



September 18, 2018

DIVISION MEMORANDUM

No. 626, s. 2018

**SUBMISSION OF APPLICATION FOR SPECIAL EDUCATION TEACHER I (SPET) POSITION FOR
ELEMENTARY AND SECONDARY SCHOOLS OF DEPED CEBU PROVINCE FOR SY 2018-2019**


**TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools Division Supervisors (PSDSs)/OICs
Principal/Heads of Secondary Schools
All Others Concerned**

1. This office announces the following vacant Special Education Teacher I positions for elementary and secondary schools of DepEd Cebu Province Division for SY 2018-2019.

VACANCY	NO. VACANCIES
SPECIAL EDUCATION TEACHER I (ELEM)	11
SPECIAL EDUCATION TEACHER I (SEC)	4

2. These items will be for the following schools:
 - I. Badian Central School- SPED Class
 - II. Borbon SPED Class
 - III. Candabong Elementary School- SPED Class (Alcantara)
 - IV. Daanbantayan SPED Center
 - V. Dumanjug Central School- SPED Class
 - VI. Jose Chona Jo MNHS
 - VII. Liloan Central School- SPED Center
 - VIII. Lipata National High School- SPED
 - IX. Moalboal Central School- SPED Class
 - X. Oslob Central Elementary School
 - XI. San Fernando Central School
 - XII. Tabogon Central School- SPED Class
 - XIII. Carmen National High School- SPED Class
 - XIV. Medellin Central School
 - XV. Cantumog National High School- SPED Class
3. Calling all interested applicants, especially SPED Teachers from the said schools who are handling SPED classes or licensed teachers who obtained a baccalaureate degree major in Special Education, to file their application online through the Deped Cebu Province website www.depedcebuprovince.ph . Shortlisted applicants will be given further instructions to complete the application process. Make sure to save your application and print the confirmation of your application in the history page.

4. Only those qualified applicants per shortlist of qualified applicants generated in our eRecruitment System (Online Application System) will be advised to proceed to interview and documents verification in a Separate Memorandum.
5. Qualified applicants should bring along the printed Confirmation sheet with the photocopy and the original copies of pertinent documents during the interview for validation of information provided at the onset of their application. This will be a Division-wide ranking.
6. For information, dissemination, and guidance of all concerned.


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



Republic of the Philippines
Department of Education

27 MAR 2015

DepEd ORDER
 No. **7**, s. 2015

**HIRING GUIDELINES FOR TEACHER I POSITIONS
 EFFECTIVE SCHOOL YEAR (SY) 2015-2016**

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

1. The **Hiring Guidelines for Teacher I Positions for School Year (SY) 2015-2016** are enclosed for the information and guidance of all concerned.
2. The issuance of these Guidelines aims to integrate and further institutionalize the primary objective of the K to 12 Basic Education Program, which is to enhance the overall quality of basic education in the country by hiring highly-competent teachers, and to uphold the Department's mandate under the Magna Carta for Public School Teachers (Republic Act 4670) to promote and improve public school teachers' employment and career opportunities as well as to attract more people with proper qualifications to the teaching profession.
3. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
 Secretary

Encl.:

As stated

Reference:

DepEd Order No. 14, s. 2014

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
 CHANGE
 POLICY
 TEACHERS

SMA, DO Hiring Guidelines for Teacher I Positions
 0178/March 17, 2015

(Enclosure to DepEd Order No. 7, s. 2015)

HIRING GUIDELINES FOR TEACHER I POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016

1.0 BACKGROUND AND RATIONALE

The Department of Education (DepEd) recognizes that the success of any education system greatly relies on the competence of its teachers. Hence, one of the primary issues the Department aims to address through its comprehensive implementation of the K to 12 Basic Education Program is the need for highly competent teachers in public elementary and secondary schools. The program plans to achieve this objective through significantly improving professional standards that will better ensure that the teachers hired are able to substantially contribute to the development of lifelong learners. Furthermore, the hiring system is also set to provide opportunities for the absorption of all qualified kindergarten volunteers and LGU-hired teachers into the national plantilla.

Faithful to the merit and fitness principle of the Civil Service Doctrine of the Constitution and DepEd's continuing thrust to enhance the quality of basic education, these hiring guidelines are hereby promulgated for Teacher I positions consistent with the pertinent provisions of existing laws, rules and regulations effective School Year 2015-2016.

2.0 SCOPE

These guidelines, which will apply to the filling-up of newly created and/or natural vacancies for Teacher I positions in public elementary (including kindergarten) and secondary schools shall cover the following areas/aspects:

- 2.1 Announcement of Vacancies and Receipt of Applications
- 2.2 Verification and Validation of Documents Submitted
- 2.3 Evaluation and Selection of Qualified Applicants
- 2.4 Appointment of Qualified Applicants
- 2.5 Monitoring of Division Office Compliance with Hiring Guidelines by the Regional Office

3.0 DEFINITION OF TERMS

- 3.1 **Applicant** refers to a person who holds a valid certificate of registration/professional license as a teacher from the Professional Regulation Commission (PRC) seeking to be appointed to a Teacher I Position.
- 3.2 **Bona fide resident** refers to an applicant who has been residing for at least six (6) months at the barangay, municipality, city or province in which the school being applied to for a teaching position is located, as evidenced by the Personal Data Sheet (CSC Form 212, Revised 2005) and a Voter's Identification Card or

any proof of residency as deemed acceptable by the School Screening Committee.

