



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



June 18, 2018

DIVISION MEMORANDUM

No. 395, s. 2018

JOINT RESOLUTION No. 002, s. 2018 EXCERPT FROM THE MINUTES OF THE JOINT MEETING OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AND THE DIVISION SELECTION COMMITTEE (DSC) ON JUNE 14, 2018 FOR S.Y. 2018-2019

TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators/ SEPS/ EPS
Public Schools District Supervisors (PSDSs)/District Caretakers/OICs
Heads/Teachers of Public Elementary and Secondary Schools
All Others Concerned

1. The field is hereby informed of the Joint Resolution of the Human Resource Merit Promotion and Division Personnel Selection Board (PSB) with Division Selection Committee (DSC) No. 002, s. 2018 entitled: **A Resolution Requesting the Schools Division Superintendent to authorize the Personnel Selection Board (PSB, now HRMPSB) and the School Selection Committee to Propose Applicants for Senior High School (SHS) whose Scores are Below the Cut-Off Score Pursuant to DepEd Order No. 3, s. 2016 and Providing Mechanism and Procedures Thereof.**

2. Please find herein attached JOINT RESOLUTION for details, information dissemination and guidance of all concerned.


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

EXCERPT FROM THE MINUTES OF THE JOINT MEETING OF THE HUMAN RESOURCE MERIT PROMOTION & SELECTION BOARD AND THE DIVISION SELECTION COMMITTEE ON JUNE 14, 2018 AT THE OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT, DR. ESTER A. FUTALAN

Present:

- | | | |
|-------------------------------------|---|---|
| 1. Dr. Ester A. Futralan | - | Chairperson |
| 2. Dr. Novie O. Mangubat | - | Chief EPS – SGOD |
| 3. Dr. Mary Ann P. Flores | - | Chief EPS – CID |
| 4. Mr. Isaiash T. Wagas | - | EPS – LRMDs & SHS |
| 5. Mrs. Juvimar E. Montolo | - | EPS – Science |
| 6. Dr. Gerardo S. Mantos | - | EPS – SGOD |
| 7. Mrs. Rosemary N. Oliverio | - | EPS – SGOD |
| 8. Mr. Arnulfo V. Compuesto | - | President, PSDSA |
| 9. Mr. Reynaldo D. dela Rama | - | President, Secondary School Heads |
| 10. Dr. Angeles Z. Bugtai | - | President, Elementary School Heads |
| 11. Mr. Allan C. Canete | - | President, Teachers Association (Sec.) |
| 12. Mr. Ronald C. Panugaling | - | President, Teachers Association (Elem.) |
| 13. Mrs. Agnes S. Mendaros | - | President, PTA Federation of Cebu |
| 14. Dr. Victor A. Ybanez | - | PSDS, San Fernando District |
| 15. Dr. Jose Garry M. Napoles | - | SEPS – Social Mobilization |
| 16. Mr. Jeremy C. Denampo | - | Administrative Officer V |
| 17. Mrs. Monina Sarah M. Pomarejos- | - | OIC, HRMO |

Absent:

1. NONE

JOINT RESOLUTION NO. 002, S. 2018

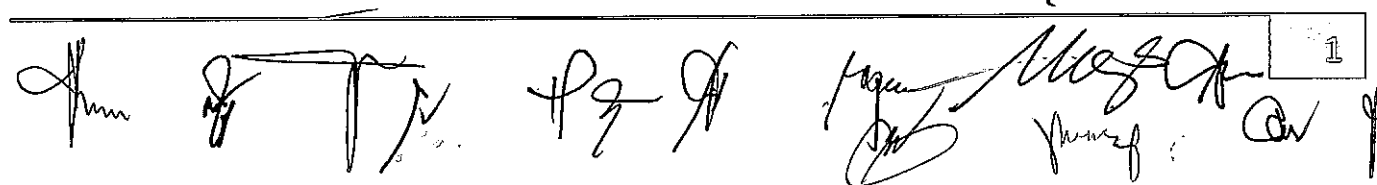
A RESOLUTION REQUESTING THE SCHOOLS DIVISION SUPERINTENDENT TO AUTHORIZE THE PERSONNEL SELECTION BOARD (PSB) AND THE SCHOOL SELECTION COMMITTEE TO PROPOSE APPLICANTS FOR SENIOR HIGH SCHOOL (SHS) WHOSE SCORES ARE BELOW THE CUT-OFF SCORE PURSUANT TO DEPED ORDER NO. 3, S. 2016 AND PROVIDING MECHANISM AND PROCEDURES THEREOF

WHEREAS, the Human Resource Merit Promotion & Selection Board and the Division Selection Committee are duly constituted body of the Department of Education – Division of Cebu Province task to oversee the process of selecting and hiring of personnel for both teaching and non-teaching to include but not limited to receiving of list of applicants from the School Selection Committee, verifying documents submitted by the SSC, and evaluating the applicants based on the criteria set forth in the guidelines;

WHEREAS, the screening and selection of qualified applicants for the Senior High School (SHS) is under the jurisdiction and functions of the Committee;

WHEREAS, in the process of screening the applicants for Senior High School, the Committee is confronted with the problem of shortages of qualified applicants commensurate to the available items;

WHEREAS, for past two (2) successive years the number of qualified applicants were not enough to fill in the available items;



WHEREAS, in the island SHS schools there are applicants who scored below the 65 cut off score but cannot be proposed for an item;

WHEREAS, it has been observed for the past two (2) years that applicants from the main land Cebu who scored 65 and above when proposed to the island schools would usually waived due to the distance from their place of residence;

WHEREAS, the foregoing conditions directly affected the filling in of items for the Senior High School (SHS), thus also hampered the deployment and placement of teachers to schools offering SHS;

