



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

22 JUN 2023

DIVISION MEMORANDUM
No. 438, s. 2023

2023 DIVISION POLICY ON MERIT SELECTION PLAN

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
All Others Concerned

1. The Department of Education, Division of Negros Oriental establishes a uniform internal policy to guide the personnel and the stakeholders in the basic principles, policies, general procedures, and roles that govern the recruitment, selection and placement system, hiring, appointment, and promotion of individuals in the teaching, school administration, related teaching, non-teaching positions in the governance level.
2. This Division Policy outlining the internal guidelines was promulgated based on the basic tenets of the Merit Selection Plan of the Department of Education aligned to the CSC Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) in strengthening the principles of merit, competence, fitness, and equality and adhere to the Equal Employment Opportunity Principle (EEOP) with the following Enclosures:
 - 2.1 Enclosure No. 1. Division Policy on Merit Selection Plan
 - 2.2 Enclosure No. 2. RSP Process Flow
 - 2.3 Enclosure No. 3. Checklist of Requirements
 - 2.4 Enclosure No. 4. Increments Table – Education, Training & Experience
3. These internal policies shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB), schools, and district levels for purposes of uniformity.
4. Widest dissemination, guidance, and strict compliance with this Memorandum is directed.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent



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Encls:
As stated

References:

DepEd Order (DO) No. 19, s. 2022, *Merit Selection Plan of the Department of Education*

DepEd Order (DO) No. 7, s. 2023, *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*

DepEd Order (DO) No. 66, s. 2007, *Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions*

MEC Order 10, s. 1979, *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers*

DepEd Order (DO) No. 22, s. 2013, *Revised Guidelines on the Transfer of Teachers from One Station to another*

Division Memo No. 209, s. 2015, *Revised Guidelines on the Transfer of Teachers from One Station to another*

Division Memo No. 518, s. 2015, *Clarifications in the Guidelines on the Transfer of Teachers from One Station to another*

DepEd Order (DO) No. 7, s. 2015, *Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016*

DepEd Order (DO) No. 97, s. 2011, *Revised Guidelines on the Allocation and Reclassification of School Head Positions*

**THE DIVISION OF NEGROS ORIENTAL POLICY ON
MERIT SELECTION PLAN**

I. RATIONALE

A competency-based Merit Selection Plan (MSP) was created to strengthen its recruitment process and increase personnel quality and retention by adhering to the principles of merit, fitness, competence, equal opportunity, transparency, and accountability. The Department of Education, Division of Negros Oriental contextualizes the internal system on application, evaluation, selection, and appointment with the provisions of the Civil Service Commission (CSC)'s Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA). Thus, the issuance of this policy on MSP will serve as a guide in the selection, hiring, appointment, and promotion of individuals in the teaching, school administration, related teaching, and non-teaching positions in the entire SDO of Negros Oriental.

II. SCOPE OF THE POLICY

These guidelines shall not repeal, amend, modify, or revise the existing guidelines issued by the Department, but to provide a systematic method of selecting employees for appointment to first and second level positions whether teaching, non-teaching, and non-career positions. These guidelines shall provide general direction to the Division HRMPSE in the Recruitment, Selection and Placement.

III. DEFINITION OF TERMS

For the purpose of this policy, the following terms are defined and understood as follows:

Accountability. Refers to the obligation of DepEd officials and employees to accept responsibility for the selection of employees in adherence to the basic principles stated herein, to explain, clarify, and justify human resource (HR) actions; disclose the results in a transparent manner; and be responsible for one's actions.

Application of Education. Refers to the contribution/s made by an applicant that has/have led to positive outcome in their current or previous workplace as a result of their learnings from higher education earned.

Application of Learning and Development. Refers to the contribution/s made by an applicant that has/have led to positive outcome in their current or previous workplace as a result of their learnings gained from the human resource development interventions done/attended.

Appointing Authority. It refers to the person or body authorized by law to make appointments in the civil service.

Bona Fide Resident. Refers to an applicant who is a resident for at least six (6) months of a barangay, municipality, city, or province, in that order, where the vacancy exists, as evidenced by the applicant's PDS and Voter's ID or any proof of residency.

Career Service. It refers to positions in the civil service characterized by: (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

Comparative Assessment. Refers to the procedure or method of determining the top candidates for possible appointment. It involves the use of multiple evaluation techniques to evaluate the competencies of a qualified applicant vis-à-vis the competencies required by the position to be filled.

Comparative Assessment Result. Refers to the report prepared by the Human Resource Merit Promotion and Selection Board (HRMPSB) that shall guide the appointing authority/officer, in the exercise of sound discretion, in selecting, insofar as practicable, the candidate list of all candidates for appointment, highlighting the top five (5) ranking candidates based on the total scores obtained from the evaluative assessments.

Comparative Assessment Result of the Registry of Qualified Applicants. Refers to the CAR for teaching positions, containing only the candidates who have met the cut-off score.

Division Screening Sub-Committee. It refers to sub-group designated and assigned by the Head of Office to assist in the selection process.

First Level Positions. It refers to positions that include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.

Initial Evaluation Results. Refer to the report prepared by the Human Resource Management Officer (HRMO) which contains the list of qualified and disqualified applicants vis-à-vis the minimum qualifications required by the position to be filled as indicated in the CSC-approved QS.

Job Requirements. These are requisites not limited to the qualification standards of the position, but may include skills, competencies, potentials, physical and psycho-social attributes for the successful performance of the duties required of the position.

Non-Career Service. These are positions expressly declared by law to be in the non-career service, or those whose entrance in the service is characterized by: (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service, and (2) tenure which is limited to a period specified by law, or which is coterminous with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.

Personnel Action. It refers to any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reemployment, reinstatement, reappointment, detail, reassignment, secondment and demotion.

Promotion. It refers to the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.

Qualification Standard. It is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility required in the performance of the job.

Reclassification. Refers to the change in the position title requiring the issuance of an appointment with a corresponding increase in rank and salary.

Second Level Positions. It refers to positions involved in professional, technical and scientific work in a non-supervisory capacity up to Division Chief level or its equivalent.

Selection. It is the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of a position.

School Administration Position. Refers to a position that is directly engaged in supervisory, managerial and/or administrative functions in all schools and learning centers.

Third Level Positions. These positions require either Career Service Executive Eligibility (CSEE) or Career Executive Service (CES) Eligibility. These include Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Director of Services, Schools Division Superintendent, Assistant Schools Division Superintendent and other officers of equivalent rank.

IV. **POLICY STATEMENT**

Selection of employees for appointment in the Department of Education, Division of Negros Oriental, shall be anchored on the principles of merit, competence, fitness and equality. It shall be open to all who are qualified, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.

V. **PROCEDURE**

A. Publication and Posting of Vacancies

The job vacancies must be first published in the Civil Service Commission for at least ten (10) calendar days. Afterwards, a memorandum signed by the Schools Division Superintendent stating that there are job vacancies in the Division has to be released for the information of the public. This memo shall be posted in at least three conspicuous places, the agency website (depednegor.net), Human Resource Management Unit Bulletin Board, and District Office Bulletin Boards. The memorandum shall contain the same information specified in CS Form No. 9, and may include additional requirements of the position, such as but not limited to the following information:

- a. Position Title (Parenthetical Title or area of specialization, if applicable);
- b. Salary/Job/Pay Grade;

- c. Monthly Salary;
- d. CSC-approved Qualification Standards (QS);
- e. Equal Employment Opportunity Clause in adherence to the Equal Opportunity Principle (EOP), which "allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.";
- f. Job description of the position;
- g. List of requirements and other documentary requirements for the comparative assessment;
- h. Deadline of Submission of Documentary Requirements;
- i. Timeline/Schedule of Activities, including prescribed number of days on the release of evaluation results, and other instructions; and
- j. Protocols and procedures on the adoption of remote modalities on recruitment and selection, as deemed practicable and applicable.

For teacher hiring, the Schools Division Office (SDO) Negros Oriental shall be announce a Call for Applications prior to the actual vacancy or creation of a teaching position and the official publication of said position. This is in accordance with the one (1) year validity of the Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA) pursuant to Part V(D) Item 57 of DepEd Order 19, s. 2022 (DepEd Merit Selection Plan) which states that the CAR-RQA for teachers intended for a specific school year shall be valid only for the duration of the school year for which it was prepared, and shall be utilized in filling up of positions that are created or vacated within the school year.

