



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

Office of the Schools Division
Superintendent

FEB 20 2023

DIVISION MEMORANDUM
No. 042, s. 2023

**RANKING OF APPLICANTS FOR SCHOOL PRINCIPAL I (Elem) AND HEAD
TEACHER I (Elem) POSITIONS OF SDO CEBU PROVINCE
FOR SCHOOL YEAR 2022-2023**

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 positions of School Principal I-Elem (2nd round) and Head Teacher I (Elem) for School Year 2022-2023, adhering to the hiring guidelines as stipulated in the Agency's New Merit Selection Plan (MSP):

DepEd Order 19, s.2022 – “The Department of Education Merit Selection Plan”.

2. Enclosed are the Rules and Procedures to be followed in the evaluation of applicants' documents based on DepEd Order No. 19, s. 2022 (New Merit and Selection Plan) and the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) of the Civil Service Commission, amended 2018.

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

4. Applicants for the Principal I position must pass the National Qualifying Examination for School Heads (NQESH)/Principals' Test.

5. Shifting of career line from being a Master Teacher to a School Principal is allowed once as provided for in DepEd Order 82, s. 1997, “*Revised Guidelines on Shifting from Master Teacher Position to Administrative Position and Vice-versa*”.

6. The total number of teachers supervised must be met as stipulated in DECS Manual 2002 as follows:

- Head Teachers: 7 to 9
- Principal I: 10-29
- Principal II: 30 to 59
- Principal III: 60 to 99
- Principal IV: 100 and more



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

8. Training certificates must be taken in the last five (5) years supported by an implementation plan and outputs/accomplishment reports signed by authorized signatories aligned to individual and professional development plans.

9. Secondary graduates applying for Principal I position can apply for both elementary and secondary tracks but the same is not applicable to Elementary graduates.

10. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.

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

12. Applicants should prepare one (1) folder containing pertinent documents which are certified true copies of the original documents to be submitted to the Human Resource Management Unit. Applicants are required to bring the original documents upon submission of the application.

13. 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 the claims of applicants.

14. Enclosed is the schedule of activities for the ranking of vacant positions.

15. Applicants and the HRMPSB Committee members shall strictly comply at all times with all precautionary measures including but not limited to social distancing, wearing of face mask, etc.

16. All expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.

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

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


MARILYN S. ANDALES, EdD CESO V
Schools Division Superintendent



QUALIFICATION STANDARDS FOR VARIOUS RELATED-TEACHING POSITIONS

Position Title	Salary Grade	BASIC QUALIFICATION STANDARDS				No. of Vacant Positions
		Education	Experience	Training	Eligibility	Place of Assignment
School Principal I - Elem Pre-requisite: NQESH PASSER	19	Bachelor's degree in Elementary Education ; or	Head Teacher for one (1) year; or Teacher-In-Charge for two (2) years; or Master Teacher for two (2) years; or Teacher for five (5) years	40 hours of relevant training	RA 1080 (Teacher)	SDO/Schools within the Division of Cebu Province without full-fledged School Principal
Head Teacher I-Elem	14	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	TIC for one (1) year; or Teacher for three (3) years	24 hours of relevant training	RA 1080 (Teacher)	SDO/Schools within the Division of Cebu Province



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Human Resource Merit Promotion & Selection Board (HRMPSB)

RULES AND PROCEDURES TO BE FOLLOWED IN THE EVALUATION OF APPLICANTS' DOCUMENTS BASED ON DO No. 19, s. 2022 (New Merit Selection Plan) and the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) of the Civil Service Commission (CSC), amended 2018

1. The new Table of Increments shall be used in the granting or assigning of points as regards applicants' Education, Training, and Experience (ETE), (copy attached);
2. Employee will only be promoted at least 12 months prior to his/her last promotion with a complete one/valid (1) RPMS cycle (latest appointment must be inserted in the folder);
3. For training or learning and development intervention, **for promotion**, the certificates of training attended must be relevant/indicated in the employee's personal and professional development plan and must be supported by an action or implementation plan with measurable outcomes/outputs (impact) as applied in the classroom, unit, section or office duly signed by authorized individuals, heads of unit, office, section or division. Mere attachment of certificates does not warrant any points, except for entry positions or hiring of new teachers. Certificates must be taken in the last five years prior to the conduct of assessment/evaluation of documents and must be relevant to the job applied for.
4. Applicants for promotion must be at least three (3) salary grades lower than the position/job title being applied for (e.g. for Education Program Supervisor-SG 22, the applicant must be at least, at SG 19 (Principal 1, Head Teacher VI or Senior Education Program Specialist); applicants below the three (3)-grade salary limit (quantum leap) will be automatically disqualified; and
5. NQESH passers are encouraged to apply to Principal 1 vacant items, except those who were just promoted recently to head teacher positions, to both elementary or secondary level/track, however, NQESH passers who are still at salary grade lower than SG 16 may still be subject to further or in-depth verification and validation/background investigation (may not be included in the CAR-RQA).
6. The following timeline shall be observed:
 - 6.1 Uploading of the Memo on the division website – February 20, 2023;
 - 6.2 Deadline on the submission of application folders – March 10, 2023 (until 5:00PM- 5 working days only);
 - 6.3 Evaluation of Documents -March 13-17, 2023 – 5 working days only;
 - 6.4 Further review of the comparative assessment results and behavioral event interview – March 20-24, 2023 (4 days only);
 - 6.5 Posting of the Comparative Assessment Results-RQA – March 27-April 5, 2023 (10 calendar days only)
 - 6.6 Consolidation of Corrected Points and Submission to the Appointing Authority – April 11-12, 2023 (2 working days only)
 - 6.7 For implementation – March 13, 2023 onwards