NOW THEREFORE, on motion of Mr. Reynaldo D. dela Rama seconded in mass;

BE IT RESOLVED as it is **HEREBY RESOLVED** by the Division Selection Committee to request the Schools Division Superintendent to authorize the Personnel Selection Board (PSB) to propose Senior High School (SHS) applicants whose scores are below the cut-off score set forth under DepEd Order No. 3, s. 2016;

RESOLVED FURTHER, that the following conditions shall be strictly observed and followed, to wit:

1. The proposal should strictly adhere to the need of the school pursuant to their existing or current offerings;
2. The qualification standards for Senior High School set forth in CSC Resolution No. 1600353, s. 2016 as amended by CSC Resolution No.1701192, s. 2017 should be strictly followed;
3. In the exigency of the necessity to fill in the existing vacant items, applicants with scores ranging from 40 - 64 in RQA shall be considered for hiring (*see attached list of applicants*);
4. Potential candidates for provisional appointment should consider the standards set forth for provisional appointment pursuant to Section 8, par. d of Republic Act (RA) No. 10533;

RESOLVED FURTHERMORE, that this Resolution shall only be applied under the current conditions and shall not automatically be precedent for future consideration.


RESOLVED FINALLY that copy or copies of this Resolution be submitted immediately to the Office of the Schools Division Superintendent, Dr. Rhea Mar A. Angtud, CESO VI, for her consideration and approval. Let copies of the Resolution be circulated to schools for their guidance and reference.


Adopted unanimously.

Certified true and correct.


ISAIASH T. WAGAS, MPA
EPS - LRMDS & SHS Focal Person


Attested and concurred by:

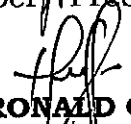

DR. NOVIE O. MANGUBAT
Member/Chief, SGOD



DR. MARY ANN P. FLORES
Member/ Chief, CID

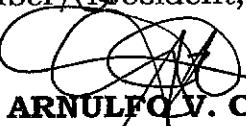

MR. REYNALDO D. DELA RAMA
Member/ President, PuSHA



DR. ANGELES Z. BUGTAI
Member/ President, PESPA



MR. ALLAN C. CAÑETE
Member/ President, APST


MR. RONALD C. PANUGALING
Member/ President, PES

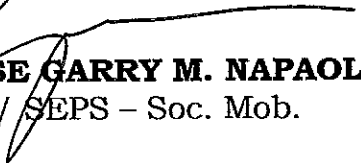

MRS. AGNES S. MENDAROS
Member/ President, PTA Fed. of Cebu


MR. ARNULFO V. COMPUESTO
Member/ President, PSDSA


MRS. ROSEMARY N. OLIVERIO
Member/ EPS - Aral. Pan.

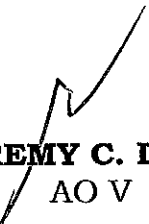

MRS. JUVIMAR E. MONTOLO
Member/ EPS - Science


DR. GERADO S. MANTOS
Member/ EPS - SGOD


DR. JOSE GARRY M. NAPAOLÉS
Member/ SEPS - Soc. Mob.


DR. VICTOR A. YBAÑEZ
PSDS

Personnel Selection Board (PSB) Members


MR. JEREMY C. DENAMPO
AO V


MRS. MONINA SARAH POMAREJOS
OIC, HRMO

Recommending Approval:


ESTER A. FUTALAN, Ed. D.
Chair, HRMPSB/ASDS

Approved:


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



Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Old IPHO Building, Suidon, Lantus
Cebu City



LIST OF SENIOR HIGH SCHOOL (SHS) TEACHER APPLICANTS (ACADEMIC) WITH SCORES RANGING FROM 40 - 64 IN RQA

S.Y. 2018-2019 (FINAL RESULT)
Based on DepEd Order No. 3, s. 2016)