B. Submission and Receipt of Applications

All interested applicants to vacant positions, whether internal or external to DepEd, shall submit the following documentary requirements to the respective HRMOs through the Records Section or the district sub-committee (for teacher hiring) designated by the Head of Office to perform the function of receiving application documents, on or before the deadline indicated in the memorandum:

- a. 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 authorized official;
<https://tinyurl.com/COFandOSS>;
- b. Letter intent addressed to the Schools Division Superintendent;
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- d. Photocopy of Certificate of Eligibility/Rating/License;
- e. Photocopy of Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
- f. Photocopy of Certificates of Training acquired after the last promotion but within the last five (5) years (*with summary*), if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, if applicable;
- h. Photocopy of one (1) recent approved Performance Rating;

- i. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment;
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item B(h) is not relevant to the position to be filled, if applicable.

The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item B.a), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

C. Initial Evaluation of the Qualification of Applicants

An initial evaluation shall be conducted by the HRMO and/or sub-committee to check the completeness, authenticity, and veracity of the documents submitted by an applicant. An applicant's qualifications shall be evaluated vis-a-vis the QS of the position applied for in terms of Education, Experience, Training, Eligibility, and Competency (if applicable).

The HRMO shall notify all applicants of the results of the initial evaluation through a written notice served through electronic mail using official e-mail accounts of DepEd Negros Oriental.

Initial Evaluation Results shall be posted in at least three conspicuous places, the agency website (depednegor.net), Human Resource Management Unit Bulletin Board, and District Office Bulletin Boards for fifteen (15) calendar days.

D. Orientation and Comparative Assessment of Applicants

The Ranking starts with an orientation and workshop of the applicants on the selection/promotion process and CSC policies on appointments which is conducted by the HRMPSB.

Applicants who have met the required eligibility, relevant education, relevant experience, relevant training, and competencies for the position applied for, advances to the next recruitment process which is the examination/proficiency test, validation of documents, and interview.

The HRMPSB deliberating must uphold the principles of fairness and impartiality in the assessment of applicants' qualifications and documents submitted for appreciation.

D. Posting of Initial Comparative Assessment Results

A duly signed Initial Comparative Assessment Results shall be submitted to the Human Resource Merit Promotion and Selection Board (HRMPSB) for deliberation, based on the initial evaluation. The CAR/CAR-RQA shall be posted in at least three conspicuous places, the agency website (depednegor.net), Human Resource Management Unit Bulletin

Board, and District Office Bulletin Boards for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

VI. DETERMINANTS/CRITERIA FOR EVALUATION

DepEd Order No. 007, s. 2023

(Guidelines on Recruitment, Selection, and Appointment
In the Department of Education)

A. **Criteria and Point System for Hiring to Teacher I Positions**

1. These criteria and point system shall cover the selection and hiring of teacher applicants to Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS). For SHS, the same criteria shall apply in hiring teacher applicants under permanent, provisional, or contractual status.

Table 1. Point System for Comparative Assessment: Teacher I Positions

Criteria		Maximum Points Possible
a.	Education	10
b.	Training	10
c.	Experience	10
d.	PBET/LET/LEPT Rating	10
e.	PPST COIs (Classroom Observation/Demonstration Teaching)	35
f.	PPST NCOIs (Teacher Reflection)	25
Total		100

Rubrics for Computation of Points per Criterion

2. *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 (Enclosure No. 4) and the Rubrics for Computation of Points for ETE (Table 2)

Table 2. Rubrics for Computation of Points for Education, Training and Experience

Weight Allocation	Education		Training		Experience	
	<i>Increment from minimum QS</i>	<i>Points</i>	<i>Increment from minimum QS</i>	<i>Points</i>	<i>Increment from minimum QS</i>	<i>Points</i>
a. Education: 10 points b. Training: 10 points c. 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

3. *PBET/LET/LEPT Rating.* Points for the PBET/LET/LEPT rating shall be computed using the formula below. This formula shall likewise apply to SHS applicants who may not have passed the PBET/LET/LEPT but may be appointed under provisional status; provided the applicant submits a Certificate of Rating.

$$\text{Points} = \frac{\text{PBET/LET/LEPT rating}}{100} \times \text{Weight Allocation}$$

4. *PPST Classroom Observable Indicators (COIs).* The teachers' demonstration of PPST COIs shall be assessed through the conduct of the classroom observation/demonstration teaching using the Classroom Observation Tool for Recruitment, Selection, and Placement (COT-RSP).

$$\text{Points} = \frac{\text{COT Rating}}{30} \times \text{Weight Allocation}$$

Where:

COT rating = Applicant's final rating obtained in the demonstration of COIs as reflected in the COT-RSP Rating Sheet or COT-RSP Inter-Observer Agreement Form

30 = Highest possible score in COT

WA = Weight Allocation for COI

4. *PPST Non-Classroom Observable Indicators (NCOIs).* The teacher applicant's demonstration of PPST NCOIs shall be assessed through the teacher applicant's narrative and reflection using the Teacher Reflection Form (TRF).

$$\text{Points} = \frac{\text{TRF Rating}}{20} \times \text{Weight Allocation}$$

Where:

TRF rating = Applicant's total rating obtained in the demonstration of NCOIs as reflected in the complete set of TRFs

20 = Highest possible score in TRF

WA = Weight Allocation for NCOI

B. **Criteria and Point System for Hiring and Promotion to School Administration Positions**

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

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 and Development	10
h.	Potential (Written Exam, BEI)	15
Total		100

Rubrics for Computation of Points per Criterion

1. *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 (Enclosure No. 4) and the Rubrics for Computation of Points for ETE (Table 2).

Table 2. Rubrics for Computation of Points for Education, Training and Experience

Weight Allocation	Education		Training		Experience	
	Increment from minimum QS	Points	Increment from minimum QS	Points	Increment from minimum QS	Points
a. Education: 10 points b. Training: 10 points c. 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

2. *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.

$$\text{Points} = x/5 * \text{WA}$$

Where:

x = Performance

Rating

5 = Highest Possible PR in DepEd RPMS

WA = Weight Allocation for Performance

(25 points)

3. 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 3. Components of Outstanding Accomplishments

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

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
Applicants from external institution	
Organizational Level Search or Higher	4
Local Office Search	2
Applicants from central office	
National Level Search or Higher	4
Central Office Search	2
Applicants from regional office	
National Level Search or Higher	4
Regional Office Search	2
Applicants from schools division office	
Regional Level Search or Higher	4
Division/Provincial/City Level Search	2
Applicants from schools	
Division Level Search or Higher	4
School/Municipal/District Level Search	2

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

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

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

Rubrics:

MOVs Submitted	Points
All MOVs	3
Only A & B	2

- 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, conventions, congress, forums, learning action cells (LAC) sessions, etc.

Means of verification

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

Rubrics:

Level	Points
Applicants from external institution	
Organizational Level Speakership or Higher	2
Local Office Speakership	1
Applicants from central office	
National Level Speakership or Higher	2
Central Office Speakership	1
Applicants from regional office	
National Level Speakership or Higher	2
Regional Office Speakership	1
Applicants from schools division office	
Regional Level Speakership or Higher	2
Division/Provincial/City Level Speakership	1
Applicants from schools	
Division Level Speakership or Higher	2
School/Municipal/District Level Speakership	1

- e. **NEAP Accredited Learning Facilitator.** This shall apply to applicants who have been given accredited 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
Accredited National Assessor	2
Accredited National Trainer	1.5
Accredited Regional Trainer	1

4. *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 positive results in the applicant's 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.

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

MOVs submitted	Points	
	Relevant	Not Relevant
All MOV	10 points	5 points
Only A & B	7 points	3 points
Only A	5 points	1 point

5. *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.

A 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.

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.

MOVs submitted	Points	
	Relevant	Not Relevant
All MOVs	10 points	5 points
Only A, B & C	7 points	3 points
Only A & B	5 points	1 point

6. *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.

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

C. Criteria and Point System for Hiring and Promotion to Related-Teaching Positions

Table 1. Point System for Evaluative Assessment: Related-Teaching Positions

Criteria	Breakdown of Points		
	SG 11-15	SG 16-23 & SG 27	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of Learning and Development	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
Total	100	100	100

Rubrics for Computation of Points per Criterion

1. *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 (Enclosure No. 4) and the Rubrics for Computation of Points for ETE (Table 2). Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2. Rubrics for Computation of Points for Education, Training and Experience

Weight Allocation	Education		Training		Experience	
	Increment from minimum QS	Points	Increment from minimum QS	Points	Increment from minimum QS	Points
a. Education: 10 points b. Training: 10 points c. 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

2. *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.

- a. Position with experience requirement. Applicants to positions that require experience must submit latest performance rating/s covering one (1) year performance in the current and previous job or position that is relevant to the position to be filled.

