



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

DepEd SDO Dagupan City  
 RECORDS OFFICE

**RELEASED**  
 AUG 01 2024  
 1780

By: \_\_\_\_\_ Time: 8:45

Office of the Schools Division  
 Superintendent

July 29, 2024

**DIVISION MEMORANDUM**

No. 285, s. 2024

**CALL FOR APPLICATION FOR NON-TEACHING AND 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.	<b>Special Education Teacher I/SG</b> 14/ P33,843/  Item Numbers: SPET1-60025-2024 SPET1-60026-2024 SPET1-60027-2024 SPET1-60028-2024	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)/ LET/PBET		West Central Elementary School II;  North Central Elementary School
2.	<b>Project Development Officer I / SG</b> 11/P27,000 / OSEC-DECSB-PDO1-60021-2016	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility		School Governance and Operations Division



Address: Burgos St., Poblacion Oeste, Dagupan City  
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 email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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3.	<b>Teacher III/ SG</b> 13 / 31,320/  Item Numbers: TCH3-60703-2014	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
4.	<b>Teacher III/ SG</b> 13 / 31,320/  Item Numbers: TCH3-60279-2017 TCH3-60678-2020  TCH3-60135-2016  TCH3-60092-2005	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	Judge Jose De Venecia, Sr. Technical-VSS;  East Central Integrated School  Bonuan Boquig National High School
5	<b>Teacher II/ SG</b> 12 / P29,165/  Item Numbers: TCH2-61104-2016 TCH2-71556-1998 TCH2-72004-1998 TCH2-60051-2012	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)/ LET/PBET	Elementary Schools
6.	<b>Teacher II/ SG</b> 12 / P29,165/  Item Numbers: TCH2-60051-2010	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher)/ LET/PBET	Salapingao NHS



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7	<b>Administrative Assistant III /SG</b> 9/ P21,211  Item Numbers: ADAS3-60070-2018 ADAS3-60181-2017	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/ First Level Eligibility		Elementary Schools
8	<b>Administrative Assistant II /SG</b> 8/ P19,744  Item Numbers: ADAS2-60113-2016	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/ First Level Eligibility		Senior High School

2. The job description for the aforementioned vacant position is attached as **Enclosure No. 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 66, s. 2007 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:**

- 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;
- Letter of intent addressed to the Schools Division Superintendent;
- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;



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- j. Photocopy of Performance Rating:  
**For Teacher II-III and SPET positions:** last three (3) rating period(s) prior to the deadline of submission;  
**For Non-Teaching, Related-Teaching, School Administration and Master Teacher positions:** last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- k. Other documents as may be required by the HRMPSB for comparative assessment:  
**For applicants to Non-Teaching / Related-Teaching and School Administration positions:**
- 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
- For Teacher II-III/SPET applicants:**
- 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

5. Deadline for submission of abovementioned documentary requirements shall be on AUG 12 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:

- Personal submission to the Division Office Records Section not later than 5PM on set deadline (*preferred mode*); OR
- 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 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 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,



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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 communicated to qualified applicants via their email address.

10. 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.

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. As reference for assessment, applicants are encouraged to read **DepEd Order No. 66, s. 2007**. Criteria and point system are indicated in the Individual Evaluation Sheet hereto attached as **Enclosure No. 3**.

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

14. 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: Individual Evaluation Sheet (for teaching position)
- Enclosure No. 3b: Individual Evaluation Sheet (for non-teaching position)



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## JOB DESCRIPTION

<b>Position Title:</b>	<b>Special Education Teacher I</b>	<b>Salary Grade:</b>	14
<b>Unit/Division:</b>	Elementary	<b>Monthly Salary:</b>	33,843
<b>QUALIFICATION STANDARD</b>			
<b>Education:</b>	Bachelor's degree in Education with specialization in Special Education		
<b>Training:</b>	None required		
<b>Experience:</b>	None required		
<b>Eligibility:</b>	RA 1080 (Teacher)		
<b>Duties and Responsibilities</b>			
1. Assesses children/youth with special needs together with a multidisciplinary assessment team			
2. Recommends proper educational placement of children/youth with special needs			
3. Modifies the curriculum to address the needs of children/youth with special needs			
4. Teaches children/youths with special needs			
5. Uses instructional materials/assistive devices appropriate for children with special needs			
6. Conducts case studies/resarches of children/youths with special needs			
7. Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders			
8. Coordinates placement of children/youth with special needs for regular classroom inclusion			
9. Ensures that regular and receiving teachers adhere to inclusive education policies			
10. Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school			

<b>Position Title:</b>	<b>Project Development Officer I</b>	<b>Salary Grade:</b>	11
<b>Unit/Division:</b>	School Governance and Operations Division	<b>Monthly Salary:</b>	27,000
<b>QUALIFICATION STANDARD</b>			
<b>Education:</b>	Bachelor's degree relevant to the job		
<b>Training:</b>	None required		
<b>Experience:</b>	None required		
<b>Eligibility:</b>	Career Service Professional / Second Level Eligibility		
<b>Duties and Responsibilities</b>			
<b>Youth Formation Program Management and Implementation</b>			
1. Implements the mandated programs, projects, and activities on youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG), and career guidance program.			
2. Prepares division memorandum on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office.			
3. Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values□			
4. Oversees the election of the SPG, SSG, clubs and other youth organizations in schools.			
5. Organizes and facilitates the conduct of the division-federated SPG and SSG elections.			
6. Oversees advocacy activities of the schools on youth formation programs.			