No.	NAME OF APPLICANT		ADDRESS	Eligibility	Major	Suble Group	A. EDUCATION (20%)				B. TEACHING EXPERIENCE (15%)				C. PORTFOLIO (10%)	D. SPECIALIZED TRAINING (10%)	E. INT. AVER. AGE (15%)	F. DEM. AVER. AGE (20%)	G. COMMUNICATION SKILLS (10%)		Total	Rank					
	SURNAME	FIRST NAME					MI	GWA	Eq. Poin	Masters/ Doctorate Degree	Ed. Poin	TOTAL	Yr. & Mos.	Dep't. Poin					Eq. Poin	TOTAL			Rating	Pts.	Certi. feat	TA	AVER. AGE
1	MONTEROSO	DOMINO	A. ALWAWAY BALAMBAN CEBU	NO LET	BSED-ENGLISH	1A	1.73	11	0	0	11	70	15	0	0	0	15	0	0	1	1	13.2	18.87	54.44	5.44	64.514	10
2	SALUNTAO	IVAN JOEY	Y. AMINS	NO LET	ENGLISH	1A	2.29	10	0	0	10	48	15	0	0	0	15	0	0	0	0	14.3	16.9	58.89	5.89	62.089	11
3	BICALISO	LINA	P. MAGSICO SAN FERNANDO CEBU	NO LET	BSED-ENGLISH	1A	1.66	12	0	0	12	0	0	0	0	0	0	0	0	6	6	15	20	65.56	6.56	59.556	12
4	DEQUIT	ADA	A. ABUCAYAN BALAMBAN CEBU	LET	ENGLISH	1A	1.8	11	0	0	11	60	15	0	0	0	15	0	0	0	0	14.4	18.07	58.07	5.87	62.22	13
5	ANAYA	FELEGTAS	S. CATOLIHAN DALAGUETE	LET	ENGLISH	1A	1.75	11	0	0	11	8	3	0	0	0	3	0	0	4	4	14.6	19.39	62.22	6.22	68.47	14
6	PURISIMA	RYAN	L. TOLEDO CEBU	LET	BSED-ENGLISH	1A	1.67	12	0	0	12	15	15	0	0	0	15	0	0	8	6	14.5	17.7	64.44	6.44	68.144	15
7	LUPERTIE	MARIA KATRINA	C. GARING CONSOLACION	LET	BSED-ENGLISH	1A	1.89	11	0	0	11	19	3.5	0	0	0	3.5	0	0	2	2	13	20	64.44	7.44	66.944	16
8	BINONDO	JUVELYN	B. JUGAN CONSOLACION CEBU	LET	BSED-ENGLISH	1A	1.53	12	0	0	12	19	3.5	0	0	0	3.5	0	0	0	0	15	18	65.56	6.56	65.056	17
9	GOMEZ	KERSTENE	B. BIRON DUMAYAN CEBU	LET	BSED-ENGLISH	1A	1.81	11	0	0	11	10	0	0	0	0	0	0	0	3	3	14.2	19.7	66.87	6.67	64.697	18
10	PATAYAG	VENUS	T. ANGIAN ALDUBUNAN CEBU	LET	ENGLISH	1A	1.7	11	0	0	11	0	0	0	0	0	0	0	0	2	2	16	19.4	60.00	6	53.3	20
11	DULOSA	RAUL	A. IKAYGAN CITY OF MGA	NO LET	AB-ENGLISH	1A	2.9	7	1	MASTER	0	0	15	0	0	0	15	0	0	1	1	14.4	13.9	60.00	6	53.3	20
12	ELORES	ELIZABETH	G. TALISAY SANTA FE CEBU	LET	ENGLISH	1A	1.97	11	0	0	11	0	0	0	0	0	0	0	0	0	0	15	18	66.87	6.67	62.667	22
13	CAPIANO	JODESA	M. DAVIS NORTE CARBEN CEBU	LET	BSED-ENGLISH	1A	1.18	11	0	0	11	0	0	0	0	0	0	0	0	2	2	15	15	65.56	6.56	62.556	23
14	ARISGADO	LEONEL	P. MAALAGTAG TABOGON	LET	BSE	1A	1.73	11	0	0	11	0	0	0	0	0	0	0	0	0	0	15	18.35	61.11	6.11	62.461	24
15	ANDALES	SHEILA MAE	G. TUBURAN CEBU	LET	AB-ENGLISH	1A	1.47	13	0	0	13	0	0	0	0	0	0	0	0	0	0	15	15	65.56	6.56	62.22	25
16	GENOBYATEN	BBA MAE	A. NORTH POPULACION SAN FERNANDO	NO LET	ENGLISH LIT.	1A	1.8	11	0	0	11	0	0	0	0	0	0	0	0	0	0	15	20	62.22	6.22	62.22	25
17	PROVIDA	GODFREY	E. BIRANDY BALAMBAN	NO LET	BSED-ENGLISH	1A	1.52	12	0	0	12	0	0	0	0	0	0	0	0	0	0	14.42	20	64.44	6.44	61.864	27
18	QUEVA	JAY MARCELO	M. TALISAY SANTA FE CEBU	LET	ENGLISH	1A	1.98	11	0	0	11	0	0	0	0	0	0	0	0	0	0	15	20	66.87	6.67	61.867	28
19	BATULAN	KRISTINE JOY	L. TALISAY SANTA FE CEBU	NO LET	BSED-ENGLISH	1A	1.88	11	0	0	11	0	0	0	0	0	0	0	0	0	0	15	19.4	66.87	6.67	61.067	29
20	PAYPA	PONCIANA	P. MAGSICO SAN FERNANDO CEBU	LET	AB-ENGLISH	1A	2.11	10	0	0	10	0	0	0	0	0	0	0	0	1	1	15	19.4	66.87	6.67	61.067	29
21	MANUGAS	AMANDA	P. MAGSICO SAN FERNANDO CEBU	LET	BSED-ENGLISH	1A	1.81	11	0	0	11	0	0	0	0	0	0	0	0	0	0	14.6	18.3	68.89	6.89	60.789	30
22	GENAWON	DIANE GUYNEZZ	P. TIKUBAN SAN FERNANDO CEBU	LET	BSED-ENGLISH	1A	1.67	12	0	0	12	0	0	0	0	0	0	0	0	0	0	13.4	16.1	65.56	6.56	60.056	31
23	LOGRONO	VENNA ROSS	E. SAN FERNANDO	NO LET	ENGLISH	1A	1.83	11	0	0	11	0	0	0	0	0	0	0	0	0	0	15	16.27	65.56	6.56	49.826	32
24	ALNSOLORIN	JO MARK	C. PITAO SAN FERNANDO CEBU	NO LET	BSED-ENGLISH	1A	1.57	12	0	0	12	0	0	0	0	0	0	0	0	0	0	13.4	18.3	53.33	5.33	49.033	33
25	DALAGUIT	RONALD	O. METZBERG FORO CEBU	NO LET	ENGLISH	1A	1.63	12	0	0	12	14	7	0	0	0	7	1	2	2	9.4	12.2	50.00	5	48.6	34	
26	ALGARRES	PATRICK	K. LOOC NORTE ASTUVAS CEBU	NO LET	AB-ENGLISH	1A	2.34	9	0	0	9	18	3	0	0	0	3	0	0	1	1	15	16	50.00	0	47.9	35
27	CLAVIS	HAZEL JAY	C. MARUL TABOGON CEBU	LET	BSE-ENGLISH	1A	2.05	10	0	0	10	0	0	0	0	0	0	0	0	0	0	13.33	19.55	50.00	5	47.88	36
28	ENARRO	VICKY	P. CABAASAN SAMBAGON PINAWUNGALAN	LET	ENGLISH	1A	2.31	9	0	0	9	16	2	0	0	0	2	0	0	0	0	15	14.13	45.56	4.56	46.886	37
29	RUBI	GLESSA MAE	P. TAGUR SAN FERNANDO CEBU	NO LET	ENGLISH	1A	2.2	10	0	0	10	0	0	0	0	0	0	0	0	0	0	10.5	16.6	47.78	4.78	41.078	38
					BIPINO	1B																					
30	MONGEDA	VANISA	R. POBACION DALAGUETE CEBU	LET	AB-FILIPINO	1B	1.62	12	0	0	12	33	11	0	0	0	10.5	0	0	3	3	13.4	19	66.87	6.67	64.567	2
31	JURADO	JUSTINE	D. MADRIDE LOS CEBU	NO LET	FILIPINO	1B	1.3	13	0	0	13	0	0	0	0	0	0	0	0	0	0	14.84	19.55	55.56	5.56	53.046	4
32	MAJESTRAO	MARJOLYN	M. DON BOSCO	LET	FILIPINO	1B	1.89	11	0	0	11	0	0	0	0	0	0	0	0	0	0	13	19.7	68.89	6.89	62.589	4
33	ARO	CHARLES HEVER	C. ANGLAN ALDUBUNAN CEBU	LET	FILIPINO	1B	1.69	12	0	0	12	0	0	0	0	0	0	0	0	0	0	14.2	18.53	64.44	6.44	62.174	5
34	URSAL	TRACY KATHLEEN	M. CUYA, MEDULIN CEBU	NO LET	FILIPINO	1B	1.78	11	0	0	11	0	0	0	0	0	0	0	0	0	0	14.8	19.5	66.67	6.67	61.967	6
35	MAINT	MICHAEL	M. BOBON ALDUBUNAN CEBU	LET	FILIPINO	1B	1.6	12	0	0	12	0	0	0	0	0	0	0	0	0	0	14.2	19.07	62.22	6.22	51.492	7
36	DESCARTIN	BABES	M. BANTAYAN CEBU	NO LET	FILIPINO	1B	1.6	12	0	0	12	0	0	0	0	0	0	0	0	0	0	17.66	19.2	63.33	6.33	47.433	8
37	VILLARIN	SARAH JANE	M. MAGSICO SAN FERNANDO CEBU	NO LET	AB-FILIPINO	1B	2.03	10	0	0	10	0	0	0	0	0	0	0	0	0	0	12.6	18.5	63.33	6.33	47.433	9
38	FELICIO	DOMINIC	B. LANGUN ASTURIS	NO LET	BSED-FILIPINO	1B	1.82	11	0	0	11	0	0	0	0	0	0	0	0	0	0	10.8	17.1	38.89	3.89	42.589	10

