



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

November 21, 2022

DIVISION MEMORANDUM
NO. 487 S. 2022

SUBMISSION OF APPLICATION FOR VACANT POSITIONS

To: OIC, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Heads, Public Elementary, Secondary and Integrated Schools
 All Others Concerned

1. This Office announces the submission of application for the anticipated and/or vacant Public Schools District Supervisors, School Principal, Head Teacher and Master Teacher positions stated below:

Level	Position	No. of Positions	Office/School/District Assignments
	Public Schools District Supervisor	2	SDO- Curriculum Implementation Division
Secondary	Principal II	2	Jagnaya National High School Florentina Degala National High School
Secondary	Principal III	3	Jose Diva Avelino Jr. National High School Jamindan National High School Bungsuan National High School
Secondary	Head Teacher I (Technology and Livelihood Education)	2	Estefania Montemayor National High School
	Head Teacher I (Araling Panlipunan)		Panitan National High School
Secondary	Head Teacher III	1	Basiao National High School
Elementary	Master Teacher II	7	Dumalag Jamindan Mambusao West Pilar Pontevedra Sigma Tapaz East
Secondary	Master Teacher II (MATHEMATICS)	3	Capiz National High School
	Master Teacher II (MAPEH)		Capiz National High School
	Master Teacher II (MATHEMATICS)		Panitan National High School

2. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter addressed to the Schools Division Superintendent through the Office of the Administrative IV (Personnel) specifying their desired position and office/ school where the vacancy exists, on or before **November 29, 2022**. Please be guided by the attached criteria of evaluation. The following documents in **two (2) copies (one (1) original and one (1) photocopy) properly labelled, with dog ear, per criterion** are to be submitted:



Address: Banica, Roxas City
Contact Number: (036) 6518 456
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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1. Application letter;
 2. CSC Form 212 (Personal Data Sheet) must be computerized sworn before an officer authorized to administer oath;
 3. Transcript of Record (graduate and undergraduate) authenticated by CHED;
 4. Other Designations (with specific duties and responsibilities), if any;
 5. Position Description Form for regular employees and from other Government Agencies;
 6. Certificate of Eligibility;
 7. Performance Rating for the last 3 rating period (IPCRF/OPCRF for regular employees);
 8. Certificate of Trainings after the last promotion/appointment
 9. Outstanding accomplishment after the recent promotion/appointment;
 10. Omnibus Sworn Certification of the applicant stating that all documents are authentic copy of the original, complete and all statements therein are true and correct sworn before a person authorized to administer oath.
3. Please be guided by the attached DepEd Orders: No. 66 s. 2007; D.O No. 39,s. 2007, DO 42, s. 2007 ; MEC Order No. 10, s. 1979 and DECS Order No. 57, s. 1997 for the qualification standards and criteria evaluation.
 4. The cut-off date for the accomplishments, awards, trainings and seminars is from the date of last promotion to November 28, 2022. Only documents submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the Human Resource Merit Promotion and Selection Board (HRMPSB) that are needed for the verification and validation of initially submitted documents.
 5. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Admin Section	November 29, 2022
Pre-evaluation of the Applicant's Qualification vis-à-vis Qualification Standard (QS) and Submission of the Selection Line-up for Deliberation of HRMPSB	HRM Office	December 1 and 2, 2022
Posting of List of Qualified Applicants	Bulletin Board (3 conspicuous places)	December 6, 2022
Evaluation and Deliberation	Multi-Purpose Hall	December 12 & 13, 2022 Dec. 12 (PSDS & SH) & Dec. 13 (MT)
Systematic Assessment		
Interview of applicants	TBA	December 12, 2022
Written Examination	Admin Office (Multi-Purpose Hall)	
HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Asst. Schools Division Superintendent	December 15, 2022
Background Investigation	N/A	December 16, 2022
Submission to the Office of Schools Division Superintendent for the approval of the Evaluation Results	Office of the Schools Division Superintendent	December 19, 2022
Posting of Results	Bulletin Board (3 conspicuous places)	December 20, 2022



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6. Applicants are reminded of the following:
 - a. Late documents shall not be evaluated; and
 - b. No retrieval of folders will be allowed once stamped “Received” by the office.
7. Expenses relative to the conduct of the activity shall be charged against the DIVISION MOOE, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

