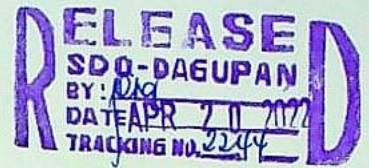




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April 20, 2022

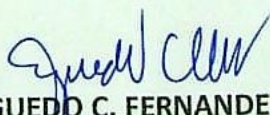
DIVISION MEMORANDUM

No. 133 s. 2022

THE DEPARTMENT OF EDUCATION SDO DAGUPAN CITY MERIT SELECTION PLAN

To: Assistant Schools Division Superintendent
Division Chiefs/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to an unnumbered DepEd Order signed by the Secretary of the Department of Education, the Department of Education (DepEd) SDO-Dagupan City issues the enclosed Merit Selection Plan which establishes a competency-based Agency Merit Selection Plan to ensure that SDO Dagupan City hires and retains the right people for the right job at the right time, by strictly adhering to the principles of merit, fitness, competence, equal opportunity, transparency and accountability.
2. The basic principles, policies, general procedures, and roles that govern the recruitment, selection, and placement system of the SDO shall guide its personnel and stakeholders in the selection, hiring, appointment, and promotion of individuals in the teaching, school administration, related teaching, and non-teaching positions in all governance levels.
3. The existing DepEd Orders, rules and regulations and other related issuances mentioned in the references are strictly adhered with.
4. Immediate dissemination of and strict compliance with this memorandum are directed.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent



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(Enclosure to Division Memorandum No. 133, s 2022)

THE SCHOOLS DIVISION OFFICE – DAGUPAN CITY MERIT SELECTION PLAN
(SDO Dagupan City MSP)

I. Rationale

1. Section 2(2), Article IX(B) of the 1987 Constitution of the Republic of the Philippines provides that “appointments in the Civil Service shall be made only according to merit and fitness.” Moreover, Section 2, Subtitle A, Title I, Book V of Executive Order (EO) No. 292, otherwise known as the Administrative Code of 1987, provides under *Recruitment and Selection of Employees* that “opportunity for government employment shall be opened to all qualified citizens and positive efforts shall be exerted to attract the best qualified to enter the service. Employees shall be selected on the basis of fitness to perform the duties and assume the responsibilities of the positions.”
2. The Civil Service Commission (CSC), as the central personnel agency of the Philippine Government mandated to “prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws,” issued Memorandum Circular (MC) No. 14, s. 2018 titled *2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018*, in response to the changing needs in human resource management, and in order to facilitate and simplify the processing of all kinds of human resource actions. The ORAOHRA governs the preparation, submission of, and actions to be taken on appointments and other human resource movements involving employees appointed to first and second level positions in the Philippine government.
3. Section 102, Rule IX of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended (ORA-OHRA) mandates all national government agencies to submit an Agency Merit Selection Plan (MSP), which shall define and institutionalize a systematic process of recruitment, selection, and placement of employees within the organization, anchored on the Civil Service rules and regulations on appointment and other human resource actions.





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4. Faithful and consistent to the merit and fitness principle of the Civil Service Doctrine of the Constitution, and the thrust of the Department of Education (DepEd) to better serve *its learners and stakeholders through continuous improvement, and maintaining* organizational performance and health, the Schools Division of Dagupan City hereby establishes this Merit Selection Plan to be known as the SDO Dagupan City Merit Selection Plan or SDO Dagupan City MSP for brevity. This MSP aligns DepEd's internal system on application, evaluation, selection, and appointment with the provisions of the 2017 ORA-OHRA, as amended, and reinforces its commitment with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) per CSC MC No. 3., s. 2012. The SDO Dagupan City MSP is aimed at ensuring that the organization and its manpower are able to respond to challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant and liberating basic education.

II. Scope

5. This Merit Selection Plan (MSP) provides for a systematic method of selecting employees for appointment to first and second level positions, including second level executive/managerial positions. It covers the basic principles, policies, general procedures, and roles that govern and enable the recruitment, selection, and placement system of SDO Dagupan City. It encompasses all teaching, school administration, related teaching and non-teaching positions in SDO Dagupan City and public schools under its jurisdiction.

III. Definition of Terms

6. For purposes of this policy, the following terms are defined and understood as follows:
- a. **Accountability** refers to the obligation of DepEd officials and employees to accept responsibility for the selection of employees in adherence to the basic principles stated herein, to explain, clarify, and justify human resource (HR) actions, disclose the results in a transparent manner, and be responsible for one's actions.





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- b. **Background Investigation** refers to the verification of an applicant's credentials, behavior, and previous performance, if any, by validating the information and records declared by the applicant in their Personal Data Sheet (PDS) such as contacting their identified reference person/s in their current or previous workplace or through other means/methods.
- c. **Behavioral Events Interview (BEI)** refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and/or current workplace.
- d. **Bona Fide Resident** refers to an applicant who is a resident for at least six (6) months in a barangay, city, or province, in that order, where the vacancy exists, as evidenced by the applicant's PDS and Voter's ID or any proof of residency.
- e. **Comparative Assessment** refers to the procedure or method of determination of top candidates for possible appointment. It involves the use of multiple evaluation techniques to evaluate the competencies of a qualified applicant vis-à-vis the competencies required by the position to be filled.
- f. **Comparative Assessment Result** refers to the report prepared by the HRMPSB that shall guide the appointing officer/authority, in the exercise of sound discretion, in selecting, insofar as practicable, the candidate deemed most qualified for appointment. It shall contain the complete list of all candidates for appointment, highlighting the top five (5) ranking candidates based on the total scores obtained from the evaluative assessments.
- g. **Competence** refers to the ability to perform tasks efficiently and effectively by exhibiting behaviors that demonstrate the necessary knowledge, skills, and attitude.
- h. **Competencies** refer to knowledge, skills, attitudes, and key behaviors that are necessary for the efficient and effective performance of the duties and responsibilities of a position.





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- i. **Education** refers to formal or non-formal academic, technical, or vocational studies that enable an applicant to successfully perform the duties and responsibilities of a position.
- j. **Eligibility** refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as Professional Regulation Commission-conducted board examinations, the Supreme Court-conducted bar examinations or the Career Executive Service Board-conducted examinations.
- k. **Equal Opportunity** refers to the non-discrimination principle that allows any applicant within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs.
- l. **Evaluative Assessment** refers to the multiple evaluation techniques in the determination of competencies of an applicant vis-à-vis the required competencies of the position to be filled.
- m. **Executive/Managerial Position** refers to a second level position whose functions involve exercising management over people, resource, and/or policy, as well as planning, organizing, directing, coordinating, controlling, and overseeing the activities of an organization, unit thereof or of a group, and requires some degree of professional, technical, or scientific knowledge and experience.
- n. **Experience** refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer (HRMO) or authorized officials of the previous employer, are functionally related to the duties in the Position Description Form (PDF) of the position to be filled.





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- o. **First Level Position** refers to a position involved in structured work in support of office operations or engaged in clerical, trades, crafts, or custodial service which involve sub-professional work in a non-supervisory or supervisory capacity starting from SG1 to SG9.
- p. **Fitness** refers to the principle of ensuring that the competencies of an individual match with the competency requirements of a position.
- q. **Head of Office** refers to the Schools Division Superintendent as the highest authority in the Schools Division Office
- r. **Highly Specialized Position** refers to a position with highly specialized and unique duties requiring specialized education, training, or skills which may not be acquired through formal education, training programs, or experience gained from service-wide positions.
- s. **Initial Evaluation Results (IER)** refer to the report submitted by the HRMO which contains the list of qualified and disqualified applicants vis-a-vis the minimum qualifications required by the position to be filled as indicated in the CSC-approved Qualification Standards.
- t. **Internal Applicant** refers to an applicant who is presently a permanent employee at DepEd SDO Dagupan City
- u. **Key Result Areas (KRA)** refers to a broad category of general outputs or outcomes. It is the mandate or function of the office and/or individual employee. The KRA is the reason why a position or job exists. It is an area where the individual employee is expected to focus on.
- v. **Learning and Development (L&D)** refers to formal or non-formal training courses and human resource development (HRD) interventions, such as but not limited to coaching, mentoring, job rotation, seminars, or workshops, that are part of the applicant's individual/career development plan aligned with existing competency standards or their current tasks and functions.
- w. **Management** refers to the leadership, functional guidance, control, and oversight of an organizational unit's people, resource, and/or policy, and the exercise of planning, organizing, directing, and coordinating functions.





