



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

DepEd SDO Dagupan City  
 RECORDS OFFICE

**RECEIVED**  
 JUN 25 2024  
 4826  
 Time: 9:43

Office of the Schools Division  
 Superintendent

**DIVISION MEMORANDUM**

No. 242, s. 2024

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

DATE: June 24, 2024

SUBJECT: **CALL FOR APPLICATION FOR TEACHING, RELATED-TEACHING AND NON-TEACHING POSITIONS**

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

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1.	Education Program Supervisor / SG 22 / P71,511  Item Number: 1) EPSVR-60012-2015	Masters degree in education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years Master Teacher	RA 1080 (Teacher)		School Governance and Operations Division
2.	Master Teacher I / SG 18 / P46,725  Item number: 1) MTCHR1-60968-2017	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18	None Required	3 years relevant experience	PBET, LET		Bonuan Boquig NHS



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		professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent					
3.	Administrative Officer IV/ SG 15 / P36,619  Item Number: 1) ADOF4-60025-2015	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Office of the Schools Division Superintendent
4.	Teacher III / SG 13 / P31,320  Item Number: 1) TCH3-60126-2022; 2) TCH3-60279-2017	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		Federico N. Ceralde Integrated School;  Judge Jose De Venecia, Sr. Technical-Vocational Secondary School
5.	Administrative Aide VI / SG 6/ P17,553  Item Number: ADA6-60041-2015	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/ First Level Eligibility		Office of the Schools Division Superintendent

1. The job description for the aforementioned vacant positions is attached as Enclosure No. 1.



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2. 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 66, s. 2007 prior to submission of application documents.

3. 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 No. 2*) 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 (please see Enclosure No. 2 and 3)

4. Deadline for submission of abovementioned documentary requirements shall be on July 05 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.

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

6. 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](mailto:depeddagupanhr@gmail.com). The



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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)*

7. Applicants should first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section. For 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;

8. The schedule of activities for assessment will be communicated to qualified applicants via their email address.

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

10. 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.

11. As reference for assessment, applicants are encouraged to read **DepEd Order No. 66, s. 2007** (for Teacher III), **DepEd Order No. 007, s. 2023** (for Administrative Officer IV/II, Administrative Aide VI, and Education Program Supervisor) and **MEC Order No. 10, s. 1979** (for Master Teacher). Criteria and point system are hereto attached as Enclosure No. 3a, 3b, 3c and 3d.

12. This Office highly encourages all interested and qualified applicants including Person's with Disability and members of indigenous communities to join in the assessment.

13. For information and guidance.

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent

Enclosure No. 1: Job Description

Enclosure No. 2: Checklist of Requirements & Omnibus Sworn Statement

Enclosure No. 3a: Scoring Sheet for Non-Teaching Positions

Enclosure No. 3b: Scoring Sheet for Related-Teaching Positions

Enclosure No. 3c: Individual Evaluation Sheet (for Teacher II and Teacher III)

