



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. 121 s. 2023

**RANKING OF INTERNAL APPLICANTS FOR PROMOTION TO SPECIAL EDUCATION
TEACHER I TO SPECIAL EDUCATION TEACHER III
POSITIONS FOR SCHOOL YEAR 2023-2024**

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 Ranking of Applicants for Promotion from Special Education Teacher I to Special Education Teacher III for the School Year 2023-2024 (internal applicants only).
2. Criteria in the selection of applicants for promotion to the above-mentioned positions are contained in **DepED Order No. 66, s.2007**.
3. Please be guided by the minimum qualification standards for Special Education Teacher I to III positions:

Position Title	1997 CSC Qualifications Standards (MC No. 1, s. 1997)	DO No. 93, s. 2010	DO No. 12, s. 2011	DO No. 7, s. 2015
	Education, Training, Experience, Eligibility			
Special Education Teacher I (Elem. Grades)	Bachelor's degree in elementary education or its equivalent; No Training Required; No Experience Required; PBET/LET (RA 1080-Teacher)	1.Bachelor of Elementary Education specializing Special Education; 2.Bachelor of Science in Elem/Secondary	Same with DO No. 93, s. 2010	BS Special Education/ Bachelor in Special Needs Education BEED or BSED with 18 units in SPED



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

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		<p>Education major in SPED;</p> <p>3.BEED or BSED plus 18 units in SPED in the graduate level;</p> <p>4. BS Elem. or BS Sec. plus 16 units in SPED with 2 years; VS performance in the regular class;</p> <p>BS in Elem or Secondary Education with 14 units in special education with 4 years of VS performance in the regular schools;</p> <p>Bachelor of Science in Elem/Secondary with 12 units in SPED with 6 years of VS performance in regular school.</p>		<p>at the graduate level; VS Performance</p> <p>BEED or BSED with 15 units in MA-SPED and 4 years of actual teaching in SPED; VS Actual Performance;</p> <p>BEED/BSED with 12 units in the master's level and 5 years actual teaching in SPED, VS Performance</p> <p>BEED/BSED with 9 units in the master's level and 6 years of actual teaching in SPED, VS Performance</p> <p>With teaching experience in SPED or inclusive setting, VS Performance ratings.</p>
Special Education Teacher II (Elem. Grades)	Bachelor's degree in elementary education or its equivalent; 4 hours relevant training; 1 year relevant teaching experience; PBET/LET (RA 1080-Teacher)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)
Special Education	Bachelor's degree in elementary	Same with 1997 CSC	Same with 1997 CSC	Same with 1997 CSC

Teacher III (Elem. Grades)	education or its equivalent; 4 hours relevant training; 1 year relevant teaching experience	Qualifications Standards (MC No. 1, s. 1997)	Qualifications Standards (MC No. 1, s. 1997)	Qualifications Standards (MC No. 1, s. 1997)
Special Education Teacher I (Secondary Grades)	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; No Training Required; No Experience Required; PBET/LET (RA 1080-Teacher)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)
Special Education Teacher II (Secondary Grades)	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; 4 hours relevant training Required; 1 year relevant teaching experience; PBET/LET (RA 1080-Teacher)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)
Special Education Teacher III (Secondary Grades)	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; 4 hours relevant Training Required; 1 year relevant experience Required;	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)	Same with 1997 CSC Qualifications Standards (MC No. 1, s. 1997)

	PBET/LET (RA 1080-Teacher)			
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4. Insider applicants are advised to apply particularly those holding Teacher 1, Teacher 2 or Teacher 3 items but actually teaching special education learners in the different special education centers or schools of SDO Cebu Province. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.
5. Applicants shall prepare only one (1) folder containing pertinent documents which are certified true copies of the original documents. Applicants are required to bring the original documents upon submission of the application. Applicants for promotion must have at least three (3) RPMS cycles with at least a Very Satisfactory (VS) or Outstanding rating of the present position before he/she can apply for the next higher position.
7. Pertinent documents for promotion (for this ranking) shall be submitted directly to the **Division Office-HR Unit**. (Please see the schedule of activities in q separate sheet). Late submission is strictly NOT ALLOWED.
8. The Division sub-selection committees shall assess the documents submitted and rate the applicants on the following criteria (as per **DO No. 66, s. 2007**):