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- x. **Merit** refers to the necessary qualifications and competencies to perform the duties and responsibilities of the position to be filled.
- y. **Next-in-Rank Position** refers to a position which, by reason of the hierarchical arrangement of positions in the agency, is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).
- z. **Non-Teaching Position** refers to a first and second level position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve nor directly support the actual conduct of teaching or delivery of instruction
- aa. **Open Ranking System** refers to the transparent, participative conduct of comparative assessment and evaluation, where applicants are made aware of the processes and corresponding results.
- bb. **Outstanding Accomplishments** refer to meritorious contributions of an applicant, such as outstanding employee award, innovation, research, resource speakership and publication which were duly recognized by DepEd or any authorized body.
- cc. **Performance** refers to the assessment of how tasks, duties and responsibilities are carried out or accomplished as evidenced by performance rating document or other means of verification (MOVs).
- dd. **Placement** is the process of assigning a successful candidate to specific unit, location, or workplace.
- ee. **Policy-Determining Position** refers to a position which vests in the incumbent the power to formulate policies for the government or any of its agencies, subdivisions, or instrumentalities, like that of the member of the cabinet, as maybe determined by the CSC.
- ff. **Potential** refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature.





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- gg. **Psychosocial Attributes and Personality Traits** includes human relations, stress tolerance and decisiveness which would indicate the capability of the candidate to be asset to the entire service system and utilize his/her talents and expertise to the maximum.
- hh. **Probationary Period** refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the PDF.
- ii. **Promotion** refers to the advancement of a career employee from one position to another with an increase in duties and responsibilities as *authorized by law, and usually accompanied by an increase in salary.*
- jj. **Qualification Standards (QS)** refer to the minimum requirements for positions in the government service in terms of qualifications in Education, Training, Experience, Eligibility, and Competency.
- kk. **Rating Period** refers to a period covering one (1) year or 12 months performance. For agencies adopting semestral rating period, one (1) year rating is equivalent to two performance ratings, while for agencies adopting quarterly rating period, one (1) year rating is equivalent to four performance ratings.
- ll. **Reassignment** refers to the movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.
- mm. **Recruitment** refers to the procedure of searching for, attracting, and obtaining applications for employment. The result is a pool of applicants from which possible appointees are selected.
- nn. **Registry of Qualified Applicants (RQA)** refers to the official list of applicants for teaching positions, containing only the candidates who obtained an overall score of at least seventy (70) points as specified in the teacher hiring guidelines.





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- oo. **Related-Teaching Position** refers to 2nd level positions whose primary duties and responsibilities contribute to the delivery of basic education services and *achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instruction, such as standard setting, policy and program formulation, research, and sector monitoring and evaluation.*
- pp. **Research** is an organized, systematic, and logical process of inquiry, using empirical information or data, to answer questions, solve problems, and guide actions, in aid of workplace improvement through efficiency in operation, increased production, improved working standards, and/or savings in government spending.
- qq. **School Administration Position** refers to 2nd level position that is directly engaged in supervisory, managerial and/or administrative functions in all schools and learning centers.
- rr. **Second Level Positions** refer to teaching or non-teaching position which involve professional, technical, and scientific work in a non-supervisory or supervisory capacity starting from salary grade 10 to 24.
- ss. **Selection** refers to the procedure by which applicants are screened, assessed, and evaluated vis-à-vis the requirements of the position to be filled. The objective is to produce comparative assessment results of candidates best suited for appointment.
- tt. **Supervisory** refers to the oversight of people and/or output of an organizational unit, which involves planning, programming, delegation of tasks, monitoring of work output, and evaluation of performance, maintaining morale and discipline among employees, and developing cooperation and ensuring a well-coordinated workforce.
- uu. **System of Ranking Positions** refers to the hierarchical arrangement of positions from highest to lowest, which shall be a guide to the determination of which position is next-in-rank, taking into consideration the following:
 - a) organizational structure; b) salary grade allocation; c) classification and functional relationship of positions; and d) geographic location.





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- vv. **Teaching Position** refers to 2nd level position that is directly engaged in teaching or in the delivery of instruction in the elementary and secondary levels (junior high school and senior high school), whether on full-time or part-time basis, in schools and learning centers.
- ww. **Transfer** refers to the movement of employee from one position to another which is of equivalent rank, level, or salary without gap in the service involving the issuance of an appointment.
- xx. **Transparency** refers to the availability to the public of relevant, reliable, and timely information on recruitment, selection, and placement.

IV. Policy Statement

- 7. It is the policy of the Department to strictly adhere to the principles of *Merit, Competence, Fitness, Accountability, Transparency and Equal Opportunity*. Consistent with this policy, **The Department of Education, SDO - Dagupan City Merit Selection Plan** is hereby established to ensure that the SDO hires and retains the right people for the right job at the right time.

A. Institutional Arrangements

Appointing Authority

- 8. The Schools Division Superintendent (SDS) of SDO Dagupan City is the appointing authority for all teaching, school administration, related-teaching and non-teaching positions, and shall have the following functions and responsibilities:
 - a. Establish the HRMPSB through a division memorandum, which should specify the members thereof and their roles and responsibilities;
 - b. Designate school screening committee/s, insofar as practicable, to assist in the receipt of applications, initial evaluation, and comparative assessment of teacher applicants. This shall be done in close coordination with the Human Resource Management Officer (HRMO) and DSC. The designation shall bear the specific duties and responsibilities to be performed by the school screening committee/s;





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- c. Ensure that all HRMPSB /DSC members undergo orientation and capacity building on the recruitment, selection, and placement process, and the relevant CSC policies on appointments and other human resource actions;
- d. Guided by the report of the HRMPSB CAR/RQA, and in the exercise of sound discretion, select, insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less per vacant position;
- e. Render final decision on appointments;
- f. Issue appointments in accordance with the provisions of this policy and the ORAOHRA;
- g. Respond to queries and/or protests pertaining to the decision on the appointments; and
- h. Perform other related functions and responsibilities.

Human Resource Merit Promotion and Selection Board (HRMPSB)

9. The composition of the HRMPSB in the SDO Dagupan City shall be:

Chairperson:	Assistant Schools Division Superintendent
Regular Members:	Administrative Officer V Administrative Officer IV (HRMO)
Representative Members:	a. Division Chief/Unit Head/School Head where the vacancy exists b. President of the Division NEU / NOPTI / MTAD/NAPSHHI/PESPA/PSDSA/EPSA, as the case may be b.1 National Employees Union (NEU) Division Chapter (for non-teaching positions)





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- b.2 National Organization of Professional Teachers, Inc. (NOPTI), Division Chapter *(for Teacher II and Teacher III, SPET, Special Science Teacher positions)*
- b.3 Master Teachers Association of Dagupan City (MTAD), *(for Master Teacher positions)*
- b.4 National Association of Public Secondary School Heads, Inc. (NAPSSHI)-Division Chapter/ Public Elementary School Principals Association (PESPA) Division Chapter *(for school head positions)*
- b.5 Public Schools District Supervisor Association (PSDSA)-Division Chapter *(for Public Schools District Supervisor positions)*
- b.6 Education Program Supervisor Association (EPSA) – Division Chapter *(for Education Program Supervisor position)*

Alternate Member: authorized representative from DCPSTEAI (Dagupan City Public School teachers and Employees Association, Incorporated)

Division Selection Committee

10. The composition of the Division Selection Committee in the SDO Dagupan City shall be:

For Elementary Schools:

Chairman: Assistant Schools Division Superintendent

Members: Three (3) Education Program Supervisors/Specialists
Division Chapter President of the PESPA





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Division Level President of the PTA
Authorized representative of an accredited teachers' union, as evidenced by the Certificate of Accreditation issued by the *Civil Service Commission*

In the evaluation of SPED elementary applicants, the SPED Division Coordinator shall be part of the Committee.