Handwritten signatures and initials on the left margin, including a large signature at the top and several smaller ones below.



Republic of the Philippines
Department of Education

13 OCT 2017

DepEd ORDER
No. **51**, s. 2017

**AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING
POSITIONS IN THE TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK
AND OTHER CLARIFICATIONS ON THE HIRING GUIDELINES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) hereby issues the enclosed **Amended Qualification Standards for the Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines** to clarify provisions of the existing policies on recruitment, selection, and hiring of senior high school (SHS) teachers.
2. The amended qualification standards shall be the basis for the appointment to SHS positions in the technical-vocational-livelihood track. The additional criteria, mechanisms, and procedures stated shall serve as guide for DepEd offices and schools, teacher-applicants, and other stakeholders.
3. DepEd Order Nos. 3, 27, 32, and 49, s. 2016, and other related issuances, rules and regulations, and provisions, which are consistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. Moreover, this policy shall take effect immediately after its issuance.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

References: DepEd Order Nos.: (3, 27, 32 and 49 s. 2016)
To be indicated in the Perpetual Index under the following subjects

AMENDMENT
APPOINTMENT
HIRING
QUALIFICATIONS

RECRUITMENT
SELECTION
SENIOR HIGH SCHOOL
TEACHERS

DJP, DO Amended OS for SHS Teaching Positions in TVL track
0884 - September 18/22, 2017

(Enclosure to DepEd Order No. 51, s. 2017)

**AMENDED QUALIFICATION STANDARDS FOR THE SENIOR HIGH SCHOOL
TEACHING POSITIONS IN THE TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK
AND OTHER CLARIFICATIONS ON THE HIRING GUIDELINES**

I. Rationale

Faithful to the merit and fitness principle of the Civil Service Doctrine of the Constitution and the Department of Education's (DepEd) thrust to enhance the quality of basic education, the Department issued DepEd Order (DO) No. 3, s. 2016 entitled *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*, DO No. 27, s. 2016 entitled *Qualification Standards for Senior High School (SHS) Teaching Positions in the Department of Education (DepEd)*, DO No. 32, s. 2016 entitled *Addendum to DepEd Order No. 3, s. 2016*, and DO No. 49, s. 2016 entitled *Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School* aimed at defining the application, selection, and appointment process of Senior High School (SHS) teachers as well as establishing professional standards and evaluation criteria to ensure that highly competent individuals with the appropriate qualifications and specializations are hired to teach in SHSs.