Performance (35 pts)	Experience (5pts)	Outstanding Accomplish. (20pts)	Education (25 pts)	Trai ning (5pts)	Potenti al (5pts)	Psychoso cial (5pts)	TOTAL (100pts)
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9. The schedule of activities shall be as follows:

Date	Venue	No. of Working Days	Activities
May 2-8, 2023	District Offices	6 calendar days	Acceptance of documents in the district offices by the public schools district supervisor
May 9, 2023	Division HR Unit	1 day	Submission of folders by the district supervisors
May 10-13, 2023 (Wed-Sat)	Deped Ecotech Center	4 days	Validation and checking of the folders submitted by the applicants from the district offices by the sub-selection committee members/HRMPSB members including the education program supervisor for special education programs
May 15, 2023	Division Office/conspicuous places	1 day	Posting of results; applicants can request corrections within 5 calendar days from the date of posting
May 26, 2023-onwards			Implementation of the Rank Lists

13. 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 the claims of applicants.

14. Applicants shall accomplish the Data Privacy Consent Form/Waiver relative to the posting of the ranking results for the position applied. Refer to the attached form.

15. Applicants who are shortlisted may comply with other documents needed for reclassification since there are a few vacant items on the above-stated positions, subject to further verification/validation and background investigation by the HRMPSB.

16. 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.

17. Meals, Accommodation, and Incidental Expenses incurred during the conduct of the selection process shall be chargeable to **Division/School MOOE Funds** subject to the usual accounting and auditing rules and/or regulations.

18. This Memorandum shall serve as the **AUTHORITY TO TRAVEL** of the personnel involved in this undertaking.

19. Widest dissemination of this Memorandum is hereby directed/desired.


SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent 

sds/asds/vay/2023



Address: IPHO Building, Sudlon, Lahug, Cebu City
Tel. No.: (032) 255-6405; Email Ad.: cebu.province@deped.gov.ph

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Republic of the Philippines

Department of Education

REGION VII – CENTRAL VISAYAS

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/way2023



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

Telephone Nos.: 032-2556405

Email Address: cebu.province@deped.gov.ph

Enclosure 2
(Enclosure to Division Memorandum No. __, s.2023)

**LIST OF DOCUMENTARY REQUIREMENTS FOR SPECIAL EDUCATION
TEACHER II TO III POSITIONS**

1. Application Letter indicating the position applied for addressed to the Schools Division Superintendent
2. CSC 212 (Personal Data Sheet, Revised 2017), with the latest 2x2 ID picture
3. Transcript of Records of both baccalaureate degree and graduate studies authenticated by the issuing agency
4. Latest Service Record/Certificate of Employment
5. Certificates of Relevant Training Attended - must be within the last five (5) years
6. Certificate of Eligibility authenticated by the issuing agency
7. Performance Rating for the last three rating periods (with at least VS rating)
8. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership).
9. Certificates of specialized training, scholarship grants, chair/co-chair of the technical working committee
10. Psychological/Neuro-Psychiatric Examination (must be submitted before the completion of the Pink Folder duly sealed)
11. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant/s
12. Data Privacy Consent Form
13. Other pertinent documents to support the application



DepEd ORDER
No. **93**, s. 2010

JUL 26 2010

REVISION TO DEPED ORDER NO.77, S. 2010
(Guidelines on the Allocation/Deployment of New Teaching,
Teaching-Related and Non-Teaching Positions for FY 2010)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. Item Nos. 2.a, and 1.c, d and e of DepEd Order No. 77, s. 2010 are hereby revised and should read as follows:

2.a Determination of Needs

1. Teaching Positions

c. Pre-school. The ideal pupil-teacher ratio is 25:1 (per Executive Order No. 349). Teachers to be hired must be holders of Bachelor of Science in Education major in Early Childhood Education (ECE), or Bachelor's degree in Education with 18 units in ECE.

d. SPED classes/centers. The ideal pupil/student-teacher ratio for SPED classes as contained in the SPED Handbook is as follows:

Exceptionality	One grade level	Multi-grade/ Multi-level
<i>Gifted/Fast learners</i>	30:1 – 35:1	15:1 – 20:1
<i>Intellectual disability</i>	8:1 – 15:1	5:1 – 8:1
<i>Autism Spectrum Disorder</i>	5:1 – 8:1	3:1 – 6:1
<i>Visual impairment</i>	7:1 – 10:1	5:1 – 6:1
<i>Hearing impairment</i>	7:1 – 15:1	6:1 – 8:1
<i>Physical disabilities and health impairment</i>	10:1 – 15:1	7:1 – 10:1
<i>Multiple disabilities</i>	3:1 – 5:1	2:1 – 3:1

SPED Teachers to be hired must be degree holders of the following courses:

1. *Bachelor of Elementary Education specializing in Special Education;*
2. *Bachelor of Science in Elementary or Secondary Education, major in Special Education;*
3. *Bachelor of Science in Elementary Education or Secondary Education plus 18 units in special education in the graduate level;*




4. *Bachelor of Science in Elementary or Secondary Education plus 16 units in special education with 2 years of very satisfactory teaching experience in the regular schools;*
5. *Bachelor of Science in Elementary or Secondary Education plus 14 units in special education with 4 years of very satisfactory experience in the regular schools; and*
6. *Bachelor of Science in Elementary or Secondary Education plus 12 units in special education with 6 years of very satisfactory experience in the regular schools.*

Furthermore, priority shall be given to teachers who have handled a SPED program for more than ten (10) years and still occupying Teacher I plantilla item.

e. Alternative Learning System (ALS) classes/centers. *The allocation shall be at least one (1) Teacher I (Mobile Teacher) per district. The ALS Mobile Teachers to be hired must be holders of Bachelors degree in Education and LET passers. They must be willing to be assigned in the Community Learning Centers (CLCs) within the district".*

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


BR. ARMIN A. LUJSTRO FSC
Secretary

Reference:

DepEd Order: (No. 77, s. 2010)

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

CHANGE
EMPLOYEES
APPOINTMENT
POLICY
TEACHERS

R: sally - revision to D.O. no. 77, s. 2010
June 29, 2010



Enclosure

Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City



FEB 04 2011

DepEd ORDER
No. 12, s. 2011

**GUIDELINES ON THE ALLOCATION OF NEW SPECIAL EDUCATION
TEACHER I ITEMS**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary Schools

1. The Department of Education (DepEd) has allocated 200 Special Education Teacher I items for SY 2010. The items were distributed to 17 Regions which are based on needs of the centers/schools as well as enrolment of children with special needs.
2. In order to maintain clarity and uniformity in the deployment of the said items, the following guidelines as specified in DepEd Order No. 93, s. 2010 should be strictly followed:
3. Teachers to be given item should possess any of the following qualifications:
 - a. Bachelor of Elementary Education specializing in Special Education;
 - b. Bachelor of Science in Elementary Education major in Special Education;
 - c. Bachelor of Science in Elementary Education plus 18 units in special education in the graduate level with 3 years of teaching experience to children with special needs and with very satisfactory performance in the regular schools for the last 3 years;
 - d. Bachelor of Science in Elementary Education plus 15 units in special education with 4 years of teaching experience in children with special needs and with very satisfactory performance in the regular schools for the last 3 years;
 - e. Bachelor of Science in Elementary Education plus 12 units in special education with 6 years of teaching experience to children with special needs and with very satisfactory performance in the regular schools for the last 3 years; and
 - f. Bachelor of Science in Elementary Education plus 9 units in special education with 9 years of teaching experience to children with special needs and with very satisfactory performance in the regular school for the last 3 years.
4. The Breakdown of Allocation for SPED Teacher I and the List of Divisions, Schools and Names of Teacher Recipients are attached as Enclosure Nos.: 1 and 2 respectively. Teachers listed in Enclosure No. 2 are priorities since they had been teaching special education classes for 10 years and beyond and were not given yet the intended items allocated in the previous school years.
5. Immediate dissemination of and strict compliance with this Order is hereby directed.