For Secondary Schools – Junior High School

Chairman: Assistant Schools Division Superintendent

Members: Three (3) Education Program Supervisors/Specialists
Division Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSSHI) or the National Association of Secondary Schools of the Philippines (NASSHPHIL)

Division Level President of the PTA
Authorized representative of an accredited teacher's union, as evidenced by a Certificate of Accreditation issued by the CSC

In the evaluation of SPED secondary applicants, the SPED Division Coordinator shall be part of the Committee.

For Secondary Schools – Senior High School

Chairman: Assistant Schools Division Superintendent

Members: one (1) Education Program Supervisor/Specialist
Division Chapter President of NAPSSHI or NASSPHIL
Authorized representative of an accredited or recognized teachers' association, organization, or union





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Authorized representative of a duly-accredited or – recognized organization/industry proficient and knowledgeable in the track/learning area needed based on the school's vacancies (not needed for the evaluation of core subject applicants)

One (1) Regional Education Supervisor as Process Observer

Functions of the HRMPSB

11. The HRMPSB shall assist the SDS in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to, the following:
 - a. Develop the System of Ranking Positions (SRP) which shall be submitted for approval of the appointing authority, copy furnished the CSC and its field offices for reference purposes;
 - b. Recommend to the appointing authority the designation of sub- committee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
 - c. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
 - d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
 - e. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
 - f. Submit to the appointing authority the CAR/ RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
 - g. Maintain fairness and impartiality in the assessment of applicants;





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- h. Respond to queries and/or complaints pertaining to the comparative assessment results;
 - i. Recommend areas of improvement to the DepEd Central Office, through proper channels, on the recruitment, selection, and placement policies;
 - j. Craft internal guidelines on recruitment, selection and placement (RSP) to address gaps identified; and
 - k. Perform other related functions as may be assigned.
12. In case the position required for Chairman is vacant, the SDS shall designate a Chairperson from among the next high ranking regular members for the duration of the existence of the vacancy.
 13. The HRMO, as member of the HRMPSB, shall not act as Secretariat to the HRMPSB. Selected personnel from the Administrative Services Section shall perform secretariat and technical support function to the HRMPSB in the conduct of assessment of applicants, and final evaluation of candidates. The Secretariat may also conduct and evaluate the results of the background investigation (BI) of candidates to be submitted to the HRMO/Administrative Officer V.
 14. The representation from accredited employees association shall vary depending on the job/occupational group of the position to be filled. Said representatives shall serve for a period of two (2) years.
 15. The SDS may establish a special set of HRMPSB for specialized and highly technical positions, or different sets of HRMPSB for its own purpose, as deemed necessary, provided that the same conforms with the prescribed composition and representation of the HRMPSB, and is/are officially constituted through an Office Order/Designation.





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16. To facilitate the comparative assessment/evaluation process, the SDS, as recommended by the HRMPSB, may designate sub-committee/s, as deemed practicable. The sub-committee/s shall serve as an assistorial body to the HRMPSB. The HRMPSB shall maintain accountability for the results of the comparative assessment of applicants.
17. The HRMPSB or sub-committee/s may employ the assistance of external or independent resource persons in determining the best and most qualified candidate for appointment.
18. Membership to the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.
19. A majority of the HRMPSB members shall constitute a quorum; provided that the Chairman is present.

The Human Resource Management Officer (HRMO)

20. The Human Resource Management Office is the process-owner of the recruitment, selection, and placement.
21. The HRMO shall perform the following functions:
 - a. Submit the list of vacant positions authorized to be filled and their corresponding QS and plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC Field Office;
 - b. Announce vacant position/s authorized to be filled through the publication or posting in at least three (3) conspicuous places in the DepEd offices or schools concerned or through other modes for at least 10 calendar days;
 - c. Accept the application documents of all applicants submitted through the Records Division/Section/Unit, or the designated sub-committee/s;
 - d. Conduct initial evaluation of applicant's qualifications vis-a-vis the QS of the position to be filled, and coordinate with the HRMPSB on matters needing collegial decisions;
 - e. Prepare and submit to the HRMPSB the results of the initial evaluation using the prescribed form, containing the following:





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- i. basic information of the applicants;
 - ii. actual qualifications based on the submitted credentials; and
 - iii. decision whether qualified (Q) or disqualified (DQ) vis-à-vis the QS of the position to be filled.
- f. Recommend to the appointing authority the designation of sub-committee/s, as deemed necessary, to assist in the receipt of applications and conduct of initial evaluation;
- g. Coordinate with and provide technical assistance and capacity building to the designated sub-committee/s in their performance of their specific duties and responsibilities;
- h. Inform all applicants of the results of the initial evaluation, and post the IER, in alphabetical order, in at least three (3) conspicuous places in the division office;
- i. Sit in the HRMPSB as a regular member;
- j. Post the CAR/RQA in at least three (3) conspicuous places in the division office for at least 10 calendar days, indicating the date of posting;
- k. Announce the duly approved appointments through posting a Notice of *Appointments Issued (NAI)* in three conspicuous places in the office; announcement may also be done through other modes such as but not limited to the DepEd website, office website, or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment;
- l. Respond to queries and/or complaints pertaining to the publication and posting of vacancies, submission of application documents, and initial evaluation; and
- m. Perform other functions as may be provided by law.

Human Resource Development Section

22. The Human Resource Development Section (HRDS) under School Governance and Operations Division (SGOD) shall perform the following technical support function to the HRMPSB:





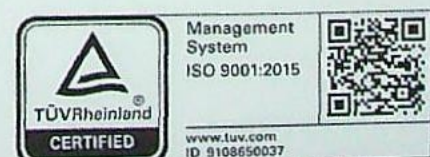
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- a. Develop an HRD plan which shall set forth the competencies necessary to achieve organizational goals, objectives and strategic priorities;
- b. *Develop and manage the career of talents with superior performance and potential;*
- c. Develop and maintain an updated qualifications database of employees of the agency which includes education, experience, training, eligibility, and competencies; and
- d. Assist the HRMPSB in the development of evaluative assessments such as written examinations, skills tests, competency assessments, BEI questions, and others assessment tools, as deemed necessary.

V. Procedure

A. Publication of Vacancy

23. In accordance with the provisions of Republic Act (RA) No. 7041, otherwise known as "*An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefor, and for Other Purposes,*" and its implementing rules and regulations, all vacant positions in SDO Dagupan City, that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published in the CSC website and posted in at least three (3) conspicuous places for a period of at least 10 calendar days.
24. In addition, the vacancy may also be posted, but not necessarily required, through other modes, such as, but not limited to, the DepEd website, newspaper of local and/or national circulation, job search websites, online job portals, social media, and job fairs in order to reach a wider range of applicants and to further promote transparency and equal opportunity of the process.
25. Publication of a vacant position in the CSC website shall require the submission of Civil Service (CS) Form No. 9, Revised 2018, along with the list of the documentary requirements enumerated in Part V(B) Item 33 of this Order, in electronic and printed copies to the CSC – Eastern Pangasinan Field Office.





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26. The Qualification Standards (QS) of the parenthetical/technical position title shall be used in the publication and posting of vacant generic positions.

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item Number	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1.	Administrative Officer IV (HRMO II)	OSEC-DECSB-ADO4-12345-2022	15	35,097	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional / Second Level Eligibility		HR Unit- SDO Dagupan City

For Senior High School (SHS) teaching positions, the publication shall include the QS for the track or tracks in each item number depending on the need of the Schools Division.

