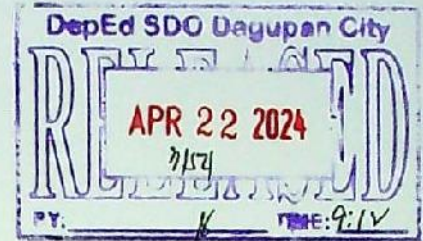




Republic of the Philippines
Department of Education
 REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division
 Superintendent

April 19, 2024

DIVISION MEMORANDUM

No. 169, s. 2024

**VACANCIES FOR TEACHING, NON-TEACHING, SCHOOL ADMINISTRATION
 AND RELATED-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officers
 School Heads
 Teachers and Non-Teaching Personnel
 Others Concerned

1. This Division is hereby accepting applications for the following vacant positions:

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Master Teacher II/ SG19/P51,3 57/ MTCHR2-61333-199	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in education; and 24 units for a Master's degree in education or its equivalent	4 hours relevant training	1 yr as Master Teacher I or 4yrs as Teacher III	RA 1080 (Teacher); LET/PBET	p	Elementary
2.	Head Teacher III/ SG 16/ P39,672/ HTEACH3-61561-1998	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for 2 yrs; or TIC for 2 years; or Teacher for 5 yrs	RA 1080 (Teacher); LET/PBET		Elementary



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 Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



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No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
3.	Education Program Specialist II/ SG 16/ P39,672/ EPS2-60038-2015	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position		School Governance and Operations Division
4.	Teacher III/ SG 13/ P31,320/ TCH3-60467-2013	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080 (Teacher); PBET/LET		Dagupan City NHS
5.	Teacher III/ SG 13/ P31,320/ TCH3-70698-1998	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	None Required	2 years relevant experience	RA 1080 (Teacher); PBET/LET		Elementary
6.	Teacher II/ SG 12/ P29,165/ TCH2-60106-2014	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	None Required	1 years relevant experience	RA 1080 (Teacher); PBET/LET		Elementary
7.	Administrative Assistant III / SG9/P21,211/ ADAS3-60163-2014	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/ First Level Eligibility		Carael National High School



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2. The duties and responsibilities of each vacant position is attached as Enclosure 1.
3. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order No. 007, s. 2023 prior to submission of application documents.
4. All interested applicants to the above-mentioned vacant positions, whether internal or external to DepEd, are required to submit two sets of folders containing the following documents:

Mandatory documentary requirements:

- a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (Enclosure 2 of this memorandum and Annex C of DepEd Order No. 007, s. 2023), duly notarized by authorized official
- b. Letter of intent addressed to the Schools Division Superintendent;
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of Certificate of Eligibility/Rating, if applicable;
- f. Photocopy of Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- g. Photocopy of Certificate/s of Training, if applicable;
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- i. Photocopy of latest appointment, if applicable;
- j. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in item I is not relevant to the position to be filled, if applicable.



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5. Deadline for submission of abovementioned documentary requirements shall be on MAY 02 2024. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of documentary requirements (item k.) shall not warrant exclusion from list of official applicant.

6. No additional documents shall be accepted after the deadline.

7. Submission of applications may be done thru any of the following modes:

- a. Personal submission to the Division Office Records Section not later than 5PM on set deadline (*preferred mode*); OR
- b. Online submission thru the official email address not later than 12midnight on set deadline (*if personal submission is not practicable*): depeddagupanhr@gmail.com. The scanned copies of the application documents shall be saved in one file only with filename in this format: **position applied for full name of applicant (ex. Administrative Officer II_Juan C. Dela Cruz)**

8. Applicants should submit first the above-stated documents to the Personnel Unit for initial checking as to the completeness of the requirements before it can be stamped "received" at the Records Section. As to the applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day;

9. The schedule of activities for assessment will be sent thru the email address of qualified applicants.

10. An applicant may apply for one or more positions provided he/she meets the qualifications of the position he/she is applying for and should submit two sets of documentary requirements for each positions being applied for.

11. An Open-Ranking System shall be adopted in the conduct of comparative assessment wherein qualified applicants must be present to witness the actual evaluation of their papers vis-à-vis criteria wherein they will conform with their document's assessment results.

