



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



June 14, 2017

DIVISION MEMORANDUM

No. 380s, 2017

**SUBMISSION OF RANKLIST FOR PROMOTION TO TEACHER 2 AND TEACHER 3
AND THE RANKLIST FOR TRANSFER OF TEACHERS FROM ONE STATION TO
ANOTHER FOR SCHOOL YEAR 2017-2018**

To: Assistant Schools Division Superintendents
Chiefs, EPSs, Div. Coordinators, PSDSs/District s In-Charge/ Caretakers
School Heads, Teachers (Secondary/Elementary)
Others Concerned

1. This Office hereby reminds the schools/districts to **submit on or before June 30, 2017** the Rank Lists for Promotions to Teacher 2 and Teacher 3 as well as the Rank List for Transfer of Teachers from One Station to Another.

2. Attached are the following Division Memoranda issued in 2016 based on existing and applicable guidelines for Promotion and for Transfer of Teachers respectively which this Division will still use for SY 2017-2018:

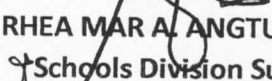
A. **Division Memorandum 187, s. 2016** (attaching DepEd Order 66, s. 2007 entitled Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions”;

B. **Division Memorandum 149, s. 2016** (attaching DepEd Order 22, s. 2013) entitled “Revised Guidelines on the Transfer of Teachers from One Station to Another”.

3. Please be guided also with the attached Regional Memo #141, s. 2011 entitled, “Guidelines on the Preparation and Submission of Rank List.”

4. Please read thoroughly the contents of said Division Memoranda as enumerated in Paragraph 2 for proper guidance.

5. For information, guidance and strict compliance of all concerned.


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



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



April 18, 2016

DIVISION MEMORANDUM
No. 187 s, 2016

**REITERATING STRICT ADHERENCE AND COMPLIANCE TO EXISTING POLICIES ON
PROMOTION TO TEACHER 2 and TEACHER 3 POSITIONS and THE PREPARATION OF
RANK LISTS FOR SY 2016-2017**

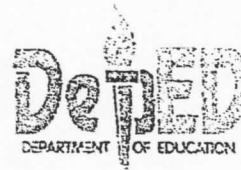
To: Chiefs, EPSs, Div. Coordinators, PSDSs/District s In-Charge/Careetakers
School Heads, Teachers (Secondary/Elementary)
Others Concerned

1. Reminding the schools and district offices to issue a Memorandum announcing all vacancies (T2 and T3) attaching the pertinent DepEd Order to be posted in at least three (3) conspicuous places in the schools and district offices for at least fifteen (15) days.
2. Attached is **DepEd Order #66, s. 2007** entitled "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" to be used in ranking teachers for promotion to Teacher 2 and Teacher 3 positions.
3. For Promotion to T2 and T3, ranking will be done by school/ cluster of schools in case of small schools (for secondary) and by district (for elementary).
4. Pursuant to herein attached Regional Memorandum No.147, s. 2011 entitled " Guidelines on the Preparation and submission of Rank List," the life span of a Rank List is one year only, from June 1 of the current year and terminates on May 31 of the following year." Thus, all schools/districts shall conduct ranking in the school/district in April-May 2016 and to submit to this Office new Rank List for review by the PSB before End of May 31, 2016 for use effective June 2016 to May 31, 2017. **Note: ONLY REVIEWED AND APPROVED RANK LIST SHALL BE IMPLEMENTED.**
5. Schools/Districts may also submit Rank List for Promotion to T2 and T3 any time of the year , as the need arises, provided that the existing Rank List (for use during the whole school year) has already been exhausted.
6. For strict compliance and immediate dissemination of all concerned.


RHEA MARIA ANGTUD, Ed.D, CESO VI



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



February 23, 2011

REGIONAL MEMORANDUM
NO. 147 S. 2011

GUIDELINES ON THE PREPARATION AND SUBMISSION OF RANK LIST

To: Schools Division Superintendents
Officers-in-Charge of Regular and Interim Divisions
Assistant Schools Division Superintendents
ASDS Designates

1. It has been noted by this Office that there is a delay in filling up vacant positions due to the delay in the preparation of the rank list of applicants.
2. To facilitate the evaluation of the applicants' documents and the prompt preparation of the rank list, the following guidelines are hereby released for the information and guidance of the field:
 - a. Include in the rank list only those candidates or applicants who meet the basic qualification requirements as indicated in the 1995 Qualification Standards (Q.S.) Manual.
 - b. The number of candidates in the rank list must be more than the available positions to be filled up.
 - c. The rank list must indicate the current school year.
 - d. The rank list should be prepared for a school year and will be the basis for promotional appointment within that school year only.
 - e. The life span of the rank list is one school year only, from June 1 of current year and terminates on May 31, the following year.
 - f. The Composition of the Personnel Selection Board or Committee and the evaluation and giving of equivalent points or ratings must be based on the appropriate DepED Orders/Guidelines corresponding to the positions being applied for by the candidates/applicants.
 - g. The rank list should be signed by the Personnel Selection Board/Committee concerned, as stipulated in the appropriate DepED Order, and duly approved and signed by the Schools Division Superintendent.
 - h. A copy of the rank list should be posted on the Bulletin Board of the Division Office, with a copy furnished to the Office of the Regional Director.
3. Immediate dissemination of and compliance with this Memorandum is desired.