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(Enclosure to Division Memorandum No. ____, s.2023)

**SCHEDULE OF ACTIVITIES IN THE RANKING OF APPLICANTS FOR THE POSITIONS OF
PRINCIPAL I – Elem and HEAD TEACHER I - Elem FOR SCHOOL YEAR 2022-2023**

Date	Venue	Time	No. of Working Days	Activities
March 6-10, 2023	Anywhere with internet connectivity	24 hours	5 days	Online application by the applicants www.depedcebuprovince.ph (http://112.198.193.182/)
March 6-10, 2023	Division Office – HR Unit	8:00am-5:00pm	5 days	Submission and Initial Assessment of applicants' pertinent documents (hard copy)
March 13-17, 2023	Deped Ecotech Center	8:00am-5:00pm	5 days	- Orientation of the members of the Division HRMPSB Committee - Documents' Review by the HRMPSB Sub-Committee - Preparation of the Tentative Comparative Assessment Results
March 20-23, 2023	Deped Ecotech Center	8:00am-5:00pm	4 days	Review of the Comparative Assessment Results and Behavioral Event Interview March 20-21, 2023 – Principal I – Elementary March 22-23, 2023 – Head Teacher I – Elementary
March 24, 2023	Deped Ecotech Center	8:00am-5:00pm	10 days	Final Review, Signing and Submission of the Tentative Comparative Assessment Results to the Appointing Authority
March 27-April 5, 2023	Division Office/conspicuous places	8:00am-5:00pm	10 days	Posting of results. Note: Request for corrections shall only be entertained during posting period
April 11-12, 2023	Division Office	8:00am-5:00pm	2 days	Consolidation of points after corrections and Submission to the Appointing Authority
April 13, 2023, and onwards	Division Office/conspicuous places	8:00am-5:00pm	-	Implementation Schedule

**LIST OF DOCUMENTARY REQUIREMENTS IN THE APPLICATION FOR
SCHOOL PRINCIPAL I - ELEM and HEAD TEACHER I – ELEM POSITIONS
FOR SY 2022-2023**

1. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable"
3. Photocopy of valid and updated PRC License/ID, if applicable
4. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
5. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
6. Photocopy of Certificate/s of Training, if applicable
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
8. Photocopy of latest appointment, if applicable
9. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)
11. Other documents as may be required for comparative assessment:
 - a. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
 - b. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled
 - c. Photocopy of Latest Appointment, if applicable (for promotion)
 - d. Latest Certification of Unliquidated Cash Advances



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Human Resource Merit Promotion & Selection Board (HRMPSB)

DATA PRIVACY CONSENT FORM

We at the HRMPSB are committed to provide you with services that are compliant to the Data Privacy Act (RA 10173) including its IRR as well as the other guidelines and issuances by the National Data Privacy Commission (NPC).

Processing of Personal Data:

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, birthdate and the like, may be used for (1) ranking purposes only; (2) monitoring the update of your application; (3) sending notifications/updates; and (4) other similar activities, in connection to your application for employment or promotion. Said information will only be used for activities related to recruitment, selection and appointment and will not be shared by other agencies. For posting in the agency website, **only the names will be indicated** (birthdates, contact numbers will not be included), **if an employee/applicant provides written objection to the posting of names on the website or agency's bulletin board, numeric or alphabetic coding may be resorted to.** Information may be used further by the agency for research and for statistical purposes only.