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item Number	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1.	Teacher I (Senior High School – Academic Track)	OSEC-DECSB-TCH1-12345-2022	11	25,439	Bachelor's degree with a major in the relevant strand/ subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand / subject	None required	None required	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first lining. Applicants for a contractual position: None required; Practitioner (part-time only): None required.		SHS – SDO Dagupan City

27. Any incorrect information in the publication of a vacant position, e.g. plantilla item number, position title, or qualification standards, shall be a ground for the disapproval/invalidation of appointments.
28. The Schools Division Superintendent (SDS) shall issue an official memorandum announcing any vacancy/ies. The same shall be posted in at least three (3) conspicuous physical places and through other modes such as posting and publication in the official agency website, among others. The memorandum shall contain the same information specified in CS Form No. 9, and may include additional requirements of the position, such as but not limited to the job description of the position and documentary requirements for comparative assessment.
29. The reckoning date of publication or posting shall be the publication or re-publication date reflected in the CSC job portal. Once the publication is uploaded in the CSC job portal, the issuance of Division Memorandum announcing the vacancies shall be made and posted immediately through any other modes of publication or re-publication.





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30. The publication of a particular vacant position shall be valid until filled, but not to extend *beyond nine (9) months, reckoned from the date of publication or re-publication in the CSC website*. Should no appointment be issued within the nine-month period, the SDS or the designated authorized official, through the HRMO, shall cause the re-publication and re-posting of the vacant position.
31. A teaching position occupied by a holder of a provisional appointment shall be re-published and re-posted every six (6) months, reckoned from the date the vacant position was last published pursuant to CSC Resolution No. 2100451 dated June 15, 2021.
32. An anticipated vacancy may be published in case of retirement, resignation, or transfer. Pursuant to Section 30 of ORAOHRA, the publication of anticipated vacancies should not be earlier than 30 days prior to retirement, resignation, or transfer; except for anticipated vacant teaching positions which may be published earlier than the herein stated prescribed period pursuant to CSC Resolution No. 1800582 dated June 13, 2018.

B. Submission and Receipt of Applications

33. All interested applicants to vacant positions, whether internal or external to DepEd, shall submit the following documentary requirements to the respective HRMOs, through the *Records Division/Section/Unit or the sub-committee designated by the SDS to perform the function of receiving application documents, on or before the deadline indicated in the memorandum*:

Mandatory documentary requirements:

- a. Letter of intent addressed to the SDS;
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. *Photocopy of Certificate of Eligibility; or PRC License and Board Rating;*
- d. Photocopy of Transcript of Records (TOR);
- e. Photocopy of Service Record or Certificate of Employment, if applicable;





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- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of at most three (3) latest Performance Ratings, if applicable;
- h. Omnibus Sworn Statement, if applicable;

Additional documentary requirements

- i. Documentary evidence for Outstanding Accomplishment for School Head, Non-Teaching, Related-Teaching and Teaching Positions (*except Master Teachers and entry-level teaching positions*):
 - 1. Certificate of Recognition as Outstanding Employee
 - 2. Innovation
 - 3. Research and Development Projects
 - 4. Publication / authorship
 - 5. Resource Speaker/Consultant
 - j. Other documents as may be required under MEC Order No. 10, s. 1979 (for Master Teacher), DepEd Order 66, s. 2007 (for teaching, related teaching and non-teaching positions), DepEd Order No. 42, s. 2007 (for school head positions), DepEd Order 7, s. 2015 and DepEd Order No. 3, s. 2016 (for entry-level teaching positions)
34. However, the SDS may designate, as deemed practicable upon the recommendation of the HRMO, sub-committee/s in the schools, districts, or offices, to assist in the receipt of applications.
35. In consonance with RA No. 8792 or the "E-Commerce Act of 2000" which provides that "electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference," online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.





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36. Individuals who failed to submit mandatory documentary requirements (Items 33.a to 33.h) *on the set deadline shall not be included in the pool of official applicants. The additional documentary requirements (item 33.i to j) shall be submitted on or before the day of assessment.*
37. No mandatory documentary requirement shall be accepted after the deadline. However, failure to submit the additional documentary requirements (Item 33. i to j) shall not warrant exclusion from the pool of official applicants, except for Master Teacher positions.
38. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 33.h), duly signed by the applicant. Any false and fraudulent documents submitted shall be grounds for disqualification.
39. An internal applicant occupying a position considered next-in-rank shall not be automatically included in the pool of applicants, and shall not be exempt from the submission of documentary requirements listed in Part V(B) Item 33.
40. Applicants who have undergone previous evaluative assessment and have signified intention to re-apply to another vacancy of the same position title may have the option to submit a Letter of Intent and request to retain points from previous assessment, provided that the CAR and/or RQA from previous assessment is released within 9 months and/or 12 months respectively, preceding the present application of the applicant. In which case, the applicant may no longer submit documents required in paragraph 33. However, the applicants are not precluded from submitting additional documents reflecting their added work experience, performance rating, training, education, outstanding accomplishment in that span of 9 months or 12 months.





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C. Initial Evaluation of the Qualification of Applicants

41. An initial evaluation shall be conducted by the HRMO to check the completeness, authenticity, and veracity of the documents submitted by an applicant. An applicant's qualifications shall be evaluated vis-à-vis the QS of the position applied for in terms of Education, Experience, Training, Eligibility and competency requirements.
42. The HRMO shall prepare and submit a duly signed Initial Evaluation Results (IER) for Teacher I positions to the Division Selection Committee (DSC) and Initial Evaluation Results (IER) for other teaching, non-teaching, related-teaching positions to the HRMPSB, for deliberation, which shall be comprised of two (2) lists of applicants:
 - a. **Qualified (Q)** – those who meet the minimum qualifications required by the position to be filled;
 - b. **Disqualified (DQ)** – those who do not meet the minimum qualifications of the position to be filled.
43. Applicants shall be notified of the results of the deliberation through official communication channels, such as but not limited to formal written communications, electronic mails using the official e-mail account of the office and/or HR section, official social media accounts, and other means of communication that can be verified, recorded, and preserved. Telephone call and short messaging service may be used only to accompany the aforementioned official communication channels.
44. Per the recommendation of the HRMO, sub-committee/s in the schools, districts, or offices, as deemed practicable, may be designated by the SDS to assist in the initial evaluation of applicants. However, results of the initial evaluation, particularly the determination of the qualified and disqualified, shall remain the sole accountability of the HRMO.





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D. Comparative Assessment/Evaluation of Applicants

45. All applicants who passed the initial evaluation shall be subject to the comparative assessment of the HRMPSB or the DSC, as the case may be, except for the following appointments:
- Substitute appointment due to its short duration and emergency nature;
 - Reappointment due to change in employment status from provisional or temporary to permanent upon meeting the deficiency, or to renew the appointment of a provisional or temporary employee; provided that upon publication, there are no qualified applicants for the position to be filled, and the incumbent's performance rating is at least Very Satisfactory for two (2) rating periods; or
 - Appointments to casual, contractual, coterminous, and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
46. The deliberation of the HRMPSB shall not be made earlier than 10 calendar days from the date of publication or re-publication on the CSC website.
47. An Open Ranking System shall be adopted to ensure transparency in the process and results of the comparative assessment wherein applicants *or set of applicants* must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be disclosed to all attendees.
48. The conduct of the comparative assessment and/or open ranking may be done remotely through online platforms and other alternative modalities and strategies, as deemed practicable and applicable subject to subsequent internal guidelines to be issued by the Head of Office, as recommended by the HRMPSB.
49. The comparative assessment of qualified applicants shall be based on the results of appropriate evaluative assessments, which, based on the principles of merit and fitness, assess the competencies of applicants vis-à-vis the required competencies of the position to be filled. Evaluative assessments include, but are not limited to, documentary review and analysis of pertinent credentials of applicants, examination, written and oral interviews.





