



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

**Office of the Schools Division  
Superintendent**

June 16, 2022

**DIVISION MEMORANDUM**

No. 175 s. 2022

**RANKING OF APPLICANTS FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)**

TO: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors /District Caretakers  
Elementary and Secondary School Heads  
All Other Concerned


1. The Division of Cebu Province announces the selection process for the position of Public Schools District Supervisor for School Year 2022-2023.
2. Applicants to the said position shall adhere to the provisions of DepEd Order No. 26, s. 2016, titled: Revised Qualification Standards for the Position of Public School District Supervisor, with its enclosure issued by the Civil Service Commission, Resolution Number 1600324, dated March 29, 2016, hereto attached.
3. Those who do not meet the qualification standards set for the vacant position are automatically disqualified to advance in the screening process.
4. Criteria in the selection of applicants to PSDS position are contained in DepEd Order No. 66, s. 2007, specifically Annex A on Specific Number of Point/s Assigned to Each Criterion for Teaching and Teaching-Related Positions.
5. Pertinent documents are to be arranged and fastened in a folder with proper tabbing and table of contents based on the attached list.
6. Applicants should prepare at least three (3) folders containing pertinent documents which are certified true copy and the original copies, if required.
7. Applicants to the PSDS position must have at least one (1) complete RPMS cycle of the present position before he/she can apply for the next higher position.
8. Submission of additional documents 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.
9. Enclosed is the schedule of activities for the selection of applicants for the said the said position.
10. Applicants and the members of the HRMPSB shall, at all times, strictly comply precautionary measures in reporting from home to office and back such as, but not limited to, social distancing, wearing of masks, gloves and shield, frequent handwashing of hands, etc.

|v



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

11. Applicants are required to present full vaccination card or negative antigen result before the interview starts.
12. Expenses incurred during the orientation and the actual conduct of the selection process shall be chargeable to division/school MOOE subject to the usual accounting and auditing rules and regulations.
13. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
14. Widest dissemination of this Memorandum is highly desired.

  
**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent

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**SCHEDULE OF ACTIVITIES IN THE RANKING OF APPLICANTS FOR THE POSITIONS OF  
PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) FOR SCHOOL YEAR 2022-2023**

| <b>Date</b>              | <b>Venue</b>  | <b>Time</b>           | <b>No. of Working Days</b> | <b>Activities</b>  |
|--------------------------|---|-----------------------|----------------------------|--|
| June 20-30, 2022         | Anywhere with internet connectivity                 | 24 hours              | 5 days                     | Online application by the applicants<br><a href="http://www.depedcebuprovince.ph">www.depedcebuprovince.ph</a><br>(http://112.198.193.182/)                    |
| July 5, 2022             | Division Office/Virtual                             | 8:00 12:00 Noon       | Half day                   | Orientation of the members of HRMPSB   |
| July 6-8, 2022           | Division Office, HR Section                         | 8:00 A. M to 5:00 P.M | 3 days                     | Submission, to Division HR of pertinent documents in a folder with tabs including confirmation from the online application that it has received the documents. |
| July 11-13, 2022         | Division Office, HR Section                         | 8:00 A. M to 5:00 P.M | 3 days                     | Evaluation of documents as basis in the preparation of shortlist of applicants   |
| July 18-19, 2022         | Ecotech   | 8:00 A. M to 5:00 P.M | 2 Days                     | Documents' Review by the Division HRMPSB   |
| July 20, 2022            | Ecotech   | 8:00 A. M to 5:00 P.M | 1 Day                      | Applicants' Interview from Sub-offices of Medellin, Liloan, and Balamban   |
| July 21, 2022            | Ecotech   | 8:00 A. M to 5:00 P.M | 1 Day                      | Applicants' Interview of San Fernando, Dalaguete, Badian   |
| July 26-August 15, 2022  | Division Office and in other two conspicuous places | 8:00 A. M to 5:00 P.M | 15 days                    | Posting of results.<br><b>Note: Request for corrections shall only be entertained during posting period</b>  |
| August 17, 2022          | Division Office                                     | 8:00 A. M to 5:00 P.M | 1 day                      | Consolidation of points after corrections  |
| August 22, 2022, onwards | Division Office                                     | 8:00 A. M to 5:00 P.M | -                          | Implementation Schedule  |

