



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



MAR 13 2018

RELEASED

DIVISION MEMORANDUM

No. 99 S. 2018

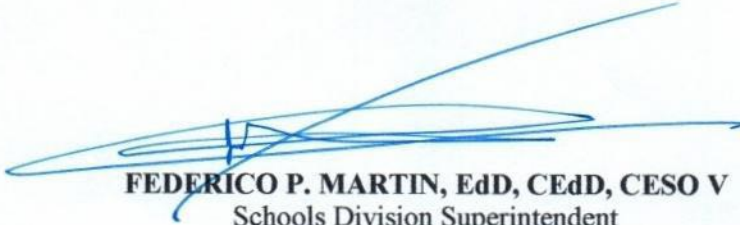
TO : **PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS
DIVISION PERSONNEL SELECTION BOARD
DISTRICT & SCHOOL PERSONNEL SELECTION BOARD
TEACHING AND NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED**

FROM : **FEDERICO P. MARTIN, EdD, CEEd, CESO V**
Schools Division Superintendent

SUBJECT : **IMPLEMENTATION OF THE DIVISION INTERNAL GUIDELINES FOR
APPOINTMENT AND PROMOTION IN RELATION TO THE PROVISIONS OF
D.O. NO. 66, S. 2007 & D.O. NO. 42, S. 2007**

DATE : **March 02, 2018**

1. In line with the aim of ensuring the adherence of concerned personnel to the existing guidelines on recruitment, selection and placement, the attached internal guidelines/policies have been crafted by members of the Division Personnel Selection Board.
2. This Office issues the enclosed PSB Resolution No. 03 (***A RESOLUTION PROVIDING FOR INTERNAL GUIDELINES FOR APPOINTMENT AND PROMOTION IN RELATION TO THE PROVISIONS OF D.O. NO. 66, s. 2007 AND D.O. NO. 42, s. 2007***) for implementation effective immediately.
3. For information, guidance and compliance.


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



PSB RESOLUTION NO. 003

Series of 2018

A RESOLUTION PROVIDING FOR INTERNAL GUIDELINES FOR APPOINTMENT AND PROMOTION IN RELATION TO THE PROVISIONS OF D.O. NO. 66, s. 2007 AND D.O. NO. 42, s. 2007

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 a formal screening procedure and formulate criteria for the evaluation of candidates for appointment and to disseminate the same;

WHEREAS, the internal guideline does 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:

I. *DEPED ORDER NO. 66, S. 2007* ***(REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS)***

Section 1. PERFORMANCE RATING

1. Performance rating is a basis requirement for promotion and transfer.
 - 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.
3. For original appointment, non-submission of performance rating shall not be a basis for disqualification from the selection process *(for new entry position and non-teaching personnel)*.
4. In the case of applicants who are not from DepEd where their performance rating is adjectival, the applicant shall secure a performance rating that reflects the numerical rating.

Section 2. EXPERIENCE

1. Experience must be relevant or is significant to the duties and functions required of a higher position or the position to be filled.
2. Related experience in private and other public institutions shall be considered if supported by official designation/appointment or indicated in service records signed/certified by the personnel officer or the head of the agency.

Section 3. OUTSTANDING EMPLOYEE AWARD

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)
2. The certificate/medal/plaque of recognition shall be supported by any evidence that a search is conducted (e.g., invitation or criteria for the search).

Section 4. INNOVATIONS

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. For SDO Personnel, it must be approved by the Schools Division Superintendent.
4. For teaching related positions, innovation should focus on instructional leadership, educational management and curriculum innovations. Innovations conducted by School Heads and Elementary/Secondary Head Teachers must be approved by the Schools Division Superintendent.
5. Contextualization of teaching and learning materials is an innovation.

Section 5. RESEARCH AND DEVELOPMENT PROJECTS

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

Section 6. PUBLICATION/AUTHORSHIP

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 Resources Management and Development Center.
5. For textbook evaluators and curriculum writer, certificate of recognition shall be supported by any of the following: invitation letter or authority to travel.

Section 7. **CONSULTANCY/RESOURCE SPEAKERSHIP IN**

TRAININGS/SEMINARS/WORKSHOPS/SYMPOSIA

1. The certificate of recognition or appreciation shall be supported by any of the following: invitation letter, authority to travel, session guide among other.
2. Signatories for training/workshops/seminars are:
District level – PSDS
Division level – Schools Division Superintendent
Regional level – Regional Director
National level – Central Office authorized official
3. Speakership without permission from the Head of Office shall not be accepted.

Section 8. **EDUCATION**

1. Transcript of Records (TOR) and Certificate of 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.

Section 9. **TRAINING**

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
2. Points can be derived from the following:
 - 2.1 Participant in a specialized training (scholarship programs, short courses, online courses, study grants)
 - 2.2 Participant in three (3) or more training activities conducted for at least three (3) days not credited during the last promotions:
 - District Level
 - Division Level
 - Regional Level
 - 2.3 Participated in one (1) training conducted for at least three (3) days not credited during the last promotions:
 - National Level
 - International Level
 - 2.4 Chair/Co-chair in a technical/planning committee
 - District Level
 - Division Level
 - Regional Level
 - National Level
 - International Level
3. Training activities attended at the highest level (**2.2, 2.3**) will be credited.
4. Should the participant fall short of points under training, additional point/s can be derived from chair/co-chair in a technical/planning committee supported with proper documentation.
5. Certificate as chair/co-chair or as a member of the technical or planning committee should be supported by a project proposal duly approved by the proper authority, memorandum, or any document that can prove such.

6. 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.
7. In order to encourage applicants to improve themselves by participating in seminars, workshops and other specialized trainings only certificates within the last **five years** shall be submitted for ranking purposes.