12. All qualified applicants shall be evaluated in accordance with the following DepEd issuances:

- a. For **Master Teacher II** applicants- MEC Order No. 10, s. 1979 and MEC Order 29, s. 1979. (*Please see Enclosure 3 – Evaluation for Master Teacher*);



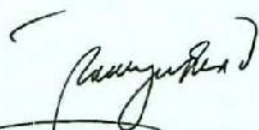
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- b. For **Head Teacher III** applicants, - DepEd Order no. 007, s. 2023. (Please see Enclosure 4 - Scoring Sheet for School Administration positions);
 - c. For **Education Program Specialist II** applicants - DepEd Order no. 007, s. 2023. (Please see Enclosure 5 - Scoring Sheet for Related - Teaching Positions);
 - d. For **Administrative Assistant III** applicants- DepEd Order no. 007, s. 2023. (Please see Enclosure 6 - Scoring Sheet for Non- Teaching Positions);
 - e. For **Teacher III** and **Teacher II** applicants - DepEd Order No. 66, s. 2007. (Please see Enclosure 7 -Individual Evaluation Sheet for Teaching Positions)
13. This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.
14. For information and guidance.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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**Office of the Schools Division
 Superintendent**

Enclosure No. 1 to Division Memorandum No. _____, s. 2024

DUTIES AND RESPONSIBILITIES

MASTER TEACHER II

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Professional Growth and	Conducts at least one action research every year
	Serves as demonstration teacher, facilitator or resource person at the school level
	Serves as OIC of the school in the absence of the school head
	Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head
	Takes active participation in the planning and implementation of training programs in school, district and division levels
	Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers
	Represents the school in conferences or events as delegated by the school head
	Participates actively in school strategic planning process involving internal and external stakeholders
Instructional	Takes charge of the school reading recovery program, remedial and/or enrichment program
	Introduces innovative teaching approaches and strategies
	Carries regular teaching loads for the assigned grade/subject
	Teaches/Takes over the class if the assigned teacher is absent; works beyond official time
	Leads in the preparation of instructional materials
	Enriches the curriculum of his/her field of specialization
	Consolidates and interprets competency assessment results
	Checks, improves and prepares sample lesson plans for the assigned grade/subject area
Instructional Supervision	Interprets test results and utilizes them for improvement of instruction
	Initiates improvement in instructional programs
	Provides technical assistance to teachers to improve their competencies
	Performs regular class monitoring using process observation tools
	Conducts post conferences with teachers for feedback on teaching-learning process
	Helps identify potential demonstration teachers
	Gives demonstration to new/striving teachers
	Designs and validates training programs for teachers

HEAD TEACHER III

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
SBM Plan	Supports School-Based Management (SBM)
	Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
	Ensures adherence to DepEd Orders and other issuances



School Curriculum Monitoring and Evaluation	Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
	Monitors the teaching-learning process
	Evaluates learning outcomes
	Recommends changes in policies affecting curriculum and instruction
	Implements innovations and alternative delivery schemes
	Localizes/indigenizes curriculum
	Prepares and submits monthly supervisory/accomplishment report
School Resource Management	Monitors teachers and master teachers
	Prepares specific budget and accounts for funds received
	Maximizes the use of textbooks, references and other instructional materials
Human Resource Management	Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
	Motivates and supports teachers to attain peak performance through awards, recognition and incentives
	Recommends staffing requirements and assists in the selection and hiring of teachers
	Conducts department-based training as a result of training needs analysis
	Evaluand performance of teachers
	Promotes harmonious working relationship among teachers
	Recommends promotion of teaching and non-teaching personnel
Special Tasks – Assignm	Proposes plans and implements SB INSET
	Assists in maintaining the school BEIS
	Assists in working for possible accreditation
	Assists in implementing programs of the school
	Coordinates with stakeholders on resource generation and mobilization
	Promotes the corporate image of the Department of Education
	Establishes and ensures support and cooperation of stakeholders
Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies	

EDUCATION PROGRAM SPECIALIST II

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Hr Strategic Plans And Policies	Gather data from reports, research findings and benchmark studies data as inputs to HRD needs assessment and findings as basis for HRD plans and programs.
	Assist in preparing report on HR development needs and situation analysis to facilitate by providing the facts and data gathered
	Assist in the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed.