**LIST OF DOCUMENTARY REQUIREMENTS FOR PSDS POSITION**

1. Application Letter indicating the position applied for
2. CSC 212 (Personal Data Sheet, Revised 2017), with the latest 2x2 ID picture
3. Transcript of Records both baccalaureate degree and graduate studies authenticated by the issuing agency
4. Certified Photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
5. Latest Service Record
6. Certificates of Relevant Training Attended
7. Certificate of Eligibility
8. Performance Rating for the last three rating periods of at least VS each
9. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership). Note: being a facilitator cannot be credited to speakership
10. Certificates of specialized training, scholarship grants, chair/co-chair of in technical working committee
11. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant



Republic of the Philippines  
**Department of Education**

02 MAY 2016

DepEd ORDER  
No. **26** s. 2016

**REVISED QUALIFICATION STANDARDS (QS) FOR THE POSITION  
OF PUBLIC SCHOOLS DISTRICT SUPERVISOR**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

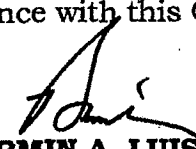
1. The Civil Service Commission (CSC) has approved the Qualification Standards (QS) for the position of Public Schools District Supervisor (Salary Grade 22) in the Department of Education (DepEd) based on the Resolution No. 1600324 dated March 29, 2016 as follows:

Education : Master's Degree in Education or other relevant  
Master's Degree;  
Experience : Five years cumulative experience in instructional  
supervision and school management;  
Training : Sixteen hours of relevant training; and  
Eligibility : Republic Act No. 1080 (Teacher)

2. The modification to the existing QS for the abovementioned position is anchored on the functions of the position pursuant to RA 9155, otherwise known as *Governance of Basic Education Act of 2001* and the approved Rationalization Plan of the Department.

3. Subsequent appointees to said position should meet the requirements stated in the enclosed newly approved QS, subject to the guidelines on the appointment and promotion of other teaching, related teaching, and non-teaching positions.

4. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.: As stated

Reference: None

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

|             |                                   |
|-------------|-----------------------------------|
| APPOINTMENT | POLICY                            |
| CHANGE      | QUALIFICATIONS                    |
| OFFICIALS   | STRAND: Governance and Operations |
| PROMOTION   |                                   |

SMA, DO Revised Qualification Standards (Public Schools District Supervisor)  
0268, April 8/19, 2016



## QUALIFICATION STANDARDS

Re: Amended; Public Schools District Supervisor  
Position, Department of Education

X-----X

## NOTICE OF RESOLUTION

Sir/Madam:

The Commission promulgated on **March 29, 2016 Resolution No. 1600324** on the above-cited matter, copy attached. Its original is on file with this Commission.

March 30, 2016.

Very truly yours,

*Dolores B. Bonifacio*  
**DOLORES B. BONIFACIO**  
✓ Director IV  
Commission Secretariat and Liaison Office

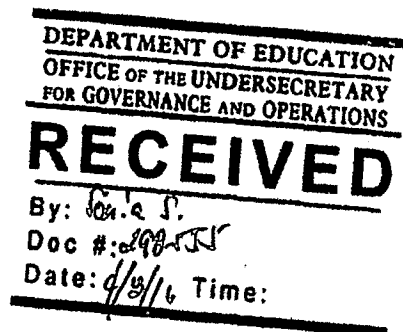
Copy furnished:

**Undersecretary Rizalino D. Rivera**  
Department of Education  
DepEd Complex, Meralco Avenue  
1600 Pasig City

**Director II Dick N. Echavez**  
Civil Service Commission Field Office – Makati  
7/f Building 2, Makati City Hall  
Poblacion  
1200 Makati City

**Director IV Judith D. Chicano**  
Civil Service Commission - National Capital Region  
No. 25 Kaliraya St., Banawe  
1100 Quezon City

*cslq/SSD/SDP/vcc*



*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*



**QUALIFICATION STANDARDS**

Re: Amendment; Public Schools District Supervisor  
Position, Department of Education

Number: 1600324

Promulgated: 29 MAR 2015

X-----X

**RESOLUTION**

Rizalino D. Rivera, Undersecretary, Department of Education (DepEd) submitted to the Commission for approval the following amended Qualification Standards (QS) for the Public Schools District Supervisor (PSDS) position in the DepEd:

| Position Title                     | SG | Education  | Experience   | Training                      | Eligibility             |
|------------------------------------|----|--|--|-------------------------------|-------------------------|
| Public Schools District Supervisor | 22 | Master's degree in Education or other relevant master's degree | 5 years cumulative experience as Master Teacher, Head Teacher or Principal | 16 hours of relevant training | RA 1080 (Teacher)/ PBET |