Pursuant to the recently issued Civil Service Commission (CSC) Resolution No. 1701192 on the *Amended Qualification Standards (QS) for the SHS Teaching Positions in the Technical-Vocational-Livelihood (TVL) Track* and CSC Resolution No. 1701009 on the *2017 Omnibus Rules on Appointments and Other Human Resource Actions*, and other relevant issuances, there is a need to amend and clarify specific provisions in the existing recruitment, selection, and hiring guidelines for SHS teachers, as stipulated in the DepEd Orders enumerated above.

II. Scope

This Order provides for the amended Qualification Standards (QS) for the SHS teaching positions in the Technical-Vocational-Livelihood (TVL) track. It also clarifies specific provisions of the previously issued guidelines on recruitment, selection, and appointment of SHS teachers in all public SHSs, particularly on the professional eligibility and documentary requirements as well as the application and appointment procedures.

III. Definition of Terms

In accordance with the CSC Resolution No. 1701009 dated June 16, 2017 on the *2017 Omnibus Rules on Appointments and Other Human Resource Actions*, the following terms and definitions are added to Item III (Definition of Terms) of DO No. 3, s. 2016:

1. **Provisional** refers to an appointment issued to an appointee to a teaching position who meets all the requirements of the position except the Eligibility but only in the absence of a qualified eligible actually available who is willing to accept the appointment, as certified by the Schools Division Superintendent. It shall not

be effective beyond the school year during which it was issued¹. The appointment shall be subject to reappointment (renewal).

2. **Contractual** refers to an appointment issued to an appointee to a teaching position who shall teach specialized subjects in secondary education on a part-time basis. The inclusive period shall be indicated on the appointment for purposes of crediting services. Appointees to contractual teaching positions shall not be required to possess RA No. 1080 (Teacher) Eligibility.

IV. Policy Statement

The DepEd hereby adopts this Order to amend the QS for the SHS teaching positions in the TVL track, and to clarify specific provisions of previously issued guidelines on the recruitment, selection, and appointment of SHS teachers. These guidelines shall provide guidance to all DepEd offices and schools, teacher applicants, and other stakeholders on the hiring process of SHS teachers.

V. Procedures

A. Amended Qualification Standards (QS) for the SHS Teaching Positions in the TVL Track

1. The CSC has promulgated Resolution No. 1701192 dated August 7, 2017 on the *Amended Qualification Standards (QS) for the SHS Teaching Positions in the Technical-Vocational-Livelihood (TVL) Track*. Enclosed are the following documents:
 - a. Summary Table of the Amended QS for the SHS teaching positions in the TVL track; and
 - b. CSC Resolution No. 1701192 dated August 7, 2017.

Hiring to the said positions should meet the requirements stated in the amended QS, subject to existing guidelines on the appointment and promotion of teaching positions.

The amended QS shall be applied to appointments issued to teaching positions during SY 2016-2017 which have been pending with the CSC. The Schools Division Office (SDO) shall also be allowed to file a Motion for Reconsideration to their respective CSC Regional Offices (RO) on the disapproved/invalidated appointments prior to the approval of the amended QS, or an Appeal to the Commission proper if the Motion for Reconsideration has already been denied by the CSC RO prior to the approval of the amended QS.

¹ For this purpose, the school year shall cover twelve (12) months with the date of appointment as the reckoning date.

B. Professional Teachers RA No. 1080 Eligibility

2. In accordance with CSC Resolution No. 010005 dated January 03, 2001, Professional Teachers (Secondary Level) RA No. 1080 Eligibility can be considered appropriate for appointment to teacher positions in both elementary and secondary levels, however, the Professional Teachers (Elementary Level) RA No. 1080 Eligibility is appropriate only for appointment to teacher positions in the elementary level. Pursuant to Republic Act (RA) No. 10533, also known as the *Enhanced Basic Education Act of 2013*, secondary education consists of junior high school (JHS) education and SHS education. Thus, only Professional Teachers (Secondary Level) RA No. 1080 Eligibility shall be considered appropriate for appointment to teacher positions in the SHS.

C. Application Process and Documentary Requirements

3. The online application through the Department's online system (application.deped.gov.ph) shall no longer be necessary. An application letter supported by the documents enumerated in Item V.2 of DO No. 3, s. 2016 shall be submitted to the SDO or the school head of the SHS where a teacher shortage or vacancy exists.

4. Additional requirements for TVL teacher-applicants, stipulated in Item V.2 of DO No. 3, s. 2016, are amended as follows:

- a. Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least the **same level** as the course to be taught in the subject to be taught (e.g. NC-II in SMAW to teach SMAW-NC-II). Exception to this rule is given to applicants to courses with no NCs (e.g. Handicraft courses).
- b. Certified photocopy of Trainers Methodology Certificate (TMC) I, if available.

5. Pursuant to DOLE-DepEd-TESDA-CHED Joint Guidelines on the Implementation of the Labor and Management Component of RA No. 10533, displaced faculty from Higher Educational Institutions (HEI) or Technical-Vocational Institutions (TVI) shall submit the following requirement in addition to the certified true copy of Certification of Status of Employment/Service Record from HEI/TVI as required in Item V.2 of DO No. 3, s. 2016:

- a. Certificate of Displacement duly signed by the authorized representative of the HEI/TVI (*template attached as Annex A*).

D. Hiring of Contractual Teachers

6. In accordance with the revised definition of *Contractual* appointment as provided in this Order, DO No. 49, s. 2016 is hereby rescinded to cover only hiring of contractual teachers on a part-time basis.

As provided in Item X.1.b.iii (Determination of Rank and Salary to be Offered to Qualified Applicants) of DO No. 3, s. 2016, a contractual appointment may be issued to an applicant who obtains a rating of 70 and above but opts to have a contractual appointment; and an applicant who lacks the Eligibility requirement but obtains a rating between 65.00 and 69.99, and in the event that there are still positions to be filled after the SDO has exhausted its Registry of Qualified Applicants (RQA) and has already appointed eligible applicants who obtained 65.00 to 69.99 points; provided, however, that the contractual appointment to be issued is strictly on a part-time basis.