Data Protection:

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information who will treat any confidential information under strict confidentiality. In case of a breach, HRMPB shall notify you and inform the National Privacy Commission (NPC) in accordance with the NPC Circular 16-03 or Personal Data Breach Management. Personal information collected are stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

Rights of the Data Subject:

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent to my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

Applicant

hrmpsbyay2023



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Table 2.a. Increments Table – Education

Increment Level	Range	
	From	To
1	Can Read and Write	Elementary Level Education
2	Elementary Graduate	Junior High School Level Education (K to 12) High School Level (Old curriculum)
3	Completed Junior High School (K to 12)	Senior High School Level Education (K to 12)
4	Senior High School Graduate (K to 12) High School Graduate (Old curriculum)	Less than 2 years of College
5	Completed 2 years in College	Less than a Bachelor's Degree but more than 2 years in College
6	Bachelor's Degree	Less than 6 Units earned towards the completion of a Master's Degree
7	6 Units earned towards the completion of a Master's Degree	Less than 9 Units earned towards the completion of a Master's Degree
8	9 Units earned towards the completion of a Master's Degree	Less than 12 Units earned towards the completion of a Master's Degree
9	12 Units earned towards the completion of a Master's Degree	Less than 15 Units earned towards the completion of a Master's Degree
10	15 Units earned towards the completion of a Master's Degree	Less than 18 Units earned towards the completion of a Master's Degree
11	18 Units earned towards the completion of a Master's Degree	Less than 21 Units earned towards the completion of a Master's Degree
12	21 Units earned towards the completion of a Master's Degree	Less than 24 Units earned towards the completion of a Master's Degree
13	24 Units earned towards the completion of a Master's Degree	Less than 27 Units earned towards the completion of a Master's Degree
14	27 Units earned towards the completion of a Master's Degree	Less than 30 Units earned towards the completion of a Master's Degree
15	30 Units earned towards the completion of a Master's Degree	Less than 33 Units earned towards the completion of a Master's Degree
16	33 Units earned towards the completion of a Master's Degree	Less than 36 Units earned towards the completion of a Master's Degree
17	36 Units earned towards the completion of a Master's Degree	Less than 39 Units earned towards the completion of a Master's Degree
18	39 Units earned towards the completion of a Master's Degree	Less than 42 Units earned towards the completion of a Master's Degree
19	42 Units earned towards the completion of a Master's Degree	Less than Complete Academic Requirements completed towards the completion of a Master's Degree
20	Complete Academic Requirements completed towards a Master's Degree	Less than an awarded Master's Degree
21	Master's Degree	Less than 3 Units earned towards the completion of a Doctorate
22	3 Units earned towards the completion of a Doctorate	Less than 6 Units earned towards the completion of a Doctorate
23	6 Units earned towards the completion of a Doctorate	Less than 9 Units earned towards the completion of a Doctorate
24	9 Units earned towards the completion of a Doctorate	Less than 12 Units earned towards the completion of a Doctorate
25	12 Units earned towards the completion of a Doctorate	Less than 15 Units earned towards the completion of a Doctorate
26	15 Units earned towards the completion of a Doctorate	Less than 18 Units earned towards the completion of a Doctorate
27	18 Units earned towards the completion of a Doctorate	Less than 21 Units earned towards the completion of a Doctorate
28	21 Units earned towards the completion of a Doctorate	Less than 24 Units earned towards the completion of a Doctorate
29	24 Units earned towards the completion of a Doctorate	Less than Complete Academic Requirements completed towards the completion of a Doctorate
30	Complete Academic Requirements completed towards a Doctorate	Less than an awarded Doctorate
31	Doctorate	

Table 2.b. Increments Table – Training

Increment Level	Range	
	From	To
1	0 hours	Less than 8 hours
2	8 hours	Less than 16 hours
3	16 hours	Less than 24 hours
4	24 hours	Less than 32 hours
5	32 hours	Less than 40 hours
6	40 hours	Less than 48 hours
7	48 hours	Less than 56 hours
8	56 hours	Less than 64 hours
9	64 hours	Less than 72 hours
10	72 hours	Less than 80 hours
11	80 hours	Less than 88 hours
12	88 hours	Less than 96 hours
13	96 hours	Less than 104 hours
14	104 hours	Less than 112 hours
15	112 hours	Less than 120 hours
16	120 hours	Less than 128 hours
17	128 hours	Less than 136 hours
18	136 hours	Less than 144 hours
19	144 hours	Less than 152 hours
20	152 hours	Less than 160 hours
21	160 hours	Less than 168 hours
22	168 hours	Less than 176 hours
23	176 hours	Less than 184 hours
24	184 hours	Less than 192 hours
25	192 hours	Less than 200 hours
26	200 hours	Less than 208 hours
27	208 hours	Less than 216 hours
28	216 hours	Less than 224 hours
29	224 hours	Less than 232 hours
30	232 hours	Less than 240 hours
31	240 hours	or more