$\text{Points} = x/5 * \text{WA}$ <p>Where: <i>x</i> = Performance Rating <i>5</i> = Highest Possible PR in DepEd RPMS WA = Weight Allocation for Performance (20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24)</p>

- b. Position with no experience requirement. Applicants to positions that do not require previous experience must submit the board examination or Career Service Eligibility ratings.

$\text{Points} = x/100 * \text{WA}$ <p>Where: <i>x</i> = Board Exam/CS Eligibility rating WA = Weight Allocation for Performance (20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24)</p>

3. *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.

Component	Points
Awards and Recognition	2
Research and Innovation	5
Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees	3
Resource Speakership/Learning Facilitation	2
NEAP Accredited Learning Facilitator	2

a. **Awards and Recognition.** This may refer to academic or inter-school awards, or outstanding employee awards.

a.1. Academic or Inter-School Awards. This shall apply only to applicants with no or less than one (1) year work experience (e.g., fresh graduates)

Means of verification

- A. Academic or inter-school award; or
- B. Certification or any document showing top-notching a Board Examination; or
- C. Certificate or any document showing TOSP Award.

Rubrics:

Component	Points
At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board/CS Eligibility Examination	2
At least two (2) academic or inter-school awards	1

a.2. Outstanding Employee Award. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Means of verification

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

Rubrics:

Level	Points
Applicants from external institution	
Organizational Level Search or Higher	2
Local Office Search	1
Applicants from central office	
National Level Search or Higher	2
Central Office Search	1
Applicants from regional office	
National Level Search or Higher	2
Regional Office Search	1
Applicants from schools division office	
Regional Level Search or Higher	2
Division/Provincial/City Level Search	1
Applicants from schools	
Division Level Search or Higher	2
School/Municipal/District Level Search	1

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. Similarly, only the highest award shall be given points in cases where applicants submit 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
- C. Accomplishment Report verified by the Head of Office
- D. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- E. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- F. 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
A, B, C & D	5
A, B, C & E	5
Only A, B & C	4
Only A & B	3
Only A	2

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

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

Rubrics:

MOVs Submitted	Points
All MOVs	3
Only A & B	2

- 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, conventions, congress, forums, learning action cells (LAC) sessions, etc.

Means of verification

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

Rubrics:

Level	Points
Applicants from external institution	
Organizational Level Speakership or Higher	2
Local Office Speakership	1
Applicants from central office	
National Level Speakership or Higher	2
Central Office Speakership	1
Applicants from regional office	
National Level Speakership or Higher	2
Regional Office Speakership	1
Applicants from schools division office	
Regional Level Speakership or Higher	2
Division/Provincial/City Level Speakership	1
Applicants from schools	
Division Level Speakership or Higher	2
School/Municipal/District Level Speakership	1

- e. **NEAP Accredited Learning Facilitator.** This shall apply to applicants who have been given accredited 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
Accredited National Assessor	2
Accredited National Trainer	1.5
Accredited Regional Trainer	1

4. *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 positive results in the applicant's 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.

Positions with experience requirement

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: (SG 11-15 and SG 24)

MOVs submitted	Points	
	Relevant	Not Relevant
All MOV	10 points	5 points
Only A & B	7 points	3 points
Only A	5 points	1 point

Rubrics: (SG 16-23 and SG 27)

MOVs submitted	Points	
	Relevant	Not Relevant
All MOV	15	9
Only A & B	12	6
Only A	9	3

Positions with no experience requirement

$\text{Points} = \frac{x}{100} * WA$ <p>Where: <i>x</i> = GWA transmuted to percentage scale <i>WA</i> = Weight Allocation for Application of Education <i>(10 points for SG 11-15 & SG 24; 15 points for SG 16 23 and SG 27)</i></p>
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5. *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.

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.

MOVs submitted	Points	
	Relevant	Not Relevant
All MOVs	10 points	5 points
Only A, B & C	7 points	3 points
Only A & B	5 points	1 point

6. *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.

Component	Points	
	SG 11-15 SG 16-23 SG 27	SG 24
Written Exam (WE)	5 points	5 points
Skills or Work Sample Test (S/WST)	10 points	5 points
Behavioral Events Interview (BEI)	5 points	5 points

D. Criteria and Point System for Hiring and Promotion to Non-Teaching Positions

Table 1. Point System for Evaluative Assessment: Non-Teaching Positions

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L&D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100

Salary Range and Weight Allocation	Increment from minimum QS		Increment from minimum QS		Increment from minimum QS	
	Points	Points	Points	Points	Points	Points
General Services Positions	5 or more increments	5	5 or more increments	5	10 or more increments	20
					8-9 increments	15

2. *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.

- a. Position with experience requirement. Applicants to positions that require experience must submit latest performance rating/s covering one (1) year performance in the current and previous job or position that is relevant to the position to be filled.

$$\text{Points} = x/5 * \text{WA}$$

Where:

x = Performance Rating

5 = Highest Possible PR in DepEd RPMS

WA = Weight Allocation for Performance

(10 points for General services; 20 points for Other Groups of Positions/Salary Grades)

- b. Position with no experience requirement. Applicants to positions that do not require previous experience must submit the board examination or Career Service Eligibility ratings. For General Services positions that do not have Eligibility requirement, the General Weighted Average (GWA) in the highest academic/grade level earned shall be required.

$$\text{Points} = x/100 * \text{WA}$$

Where:

x = Board Exam/CS Eligibility rating/GWA transmuted to percentage scale

WA = Weight Allocation for Performance

(10 points for General services; 20 points for Other Groups of Positions/Salary Grades)

For honor graduates covered by Presidential Decree (PD) 907 titled, *Granting Civil Service Eligibility to College Honor Graduates*, the following rubric shall apply.

Honors Earned	Points
Summa Cum Laude	20 points
Magna Cum Laude	19 points
Cum Laude	18 points

Applicant with work experience, who are applying to entry level positions or positions with no experience requirement based on QS, must submit latest performance rating/s covering one (1) year performance in the current or previous job or position. The computation stipulated in Item 2(a) shall apply.

3. *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 3. Components of Outstanding Accomplishments

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

- a. **Awards and Recognition.** This may refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.

- a.1. *Citation or Commendation.* This shall apply only to applicants for **General Services positions.**

Means of verification: Letter of Citation or Commendation from previous employer

Rubrics:

Number of Citations	Points
Three (3) or more letters of citation	4
Two (2) letters of citation	3
One (1) letter of citation	2

- a.2. **Academic or Inter-School Awards.** This shall apply only to applicants with no or less than one (1) year work experience (e.g., fresh graduates).

Means of verification

- A. Academic or inter-school award; or
- B. Ten Outstanding Students of the Philippines (TOSP) Award; or
- C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination.

Rubrics:

Number of Awards	Points
At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board/CS Eligibility Examination	4
At least two (2) academic or inter-school awards	3
At least one (1) academic or inter-school award	2

- a.3. **Outstanding Employee Award.** This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Means of verification

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

Rubrics:

Level	Points
Applicants from external institution	
Organizational Level Search or Higher	4
Local Office Search	2
Applicants from central office	
National Level Search or Higher	4
Central Office Search	2
Applicants from regional office	
National Level Search or Higher	4
Regional Office Search	2
Applicants from schools division office	
Regional Level Search or Higher	4
Division/Provincial/City Level Search	2
Applicants from schools	
Division Level Search or Higher	4
School/Municipal/District Level Search	2

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. Similarly, only the highest award shall be given points in cases where applicants submit awards from different award giving bodies.

An applicant to a General Services position who has presented Letter/s of Citation/Commendation and/or Outstanding Employee Award, shall be given points based on either Category a.1 (Citation or Commendation) or Category a.3 (Outstanding Employee Award), whichever is higher.

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
- C. Accomplishment Report verified by the Head of Office
- D. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- E. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- F. 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
A, B, C & D	4
A, B, C & E	4
Only A, B & C	3
Only A & B	2
Only A	1

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

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

Rubrics:

MOVs Submitted	Points
All MOVs	3
Only A & B	2

- 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, conventions, congress, forums, learning action cells (LAC) sessions, etc.

Means of verification

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

Rubrics:

Level	Points
Applicants from external institution	
Organizational Level Speakership or Higher	2
Local Office Speakership	1
Applicants from central office	
National Level Speakership or Higher	2
Central Office Speakership	1
Applicants from regional office	
National Level Speakership or Higher	2
Regional Office Speakership	1
Applicants from schools division office	
Regional Level Speakership or Higher	2
Division/Provincial/City Level Speakership	1
Applicants from schools	
Division Level Speakership or Higher	2
School/Municipal/District Level Speakership	1

4. **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

5. *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.

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.

MOV's submitted	Points	
	Relevant	Not Relevant
All MOV's	10 points	5 points
Only A, B & C	7 points	3 points
Only A & B	5 points	1 point

6. *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.