3.2.1 An applicant who has taught as an LGU-funded teacher, Kindergarten Volunteer Teacher (KVT) or substitute teacher for at least one (1) school year in the barangay, municipality, city or province where the school being applied to for a teaching position is located shall also be considered as a bona fide resident, to be validated by a certificate of employment.

3.3 **Locality** refers to the barangay, municipality, city or province where the school being applied for is located.

3.4 **Qualified applicant** refers to an applicant who has been screened and who, therefore, meets the evaluation and selection criteria used by the Schools Division as provided for in the enclosed guidelines.

3.5 **Registry of Qualified Applicants (RQA)** refers to the official list of applicants who obtained an overall score of seventy (70) points and above based on the criteria set and as a result of the evaluation and selection processes.

4.0 BASIC RULES ON HIRING AND DEPLOYMENT OF TEACHER POSITIONS

4.1 Public school teachers requesting for transfer to another station are not considered new applicants and are therefore not subject to these hiring guidelines. DepEd Order No. 22, s. 2013, otherwise known as the *"Revised Guidelines on the Transfer of Teachers from One Station to Another"* shall be strictly observed.

4.2 Upon a teacher's appointment, assignment to a station, and acceptance of the position, he or she shall not be transferred to another school until after rendering at least three (3) years of service in that school.

4.3 Residents of the locality, LGU-funded teachers, substitute teachers, volunteer teachers, and Philippine Business for Education (PBEd) graduates under the 1000 Teachers Program (1000TP) shall be subject to these hiring guidelines.

4.4 As provided in Section 26 (b) Paragraph 2 of RA 9293 entitled *"An Act Amending Certain Sections of Republic Act Numbered Seventy-eight Hundred and Thirty-six (RA 7836), Otherwise Known as the Philippine Teachers Professionalization Act of 1994,"* teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units in education courses, consisting of at least six (6) units of content courses.

5.0 APPLICATION PROCESS AND REQUIREMENTS

5.1 All applicants shall register to the Department's online system at application.deped.gov.ph, where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an Applicant Number will be issued. In the submission of application requirements, this Number must be indicated.

- a. Each division shall assign an e-mail address (either its official division office's e-mail or its HR's e-mail) where the system will forward the applications.
- b. Applicants who have already submitted requirements prior to the release of these Guidelines must still register to the online system, after which they shall submit their Applicant Number to the division office.

5.2 An applicant shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application, **with the Applicant Number indicated**, supported by the following documents:

- a. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
- b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
- c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
- d. Certified copy of transcript of records
- e. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
- f. Certificates of specialized training, if any
- g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
- h. NBI Clearance
- i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

5.3 The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity (Item 5.2.i above). Any violation will automatically disqualify the applicant from the selection process.

6.0 EVALUATION AND SELECTION COMMITTEES

6.1 The Schools Division Superintendent (SDS) shall issue a Memorandum organizing and designating the members of the following committees:

6.1.1 School Screening Committee

6.1.2 Division Selection Committee

6.2 The Committees shall have the following compositions and functions:

6.2.1 School Screening Committee

6.2.1.1 Composition

- a. The Committee at the elementary level shall be chaired by the School Head with four (4) teachers as members. In the case of primary, incomplete elementary and multi-grade (MG) schools, the Committee shall be chaired by the cluster school head with four (4) teachers from the cluster schools as members.
- b. The Committee at the secondary level shall be chaired by the School Head. The Department Head concerned and three (3) teachers from the different learning areas (as needed based on the school's vacancies) shall be members. For small secondary schools that do not have department heads, the School Head shall be the Committee Chair with four (4) subject leaders from different learning areas as members.
- c. Committee members shall be identified by the School Head using the abovementioned specifications. The School Head shall then transmit the Composition of the School Screening Committee to the Schools Division Superintendent for the issuance of a corresponding Designation Order.

6.2.1.2 Functions

- a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places and at the websites of schools and teacher education training institutions at all times. The step-by-step procedure in applying for Teacher I positions, including a copy of this Order, must be posted as well.
- b. Receives applications and documents.
- c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents.
- d. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application.
 - i. The School Screening Committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.
 - ii. Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee, albeit such submissions must be noted and marked by the Committee.

- e. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.

6.2.2 Division Selection Committee

6.2.2.1 Composition

For Elementary Schools

Chair: Assistant Schools Division Superintendent (ASDS)

Members:

- Three (3) Education Program Supervisors/Specialists
- Division Chapter President of the Philippine Elementary Schools Principals Association (PESPA)
- Division Level President of the Parent-Teacher Association (FTA)
- Authorized representative of an accredited teachers' union, as evidenced by the Certificate of Accreditation issued by the Civil Service Commission (CSC)

In the evaluation of SPED elementary applicants, the SPED Division Coordinator shall be part of the Committee.

For MG schools, the Division MG Coordinator shall be part of the Committee.

For Secondary Schools (Grades 7 to 10)

Chair: Assistant Schools Division Superintendent

Members:

- Three (3) Education Program Supervisors/Specialists
- Division Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSSHI) or the National Association of Secondary Schools of the Philippines (NASSHPHIL)
- Division Level President of the Parent-Teacher Association (PTA)
- Authorized representative of an accredited teacher's union, as evidenced by a Certificate of Accreditation issued by the Civil Service Commission

In the evaluation of SPED secondary applicants, the SPED Division Coordinator shall be part of the Committee.

