




February 13, 2019

DIVISION MEMORANDUM
No. 092 s, 2019

SUBMISSION OF APPLICATIONS FOR THE VARIOUS NON-TEACHING AND TEACHING RELATED POSITIONS OF DEPED CEBU PROVINCE FOR SY 2019-2020

**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 and newly created items:
 - ✓ (1) Senior Education Program Specialist (Social Mobilization) - SG 19
 - ✓ (1) Administrative Officer IV (HRMO) – SG 15
 - ✓ (85) Guidance Counselor II-SHS SG 12
 - ✓ (74) Administrative Assistant III (Senior Bookkeeper) – SG 9
 - ✓ (36) Administrative Assistant II (Disbursing Officer) – SG 8
 - ✓ (3) Administrative Aide VI – SG 6
2. Please find the following attached Guidelines as bases for ranking:
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”*
 - *CSC Prescribed/Preferred Qualification Standards*
3. Interested applicants to the positions listed above may file their application online from **February 14-26, 2019** thru Deped Cebu Province website www.depedcebuprovince.ph. **A copy of the Confirmation Sheet should be printed upon the completion of the online application to be included in the submission of applicants' pertinent documents. Evaluation and Review of Pertinent Documents is on March 11– 13, 2019.** Shortlisted applicants will be given further instructions as to the specific schedule of the interview.
4. Only those qualified applicants per shortlist of Qualified Applicants generated in our Online Application System will be advised to proceed to the 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.** Documents to be submitted should be arranged and labelled in accordance to the Qualification Standards of the applied position.
6. For information, dissemination and guidance of all concerned.


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

QUALIFICATION STANDARDS (QS) FOR TEACHING RELATED and NON-TEACHING POSITIONS

<u>POSITION</u>	<u>SALARY GRADE</u>	<u>QUALIFICATION STANDARDS</u>	<u>JOB DESCRIPTION</u>
SENIOR EDUCATION PROGRAM SPECIALIST (Social Mobilization)	SG 19	<p><u>Education:</u> - Bachelor in Education or its equivalent and completion of academic requirements for Master's degree</p> <p><u>Experience:</u> - two (2) years experience in education research, development, implementation or other relevant experience</p> <p><u>Eligibility:</u> - RA 1080 (Teacher)/ Career Service Professional (Second Level Eligibility) / Appropriate Eligibility for Second Level Position</p> <p><u>Training:</u> - Eight (8) hours of relevant training</p>	<p>- To provide technical support and inputs in the preparation and updating of the SDO's 6-year strategic plan and annual work plans;</p> <p>- To provide technical assistance in the preparation of the strategic and operational work plans of schools and learning centers and of the units in the SDO.</p>
ADMINISTRATIVE OFFICER IV - HRMO	SG 15	<p><u>Education:</u> - Bachelor's degree relevant to the job</p> <p><u>Experience:</u> - One (1) year relevant experience</p> <p><u>Eligibility:</u> - Career Service Professional (Second Level Eligibility)</p> <p><u>Training:</u> - 4 hours of relevant training</p>	<p>To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation, and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc).</p>

<u>POSITION</u>	<u>SALARY GRADE</u>	<u>QUALIFICATION STANDARDS</u>	<u>JOB DESCRIPTION</u>
GUIDANCE COUNSELOR II - SHS	SG 12	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Bachelor's degree in Guidance and Counseling or in any allied discipline <p><u>Experience:</u></p> <ul style="list-style-type: none"> - One (1) year relevant experience <p><u>Eligibility:</u></p> <ul style="list-style-type: none"> - RA 1080 (Guidance Counselor) <p><u>Training:</u></p> <ul style="list-style-type: none"> - 4 hours of relevant training 	<ul style="list-style-type: none"> - Provides orientation to students in all year levels - Formulates guidance and counseling forms including individual inventory, agreement forms - Administers and interprets individual and groups psychological and projective tests - Provides effective individual and group counseling - Holds parent-teacher conferences - Designs and manages teachers' training on guidance-related topics enhancing their skills in effective pupil management - Identifies student's need and problems - Makes an action research based on the result of the identification of students' needs and problems - Makes referral to other gov't agencies - Provides career counseling and scholarship programs to students - Coordinates with the community, NGO's and GO's for program support
ADMINISTRATIVE ASSISTANT III (BOOKKEEPER)	SG9	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Bachelor in Business Administration Major in Accounting; or - Completion of at least two (2) years in BS Accountancy or Commerce; or - Completion of two (2) years studies in college with at least nine (9) units in accounting subjects <p><u>Experience:</u></p> <ul style="list-style-type: none"> - One (1) year relevant experience in accounting activities/tasks <p><u>Eligibility:</u></p> <ul style="list-style-type: none"> - Career Service Sub-Professional (First Level Eligibility) <p><u>Trainings:</u></p> <ul style="list-style-type: none"> - 4 hours of relevant training in accounting; and 4 hours training on the use of computer and spreadsheet software (eg. Microsoft Excel) 	<p>To provide assistance in undertaking the necessary accounting, budgeting, cash and payroll services and other finance functions in the SDO and schools.</p>

<u>POSITION</u>	<u>SALARY GRADE</u>	<u>QUALIFICATION STANDARDS</u>	<u>JOB DESCRIPTION</u>
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	SG 8	<p>Education:</p> <ul style="list-style-type: none"> - Bachelor in Business Administration Major in Accounting; or - Completion of at least two (2) years in BS Accountancy or Commerce; or - Completion of two (2) years studies in college with at least nine (9) units in accounting subjects <p>Experience:</p> <ul style="list-style-type: none"> - One (1) year relevant experience in accounting activities/tasks <p>Eligibility:</p> <ul style="list-style-type: none"> - Career Service Sub-Professional (First Level Eligibility) <p>Trainings:</p> <ul style="list-style-type: none"> - 4 hours of relevant training in accounting; and 4 hours training on the use of computer and spreadsheet software (eg. Microsoft Excel) 	<p>To provide assistance finance-related functions in schools and SDO; facilitate efficiency in SDO and school operations but not limited to budgeting functions; preparation of timely and reliable reports to aid the management in making informed decisions.</p>
ADMINISTRATIVE AIDE VI	SG 6	<p>Education:</p> <ul style="list-style-type: none"> - Completion of two (2) years studies in college or high school graduate with relevant vocational/trade course <p>Experience:</p> <ul style="list-style-type: none"> - None required <p>Eligibility:</p> <ul style="list-style-type: none"> - Career Service Sub-Professional (First Level Eligibility) <p>Training:</p> <ul style="list-style-type: none"> - None required <p>Preferred Qualification: Basic knowledge in computer operation such as Microsoft Office (Excel, Powerpoint), use of the internet</p>	<ul style="list-style-type: none"> - To provide assistance in the provision of personnel administration services to the management and personnel of the SDO; - Maintenance of a records management system to ensure efficient access and retrieval of records when needed; - Assist in cash collection, disbursement, preparation and submission of cash related reports; - Assist in the inventory of physical properties, supplies, materials and equipment ; maintain proper storage, delivery to ensure timely provision of supplies and equipment to the management and staff of the SDO.



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

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	15	5
Psycho-social attributes	20	10
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

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

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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

<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
E. Potential	5	20	10
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
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
TOTAL	100	100	100