Professional And Career Development	Provide technical support in identifying professional and competency development needs of individual personnel in the schools division, implementing the system designed for such , in order to arrive at profiles on individual and group competency development needs.
	Provide technical support in implementing system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division.
Training And Career Development Materials	Customize training and career development manuals and handouts packaging to make it applicable to the SDO situation and requirements.
	Reproduce in print or electronic format training and development materials to be used as reference by participants.
	Prepare training venue and logistical requirements or coordinate venue arrangements to ensure a physical environment conducive to learning.
Scholarship And Professional Program Coordination	Provide technical support in the screening and selection of applicants for scholarship by gathering additional data and coordinating acquisition of supporting documents as basis for final selection.
	Provide support in coordinating with institutions recommended scholars and documentary requirements to facilitate attendance and availment of the scholarship.
	Provide support in the registration of scholars in courses as needed.
	Assist in monitoring, evaluating and submitting report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.
Training And Development Record	Gather and encode data and maintain records on training participants and training and development activities using data capture tools and instruments designed for the system.
Succession and Exit	Generate TDIS Records and Documents on performance in Leadership and Development programs for high potential employees to be considered in the candidate pool
	Gather data needed in the identification of high potential employees targeted to be part of a candidate pool for critical positions in the SDO
	Collect records and documents of personnel in the candidate pool to create a portfolio for candidates to be used as reference in the selection process.
	Assist in coordinating the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition.
	Gather data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace
Employees Welfare	Assist in gathering data on welfare needs of employees.
	Provide technical support in proposal preparation, design, and implementation (upon approval) of programs to respond to the welfare needs of various employee groups.
	Provide technical support in the review, proposal preparation and coordination of the implementation of reward and recognition programs

Technical Assistance	Provide technical support in the conduct of monitoring and evaluation of employee welfare programs and submission of report on its status, progress, and impact in order to provide feedback to management. Assist in providing Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations
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TEACHER II - III

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Teaching Learning Process	Teaches one or more grades/levels using appropriate and innovative teaching strategies Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials Counsels and guides pupils/students Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)
Pupils/Student Outcomes	Monitors and evaluates pupils'/students' progress Undertakes activities to improve performance indicators Maintains updated pupils'/students progress regularly Maintains updated pupil/student school records
Community Involvement	Supports activities of governmental and non-governmental organizations Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
Professional Growth and Development	Conducts Action Plan Supervises curricular and co-curricular projects and activities

ADMINISTRATIVE ASSISTANT III

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	Ascertains that transaction have been properly recorded in books Verify financial statements made by subordinate, verify the journal voucher Prepares adjusting entries and journal vouchers Prepares trial balances, monthly statements of income and expenditure and other financial statements
Account Tracking	Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions and Recording Procedures	Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers
	Provides inputs for improvement of accounting section Reviews, revises and gives feedback on the work of accounting and bookkeeping staff

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied for: _____
 Office of the Position Applied For: _____
 Contact No.: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____
 (to be filled out by HR section)

Basic Documentary Requirement	Status of Submission (To be filled out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or Highest human resource Officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if Applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility / Report of Rating, of applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purpose of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic documents if the said electronic documents maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

EVALUATION FOR MASTER TEACHER _____

Ratee: _____

District: _____

School: _____

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

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
- _____ Accomplishment report certified correct by the Barangay Captain and School Head

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

SCORING SHEET for Schools Administration Positions

(based on DepEd Order 007, s. 2023)