Enclosure No. 3d: Scoring Sheet for Master Teacher I / II



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### JOB DESCRIPTION

<b>Position Title:</b>	<b>Education Program Supervisor</b>	<b>Salary Grade:</b>	22
<b>Unit/Division:</b>	School Governance and Operations Division	<b>Monthly Salary:</b>	71,511
<b>QUALIFICATION STANDARD</b>			
<b>Education:</b>	Masters degree in education or other relevant Master's Degree with specific area of specialization		
<b>Experience:</b>	8 hours of relevant training		
<b>Training:</b>	2 years as Principal or 2 years as Head Teacher or 2 years Master Teacher		
<b>Eligibility:</b>	RA 1080 (Teacher)		
<b>KRA</b>		<b>Duties and Responsibilities</b>	
Programs and Projects (Support to school governance, operation and learner)		<input type="checkbox"/> Provide technical inputs towards developing the Schools Division's plans and strategies to improve the holistic development of learners in order to focus resources of the division and guide selection of donors and partners.	
		<input type="checkbox"/> Develop and submit concept papers and program/project designs and proposals for funding, partnerships undertakings.	
		<input type="checkbox"/> Review and evaluate technical documents (e.g. project proposals, draft MOAs) for submission and approval of Schools Division management.	
		<input type="checkbox"/> Facilitate and coordinate with stakeholders as needed, the development of work plans to implement programs and projects.	
		<input type="checkbox"/> Develop and implement information, education advocacy programs to raise understanding and gather support for current programs and projects.	
		<input type="checkbox"/> Conduct monitoring and evaluation (together with School M&E) on the status and progress of special programs and projects and provide feedback to management and stakeholders to obtain continuing support.	
		<input type="checkbox"/> Conduct assessment and evaluation of programs and projects (with School M&E) and submit evaluation reports to recommend sustaining, expanding or terminating special programs or projects	
Partners and Donors		<input type="checkbox"/> Search and explore potential donors and partners for education support programs and participate in relevant meetings and functions to establish possible areas for collaboration.	
		<input type="checkbox"/> Review project /partnership proposals to check for alignment to DepED policies, guidelines and standards and values.	
		<input type="checkbox"/> Draft MOUs, MOAs, and contracts with partners for recommendation to the Regional Director.	
		<input type="checkbox"/> Prepare draft of localized policies and standards for engaging partners and donors in order to protect DepED interest and values.	
		<input type="checkbox"/> Develop and implement initiatives to sustain relationships of educational partners and donors to maintain continuous support to basic education	
Advocacy		<input type="checkbox"/> Develop and implement information, education advocacy programs on campaigns to raise understanding among stakeholders, and increase resource and support for programs to improve the delivery of basic education	



	<input type="checkbox"/> Develop and produce advocacy materials to promote visibility and recall.
Research and Development	Lead in the conduct of Action Research on improving implementation of Special Programs and Projects that support school governance
	Analyze findings and prepare recommendation for policy issuances to support school governance
Technical Assistance	Provide Technical Assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to governance and operations
Unit Performance	Assist chief in the day to day operation of the Division to ensure efficient and effective delivery of its services

<b>Position Title:</b>	<b>Master Teacher I</b>	<b>Salary Grade:</b>	18
<b>Unit/Division:</b>	Bonuan Boquig NHS	<b>Monthly Salary:</b>	46,725

**QUALIFICATION STANDARD**

<b>Education:</b>	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent
<b>Experience:</b>	None Required
<b>Training:</b>	3 years relevant experience
<b>Eligibility:</b>	PBET; LET

**Duties and Responsibilities**

	1. Attends professional meetings, in-service trainings and related activities for
	2. Prepares daily logs and visual aids related to the lesson
	3. Conducts remedial episodes classes for slow learners
	4. Updates parents on children's progress and problems through dialogues, conferences and PTA meetings
	5. Assists the guidance counselor in handling students with problems
	6. Gets involved in community and civic-organization activities.
	7. Maintains harmonious relationships with superiors, students, local and public
	8. Observes proper decorum
	9. Conducts echo seminars for co-teachers.
	10. Mentors co-teachers in content and skills difficulties
	11. Helps in the proper and accurate dissemination/implementation of school
	12. Assists principals in instructional monitoring of teachers.
	13. Guides co-teachers in the performance of duties and responsibilities
	14. Leads in the preparation and enrichment of curriculum; leads in the
	15. Initiates projects and programs that will enhance the curriculum and its delivery
	16. Makes the needed instructional materials available to teachers and students
	17. Assists school heads in class monitoring
	18. Conducts in-depth studies or action researches on instructional problems
	19. Coordinates with the grade chairman in disseminating information about school problems, awards, promotion



	20. Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers
	21. Monitors the maintenance of discipline between and among teachers and learners
	21. Monitors the maintenance of discipline between and among teachers and learners
	22. Assists in designing capacity development programs for teachers
	23. Serves as trainer in school-based INSET
	24. Evaluates teacher-made tests and interpret results
	25. Checks regularly lesson plans of teachers in the assigned grade/subject area
	26. Carries regular teaching load for the grade/subject area
	27. Serves as a demonstration teacher

