



November 14, 2018

DIVISION MEMORANDUM

No. 797 s, 2018

**SUBMISSION OF APPLICATIONS FOR HEAD TEACHER I, II & III (Secondary),  
PRINCIPAL II (Elem), EPS-HRD, SEPS-SOCIAL MOBILIZATION, EDUCATION PROGRAM  
SUPERVISOR in ENGLISH & TLE, NURSE II, GUIDANCE COUNSELOR II-SHS and PDO I POSITION  
OF DEPED CEBU PROVINCE FOR SY 2018-2019**

**TO: Assistant Schools Division Superintendents  
Division Chiefs/ Supervisors /Coordinators / Specialists  
District Supervisors /District OIC's/Caretakers  
School Heads, Teachers (Elem and Sec)  
All Others Concerned**

1. This Office announces the **SUBMISSION** of applications for the following positions due to the Promotion/Separation of its incumbent:

- ✓ Project Development Officer (Youth Formation Officer) – SHS SG 11
- ✓ Guidance Counselor II-SHS SG 12
- ✓ Head Teacher I – Sec SG 14
- ✓ Head Teacher II – Sec SG 15
- ✓ Head Teacher III – Sec SG 16
- ✓ Nurse II - SG 15
- ✓ Education Program Specialist-HRD SG 16
- ✓ Education Program Specialist - Social Mobilization SG 16
- ✓ Principal II – Elem SG 19
- ✓ Education Program Supervisor (TLE, ENGLISH) SG 22

2. Please find the following attached Guidelines as bases for ranking:

**For School Heads:**

- A. *Deped Order No. 39, s. 2007* - Qualification Standards of Head Teachers and Principals
- B. *Deped Order No. 42, s. 2007* – The Revised Guidelines on Selection, Promotion and Designation of School Heads

**Teaching-Related and Non-Teaching Positions:**

*Deped Order No. 66, s 2007 – Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions”*

3. Interested applicants to the positions listed above may file their application online from **November 14 - 23, 2018** thru Deped Cebu Province website [www.depedcebuprovince.ph](http://www.depedcebuprovince.ph). **Evaluation and Review of Pertinent Documents is on November 26-27, 2018. A copy of the Confirmation Sheet should be printed upon the completion of the online application.** Shortlisted applicants will be given further instructions on how to complete the application process.

4. Only those qualified applicants per shortlist of Qualified Applicants generated in our Online Application System will be advised to proceed to interview and documents verification.
5. Qualified applicants should bring a photocopy of their pertinent documents along with its original copies during the interview for validation of information provided at the onset of their application.
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**



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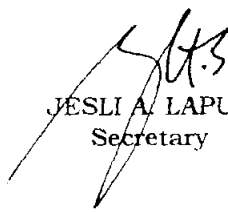
JUN 15 2007

DepED ORDER  
No. 39, s. 2007

**MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS  
OF HEAD TEACHERS AND PRINCIPALS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under Resolution No. 070520 dated March 19, 2007 has approved further modification to the Qualification Standards (QS) for Head Teachers and Principals in the elementary and secondary schools.
2. The modified Qualification Standards for the positions of Head Teacher I to III and Principal I to IV (for elementary level); Head Teacher I to VI and Principal I to IV (for secondary level) of this Department shall take effect immediately.
3. Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship test for aspirants to Principal I positions.
4. All other existing issuances which are inconsistent herewith are deemed repealed or amended.
5. For your guidance and compliance.

  
JESLI A. LAPUS  
Secretary

Reference: DepED Order: No. 20, s. 2005  
and 48, s. 2004

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

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

OFFICIALS  
TEACHERS

(Enclosure No. 1 to DepED Order No. 39, s. 2007)

### MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>For Elementary Schools</b>						
Principal I	18	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

<b>For Secondary Schools</b>						
Principal I	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

(Enclosure No. 2 to DepEd Order No. 39, s. 2007)

### MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>For Elementary Schools:</b>						
Head Teacher I	13	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
<b>For Secondary Schools:</b>						
Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)