Component	Points
Written Examinations (WE)	5
Skills or Work Sample Test (S/WST)	10
Behavioral Events Interview (BEI)	5

DepEd Order No. 66, s. 2007

(Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions)

E. Criteria and Point System for Promotion to Higher Teaching Positions

These criteria and point system shall cover the process for promotion to higher teaching positions in the Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS).

PERFORMANCE RATING (35 points)

1. Performance rating is a basic requirement for promotion.
 - 1.1 Performance rating should at least be Very Satisfactory for the last three (3) rating periods and is required for all applicants to submit.
 - 1.2 If the applicant submits one (1) or two (2) performance rating/s, he/she shall be disqualified from the selection process.
2. Applicant must be at least one (1) year in the present position for promotion.

Criteria	Points
Performance Rating for the last 3 rating periods should be at least Very Satisfactory	Average of the numerical ratings multiplied by 35%

EXPERIENCE (5 points)

1. Experience must be relevant or is significant to the duties and functions required of a higher position or the position to be filled, with every year given a point but not to exceed maximum points.
2. Related experience in private and other public institutions shall be considered if supported by official designation through an Office or Memorandum Order signed/certified by the personnel officer or the head of the agency.

OUTSTANDING EMPLOYEE AWARD (4 points)

1. The award should be a product of a search and conducted by a search committee. The employee award is granted to an individual or individuals who excelled among peers in a functional group, position or profession. (Source: DepEd Order No.9, s. 2002)

Criteria	Points
Awardee in the School	0.8
Awardee in the District	1.6
Nomination in the Division	1.6
Awardee in the Division	2.4
Nomination in the Region	2.4
Awardee in the Region	3.2
Nomination in the National	3.2
National Awardee	4.0

INNOVATIONS (4 points)

1. An innovation means something new. It is a demonstration of creativity, initiative and innovativeness thru the development of new or superior work procedures, methods, inventions and devices. (Source: DECS Order No. 54, s. 1993)
2. Innovative work plans should be approved by the School Head, District Supervisor or the Schools Division Superintendent if it is conducted in the school level, district and division level respectively. As to its implementation, it should be fully and properly documented (e.g., with narrative feedback or evaluation report).
3. Contextualization of learning materials is an innovation.

Criteria	Points
Conceptualized	0.8
Started the implementation	1.6
Fully implemented in the school	2.4
Adopted in the District	3.2
Adopted in the Division or Region	4.0

RESEARCH AND DEVELOPMENT PROJECTS (4 points)

1. All basic or action research(es) must be approved by the Schools Division Superintendent. (Source: DepEd Order No. 16 s.2017)

Criteria	Points
Action Research conducted in the School	1.3
Action Research conducted in the District	2.7
Action Research conducted in the Division or Region	4.0

PUBLICATION/AUTHORSHIP (4 points)

1. All articles should be published in newspapers/magazines/journal of wide circulation (at least within the city).
2. All articles must contain data/scientific research with analysis and must be educational.
3. Books must be published by a recognized publishing company (ISBN/ISSN No.)
4. Articles published online have to be published in official/reputable websites such as but not limited to Learning Resource Management Development Center.
5. For textbook evaluators and curriculum writer, certificate of recognition shall be supported by an invitation letter or authority to travel.

Criteria	Points
Articles published in a journal/newspaper/magazine of wide circulation (<i>Only one article will be credited per issue</i>)	2 points per article
Co-authorship of a book (shall be divided by number of authors)	4.0
Sole Authorship of a book	4.0

**CONSULTANCY/RESOURCE SPEAKERSHIP IN TRAININGS/
SEMINARS/ WORKSHOPS/SYMPOSIA (4 points)**

- Points will be rewarded to facilitator/resource speaker/consultant/discussant/panelist in trainings/seminars/symposia; as such is considered as one and the same.
- The certificate of recognition or appreciation shall be supported by any of the following: memorandum, invitation letter, authority to travel, session guide among other.
- Signatories for training/workshops/seminars are:
 - District Level – PSDS
 - Division Level – Schools Division Superintendent
 - Regional Level – Regional Director
 - National Level – Central Office authorized official
- Speakership without permission from the Head of Office shall not be accepted.

Criteria	Points
District Level	0.8
Division Level	1.6
Regional Level	2.4
National Level	3.2
International Level	4.0

EDUCATION

- Transcript of Records (TOR) and certificate of Complete Academic Requirements, original or duly certified by the school registrar shall support the applicant's educational qualification. Diplomas and other similar certificates shall not be accepted.

Criteria	Points
Complete Academic Requirements for Master's Degree	10
Master's Degree	15
Complete Academic Requirements for Doctoral Degree	20
Doctoral Degree	25

TRAINING (5 points)

1. Training/workshop/seminars include:
 - those conducted by DepEd and its partner organizations;
 - those conducted by other government agencies and
 - training endorsed by the head of the agency/office through a memorandum or travel authority
2. Points can be derived from the following:
 - 2.1 Participant in a specialized training (scholarship programs, short courses, online courses, study grants)
 - *One (1) point for every month of attendance but not to exceed maximum points*
 - 2.2 Participant in three (3) or more training activities conducted for at least three (3) days not credited during the last promotions:

Criteria	Points
District Level	1
Division Level	2
Regional Level	3

- 2.3 Participated in one (1) training conducted for at least (3) days not credited during the last promotions:

Criteria	Points
National Level	4
International Level	5

- 2.4 Chair/Co-chair in a technical/planning committee:

Criteria	Points
District Level	1
Division Level	2
Regional Level	3
National Level	4
International Level	5

3. Training activities attended at the highest level will be credited.
4. International training – it is considered an international training when trainers are internationally recognized and accredited and the activity/training is attended by participants coming from across the globe. Likewise with national training, trainers are nationally recognized and the activity/training is attended by the participants coming from across the country.

POTENTIAL

It is used to evaluate the capacity and ability of an applicant to assume the duties of the position to be filled and those higher positions that are more technical in nature.

Potential may be measured through Behavioral Events Interview (BEI), Written Examinations (WE), Skills or Work Sample Tests (S/WST), or other measures deemed necessary by the HRMPSB.

PSYCHO-SOCIAL 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.

MEC Order No. 10, s. 1979

(Implementing Rules and Regulations for the System of Career Progression for Public School Teachers)

Criteria for Master Teacher

(Note: A candidate must possess all the qualifications indicated to be considered for Master Teacher Positions.)

Master Teacher I

1. Teacher III for at least one year.
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers plus completion of academic requirements for M.A.
3. Very satisfactory performance rating for the last two years.
4. At least three years experience.
5. Must be a demonstration teacher (District Level).
6. At least 25 points in leadership and potential.

Master Teacher II

1. Master Teacher I for at least one year.
2. Very satisfactory performance rating as Master Teacher I.
3. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers plus completion of academic requirements for M.A.
4. Must be a demonstration teacher (Division Level)
5. At least 30 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotion.

Credit Points for Leadership, Potential and Accomplishments

	<i>Maximum Number of Points</i>
<p>a. Introduced any of the following which has been adopted or used by the school or district.</p> <ul style="list-style-type: none"> - Curriculum or instructional materials - Effective teaching techniques or strategies - Simplification of work as in reporting system, record keeping, etc. or procedures that resulted in cost reduction. - A worthwhile income generating project for pupils given recognition by higher officials in the division. 	20 points for any one of the items
<p>b. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of the regular teaching load.</p>	12 points
<p>c. Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program and discharged the work efficiently.</p>	12 points
<p>d. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development, or teacher welfare</p>	12 points
<p>For participation as member of such activity (7 points)</p>	
<p>e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc., for at least two years</p>	12 points
<p>For participation as member of such activity (7 points)</p>	
<p>f. Organized/managed an in-service activity or other similar activities at least on the school level.</p>	12 points
<p>g. Credited with meritorious achievements such as</p>	10 points
<p>(1) Trainor of or coach to contestants who receive prizes, commendations, or any form of recognition:</p> <ul style="list-style-type: none"> National winner 10 pts. Regional winner 5 pts. Division winner 3 pts. 	
<p>(2) Athletic coach of athletes or teams who won prizes as follows:</p> <ul style="list-style-type: none"> National level 10 pts. Regional level 5 pts. Provincial level 3 pts. District level 1 pt. 	
<p>(3) Coordinator of Boy Scout or Girl Scout activities:</p> <ul style="list-style-type: none"> National level 10 pts. Regional level 5 pts. Provincial level 3 pts. District level 1 pt. 	