E. Teachers with Provisional Appointment

7. As provided in Item X.1.b.ii (Determination of Rank and Salary to be Offered to Qualified Applicants) of DO No. 3, s. 2016, a provisional appointment may be issued to an applicant who does not possess the Eligibility requirement but possesses all other requirements under the CSC-approved QS, and has obtained a rating of 70 and above. Pursuant to Section 8 of RA No. 10533, the Eligibility requirement must be obtained within five (5) years after the date of hiring. The following provisions are added to clarify previous provisions relating to teachers with provisional appointments:

- a. Once a teacher with a provisional appointment acquires the Eligibility requirement within five (5) years after date of first hiring, the status of his/her appointment shall immediately be changed to permanent. The SDO shall facilitate the change in status of appointment to this effect.
- b. If a teacher with a provisional appointment fails to acquire the Eligibility requirement with five (5) years after the date of first hiring, his/her item shall be deemed vacant, and the SDO must publish the said vacancy to allow new applicants to apply for the position.
- c. A teacher with a provisional appointment shall be entitled to the same compensation and allowances received by permanent personnel, including membership in the GSIS, health insurance, employees' compensation insurance, membership in PAG-IBIG Fund, vacation and sick leaves and the monetization, and payment of terminal leave benefits. Furthermore, since the effectivity of a provisional appointment is one (1) school year, defined in this Order as twelve (12) months with the date of appointment as the reckoning date, a teacher with a provisional appointment shall receive the aforementioned compensation and allowances during the summer break.

F. Hiring of DepEd Teachers from Elementary and Junior High School Level

8. For applicants who are already teaching with DepEd either in elementary or JHS, Item II.2 (Scope) of DO No. 3, s. 2016 is clarified as follows:

- a. DO No. 66, s. 2007 entitled *Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions* shall apply for applicants for Teacher I to III positions, and MEC Order No.

10, s. 1979 entitled *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers* shall apply for applicants for Master Teacher I to IV positions, except for the provision on the Computation of Points of said Orders. Part VII (Evaluation Criteria and Computation of Points) as specified in DO No. 3, s. 2016 shall apply instead.

- b. In accordance with Chapter 3 Item 8.4.2 of the *Manual on Position Classification and Compensation*, if a teacher is appointed to a position of equivalent rank or of the same salary grade as the previous position, the employee shall receive his/her present salary. To this effect, the Step Increment incurred by the teacher shall be carried over into his/her new position.
- c. All appointments issued in violation of the *Policy on the Three-Salary Grade Limitation on Promotion* (quantum leap) shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the exceptions enumerated in Section 97 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions. In the selection process, SDOs shall strictly observe these exceptions and provide reasonable justifications to avoid disapproval or invalidation of appointments.

VI. Monitoring and Evaluation

The Bureau of Human Resource and Organizational Development (BHROD) in the Central Office, Regional Human Resource Development Division (HRDD) in the Regional Offices, and the School Governance and Operations Division (SGOD) in the SDOs, shall monitor and evaluate the implementation of this Order. They shall continuously gather feedback and policy recommendations on the recruitment, selection, and hiring of SHS teachers from the concerned offices and stakeholders to further enhance the provisions of the DepEd hiring policies.

VII. References

1. DO No. 3, s. 2016, "*Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*"
2. DO No. 27, s. 2016, "*Qualification Standards for Senior High School (SHS) Teaching Positions in the Department of Education (DepEd)*"
3. DO No. 32, s. 2016, "*Addendum to DepEd Order No. 3, s. 2016*"
4. DO No. 49, s. 2016, "*Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School*"
5. CSC Resolution No. 1701009 (June 16, 2017), "*Omnibus Rules on Appointments and Other Human Resource Actions*"

6. CSC Resolution No. 1701192 (August 7, 2017), *"Amended Qualification Standards (QS) for the SHS Teaching Positions in the Technical-Vocational-Livelihood (TVL) Track"*
7. CSC Resolution No. 010005 (January 03, 2001), *"Appropriateness of Professional Teachers (Secondary level) RA 1080 Eligibility for Appointment to the Position of Teacher I (Elem. Level)"*
8. *DOLE-DepEd-TESDA-CHED Joint Guidelines on the Implementation of the Labor and Management Component of RA No. 10533*
9. DO No. 66, s. 2007, *"Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions"*
10. MEC Order No. 10, s. 1979, *"Implementing Rules and Regulations for the System of Career Progression for Public School Teachers"*
11. *Manual on Position Classification and Compensation*

**DEPARTMENT OF EDUCATION
AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS
FOR THE TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) TRACK**

POSITION TITLE	SG	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I (Senior High School)	11	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	None required.	At least NC* II *Appropriate to the specialization	<ul style="list-style-type: none"> Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible¹, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None required Practitioners (part-time only): None required
Teacher II (Senior High School)	12	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	
Teacher III (Senior High School)	13	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	
Master Teacher I (Senior High School)	18	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	
Master Teacher II (Senior High School)	19	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	
Master Teacher III (Senior High School)	20	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 1 year of relevant industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	
Master Teacher IV (Senior High School)	21	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 2 years of relevant industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	

*NC – National Certificate

**TMC – Trainer's Methodology Certificate

¹ They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. For this purpose, school year shall cover twelve (12) months with the date of appointment as the reckoning date. The appointment shall be subject to reappointment (renewal).

