



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

Office of the Schools Division
Superintendent

May 2, 2023

DIVISION MEMORANDUM

No. 120, s. 2023

**CALL FOR APPLICATIONS OF PRINCIPAL II TO IV POSITIONS/VACANCIES
FOR THE CALENDAR YEAR 2023**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/District-in-Charge
Elementary/Secondary School Heads
All Others Concerned

1. The Office hereby informs the field of the submission of application documents for the Principal II to IV existing/prospective vacancies for the Calendar Year 2023 both elementary and secondary levels.

2. All interested applicants for promotion whether internal or external to SDO Cebu Province shall submit the following documentary requirements to the Division HR Unit **on or before May 12, 2023** (Friday):

- a) Letter of intent addressed to the Schools Division Superintendent;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c) Certified true copy of valid and updated PRC ID/License;
- d) Certified true copy of eligibility/**board/NQESH rating**;
- e) Certified true copy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post-graduate units/degrees;
- f) Certified true copies of certificates of **relevant** training on leadership and management or instructional supervision (**at least 40 hours**), if applicable, taken/attended in the **last five (5) years reckoned from the date/deadline of submission**;
- g) Certified true copies of Certificate of Employment, Contract of Service, or duly signed **Service Record**, whichever is/are applicable;
- h) **Certified true copy of the latest CSC-approved appointment/last promotion** (mandatory requirement);
- i) Certified true copy of the Performance Ratings in the last three (3) rating periods/calendar or school years covering three-year performance/s in the current or latest position prior to the deadline of submission;
- j) 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by an authorized official;



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k) Photocopy of NBI clearance and PSA/NSO/Birth and/or Marriage Certificate (for female applicants) must also be submitted; and

l) Other supporting documents related to awards, research, innovations, outstanding accomplishments, **duly-approved application of education, and L & D must also be inserted in the application folder (approving authority is the head of agency/SDS for principals) (impertinent and irrelevant, and other documents without approval from the head of agency should not be inserted in the folders).**

3. Photocopy of Transcript of Records (TOR) must be certified by the college or university registrar; PRC ID, and Board Rating results shall be certified by the issuing agency; other documents may be certified by the PSDS, ASDS or a notary public.

4. Applicants shall submit one (1) folder containing all the documents mentioned above to the HR Unit with proper tabbing.

5. Applicants will be assessed using **DO No. 19, s. 2022 (DepEd New Merit Selection Plan)** and **DO No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, particularly on School Administration Category**. Please refer to the attachments or enclosures. All concerned are advised to download the above-cited memos at www.deped.gov.ph.

6. The point system for Comparative Assessment for the School Administration Position is indicated below:

Criteria	Maximum Points Possible
a) Education	10
b) Training	10
c) Experience	10
d) Performance	25
e) Outstanding Accomplishments	10
f) Application of Education	10
g) Application of Learning & Development	10
f) Potential (Written Test, Skills Test, BEI)	15
TOTAL	100

7. Individuals who failed to submit complete mandatory documents as herein mentioned on the set deadline indicated in this memo shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline, as indicated in this memorandum.**

8. Applicants shall be guided by the following qualification standards:

Position Title	QS as Per DO No. 39, s. 2007 (Natural Vacancy)	QS as per DO No. 97, s. 2011 for Reclassification	Remarks
Principal II (Elem)	Education: Bachelor's	Education: Master's degree in the fields of administration,	The applicant may be