Authorship (10 points for a book and 1 point for each article provided they are on education)		10 points
Sole Authorship	10 pts.	
Co-authorship	5 pts.	
Article	1 pt. per article	
		100 points

DepEd Order No. 22, s. 2013

(Revised Guidelines on the Transfer of Teachers from One Station to Another)

F. Criteria and Point System for Transfer of Teachers from One Station to Another

Public school teachers requesting for transfer to another station are not considered new applicants.

Upon a teacher's appointment, assignment to a station, and acceptance of the position effective June 2015, he or she shall not be transferred to another school until after rendering at least three (3) years of service in that school.

Areas of Priority	Criteria	Points	Documentary Requirements
Experience	5 years = 1 pt. + 1 pt every succeeding year but not to exceed 15 pts for the Teaching Experience outside his/her home brgy/municipality	15	Updated Service Record
Residency	Residents of the Barangay	25	COMELEC Voter's ID
	Residents of the Brgy w/o school declared as catchment/service area of the school applying for	15	
	Residents of the Brgy w/ school and adjacent to the school applying for	10	
	Residents of the Municipality	5	
RA 4670	Joining with his/her spouse in same school applying for	20	Cert. from PSDS
PD 603	Pregnant women and those with infants from 0 month to one (1) year	15	Cert. from MHO
	1 year & 1 day to 2 years	10	
	2 years & 1 day to 3 years	5	
Danger to Life	Due to armed conflict & hostilities	15	Cert. from PNP PD/Comdr PA; Cert from Brgy
	Due to Threat where a teacher is a spouse of a member of AFP or PNP	10	
	Battering/Household violence	5	
Health Condition	Suffering from degenerative ailment (CA, Lupus, Kidney/Liver Disease and other similar ailments)	10	Cert. from Government Doctor
	Suffering from chronic diseases (hypertension, asthma, bronchitis, diabetes, etc)	5	

As such, in the event that teachers are transferred in the exigency of the service, the following may serve as a guide in the decision on whom to transfer:

- a. Teachers who were last to be hired (Last in, First out);
- b. Non-residents of the barangay or municipality where the school is located;
- c. Residents of the barangay or municipality of the proposed recipient school; or
- d. Secondary school teachers teaching subjects other than their areas of specialization.

DepEd Order No. 97, s. 2011

(Revised Guidelines on the Allocation and Reclassification
of School Head Positions)

**G. *Criteria and Point System for Reclassification
of School Head Positions***

- A. On allocation/creation of school head positions
 1. Existing school or cluster of schools without school head position shall be provided with Head Teacher or Principal positions.
 2. The allocation of positions of school head per school or cluster of schools are as follows:
 - 2.1 Head Teacher (HT)
 - 2.1.1 One (1) HT I position per school with at least 6 teachers;
 - 2.1.2 One (1) HT I position in a cluster of at least 3 schools with an aggregate of at least six (6) teachers; and
 - 2.1.3 In case of far-flung areas, a cluster of schools shall be entitled to one (1) HT position as determined by the Schools Division Superintendent.
 - 2.2 Principal (P)
 - 2.2.1 One (1) P I position for every complete elementary or secondary school with at least nine (9) teachers; and
 - 2.2.2 One (1) P I position for every cluster of at least 3 schools with an aggregate of at least nine (9) teachers.
- B. On reclassification of school head positions
 1. Except for HT I and P I, further reclassification of school head positions shall no longer be anchored on the number of teachers but based on merit and performance as indicated in the requirements for the position.
 2. Reclassification may only be resorted to if there is no available vacant School head position.
 3. Further reclassification may only be allowed after three (3) consecutive years of at least Very Satisfactory or two (2) consecutive years of Outstanding performance from the effectivity of the latest appointment.
 4. The basic requirements for reclassification to the desired school head positions shall be as follows:

Position Title	SG	Education	Experience	Training	Performance Rating
Head Teacher I	14	At least 12 MA units in the fields of administration, supervision, leadership or management	3 years teaching and TIC or OIC for at least 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher II	15	At least 24 MA units in the fields of administration, supervision, leadership or management	HT I for 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher III	16	At least 36 MA units in the fields of administration, supervision, leadership or management	HT II for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher IV	17	Complete Academic Requirements in the fields of administration, supervision, leadership or management	HT III for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher V	18	Complete Academic Requirements in the fields of administration, supervision, leadership or management	HT IV for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

Position Title	SG	Education	Experience	Training	Performance Rating
Head Teacher VI	19	Master's degree in the fields of administration, supervision, leadership or management	IIT V for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal I	19	Master's degree in the fields of administration, supervision, leadership or management (Principal Passer)	Two (2) years as HT III for elementary; Two (2) years as HT VI for secondary	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal II	20	Master's degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal III	21	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal IV	22	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	Two (2) years as Principal III	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

5. The required experience of the applicant must be relevant to the position such as designated as Teacher-In-Charge who had served at least one (1) year in public schools.

C. Computation of Points

Criteria	Maximum No. of Points
Performance Rating	20
Experience	10
Outstanding Accomplishments	30
Education and Training	15
Potential	10
Psychological Attributes and Personal Traits	15
Total	100

1. Performance Rating (20 points)

The average performance rating of the applicant prior to screening should be at least Very Satisfactory for the last 3 consecutive years or Outstanding for the last 2 years. The average of the numerical ratings shall be given points as follows:

Numerical Rating	Points
9.400 – 10.000	20
8.700 – 9.399	16
8.000 – 8.699	12
7.300 – 7.999	8
6.600 – 7.299	4

2. Experience (10 points)

Experience must be relevant to the duties and functions, including the mentoring and coaching experiences, of the position to be reclassified, with every year given a point but not to exceed ten (10) points. Every month of service in excess of one year shall be given a corresponding point.

Example: 1 yr. & 5 mos. $1 \frac{5}{12} = 1.4$ points
 5 yrs. & 11 mos. $5 \frac{11}{12} = 5.9$ points

3. Outstanding SBM related accomplishments (30 points)

3.1 Outstanding Employee Award (5 points)

Criteria	Points
Awardee in the School	1
Awardee in the District	2
Nomination in the Division	2
Awardee in the Division	3
Nomination in the Region	3
Awardee in the Region	4
Nomination in the National	4
National Awardee	5

District Level	1
Division Level	2
Regional Level	3
National Level	4

4.2 Training (5 points)

Participant in a specialized training

e.g. Scholarship Programs, Short Courses, Study Grants shall be given one (1) point for every month of attendance but not to exceed ten (10) points.

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

Criteria	Points
District Level	1
Division Level	2
Regional Level	3

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

Criteria	Points
National Level	4
International Level	5

4.2.3 Chair/co-chair in a technical/planning committee

Criteria	Points
District Level	1
Division Level	2
Regional Level	3
National Level	4
International Level	5

5. Potential (10 points)

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 positions.

6. Psychosocial Attributes and Personality Traits (15 points)

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

H. **Guidelines for Reclassification of Teacher II & III and Master Teacher I - IV positions through Equivalent Record Form (ERF)**

The ERF is a tool for determining the appropriate classification of a Teacher Position. It reflects the educational preparation, training, teaching experience, workshop and seminars for professional growth undertaken by a teacher.

The Department of Education, in consultation with the Department of Budget and Management, establishes "equivalents" to the academic preparation prerequisites and defines the "area of equivalents" and the corresponding units or points. The existing equivalents and areas of equivalents are as follows:

a. For those applying for Teacher II (BEED/BSEd)

CLASS	TEACHING EXPERIENCE	EDUCATION	PERFORMANCE RATING
Teacher II	At least 1 year or more teaching experience with CAR or MA graduate; or 20 years teaching experience; or 6 years teaching experience with 18 MA units; or 8 years teaching experience with 15 MA units.	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	Very Satisfactory performance rating for the last three years

b. For those applying for Teacher III (BEED/BSEd)

CLASS	TEACHING EXPERIENCE	EDUCATION	PERFORMANCE RATING
Teacher III	At least 3 years or more teaching experience with CAR/MA graduate or 20 years teaching experience with 20 or more MA units	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	Very Satisfactory performance rating for the last three years

c. For those applying for Master Teacher I, II, III, and IV positions.

- ❖ Must possess all prescribed qualifications to be considered for a particular level which is measured in terms of educational preparation, performance rating, and teaching experience.

CLASS	TEACHING EXPERIENCE	EDUCATION	PERFORMANCE RATING
Master Teacher I	Must be Teacher II with at least 3 years teaching experience	Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Public School Teachers, plus completion of academic requirements for Master of Arts	Very Satisfactory performance rating for the last three years

Master Teacher II	Master Teacher I for at least 1 year	Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Public School Teachers, plus completion of academic requirements for Master of Arts	Very satisfactory rating as Master Teacher I
Master Teacher III	Master Teacher II	Master of Arts in Education or equivalent	Very satisfactory rating as Master Teacher II
Master Teacher IV	Master Teacher III	At least Master of Arts in Education, M.A in Teaching or master's in education	Outstanding rating as Master Teacher III

❖ Other Criteria

Master Teacher I

- At least 25 points in leadership and potential or has been a demonstration teacher in the district level plus 15 points in leadership and potential.