Table 2.c. Increments Table – Experience

Increment Level	Range	
	From	To
1	None	Less than 6 months
2	6 months	Less than 1 year
3	1 year	Less than 1 year 6 months
4	1 year 6 months	Less than 2 years
5	2 years	Less than 2 years 6 months
6	2 years 6 months	Less than 3 years
7	3 years	Less than 3 years 6 months
8	3 years 6 months	Less than 4 years
9	4 years	Less than 4 years 6 months
10	4 years 6 months	Less than 5 years
11	5 years	Less than 5 years 6 months
12	5 years 6 months	Less than 6 years
13	6 years	Less than 6 years 6 months
14	6 years 6 months	Less than 7 years
15	7 years	Less than 7 years 6 months
16	7 years 6 months	Less than 8 years
17	8 years	Less than 8 years 6 months
18	8 years 6 months	Less than 9 years
19	9 years	Less than 9 years 6 months
20	9 years 6 months	Less than 10 years
21	10 years	Less than 10 years 6 months
22	10 years 6 months	Less than 11 years
23	11 years	Less than 11 years 6 months
24	11 years 6 months	Less than 12 years
25	12 years	Less than 12 years 6 months
26	12 years 6 months	Less than 13 years
27	13 years	Less than 13 years 6 months
28	13 years 6 months	Less than 14 years
29	14 years	Less than 14 years 6 months
30	14 years 6 months	Less than 15 years
31	15 years	or more

Table 3. Rubrics for Computation of Points for Education, Training, and Experience

Teacher I

Weight Allocation	Education		Training		Experience	
	Increments from minimum QS	Points	Increments from minimum QS	Points	Increments from minimum QS	Points
Education: 10 points Training: 10 points Experience: 10 points	8 or more increments	10	8 or more increments	10	8 or more increments	10
	6-7 increments	8	6-7 increments	8	6-7 increments	8
	4-5 increments	6	4-5 increments	6	4-5 increments	6
	2-3 increments	4	2-3 increments	4	2-3 increments	4

School Administration

Weight Allocation	Education		Training		Experience	
	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
Education: 10 points Training: 10 points Experience: 10 points	8 or more increments	10	8 or more increments	10	8 or more increments	10
	6-7 increments	8	6-7 increments	8	6-7 increments	8
	4-5 increments QS + 4	6	4-5 increments	6	4-5 increments	6
	2-3 increments	4	2-3 increments	4	2-3 increments	4

Related-Teaching

Weight Allocation	Education		Training		Experience	
	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
Education: 10 points Training: 10 points Experience: 10 points	8 or more increments	10	8 or more increments	10	8 or more increments	10
	6-7 increments	8	6-7 increments	8	6-7 increments	8
	4-5 increments	6	4-5 increments	6	4-5 increments	6
	2-3 increments	4	2-3 increments	4	2-3 increments	4

Non-Teaching

Salary Range and Weight Allocation	Education		Training		Experience	
	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
General Services Positions <i>Education: 5 points</i> <i>Training: 5 points</i> <i>Experience: 20 points</i>	5 or more increments	5	5 or more increments	5	10 or more increments	20
	4 increments	4	4 increments	4	8-9 increments	16
	3 increments	3	3 increments	3	6-7 increments	12
	2 increments	2	2 increments	2	4-5 increments	8
	1 increment	1	1 increment	1	2-3 increments	4
SG 1-9 (Non-General Services Positions) <i>Education: 5 points</i> <i>Training: 5 points</i> <i>Experience: 20 points</i>	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
	10 or more increments	5	5 or more increments	5	10 or more increments	20
	8-9 increments	4	4 increments	4	8-9 increments	16
	6-7 increments	3	3 increments	3	6-7 increments	12
	4-5 increments	2	2 increments	2	4-5 increments	8
	1-3 increments	1	1 increment	1	2-3 increments	4
SG 10-22 and SG 27 <i>Education: 5 points</i> <i>Training: 10 points</i> <i>Experience: 15 points</i>	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
	25 or more increments	5	5 or more increments	10	10 or more increments	15
	24 increments	4	4 increments	8	8-9 increments	12
	15-23 increments	3	3 increments	6	6-7 increments	9
	14 increments	2	2 increments	4	4-5 increments	6
	5-13 increments	1	1 increment	2	2-3 increments	3
SG 24 <i>Education: 10 points</i> <i>Training: 5 points</i> <i>Experience: 15 points</i>	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
	10 or more increments	10	5 increments	5	10 or more increments	15
	9 increments	8	4 increments	4	8-9 increments	12
	8 increments	6	3 increments	3	6-7 increments	9
	6-7 increments	4	2 increments	2	4-5 increments	6
	4-5 increments	2	1 increment	1	2-3 increments	3