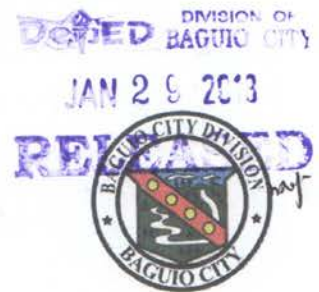




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



PSB RESOLUTION NO. 002
Series of 2018

A RESOLUTION PROVIDING FOR INTERNAL POLICIES ON THE DISTRIBUTION OF POINTS ON THE ASSESSMENT OF TEACHING, RELATED TEACHING, PROMOTIONAL STAFF, NON-TEACHING PERSONNEL AND OTHER POSITIONS BASED ON DEPED ORDER 66, S. 2007 (Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching 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. TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
A. PERFORMANCE RATING (computation will be divided based on the number of performance rating submitted)	35
B. EXPERIENCE	5
C. OUTSTANDING ACCOMPLISHMENTS	20
<i>c1. Outstanding Employee Award (4 points)</i>	
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

c2. Innovations (4 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

c3. Research and Development Projects (4 points)

Action Research conducted in the School	1.33
Action Research conducted in the District	2.66
Action Research conducted in the Division or Region	4.0

c4. Publication/Authorship (4 points)

Articles published in a journal/ newspaper/ magazine of wide circulation	1 point per article
Co-authorship of a book (shall be divided by the number of authors)	4.0
Sole authorship of a book	4.0

c5. Consultant/Resource Speaker in Training/ Seminars/ Workshop/ Symposia (4 points)

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

D. EDUCATION

25

Complete Academic Requirements for Master's Degree <i>Note: A certificate of Completed Academic Requirements is needed</i>	10
Master's Degree	15
Complete Academic Requirements for Doctoral Degree <i>Note: A certificate of Completed Academic Requirements is needed</i>	20
Doctoral Degree	25

E. TRAINING

5

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

e1. Chair/Co-chair in a technical/planning committee (5 points)

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

F. POTENTIAL

5

G. PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS

5

Section 2. NON-TEACHING GROUP


CRITERIA	POINTS	
	Level 1	Level 2
A. PERFORMANCE RATING (computation will be divided based on the number of performance rating submitted)	35	30
B. EXPERIENCE	5	10
C. OUTSTANDING ACCOMPLISHMENTS	5	20
<i>c1. Outstanding Employee Award</i>	<i>(1 point)</i>	<i>(4 points)</i>
Awardee in the School	0.2	0.8
Awardee in the District	0.4	1.6
Nomination in the Division	0.4	1.6
Awardee in the Division	0.6	2.4
Nomination in the Region	0.6	2.4
Awardee in the Region	0.8	3.2
Nomination in the National	0.8	3.2
National Awardee	1	4
<i>c2. Innovations</i>	<i>(1 point)</i>	<i>(4 points)</i>
Conceptualized	0.2	0.8
Started the implementation	0.4	1.6
Fully implemented in the School	0.6	2.4
Adopted in the District	0.8	3.2
Adopted in the Division or Region	1	4
<i>c3. Research and Development Projects</i>	<i>(1 point)</i>	<i>(4 points)</i>
Action Research conducted in the School	0.33	1.33
Action Research conducted in the District	0.66	2.66
Action Research conducted in the Division or Region	1	4
<i>c4. Publication/Authorship</i>	<i>(1 point)</i>	<i>(4 points)</i>
Articles published in a journal/ newspaper/ magazine of wide circulation	0.33	1.33
Co-authorship of a book (shall be divided by the number of authors)	0.66	2.66
Sole authorship of a book	1	4
<i>c5. Consultant/Resource Speaker in Training/ Seminars/ Workshop/ Symposia</i>	<i>(1 point)</i>	<i>(4 points)</i>
District Level	0.2	0.8
Division Level	0.4	1.6
Regional Level	0.6	2.4
National Level	0.8	3.2
International Level	1	4
D. EDUCATION	10	15
Complete Academic Requirements for Master's Degree	6	7
Master's Degree	7	10
Complete Academic Requirements for Doctoral Degree	9	13
Doctoral Degree	10	15
E. TRAINING	10	10
District Level	2	2
Division Level	4	4
Regional Level	6	6
National Level	8	8
International Level	10	10

<i>e1. Chair/Co-chair in a technical/planning committee</i>	<i>(5 points)</i>	<i>(5 points)</i>
District Level	1	1
Division Level	2	2
Regional Level	3	3
National Level	4	4
International Level	5	5
F. POTENTIAL	20	10
G. PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS	15	5

Section 3. **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

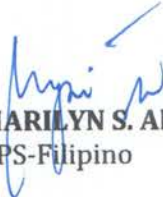


ARTHUR TIONGAN
Chief-SGOD
PSB Vice-Chairperson

PSB Regular Members:



ROBERTO R. GONZALES
Administrative Officer V



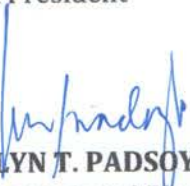
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