II. DEPED ORDER NO. 42, S. 2007
(REVISED GUIDELINES ON SELECTION, PROMOTION AND
DESIGNATION OF SCHOOL HEADS)

Section 1. **PERFORMANCE RATING (30 points)**

1. 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>
4.7 – 5.0	30
4.4 – 4.6	25
4.0 – 4.3	20
3.7 – 3.9	15
3.3 – 3.6	10

Section 2. **EXPERIENCE (10 points)**

1. 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

Section 3. **OUTSTANDING EMPLOYEE AWARD (5 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)
2. The certificate/medal/plaque of recognition shall be supported by any evidence that a search is conducted e.g., invitation or criteria for the search.

<i>Criteria</i>	<i>Points</i>
Awardee in the School	1.0
Awardee in the District	2.0
Nomination in the Division	2.0
Awardee in the Division	3.0
Nomination in the Region	3.0
Awardee in the Region	4.0
Nomination in the Department	4.0
National Awardee	5.0

Section 4. INNOVATIONS (5 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. Innovations conducted by School Heads and Elementary/Secondary Head Teachers must be approved by the Schools Division Superintendent.
4. Contextualization of learning materials is an innovation.

<i>Criteria</i>	<i>Points</i>
Conceptualized	1.0
Started the implementation	2.0
Fully implemented in the School	3.0
Adopted in the District	4.0
Adopted in the Division	5.0

Section 5. RESEARCH AND DEVELOPMENT PROJECTS (10 points)

1. All basic or action research(es) must be approved by the Schools Division Superintendent.

(Source: DepEd Order No. 16 s. 2017)

<i>Criteria</i>	<i>Points</i>
Basic or Action Research conducted in the School Level	6.0
Basic or Action Research conducted in the District Level	8.0
Basic or Action Research conducted in the Division Level	10.0

Section 6. PUBLICATION/AUTHORSHIP (5 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.

<i>Criteria</i>	<i>Points</i>
Articles published in a journal/ newspaper/ magazine of wide circulation (but not to exceed 4 pts.)	2.0 per article
Co-authorship of a book or research published in a peer reviewed journal (shall be divided by the number of authors)	4.0
Sole authorship of a book or research published in a peer reviewed journal	5.0

**Section 7. CONSULTANCY/RESOURCE SPEAKERSHIP IN
TRAININGS/SEMINARS/WORKSHOPS/SYMPOSIA (5 points)**

1. The certificate of recognition or appreciation shall be supported by any of the following: invitation letter, authority to travel, session guide among other.
2. Signatories for training/workshops/seminars are:
District level – PSDS
Division level – Schools Division Superintendent
Regional level – Regional Director
National level – Central Office authorized official
3. Speakership without permission from the Head of Office shall not be accepted.

<i>Criteria</i>	<i>Points</i>
District Level	1.0
Division Level	2.0
Regional Level	3.0
National Level	4.0
International Level	5.0

Section 8. EDUCATION (10 points)

1. Transcript of Records (TOR) and Certificate of 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.

<i>Criteria</i>	<i>Points</i>
Complete Academic Requirements for Master's Degree	6.0
Master's Degree	7.0
Complete Academic Requirements for Doctoral Degree	9.0
Doctoral Degree	10.0

Section 9. TRAINING (10 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
2. Points can be derived from the following:
 - a. 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 ten (10) points**
 - b. Participant in three (3) or more training activities conducted for at least three (3) days not credited during the last promotions:

<i>Criteria</i>	<i>Points</i>
District Level	2.0
Division Level	4.0
Regional Level	6.0

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

<i>Criteria</i>	<i>Points</i>
National Level	8.0
International Level	10.0

- d. Chair/Co-chair in a technical/planning committee

<i>Criteria</i>	<i>Points</i>
District Level	2.0
Division Level	4.0
Regional Level	6.0
National Level	8.0
International Level	10.0

3. Training activities attended at the highest level (**2b, 2c**) will be credited.
4. Should the participant fall short of points under training, additional point/s can be derived from chair/co-chair in a technical/planning committee supported with proper documentation.
5. Certificate as chair/co-chair or as a member of the technical or planning committee should be supported by a project proposal duly approved by the proper authority, memorandum, or any document that can prove such.
6. 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.
7. In order to encourage applicants to improve themselves by participating in seminars, workshops and other specialized trainings only certificates within the last **five years** shall be submitted for ranking purposes.

III. APPRECIATION OF CERTIFICATES AND DOCUMENTS

Certificates (employee awards, trainings, resource speakership, etc.), and other documents except service records for experience and performance ratings used or was given credit/points for a promotion shall not be used again in future ranking regardless of the nature or classification of the vacant position being applied for.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines, are hereby repealed or modified accordingly. PSB Resolution No. 001, s. 2013 is hereby repealed and PSB Resolution No. 002, s. 2018 is hereby modified.

V. APPLICABILITY

These internal policies shall be used by the Division Personnel Selection Board, schools and district levels for purposes of uniformity upon the endorsement of the Schools Division Superintendent.


UNANIMOUSLY APPROVED this 28th day of February 2018, at the DepEd Division Office, Military Cut-Off, Baguio City.



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



ARTHUR THONGAN
Chief-SGOD
PSB Vice-Chairperson


PSB REGULAR MEMBERS:


ROBERTO R. GONZALES
Administrative Officer V

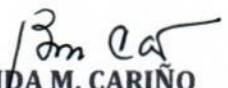

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ORDEN V. CAYSO
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MARIVIC M. GERVERO
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Special Member - NAPSHI


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Special Member - PESPA


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Special Member – Supervisory

NOTED:


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