Name of Applicant: ANGELICA IGNACIO BAUTISTA

Date of Assessment: _____

Position Applied For: Administrative Assistant II

Criteria	Means of Verification	Weight Allocation	Computation/ Rubrics / Remarks	Score
EDUCATION	DTR or Cert of Units Earned	10		
TRAINING	Certificate of Training	10		
EXPERIENCE	Service Record of COE	10		
PERFORMANCE		25		
	Latest performance Rating covering 1 year performance from current or previous job relevant to the position to be filled		(Performance Rating/5) x Weight Allocation	
OUTSTANDING ACCOMPLISHMENTS		10		
Awards and Recognition		7		
a.1 Outstanding Employee Award	A. Any issuance, memorandum or document showing the Criteria for the Search; AND B. Certificate of Recognition/Merit		Awards given by higher office - 4 pts Awards given by applicant's local office - 2 pt	
a.2 Award as Trainer / Coach	A. Any issuance or memorandum designating the applicant as trainer / coach; AND B. Certificate of Recognition/Appreciation as Trainer / Coach of a Winning Contestant / Event / Activity		Champion or highest placer in the National Level - 3 pts Champion or highest placer in the Regional Level - 2 pts Champion or Highest Placer in the Division /Provincial Level - 1 pt	
Research and Innovation		4		
	A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 16, s.2017 B. Accomplishment Report verified by the Head of Office C. Certification of utilization of the Innovation or research, within the school/office duly signed by the Head of Office D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.		MOVs Submitted: A, B, C & D - 4 pts A, B, C & E - 4 pts Only A, B and C - 3 pts Only A and B - 2 pts Only A - 1 pt	
Subject Matter Expert / Membership in NTWGs or Committees		3		
	A. Issuance of Memorandum showing the membership in NTWG or committee; B. Certificate of Participation or Attendance, and C. Output/Adoption by the organization / DepEd		MOVs Submitted: All MOVs - 3 pts Only A and B - 2 pts	
Resource Speakership / Learning Facilitation		2		
	A. Issuance / Memorandum / Invitation / Training Matrix; AND B. Certificate of Recognition / Merit / Commendation / Appreciation; AND C. Slide deck/s used and/or Session guide/s		Speakership in Higher Office/ Level - 2 pts Speakership in applicant's local office - 1 pt	
NEAP Accredited Learning Facilitator		2		
	A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office		Accredited National Assessor - 2 pts Accredited National Trainer - 1.5 pts Accredited Regional Trainer - 1 pt	
APPLICATION OF EDUCATION		10		
	A. Action Plan approved by the Head of Office B. Accomplishment Report verified by the Head of Office C. Certification of the utilization / adoption signed by the Head of Office		MOVs Submitted Relevant Not Relevant All MOVs 10 pts 5 pts Only A & B 7 pts 3 pts Only A 5 pts 1 pt	
APPLICATION OF L&D		10		
	A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required; B. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office. C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.		MOVs Submitted: Relevant Not Relevant All MOVs 10 pts 5 pts Only A, B & C 7 pts 3 pts Only A & B 5 pts 1 pt	
POTENTIAL		15		
	Appointment to Entry Level School Principal Positions 10 Appointment to other and Higher School Head Positions 5		(Score / Total Number of test items) x weight allocation	
Written Examinations		10		
Behavioural Events Interview		5		

SCORING SHEET for RELATED-TEACHING POSITIONS
(based on DepEd Order 007, s. 2023)