- a. In schools divisions where there is no ASDS, the Superintendent shall designate an Education Program Supervisor as the Chair of the Division Selection Committee.
- b. The official in charge of personnel actions shall provide secretariat services and maintain the minutes of proceedings of the selection and deliberation process. The minutes shall be signed by the Chair and all members of the Division Selection Committee.

6.2.2.2 Functions

- a. Receives from the School Screening Committee the list of applicants with the corresponding documents.
- b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
- d. Evaluates applicants on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.
- e. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
- f. Prepares separate division-wide RQAs for Kindergarten, Elementary, and Secondary,
- g. Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair.
- h. Secures list of its LGU-funded teachers from the office of the provincial governor, city/municipal mayor, or provincial/city/municipal administrator.
- i. Ensures that LGU-funded and volunteer teacher applicants go through the application process as provided for in these guidelines.
- j. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.

6.3 In cases involving applicants who may be assigned in a school located in an indigenous peoples (IP) community and/or serving IP learners, the School and Division Screening Committees may appropriately consult with IP

elder(s)/leaders recognized by the community to verify and better assess such applications in reference to relevant provisions of these guidelines.

7.0 EVALUATION AND SELECTION PROCEDURE AND CRITERIA

Applicants shall be evaluated using the following criteria:

CRITERIA	POINTS
a. Education	20
b. Teaching Experience	15
c. LET/PBET Rating	15
d. Specialized Training and Skills	10
e. Interview	10
f. Demonstration Teaching	15
g. Communication Skills	15
TOTAL	100

7.1 Education – 20 points

Education shall be rated in terms of the applicant's academic achievement. Thus, all subjects with corresponding units must be included in the computation.

7.1.1 Rating of Education shall be based on the following equivalents, with 1.0 as the highest and 3.0 as the lowest:

General Weighted Average (GWA)	Equivalent Points	General Weighted Average (GWA)	Equivalent Points
1.0	18.00	2.0	12.00
1.1	17.40	2.1	11.40
1.2	16.80	2.2	10.80
1.3	16.20	2.3	10.20
1.4	15.60	2.4	9.60
1.5	15.00	2.5	9.00
1.6	14.40	2.6	8.40
1.7	13.80	2.7	7.80
1.8	13.20	2.8	7.20
1.9	12.60	2.9 – 3.0	6.60

When the percentage rating is used, the following table of equivalents shall be used, with 1.0 as the highest and 3.0 as the lowest.

Percentage Rating	GWA
99.00 - 100	1.0
97.75 - 98.75	1.1
96.50 - 97.50	1.2
95.25 - 96.25	1.3
94.00 - 95.00	1.4
92.75 - 93.75	1.5
91.50 - 92.50	1.6
90.25 - 91.25	1.7
89.00 - 90.00	1.8
87.75 - 88.75	1.9

Percentage Rating	GWA
86.50 - 87.50	2.0
85.25 - 86.25	2.1
84.00 - 85.00	2.2
82.75 - 83.75	2.3
81.50 - 82.50	2.4
80.25 - 81.25	2.5
79.00 - 80.00	2.6
77.75 - 78.75	2.7
76.50 - 77.50	2.8
75.00 - 76.25	2.9 - 3.0

Applicants with non-education degrees shall be rated using their GWAs in their baccalaureate degrees and the eighteen (18) professional units in education.

If the school issues a certification of GWA with a corresponding percentage rating that does not conform to the above table, the committee shall refer to the grading system of the school.

For schools with "unique" grading systems, a corresponding transmutation table shall be constructed.

Applicants with a Master's Degree (MA or MS) shall be given +1 point, while applicants with a Master's Degree and with a Doctorate (PhD) shall be given +2 points.

7.1.2 Additional requirements for kindergarten applicants

- a. He/she must have obtained any of the following degrees, or its equivalent:

Degrees:

- Bachelor in Early Childhood Education
- Bachelor of Science in Preschool Education
- Bachelor of Science in Family Life and Child Development
- Bachelor in Elementary Education, with specialization in Kindergarten, Preschool or Early Childhood Education (ECE)
- Bachelor in Elementary Education, Major in Teaching Early Grades
- Bachelor of Arts/Science Degree in discipline allied to Education, such as Psychology, Nursing, Music and Arts, et cetera, with at least 18 units in content courses or subjects in ECE

Equivalent:

- Bachelor in Elementary Education, Major in Special Education (SPED) with 18 units in ECE
- Bachelor of Secondary Education with additional Diploma in ECE including Practice Teaching in Kindergarten Education

- Other degree courses and/with at least 18 units in Early Childhood Education

The Division Selection Committee may consider any other similar Bachelor's degree in Early Education.

- b. In cases where there are limited eligible teachers with ECE units, the following measures may be adopted.
 - Upon appointment, the teacher shall be required by the Schools Division Office (SDO) to earn ECE units gradually. Nine (9) ECE units may be earned at the end of Year 1; eighteen (18) units, Year 2; and twenty-one (21) units, Year 3.
- c. Kindergarten teacher applicants must not be more than forty-five (45) years old.

7.1.3 Additional requirements for SPED elementary applicants

- a. He/she must possess any of the following qualifications:

Educational Qualification	Requirement
BSEEd- BS Special Education	With Specialization in SPED-Undergrad
BSEEd/BSSPED	With 18 Units MA-SPED and 3 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPED	With 15 units MA-SPED and 4 years of actual teaching in SPED VS Performance Rating
BSEEd/BSSPED	With 12 Units in MA-SPED and 5 years of actual teaching in SPED VS Performance Rating
BSEEd/BSE	With 9 units MA-SPED and 6 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPED/BSE	With teaching experience in SPED or Inclusive Setting VS Performance Rating

In cases where applicants do not have the appropriate educational qualifications for SPED, they may still be evaluated but shall be categorized separately from those who have met the said requirements.