Master Teacher II

- At least 30 points in leadership and potential or has been a demonstration teacher in the division level plus 20 points in leadership and potential, provided the activities or accomplishments listed for this purpose had not been credited or used for similar promotions.

Master Teacher III

- At least 45 points in leadership, potential, and achievement, provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

Master Teacher IV

- At least 60 points in leadership, potential, and achievement, provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

DOCUMENTARY REQUIREMENTS FOR ERF

TEACHER II & III

- Endorsement from the PSDS
- Duly accomplished ERF – 5 copies
- Original copy of Certification from School Registrar for MA Units or C.A.R.
- TOR with Certification, Authentication and Verification (CAV) from CHED – original copy
- Updated Service Record – 3 original copies
- Performance Rating for the last 3 School Years (certified photocopy signed by the Administrative Officer, District Supervisor and School Head) – 1 copy/year (in consecutive order)
- Duly accomplished CS Form 212 (Personal Data Sheet) – 3 original copies
- Sworn Statement that all documents submitted are true and correct with documentary stamp (original copy)
- Latest approved appointment – 3 certified true copies
- Latest Payslip or Payroll – 1 certified true copy
- Latest Plantilla (PSIPOP) – 1 certified true copy
- Certificates of trainings, seminars, workshops, awards – certified true copies
- Certification that the incumbent of the position to be Reclassified qualifies to occupy the new position.

MASTER TEACHER I, II, III, & IV

- Endorsement from the PSDS
- Duly accomplished ERF – 5 copies
- Position Description Form 1- 3 copies
- Original copy of Certification from School Registrar for CAR OR MA/Doctoral degree
- TOR with an original copy of the Certification, Authentication and Verification (CAV) from CHED (Master's/Doctoral degree)
- College TOR (Bachelor's degree)
- Duly accomplished CS Form 212 (Personal Data Sheet) – 3 original copies
- Updated Service Record – 3 original copies
- Performance Rating for the last 3 School Years (certified photocopy signed by the Administrative Officer, District Supervisor and School Head) – 1 copy/year (in consecutive order)
- Certification that the applicant is actually teaching with regular teaching load supported by a **CLASSROOM PROGRAM**
- Certificate as a **DEMONSTRATION TEACHER**
- Division ranklist signed by the SDS-certified true copy

- Certification on the number and names of teachers to be assigned/served by MT1 in the district
 - *MTS'S (secondary)-5-7 teachers/subject area in the same organizational unit
 - *MT'S (elementary) total number of teachers including MT'S in the district
- Organizational chart with item numbers/subject areas
 - For ELEMENTARY- District and School Organizational chart
 - For SECONDARY-School and Organizational chart with item number and subject areas of specialization under his/her supervision
- Latest approved appointment – 3 certified true copies
- Latest Payslip or Payroll – 1 certified true copy
- Latest Plantilla (PSIPOP) – 1 certified true copy
- Certificates of trainings, seminars, workshops, awards – certified true copies
- Justification Statement signed by the SDS
- Classroom Program which includes teachers under his/her supervision
- Sworn Statement that all documents submitted are true and correct with documentary stamp (original copy)
- Computation worksheet for MT positions (MT I, MT II)

VII. **RSP PROCESS FLOW**

(See Enclosure No. 2 of this Memo)

VIII. **COMPOSITION OF THE PERSONNEL SELECTION BOARD**

Human Resource Merit Promotion and Selection Board

The composition of the HRMPSB in the Division of Negros Oriental:

Chairperson: **DR. NILITA L. RAGAY**
 Chief Education Supervisor - CID
 OIC-Assistant Schools Division Superintendent

Co-Chairperson: **DR. JOELYZA M. ARCILLA**
 OIC-Assistant Schools Division Superintendent

DR. MARCELO K. PALISPIS
 OIC-Assistant Schools Division Superintendent

Members: **DR. RACHEL B. PICARDAL**
 Chief Education Supervisor – SGOD

MS. LANI B. YURONG
 Administrative Officer V

MS. JIAN A. DIAZ
 Administrative Officer IV (HRMO)

MR. SONNY V. UY
Public Schools District Supervisor
President, PSDS Association
(for 2nd level positions)

MS. MARICHYLE P. LAJATO
Guidance Counselor I
President, DepED NEU
(for 1st level positions)

Head/Authorized CS Representative of the Unit
where the vacancy exists

Secretariat: MS. GEMMALYN B. VILLAREJO, AO II
MR. JASON A. FERMIZA, AO II
MS. JENNILENE G. CADIENTE, AO II
MS. MARY ANN L. BALAMBAGO, ADA I

Sub-Committee: MS. GEMMALYN B. VILLAREJO, AO II
MR. JASON A. FERMIZA, AO II
MS. JENNILENE G. CADIENTE, AO II
MS. ANA LOU G. SAGA, AO II
MS. JONALYN E. CUENCA, ADAS III
MS. CHRISTIN F. CAMACHO, ADAS II

***DIVISION SCREENING COMMITTEE FOR TEACHER APPLICANTS
SY 2023-2024***

ELEMENTARY LEVEL

Chair: Dr. Nilita L. Ragay
Chief Education Supervisor
OIC-Assistant Schools Division Superintendent

Co-Chair: Dr. Joelyza M. Arcilla
OIC-Assistant Schools Division Superintendent

Dr. Marcelo K. Palispis
OIC-Assistant Schools Division Superintendent

Members: Ms. Katherine Y. Sedillo
EPS, Kinder/SPED

Dr. Anna Lee A. Amores
EPS, English

Dr. Elisa L. Baguio
EPS, MG/Mathematics

Dr. Donre B. Mira
EPS, Val. Ed.

Mr. Sonny V. Uy
PSDS, President-PESPA

Mr. Nelson Q. Regir
President, Federated PTA

JUNIOR HIGH SCHOOL LEVEL

- Chair: Dr. Nilita L. Ragay
OIC-Assistant Schools Division Superintendent
- Co-Chair: Dr. Joelyza M. Arcilla
OIC-Assistant Schools Division Superintendent
- Dr. Marcelo K. Palispis
OIC-Assistant Schools Division Superintendent
- Members: Dr. Carmelita A. Alcala
EPS, Aral. Pan.
- Mr. Arnold R. Jungco
PSDS, Science
- Dr. Dan P. Alar
EPS, MAPEH
- Ms. Rosela R. Abiera
EPS, LRMDs Manager
- Mr. Nelson Q. Regir
President, Federated PTA
- Ms. Epifania Q. Cuevas
SP-II, Representative-NAPSSHI

SENIOR HIGH SCHOOL LEVEL

- Chair: Dr. Nilita L. Ragay
OIC-Assistant Schools Division Superintendent
- Co-Chair: Dr. Joelyza M. Arcilla
OIC-Assistant Schools Division Superintendent
- Dr. Marcelo K. Palispis
OIC-Assistant Schools Division Superintendent
- Members: Dr. Renante A. Juanillo
EPS, Filipino/SHS
- Dr. Antonio B. Baguio Jr
EPS, TLE/EPP
- Ms. Razzil P. Nocete
Authorized Rep., GSP
- Ms. Rowena Z. Trofeo
T-III, President-Teachers Assoc.
- Mr. Joel M. Villagrancia
Prov. Director, TESDA
- Mr. Nelson Q. Regir
President, Federated PTA
- Ms. Epifania Q. Cuevas
SP-II, Representative-NAPSSHI
- Secretariat: Ms. Conchita J. Tuin, ADAS III
Ms. Sheena Lee B. Torres, AO II
Ms. Jan Marie S. Camacho, ADAS III
Ms. Rina A. Duran, ADAS III
Ms. Ma. Irene Cecilia A. Elemia, ADAS III

**DIVISION SUB-SCREENING COMMITTEE FOR TEACHER APPLICANTS
SY 2023-2024**

A. School Level

Chair: Principal
Members: at least two teachers

B. District Level

Co-Chair: Public Schools District Supervisor
Members: at least two Principals

A. The School shall observe the following:

1. Receive application folders from the school level.
2. Verify and certify as to the completeness of folders and documents against the school's list endorsed by the Principal.
3. Immediately notify schools if the submitted folders are incomplete, in order to facilitate and ensure complete and proper submission of application folder.
4. Submit all application folders to the Division Office on or before the scheduled deadline of submission of application folders.
5. In adherence to the Equal Employment Opportunity Principle (EEOP), the school screening committees must not discriminate an applicant regardless of his gender, disability, ethnicity, etc. Hence all application folders must be accepted fairly.