“Annex A-1”
 Enclosure to DepEd Order No. 66 s. 2007

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		LEVEL 1	LEVEL 2
A. Performance Rating	35	35	30
<i>Performance rating for the 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (10) points</i>
C. Outstanding Accomplishments	20	5	20
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research & Development Projects</i>	4	1	4
<i>d. Publication/ Authorship</i>	4	1	4
<i>e. Consultant/ Resource Speaker in Trainings/ Seminars</i>	4	1	4
D. Education	25	10	15
• <i>Complete Academic Requirements of Master's Degree</i>	10	6	7
• <i>Master's Degree</i>	15	7	10
• <i>Complete Academic Requirements for Doctoral Degree</i>	20	9	13
• <i>Doctoral Degree</i>	25	10	15
Training	5	10	10
<i>Participants in specialized training, e.g. Scholarship Programs, Short courses, Study Grants.</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participants in three (3) training or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>District Level</i>	1	2	2
<i>Division Level</i>	2	4	4
<i>Regional Level</i>	3	6	6
<i>Participants in one (1) training conducted for at least (3) days not credited during the last promotions:</i>			
<i>National Level</i>	4	8	8
<i>International Level</i>	5	10	10
<i>Chair/ Co-Chair in a technical/ planning committee</i>			
<i>District Level</i>	1	2	2
<i>Division Level</i>	2	4	4
<i>Regional Level</i>	3	6	6
<i>National Level</i>	4	8	8
<i>International Level</i>	5	10	10



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E. Potential	5	20	10
1. Communication Skills	1	4	2
2. Ability to Present Ideas	1	4	2
3. Alertness	1	4	2
4. Judgement	1	4	2
5. Leadership	1	4	2
F. Psycho-social attributes	5	15	5
<i>a. Human Relations</i>	2	6	2
<i>b. Decisiveness</i>	2	5	2
<i>c. Stress Tolerance</i>	1	4	1
TOTAL	100	100	100

“Annex A-1”

Enclosure to DepEd Order No. 66 s. 2007



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Republic of the Philippines
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SCHOOLS DIVISION OF CAPIZ

INDIVIDUAL EVALUATION SHEET FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR

Name of Applicant: _____
 Address: _____ Contact No: _____
 Present Position: _____ Date of Last Promotion _____
 School: _____

I. BASIC REQUIREMENTS:

	Qualification Standard (QS)	Applicant's Qualification
EDUCATION	<i>BEED/BSED; Masters' degree Education or other relevant Master's Degree.</i>	
EXPERIENCE REQUIREMENT	<i>Five years (5) cumulative experience in instructional supervision & school management</i>	
TRAINING	<i>Sixteen (16) hours of relevant training</i>	
ELIGIBILITY	<i>R.A 1080</i>	

II. CREDIT POINTS FOR PERFORMANCE, EXPERIENCE, OUTSTANDING ACCOMPLISHMENTS, EDUCATION, TRAINING, PSYCHO-SOCIAL ATTRIBUTES AND POTENTIAL

- A. PERFORMANCE RATING FOR THE LAST 3 RATING PERIODS (35 POINTS)** _____
- SY- 2018-2019 - _____
 SY- 2019-2020- _____
 SY- 2020-2021- _____
- B. RELEVANT EXPERIENCE (5 POINTS)** _____
- C. OUTSTANDING ACCOMPLISHMENTS (20 POINTS)** _____
- a. Outstanding Employee Award (4 pts) _____
 b. Innovations (4 pts) _____
 c. Research & Development Projects (4 pts) _____
 d. Publication/Authorship (4 pts) _____
 e. Consultant/Resource Speaker in Trainings/
 Seminars/Workshops/Symposia (4 pts) _____
- D. EDUCATION and TRAINING (30 POINTS)** _____
- a. Education (25 pts) _____
 b. Training (5 pts) _____
- E. POTENTIAL (5 POINTS) [Written Test + Interview]/2] _____ + _____** _____
- F. PSYCHO-SOCIAL ATTRIBUTES (5 POINTS)** _____

TOTAL POINTS _____

CERTIFIED CORRECT BY THE HRMPSB & TWG:

HRMPSB Chairperson
Member
Member
Member



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

Telefax No. (036) 6210-974 / Tel. No. (036) 620-2373

INDIVIDUAL EVALUATION SHEET FOR HEAD TEACHER I – SECONDARY

Name of Applicant: _____
Address: _____ Contact No.: _____
Present Position: _____
School: _____ Date of Last Promotion: _____

I. BASIC REQUIREMENTS

	Qualification Standard	Applicants Qualification
Education	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization.	
Experience Requirement	TIC for 1 year; or Teacher for 3 years.	
Training Requirement	24 hours of relevant training	
Eligibility Requirement	RA 1080 (Teacher)	
REMARKS	<input type="checkbox"/> Qualified	
	<input type="checkbox"/> Not Qualified	

II. CREDIT POINTS FOR PERFORMANCE, EXPERIENCE, OUTSTANDING ACCOMPLISHMENTS, EDUCATION, TRAINING, PSYCHO-SOCIAL ATTRIBUTES AND POTENTIAL

- A. Performance rating for the Last 3 Years **(30 pts)** SY _____
SY _____
SY _____
- B. Relevant Experience **(10 pts)** _____
- C. Outstanding Accomplishments **(30 pts)** _____
a. Outstanding Employee Award **(5 pts)** _____
b. Innovations **(5 pts)** _____
c. Research & Development Projects **(10 pts)** _____
d. Publication / Authorship **(5 pts)** _____
e. Consultant / Resource Speaker in Trainings / _____
Seminars / Workshops / Symposia **(5 pts)** _____
- D. Education & Training **(20 pts)**
a. Education **(10 pts)** _____
b. Training **(10 pts)** _____
- E. Potential **(5 pts)** [Written Test + Interview]/2] _____
_____ + _____ /2 = _____
- F. Psycho-Social Attributes **(5pts)** _____
- Total Points** _____

Certified Correct by Personnel Selection Board:

PSB Chairperson

Member

Member

Member

Member



Tanggapan ng Kalihim
Office of the Secretary

SEP 17 2007

DEPED ORDER

No. 66, s. 2007

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

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

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


JESLIA LAPUS
Secretary

Encl: As stated

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

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

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

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

I. PROCEDURE

The HRMO/In-Charge of Personnel shall:

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

The Personnel Selection Board (PSB) shall:

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

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

The Appointing Official shall:

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

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

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary

Vice-Chairperson: Assistant Secretary

Members:

Head of Office where the vacancy exists

Chief, Personnel Division

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

2. In the Regional Office:

Chairperson: Assistant Regional Director

Members:

Chief of the Division/Unit where the vacancy exists

Chief, Administrative Division

Chief Administrative Officer V (HRMO III)

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

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent

Members:

Head of the school where the vacancy exists

Administrative Officer V

Administrative Officer II (HRMO I)

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

4. In the School:

4.1 Central elementary schools and non-central elementary schools:

Chairperson: Principal/School Head

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

4.2 Elementary schools with no school head:

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

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head

Members: Department Head where vacancy exists
Department Head
Administrative Officer
President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head

Members: Two (2) Department Heads
Administrative Officer
President of Employees' Union/President of Non-Teaching Association

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

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

NON-TEACHING GROUP

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

A. Performance Rating

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

B. Experience

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

C. Outstanding Accomplishments

a. Outstanding Employee Award

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

b. Innovations

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

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

c. Research and Development Projects

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

d. Publication/Authorship

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

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

D. Education and Training

a. Education

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

b. Training

Participant in a specialized training

e.g. Scholarship Programs, Short Courses, Study Grants

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

- District Level
- Division Level
- Regional Level

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

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

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

E. Potential

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

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

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

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

F. Psychosocial Attributes and Personality Traits

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

a. Human Relations

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

b. Decisiveness

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

c. Stress Tolerance

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

IV. REPEALING CLAUSE

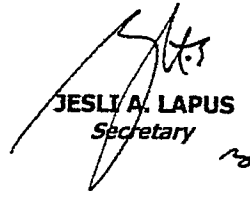
All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. **SANCTIONS**

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

VI. **EFFECTIVITY**

The provisions of this Order shall take effect immediately.