- b. He/she must have at least three (3) years of experience in providing educational services to any of the categories of children with special needs. This is to be verified by a certification from the Principal to be submitted as part of the application.
- c. A certification from the Principal that the applicant has had a Very Satisfactory performance rating for the last three (3) years must be submitted as part of the application.

7.1.4 Additional requirements for SPED secondary applicants

He/she must possess any of the following qualifications:

- Bachelor of Secondary Education, major in Special Education
- Bachelor of Secondary Education plus 18 units in special education in the graduate level
- Bachelor of Secondary Education plus 15 units in special education with 2 years of very satisfactory teaching experience in the regular schools and is willing to be trained within a year
- Bachelor of Secondary Education plus 12 units in special education with 4 years of very satisfactory teaching experience in the regular schools and is willing to be trained within a year
- Bachelor of Secondary Education plus 9 units in special education with 6 years of very satisfactory teaching experience in the regular schools and is willing to train within a year
- Bachelor of Secondary Education plus 2 years of very satisfactory teaching experience as a SPED teacher

7.2 Teaching Experience - 15 points

Teaching experience in Early Childhood (EC) kindergarten/preschool, elementary, secondary, tertiary, higher education, Special Education (SPED), Alternative Learning System (ALS), Technical-Vocational Education and Training (TVET), learning institutions offering culture-based education programs for indigenous peoples (IP) – even prior to passing the LET – shall be given 1.50 points for every school year but shall not exceed twelve (12) points.

For every month of service, 0.15 point shall be given.

Example: 8 months	–	1.20 points
10 months	=	1.50 points

The full 0.15 point per month of teaching experience shall be given to the applicants who have come from schools and institutions that are government-

accredited or -recognized. Certificate/s of employment shall be used to determine validity of teaching experience.

Teaching experience of kindergarten volunteer teachers (KVT) and LGU-funded teachers shall merit additional points on top of the score they obtain from the above points system, as follows:

- Less than 2 years experience - +1 point
- 2 to less than 5 years experience - +2 points
- 5 or more years experience - +3 points

7.3 LET/PBET Rating – 15 points

Equivalent points of applicants rating in the LET/PBET shall be as follows:

LET Rating	Points	PBET Rating	Points
87 and above	15	82 and above	15
84 - 86	14	79 - 81	14
81 - 83	13	76 - 78	13
78 - 80	12	73 - 75	12
75 - 77	11	70 - 72	11

7.4 Specialized Training and Skills – 10 points

Specialized training for skills development in fields related to the work, duties, and functions of the Teacher I position to be filled shall be given a maximum of 10 points.

In the assignment of points, the following should be met:

- Presentation of a certificate of at least ten (10) days' training – 5 points or nothing
- Demonstration of the skill – 5 points or nothing

For applicants who may be assigned to a school located in an IP community and/or serving IP learners, knowledge and proficiency in the language(s) and culture of the concerned IP community shall be validated with the following:

Quality	Indicator/Evidence	Points
Language proficiency For those applying to teach in Kindergarten -Grade 3: Fluency in the community language needed to teach using	Can speak the community's language with adequate fluency and ease to discuss various concerns with adults in	2

<p>the mother tongue</p> <p>For those applying to teach in Grades 4-10: Familiarity with the day-to-day conversational language of the community needed to interact with community members and culture-bearers*</p> <p>(* Culture bearers are elders, leaders, and other community members recognized for their expertise on particular Indigenous Knowledge Systems and Practices (IKSPs) who are willing to facilitate the learning of IKSPs.)</p>	<p>the community</p> <p><i>A certificate or any form of attestation from the IP elder(s)/leaders recognized by the community may be submitted to support this</i></p> <p>Can take part in simple conversations using the community's local language</p> <p><i>A certificate or any form of attestation from the IP elder(s)/leaders recognized by the community may be submitted to support this</i></p>	<p>2</p>
<p>Familiarity with and respect for the community's culture</p>	<p>A certificate or any form of attestation from the IP elder(s)/leaders recognized by the community</p>	<p>3</p>

Competency in indigenization of the teaching-learning process/Indigenous Peoples Education (IPed)		
Has undergone training related to the indigenization of the teaching-learning process	Presentation of training certificate/s - 5 days - 7 days - 10 days and over	0.50 1 1.5
Has practiced appropriate indigenization of the teaching-learning process in previous teaching engagements	Certification from previous learning institution/s served - 1 year - 2-3 years - 4-5 years - 6-7 years - 7-9 years - 10 years and over	0.5 1 2 2.5 3 4

If the total points reached by an applicant exceed ten (10) points, a rating of 10 is given.

7.5 Interview – 10 points

The Division Selection Committee shall interview applicants and ensure that all have equal opportunities to be assessed. Applicants shall be interviewed on topics such as:

- Professional experiences
- Instructional skills
- Technology/computer skills
- Classroom discipline
- Classroom management
- Knowledge of content/materials
- Planning skills
- Relationships with administration, staff, parents, and students
- Personal qualities

Applicants shall be rated based on the competencies and standards indicated below; thus, interview questions should be aligned with these.

