicants must show proof/s such as:
 - 3.1 date/s of promotion and date/s of certificate/s, and/or
 - 3.2 certificate/s credited in a previous promotion (including pertinent details) and certificate/s to be credited in the present application.

TRAINING TASKS	TYPE OF POSITION	STANDARDS FOR SCORING				
		HIGHEST RATING GIVEN TO EACH TYPE BY LEVEL				
		School	District	Division	Region	National
e.1 Trainer/Resource Speaker/ Consultant (applicant prepared session guide and session PowerPoint)	Teaching Related	0.8	1.6	2.4	3.2	4.0
	Non-Teaching Group Level 1	0.2	0.4	0.6	0.8	1.0
	Non-Teaching Group Level 2	0.8	1.6	2.4	3.2	4.0
e.2 Training Facilitator (delivered a ready-made session guide/ session PowerPoints or serve as part of the training management) e.3 Demonstrator	Teaching Related	0.4	0.8	1.2	1.6	2.0
	Non-Teaching Group Level 1	0.1	0.2	0.3	0.4	0.5
	Non-Teaching Group Level 2	0.4	0.8	1.2	1.6	2.0

D. Education and Training

D.1 Education

Guidelines:

1. If an applicant has complete academic requirements, he/she must present a transcript of records and a certification from a college or university or an official list of courses for a degree in a college/university to show that all required courses are taken and passed.
2. For subject-specific positions like Subject-EPs in CLMD, vertical graduate and post-graduate studies will get the maximum points per level of attainment

a. EDUCATION (Transcript of Records and Certifications and/or Official List of Courses of a Degree)	Teaching Related			Non-Teaching Group	
	If Both MA & Ed.D./Ph.D. pursued are not aligned with the Subject-Specific Position	If only MA is aligned with Subject-Specific Position but the Ed.D./Ph.D. is not (or vice versa)	General/ Both MA & Ed.D./ Ph.D. are aligned with the Subject-Specific position	Level 1	Level 2
Doctoral Degree	21.0	23.0	25.0	10.0	15.0
Passed the Doctoral Comprehensive Examination	19.0	21.0	22.5	9.5	14.0
Complete Academic Requirements	17.0	19.0	20.0	9.0	13.0
Earned 30 units and above	15.0	17.0	17.5	8.0	11.5
Masteral Degree	13.0	15.0	15.0	7.0	10.0
Passed the Masteral Comprehensive Examination	11.0	12.5	12.5	6.5	08.5
Complete Academic Requirements	9.0	10.0	10.0	6.0	07.0
Bachelor's Degree	5.0	5.0	5.0	3	3.5

D.2 Training

Guidelines:

1. Only one (or one set of) certificate/s may be considered. If the applicant happens to have more than one (one set of) certificate/s, he/she must choose the one (set) that has the highest score.
3. For an international at-least-three-day-duration training to be counted, an applicant should submit the following:
 - 3.1 Certificate of Participation;
 - 3.2 Proof that the **international organization** that sponsors the training/ conference exists and has an official website (especially if the training is held in the Philippines); and
 - 3.3 Other forms of documentation, which can either be an activity matrix, official receipt during registration, activity photo or an ID

Note: If the training is **not sponsored by an international organization**, it is counted as national training only.
4. For chairmanship/co-chairmanship to be given a score, any of the following should be met:
 - 4.1 approved school/division/ regional/DepEd memorandum should be presented stipulating the names of persons in a technical working committee (TWC), technical working group (TWG) or task force (TF), or
 - 4.2 In case that there is no memorandum, a certificate or certification or designation is accepted for as long as there is an evidence of the output in relation to the chairmanship/co-chairmanship being assumed.

5. If months of specialized training (Scholarship programs, short courses, study grants) were not fully consumed in previous promotion/s, the equivalent months can still be credited.