B. The District Office shall observe the following:

1. Receive application folders from the school level.
2. Verify and certify as to the completeness of folders and documents against the school's list endorsed by the Principal.
3. Immediately notify schools if the submitted folders are incomplete, in order to facilitate and ensure complete and proper submission of application folder.
4. Submit all application folders to the Division Office on or before the scheduled deadline of submission of application folders.
5. In adherence to the Equal Employment Opportunity Principle (EEOP), the district screening committees must not discriminate an applicant regardless of his gender, disability, ethnicity, etc. Hence all application folders must be accepted fairly.

IX. FUNCTIONS AND RESPONSIBILITIES

The Human Resource Merit Promotion and Selection Board have the following functions:

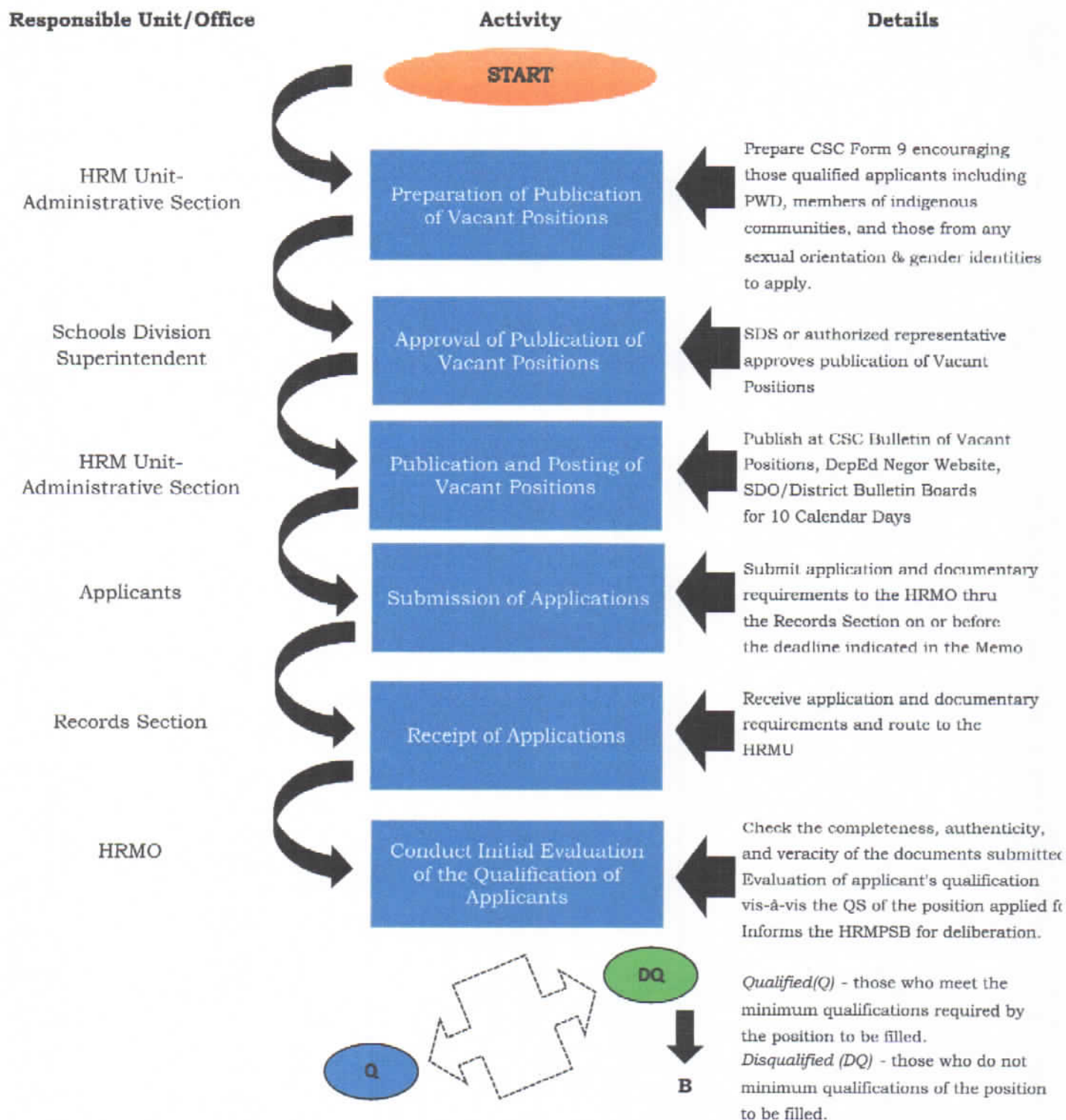
1. Develop SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes;
2. Recommend to the appointing officer/authority the designation of sub-committee/s as deemed necessary, to assist in the conduct of comparative assessment of applicants and facilitate the evaluation process;

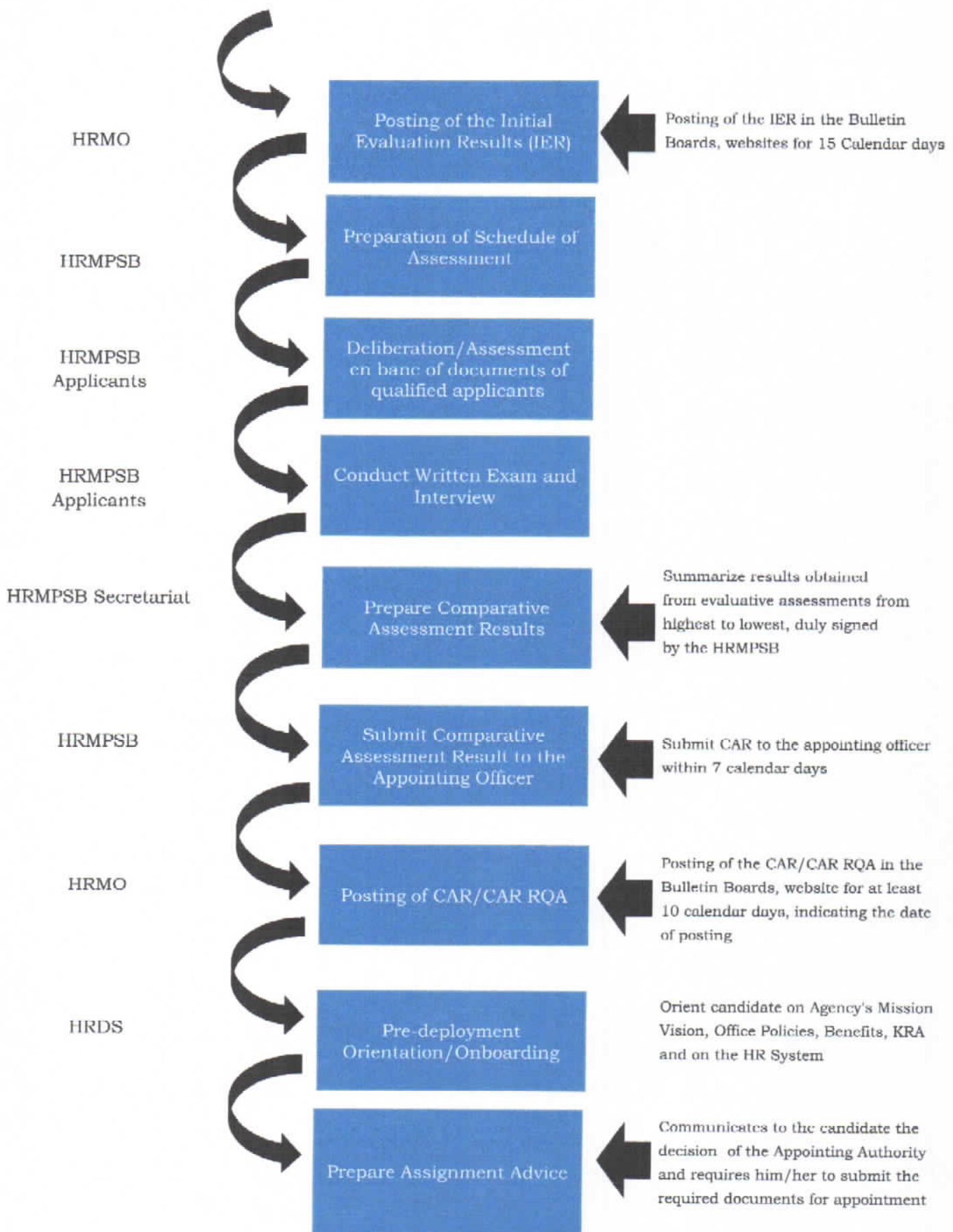
3. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
4. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
5. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
6. Maintain fairness and impartiality in the assessment of applicants;
7. Respond to queries and/or complaints pertaining to the comparative assessment results;
8. Make sure that all employees are properly oriented and have clearly understood their performance expectations;
9. Apply national policies on gender and development in the recruitment;
10. In adherence to the Equal Employment Opportunity Principle (EEO), the HRMPSE must not discriminate an applicant regardless of his gender, disability, ethnicity, etc. Hence all application folders must be accepted and screened fairly.
11. Perform other related functions as may be assigned.