Name of Applicant: **MICHELLE M. FELSTEAD**

Date of Assessment: _____

Position Applied For: **Senior Education Program Specialist**

Criteria	Means of Verification	Weight Allocation			Computation/ Rubrics / Remarks	Score
		SG 11-15	SG 16-22	SG 24		
EDUCATION	___ OTR or Cert of Units Earned	10	10	10		
TRAINING	___ Certificate of Training	10	10	10		
EXPERIENCE	___ Service Record of COE	10	10	10		
PERFORMANCE		20	20	25		
<i>For positions with experience requirement:</i>	___ Latest performance Rating covering 1 year performance from current or previous job relevant to the position to be filled				(Performance Rating/5) x Weight Allocation	
<i>For positions without experience requirement:</i>	___ Board Examination or Career Service Eligibility ratings; OR ___ PD 907 or Foreign School Honor Graduate Eligibility (FSHGE)				(Board Exam or CS rating / 100) x Weight Allocation Summa Cum Laude -20 pts Magna Cum Laude -19 pts Cum Laude -18 pts	
OUTSTANDING ACCOMPLISHMENTS		10	5	10		
Awards and Recognition		2				
<i>a.1 Academic or inter-School award (for applicants with no or less than one year work experience)</i>	___ A. Academic or Interschool Award; or ___ B. Certificate of any document showing TOSP Award; or ___ C. Certification or any documents showing top-notchng a Board Examination				At least 3 academic or inter-school awards or TOSP Award or Top 10 In Board / CS Exam At least 2 academic/ inter-school awards	- 2 pts - 1 pt
<i>a.2 Outstanding Employee Award (for applicant with previous work experience)</i>	___ A. Any issuance, memorandum or document showing the Criteria for the Search; AND ___ B. Certificate of Recognition/Merit				Awards given by higher office Awards given by applicant's local office	- 2 pts - 1 pt
Research and Innovation		5				
	___ A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 16, s.2017 ___ B. Accomplishment Report verified by the Head of Office ___ C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office ___ D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office ___ E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.				MOVs Submitted: A, B, C & D - 5 pts A, B, C & E - 5 pts Only A, B and C - 4 pts Only A and B - 3 pts Only A - 2 pts	
Subject Matter Expert / Membership in NTWGs or Committees		3				
	___ A. Issuance of Memorandum showing the membership in NTWG or committee; ___ B. Certificate of Participation or Attendance; and ___ C. Output/Adoption by the organization / DepEd				MOVs Submitted: All MOVs - 3 pts Only A and B - 2 pts	
Resource Speakership / Learning Facilitation		2				
	___ A. Issuance / Memorandum / Invitation / Training Matrix; AND ___ B. Certificate of Recognition / Merit / Commendation / Appreciation; AND ___ C. Slide deck/s used and/or Session guide/s				Speakership in Higher Office/ Level - 2 pts Speakership in applicant's local office - 1 pt	
NEAP Accredited Learning Facilitator		2				
	___ A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office ___ B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office				Accredited National Assessor - 2 pts Accredited National Trainer - 1.5 pts Accredited Regional Trainer - 1 pt	
APPLICATION OF EDUCATION		10	15	10		
<i>For positions with experience requirement</i>	___ A. Action Plan approved by the Head of Office ___ B. Accomplishment Report verified by the Head of Office ___ C. Certification of the utilization / adoption signed by the Head of Office				For SG 11-15 and SG 24 MOVs Submitted: Relevant Not Relevant All MOVs 10 pts 5 pts Only A & B 7 pts 3 pts Only A 5 pts 1 pt For SG 16-22 MOVs Submitted: Relevant Not Relevant All MOVs 15 pts 9 pts Only A & B 12 pts 6 pts Only A 9 pts 3 pt	
<i>For positions with no experience requirement</i>	___ Certificate of GWA/ OTR/ Diploma/ Special Order or other certifications				(GWA /100) x weight allocation	
APPLICATION OF L&D		10	10	10		
	___ A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP), for external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required; ___ B. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office. ___ C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; ___ D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.				MOVs Submitted: Relevant Not Relevant All MOVs 10 pts 5 pts Only A, B & C 7 pts 3 pts Only A & B 5 pts 1 pt	
POTENTIAL		20	20	15		
Written Examinations		5	5	5		
Skills or Work Sample Tests		10	10	5		
Behavioural Events Interview		5	5	5		

SCORING SHEET for NON-TEACHING POSITIONS

(based on DepEd Order 007, s. 2023)