Republic of the Philippines  
**Department of Education**



*Tanggapan ng Kalihim*  
*Office of the Secretary*

JUL 04 2007

DEPED ORDER  
No. **42**, s. 2007

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

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

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

  
**JESLI A. LAPUS**  
*Secretary*

Encls. As stated

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

Allotment: P 50,000.00

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

OFFICIALS  
POLICY  
PROMOTION

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

### **I LEADERSHIP FRAMEWORK**

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

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

### **II. BASIC POLICIES**

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

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

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

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

### III. COMPUTATION OF POINTS

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

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

#### A. Performance Rating (30 points)

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

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

#### B. Experience (10 points)

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

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

#### C. Outstanding Accomplishments (30 points)

##### a. Outstanding Employee Award (5 points)

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



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

**D. Education and Training (20 points)**

- a. Education (10 points)
- |  |           |
|--|-----------|
| Complete Academic Requirements for Master's Degree | - 6 pts.  |
| Master's Degree                                    | - 7 pts.  |
| Complete Academic Requirements for Doctoral Degree | - 9 pts.  |
| Doctoral Degree                                    | - 10 pts. |

- b. Training (10 points)
- Participant in a specialized training - 10 pts.  
*e.g. Scholarship Programs, Short Courses, Study Grants shall be given one (1) point for every month of attendance but not to exceed ten (10) points.*

Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:

- |                |          |
|----------------|----------|
| District Level | - 2 pts. |
| Division Level | - 4 pts. |
| Regional Level | - 6 pts. |

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

National Level - 8 pts.  
International Level 10 pts.

Chair/Co-chair in a technical/planning committee

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

#### **E. Potential (5 points)**

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

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

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

#### **F. Psychosocial Attributes and Personality Traits (5 points)**

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

##### **a. Human Relations (2 pts.)**

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

**b. Decisiveness (2 pts.)**

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

**c. Stress Tolerance (1 pt.)**

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

**IV. REPEALING CLAUSE**

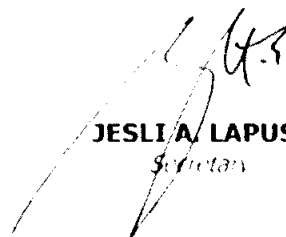
All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

**V. SANCTIONS**

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

**VI. EFFECTIVITY**

The provisions of this Order shall take effect immediately.

  
**JESLI A. LAPUS**  
Secretary



Republic of the Philippines  
**Department of Education**



374-1

**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.

  
**JESLIA LAPUS**  
Secretary

Encl.: As stated

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

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT  
EMPLOYEES  
OFFICIALS  
POLICY  
PROMOTION  
QUALIFICATION  
TEACHERS

## **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 creditable 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

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

NON-TEACHING GROUP

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

**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**

a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district
- Nomination in the region/awardee in the division
- Nomination in the Department/awardee in the region
- National awardee

b. Innovations

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

- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

c. Research and Development Projects

- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

d. Publication/Authorship

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



- 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*

*billy*

**SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION**

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
<b>A. Performance Rating</b>	<b>35</b>	<b>35</b>	<b>30</b>
<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>B. Experience</b>	<b>5</b>	<b>5</b>	<b>10</b>
<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>
<b>C. Outstanding Accomplishments (Meritorious Accomplishments)</b>	<b>20</b>	<b>5</b>	<b>20</b>
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research &amp; 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
<b>D. Education</b>	<b>25</b>	<b>10</b>	<b>15</b>
• <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
<b>Training</b>	<b>5</b>	<b>10</b>	<b>10</b>
<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

<i>Chair/Co-chair in a technical/planning committee</i>			
• <i>District Level</i>	1	2	2
• <i>Division Level</i>	2	4	4
• <i>Regional Level</i>	3	6	6
• <i>National Level</i>	4	8	8
• <i>International Level</i>	5	10	10
<b>E. Potential</b>	<b>5</b>	<b>20</b>	<b>10</b>
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgment</i>	1	4	2
5. <i>Leadership Ability</i>	1	4	2
<b>F. Psycho-social attributes</b>	<b>5</b>	<b>15</b>	<b>5</b>
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>