I. Teaching Ability: Demonstrates an appropriate knowledge of content and pedagogy	
<ul style="list-style-type: none"> • Conveys ideas and information clearly • Provides reasonable examples of effective lesson-planning, instructional strategies, and/or student assessment • Makes content meaningful to students in the district • Sets concrete, ambitious goals for student achievement • Addresses the multiple and varied needs of students • Focuses on achieving results with students • Indicates confidence that all students should be held to high standards • Maintains high expectations for students when confronted with setbacks; continues to focus on the students' academic success • Reflects on successes and failures 	<p>E</p> <p>FA</p> <p>NFA</p>
II. Classroom Management: Demonstrates ability to deal effectively with negative student behavior	
<ul style="list-style-type: none"> • Assumes accountability for classroom environment and cultures • Conveys reasonable understanding of potential challenges involved in teaching in a high-need school • Demonstrates ability to deal effectively with negative student behavior • Persists in offering viable or realistic strategies to deal with classroom management challenges • Remains productive and focused when faced with challenges • Conveys willingness to try multiple strategies or something new when things change or when confronted with challenges • Displays willingness to adapt classroom management style to meet the particular needs or culture of a school 	<p>E</p> <p>FA</p> <p>NFA</p>
III. School Fit: Demonstrates skills and needs for development that can be a good fit with the school	
<ul style="list-style-type: none"> • Interacts with interviewer in appropriate or professional manner • Respects the opinions of others • Recognizes that families impact student performance • Strategies create positive relationships with administrators, faculty, students • Expresses personal and professional expectations and/or preferences that are in line with the school culture • Demonstrates interests and skills that match the school's culture and 	<p>E</p> <p>FA</p>

needs • Interacts appropriately with supervisors, colleagues, parents and students	NFA
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The rater shall make brief notes to support his or her observations and judgments about the individual's skills as related to the listed competencies and to make a rating, from Not Fully Acceptable (NFA), Fully Acceptable (FA), to Exemplary (E) for each competency, using these standards and equivalent points:

Exemplary (E) 5 points	Fully Acceptable (FA) 3 points	Not Fully Acceptable (NFA) 1 point
Applicant's response contained many, if not all , of the target behaviors. His/her responses indicate well-developed skills and aptitude for that competency, which would most likely lead to job success. The person's responses are of superior quality for this job.	Applicant's response covered some of the target behaviors, but not quite at the level that would be ideal for that competency. Still, the quality of the person's answers leads you to believe that he/she would be successful with some additional exposure and/or training .	Applicant's response contained very few of the target behaviors. Either the behaviors he/she discussed were not at, or even close to , the level indicated in the target behaviors, or the person did not give you enough information for you to have confidence that he/she has that competency at the level needed for success.

The number of points attained for each of the three (3) listed competencies (Teaching Ability, Classroom Management, School Fit) shall be added and then divided by fifteen (15). The quotient shall then be multiplied by 0.10 or 10%. The product shall then be multiplied by 100.

Example: Sum of points attained for the three competencies = 9

$$[(9/15) \times .10] \times 100 = 6$$
Score for Interview = 6 / 10

7.6 Demonstration Teaching - 15 points

Applicants shall be evaluated according to the rubrics indicated on the following pages.

Component	Transforming 4 points	Developing 3 points	Emerging 2 points	Beginning 1 point
A. Lesson Planning and Preparation				
1. Selecting Instructional Objectives	Teacher's objectives reflect high level learning related to curriculum frameworks and standards; they are adapted, where necessary, to the needs of individual students, and permit practical/ workable methods of assessment.	Teacher's objectives represent valuable learning and are suitable for most students in the class; they reflect opportunities for integration and permit practical/ workable methods of assessment.	Teacher's objectives are of moderate value or suitability for students in the class, consisting of a combination of objectives and activities, some of which permit practical/ workable methods of assessment.	Teacher's objectives represent trivial learning, are unsuitable for students, or are stated only as instructional activities, and they do not permit practical/ workable methods of assessment.
2. Mapping Coherent Instruction	All of the elements of the instructional design support the stated instructional objectives, engage students in meaningful learning, and show evidence of student input. Teacher's lesson or unit is highly coherent and has a clear structure.	Most of the elements of the instructional design support the stated instructional objectives and engage students in meaningful learning and the lesson or unit has a clearly defined structure.	Some of the elements of the instructional design support the stated instructional objectives and engage students in meaningful learning, while others do not. Teacher's lesson or unit has a recognizable structure.	The various elements of the instructional design do not support the stated instructional objectives or engage students in meaningful learning and the lesson or unit has no defined structure.
3. Instructional Materials, Resources, and Technology	All materials and resources support the instructional objectives and key concepts, and most engage students in	All materials and resources support the instructional objectives and key concepts, and most	Some of the materials and resources support the instructional objectives and key	Materials and resources do not support the instructional objectives and key