7. Develops a division database of newly-elected SPG, SSG, and school clubs/organizations officers and newly-appointed Teacher-Advisers and submits it to the Regional and Central Office.
8. Prepares and submits narrative report on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary.
9. Recommends and initiates other youth formation programs, projects, and activities applicable in the division
<b><u>Technical Assistance</u></b>
1. Acts as member of the Division Field Technical Assistance Team (DFTAT) to schools in implementing their school-based youth formation program management scheme
2. Prepares and submits reports to the Senior Education Program Specialist for policy recommendation on division youth formation programs.
3. Provides technical assistance to schools on youth formation program-related programs, projects, and activities
4. Provides technical assistance to the Regional Office on the conduct of the regional-federated SSG and SPG elections
5. Provides technical assistance to the Central Office as may be deemed necessary
<b><u>Capacity Building</u></b>
1. Develops localized needs assessment tool for conceptualizing youth formation training programs in the division level.
2. Prepares division memorandum and facilitates the conduct of the training needs assessment in schools.
3. Conducts capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs
4. Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Improvement Division (CID).
5. Crafts training framework and design for capacity building activities.
6. Initiates division-level recognition and awards programs for outstanding SSG/SPG, school organizations, officers and advisers
<b><u>Monitoring and Evaluation</u></b>
1. Provides monitoring and evaluation functions to the implementation of youth formation programs to ensure quality standard compliance.
2. Monitors proper implementation of youth formation programs including but not limited to the school implementation of the SSG/SPG General Plan of Actions (GPOA), and career guidance modules
3. Administers the monitoring and evaluation tools for implementation of programs and projects
4. Tabulates and consolidates the results of the monitoring and evaluation tools.
5. Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs.
6. Provides feedback to the Senior Education Program Specialist on youth formation program implementation as reference for possible policy recommendation to SDS.
<b><u>Finance and Administrative Management</u></b>
1. Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities for the review of the Senior Education Program Specialist and School Governance and Operations Division Chief to ensure financial resources are properly planned and allocated
<b><u>Partnership and Linkages</u></b>
1. Drafts proposals to possible partners and advocates of youth formation to support initiatives and roll-out of programs.
2. Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level

**Secondary Duties**

1. As may be assigned by the superior

<b>Position Title:</b>	<b>Teacher III</b>	<b>Salary Grade:</b>	13
<b>Unit/Division:</b>	Judge Jose De Venecia, Sr. Technical-Vocational Secondary School; East Central Integrated School and Bonuan Boquig National High School	<b>Monthly Salary:</b>	31,320

**QUALIFICATION STANDARD**

<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

**Duties and Responsibilities**

1. Teaches one or more grades/levels using appropriate and innovative teaching strategies
2. 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
3. Counsels and guides pupils/students
4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
5. Monitors and evaluates pupils/students' progress
6. Undertakes activities to improve performance indicators
7. Maintains updated pupils/students progress regularly
8. Maintains updated pupil/student school records
9. Supports activities of governmental and non-governmental organizations
10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
11. Conducts Action Plan
12. Supervises curricular and co-curricular projects and activities

<b>Position Title:</b>	<b>TEACHER II</b>	<b>Salary Grade:</b>	12
<b>Unit/Division:</b>	Elementary School	<b>Monthly Salary:</b>	29,165

**QUALIFICATION STANDARD**

<b>Education:</b>	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education
<b>Experience:</b>	1 year relevant experience
<b>Training:</b>	none required
<b>Eligibility:</b>	LET/PBET

**Duties and Responsibilities**

1. Teaches one or more grades/levels using appropriate and innovative teaching strategies
2. 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
3. Counsels and guides pupils/students
4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
5. Monitors and evaluates pupils/students' progress



6. Undertakes activities to improve performance indicators
7. Maintains updated pupils/students progress regularly
8. Maintains updated pupil/student school records
9. Supports activities of governmental and non-governmental organizations
10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholder
11. Conducts Action Plan
12. Supervises curricular and co-curricular projects and activities

<b>Position Title:</b>	<b>TEACHER II</b>	<b>Salary Grade:</b>	12
<b>Unit/Division:</b>	Salapingao National High School	<b>Monthly Salary:</b>	29,165

**QUALIFICATION STANDARD**

<b>Education:</b>	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education
<b>Experience:</b>	1 year relevant experience
<b>Training:</b>	none required
<b>Eligibility:</b>	LET/PBET