<b>Position Title:</b>	<b>Administrative Officer IV</b>	<b>Salary Grade:</b>	<b>15</b>
<b>Unit/Division:</b>	Office of the Schools Division Superintendent	<b>Monthly Salary:</b>	<b>36,619</b>
<b>QUALIFICATION STANDARD</b>			
<b>Education:</b>	Bachelor's degree relevant to the job		
<b>Experience:</b>	4 hours relevant training		
<b>Training:</b>	1 year of relevant experience		
<b>Eligibility:</b>	Career Service Professional/ Second Level Eligibility		
<b>KRA</b>	<b>Duties and Responsibilities</b>		
Cash Selection	Prepare, disburse and release approved checks based on prescribed procedures to fulfil payment obligations of the SDO		
	Distribute to collecting and disbursing officers cash advances for salaries and wages and reviews statements of accounts and current and replenishment vouchers		
	Review and finalize advice of checks issued and cancelled (ACIC) for submission to the Bureau of the Treasury and Authorized Government Depository Bank		
	Remits mandatory contribution to BIR, GSIS, HDMF, and PHILHEALT		
	Records daily transactions to monitor the cash outflow and daily cash balance		
Cash Disbursement, Payment and Remittance	Initiates and controls the preparation of checks to pay for DepED obligations based on vouchers/claims signed by authorized signatories.		
	Release approved checks to payees		
	Secure and encash checks for cash advances		
	Supervise accounts for receipts and disbursements of funds		
	Monitor liquidation of cash advances, petty cash and submit reports		
Liquidation and Reporting	Prepare liquidations of cash advance/Petty Cash Fund submitted for replenishment.		
	Prepares replenishment reports, collection and deposit reports and report of checks issued and cancelled		
	Prepares monthly reports on the cash status of various accounts		
	Negotiate bank transactions such as encashment of payroll, bank deposits and bank withdrawals		
	Monitor to ensure the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulation		
	Prepare accountable forms and ensures the proper use, maintenance and control of accountable forms (such as official receipts and petty cash vouchers)		



<b>Position Title:</b>	Teacher III		<b>Salary Grade:</b>	15
<b>Unit/Division:</b>	Federico N. Ceralde IS	<b>Monthly Salary:</b>	36,619	
<b>QUALIFICATION STANDARD</b>				
<b>Education:</b>	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major			
<b>Experience:</b>	None required			
<b>Training:</b>	2 years relevant experience			
<b>Eligibility:</b>	RA 1080 (Teacher), PBET/LET			
<b>KRA</b>		<b>Duties and Responsibilities</b>		
		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		
		Monitors and evaluates pupils/students' progress		
		Undertakes activities to improve performance indicators		
		Maintains updated pupils/students progress regularly		
		Maintains updated pupil/student school records		
		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		
		Conducts Action Plan		
		Supervises curricular and co-curricular projects and activities		

<b>Position Title:</b>	Teacher III		<b>Salary Grade:</b>	15
<b>Unit/Division:</b>	Judge Jose De Venecia, Sr. Technical-Vocational Secondary School	<b>Monthly Salary:</b>	36,619	
<b>QUALIFICATION STANDARD</b>				
<b>Education:</b>	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in			
<b>Experience:</b>	None required			
<b>Training:</b>	2 years relevant experience			
<b>Eligibility:</b>	RA 1080 (Teacher); PBET/LET			
<b>KRA</b>		<b>Duties and Responsibilities</b>		
		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		
		physical classroom atmosphere		
		Monitors and evaluates pupils/students' progress		
		Undertakes activities to improve performance indicators		
		Maintains updated pupils/students progress regularly		
		Maintains updated pupil/student school records		
		Supports activities of governmental and non-governmental organizations		



	personnel as well as with parents and other stakeholders
	Conducts Action Plan
	Supervises curricular and co-curricular projects and activities