In his letter request dated 10 June 2015, Undersecretary Rivera mentioned that PSDS, a unique position in the DepEd, has QS approved by then CSC-NCR Director Nelson L. Acebedo on 19 June 1996 where the minimum qualification requirements are the following:

Education : Master's in Education or its equivalent  
Experience : Two (2) years as Elementary School Principal III or  
Four (4) years as Elementary School Principal II  
Training : 16 hours of relevant training  
Eligibility : PBET; Teacher

Moreover, Undersecretary Rivera underscored that DepEd "is currently implementing the Rationalization Program which was approved by the Department of Budget and Management in November 2013. xxx In the rationalized structure, the Schools Division Office will have two (2) functional divisions, Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD). The PSDS will be part of the CID."

Under the 1997 Revised Qualification Standards Manual, the PSDS position is further classified into three (3) types which have the following QS:

| Position Title   | SG | Education   | Experience                     | Training                     | Eligibility            |
|--|----|---|--------------------------------|------------------------------|------------------------|
| Public Schools District Supervisor - (Elementary Grades) | 19 | Bachelor's degree in Elementary Education (BSEED) or its equivalent | 2 years of relevant experience | 8 hours of relevant training | PBET/ Teacher/ RA 1080 |

Continued Copy:

In a R.A.C.E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

**SEYMOUR B. PAJARES**  
Chief Personnel Specialist

| Position Title  | SG | Education   | Experience                     | Training                     | Eligibility            |
|---|----|---|--------------------------------|------------------------------|------------------------|
| Public Schools District Supervisor - (Secondary Grades)                           | 19 | Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education | 2 years of relevant experience | 8 hours of relevant training | PBET/ Teacher/ RA 1080 |
| Public Schools District Supervisor - (Vocational and Two Years Technical Courses) | 19 | Bachelor's degree in the field of specialization or its equivalent with at least eighteen (18) units in professional education  | 2 years of relevant experience | 8 hours of relevant training | PBET/ Teacher/ RA 1080 |

Under DBM-DepEd Joint Circular No. 1, s. 2003 dated November 3, 2003, there was a two-stage salary grade adjustment for PSDS, Education Supervisor I and II positions. Thus, the PSDS position was upgraded from SG-19 to SG-20 in July 2003 and SG-21 in July 2004. Under National Budget Circular No. 521 dated July 1, 2009, the PSDS position was reallocated from SG-21 to SG-22.

Item D (Schools District Level), Section 7 (Power, Duties and Functions) Chapter I (Governance of Basic Education) of RA No. 9155, which is also known as "Governance of Basic Education Act of 2011", provides for the following duties and responsibilities of the PSDS:

*"The schools district supervisor shall be responsible for:*

- (1) Providing professional and instructional advice and support to the school heads and teachers/facilitators of schools and learning centers in the district or cluster thereof;*
- (2) Curricula supervision; and*
- (3) Performing such other functions as may be assigned by proper authorities."*

Moreover, Item C (5) Division Level of the same law states that district supervisors are considered subject area specialists, to wit:

*"(5) Ensuring compliance of quality standards for basic education programs and for this purpose strengthening the role of division supervisors as subject area specialists;"*

Undersecretary Rivera further added that *"the PSDS shall be assisting the SGOD in supporting the schools and learning center to provide the conducive learning environment for all types of learners."*

**Certified True Copy**

**SEYMOUR R. PAJARES**

Chief Personnel Specialist  
Commission Secretariat & Liaison Office



The Position and Competency Profile of the PSDS which is provided by the DepEd states that the PSDS position "is responsible for providing relevant and timely service to schools and learning centers through:

- "the conduct of instructional supervision;
- "provision of technical assistance in school management and curriculum implementation;
- "establishing a conducive physical environment for learners and school workers;
- "sustaining strong and harmonious partnerships and collaboration among stakeholders."

While the Commission notes that the Administrative Code of 1987 provides that the education requirement for second level positions in the Career Service to be at least four (4) years of collegiate work, R.A. No. 9155 instructs as provided above that the PSDS be empowered as subject area specialists tasked to provide professional and instructional advice to school heads and teachers. In light of the foregoing, the Commission finds that a Master's Degree is warranted as minimum education requirement for the position.

In addition, **Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292** provides that:

- (2) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office.  
(underscoring supplied)

Paragraph 3, Item No. 2, Part I – General Policies of CSC Resolution No. 030962 dated September 12, 2003 provides that "Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."