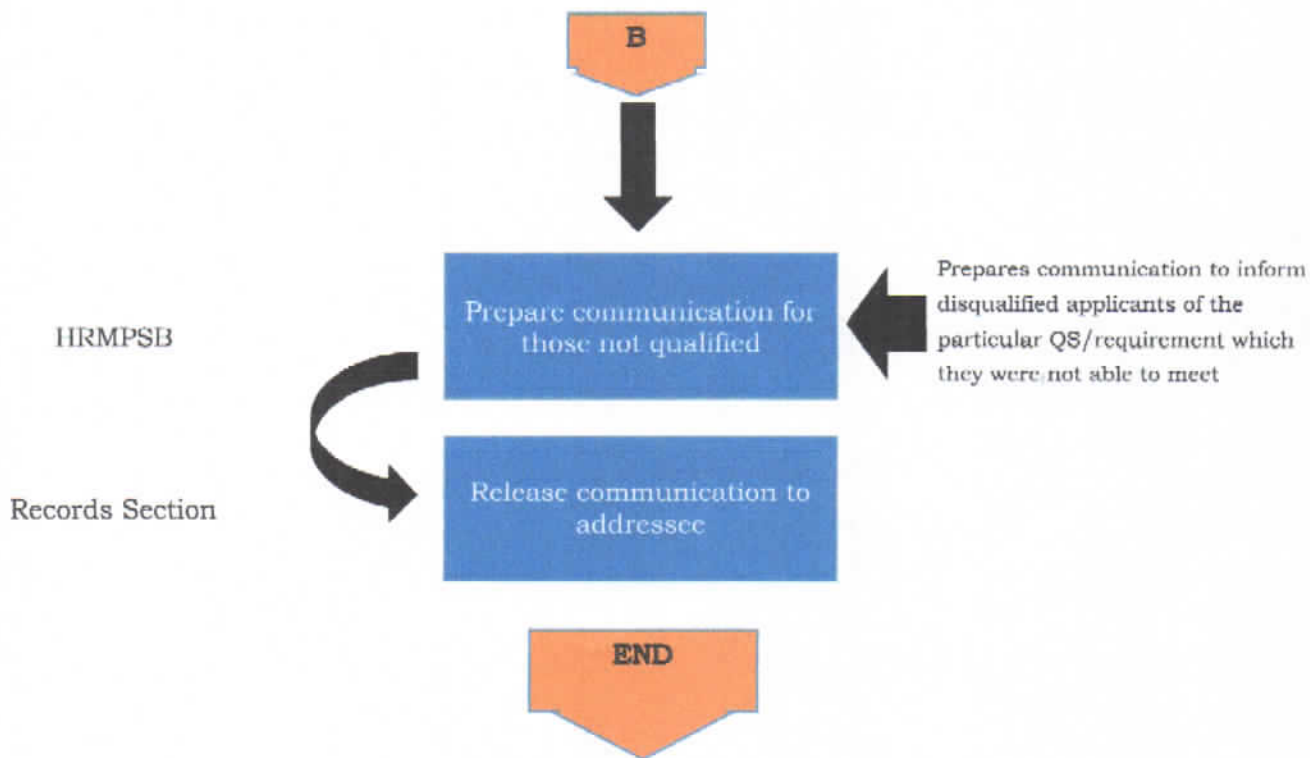
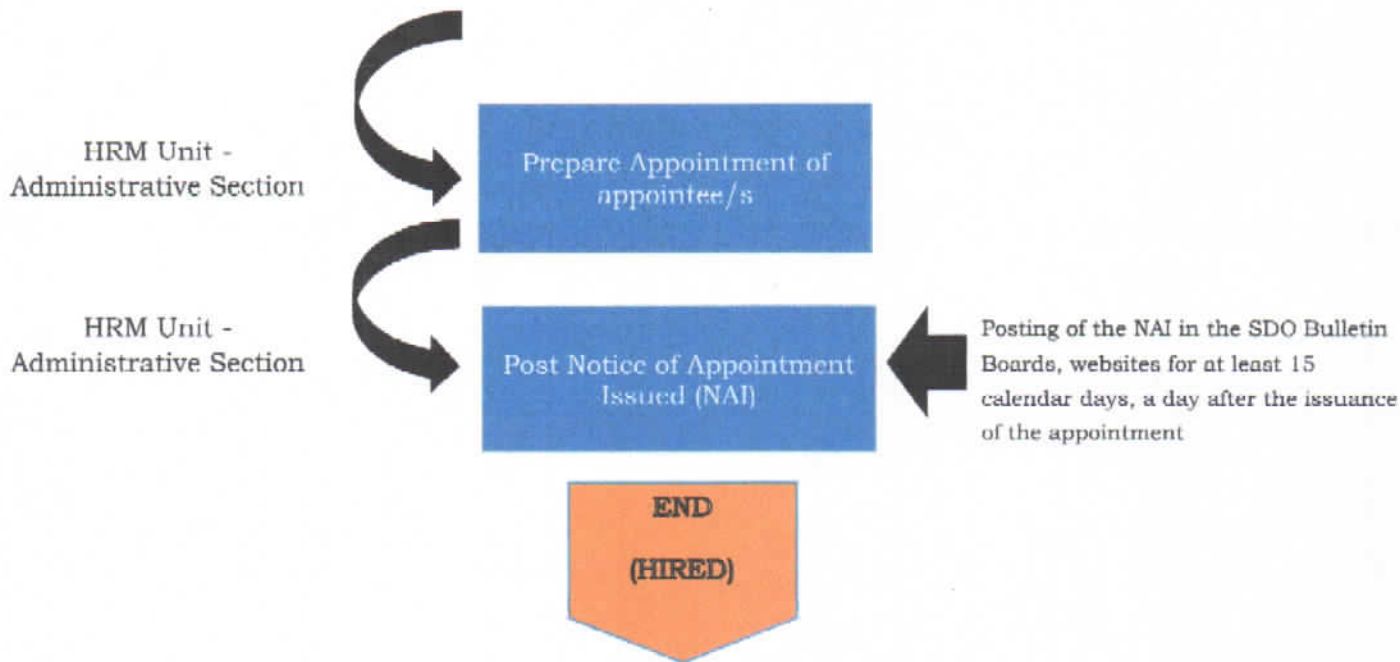
X. **EFFECTIVITY**

This policy shall take effect immediately.

**DEPARTMENT OF EDUCATION, DIVISION OF NEGROS ORIENTAL
RECRUITMENT, SELECTION AND PLACEMENT PROCESS FLOW**







CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/Subcommittee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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			
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.			

Attested:

 Human Resource (HR) Office / Subcommittee

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

INCREMENTS TABLE**EDUCATION**

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	


TRAINING

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

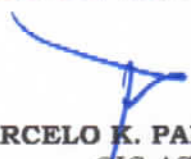
EXPERIENCE

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

**DIVISION OF NEGROS ORIENTAL
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD**



NILITA L. RAGAY, EdD
CID Chief
OIC-ASDS
Chairperson



JOELYZA M. ARCHILLA, EdD
OIC-ASDS
Co-Chairperson



MARCELO K. PALISPIS, EdD
OIC-ASDS
Co-Chairperson


Members:


RACHEL B. PICARDAL, EdD
SGOD Chief


LANI B. YURONG
Administrative Officer V



JIAN A. DIAZ
Administrative Officer IV (HRMO)

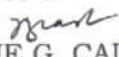

SONNY V. UY
Public Schools District Supervisor
President, PSDS Association
(for 2nd level positions)


MARICHYLE P. LAJATO
Guidance Counselor I
President, DepED NEU
(for 1st level positions)

Head/Authorized CS Representative of the Unit where the vacancy exists

Secretariat:


GEMMALYN B. VILLAREJO
AO II


JENNILENE G. CADIENTE
AO II


JASON A. FERMIZA
AO II


MARY ANN L. BALAMBAO
ADA I

Approved:


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

6/15/23