<b>Position Title:</b>	<b>Administrative Aide VI</b>	<b>Salary Grade:</b>	<b>6</b>
<b>Unit/Division:</b>	Office of the Schools Division Superintendent	<b>Monthly Salary:</b>	17,553
<b>QUALIFICATION STANDARD</b>			
<b>Education:</b>	Completion of two-year studies in college		
<b>Experience:</b>	4 hours of relevant training		
<b>Training:</b>	1 year of relevant experience		
<b>Eligibility:</b>	Career Service Sub-professional/ First Level Eligibility		
<b>KRA</b>		<b>Duties and Responsibilities</b>	
Schedules Administrative Service Activities		Schedules/calendars meetings/appointments/training/workshops	
Records and Files		Documents/communications received, routed, tracked	
		Filing system created, and maintained	
		Documents filed, retrieved, archived to Records Office or disposed as needed	
		Comprehensive and complete minutes of meetings/agenda attended	
		Daily attendance of Administrative Service Staff (to establish staff location)	
Administrative Support		Encoded documents	
		Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)	
		Supporting documents, petty cash, documents/forms	
Secretariat & Frontline		Travel bookings made	
		Appointment, venue, meals arranged	
		Received/routed calls	
		Visitors responded to	
		Follow through on inquiries	

<b>Position Title:</b>	<b>Administrative Officer II</b>	<b>Salary Grade:</b>	<b>11</b>
<b>Unit/Division:</b>	Elementary School	<b>Monthly Salary:</b>	27,000
<b>QUALIFICATION STANDARD</b>			
<b>Education:</b>	Bachelor's degree relevant to the job		
<b>Experience:</b>	None Required		
<b>Training:</b>	None Required		
<b>Eligibility:</b>	Career Service (Professional)/ Second Level Eligibility		
<b>KRA</b>		<b>Duties and Responsibilities</b>	
Personnel Administration		<i>Recruitment and Selection</i>	
		Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:	
		a. recruitment and selection of applicants in the school assigned;	
		b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment;	
		c. Prepare ERF of qualified teachers and submit to SDO for processing	
		<i>Personnel Records</i>	



	a. Update regularly 201 files and maintain database of personal information of school personnel
	b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated
	c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
	d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto
	e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS
	f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned
	g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.
	h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.
	<u>Compensation and Benefit</u>
	a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)
	b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification
	c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO
	<u>Other HR-related function</u>
	a. Update school personnel of the latest HR-related policies
	b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school
	c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school
	d. Prepare and submit HR-related reports to school head/HRMO
	e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
	f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.
	b. Assist the school planning team in the preparation of SIP/AIP.
	c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
	d. Perform other functions as may be assigned by the School Head.
Financial Management	a. Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents
	b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.
	c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.
	d) Provide assistance to other financial-related task of the School Head.
	e) Perform other functions as may be assigned by the School Head.



	a. Update regularly 201 files and maintain database of personal information of school personnel
	b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated
	c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
	d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto
	e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS
	f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned
	g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.
	h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.
	<i>Compensation and Benefit</i>
	a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)
	b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification
	c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO
	<i>Other HR-related function</i>
	a. Update school personnel of the latest HR-related policies
	b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school
	c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school
	d. Prepare and submit HR-related reports to school head/HRMO
	e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
	f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.
	b. Assist the school planning team in the preparation of SIP/AIP.
	c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc
	d. Perform other functions as may be assigned by the School Head.
Financial Management	a. Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents
	b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.
	c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.
	d) Provide assistance to other financial-related task of the School Head.
	e) Perform other functions as may be assigned by the School Head.



### 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 HUMMO/HR Officer/sub-committee)	
		Status of Submission (Check if completed)	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, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcripts 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 three (3) rating period(s) prior to the deadline of submission			
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:			
<b>For applicants to Non-Teaching/Related Teaching and School Administration positions:</b> 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			
<b>For Teacher II-III applicants:</b> Means of Verification (MOVs) showing Outstanding Accomplishments, Outstanding employee award, Innovations, Research and Development projects, publication and authorship, Resource speaker/consultant, reckoned from the date of last issuance of appointment			
<b>for Master Teacher applicants:</b> Means of Verification (MOVs) as per MECS Order No. 10, s. 1979			

