



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division
Superintendent

February 15, 2021

DIVISION MEMORANDUM
No. 044, s. 2021

**RANKING OF APPLICANTS FOR THE POSITIONS OF CHIEF EDUCATION
SUPERVISOR – SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)**

To: Assistant Schools Division Superintendents
Chiefs, SGOD and CID
Public Schools District Supervisors/District In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the ranking of applicants for the position of Chief Education Supervisor – School Governance and Operations Division (SGOD) following the basic qualification standards and screening procedure contained in Deped Order 66, s. 2007, “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related-Teaching and Non-Teaching Positions”.

EDUCATION	EXPERIENCE	ELIGIBILITY	TRAINING
Master’s Degree in Education or other relevant Master’s degree	4 years relevant experience in Management and Supervision	RA 1080 (Teacher)	24 hours training in management and supervision

2. Applicants who do not meet the qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.

3. The pertinent documents are to be arranged and be fastened in folder with proper tabbing and table of contents based on the list, as attachment.

4. Applicants should prepare at least three (3) folders containing pertinent documents which are certified true copy and the original copies, if required.

5. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for advancement.

6. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate claims of applicants.

7. Enclosed are the schedule of activities for the ranking of vacant position.



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 255-6405
Email Address: cebu.province@deped.gov.ph

8. Applicants the HRMPSB committee shall strictly comply at all times all precautionary measures in reporting to the office and going back home such as but not limited to social distancing, wearing of masks, gloves and shield, frequent handwashing of hands, etc.

12. Applicants and the HRMPSB committee shall be responsible in securing a quarantine/border pass from respective local government units for presentation in the different checkpoints.

13. Expenses incurred during the conduct of the workshop shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.

14. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.

15. For immediate, widest dissemination and guidance of all concerned.


MARILYN S. ANDALES, EdD CESO V
Schools Division Superintendent 

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**SCHEDULE OF ACTIVITIES FOR THE RANKING OF APPLICANTS FOR THE POSITION OF
CHIEF EDUCATION SUPERVISOR - SGOD**

Date	Venue	Time	No. of Working Days	ACTIVITIES
February 22 – March 9, 2021	Anywhere with internet connection	24 hours	10 days	Online Application by the Applicants www.depedcebuprovince.ph (http://112.198.193.182/)
February 18, 2021	Division Office/Virtual	8:00 a.m.- 5:00 p.m.	1 day	Orientation of the members of the Division Personnel Selection Board and Division Sub-Selection Committee
February 22 – March 9, 2021	District Office	8:00 a.m.- 5:00 p.m.	10 days	Submission and initial evaluation of the applicants' pertinent documents in a folder with tabs including confirmation from the online application for the (a) conduct of preliminary evaluation of the qualification of all applicants; (b) verification <i>against the original documents</i> ; and (c) certification as to the veracity, accuracy and authenticity of documents . The Office shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant.
March 10-12 & 15-16, 2021	Division Office	8:00 a.m.- 5:00 p.m.	5 days	Submission of folders to the Division Personnel Selection Board Secretariat with attached transmittal and Prepare shortlist of applicants. <i>Note: Late submission of folders will not be entertained.</i>
March 17-19 & 22-23, 2021	Division Office/Virtual	8:00 a.m. - 5:00 p.m.	5 days	Documents Review, Orientation, Confirmation of Preliminary Points, and Interview of by the Division Personnel Selection Board
March 24-26 & 29-30, 2021	Division Office	8:00 a.m. - 5:00 p.m.	5 days	<i>Consolidation of points of the different criteria by the PSB Secretariat</i>
March 31 - April 16, 2021	Division Office & 2 other conspicuous places	8:00 a.m. - 5:00 p.m.	15 days	Posting of the initial RQA in the Division Office. <i>Note: Request for corrections shall only be entertained during posting period.</i>
April 19-22, 2021	Division Office	8:00 am- 5:00 pm	4 days	Consolidation of points after correction and submission of RQA to the Office of the SDS for approval.
April 16, 2021 onwards	Division Office	8:00 a.m.- 5:00 p.m.		Implementation Schedule

**LIST OF DOCUMENTARY REQUIREMENTS FOR APPLICATION
OF CHIEF EDUCATION SUPERVISOR - SGOD**

1. Application letter indicating the position applied for.
2. CSC Form 212 (Personal Data Sheet, Revised 2017) with the latest 2x2 ID picture
3. Transcript of Records (TOR) in Bachelor's degree (Certified/Authenticated by issuing agency)
4. Latest Service Record
5. Certificates of Relevant Training
6. Certificate of Eligibility (PBET/LET/RA1080 – Certified/Authenticated by issuing agency)
7. Performance Rating for the last three (3) rating periods (at least Very Satisfactory)
8. Certificates of Outstanding Accomplishments (awards, innovations, research projects, publication, as resource speaker)
9. Transcript of Records (TOR) in graduate or post graduate school (Certified/Authenticated by issuing agency)
10. Certificates of specialized training, scholarship grants, chair/ co-chair in technical committee



Republic of the Philippines
Department of Education



3-14-1

Inggojan ng Kalihim
Office of the Secretary

SEP 17 2007

DEPED ORDER

No. 66, s. 2007

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

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

1. The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepED Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".

2. To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, significant revisions are hereby adopted.

3. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encl.: As stated

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

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

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

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

I. PROCEDURE

The HRMO/In-Charge of Personnel shall:

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

The Personnel Selection Board (PSB) shall:

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

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

The Appointing Official shall:

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

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

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary

Vice-Chairperson: Assistant Secretary

Members:

Head of Office where the vacancy exists

Chief, Personnel Division

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

2. In the Regional Office:

Chairperson: Assistant Regional Director

Members:

Chief of the Division/Unit where the vacancy exists

Chief, Administrative Division

Chief Administrative Officer V (HRMO III)

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

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent

Members:

Head of the school where the vacancy exists

Administrative Officer V

Administrative Officer II (HRMO I)

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

4. In the School:

4.1 Central elementary schools and non-central elementary schools:
Chairperson: Principal/School Head
Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

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

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head
Members: Department Head where vacancy exists
Department Head
Administrative Officer
President of Teachers' Association

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

1 pt/yr

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 1
- Nomination in the region/awardee in the division - 2
- Nomination in the Department/awardee in the region 3
- National awardee 4

b. Innovations

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

- Conceptualized
- Started the implementation
- 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 - 3
- Division Level - 3
- Regional Level - 3

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

- National Level ✓ 3 days 8 pts
- International Level 3 days 10 pts

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 <i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	5 <i>One point for every month of attendance but not to exceed five (5) points</i>	10 <i>One point for every month of attendance but not to exceed ten (10) points</i>	10 <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

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<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