D.2.1 Certificate of Participation in a specialized training
(Scholarship Programs, Short Courses, Study Grants)

STANDARDS FOR SCORING PARTICIPATION IN A SPECIALIZED TRAINING				
TYPE OF POSITION	HPTS*	Others	Related to Education	Related to the Job
Teaching-Related	5.0	0.5 point/month	0.75 point/month	1 point/month
Non-Teaching Group Level 1	10.0	0.5 point/month	0.75 point/month	1 point/month
Non-Teaching Group Level 2	10.0	0.5 point/month	0.75 point/month	1 point/month

*HPTS =Highest Possible Total Score

D.2.2 Set of THREE Certificates of Participation of at least three-day duration trainings/ orientations/ workshops/ conferences

STANDARDS FOR SCORING SETS OF THREE TRAINING CERTIFICATES								
TYPE OF POSITION	RELEVANCE	LEVEL				COMBINATION		
		School	District	Division	Region	Score per Certificate		
						District	Division	Region
		Specific Score Given To Each Set Of Certificates						
Teaching-Related	Related to the Job	0.5	1.0	2.0	3.0	0.33	0.67	1.0
	Related to Education	0.09	0.67	1.33	2.00	0.22	0.45	0.67
	Others	0.17	0.33	0.67	1.00	0.11	0.22	0.33
Non-Teaching Group Level 1	Related to the Job	1.0	2.0	4.0	6.0	0.67	1.33	2.0
	Related to Education	0.67	1.33	2.67	4.00	0.45	0.89	1.33
	Others	0.33	0.67	1.33	2.00	0.22	0.44	0.67
Non-Teaching Group Level 2	Related to the Job	1.0	2.0	4.0	6.0	0.67	1.33	2.0
	Related to Education	0.67	1.33	2.67	4.00	0.45	0.89	1.33
	Others	0.33	0.67	1.33	2.00	0.22	0.44	0.67

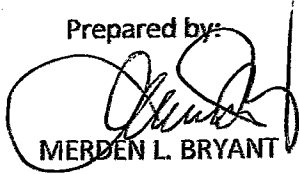
D.2.3 ONE Certificate of Participation of at least three-day duration national/international training/orientation / workshop

STANDARDS FOR SCORING NATIONAL & INTERNATIONAL TRAINING CERTIFICATES						
TYPE OF POSITION	NATIONAL			INTERNATIONAL		
	Others	Related to Education	Related to the Job	Others	Related to Education	Related to the Job
Teaching-Related	2.0	3.0	4.0	3.0	4.0	5.0
Non-Teaching Group Level 1	4.0	6.0	8.0	4.00	7.0	10.0
Non-Teaching Group Level 2	4.0	6.0	8.0	4.00	7.0	10.0

D.2.4 Chairmanship/co-chairmanship (other forms of service) of a technical/planning committee

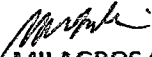
Responsibility	TYPE OF POSITION	STANDARDS FOR SCORING					
		SPECIFIC SCORE GIVEN TO EACH CERTIFICATE BY LEVEL					
		School	District	Division	Region	National	International
Chairman, Co-Chairman, Coordinator, Secretariat, NEAP-R Facilitator, PSB Secretariat	Teaching-Related	0.5	1	2	3	4	5
	Non-Teaching Group Level 1	1	2	4	6	8	10
	Non-Teaching Group Level 2	1	2	4	6	8	10
Vice-Chairman, Assistant	Teaching-Related	0.3	0.6	1.2	1.8	2.4	3
	Non-Teaching Group Level 1	0.6	1.2	2.4	3.6	4.8	6
	Non-Teaching Group Level 2	0.6	1.2	2.4	3.6	4.8	6
Member	Teaching-Related	0.3	0.6	1.2	1.8	2.4	2
	Non-Teaching Group Level 1	0.6	1.2	2.4	3.6	4.8	4
	Non-Teaching Group Level 2	0.6	1.2	2.4	3.6	4.8	4

Prepared by:



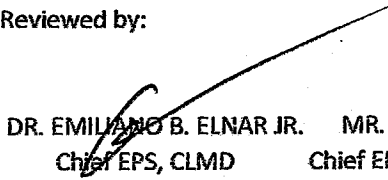
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