	<p>degree in Elementary Education or Bachelor's degree with 18 professional units in education with 6 units in management</p> <p>Experience: 1 year as Principal</p> <p>Training: 40 hours of relevant training</p> <p>Eligibility: NQESH and LET/PBET Passer</p>	<p>supervision, and leadership or management plus 6 doctoral units</p> <p>Experience: 1 year as Principal I</p> <p>Training: 48 hours of relevant NEAP-accredited training not used in the last promotion</p> <p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p>	<p>recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>
Principal III (Elem)	<p>Education: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in education with 6 units in management</p> <p>Experience: 2 years as Principal</p> <p>Training: 40 hours of relevant training</p> <p>Eligibility: NQESH and LET/PBET Passer</p>	<p>Education: Master's degree in the fields of administration, supervision, and leadership or management plus 12 doctoral units</p> <p>Experience: 2 years as Principal II</p> <p>Training: 56 hours relevant NEAP-accredited training not used in the last promotion</p> <p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>
Principal IV (Elem)	<p>Education: Bachelor's degree in Elementary Education or Bachelor's</p>	<p>Education: Master's degree in the fields of administration, supervision, and leadership or management plus 24 doctoral units</p>	<p>The applicant may be recommended for reclassification if there are no</p>

	<p>degree with 18 professional units in education with 6 units in management</p> <p>Experience: 3 years as Principal</p> <p>Training: 40 hours of relevant training</p> <p>Eligibility: NQESH and LET/PBET Passer</p>	<p>Experience: 2 years as Principal III</p> <p>Training: 56 hours of relevant NEAP-accredited training not used in the last promotion</p> <p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p>	<p>natural vacancies, subject to validation and background investigation.</p>
Principal II (Secondary)	<p>Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in education with 6 units in management</p> <p>Experience: 1 year as Principal</p> <p>Training: 40 hours of relevant training</p> <p>Eligibility: NQESH and LET/PBET Passer</p>	<p>Education: Master's degree in the fields of administration, supervision, and leadership or management plus 6 doctoral units</p> <p>Experience: 1 year as Principal I</p> <p>Training: 48 hours of relevant NEAP-accredited training not used in the last promotion</p> <p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>
Principal III (Secondary)	<p>Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in education with</p>	<p>Education: Master's degree in the fields of administration, supervision, and leadership or management plus 12 doctoral units</p> <p>Experience: 2 years as Principal II</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and</p>

	6 units in management Experience: 2 years as Principal Training: 40 hours of relevant training Eligibility: NQESH and LET/PBET Passer	Training: 56 hours of relevant NEAP-accredited training not used in the last promotion Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years	background investigation.
Principal IV (Secondary)	Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in education with 6 units in management Experience: 3 years as Principal Training: 40 hours of relevant training Eligibility: NQESH and LET/PBET Passer	Education: Master's degree in the fields of administration, supervision, and leadership or management plus 24 doctoral units Experience: 2 years as Principal III Training: 56 hours of relevant NEAP-accredited training not used in the last promotion Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years Note: Training certificates are valid for the last five (5) years and not credited or counted in the last or previous promotion (counting May 12, 2023, as the reckoning date/backward).	The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.

9. The indicative timeline of the school administration/promotional recruitment process/es is hereby indicated:

Activities	Persons Responsible	Timeline/ Dates	Remarks
-Submission of application folders to the HR Unit	HR/HRMPSB staff, applicants	May 2-12, 2023	10 calendar days
-Assessment, and review/checking of the	HRMPSB members, HR Unit/Secretariat;	May 15-18, 2023	3 days

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documents submitted by the applicants	Subcommittee members		
-Conduct of the written examination and BEI	HRMPSB mandatory members	May 18, 2023	1 day
-Checking/grading of the written tests given to the applicants	HRMPSB mandatory members	May 19, 2023	1 day
-Consolidation of points or scores for the posting	HRMPSB mandatory members/Secretariat	May 20, 2023 (Saturday)	1 day
-Posting of the Tentative Rank List	HRMPSB/HR Secretariat	May 22, 2023	The Tentative Rank List will be uploaded to the official Division website adhering to the ten-day posting period as per DO No. 19, s. 2022; Applicants are given five (5) calendar days to raise corrections on the tentative rank list, after the lapse of the 10-day posting period, the rank list will be ready for implementation.

10. Members of the HRMPSB/HR Unit/Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered on or during Saturdays.

11. Applicants must consider complying or meeting the qualifications standards stipulated in DO No. 97, s. 2011 since there are only a few existing natural vacancies in the positions earlier mentioned.