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



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

Name of Applicant: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

Criteria	Means of Verification	Weight Allocation				Composition/ Rubric / Remarks	Score
		General Service (1-5)	10-15	16-20	21-25		
EDUCATION	<ul style="list-style-type: none"> <li>DIR or Cert of Qualification</li> <li>Certificate of Training</li> </ul>	5	5	5	5		
TRAINING	Service Record of COT	5	5	5	10		
EXPERIENCE		10	20	15			
PERFORMANCE	<ul style="list-style-type: none"> <li>Letter performance rating covering 1 year performance from current or previous job referred to in a position to be filled</li> <li>Final Report</li> <li>Final Report or Final Report (Final Report)</li> <li>Final Report or Final Report (Final Report)</li> </ul>	10	20	20	20		
For positions without experience requirement							
For positions with experience requirement							
<b>OUTSTANDING ACCOMPLISHMENTS</b>			5	10	10		
<b>Awards and Recognition</b>							
a.1 Christian and Commendation (for applicants to general services position only)	<ul style="list-style-type: none"> <li>A. Letter of Citation or Commendation from previous employers</li> </ul>					<ul style="list-style-type: none"> <li>A. 2pts</li> <li>B. 1 pts</li> <li>C. 2 pts</li> </ul>	
a.2 Academic or Non-School based (for applicants with no letters than one year work experience)	<ul style="list-style-type: none"> <li>A. Academic or Non-School based or</li> <li>B. Non-School based</li> <li>C. Certificate or the document that the applicant brings to the Job as in the Bar for Out-Service Quality Examination</li> </ul>					<ul style="list-style-type: none"> <li>A. 10 pts</li> <li>B. 8 pts</li> <li>C. 12 pts</li> </ul>	
a.3 Outstanding Employee Award/for applicant with previous work experience/ Research and Innovation	<ul style="list-style-type: none"> <li>A. Any Issuance, Recommendation or document showing the criteria for the Award, AND</li> <li>B. Certificate of Recommendation</li> </ul>					<ul style="list-style-type: none"> <li>A. 10 pts</li> <li>B. 8 pts</li> <li>C. 12 pts</li> </ul>	
<b>Subject Matter Expert / Membership in MTWIS or Committees</b>							
	<ul style="list-style-type: none"> <li>A. Member of various bodies, showing the membership in MTWIS or committees</li> <li>B. Certificate of Recommendation or letter and</li> <li>C. Certificate of Recommendation/ Letter</li> </ul>					<ul style="list-style-type: none"> <li>A. 3 pts</li> <li>B. 2 pts</li> <li>C. 2 pts</li> </ul>	
<b>Resource Speciality / Learning Facilitation</b>							
	<ul style="list-style-type: none"> <li>A. Resource Material/ Invitation/ Training Notes, AND</li> <li>B. Certificate of Recommendation/ Recommendation, AND</li> <li>C. Certificate of Recommendation/ Letter</li> </ul>					<ul style="list-style-type: none"> <li>A. 2 pts</li> <li>B. 1 pt</li> <li>C. 1 pt</li> </ul>	
<b>NTAP Accredited Learning Facilitator</b>							
	<ul style="list-style-type: none"> <li>A. Certificate of Recognition as Learning Facilitator issued by NTAP Regional Office</li> <li>B. Certificate of Recognition as Learning Facilitator issued by LRD Central Office</li> </ul>					<ul style="list-style-type: none"> <li>A. 1 pt</li> <li>B. 1 pt</li> <li>C. 1 pt</li> </ul>	
<b>APPLICATION OF EDUCATION</b>							
For positions with experience requirement	<ul style="list-style-type: none"> <li>A. Master Plan approved by the head of Office</li> <li>B. Accreditation Report verified by the head of Office</li> <li>C. Certificate of the admission / admission signed by the head of Office</li> </ul>					<ul style="list-style-type: none"> <li>A. 10 pts</li> <li>B. 10 pts</li> <li>C. 10 pts</li> </ul>	
For positions with no experience requirement	<ul style="list-style-type: none"> <li>A. Certificate of QWA/DIR/ diploma/ Special Order or other certifications</li> </ul>					<ul style="list-style-type: none"> <li>A. 10 pts</li> <li>B. 10 pts</li> <li>C. 10 pts</li> </ul>	
<b>POTENTIAL</b>	<ul style="list-style-type: none"> <li>Written Examinations</li> <li>Skills or Work Sample Tests</li> <li>Behavioral Events Interview</li> </ul>	55	20	20	20		