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50. The evaluative assessment shall be based on the following existing hiring guidelines:
- a. School Head Position - DO No. 42, s. 2007, *The Revised Guidelines on Selection, Promotion, and Designation of School Heads*
 - b. Related Teaching/Nonteaching/Other Teaching Positions - DO No. 66, s.2007, *Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions*
 - c. Master Teacher Positions - DECS Order No. 57, s. 1997, *Further Implementation of the Career Progression System for Master Teacher*; MEC 10, s. 1979, *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers.*
 - d. Teacher I Positions - DO No. 7, s. 2015, *Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016*; DO No. 22, s. 2015, *Hiring Guidelines for the Remaining Teaching Positions Effective School Year (SY)2015-2016*
 - e. SHS Teaching Positions - DO No. 3, s. 2016, *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*; DO No. 32, s. 2016, *Addendum to DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School [SHS] Teaching Positions Effective SY [SY]2016-2017)*; DO No. 49, s. 2016, *Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School*;

E. Preparation of Comparative Assessment Result (CAR) and Registry of Qualified Applicants (RQA)

51. After a judicious and objective assessment of the qualified candidates, the HRMPSB shall prepare and submit to the appointing officer/authority a duly signed CAR within seven (7) calendar days, using a template as prescribed in the relevant hiring guidelines. The CAR shall contain a complete list of all candidates for appointment whose total scores obtained from the evaluative assessments are ranked from highest to lowest.





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52. For entry-level teaching positions, i.e. Teacher I in elementary and JHS and Teacher I & II in SHS, the DSC shall prepare and submit to the SDS on the date specified in a division memorandum, the Registry of Qualified Applicants (RQA) which shall contain the list of candidates who have obtained a total score of 70 points and above, showing both the results of each criterion and the final rating, as specified in the hiring guidelines.
53. The RQA for teachers intended for a specific school year shall be valid only for the duration of the school year for which it was prepared. It shall be utilized in filling up of positions that are created or vacated within the school year.
54. In cases where all those in the RQA have been appointed and assigned to their respective stations and there are still available positions, SDO Dagupan City shall coordinate with a neighboring SDO whose RQA has not yet been exhausted and facilitate their applicants' deployment to the Division, subject to the applicants' written concurrence. If an applicant refuses to be deployed to SDO Dagupan City, no deployment shall be effected. The evaluation process shall not be repeated; the scores given by the neighboring SDO shall be respected.
55. A copy of the RQA, in which candidates are listed from highest to lowest scores, shall be posted in at least three (3) conspicuous places in DepEd offices/schools concerned and division official website for a period of at least 10 calendar days, indicating the date of posting.

F. Appointment

56. The SDS shall be guided by the report of the HRMPSTB's assessment of candidates, and in the exercise of sound discretion, select, insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less, depending on the number of candidates, unless otherwise provided by law.
57. The SDS may appoint a candidate who is ranked higher in the CAR than the candidate who is next-in-rank to the vacant position.
58. The SDS may, when deemed necessary, request for Background Investigation (BI) of selected candidates to be conducted by the HRMO or other personnel selected by the HRMO.





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59. The decision to appoint shall be rendered by the SDS through the issuance of an Advice Letter for Appointment. The same shall be the basis of the HRMO in the preparation and submission of appointment papers and documentary requirements to the CSC FO in accordance with the specific provisions of the 2017 ORA-OHRA, as amended.
60. The SDS shall approve and sign the appointment of the successful candidate/s, the effectivity of which shall not be earlier than the date of issuance/signing of the appointment.
61. The duly approved appointments shall be announced through the posting of a Notice of Appointments Issued (NAI) in the bulletin boards or through other modes such as but not limited to the DepEd website, office website, or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment.
62. For promotion purposes, only those included in the official list of applicants may file a protest against an appointment made in favor of another candidate, within 15 calendar days from the announcement and/or posting of appointments, subject to the provisions provided in Rule 18 (Protest and Revocation of Appointments) of CSC Resolution No. 1701077 dated July 3, 2017 (Rules on Administrative Cases in the Civil Service [2017 RACCS]).
63. A vacancy resulting from promotion shall not be filled-up until the promotional appointment has been approved/validated by the CSC, except:
 - a. Those conferred with the PRIME-HRM Bronze/Silver/Gold award;
 - b. Teaching positions pursuant to CSC Resolution No. 1800582 dated June 13, 2018; and
 - c. Other meritorious cases, as may be authorized by the Commission.
64. Any promotional appointment to a position exceeding three (3) salary grades, pay or job grades higher than the appointee's present position shall be prohibited; except when the promotional appointment falls within the purview of the exceptions provided in Section No. 97 of the 2017 ORA-OHRA, as amended and CSC MC No. 18, s. 2016 titled *Policy Guidelines on the Three-Salary Grade Limitation on Promotion*, as follows:





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- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Agency MSP and SRP;
- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
- c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions;
- d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions;
- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - i. educational achievements
 - ii. highly specialized trainings
 - iii. *relevant work experience*
 - iv. consistent high performance rating/ranking;
- f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems; and
- g. Other meritorious cases, such as:
 - i. when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process;
 - ii. when the qualified next-in-rank employees waived their right over the vacant position in writing;
 - iii. when the next-in-rank position, as identified in the agency SRP is vacant;
 - iv. when the next-in-rank employee/s is/are not qualified; and
 - v. when the qualified next-in-rank employees did not apply.





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65. The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
- Transfer incidental to promotion provided that the appointee was subjected to deep selection;
 - Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection;
 - Reappointment from career to non-career position;
 - Reemployment;
 - Reclassification of position.
66. Promotion within six (6) months prior to compulsory retirement shall not be allowed unless otherwise provided by law.
67. The pendency of an administrative case against any employee shall not be a bar to promotion. An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine. In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

G. Probationary Period

68. Pursuant to the 2017 ORA-OHRA, as amended, original appointments in the career service with permanent status of appointment shall undergo probationary period for a thorough assessment of the appointee's performance and character. The duration of the probationary period shall be generally six (6) months or depending on the duration of the probationary period, as required by the position.
69. The probationary period shall cover the following employees:
- Those who are issued original appointments under permanent status in the careerservice and who meet all the requirements of the position;
 - Non-career service employees who are reappointed/reemployed to a career position under permanent status;





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- c. Temporary appointees who after meeting the QS for a permanent appointment in the career service are reappointed (change of status to permanent);
 - d. Those who are reemployed under permanent status;
 - e. Appointees to teaching positions under provisional status shall be under probation for a period of one (1) year from the date of original provisional appointment pursuant to Section 4 of RA 4670 (Magna Carta for Public School Teachers);
 - f. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall be under probation for a period of one (1) year; and
 - g. Appointees whose position require probationary period as may be provided by law.
70. A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.
71. The following shall be exempted from undergoing probationary period:
- a. Teachers who, prior to issuance of a permanent appointment, have acquired adequate training and professional preparation in any school recognized by the government, and possess the appropriate civil service eligibility pursuant to Section 4 of RA 4670; and
 - b. Appointees to positions exempted from the probationary period as may be provided by law.
72. The performance evaluation during the probationary period shall follow the process defined in the Results-Based Performance Management System (RPMS) of the Department. Using the *Individual Performance and Commitment Review Form (IPCRF)*, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, the immediate superior (rater), and the SDS within five (5) calendar days upon appointee's assumption of duty.