12. Expenses that will be incurred in this activity/undertaking shall be charged to the Division's MOOE, however, the traveling expenses incurred by the school heads and other members of the committees who need to travel from the districts or schools shall be charged to the school's MOOE or other local funds available subject to its availability and the usual accounting and auditing rules or regulations.

13. This Memorandum serves as "Authority to Travel" for those stationed in the schools or districts.

14. Please see the attachments/enclosures for further details. Wide dissemination of and strict compliance with this Memorandum is hereby directed/desired.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

sds/asds/vay/2023



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Republic of the Philippines
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Schools Division of Cebu Province

Enclosure 1

Human Resource Merit Promotion & Selection Board (HRMPSB)

DATA PRIVACY CONSENT FORM

We at the HRMPSB are committed to provide you with services that are complaint 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 on the agency website, **only the names will be indicated** (birthdate/s, and 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 the personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information and 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 NPC Circular 16-03 or Personal Data Breach Management. Personal information collected is 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:

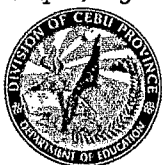
As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

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 the 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

hrmpsb/vay2023



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
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Enclosure 2

(Enclosure No. 3 to DepEd Order No. 007, s. 2023)



To authenticate this document, please scan the QR code. **DEPED-OSEC-478130**

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS

1. The assessment for School Administration positions shall be based on the following criteria:

- a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- e. **Outstanding Accomplishments** acquired after the last promotion;
- f. **Application of Education** acquired after the last promotion;
- g. **Application of Learning and Development** acquired after the last promotion; and
- h. **Potential** measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1.

Table 1. Point System for Evaluative Assessment: School Administration Positions

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
Total	100

Rubrics for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Increments Table (Table 2.a, 2.b, 2.c) and the Rubrics for Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

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

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	10 or more increments	10	10 or more increments	10	10 or more increments	10
	8-9 increments	8	8-9 increments	8	8-9 increments	8
	6-7 increments	6	6-7 increments	6	6-7 increments	6
	4-5 increments	4	4-5 increments	4	4-5 increments	4
	2-3 increments	2	2-3 increments	2	2-3 increments	2

Illustrative example:

Vacant position: **School Principal I (Secondary School) – SG 19**

Qualification Standards per CSC-approved QS

Education : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units
Training : 40 hours of relevant training
Experience : Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years.

The date of HRMPSB assessment/ Open Ranking System: **September 20, 2022**

- a. Based on the minimum QS of the position to be filled, the HRMPSB shall determine the baseline level for computing the points for ETE using the Increments Table as shown in Table 2.a, 2.b, and 2.c.

Minimum requirement per CSC-approved Qualification Standards for School Principal I (Secondary School) – SG 19		Corresponding Level based on Increments Table
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Level 6 (based on Table 2.a)
Training	40 hours relevant training	Level 6 (based on Table 2.b)
Experience	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	Level 3 for HT Level 5 for TIC and MT Level 11 for Teacher (based on Table 2.c)

For purposes of determining the baseline level for Education, any professional or specialization units as may be required in the CSC-approved QS in addition to non-Education degree shall be considered equivalent to a Bachelor's degree in Education (e.g. Bachelor's degree plus 18 professional units in Education with appropriate major = Level 6 based on Table 2.a). Additional professional and specialization units taken to earn the equivalent Education degree (i.e., BEEd, BSEd) shall not correspond to units towards the completion of a Master's degree.

- b. After determining the baseline level, the HRMPSB shall compute for the increments of the applicant's actual qualifications based on the submitted documentary requirements. *Increment* shall refer to the difference between the applicant's actual qualification level and the corresponding level of the minimum (baseline) QS requirement of the position to be filled.

Only qualifications that are relevant to the position to be filled and which exceed the minimum (baseline) QS requirements of the position shall be given corresponding points in the computation of increments.