JESLI A. LAPUS
Secretary

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SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	35	35	30
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	5	20
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research & Development Projects</i>	4	1	4
<i>d. Publication/Authorship</i>	4	1	4
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	4	1	4
D. Education	25	10	15
<i>• Complete Academic Requirements for Master's Degree</i>	10	6	7
<i>• Master's Degree</i>	15	7	10
<i>• Complete Academic Requirements for Doctoral Degree</i>	20	9	13
<i>• Doctoral Degree</i>	25	10	15
Training	5	10	10
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• District Level</i>	1	2	2
<i>• Division Level</i>	2	4	4
<i>• Regional Level</i>	3	6	6
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• National Level</i>	4	8	8
<i>• International Level</i>	5	10	10

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



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
 DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
 UL Complex, Meralco Avenue
 Pasig, Metro Manila



August 1, 1997

*Sama-Sama
 sa DECS*

DECS O R D E R
 No. 57, s. 1997

**FURTHER IMPLEMENTATION OF THE CAREER PROGRESSION SYSTEM
 FOR MASTER TEACHERS**

To: Undersecretaries
 Assistant Secretaries
 Regional/Bureau/Center Service Directors
 Schools Superintendents
 District Supervisors

1. Pursuant to Executive Order No. 500 dated March 21, 1978, qualified Master Teacher I/II may now be recommended for reclassification to Master Teacher III/IV on the basis of the criteria given in MEC Order No. 10, s. 1979 (copy inclosed).

2. The number of Master Teacher III positions in each district shall not exceed 25% of the total number of MT I positions. Likewise, the number of MT IV shall not exceed 25% of the present number of MT II positions. The total number of Master Teachers I-IV shall not exceed 10% of the total number of teachers in each district.

To illustrate:

District A has 120 teachers

Present number of:	MT I	-	8	-	2
	MT II	-	4	-	1

	Total:		12		

Under this DECS Order:


MT I	-	6
MT II	-	3
MT III	-	2
MT IV	-	1

Total:		12

"Quality Education Towards Philippines 2000"

3. Corresponding additional guidelines shall be formulated for your guidance in the implementation of this DECS Order.

4. Please be guided accordingly.


RICARDO T. GLORIA
Secretary

Incl.:

As stated

Reference:

MEC Order: (No. 10, s. 1979)

Allotment: 1-3--(D.O. 50-97)

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

POLICY

RULES & REGULATIONS

TEACHERS

(Inclosure to DECS Order No. 57, s. 1997)

CRITERIA FOR MASTER-TEACHER

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

Master Teacher I

1. Permanent teacher.
2. Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers.
3. Very satisfactory performance rating for the last two years (at least 33 pts.)
4. At least three years experience.
5. At least 25 points in leadership and potential (see attached table) or has been a demonstration teacher on the district level plus 15 points in leadership and potential.

Master Teacher II

1. Master Teacher I (or ESP I) for at least one year.
2. Very satisfactory rating (at least 33 pts.) as Master Teacher I (or ESP 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. At least 30 points in leadership, potential, and achievement, or demonstration teacher on 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 earlier promotions.

Master Teacher III

1. Master Teacher II.
2. M.A. in education or equivalent.

The following are considered M.A. equivalent:

- a. Bachelor's degree for teacher, or equivalent plus 20 years experience and at least 20 units for M.A.
- b. Bachelor's degree for teacher or equivalent plus at least 20 graduate units and at least 18 credit allowances (See table of credit allowances.)
3. Very satisfactory performance rating (at least 35 pts.) as Master Teacher II.
4. 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

1. Master Teacher III
2. At least an M.A. in Education, MAT, or M.Ed.
3. Outstanding performance rating as Master Teacher III.
4. At least 60 points in leadership, potential, and achievements provided the accomplishments and achievements cited for this purpose had not been credited for an earlier promotion.



Tanggapan ng Kalihim
Office of the Secretary

JUL 04 2007

DEPED ORDER
No. 42, s. 2007

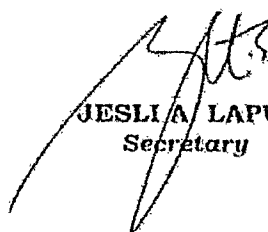
THE REVISED GUIDELINES ON SELECTION, PROMOTION
AND DESIGNATION OF SCHOOL HEADS

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

1 The Guidelines on the Selection, Promotion and Designation of School Heads were promulgated under DepED Order No. 85, s. 2003 in pursuance to RA 9155 on the basis of merit, competence, fitness and equality.