**SCORING SHEET for RELATED-TEACHING POSITIONS**

(based on DepEd Order 007, s. 2023)

Date of Assessment: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_

Criteria	Means of Verification	Weight Allocation				Computations/ Rubrics / Remarks	Score
		50 11-15	50 16-22	50 24			
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>— Degree or level of study earned</li> <li>— Certificate of Training</li> </ul>	10	10	10			
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>— Service Record of COE</li> </ul>	10	10	10			
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>— Usual performance during spanning 3 year performance plan contract or previous job positions in the profession to be recruited</li> <li>— Board Certification or Career Service Eligibility report, OR</li> <li>— 70% or 80% on School Based Teacher Eligibility (SBE/STET)</li> </ul>	20	20	25			
<b>OUTSTANDING ACCOMPLISHMENTS</b>		10	5	10			
<b>Awards and Recognition</b>	<ul style="list-style-type: none"> <li>— A. Academic or professional award or</li> <li>— B. Certificate of any document showing "top award" or</li> <li>— C. Certifications or any distinction showing high-achieving &amp; Good Education</li> </ul>	<ul style="list-style-type: none"> <li>— A. Any issuance, memorandum or document showing the criteria for the award, AND</li> <li>— B. Certificate of Recognition/ Award</li> </ul>				<ul style="list-style-type: none"> <li>— At least 3 awarded or other official awards in 100% award or 50% in Board / CE Exam</li> <li>— At least 2 awarded/ other school awards</li> <li>— Awarded post by higher office</li> <li>— Awarded post by relevant level office</li> </ul>	
<ul style="list-style-type: none"> <li>— a.2 Outstanding Employer Award (for employees with excellent work performance with excellent work Research and Innovation</li> </ul>	5						
<b>Subject Matter Expert / Membership in NTWAs or Committees</b>	<ul style="list-style-type: none"> <li>— A. Studies of dissemination showing the membership in NTWAs or committees,</li> <li>— B. Certificate of Participation or Attendance, and</li> <li>— C. Output/Abstract by the organization/ Institute</li> </ul>	<ul style="list-style-type: none"> <li>— A. Studies of dissemination showing the membership in NTWAs or committees,</li> <li>— B. Certificate of Participation or Attendance, AND</li> <li>— C. Study/Abstract by the organization/ Institute</li> </ul>				<ul style="list-style-type: none"> <li>— 100% Submittal</li> <li>— A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> </ul>	
<b>Resource Specialship / Learning Facilitation</b>	<ul style="list-style-type: none"> <li>— A. Studies of dissemination showing the membership in NTWAs or committees,</li> <li>— B. Certificate of Participation or Attendance, AND</li> <li>— C. Study/Abstract by the organization/ Institute</li> </ul>						2
<b>NEAP Accredited Learning Facilitator</b>	<ul style="list-style-type: none"> <li>— A. Certificate of recognition as Learning Facilitator issued by NEAP Regional Office</li> <li>— B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office</li> </ul>	<ul style="list-style-type: none"> <li>— 100% Submittal</li> <li>— A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> </ul>				<ul style="list-style-type: none"> <li>— 100% Submittal</li> <li>— A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> </ul>	
<b>APPLICATION OF EDUCATION</b>	<ul style="list-style-type: none"> <li>— A. Action Plan approved by the Head of Office</li> <li>— B. Action/Statement Report verified by the Head of Office</li> <li>— C. Certificate of the situation / action signed by the Head of Office</li> </ul>						10
<b>For positions with no experience requirement</b>	<ul style="list-style-type: none"> <li>— A. Certificate of Training or Certification on any approved LAD or approved LAD report with the individual Development Plan (IDP) for career upgrade, certification/eligibility report that the LAD endorsement is aligned with the most vital of the applicant's own current or previous position and its requirement.</li> <li>— B. Action Plan/Activity Action Plan (AAP)/ Self-Initiated Learning (SIL) report/Project applying the knowledge from the LAD endorsement/demonstration, duly approved by the Head of Office</li> <li>— C. Action/Statement Report together with a General Conclusion that the LAD endorsement was correctly/adequately the criteria at the local level.</li> <li>— D. Action/Statement Report together with a General Conclusion that the LAD endorsement was correctly/adequately the criteria at the local/regional level.</li> </ul>	<ul style="list-style-type: none"> <li>— 100% Submittal</li> <li>— A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> </ul>				<ul style="list-style-type: none"> <li>— 100% Submittal</li> <li>— A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>— Only A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</li> </ul>	
<b>APPLICATION OF LAD</b>	<ul style="list-style-type: none"> <li>— A. Certificate of Training or Certification on any approved LAD or approved LAD report with the individual Development Plan (IDP) for career upgrade, certification/eligibility report that the LAD endorsement is aligned with the most vital of the applicant's own current or previous position and its requirement.</li> <li>— B. Action Plan/Activity Action Plan (AAP)/ Self-Initiated Learning (SIL) report/Project applying the knowledge from the LAD endorsement/demonstration, duly approved by the Head of Office</li> <li>— C. Action/Statement Report together with a General Conclusion that the LAD endorsement was correctly/adequately the criteria at the local level.</li> <li>— D. Action/Statement Report together with a General Conclusion that the LAD endorsement was correctly/adequately the criteria at the local/regional level.</li> </ul>						10
<b>POTENTIAL</b>	<ul style="list-style-type: none"> <li>— Written Examinations</li> <li>— Skills or Work Sample Tests</li> <li>— Behavioral Events Interview</li> </ul>	20	20	15			