(As approved in CSC Resolution No. 1701192 dated August 7, 2017)



QUALIFICATION STANDARDS

Re: Amended QS of Senior High School
Teaching Positions, Technical-Vocational
Livelihood (TVL) Track, Department of Education

X-----X


NOTICE OF RESOLUTION

Sir/Madam:

The Commission promulgated on **August 7, 2017 Resolution No. 1701192** on the above-cited case, copy attached. Its original is on file with this Commission.

August 9, 2017.

Very truly yours,


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Copy furnished:

Undersecretary Jesus L. R. Mateo
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DepEd Building, Meralco Avenue
1600 Pasig City

Secretary Leonor M. Briones
Department of Education
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Director II Henry B. Pelliño
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Poblacion
1200 Makati City

Director IV Judith D. Chicano
Civil Service Commission National Capital Region
No. 25 Kaliraya Street, Banawe
1100 Quezon City

RELEASED

Date :

AUG 09 2017

cslc/ssd/slp/brdl

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



QUALIFICATION STANDARDS

Re: Amended QS of Senior High School Teaching Positions, Technical-Vocational Livelihood (TVL) Track, Department of Education

Number: 1701192

Promulgated: 07 AUG 2017

X-----X

RESOLUTION

Jesus L. R. Mateo, Undersecretary, Department of Education, in his letter dated April 21, 2017 submitted to the Commission for approval the following proposed amended experience and training requirements for the Senior High School (SHS) teaching positions in the Technical-Vocational Livelihood (TVL) Track:

Position Title	SG	Education	Experience	Training	Eligibility
Teacher I (Senior High School)	11	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	None required	At least NC II *Appropriate to the specialization	Regular applicants for permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring Regular applicants for a contractual position: None required Practitioners (part-time only): None required
Teacher II (Senior High School)	12	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II +TMC I *Appropriate to the specialization	
Teacher III (Senior High School)	13	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC II +TMC I *Appropriate to the specialization	
Master Teacher I (Senior High School)	18	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC II +TMC I *Appropriate to the specialization	
Master Teacher II (Senior High School)	19	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC II +TMC I *Appropriate to the specialization	
Master Teacher III (Senior High School)	20	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 1 year of relevant industry work experience	At least NC II +TMC I *Appropriate to the specialization	
Master Teacher IV (Senior High School)	21	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 2 years of relevant industry work experience	At least NC II +TMC I *Appropriate to the specialization	



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SEYMOUR R. PAJARES
 Chief Personnel Specialist
 Commission Secretariat & Liaison Office

Bawat Kawani, Lingkod Bayani

The existing qualification standards for the SHS teaching positions in the TVL Track provided under CSC Resolution No. 1600358 promulgated on April 05, 2016, (QS Re: teaching positions for Senior High School, Department of Education), are as follows:

Position Title	SG	Education	Experience	Training	Eligibility
Teacher I (Senior High School)	11	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None required	At least NC* II *Appropriate to the specialization	<ul style="list-style-type: none"> Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible¹, they must pass the LET within (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None required
Teacher II (Senior High School)	12	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None required	At least NC* II +TMC** I *Appropriate to the specialization	
Teacher III (Senior High School)	13	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	1 year relevant teaching/industry work experience	At least NC* III +TMC** I *Appropriate to the specialization	
Master Teacher I (Senior High School)	18	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	2 years relevant teaching/industry work experience	At least NC* IV +TMC** I *Appropriate to the specialization	
Master Teacher II (Senior High School)	19	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	3 years relevant teaching/industry work experience	At least NC* III +TMC** II *Appropriate to the specialization	
Master Teacher III (Senior High School)	20	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	4 years relevant teaching/industry work experience	At least NC* IV +TMC** II *Appropriate to the specialization	
Master Teacher IV (Senior High School)	21	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	5 years relevant teaching/industry work experience	At least NC* II +TMC** II *Appropriate to the specialization	

*NC – National Certificate

**TMC – Trainer's Methodology Certificate

As represented by Undersecretary Mateo, in his letter dated April 21, 2017, the above-cited existing QS particularly the training requirement for the TVL track rendered appointments to same positions impossible as "some specializations offered by TESDA are only up to NC II and/or TMC I."

Undersecretary Mateo further represented that the NCII and TMC I requirements were discussed at length with the Technical Education and Skills Development Authority (TESDA) National Institute for Technical Education and Skills Development and Qualification and Standards Office. As a result, the training requirements were lowered to ensure that appointments are possible for all subject positions under the TVL tracks with corresponding increase in experience requirements for the overall QS of SHS TVL teachers to still be comparable to those of the other tracks.

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Chief Personnel Specialist

Commission Secretariat & Liaison Office

¹ They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).

In the same letter, Undersecretary Mateo requests that once the proposed amended QS for SHS TVL teaching positions are approved, they will be applied retroactively to all pending appointments submitted to the Commission since the previous school year.

In an earlier letter dated February 1, 2017 addressed to Chairperson Alicia Dela-Rosa Bala, Undersecretary Mateo sought reconsideration of the invalidated appointments of teachers from the Schools Division Office (SDO) of Catanduanes and SDO Meycauayan, to wit:

"The appointment of 11 teachers from SDO of Catanduanes for the position of Teacher III were invalidated on the basis of not meeting the training requirement which, xxx is at least NC III and TMC I (appropriate to the specialization). However, upon further review by the Central Office and as raised by various field offices and applicants, some specializations offered by TESDA are only up to NC II and/or TMC I. Thus, meeting the QS, specifically the training requirements, would be impossible for these specializations." (underscoring supplied for emphasis)

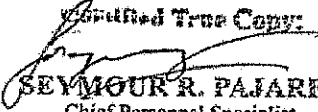
Undersecretary Mateo further represented that the current number of regular teaching complement cannot address the demands for teachers particularly for the K-12 Senior High School Curriculum. Further, the DepEd is still faced with at least 30,000 vacant teaching positions for filling up.