Name of Applicant: **MARIE BHIA ROSAL BANCE**

Position Applied For: **Administrative Officer II**

Date of Assessment: _____

Criteria	Means of Verification	Weight Allocation			Computation/ Rubrics / Remarks	Score
		General Services	SG 1-9 (Non-General Services)	SG 10-23		
EDUCATION	OTR or Cert of Units Earned	5	5	5		
TRAINING	Certificate of Training	5	5	10		
EXPERIENCE	Service Record of COE	20	20	15		
PERFORMANCE		10	20	20		
<i>For positions with experience requirement:</i>	Latest performance Rating covering 1 year performance from current or previous job relevant to the position to be filled				(Performance Rating/5) x Weight Allocation	
<i>For positions without experience requirement:</i>	Board Examination or Career Service Eligibility ratings; OR PD 907 or Foreign School Honor Graduate Eligibility (FSHGE)				(Board Exam or CS rating / 100) x Weight Allocation	
OUTSTANDING ACCOMPLISHMENTS		5	10	10		
Awards and Recognition						
<i>a.1 Citation and Commendation (for applicants to general services positions only)</i>	A. Letter of Citation or Commendation from previous employer				- Three (3) or more letters of citation - 4 pts - Two (2) letters of citation - 3 pts - One (1) letter of citation - 2 pts	
<i>a.2 Academic or Inter-School award (for applicants with no or less than one year work experience)</i>	A. Academic or Interschool Award; or B. TOSP Award; or C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Services Eligibility Examination				- At least 3 academic or inter-school awards or TOSP Award or Top 10 in Board / CS Exam - 4 pts - At least 2 academic/ inter-school awards - 3 pts - At least 1 academic/ inter-school awards - 2 pts	
<i>a.3 Outstanding Employee Award (for applicant with previous work experience)</i>	A. Any issuance; memorandum or document showing the Criteria for the Search; AND B. Certificate of Recognition/Merit				Awards given by higher office - 4 pts Awards given by applicant's local office - 2 pt	
Research and Innovation						
	A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 16, s 2017 B. Accomplishment Report verified by the Head of Office C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research.				MOVs Submitted: A, B, C & D - 4 pts A, B, C & E - 4 pts Only A, B and C - 3 pts Only A and B - 2 pts Only A - 1 pt	
Subject Matter Expert / Membership in NTWGs or Committees						
	A. Issuance of Memorandum showing the membership in NTWG or committee; B. Certificate of Participation or Attendance; and C. Output/Adoption by the organization / DepEd				MOVs Submitted: All MOVs - 3 pts Only A and B - 2 pts	
Resource Speakership / Learning Facilitation						
	A. Issuance / Memorandum / Invitation / Training Matrix; AND B. Certificate of Recognition / Merit / Commendation / Appreciation; AND Slide decks used and/or Session guide/s				Speakership in Higher Office/ Level - 2 pts Speakership in applicant's local office - 1 pt	
NEAP Accredited Learning Facilitator						
	A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office				Accredited National Assessor - 2 pts Accredited National Trainer - 1.5 pts Accredited Regional Trainer - 1 pt	
APPLICATION OF EDUCATION		n/a	10	10		
<i>For positions with experience requirement</i>	A. Action Plan approved by the Head of Office B. Accomplishment Report verified by the Head of Office C. Certification of the utilization / adoption signed by the Head of Office				MOVs Submitted Relevant Not Relevant All MOVs 10 pts 5 pts Only A & B 7 pts 3 pts Only A 5 pts 1 pt	
<i>For positions with no experience requirement</i>	Certificate of GWA/ OTR/ Diploma/ Special Order or other certifications				GWA /100) x weight allocation	
APPLICATION OF L&D		n/a	10	10		
	A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required; B. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office. C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.				MOVs Submitted: Relevant Not Relevant All MOVs 10 pts 5 pts Only A, B & C 7 pts 3 pts Only A & B 5 pts 1 pt	
POTENTIAL		55	20	20		
Written Examinations		n/a	5	5		
Skills or Work Sample Tests		n/a	10	10		
Behavioural Events Interview		n/a	5	5		

INDIVIDUAL EVALUATION SHEET

INDIVIDUAL EVALUATION SHEET

NAME OF APPLICANT: _____
 Vacant Position: _____
 Date of Assessment: _____

Teaching Positions
 (DepEd Order No. 66, s. 2007)

NAME OF APPLICANT: _____
 Vacant Position: _____
 Date of Assessment: _____

Teaching Positions
 (DepEd Order No. 66, s. 2007)