	meaningful learning. There is evidence of student participation in selecting or adapting materials.	engage student in meaningful learning. Technology used to enhance and support instruction.	concepts, and some engage students in meaningful learning.	concepts or engage students in meaningful learning.
Component	Transforming 4 points	Developing 3 points	Emerging 2 points	Beginning 1 point
B. Classroom Management				
1. Managing Classroom Procedures	Classroom routines and procedures are seamless in their operation, and students assume considerable responsibility for their smooth functioning.	Classroom routines and procedures have been established and function smoothly for the most part, with little loss of instruction time.	Classroom routines and procedures have been established, but function unevenly or inconsistently, with some loss of instruction time.	Classroom routines and procedures are partly inefficient, resulting in the loss of much instructional time.
2. Organizing Physical Space	Teacher's classroom is safe and students contribute to ensuring that the physical environment supports the learning of all students.	Teacher's classroom is safe and learning is accessible to all students; the teacher uses physical resources well and ensures that the physical arrangement supports the learning activities.	Teacher's classroom is safe and essential learning accessible to all students but the future arrangement only partially supports the learning activities.	Teacher makes poor use of the physical environment resulting in unsafe or inaccessible conditions for some students. There is poor alignment between the physical arrangement and the lesson activities.
Component	Transforming 4 points	Developing 3 points	Emerging 2 points	Beginning 1 point
C. Teaching-Learning Process				
1. Knowledge of Content and Pedagogy	Teacher's knowledge of content and pedagogy is extensive, showing evidence of a continuing search for improved	Teacher demonstrates solid understanding of the content and its prerequisite relationships and	Teacher's content and pedagogical knowledge represents basic understanding but	Teacher displays little understanding of the subject or structure of the discipline, or of content-related

	practice. Teacher actively builds on knowledge of prerequisites and misconceptions when describing instruction or seeking causes for student misunderstanding.	connections with other disciplines. Teacher's instructional practices reflect current pedagogical knowledge.	does not extend to connections with other disciplines or to possible student misconceptions.	pedagogy.
2. Questioning and Discussion Skills	Teacher formulates many of the high-level questions and assumes responsibility for the participation of all students in the discussion.	Teacher's use of questioning and discussion techniques reflects high-level questions, true discussion, and full participation by all students.	Teacher's use of questioning and discussion techniques is uneven, with some high-level questions, attempts at true discussion, and moderate student participation.	Teacher makes poor use of questioning and discussion techniques, with low-level questions, limited student participation, and little true discussion.
3. Students' Learning	Students are intellectually engaged in challenging content, through well-designed learning tasks, and suitable scaffolding by the teacher, and fully aligned with the instructional outcomes. There is evidence of some student initiation of inquiry, and student contributions to the exploration of important content. The pacing of the lesson provides students the time needed	The learning tasks and activities are aligned with the instructional outcomes and are designed to challenge student thinking, resulting in active intellectual engagement by most students with important and challenging content, and with teacher scaffolding to support that engagement. The pacing of the lesson is	The learning tasks or prompts are partially aligned with the instructional outcomes but require only minimal thinking by students, allowing most students to be passive or merely compliant. The pacing of the lesson may not provide students the time needed to	The learning tasks and activities, materials, resources, instructional groups and/or technology are poorly aligned with the instructional outcomes, or require only rote responses. The pace of the lesson is too slow or rushed. Few students are intellectually engaged or interested.

	to intellectually engage with and reflect upon their learning and to consolidate their understanding.	appropriate, providing most students the time needed to be intellectually engaged.	be intellectually engaged.	
4. Students' Response to Activities	All students are cognitively engaged in the activities and in their exploration of content. Students initiate or adapt activities and projects to enhance understanding.	Most activities are appropriate to students. Almost all students are cognitively engaged in them.	Some activities are appropriate to students and engage them cognitively but others do not.	Activities are inappropriate for students in terms of their age or backgrounds. Students are not engaged mentally.
5. Learning Activities	Learning activities are highly relevant to students and instructional objectives and key concepts. They progress coherently, producing a unified whole and reflecting recent professional research.	Most of the learning activities are suitable to students and instructional objectives and key concepts. Progression of activities in the unit is fairly even, and most activities reflect recent professional research.	Only some of the learning activities are suitable to students or instructional objectives and key concepts. Progression of activities in the unit is uneven, and only some activities reflect recent professional research.	Learning activities are not suitable to students or instructional objectives and key concepts. They do not follow an organized progression and do not reflect recent professional research.
Component	Transforming 4 points	Developing 3 points	Emerging 2 points	Beginning 1 point
D. Language Proficiency				
1. Use of language	Teacher's spoken and written language is correct and expressive, with well-chosen vocabulary that enriches	Teacher's spoken and written language is clear and correct. Vocabulary is appropriate to	Teacher's spoken language is audible, and written language is legible. Both are	Teacher's spoken language is inaudible, or written language is illegible. Spoken or written

	the lesson.	students' age and interests.	used correctly. Vocabulary is correct but limited or is not appropriate to students' ages or backgrounds.	language may contain many grammar and syntax errors: vocabulary may be inappropriate, vague, or used incorrectly, leaving students confused.
2. Conveyance of Information and Ideas	Conveys information and ideas with clarity.	Conveys information and ideas with considerable clarity.	Conveys information and ideas with limited clarity.	Presents orally using correct intonation and body language to clarify a message.
Component	Transforming	Developing	Emerging	Beginning
E. Assessment of Learning outcomes	4 points	3 points	2 points	1 point
1. Congruence with Instructional Objectives	The assessment is completely congruent with the instructional objectives and key concepts, both in content and process.	All the instructional objectives and key concepts are assessed through the proposed plan, but the approach is more suitable to some goals than to others.	Some of the instructional objectives and key concepts are assessed through the proposed approach, but many are not.	Content and methods of assessment lack congruence with instructional objectives and key concepts.
2. Assessing Student Learning	Teacher's plan for student assessment is fully aligned with the instructional outcomes, with clear criteria and standards that show evidence of student contribution to their development.	Teacher's plan for student assessment is aligned with the instructional outcomes, using clear criteria, is appropriate to the needs of students. Teacher intends to use assessment results to plan for	Teacher's plan for student assessment is partially aligned with the instructional outcomes, without clear criteria, and inappropriate for at least some students. Teacher	Teacher's approach to assessing student learning contains no clear criteria or standards, and lacks congruence with the instructional objectives. The results of assessment have minimal impact on the

Component	Transforming 4 points	Developing 3 points	Emerging 2 points	Beginning 1 point
F. Reinforcement of Learning				
1. Providing Opportunities to Strengthen KPUP	The teacher integrated and carried out the plan for reinforcing learning through well-defined agreement and established connection to next lesson.	The teacher integrated and carried out the plan for reinforcing learning through well-defined task as an agreement and but unable to establish connection to the next lesson.	The teacher integrated agreement in the plan without traces of reinforcing learning and connecting it to the next lesson.	The teacher failed to integrate and carry out the provision for reinforcing learning of the lesson taught.