Further evaluation of the above proposed QS for the PSDS position shows that the experience requirement is based on the cumulative experience gained in holding specific position titles in public schools. This is consistent with the ladderized career progression of teaching personnel adopted in the Department. However, the proposed experience requirement limits the recruitment within the Department and precludes those coming from private schools who may have similar work experience but do not necessarily have the same or similar position titles. In effect, it impedes the competition for said career position that should be open for those inside and outside the service.

Given the foregoing, the Commission deemed it essential that the proposed experience requirement for the PSDS position be modified to specifically state the nature of work experience predictive of able performance of the duties and responsibilities of the position (e.g. 5 years cumulative experience in curricula supervision, school administration and/or instruction advice/support). Thus, in a letter dated January 11, 2016, Undersecretary Rivera acceded and proposed the revised experience requirement for the subject position to read as "5 years cumulative experience in instructional supervision and school management."

It should be noted, however, that the amended QS for the PSDS position in the DepEd shall be applied to promotional or regular appointments to residual vacant PSDS positions after placement to comparable positions or after the implementation of the DBM-approved Rationalization Plan. This is consistent with the provisions of CSC MC No. 3, s. 2014

~~Continued from copy:~~

**SEYMOUR E. PAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office

(Clarification on the Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plans of Agencies.)

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the following amended qualification standards for the Public Schools District Supervisor position in the Department of Education:

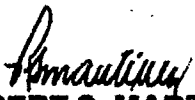
| Position Title                     | SG | Education  | Experience   | Training                      | Eligibility       |
|------------------------------------|----|--|--|-------------------------------|-------------------|
| Public Schools District Supervisor | 22 | Master's degree in Education or other relevant Master's degree | 5 years cumulative experience in instructional supervision and school management | 16 hours of relevant training | RA 1080 (Teacher) |

The Commission **FURTHER RESOLVES** that the amended qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other personnel actions for the subject position in the Department of Education after the implementation of the DBM-approved Rationalization Plan.

Copies of this resolution shall be disseminated to the Civil Service Commission Regional and Field Offices concerned.

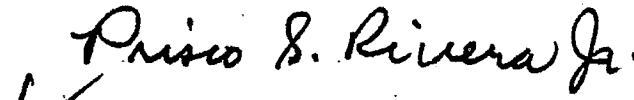
Quezon City.

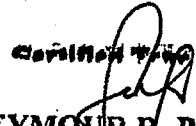
  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**ROBERT S. MARTINEZ**  
Commissioner

  
**NIEVES L. OSORIO**  
Commissioner

Attested By:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

  
**SEYMOUR R. PAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office



**Tanggapan ng Kalihim**  
**Office of the Secretary**

SEP 17 2007

**DEPED ORDER**

No. 66, s. 2007

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

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

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

  
**JESLI A. LAPUS**  
Secretary

Encl.: As stated

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

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT  
EMPLOYEES  
OFFICIALS  
POLICY  
PROMOTION  
QUALIFICATION  
TEACHERS

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

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

### **I. PROCEDURE**

#### **The HRMO/In-Charge of Personnel shall:**

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

#### **The Personnel Selection Board (PSB) shall:**

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

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

**The Appointing Official shall:**

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

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

**II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)**

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary

Vice-Chairperson: Assistant Secretary

Members:

Head of Office where the vacancy exists

Chief, Personnel Division

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

2. In the Regional Office:

Chairperson: Assistant Regional Director

Members:

Chief of the Division/Unit where the vacancy exists

Chief, Administrative Division

Chief Administrative Officer V (HRMO III)

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

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent

Members:

Head of the school where the vacancy exists

Administrative Officer V

Administrative Officer II (HRMO I)

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

4. In the School:

4.1 Central elementary schools and non-central elementary schools:

Chairperson: Principal/School Head

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

4.2 Elementary schools with no school head:

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

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head

Members: Department Head where vacancy exists

Department Head

Administrative Officer

President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated 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<br>(Meritorious Accomplishments) | 20            |
| Education  | 25            |
| Training   | 5             |
| Psycho-social attributes                                     | 5             |
| Potential  | 5             |
| <b>TOTAL</b>   | <b>100</b>    |

## NON-TEACHING GROUP

| CRITERIA   | Level 1    | Level 2    |
|--|------------|------------|
| Performance  | 35         | 30         |
| Experience   | 5          | 10         |
| Outstanding Accomplishments<br>(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> |