Criteria	Pts.	Remarks	Score
A. Performance Ratings (3 Ratings)	35		
B. Experience	5		
Experience must be relevant to the duties and functions of the position to be filled Every year given a point but not to exceed 5 points			
C. Outstanding Accomplishments			
a. Outstanding employee award	4		
<ul style="list-style-type: none"> - awardee in the school/office .75 pt. - awardee in the district/area/cluster 1 pt - awardee in the division/city/province 2 pts - awardee in the region 3 pts - National awardee 4 pts 			
b. Innovations	4		
<ul style="list-style-type: none"> - conceptualized .5 pt - started the implementation 1 pt - fully implemented in the school/office 2 pts. - adopted in the district/area/cluster 3 pts - adopted in the division/city/province 4 pts. 			
c. Research and development projects	4		
<ul style="list-style-type: none"> - conducted in the school/office 2 pts. - conducted in the district/area/cluster 3 pts - conducted in the division/city province 4 pts. 			
d. Publication/authorship	4		
<ul style="list-style-type: none"> - articles published - 1 pt. each (maximum of 4 articles) - co-authorship of a book 2 pts - sole authorship of a book 4 pts 			
e. Resource speaker/consultant	4		
<ul style="list-style-type: none"> - district / area / cluster level .75 pts. - division / city/ province level 1 pt - regional level 2 pts. - national level 3 pts - international level 4 pts. 			
D. Education	25		
<ul style="list-style-type: none"> - Master's Degree (Acad Reqs) 10 pts - Master's Degree 15 pts - Doctoral Degree (Acad. Reqs.) 20 pts. - Doctoral Degree 25 pts 			
E. Training	5		
Participant in a specialized training, e.g. Specialized Programs, Short Courses, Study Grants 1 point for every month of attendance but not to exceed 5 points			
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:			
<ul style="list-style-type: none"> - District Level 1 pt. - Division Level 2 pts - Regional Level 3 pts. 			
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:			
<ul style="list-style-type: none"> - National Level 4 pts - International Level 5 pts 			
Chair /Co-Chair in a technical/planning committee			
<ul style="list-style-type: none"> - District Level 1 pt. - Division Level 2 pts - Regional Level 3 pts. - National Level 4 pts - International Level 5 pts 			
F. Potential	5		
G. Psycho-social Attributes	5		
Total	100		

Criteria	Pts.	Remarks	Score
A. Performance Ratings (3 Ratings)	35		
B. Experience	5		
Experience must be relevant to the duties and functions of the position to be filled Every year given a point but not to exceed 5 points			
C. Outstanding Accomplishments			
a. Outstanding employee award	4		
<ul style="list-style-type: none"> - awardee in the school/office .75 pt. - awardee in the district/area/cluster 1 pt - awardee in the division/city/province 2 pts - awardee in the region 3 pts - National awardee 4 pts 			
b. Innovations	4		
<ul style="list-style-type: none"> - conceptualized .5 pt. - started the implementation 1 pt - fully implemented in the school/office 2 pts. - adopted in the district/area/cluster 3 pts. - adopted in the division/city/province 4 pts. 			
c. Research and development projects	4		
<ul style="list-style-type: none"> - conducted in the school/office 2 pts. - conducted in the district/area/cluster 3 pts - conducted in the division/city province 4 pts. 			
d. Publication/authorship	4		
<ul style="list-style-type: none"> - articles published - 1 pt. each (maximum of 4 articles) - co-authorship of a book 2 pts - sole authorship of a book 4 pts 			
e. Resource speaker/consultant	4		
<ul style="list-style-type: none"> - district / area / cluster level .75 pts. - division / city/ province level 1 pt. - regional level 2 pts. - national level 3 pts. - international level 4 pts. 			
D. Education	25		
<ul style="list-style-type: none"> - Master's Degree (Acad Reqs) 10 pts - Master's Degree 15 pts - Doctoral Degree (Acad. Reqs.) 20 pts. - Doctoral Degree 25 pts 			
E. Training	5		
Participant in a specialized training, e.g. Specialized Programs, Short Courses, Study Grants 1 point for every month of attendance but not to exceed 5 points			
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:			
<ul style="list-style-type: none"> - District Level 1 pt. - Division Level 2 pts. - Regional Level 3 pts. 			
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:			
<ul style="list-style-type: none"> - National Level 4 pts. - International Level 5 pts. 			
Chair /Co-Chair in a technical/planning committee			
<ul style="list-style-type: none"> - District Level 1 pt. - Division Level 2 pts. - Regional Level 3 pts. - National Level 4 pts - International Level 5 pts 			
F. Potential	5		
G. Psycho-social Attributes	5		
Total	100		

I hereby attest to the conduct of the application and assessment process in accordance with the applicable guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board, the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for TEACHER III.

I hereby attest to the conduct of the application and assessment process in accordance with the applicable guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board, the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for TEACHER III.

Furthermore, I hereby affix my signature in this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

Furthermore, I hereby affix my signature in this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

(Applicant's signature)

(Applicant's signature)