For positions with multiple QS requirement for Experience (e.g. HT for 1 year, MT for 2 years, TIC for 2 years, Teacher for 5 years), the HRMPSB shall identify the relevant experience **with the highest increment incurred**. This shall be the basis in determining the final score of the applicant for the Experience component.

Illustrative example:

Computation of increments based on actual Education qualification of Applicant A:

Education Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.a (Education)
Master of Arts in Education (MAED)	<p>Using Table 2.a, the corresponding level of Applicant A's Education qualification (Master's degree in Public Administration) is at Level 21.</p> <p>The number of increments for Applicant A's Education qualifications shall be computed by subtracting the minimum QS level (Level 6) from the applicant's qualification level (Level 21), as illustrated below:</p> <p style="text-align: center;">Applicant's Educ level – QS level = Increment 21 – 6 = 15 increments</p>

Computation of Increments based on actual Training qualification of Applicant A:

Training Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.b (Training)
<p>FLEX2LEAD (for School Heads), May 24-June 04, 2021, 80 hrs.</p> <p>Capability Building Program for Teachers and School Heads organized by NEAP, March 1-5, 2021, 40 hrs.</p> <p>Division Training on the Conduct of Research (December 7-10, 2020) 32 hours</p> <p>Division Rollout of PPST-RPMS for Teachers (August 15-16, 2018) 16 hours</p> <p>National Assembly of Education: Hold It In Trust: Leading in the Time of Industry (September 25-27, 2017) 24 hours</p>	<p>The cumulative hours of the relevant training/L&D, which are acquired after the last promotion and within the last 5 years reckoned from the date of HRMPSB assessment, shall be considered for the counting of increments.</p> <p>In the case of Applicant A, all training/L&D interventions declared in his PDS are considered relevant to the School Principal I position. However, the "National Assembly of Education: Hold It In Trust: Leading in the Time of Industry" will not be credited for the computation of increments since it was earned more than 5 years from the date of HRMPSB Assessment. Applicant A's cumulative hours of relevant training/L&D shall be 152 hours. Using Table 2.b, the corresponding level of Applicant A's Training qualification (152 hours) is at Level 20.</p> <p>The number of increments for Applicant A's Training qualifications shall be computed by subtracting the minimum QS level (Level 6) from the applicant's qualification level (Level 20), as illustrated below:</p> <p style="text-align: center;">Applicant's Training level – QS level = Increment 20 – 6 = 14 increments</p> <p>Note: Applicant A's last promotion as Head Teacher III: November 25, 2013 The date of HRMPSB assessment/Open Ranking: September 20, 2022</p>

Computation of Increments based on actual Experience qualification of Applicant A:

Experience Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.c (Experience)
<p>Head Teacher III (August 01, 2019 to present)</p> <p>Head Teacher I (March 05, 2013 to July 31, 2019)</p>	<p>Only those experience relevant to the position to be filled shall be considered in the computation of increments. Relevant experience shall be reckoned from the date of first day of service.</p> <p>In the case of Applicant A, the relevant experiences are the following:</p> <ol style="list-style-type: none"> <u>Head Teacher III (from August 01, 2019 to present*) is 3 years and 1 month.</u> <u>Head Teacher I (from March 05, 2013 to July 31, 2019) is 7 years and 4 months</u> <p>Using Table 2.c, the corresponding level of Applicant A's Experience qualification exclusively as Head Teacher (10 years and 5 months) is at Level 21.</p> <p>The number of increments for Applicant A's Experience qualifications shall be computed by subtracting the minimum QS level of 1 year as Head Teacher (Level 3) from the applicant's qualification level (Level 14), as illustrated below:</p> <p style="text-align: center;">Applicant's Experience level – QS level = Increment 21 – 3 = 18 increments</p>