The number of points attained for each of the fifteen (15) listed components shall be added and then divided by sixty (60). The quotient shall then be multiplied by 0.15 or 15%. The product shall then be multiplied by 100.

Example:

Sum of points attained for the 15 components = 45

$$[(45 / 60) \times 0.15] \times 100 = 11.25$$

$$\text{Score for Demonstration Teaching} = 11.25 / 15$$

Applicants for K to 3 who will perform Demonstration Teaching using the mother tongue of the locality where the school being applied for is located shall be given an additional +5 points on top of the score they have obtained.

For applicants who may be assigned in a school located in an IP community and/or serving IP learners, the Division Selection Committee shall give due recognition to an applicant's knowledge and skill in integrating indigenous knowledge, culture, and skills into the teaching-learning process (as demonstrated in the above aspects).

Applicants shall undergo Demonstration Teaching designed specifically for the teaching positions they are applying for.

7.7 English Communication Skills – 15 points

An English Proficiency Test (EPT) shall be administered to applicants by the National Education Testing and Research Center (NETRC). The respective Division Testing Coordinators shall coordinate with NETRC regarding the conduct and schedule of the exam in their division, which should be within February to March.

The total percentage score obtained by an applicant shall be multiplied by the weight of fifteen (15) points, as follows:

Percentage Score	=	98% or 0.98
Weighted Points	=	15
Rating	-	.98 x 15 = 14.7 points

8.0 CONSTITUTING AND UTILIZING THE REGISTRY OF QUALIFIED APPLICANTS (RQA)

- 8.1 The RQA is the list of qualified applicants for appointment, which shall include their names, permanent addresses, and final evaluation ratings.
- 8.2 It shall be used in filling-up new items and natural vacancies for Teacher I positions.
- 8.3 The cut-off score for inclusion in the RQA is seventy (70) points.
- 8.4 The RQA should 1) be published in order of highest to lowest scores of the applicants, 2) show both the results of each criterion and the final overall rating, 3) only include those who obtained total scores of seventy (70) and above, 4) indicate the date of posting, and 5) be signed by the SDS.
- 8.5 Separate RQAs for Kindergarten, Elementary, and Secondary shall be prepared by the Division Selection Committees. The RQA for Kindergarten shall be prepared by the Division Selection Committee for Elementary Schools.
- 8.6 Subject area specialization of the qualified applicants shall be the primary consideration in the secondary school level. Thus, the applicant to be appointed should have the subject-area specialization needed by the school.
- 8.7 The RQAs for Secondary Schools shall be prepared by subject area specialization, as follows: English, Filipino, Algebra, Trigonometry, Geometry, Statistics, General Science, Biology, Chemistry, Physics, Araling Panlipunan, Edukasyon sa Pagpapakatao, Music & Arts, Physical Education & Health, and SPED. Depending on the schools' TLE offerings, separate RQAs for Agri-Fishery Arts, Home Economics, Information and Communications Technology (ICT), and Industrial Arts shall be prepared as well.
- 8.8 In schools with SPED teacher requirements, SPED specialization of qualified applicants shall be the primary consideration. As such, the applicant to be appointed should have the qualifications stated in Section 7.1.1.3.
- 8.9 Following DepEd Memorandum No. 141, s. 2013 on the *Hiring of Graduates of 1000 Teachers Program of the Philippine Business for Education*, qualified applicants under PBed's 1000 TP program shall be given priority in hiring.

- 8.10 The RQAs should be ready by the last week of April of every year so that qualified applicants may be appointed by May 1. The RQA shall be valid for a period of one (1) school year.
- 8.11 As a general rule, only applicants listed in the RQA are eligible for hiring and appointment, with priority given to bona fide residents of the barangay, municipality, city, or province (in the order as aforestated) where the school is located.
 - 8.11.1 In cases where the number of qualified applicants from the barangay is greater than the number of available Teacher I items, priority in hiring shall be given to applicants from the barangay according to their overall rating (number score) in the RQA, from highest to lowest. The same rule shall apply in the appointment of applicants from the municipality, city, and province.
- 8.12 In cases where all those in the RQA have been appointed and assigned to their respective stations and there are still available positions, the concerned Schools Division Office shall coordinate with a neighboring SDO whose RQA has not yet been exhausted and facilitate their applicants' deployment to the Division, subject to the applicants' written concurrence. If an applicant refuses to be deployed to the other division, no deployment shall be effected. The evaluation process shall not be repeated; the scores given by the neighboring SDO shall be respected.