Relevant to the request of DepEd is the Philippine Qualifications Framework which provides that the completion of technical-vocational courses shall merit the conferment of National Certificate II only. Inasmuch as the completion of technical-vocational course(s) shall be considered as appropriate education for SHS positions, thus, requiring at least NC II as training requirement shall ensure alignment of the QS.

On the Trainer Methodology Certification (TMC) requirement, the Commission validated Deped's representation through a review of the TESDA's Training Regulations Manual. The review revealed that Trainers Methodology Certificate Level I (TMC I) consists of competencies that a Technical and Vocational Education and Training (TVET) trainer and assessor must achieve. Hence, a holder of TMC I is considered to be a qualified and competent TVET Trainer/Technical Trainer, Training Facilitator/Coordinator and Competency Assessor.

On the other hand, Trainers Methodology Certificate Level II (TMC II) consists of competencies a TVET trainer or technical trainer must achieve in performing functions as training designer/developer. Therefore, a holder of TMC II is considered to be a qualified and competent Curriculum designer, Instructional designer and Training designer/developer.

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Chief Personnel Specialist
Commission Secretariat & Liaison Office

Considering the nature of the work of SHS teaching positions vis-à-vis the description of TMC I and TMC II, it clearly shows that TMC I is the appropriate training requirement for the SHS teaching positions in the TVL track.

With regard to DepEd's request for the retroactive application of the amended QS once approved, it is emphasized that the present policy of the Commission provides that the reckoning period in determining the qualifications of an appointee shall be on the date of the issuance of the appointment. However, the Commission recognizes the fact that there was inadvertence in the formulation of the QS which the DepEd now seeks to rectify along with the exigency of recruiting and assessing teachers for the SHS TVL Track.

Based on the foregoing, the Commission finds merit to the DepEd's commitment and willingness to resolve its oversight in the qualification standards by working closely with the TESDA to propose the amendment in the qualification standards for the experience and training requirements. Hence, based on the facts gathered as evidenced by the disapproved/invalidated appointments, the application of the amended QS to the issued appointment may be considered and given a curative effect due to the urgency of the requirement and its impact to appointment to SHS teaching positions in the DepEd.

Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292 provides that:

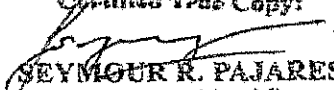
"(2) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office."
(Underscoring supplied)

Paragraph 3, Policy No. 2, Part I (General Policies) of CSC Resolution No. 030962 (Revised Policies on Qualification Standards), dated 12 September 2003 states that:

"Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."

An evaluation of the proposed amended qualification standards for the experience and training requirements reveals that the amended experience and training qualification standards are necessary and appropriate in the performance of the duties and responsibilities of the subject positions.

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Commission Secretariat & Liaison Office

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the following amended qualification standards for the subject positions in the SHS teaching positions in the TVL Track of the DepEd:

Position Title	SG	Education	Experience	Training	Eligibility
Teacher I (Senior High School)	11	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	None required	At least NC II *Appropriate to the specialization	<ul style="list-style-type: none"> Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible², they must pass the LET within (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None required
Teacher II (Senior High School)	12	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Teacher III (Senior High School)	13	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Master Teacher I (Senior High School)	18	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Master Teacher II (Senior High School)	19	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Master Teacher III (Senior High School)	20	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 1 year of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Master Teacher IV (Senior High School)	21	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 2 year of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	

*NC -- National Certificate

** TMC -- Trainer's Methodology Certificate

The Commission **FURTHER RESOLVES** to apply the approved QS to appointments issued for the subject positions during SY 2016-2017 which have been pending with the Commission. The DepEd is not precluded from filing a Motion for Reconsideration or Appeal to the respective CSCRO or to the Commission proper on the disapproved/invalidated appointments to subject positions prior to the approval of this amended QS.

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 Chief Personnel Specialist
 Commission Secretariat & Liaison Office

² They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).

The Commission **RESOLVES FURTHERMORE**, that the approved qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions in the Department of Education.

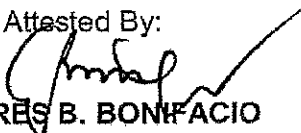
Copies of this resolution shall be disseminated to the Civil Service Commission Regional and Field Offices concerned.

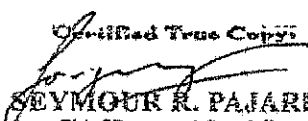
Quezon City.


ALICIA dela ROSA-BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner


LEOPOLDO ROBERTO W. VALDEROSA, JR.
Commissioner

Attested By:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Verified True Copy

SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

[LETTERHEAD OF THE SCHOOL]

CERTIFICATE OF DISPLACEMENT

This is to certify that <<Name of Grantee>> was a <<Full-time/Part-time>> faculty member/personnel of the <<Name of School>>. He/She was hired on <<date started>> and taught/served in the <<Department>> under the <<College/School>>. His/Her service record is as follows:

Inclusive Dates	Teaching Load/Hours per Week	Rank & Status

Further, he/she will no longer be connected with the institution effective <<date of effectivity>>. This is to certify that this displacement was undertaken through <<mode of termination¹>>, and was due to the implementation of RA 10533, or the Enhanced Basic Education Act of 2013.

This certificate is issued at the request of <<Name of Grantee>>, and issued this <<Date of Issuance>> to be used for the processing of his/her application for employment in the Department of Education.

<Name and Signature of Authorized Representative>

<Position>

<School>

<Dry Seal>

¹ The mode of termination may be in the form of redundancy, end of contract, etc.