Teacher III (March 23, 2010 to March 04, 2013)	<p>c. Teacher I to III (from September 10, 2003 to March 03, 2011) is 9 years and 5 months</p> <p>Using Table 2.c, the corresponding level of Applicant A's Experience qualification exclusively as Teacher I, II, and III (9 years and 5 months) is at Level 19.</p> <p>The number of increments for Applicant A's Experience qualifications shall be computed by subtracting the minimum QS level of 'Teacher for 5 years' (Level 11) from the applicant's qualification level (Level 19), as illustrated below:</p> <p style="text-align: center;">Applicant's Experience level - QS level = Increment 19 - 11 = 8 increments</p>
Teacher II (June 21, 2007 to March 22, 2010)	
Teacher I (September 10, 2003 to June 20, 2007)	

* reckoning date: Date of HRMSB Assessment/ Open Ranking System

- c. After computing the number of increments from the minimum (baseline) QS requirement, the corresponding points earned by the applicant for ETE shall be determined using Table 3 (*Rubrics for Computation of Points for Education, Training, and Experience*).

Illustrative example:

Using the applicable rubrics for the School Administration as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:

Qualification of the Applicant A			Computation of Points based on Incremental Scales Table 3: ETE Rubrics			Total number of points for ETE
Education	Training	Experience	Education	Training	Experience	
Bachelor's degree in Secondary Education	FLEX2LEAD (for School Heads), May 24-June 04, 2021, 80 hrs.	Head Teacher III (November 25, 2015 to present)	15 increments	14 increments	19 increments	30 points
Master's degree in Education (MAEd)	Capability Building Program for Teachers and School Heads organized by NEAP, March 1-5, 2021, 40 hrs.	Head Teacher I (March 05, 2013 to November 24, 2015)	Based on Table 3: 10 or more increments = 10 points (out of 10)	Based on Table 3: 10 or more increments = 10 points (out of 10)	Note: 19 increments for HT experience; and 8 increments for Teaching experience.	
	Division Training on the Conduct of Research (December 7-10, 2020) 32 hours	Teacher III (March 23, 2010 to March 04, 2013)	*Applicant A exceeds the minimum QS of Secondary School Principal of either Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	*Applicant A exceeds the minimum QS of 4 hours relevant training	Applicant A's qualification as HT incurs the highest increment; therefore it will be the basis for computing final score for Experience component.	
	Division Rollout of PPST-RPMS for Teachers (August 15-16, 2018) 16 hours	Teacher II (June 21, 2007 to March 22, 2010)	*Applicant A earns the maximum 10 points allotted for Education	*Applicant A earns the maximum 10 points allotted for Training	Based on Table 3: 10 or more increments = 10 points (out of 10)	
	National Assembly of Education: Hold It In Trust: Leading in the Time of Industry (September 25-27, 2017) 24 hours	Teacher I (September 10, 2003 to June 20, 2007)			*Applicant A exceeds the minimum QS as Head Teacher and further incurred 16 increments for this experience. *Applicant A earns the maximum 10 points allotted for Experience	

- d. Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.
- e. The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:

- i. Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis; provided, that the units and/or degrees earned are relevant to the position applied for; provided further, that the subjects completed are not duplicated.
- ii. Consistent with the provisions of the CSC ORAOHRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of giving points, except for positions that involve practice of profession covered by board laws.
- iii. Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (LLB.) or Juris Doctor (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as equivalent to professional doctorate units/degrees in other non-law academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules governing the bar, subject to further clarificatory guidelines as may be issued by the LEB.
- iv. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular (MC) No. 3, s. 2021 (*General Guidelines on Digital/Online Learning in the Public Sector*).
- v. Relevant experience gained from part-time work of at least four (4) hours per day may be considered; provided, that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the months or years of relevant experience submitted shall be transmuted to the equivalent months or years of experience based on the CSC-required eight (8)-hour per day workday.
- vi. Relevant Experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment. Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.
- f. Applicable provisions under Rule VIII Part I to IV of the CSC ORAOHRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.