**INDIVIDUAL EVALUATION SHEET**

NAME OF APPLICANT: \_\_\_\_\_  
 Vacant Position: \_\_\_\_\_  
 Date of Assessment: \_\_\_\_\_

Teaching Positions  
 (DepEd Order No. 60, s. 2007)

Criteria	Pts.	Remarks	Score
<b>A. Performance Ratings (3 Ratings)</b>	<b>35</b>		
<b>B. Experience</b> 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	<b>5</b>		
<b>C. Outstanding Accomplishments</b>			
<b>a. Outstanding employee award</b>	<b>4</b>		
- 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>b. Innovations</b>	<b>4</b>		
- 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		
<b>c. Research and development projects</b>	<b>4</b>		
- conducted in the school/office	2 pts		
- conducted in the district/area/cluster	3 pts		
- conducted in the division/city/province	4 pts		
<b>d. Publication/authorship</b>	<b>4</b>		
- articles published - 1 pt. each (maximum of 4 articles)			
- co-authorship of a book	2 pts		
- sole authorship of a book	4 pts		
<b>e. Resource speaker/consultant</b>	<b>4</b>		
- district / area / cluster level	75 pts		
- division / city/ province level	1 pt		
- regional level	2 pts		
- national level	3 pts		
- international level	4 pts		
<b>D. Education</b>	<b>25</b>		
- Master's Degree (Acad Reqs)	10 pts		
- Master's Degree	15 pts		
- Doctoral Degree (Acad Reqs )	20 pts		
- Doctoral Degree	25 pts		
<b>E. Training</b>	<b>5</b>		
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			
- 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			
- National Level	4 pts		
- International Level	5 pts		
Chair /Co-Chair in a technical/planning committee			
- District Level	1 pt		
- Division Level	2 pts		
- Regional Level	3 pts		
- National Level	4 pts		
- International Level	5 pts		
<b>F. Potential</b>	<b>5</b>		
<b>G. Psycho-social Attributes</b>	<b>5</b>		
<b>Total</b>	<b>100</b>		



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 (V5) 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 (H5) / district (E5) 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. Trainer/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 trainer/ 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