2 To further achieve the principles of merit and fitness, and strengthen the selection process for School Heads, several significant revisions are hereby adopted

3 Immediate dissemination of and compliance with this Order is directed


JESLI A. LAPUS
Secretary

Encls.
As stated

Reference:
DepED Order: (No. 85, s. 2003)

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
POLICY
PROMOTION

THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS

I. LEADERSHIP FRAMEWORK

There shall be a school head for all public elementary and secondary schools or a cluster thereof, pursuant to Section 6.1, Rule VI of the Implementing Rules and Regulations of Republic Act No. 9155 (Governance of Basic Education Act of 2001). A school head is a person responsible for the administrative and instructional supervision of the school or cluster of schools. As such, a school head is expected to possess the following leadership dimensions:

1. **Educational Leadership** is the ability to craft and pursue a shared school vision and mission, as well as develop and implement curriculum policies, programs and projects.
2. **People Leadership** is the ability to work and develop effective relationships with stakeholders and exert a positive influence upon people.
3. **Strategic Leadership** is the ability to explore complex issues from a global perspective, manage an educational enterprise and maximize the use of resources.

II. BASIC POLICIES

In addition to those stated in the Merit Selection Plan (MSP), the following basic policies shall be adopted.

1. Applicants to Principal I position must pass a qualifying test. He/she must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III.
 - 1.1 The test shall evaluate the applicants in terms of the three (3) leadership dimensions to measure executive and managerial competence. It may consist of paper and pencil, simulation and other modes.
 - 1.2 The test shall be developed by the National Educator's Academy of the Philippines (NEAP) in coordination with the National Education Testing and Research Center (NETRC).
 - 1.3 The Regional Office shall simultaneously administer the test once a year in designated venues.
2. The appointment of a school principal shall be non-station specific.
3. Any vacancy for Principal position shall be open to all qualified candidate from within and outside the division where the vacancies exist.
4. The Schools Division Superintendent shall designate Teachers-In-Charge in schools without Principal items.

To become a Teacher-In-Charge, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office.

5. Assignment of Head Teachers shall be one per subject area with priority on the core subject areas, namely: English, Math, Science, Filipino and Araling Panlipunan.

III. COMPUTATION OF POINTS

Specific points are assigned for each criterion in the ranking for Head Teacher/Principal positions, as follows:

<i>Criteria</i>	<i>Maximum No. of Points</i>
Performance Rating	30
Experience	10
Outstanding Accomplishments	30
Education and Training	20
Potential	5
Psychosocial Attributes and Personality Traits	5
TOTAL	100

A. Performance Rating (30 points)

The performance rating of the appointee for the last three (3) rating periods prior to screening should be at least Very Satisfactory. The average of the numerical ratings shall be given points as follows:

<i>Numerical Rating</i>	<i>Points</i>
<i>9.4 - 10</i>	<i>30</i>
<i>8.7 - 9.3</i>	<i>25</i>
<i>8.0 - 8.6</i>	<i>20</i>
<i>7.3 - 7.9</i>	<i>15</i>
<i>6.6 - 7.2</i>	<i>10</i>

B. Experience (10 points)

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

Example: 1 yr. & 5 mos. 1 5/12 = 1.4 points
5 yrs. & 11 mos. 5 11/12 = 5.9 points

C. Outstanding Accomplishments (30 points)

a. Outstanding Employee Award (5 points)

Awardee in the school	- 1 pt.
Nomination in the division/awardee in the district	- 2 pts.
Nomination in the region/awardee in the division	- 3 pts.
Nomination in the Department/awardee in the region	- 4 pts.
National awardee	- 5 pts.

b. Innovations (5 points)

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

1. Conceptualized - 1 pt.
2. Started the implementation - 2 pts.
3. Fully implemented in the school - 3 pts.
4. Adopted in the district - 4 pts.
5. Adopted in the division - 5 pts.

c. Research and Development Projects (10 points)

- Action research conducted in the school level - 6 pts.
- Action research conducted in the district level - 8 pts.
- Action research conducted in the division level - 10 pts.

d. Publication/Authorship (5 points)

- Articles published in a journal/newspaper/magazine of wide circulation (per article but not to exceed 4 pts.) - 2 pts.
- Co-authorship of a book (shall be divided by the number of authors) - 4 pts.
- Sole authorship of a book - 5 pts.

e. Consultant/Resource Speaker in Trainings/Seminars/ Workshops/Symposia (5 points)

- District level - 1 pt.
- Division level - 2 pts.
- Regional level - 3 pts.
- National level - 4 pts.
- International level - 5 pts.

