



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



PSB RESOLUTION NO. 001
Series of 2018

A RESOLUTION PROVIDING FOR INTERNAL POLICIES ON ASSESSMENT OF SCHOOL HEADS,
PROMOTIONAL STAFF, NON-TEACHING PERSONNEL AND OTHER POSITIONS

WHEREAS, in consonance with the Merit Selection Plan of the Department, there is a need to come up with a uniform internal policy to guide the applicants and the Personnel Selection Board (PSB) alike in screening applicants relative to DepEd Orders/Issuances on Selection and/or Promotion;

WHEREAS, it is the function of the Personnel Selection Board (PSB) under Merit Selection Plan of DepEd to adapt formal screening procedures and formulate criteria for the evaluation of candidates for appointment and to disseminate the same;

WHEREAS, the internal guidelines do not intend to amend, modify, or change the guidelines issued by the Department, instead, it is intended only to supplement Department Orders to facilitate assessment/ranking activities;

NOW, THEREFORE, be it resolved as it is hereby resolved, that the following internal guidelines are hereby formulated in order to advance the understanding on the different criteria for selection and/or promotion of applicants to be conducted by the Division Personnel Selection Board:

Section 1. ASSESSMENT PROCEDURES

a. PHASE I – PAPER ASSESSMENT

1. All submitted pertinent documents by the applicants will be reviewed by the Personnel Selection Board en banc in accordance with the guidelines issued by the Department and other supplemental orders by the Department, Region, Division and CSC.
2. The result of the paper assessment will be presented to the candidates before the oral interview. Any clarifications and questions regarding their points will be entertained only at that time.

b. PHASE II – WRITTEN ASSESSMENT

1. Questions shall be given to the applicants before the oral interview and shall be administered by the HR Officer. They will be given an hour to answer in a written essay form. Answers will be reviewed by the Personnel Selection Board to assess the applicants' communication skill and other related indicators. The written assessment will be given to

the Schools Division Superintendent and will serve as one of the references on his/her selection.

c. PHASE III – ORAL INTERVIEW

1. All applicants will be interviewed by the Personnel Selection Board to assess their potential and psycho social attributes. The interview will also serve as a validation of the paper assessment. Follow-up questions from the written assessment can also be asked. Individual as well as group interviews will be adopted. The PSB will have the sole responsibility to determine the best type of interview to be used/carried.
2. An interview assessment form with guide questions related to a specific position applied for shall be used by the PSB to assist them in assessing the candidate's potential in the performance of the job. This assessment form will also serve as the rating sheet. (see Annex A)
3. The PSB will have the sole responsibility to submit to the Appointing Authority the final result immediately after the assessment process.

Section 2. APPLICABILITY

These internal policies shall be used by the Division Personnel Selection Board and can be adopted and implemented in the school and district levels for purposes of uniformity.

UNANIMOUSLY APPROVED this 26th day of January 2018, at the DepEd Division Office, Military Cut-Off, Baguio City.



SORAYA T. FACULO, PhD
OIC-Assistant Schools Division Superintendent
PSB Chairperson

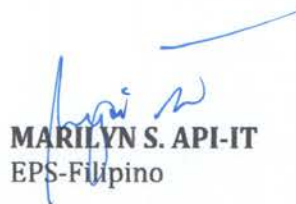


ARTHUR TIONGAN
Chief-SGOD
PSB Vice-Chairperson

PSB Regular Members:



ROBERTO R. GONZALES
Administrative Officer V



MARILYN S. API-IT
EPS-Filipino



ORDEN V. CAYSO
BCSTEA President

MARIVIC M. GERVERO
BCSNTEA President



REYNALYN T. PADSOYAN
SEPS-Research and Planning