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The appointee's performance during the probationary period shall be reviewed as follows:

- a. The immediate superior (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance, using the prescribed Performance Monitoring and Coaching Form (PMCF);
- b. The performance appraisal/evaluation shall be done at most twice during the probationary period and within every three (3) months or six (6) months, depending on the duration of the probationary period, as required by the position;
- c. The performance review shall be conducted within 10 calendar days before the end of every rating period during the probationary period;

Illustrative examples:

<i>Employee A</i>	
<i>Date of appointment:</i>	<i>July 7, 2016</i>
<i>Assumption to Duty:</i>	<i>July 14, 2016</i>
<i>Probationary period:</i>	<i>6 months</i>
<i>Duration:</i>	<i>July 14, 2016 - January 13, 2017</i>
<i>Setting of performance targets:</i>	<i>July 14, 2016 - July 18, 2016</i>
<i>Performance periods:</i>	<i>July 14, 2016 - October 13, 2016</i>
<i>1st to 3rd month</i>	<i>October 4, 2016 - October 13, 2016</i>
<i>Evaluation period:</i>	<i>October 14, 2016 - January 13, 2017</i>
<i>4th to 6th month: Evaluation period</i>	<i>January 4, 2017 - January 13, 2017</i>





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<i>Employee B</i>	
<i>Date of Appointment:</i>	<i>August 22, 2016</i>
<i>Assumption to Duty:</i>	<i>August 23, 2016</i>
<i>Probationary Period:</i>	<i>12 months</i>
<i>Duration:</i>	<i>August 23, 2016 - August 22, 2017</i>
<i>Setting of performance targets:</i>	<i>August 23, 2016 - August 27, 2016</i>
<i>Performance periods</i>	<i>August 23, 2016 - February 22, 2017</i>
<i>1st to 6th month:</i>	<i>February 13, 2017 - February 22, 2017</i>
<i>Evaluation Period:</i>	<i>February 23, 2017 - August 22, 2017</i>
<i>7th to 12th month: Evaluation period</i>	<i>August 13, 2017 - August 22, 2017</i>

- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the RPMS and may include competency (knowledge, skills, and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work.
 - e. The performance evaluation report as evidenced by the employee's IPCRF shall be duly reviewed and signed by the immediate superior (rater) and the approving authority, as required by the position.
 - f. The probationer shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer. Corresponding copies shall be included in the 201 file of the appointee.
73. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review on the 6th month or depending on the duration of the probationary period, as required by the position.





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- a. Unsatisfactory conduct or behavior refers to the failure of the appointee to observe propriety in their acts, behavior and human/public relations, and to irregular punctuality and attendance while performing their duties and responsibilities *during the probationary period. This may include cases of neglect of duty, misconduct, insubordination, habitual tardiness, and absenteeism.*
 - b. Want of capacity refers to the failure of the appointee to perform the duties and responsibilities during the probationary period based on the standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate superior.
74. The appointee shall be issued a Notice of Termination of Service by the SDS within 15 calendar days immediately after it was proven that the appointee demonstrated unsatisfactory conduct or want of capacity before the end of the second performance review, depending on the duration of the probationary period. Such notice shall state, among others, the reasons for the termination of service, and shall be supported by at least two (2) of the following:
- a. Performance Evaluation Report;
 - b. Report of the immediate superior (rater) on job-related critical and unusual incidents, and on unsatisfactory conduct or behavior of the appointee;
 - c. Other valid documents that may support the notice of termination of service.
75. The Notice of Termination of Service shall be executory after 15 calendar days from receipt of the probationer concerned. The same may be appealed to the CSC RO concerned, within 15 calendar days from receipt of notice, but shall be executory pending appeal. A copy of the Notice of Termination of Service shall be included in the 201 file of the appointee and furnished the CSC FO concerned for recording in the Service Card.
76. If no Notice of Termination of Service is given by the SDS to the probationer before the expiration of the probationary period, then he/she becomes a regular employee of the agency.





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H. Policy Implementation of Equal Employment Opportunity Principle (EEOP)

A. Recruitment, Selection and Placement.

The goal of the Equal Employment Opportunity Principle (EEOP) on Recruitment, Selection and Placement is to employ a diverse workforce of the best-qualified persons using uniform non-discriminatory guidelines.

The whole process shall strictly observe equal employment opportunity and fair treatment at all times. All applicants for job opportunities, irrespective of personal characteristics, shall be treated similarly, unhampered by artificial barriers or prejudices, except when particular distinctions form part of the qualifications of the job itself. All recruitment processes shall not cause discrimination nor hinder any person from pursuing his or her application. All recruitment processes shall observe the EEOP.

This shall be implemented as follows:

1. Publication and Posting of Vacancies

- a. Schools Division of Dagupan City shall 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 Offices), 2017 Omnibus Rules on Appointments and other Human Resource Actions, as amended, particularly Rule VII (Publication and Posting of Vacant Positions);
- b. Schools Division of Dagupan City shall adhere to the EEOP Policy and a statement on this shall form part of the Notice of Vacancy/Advertisement.
- c. Recruitment shall attempt to create a group of qualified candidates for the vacancies by making good faith efforts to locate or attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as race, color, sex, religion, political opinion, national extraction or social origin, among others.
- d. All applications shall be accepted whether submitted in electronic or print and whether walk-in or courier.





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2. Initial Assessment of Applicants

- a. The Schools Division Office of Dagupan City shall conduct preliminary evaluation of the qualifications of all applicants based on the qualification standards. The initial assessment shall not consider other factors outside the qualifications of the applicants.
- b. A selection lineup shall be prepared which shall reflect the qualifications of candidates.
- c. The list of qualified applicants shall be posted on three conspicuous places within the office premises for at least 15 calendar days indicating the date of posting.
- d. All applicants shall be notified in writing of the outcome of the preliminary evaluation vis-à-vis the qualification standards set for the position.

3. Written Examination

- a. During the preparation of any listing or database of applicants, Schools Division of Dagupan City shall note if there are differently-abled or senior citizen applicants so that proper assistance shall be provided.
- b. The conduct of examination as well as the interview questions shall ensure incorporation the Gender Equity, Disability and Social Inclusion (GEDSI) principles and perspectives.

4. Behavioral Event Interview

- a. All applicants must be properly informed of their interview schedule.
- b. The HRMPSB shall conduct the interview at a venue where confidentiality of the proceedings is considered in addition to other factors that shall not cause discomfort to the applicant/s.





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- c. The HRMPSB shall observe appropriate use of language. Questions shall revolve around the qualifications of the position applied for and inquiries by the applicant/s shall be entertained. Any question leading to discrimination shall be strictly prohibited.
- d. Whenever necessary, accessories and auxiliary aids/devices shall be afforded to applicants with vision and hearing difficulties/impairments.

5. Auxiliary Support

- a. Whenever necessary, the HRMPSB shall employ the technical assistance of SPED teachers in their evaluation of applicants who are differently-abled, persons with special needs, marginalized and vulnerable applicants.
- b. The HRMPSB shall also seek the technical assistance of trained and knowledgeable individuals in the evaluation of applicants who are considered marginalized and/or vulnerable persons.
- c. *Appropriate devices e.g. braille, peg boards, flashcards, puzzles, color and shape sorting, sewing machines, television, desktop, printers, etc. are available, if needed in the assessment of the abovementioned applicants.*
- d. Other auxiliary aids like ramp and comfort rooms for differently-abled persons are also provided.

6. Selection by the Appointing Authority

- a. Selection shall be transparent and based on merit and fitness. The task shall be to find the right person for the position being filled using an objective selection criteria set by the Civil Service Commission and in accordance with the relevant hiring and promotion guidelines as mentioned in the references.
- b. The issuance of appointment shall be in accordance with existing Civil Service rules and regulations.





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- c. In case a differently-abled applicant is chosen for appointment, he/she shall undergo Pre-Employment Health Screening to determine necessary adjustments and considerations.

I. Monitoring and Evaluation

77. The Human Resource Development Section (HRDS) and Personnel Section shall regularly monitor and evaluate existing policies, guidelines, rules, and regulations affecting all HR actions. In addition, the HRMPSB may also submit their policy recommendations whenever deemed necessary.
78. The result of the evaluation and consolidated recommendations from the HR implementors shall be consulted with the CSC and other government agencies concerned.

VI. Repealing Clause


79. All division office memoranda or other issuances or provisions thereof which are inconsistent with this MSP, are hereby repealed, revised and modified accordingly.

VII. Separability Clause

80. If any provision of the SDO Dagupan City MSP or the application of such provision to any person or circumstance is declared invalid, the remainder of the MSP or the application of such provision to other person or circumstances shall not be affected by such declaration.

VIII. Effectivity Clause

81. This MSP and its subsequent amendments, if any, shall take effect immediately upon approval and issuance of a Division Memorandum


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ANNEX A.