BR. ARMIN A. LUISTRO FSC
Secretary 



Encls.:

As stated

Reference:

DepED Order: (No. 93, s. 2010)

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

POLICY
SPECIAL EDUCATION
TEACHERS

Enclosure 5

DO No. 7, S. 2015

- Other degree courses and/or with at least 18 units in Early Childhood Education

The Division Selection Committee may consider any other similar Bachelor's degree in Early Education.

- In cases where there are limited eligible teachers with ECE units, the following measures may be adopted.
 - Upon appointment, the teacher shall be required by the Schools Division Office (SDO) to earn ECE units gradually. Nine (9) ECE units may be earned at the end of Year 1; eighteen (18) units, Year 2; and twenty-one (21) units, Year 3.
- Kindergarten teacher applicants must not be more than forty-five (45) years old.

7.1.3 Additional requirements for SPED elementary applicants

- He/she must possess any of the following qualifications:

Educational Qualification	Requirement
BSEEd-BS Special Education	With Specialization in SPED-Undergrad
BSEEd/BSSPED	With 18 Units MA-SPED and 3 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPED	With 15 units MA-SPED and 4 years of actual teaching in SPED VS Performance Rating
BSEEd/BSSPED	With 12 Units in MA-SPED and 5 years of actual teaching in SPED VS Performance Rating
BSEEd/BSE	With 9 units MA-SPED and 6 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPED/BSE	With teaching experience in SPED or Inclusive Setting VS Performance Rating

In cases where applicants do not have the appropriate educational qualifications for SPED, they may still be evaluated but shall be categorized separately from those who have met the said requirements.



Enclosure 6

Republic of the Philippines
Department of Education



3-12-1

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

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

NON-TEACHING GROUP

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Potential	15	5
Psycho-social attributes	20	10
TOTAL	100	100

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments

a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district
- Nomination in the region/awardee in the division
- Nomination in the Department/awardee in the region
- National awardee

b. Innovations

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

- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

c. Research and Development Projects

- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

d. Publication/Authorship

- Articles published in a journal/newspaper/magazine of wide circulation
- Co-authorship of a book
(shall be divided by the number of authors)
- Sole authorship of a book

- e. Consultant/Resource Speaker in Trainings/Seminars/
Workshops/Symposia
 - District level
 - Division level
 - Regional level
 - National level
 - International level

D. Education and Training

a. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

b. Training

Participant in a specialized training
e.g. Scholarship Programs, Short Courses, Study Grants

Participant in three (3) or more training activities in each level
conducted for at least three (3) days not credited during the last
promotions:

- District Level
- Division Level
- Regional Level

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

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

- District Level
- Division Level
- Regional Level
- National Level
- International Level

E. Potential

This refers to the capacity and ability of a candidate to assume the duties of
the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the
potentials of the candidate based on each of the following components:

1. Communication Skills
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas
Presents well-organized and precise ideas with
marked command of the language used.

3. Alertness
Manifests presence of mind and awareness of the environment.
4. Judgment
Demonstrates sound judgment.
5. Leadership Ability
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation.
5. Channels negative emotions to positive and constructive endeavors.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. **SANCTIONS**

Anyone found guilty of violating the provisions of this MSP and the enclosed guidelines or parts thereof shall be dealt with accordingly.

VI. **EFFECTIVITY**

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary

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SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	35	35	30
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	5	20
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research & 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
D. Education	25	10	15
<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
Training	5	10	10
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• District Level</i>	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

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