4. **Performance.** Performance refers to the assessment of how tasks, duties, and responsibilities are carried out or accomplished by the applicant as evidenced by performance rating document or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.

$$\text{Points}_{\text{(Performance)}} = x/5 * \text{WA}_{\text{(Performance)}}$$

Where:

x = Performance Rating

5 = Highest Possible PR in DepEd RPMS

WA = Weight Allocation for Performance
(25 points)

Illustrative example:

Vacant Position:

School Principal I – SG 19

$x = 4.356$

WA = 25

$\text{Points}_{\text{(Performance)}} = 4.356/5 * 25 = 21.78$

a. **Internal applicants.**

The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (RPMS) Individual Performance Commitment and Review (IPCR) Form obtained from the applicant's current or previous job or position that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening shall be required, except for promotion from first to second level entry positions where the required performance rating is at least Satisfactory (S).

An official or employee who is on official leave of absence, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leaves, may be considered for promotion. In such cases, a performance rating in the last rating period prior to the leave of absence shall be required.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion, if applicable.

b. **External applicants.**

For external applicants whose performance is measured using a five (5)-level adjectival performance rating scale, the midpoint value of the RPMS rating (Table 4) equivalent to the adjectival rating shall be used as the applicant's performance rating (x). The Certificate of Rating must be supported with the Performance Evaluation Tool.

Table 4. Midpoint Value of the RPMS Rating

RPMS Rating Scale	Midpoint Value
Outstanding 4.500-5.000	4.75
Very Satisfactory 3.500-4.499	3.995
Satisfactory 2.500-3.499	2.995
Unsatisfactory 1.500-2.499	1.995
Poor Below 1.499	0.7495

Illustrative example:

<p><i>Vacant position:</i> School Principal I – SG 19 <i>Adjectival Performance Rating Scale in the previous job:</i> <i>Below Expectation; Needs Improvement; Good; Strong; Role Model</i></p> <p><i>Performance rating of the applicant: Strong</i></p> <p>$x = \text{RPMS midpoint value (Very Satisfactory) equivalent to Performance Rating} = 3.995$ $WA = 25$</p> <p>Points_(Performance) = $3.995/5 * 25 = 19.975$</p>

For external applicants whose performance is measured using other numerical or adjectival rating systems with scales that are not aligned with the five (5)-point rating scale of the RPMS, the HRMPSB shall develop a system that transmutes the performance rating to the corresponding points comparable to the existing rubrics of the RPMS.

External applicant/s to vacant positions with experience requirement shall submit performance rating/s from previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for Performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

5. Outstanding Accomplishments. Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.

Table 5 below enumerates the components of Outstanding Accomplishments and the corresponding maximum points for each component.

Table 5. Components of Outstanding Accomplishments

Component	Points(Outstanding Accomplishments)
Awards and Recognition	7 points
Research and Innovation	4 points
Subject Matter Expert / Membership in National Technical Working Groups (TWGs) or Committees	3 points
Resource Speakership / Learning Facilitation	2 points
NEAP Accredited Learning Facilitator	2 points

The points allocation in Table 5 shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Outstanding Accomplishments; but not to exceed the maximum points or weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Evaluative Assessment for School Administration Positions).

Only those outstanding accomplishments acquired or earned after the last promotion shall be considered eligible to be given points.

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, Metrobank, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd, etc., shall be given maximum points in Outstanding Accomplishments (i.e. 10 points).

The details of each component of Outstanding Accomplishments, including the MOVs required and rubrics for giving points, are as follows:

- a. **Awards and Recognition.** This may refer to outstanding employee awards and/or awards as trainer/coach.

a. 1. Outstanding Employee Award

Means of verification:

- A. Any issuance, memorandum or document showing the Criteria for the Search; and
- B. Certificate of Recognition/Merit.

Rubrics:

Level	Points(Outstanding Employee Award)
Applicants from external institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from schools division office	
Regional Level Search or Higher	4 points
Division/Provincial/City Level Search	2 points

Applicants from schools	
Division Level Search or Higher	4 points
School/Municipality/District Level Search	2 points

a.2. Awards as Trainer/Coach. This refers to awards gained by applicants as trainer/coach in any academic or non-academic competitions/activities.