Enclosure to Division Memorandum No. 33, s. 2022

DETERMINANTS/CRITERIA FOR EVALUATION

for Non-Teaching, Teaching*, Related Teaching and School Head Positions

A. Performance Rating

- 1 Performance rating of the candidate for the last three rating periods prior to assessment should be at least very satisfactory.
- 2 Performance rating shall be computed by getting the average of latest 3 consecutive performance ratings multiplied by a factor assigned for each position

Sample Computation:

Non-Teaching Level 1	Non-Teaching Level 2	Teaching* and Related Teaching	School Head
<i>a.) 3 Performance Ratings: (for candidates with experience of more than 3 years)</i>			
PR1 = 4.50 PR2 = 4.48 PR3 = 4.45 <i>Performance Rating</i> = (Average of 3 PRs) divided by 5) x 100) x 35% = 31.337 points	PR1 = 4.50 PR2 = 4.48 PR3 = 4.45 <i>Performance Rating</i> = (Average of 3 PRs) divided by 5) x 100) x 30% = 26.86 points	PR1 = 4.50 PR2 = 4.48 PR3 = 4.45 <i>Performance Rating</i> = (Average of 3 PRs) divided by 5) x 100) x 35% = 31.337 points	PR1 = 4.50 PR2 = 4.48 PR3 = 4.45 The average of numerical rating multiplied by 2 shall be given points as follows:
<i>a.) 2 Performance Ratings: (for candidates with experience of less than 3 years but more than 2 years)</i>			
PR1 = 4.50 PR2 = 4.48 <i>Performance Rating</i> = (Average of 2 PRs) divided by 5) x 100) x 35% = 31.43 points	PR1 = 4.50 PR2 = 4.48 <i>Performance Rating</i> = (Average of 2 PRs) divided by 5) x 100) x 30% = 26.94 points	PR1 = 4.50 PR2 = 4.48 <i>Performance Rating</i> = (Average of 2 PRs) divided by 5) x 100) x 35% = 31.43 points	9.4 - 10 = 30 pts. 8.7 - 9.3 = 25 pts. 8.0 - 8.6 = 20 pts. 7.3 - 7.9 = 15 pts. 6.6 - 7.2 = 10 pts. <i>Performance Rating</i> = (Average of 3 PRs) x 2 = 8.95
<i>a.) 1 Performance Ratings: (for candidates with experience of less than 2 years but more than 1 year)</i>			
PR1 = 4.50 <i>Performance Rating</i> = PR1 divided by 5) x 100) x 35% = 31.5 points	PR1 = 4.50 <i>Performance Rating</i> = PR1 divided by 5) x 100) x 30% = 27 points	PR1 = 4.50 <i>Performance Rating</i> = PR1 divided by 5) x 100) x 35% = 31.5 points	= 25 points

**the divisor used to get average PR will be determined based on years of experience and not the number of PRs submitted. (For example: applicant has 3 years of experience but submitted only 2 PRs, in the computation of average PRs, the divisor 3 will be used)*

B. Experience

One year of relevant experience is given 1 point but not to exceed:

Non-Teaching Level 1	5 points
Non-Teaching Level 1	10 points
Teaching and Related Teaching	5 points
School Head	10 points

**except Master Teacher and entry-level teaching positions*

C. Outstanding Accomplishment

	Non-Teaching Level 1	Non-Teaching Level 2	Teaching* and Related Teaching	School Head
Outstanding Employee Award	1	4	4	5
Awardee in the school/office	0.2 pt	.75 pt.	.75 pt.	1 pt
Awardee in the district/area/cluster	0.4 pt	1 pt	1 pt	2 pts
Awardee in the division/city/province	0.6 pt	2 pts	2 pts	3 pts
Awardee in the region	0.8 pt	3 pts	3 pts	4 pts
National Awardee	1 pt	4 pts	4 pts	5 pts
Innovations	1	4	4	5
Conceptualized	0.2 pt	.75 pt	.5 pt.	1 pt.
Started the implementation	0.4 pt	1 pt	1 pt	2 pts
Fully implemented in the school/ office	0.6 pt	2 pts	2 pts.	3 pts
Adopted in the district/area/cluster	0.8 pt	3 pts	3 pts.	4 pts
Adopted in the division/city/province	1 pt	4 pts	4 pts.	5 pts
Research and Development Projects	1	4	4	10
Conducted in the school /office	0.6 pt	1 pt	2 pts.	6 pts.
Conducted in the district / area/ cluster	0.8 pt	2 pts	3 pts.	8 pts.
Conducted in the division/city/province	1 pt	4 pts	4 pts.	10 pts.
Publication / Authorship	1	4	4	5
Articles published	.2 point each article but not to exceed 1 pt.	1 point each article but not to exceed 4 pts.	1 point each article but not to exceed 4 pts.	2 pts
Co-authorship of a book	0.5 pt	2	2	4 pts
Sole authorship of a book	1 pt	4	4	5 pts
Resource speaker/ Consultant	1	4	4	5
District/area/cluster level	0.2 pt	.75 pt	.75 pts.	1 pt.
Division/city/province level	0.4 pt	1 pt	1 pt.	2 pts.
Regional level	0.6 pt	2 pts	2 pts.	3 pts.
National level	0.8 pt	3 pts	3 pts.	4 pts.
International level	1 pt	4 pts	4 pts.	5 pts.

D. Education

Level of Educational Attainment	Non-Teaching Level 1	Non-Teaching Level 2	Teaching* and Related Teaching	School Head
2 years in college/vocational/technical	2 pts	-	-	-
3 years in college/associate	3 pts	-	-	-
Baccalaureate degree	4 pts	5 pts	-	-
Master's Degree (Acad Requirements)	6 pts	7 pts.	10 pts	6 pts
Master's Degree	7 pts	10 pts.	15 pts	7 pts
Doctoral Degree (Acad. Requirements)	9 pts	13 pts.	20 pts.	9 pts
Doctoral Degree	10 pts	15 pts.	25 pts	10 pts

*except Master Teacher and entry-level teaching positions

E. Trainings

Level	Non-Teaching Level 1	Non-Teaching Level 2	Teaching* and Related Teaching	School Head
<i>Participant in three (3) or more training activities in each level conducted for at least 3 days not credited during the last promotion:</i>				
Awardee in the school/office	1 pt	1 pt	-	-
Awardee in the district/area/cluster	2 pts.	2 pt.	1 pt.	2 pts.
Awardee in the division/city/province	4 pts.	4 pts.	2 pts.	4 pts.
Regional Level	6 pts.	6 pts.	3 pts.	6 pts
<i>Participant in one (1) training activity conducted for at least 3 days not credited during the last promotion:</i>				
National Level	8 pts.	8 pts.	4 pts.	8 pts
International Level	10 pts.	10 pts.	5 pts.	10 pts

F. Potential

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

G. Psycho-social Attributes

Criteria	Non-Teaching Level 1	Non-Teaching Level 2	Teaching* and Related Teaching	School Head
1 Human Relations	6 pts	4 pts.	2 pts	2 pts
a. Adjust to the variety of personalities, ranks and informal groups present in the organization	(1.2 pts.)	(0.8 pts.)	(0.4 pt.)	(0.4 pt.)
b. Internalizes work changes with ease and vigor.	(1.2 pts.)	(0.8 pts.)	(0.4 pt.)	(0.4 pt.)
c. Accepts constructive criticisms objectively whether from subordinates, peers or superiors	(1.2 pts.)	(0.8 pts.)	(0.4 pt.)	(0.4 pt.)

