



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road Extension, Baguio City
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DEED DIVISION OF BAGUIO CITY

MAY 15 2018

RELEASED

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Division Memorandum

No. 176, s. 2018

Human Resource Merit Promotion and Selection Board (HRMPSB) Related Forms

To: Public School District Supervisors
Public Elementary and Secondary School Heads
Teacher-In-Charge
Public Elementary and Secondary Teachers
All Others Concerned

1. To ensure uniformity of templates used in the promotion and selection of teachers, teaching-related, non-teaching personnel, the Division has crafted the following related forms:
 - a. Comparative Assessment Form (CAF) – (Division level PSB)
 - b. CAF Pre – Assessment Form – (School level PSB)
2. Please refer to Enclosure No. 1-4 of this Memorandum for the said templates.
3. Submit a copy of the Minutes of the Meeting during the Pre-assessment.
4. Immediate and wide dissemination of this memorandum to all concerned is desired.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
School Division Superintendent



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



COMPARATIVE ASSESSMENT FORM

Position to be Filled:

(for MT I and MT II)

Qualification Standards

Education :
Experience :

Eligibility :
Training :

Division :
Date :

NAME OF APPLICANT	PRESENT POSITION	PERFORMANCE RATING <i>(Average)</i>	EXPERIENCE	EDUCATION	DEMO TEACHING	Credit Points for Leadership							TOTAL OF THE COMPARATIVE ASSESSMENT						
						<i>Innovation/ Income Generating Project</i>	<i>Subject Coordinatorship/ Grade Chairperson</i>	<i>Chairmanship on Special Committee</i>	<i>Research</i>	<i>Coordinator of a Community Activity</i>	<i>Organized and Managed an In-Service Activity</i>	<i>Meritorious Achievement</i>		<i>Authorship</i>					
						20	12	12	12	12	12	10		10	100 pts				

HUMAN RESOURCE MERIT PROMOTION and SELECTION BOARD CERTIFICATION

This is to certify that the above listed for the vacant position were thoroughly screened by the Division HRMPSB En Banc during its board meeting on *(date)* based on the Merit Promotion Plan of the Department, MEC Order No. 10, s. 1979 and other related Civil Service and DepEd rules and regulations.

Reviewed by: **Division Human Resource Merit Promotion and Selection Board :**

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

ARTHUR TIONGAN
 Chief - SGOD
Vice - Chairperson

ROBERTO R. GONZALES
 Administrative Officer V
Member

MA. LOUELLA C. MONCADA
 Administrative Officer IV - HRMO

REYNALYN T. PADSOYAN
 SEPS - Planning and Research
Member

MARILYN S. API-IT
 EPS - FILIPINO
Member

ORDEN V. CAYSO
 President - BCSTE
Member

FEDERICO P. MARTIN, Ed.D., CEEd.D., CESO V
 Schools Division Superintendent

COMPARATIVE ASSESSMENT FORM

Position to be Filled:

(for MT I and MT II)

Qualification Standards

Education :
Experience :

Eligibility :
Training :

Division :
Date :

NAME OF APPLICANT	PRESENT POSITION	PERFORMANCE RATING (Average)	EXPERIENCE	EDUCATION	DEMO TEACHING	Credit Points for Leadership							TOTAL OF THE COMPARATIVE ASSESSMENT						
						Innovation/ Income Generating Project	Subject Coordinatorship/ Grade Chairperson	Chairmanship on Special Committee	Research	Coordinator of a Community Activity	Organized and Managed an In-Service Activity	Meritorious Achievement		Authorship					
						20	12	12	12	12	12	10		10	100 pts				

HUMAN RESOURCE MERIT PROMOTION and SELECTION BOARD CERTIFICATION

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Reviewed by: **Division Human Resource Merit Promotion and Selection Board :**

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

ARTHUR TIONGAN
Chief - SGOD
Vice - Chairperson

ROBERTO R. GONZALES
Administrative Officer V
Member

MA. LOUELLA C. MONCADA
Administrative Officer IV - HRMO

REYNALYN T. PADSOYAN
SEPS - Planning and Research
Member

MARILYN S. API-IT
EPS - FILIPINO
Member

ORDEN V. CAYSO
President - BCSTEA
Member

FEDERICO P. MARTIN, Ed.D., CE.d.D., CESO V
Schools Division Superintendent



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



COMPARATIVE ASSESSMENT FORM

Position to be Filled:

(for Teacher II and Teacher III)

Qualification Standards:

Education :

Experience :

Eligibility :

Training :

Division :

Date :

NAME OF APPLICANT	Present Position	PERFORMANCE RATING	EXPERIENCE	OUTSTANDING ACCOMPLISHMENT (20 pts)					EDUCATION	TRAINING	POTENTIAL	PSYCHO-SOCIAL / PERSONALITY	TOTAL OF THE COMPARATIVE ASSESSMENT
				Awards	Innovation	Research & Dev't Proj	Publication/ Authorship	Consultancy/ Resource Speakership					
		35 pts	5 pts	4 pt	4 pt	4 pt	4 pt	4 pt	25 pts	5 pts	5 pts	5 pts	100 pts

HUMAN RESOURCE MERIT PROMOTION and SELECTION BOARD CERTIFICATION

This is to certify that the above listed for the vacant position were thoroughly screened by the Division HRMPSB En Banc during its board meeting on *(date)* based on the Merit Promotion Plan of the Department, DepEd Order No. 66, s. 2007 and other related Civil Service and DepEd rules and regulations.

Reviewed by: **Division Human Resource Merit Promotion and Selection Board :**

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

ARTHUR TIONGAN
 Chief - SGOD
Vice - Chairperson

ROBERTO R. GONZALES
 Administrative Officer V
Member

MA. LOUELLA C. MONCADA
 Administrative Officer IV - HRMO
Member

MARIVIC M. GERVERO
 President - BCSNTEA
Member

REYNALYN T. PADSOYAN
 SEPS - Planning and Research
Member

MARILYN S. API-IT
 EPS - FILIPINO
Member

ORDEN V. CAYSO
 President - BCSTE A
Member

FEDERICO P. MARTIN, Ed.D., CE.D., CESO V
 Schools Division Superintendent

(School Letterhead)

COMPARATIVE PRE-ASSESSMENT FORM

Position to be Filled:

(for Teacher II and Teacher III)

Qualification Standards

Education :
Experience :

Eligibility :
Training :

Division :
Date :

NAME OF APPLICANT	Present Position	PERFORMANCE RATING	EXPERIENCE	OUTSTANDING ACCOMPLISHMENT (20 pts)					EDUCATION	TRAINING	POTENTIAL	PSYCHO-SOCIAL / PERSONALITY	TOTAL OF THE COMPARATIVE ASSESSMENT
				Awards	Innovation	Research & Dev't Proj	Publication/ Authorship	Consultancy/ Resource Speakership					
		35 pts	5 pts	4 pt	4 pt	4 pt	4 pt	4 pt	25 pts	5 pts	5 pts	5 pts	100 pts

HUMAN RESOURCE MERIT PROMOTION and SELECTION BOARD CERTIFICATION

This is to certify that the above listed for the vacant position were thoroughly screened by the School HRMPSB En Banc during its board meeting on (date) based on the Merit Promotion Plan of the Department, DepEd Order No. 66, s. 2007 and other related Civil Service and DepEd rules and regulations.

Reviewed by: **School Human Resource Merit Promotion and Selection Board :**

School Head
Chairperson

Member

Member

Member

Member