Means of verification:

- A. Any issuance or memorandum designating the applicant as trainer/coach; and
- B. Certificate of Recognition/Appreciation as Trainer/Coach of a Winning Contestant/Event/Activity.

Rubrics:

Level	Points(Trainer/Coach Award)
Champion or Highest Placer in the National Level	3 points
Champion or Highest Placer in the Regional Level	2 points
Champion or Highest Placer in the Division/Provincial Level	1 point

For multiple awards received from the same award giving body and/or award category that are conducted in series or progressive manner, only the highest-level award shall be considered (e.g. NSPC winning coach at the division, regional, national level). Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies.

b. Research and Innovation

Means of verification:

- A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.

Rubrics:

MOVs Submitted	Points(Innovation/Research)
A, B, C & D	4 points
A, B, C & E	4 points
Only A, B & C	3 points
Only A & B	2 points
Only A	1 point

For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.

- c. **Subject Matter Expert / Membership in National TWGs or Committees.**
This shall apply to applicants who have been chosen and requested to use their technical knowledge, skills, and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies, and learning materials. Subject matter expertise or membership in NTWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

- Issuance/Memorandum showing the membership in NTWG or Committees;
- Certificate of Participation or Attendance; and
- Output/Adoption by the organization/DepEd.

Rubrics:

MOVs Submitted	Points(SME)
ALL MOVs	3 points
Only A & B	2 points

- d. **Resource Speakership / Learning Facilitation.** This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC) sessions, etc.

Means of verification (All listed MOVs shall be submitted):

- Issuance/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/Merit/Commendation/Appreciation; and;
- Slide deck/s used and/or Session guide/s.

Rubrics:

Level	Points(Resource Speakership/Learning Facilitation)
Applicants from external institution	
Organizational Level Speakership or Higher	2 points
Local Office Level Speakership	1 point
Applicants from central office	
National Level Speakership or Higher	2 points
Central Office Level Speakership	1 point
Applicants from regional office	
National Level Speakership or Higher	2 points
Regional Office Speakership	1 point
Applicants from schools division office	
Regional Level Speakership or Higher	2 points
Division/Provincial/City Level Speakership	1 point
Applicants from schools	
Division Level Speakership or Higher	2 points
School/Municipality/District Speakership	1 point

- e. **NEAP Accredited Learning Facilitator.** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).

Means of verification:

- A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Rubrics:

Level	Points (NEAP Learning Facilitator)
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant Chico is applying for a School Principal I (SG-19) within SDO Baguio City. He is currently a Master Teacher I in Baguio City National High School appointed in October 2013. For the purpose of computing his Outstanding Accomplishments, he submitted the following MOVs:

Outstanding Accomplishments	Points based on Rubric	HRMPSB Remarks
Awards and Recognition: Outstanding Employee Awards 2017 in Baguio National High School (no MOVs submitted)	2 points	Not credited due to non-submission of required MOVs
Winning Coach (1 st Prize Photojournalism) in 2015 RSPC (complete MOVs submitted)	2 points	Credited
Winning Coach (1 st Prize Sayawit) in 2016 Division Edukasyon sa Pagpapakatao Celebration (complete MOVs submitted)	1 point	Credited
Resource Speakership/Learning Facilitation: Certificate of Recognition as Resource Speaker in 2018 Division Training on Broadcasting (complete MOVs submitted)	1 point	Credited

Applicant Chico gets three (3) points for his Awards as Trainer/Coach earned in 2015 and 2016, and one (1) point for his Resource Speakership in 2018. However, zero (0) or no point is given to under Outstanding Employee Award due to non-submission of the required MOVs. Chico gets a total of four (4) points in Outstanding Accomplishments.

6. **Application of Education.** Application of education is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learnings gained from said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.