*except Master Teacher and entry-level teaching positions

Criteria	Non-Teaching Level 1	Non-Teaching Level 2	Teaching* and Related Teaching	School Head
d. Observes proper decorum in relating with superiors and peers	(1.2 pts.)	(0.8 pts.)	(0.4 pt.)	(0.4 pt.)
e. Takes the initiative to organize work groups, adopt procedures and standards in his own level	(1.2 pts.)	(0.8 pts.)	(0.4 pt.)	(0.4 pt.)
2 Decisiveness	5 pts	3 pts.	2 pts	2 pts
a. Thinks logically and acts accordingly.	(1 pt)	(0.6 pts.)	(0.4 pt.)	(0.4 pt.)
b. Considers alternatives and recommends solutions when faced with problem situations	(1 pt)	(0.6 pts.)	(0.4 pt.)	(0.4 pt.)
c. Gives convincing recommendations and suggestions	(1 pt)	(0.6 pts.)	(0.4 pt.)	(0.4 pt.)
d. Acts quickly and make the best decision possible	(1 pt)	(0.6 pts.)	(0.4 pt.)	(0.4 pt.)
e. Exercise flexibility	(1 pt)	(0.6 pts.)	(0.4 pt.)	(0.4 pt.)
3 Stress Tolerance	4 pts.	3 pts.	1 pt.	1 pt.
a. Exercise high degree to tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc	(0.8 pts.)	(0.6 pts.)	(0.2 pt.)	(0.2 pt.)
b. Uses coping mechanisms to handle creatively tensions resulting from one's work	(0.8 pts.)	(0.6 pts.)	(0.2 pt.)	(0.2 pt.)
c. Controls negative manifestations of emotions	(0.8 pts.)	(0.6 pts.)	(0.2 pt.)	(0.2 pt.)
d. Performs satisfactorily his duties and functions in a tension-laden situation	(0.8 pts.)	(0.6 pts.)	(0.2 pt.)	(0.2 pt.)
e. Channels negative emotions to positive and constructive endeavours	(0.8 pts.)	(0.6 pts.)	(0.2 pt.)	(0.2 pt.)

*except Master Teacher and entry-level teaching positions

CRITERIA FOR EVALUATION

Master Teacher positions

For Master Teacher I

1. Teacher III for at least one (1) year
2. Bachelor's degree in elementary/secondary education or its equivalent with at least 24 units in Master's Degree in Education
3. At least Very Satisfactory (VS) performance ratings for the last three (3) years
4. At least three (3) years teaching experience
5. At least 40 hours of relevant cumulative training in the area of specialization
6. At least 25 points in leadership and potential in the criteria of Master Teacher or has been a demonstration teacher at least in the school (HS) / district (ES) level plus 15 points in leadership and potential in the criteria for Master Teacher

For Master Teacher II

1. Master Teacher I for at least one (1) year
2. Completed academic requirements for a Master's Degree in Education
3. At least Very Satisfactory performance ratings
4. At least 72 hours of relevant cumulative training in the area of specialization
5. Demonstration teacher at least in the division level
6. At least 30 points in leadership and potential in the criteria of Master Teacher or has been a demonstration teacher in 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

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS

A. Introduced any of the following which has been adopted or used by the school (20 points)

1. Curriculum or instructional materials

Required documents:

- _____ Certification by the Public Schools District Supervisor/Principal (elementary), Department Head of the School (secondary) as to the authenticity, functionality and utilization in the school for MT1; district for MT2
- _____ Certification of evaluation by Education Program Supervisors in charge of the subject area, recommending approval by Assistant Schools Division Superintendent and approved by the Schools Division Superintendent
- _____ Certification/testimonies of teachers who adopted/used the curriculum instructional materials

2. Effective teaching techniques or strategies

Required documents:

- _____ Proper endorsement by the Public Schools District Supervisor/Principal, the Head Teacher of Department, evaluation by Education Program Supervisors in charge of the subject area, approval recommended by Assistant Schools Division Superintendent
- _____ Certification/testimonies of teachers who adopted/used the teaching techniques or strategies
- _____ At least two (2) copies of lesson plan using techniques or strategies

3. Simplification of work as in reporting system, record keeping, etc. or procedures that resulted in cost reduction

Required documents:

- _____ Proper endorsement by the Head Teacher of Department, Principals evaluation by Education Program Supervisors in charge of the subject area, approval recommended by Assistant Schools Division Superintendent and approved by Schools Division Superintendent

_____ Implementation of the simplified work by the proponent
_____ Certification of the Head Teacher and Principal on the effectiveness (cost
_____ reduction) of the work and/or procedures

4. **Worthwhile income-generating project benefiting student/OSYs and results given recognition/certification by higher officials in the division**

Required documents:

- _____ Feasibility study duly signed by the initiator of the project and endorsed/certified by district and division officials
_____ On the check by the ALS Education Program Supervisor, Research Supervisor and/or Assistant Schools Division Superintendent in charge of ALS
_____ Certification by district and division level evaluation committee as to the feasibility, viability and economic profitability of the project

- B1. Served as subject area coordinator or curriculum year level chairman for at least 1 year (12 points)**

Required documents: (any 2 or 3 of the following)

- _____ Approved designation by the proper authorities
_____ Action Plan
_____ Accomplishment report for the year
_____ Pictorials (optional)

- B2. Served as adviser of school publication, school organization or interest clubs and discharged duties satisfactorily for at least two years and not considered part of the regular teaching load (12 points)**

Required documents:

- _____ Certification by proper authorities as to role or function
_____ List of activities/ projects/ accomplishments

- C. Served as chairman of a special committee, such as curriculum study committee, committee to prepare instructional materials, committee to chair/ spearhead/ initiate school program/ projects/ thrusts and discharge to work efficiently (12 points)**

Required documents:

- _____ Approved designation/ assignment by proper authorities
_____ List of members of said committee
_____ Accomplishment report/ sample output

- D. Initiated or headed as educational research activity or investigatory project duly approved by educational authorities, either for improvement of instruction, for teacher welfare or for community development (12 points)**

Required documents:

- _____ Permit to conduct action research/ investigatory project duly signed by division authorities (attach to the permit in the research proposed or outline)
_____ Certificate of completion of the research and certified correct by the division authorities concerned
_____ Copy of the research

- E. Coordinator of a community project or activity or programs of another agency or rural improvement activity, etc. for at least 2 years (12 points)**

Required documents:

- _____ Certification as to the designation of the Barangay Captain and noted
_____ School Head
_____ Action Plan
_____ Program of Activities



F. Organized/ managed and in-service training activity or other similar activities at least on school level for MT1; district for MT2 (12 points)

Required documents:

- _____ Training design/ program of activities by proper authorities
- _____ List of participants/ certificate of participation
- _____ Output of the in-service training

G. Credited with meritorious achievements such as (10 points):

1. Trainor/coach to contestants who received merits, commendations or any form of recognition

- National Level (10 points)
- Regional Level (5 points)
- Division Level (3 points)
- Congressional Level (2 points)
- District Level (1 point)

Required documents:

- _____ Official designation as trainor/ coach issued by proper authorities
- _____ Plaque, certificate of recognition/ merit, medal, trophy

2. Athletic Coach of athlete or team that won prizes

- National Level (10 points)
- Regional Level (5 points)
- Division Level (3 points)
- Congressional Level (1 point)
- District Level (0.25 point)

Required documents:

- _____ Official designation as coach issued by proper authorities
- _____ Plaque, certificate of recognition/ merit, medal, trophy

3. Coordinator of Boy/ Girl Scout Activities

- National Level (10 points)
- Regional Level (5 points)
- Division Level (3 points)
- Congressional Level (1 point)
- District Level (0.25 point)

Required documents:

- _____ Official designation as coordinator or coach issued by proper authorities
- _____ Plaque, certificate of recognition/ merit, medal, trophy

H. Authorship (10 points)

1. Book (with approval from DepED)

- Sole authorship (10 points)
- Co-authorship (5 points)

2. Article (1 point per article published in professional magazine)

Required documents:

- _____ Books and articles must be critical with relevance to education
- _____ Articles are published in the school paper, community paper, professional magazine or publication of national circulation (articles should not exceed 3 points)

Title _____	Publication Date: _____ Published: _____
Title _____	Publication Date: _____ Published: _____
Title _____	Publication Date: _____ Published: _____
Title _____	Publication Date: _____ Published: _____
Title _____	Publication Date: _____ Published: _____

I. **Demonstration Teaching (10 points)**

Required documents:

- _____ Certification
- _____ Lesson plan approved by principal or higher authorities
- _____ Pictorials if any