D. Education and Training (20 points)

a. Education (10 points)

- Complete Academic Requirements for Master's Degree - 6 pts.
- Master's Degree - 7 pts.
- Complete Academic Requirements for Doctoral Degree - 9 pts.
- Doctoral Degree - 10 pts.

b. Training (10 points)

- Participant in a specialized training - 10 pts.
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.

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

- District Level - 2 pts.
- Division Level - 4 pts.
- Regional Level - 6 pts.

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

- National Level - 8 pts.
- International Level - 10 pts.

Chair/Co-chair in a technical/planning committee

- District Level - 2 pts.
- Division Level - 4 pts.
- Regional Level - 6 pts.
- National Level - 8 pts.
- International Level - 10 pts.

E. Potential (5 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.

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

1. Communication Skills - 1 pt.
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas - 1 pt.
Presents well-organized and precise ideas with marked command of the language used.
3. Alertness - 1 pt.
Manifests presence of mind and awareness of the environment.
4. Judgment - 1 pt.
Demonstrates sound judgment.
5. Leadership Ability - 1 pt.
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits (5 points)

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

a. Human Relations (2 pts.)

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization - 0.4 pt.
2. Internalizes work changes with ease and vigor - 0.4 pt.
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors - 0.4 pt.
4. Observes proper decorum in relating with superiors and peers - 0.4 pt.
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level - 0.4 pt.

b. Decisiveness (2 pts.)

1. Thinks logically and acts accordingly - 0.4 pt.
2. Considers alternatives and recommends solutions when faced with problem situations - 0.4 pt.
3. Gives convincing recommendations and suggestions - 0.4 pt.
4. Acts quickly and makes the best decision possible - 0.4 pt.
5. Exercises flexibility - 0.4 pt.

c. Stress Tolerance (1 pt.)

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. - 0.2 pt.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work. - 0.2 pt.
3. Controls negative manifestations of emotions. - 0.2 pt.
4. Performs satisfactorily his duties and functions in a tension-laden situation. - 0.2 pt.
5. Channels negative emotions to positive and constructive endeavors. - 0.2 pt.

IV. REPEALING CLAUSE

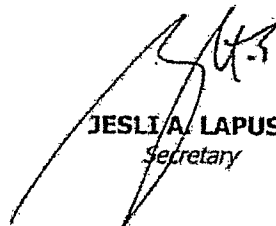
All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. SANCTIONS

Anyone found guilty of violating the provisions of these revised guidelines or parts thereof shall be dealt with accordingly.

VI. EFFECTIVITY

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary



JUN 15 2007

DepED ORDER
No. 39, s. 2007

MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS
OF HEAD TEACHERS AND PRINCIPALS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under Resolution No. 070520 dated March 19, 2007 has approved further modification to the Qualification Standards (QS) for Head Teachers and Principals in the elementary and secondary schools.
2. The modified Qualification Standards for the positions of Head Teacher I to III and Principal I to IV (for elementary level); Head Teacher I to VI and Principal I to IV (for secondary level) of this Department shall take effect immediately.
3. Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship test for aspirants to Principal I positions.
4. All other existing issuances which are inconsistent herewith are deemed repealed or amended.
5. For your guidance and compliance.


JESLI A. LAPUS
Secretary

Reference: DepED Order: No. 20, s. 2005
and 48, s. 2004

Allotment: 1- (D.O. 50-97)

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

OFFICIALS
TEACHERS

Reformatted by: Maricar/Sally - Modified QS HT & Principal
05-04-07/comp. madel

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools						
Principal I	18	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools

Principal I	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools:						
Head Teacher I	13	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools:

Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)

/billy/personnel/QS