**Duties and Responsibilities**

1. Teaches one or more grades/levels using appropriate and innovative teaching strategies
2. 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
3. Counsels and guides pupils/students
4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
5. Monitors and evaluates pupils/students' progress
6. Undertakes activities to improve performance indicators
7. Maintains updated pupils/students progress regularly
8. Maintains updated pupil/student school records
9. Supports activities of governmental and non-governmental organizations
10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
11. Conducts Action Plan
12. Supervises curricular and co-curricular projects and activities

<b>Position Title:</b>	<b>Administrative Assistant III</b>	<b>Salary Grade:</b>	9
<b>Unit/Division:</b>	Elementary School	<b>Monthly Salary:</b>	21,211

**QUALIFICATION STANDARD**

<b>Education:</b>	Completion of two-year studies in college
<b>Training:</b>	4 hours of relevant training
<b>Experience:</b>	1 year of relevant experience
<b>Eligibility:</b>	Career Service Sub-Professional/ First Level Eligibility

**KEY RESULT AREA/S**

**DUTIES AND RESPONSIBILITIES**

1. Ascertains that transaction have been properly recorded in books
2. Verify financial statements made by subordinate, verify the journal voucher
3. Prepares adjusting entries and journal vouchers

4. Prepares trial balances, monthly statements of income and expenditure and other financial statements
5. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports
6. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
7. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and
8. Provides inputs for improvement of accounting section
9. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff

<b>Position Title:</b>	<b>Administrative Assistant II</b>	<b>Salary Grade:</b>	8
<b>Unit/Division:</b>	Senior High School	<b>Monthly Salary:</b>	19,744
<b>QUALIFICATION STANDARD</b>			
<b>Education:</b>	Completion of two-year studies in college		
<b>Training:</b>	4 hours of relevant training		
<b>Experience:</b>	1 year of relevant experience		
<b>Eligibility:</b>	Career Service Sub-Professional/ First Level Eligibility		
<b>DUTIES AND RESPONSIBILITIES</b>			
1. Provides administrative and clerical support to his/her supervisor			
2. May be designated to assist either the Principal/School Head or any of the Assistant Principal			
3. May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and			
4. Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head			

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied for: \_\_\_\_\_ (to be filled out by HR section)  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

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: <b>For Teacher II-III, SPET positions:</b> last three (3) rating period(s) prior to the deadline of submission <b>For Non-Teaching, Related-Teaching, School Administration and Master Teacher positions:</b> 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: <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/SPET 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

In consonance with Republic Act No. 8792 or the "Electronics 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.

## INDIVIDUAL EVALUATION SHEET

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

Teaching Positions  
 (DepEd Order No. 66, 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> - 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>4</b>		
<b>b. Innovations</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>4</b>		
<b>c. Research and development projects</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>4</b>		
<b>d. Publication/authorship</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>4</b>		
<b>e. Resource speaker/consultant</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>4</b>		
<b>D. Education</b>	<b>25</b>		
- Master's Degree (Acad Reqts) 10 pts. - Master's Degree 15 pts. - Doctoral Degree (Acad. Reqts.) 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 promotions: - 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.			
<b>Chair /Co-Chair in a technical/planning committee</b> - 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>		

## INDIVIDUAL EVALUATION SHEET (Non-Teaching Positions)

(based on DepEd Order 007, s. 2023)

Name of Applicant: \_\_\_\_\_

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

Position Applied For: \_\_\_\_\_

Criteria	Means of Verification	Weight Allocation			Computation/ Rubrics / Remarks	Score
		General Services	SG 1 - 9 (Non-General Services)	SG 10-23		
<b>EDUCATION</b>	___ OTR or Cert of Units Earned	5	5	5		
<b>TRAINING</b>	___ Certificate of Training	5	5	10		
<b>EXPERIENCE</b>	___ Service Record of COE	20	20	15		
<b>PERFORMANCE</b>		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	
<b>OUTSTANDING ACCOMPLISHMENTS</b>		5	10	10		
<b>Awards and Recognition</b>		4				
<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 Service 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	
<b>Research and Innovation</b>		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 is likewise approved by authorized body) of the concept/s developed in the research.				MOV's 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 pts	
<b>Subject Matter Expert / Membership in NTGWs or Committees</b>		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				MOV's Submitted: All MOV's - 3 pts Only A and B - 2 pts	
<b>Resource Speakership / Learning Facilitation</b>		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	
<b>NEAP Accredited Learning Facilitator</b>		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	
<b>APPLICATION OF EDUCATION</b>		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				MOV's Submitted Relevant Not Relevant All MOV's 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	
<b>APPLICATION OF L&amp;D</b>		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.				MOV's Submitted: Relevant Not Relevant All MOV's 10 pts 5 pts Only A, B & C 7 pts 3 pts Only A & B 5 pts 1 pt	
<b>POTENTIAL</b>		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		