Higher premium shall be given to an application of education or intervention made by the applicant that is relevant and applicable to the position to be filled.

Relevant intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is described to be *applicable* if it can be used in the operations of the functional unit based on its office mandates in the official DepEd Office Functions or Office Orders for the creation of the functional unit.

If the intervention made by the applicant does not meet the criteria to be *Relevant*, then said intervention shall be considered and be given corresponding points using the rubrics for *Not Relevant*.

Means of verification:

- A. Action Plan approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of the utilization/adoption signed by the Head of Office

Rubrics:

MOV _s Submitted	Points (Application of Education)	
	Relevant	Not Relevant
ALL MOVs	10 points	5 points
Only A & B	7 points	3 points
Only A	5 points	1 point

7. Application of Learning and Development (L&D). Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of L&D or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of *relevant intervention* as stipulated in Item 6 of this Order shall apply.

Means of verification

- A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- B. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;

- D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOVs Submitted	Points _(Application of L&D)	
	Relevant	Not Relevant
ALL MOVs	10 points	5 points
Only A, B, & C	7 points	3 points
Only A & B	5 points	1 point

8. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component	Points _(Potential)	
	Appointment to Entry Level School Principal positions (SP I, SSP I, ASP II)	Appointment to Other and Higher School Head positions
Written Examinations (WE)	10 points	5 points
Behavioural Events Interview (BEI)	5 points	10 points

- a. **Written Examination** refers to the standardized examination which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation rubrics appropriate to the school administration positions must be developed by subject matter experts as requested by the HRMPSEB. *Subject matter experts* refer to individuals internal or external to the school where the vacancy exists, or to the Department, those who have working knowledge of the specific competencies required by the position to be filled.

$$Points_{(WE)} = x/TI * WA_{(WE)}$$

Where:

x = Score/rating in written examination in percentage scale

TI = Total number of test items or highest possible score

WA = Weight Allocation for WE

For the purpose of hiring and appointment to **entry-level school principal positions**¹, the applicant's score in the Principal's Test / National Qualifying Examination for School Heads (NQESH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).

¹Entry-level school principal positions include School Principal I (SP 1), Special School Principal I (SSP 1) in Elementary, Junior High School, and Senior High School levels, including Assistant School Principal II (ASP 2).

The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test result shall only mean no score under the Written Examination component.

Illustrative example:

Vacant position:
School Principal I – SG 19

$x = 165$ (Principal's Test numerical score)
 $TY = 200$
 $WA = 10$

$Points_{(WE)} = (165/200) * 10 = 8.25$

For promotion and appointment to **higher school principal positions**, the HRMPSB or subject matter experts as may be requested by the HRMPSB shall develop a written examination which shall be the basis for scoring the component on Written Examination (5 points).

Illustrative example:

Vacant position:
School Principal II – SG 20

$x = 85$ (score from the SDO-developed written exam)
 $TY = 100$
 $WA = 5$

$Points_{(WE)} = 85/100 * 5 = 4.25$

b. Behavioural Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviour/s when subjected to specific situations or conditions in their previous and/or current workplace. BEI is based on the principle that past behaviour predicts future performance. It uses the STAR approach to validate whether the key behaviours that are linked to the required competencies have been exhibited by the applicant. The STAR approach draws focus on actual **S**ituations in which the applicant acted; the **T**ask/s that the applicant faced; the **A**ctions that the applicant took; and the **R**esults of those actions. The BEI may be used to assess the following areas:

- i. **Aptitude.** The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.
- ii. **Characteristics or traits.** It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
- iii. **Fitness.** It shall serve as an avenue to evaluate an applicant's Job Fit, Location Fit, and Organizational Fit.
- iv. **Other areas that may be identified by the HRMPSB.**

The points allocated for BEI component (5 points for entry level and 10 points for higher positions) shall be the maximum or ceiling points that may be earned by an applicant. The points earned from each area are cumulative to determine the total points for BEI component. The HRMPSB shall determine the appropriate areas relevant to the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BEI.