9.0 APPOINTMENT OF QUALIFIED APPLICANTS

The Schools Division Superintendent (SDS) shall:

- 9.1 Post the signed, complete results (RQAs) in at least three (3) conspicuous places in the Division Office and on the website of the Division Office. The RQAs must have the contents indicated in Section 8.4.
- 9.2 Provide the School District and every kindergarten, elementary, and secondary school with copies of the RQAs for posting in their areas of jurisdiction. Regional Directors, LGUs, and Legislative District Representatives shall also be provided with copies of the RQAs.
- 9.3 Advise newly-hired teachers to report for their first day of work on May 15, provided that appointment papers are already in order.

10.0 MONITORING OF DIVISION COMPLIANCE

Regional Directors shall regularly monitor and ensure strict compliance with the provisions of these hiring guidelines, as follows:

- 10.1 Dissemination and discussion of these guidelines with teachers, school heads, district supervisors, superintendents, and other schools division officials;
- 10.2 Preparation of schools to receive and acknowledge applications;
- 10.3 Organization of Division Selection Committees and School Screening Committees;
- 10.4 Briefing and orientation of members of these committees regarding their roles and functions;
- 10.5 Preparation of scoring sheets, interview guides, and tests of applicants;
- 10.6 Briefing and information-sharing with local governments and other local stakeholders in teacher hiring;
- 10.7 Preparation of a report on the observations, both positive and negative, in actual division practices in implementing these guidelines; and
- 10.8 Submission of said report on a quarterly basis to the Office of the Secretary through the Office of the Assistant Secretary for Planning.

11.0 REVANCE AND PROTEST PROCEDURS

Aggrieved qualified applicants in the RQAs of the Schools Division Office and those who are disqualified under Sec. 5.2.i of these guidelines may file a protest or complaint, respectively.

12.0 REPEALING CAUSE

These Guidelines hereby amend DepEd Order No. 14, s. 2014. Other rules, regulations and issuances which are also inconsistent with these guidelines are hereby repealed, rescinded or modified accordingly.

13.0 EFFECTIVITY

The guidelines and criteria provided in this Order shall take effect immediately.


BR. ARMIN A. LUISTRO FSC
Secretary



Republic of the Philippines
Department of Education



314 A

Tanggapan ng Kalihim
Office of the Secretary

SEP 17 2007

DEPED ORDER

No. 66, s. 2007

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

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

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


JESLI A. LAPUS
Secretary

Encl: As stated

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

Allotment: 1--(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

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

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

I. PROCEDURE

The HRMO/In-Charge of Personnel shall:

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

The Personnel Selection Board (PSB) shall:

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

12. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited herein in II item 5.

The Appointing Official shall:

13. Assess the list of top five candidates for appointment submitted by the PSB/C.
14. Select from among the top five candidates the one deemed most qualified for appointment to the vacant position.
15. Issue appointment in accordance with existing Civil Service rules and regulations.

The Personnel Office shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepED offices/schools concerned. The date of posting should be indicated in the notice.

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary

Vice-Chairperson: Assistant Secretary

Members:

Head of Office where the vacancy exists

Chief, Personnel Division

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

2. In the Regional Office:

Chairperson: Assistant Regional Director

Members:

Chief of the Division/Unit where the vacancy exists

Chief, Administrative Division

Chief Administrative Officer V (HRMO III)

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent

Members:

Head of the school where the vacancy exists

Administrative Officer V

Administrative Officer II (HRMO I)

President of the Division DepED Employees' Union/Non-
Teaching Association/Faculty Association, as the case may be

4. In the School:

4.1 Central elementary schools and non-central elementary schools:

Chairperson: Principal/School Head

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

4.2 Elementary schools with no school head:

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

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head

Members: Department Head where vacancy exists

Department Head

Administrative Officer

President of Teachers' Association

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

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head

Members: Two (2) Department Heads

Administrative Officer

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

III. COMPUTATION OF POINTS

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

TEACHING AND RELATED TEACHING GROUP

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

NON-TEACHING GROUP

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Potential	20	10
Psycho-social attributes	15	5
TOTAL	100	100

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments *(there must be a search)*

a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district (1)
- Nomination in the region/awardee in the division (2)
- Nomination in the Department/awardee in the region (3)
- National awardee (4)

b. Innovations

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

- Conceptualized
- Started the implementation (1)
- Fully implemented in the school (2)
- Adopted in the district (3)
- Adopted in the division (4)

c. Research and Development Projects

- Action research conducted in the school level (1)
- Action research conducted in the district level (2)
- Action research conducted in the division level (4)

d. Publication/Authorship

- Articles published in a journal/newspaper/magazine of wide circulation *(1 pt per article)*
- Co-authorship of a book (shall be divided by the number of authors)
- Sole authorship of a book (4)

- e. Consultant/Resource Speaker in Trainings/Seminars/
Workshops/Symposia
- District level
 - Division level
 - Regional level
 - National level
 - International level

D. Education and Training

a. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

b. Training

Participant in a specialized training
e.g. Scholarship Programs, Short Courses, Study Grants

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
- Division Level
- Regional Level

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

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

- District Level
- Division Level
- Regional Level
- National Level
- International Level

E. Potential

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
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas
Presents well-organized and precise ideas with
marked command of the language used.

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

F. Psychosocial Attributes and Personality Traits

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

a. Human Relations

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

b. Decisiveness

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

c. Stress Tolerance

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

IV. REPEALING CLAUSE

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

V. **SANCTIONS**

Anyone found guilty of violating the provisions of this MSP and the enclosed guidelines or parts thereof shall be dealt with accordingly.

VI. **EFFECTIVITY**

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary

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SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

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