RECAREDO G. BORGONIA

Director IV

FEB 23 2011



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

SEP 17 2007

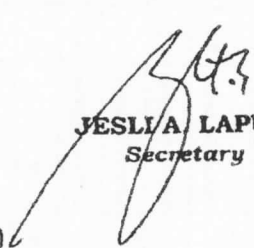
DEPED ORDER

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

(Enclosure to DepED Order No. 66 s. 2007)

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> | <i>4</i> | <i>1</i> | <i>4</i> |
| <i>b. Innovations</i> | <i>4</i> | <i>1</i> | <i>4</i> |
| <i>c. Research & Development Projects</i> | <i>4</i> | <i>1</i> | <i>4</i> |
| <i>d. Publication/Authorship</i> | <i>4</i> | <i>1</i> | <i>4</i> |
| <i>e. Consultant/Resource Speaker in Trainings/Seminars</i> | <i>4</i> | <i>1</i> | <i>4</i> |
| D. Education | 25 | 10 | 15 |
| <i>• Complete Academic Requirements for Master's Degree</i> | <i>10</i> | <i>6</i> | <i>7</i> |
| <i>• Master's Degree</i> | <i>15</i> | <i>7</i> | <i>10</i> |
| <i>• Complete Academic Requirements for Doctoral Degree</i> | <i>20</i> | <i>9</i> | <i>13</i> |
| <i>• Doctoral Degree</i> | <i>25</i> | <i>10</i> | <i>15</i> |
| 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> | <i>1</i> | <i>2</i> | <i>2</i> |
| <i>• Division Level</i> | <i>2</i> | <i>4</i> | <i>4</i> |
| <i>• Regional Level</i> | <i>3</i> | <i>6</i> | <i>6</i> |
| <i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i> | | | |
| <i>• National Level</i> | <i>4</i> | <i>8</i> | <i>8</i> |
| <i>• International Level</i> | <i>5</i> | <i>10</i> | <i>10</i> |

| | | | |
|---|------------|------------|------------|
| <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 |



Republic of the Philippines
Department of Education



Anggapan ng Kalihim
Office of the Secretary

SEP 17 2007

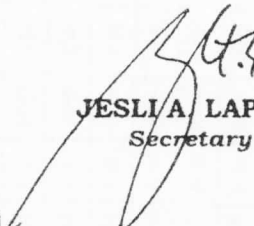
DEPED ORDER

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
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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 <i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i> | 35 <i>Average of the numerical ratings multiplied by 35%</i> | 35 <i>Average of the numerical ratings multiplied by 35%</i> | 30 <i>Average of the numerical ratings multiplied by 30%</i> |
| B. Experience <i>Experience must be relevant to the duties and functions of the position to be filled.</i> | 5 <i>Every year given a point but not to exceed five (5) points</i> | 5 <i>Every year given a point but not to exceed five (5) points</i> | 10 <i>Every year given a point but not to exceed ten (10) points</i> |
| C. Outstanding Accomplishments (Meritorious Accomplishments) | 20 | 5 | 20 |
| a. Outstanding Employee Award ✓ | 4 - | 1 | 4 - |
| b. Innovations | 4 - | 1 | 4 - |
| c. Research & Development Projects | 4 - | 1 | 4 - |
| d. Publication/Authorship | 4 - | 1 | 4 - |
| e. Consultant/Resource Speaker in Trainings/Seminars | 4 | 1 | 4 - |
| D. Education | 25 | 10 | 15 |
| • Complete Academic Requirements for Master's Degree | 10 - | 6 | 7 |
| • Master's Degree | 15 | 7 | 10 |
| • Complete Academic Requirements for Doctoral Degree | 20 | 9 | 13 |
| • Doctoral Degree | 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> | | | |
| • District Level | 1 | 2 | 2 |
| • Division Level | 2 | 4 | 4 |
| • Regional Level | 3 | 6 | 6 |
| <i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i> | | | |
| • National Level | 4 | 8 - | 8 |
| • International Level | 5 | 10 | 10 |

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