



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

DepEd SDO Dagupan City
 RECORDS OFFICE

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By: _____ Time: 11:00

Office of the Schools Division
 Superintendent

September 16, 2024

DIVISION MEMORANDUM

No. 256, s. 2024

**CALL FOR APPLICATION FOR SCHOOL ADMINISTRATION, TEACHING AND
 NON-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	School Principal II/SG 20/ P60,157/ Item Number: SP2-60175-2010	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management	40 hours of relevant training	1 year as principal	LET; PBET; RA 1080 (Teacher)		Elementary School
2	School Principal I/SG 19/ P53,873/ Item Number: SP1-60229-2010	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years	LET; PBET; RA 1080 (Teacher)		Elementary School



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
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3	Master Teacher I/ SG 18 / P49,015/ Item Numbers: MTCHR1-64071-1998; MTCHR1-64095-1998	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	LET; PBET; RA 1080 (Teacher)		Elementary
4	Head Teacher III/ SG 16 / P41,616/ Item Numbers: HTEACH3-60012-202	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 yrs; or Teacher for 5 yrs	RA 1080 (Teacher); PBET/LET		Carael National High School
5	Teacher III/ SG 13 / P32,870/ Item Numbers: TCH3-60477-2022; TCH3-60646-2016; TCH3-60296-2017; TCH3-60112-2003	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)/ LET/PBET		Junior High School: Judge Jose De Venecia STVSS; Dagupan City NHS; Salapingao NHS; Bonuan Boquig NHS
6	Teacher III/ SG 13 / P32,870/ Item Numbers: TCH3-70741-1998; TCH3-60954-2020	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)/ LET/PBET		Elementary School



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7	Teacher II/ SG 12 / P30,705/ Item Numbers: TCH2-60183-2007; TCH2-60049-2010; TCH2-60089-2001	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		Dagupan City National High School
	Teacher II/ SG 12 / P30,705/ Item Numbers: TCH2-71508-1998; TCH2-71548-1998	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

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:

- 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;



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- j. Photocopy of Performance Rating:
For Teacher II and Teacher III positions: last three (3) rating period(s) prior to the deadline of submission;
For Head Teacher III, School Principal I & II and Master Teacher I positions: last rating period(s) covering one (1) year performance prior to the deadline of submission.
- k. Other documents as may be required by the HRMPSB for comparative assessment:
For Teacher II-III 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
For applicants to School Principal / Head Teacher 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 Master Teacher I applicants:
- Please refer to attached Enclosure No. 30.

5. Deadline for submission of abovementioned documentary requirements shall be on SEP 30 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 first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be



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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;

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

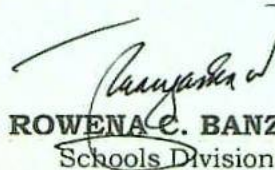
10. An applicant may apply for one or more positions, provided that he/she meets the qualifications for each position he/she is applying for, and should submit two sets of documentary requirements for each positions being applied for.

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** and **MEC Order No. 10, s. 1979**. 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 principal and head teacher position)
- Enclosure No. 3c: Evaluation for Master Teacher



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JOB DESCRIPTION

Position Title: SCHOOL PRINCIPAL II		Salary Grade : 20
Station: Elementary School		Monthly Salary: P 60,157
QUALIFICATION STANDARD:		
Education:	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management	
Experience:	1 year as principal	
Training:	40 hours of relevant training	
Eligibility:	RA 1080 (Teacher); LET/PBET	
DUTIES AND RESPONSIBILITIES		
1. Setting the mission, vision, goals and objectives of the school;		
2. Creating an environment within the school that is conducive to teaching and learning;		
3. Implementing the school curriculum and being accountable for higher learning outcomes;		
4. Developing the school education program and school improvement plan;		
5. Offering educational programs, projects and services which provide equitable opportunities for all learners in the community;		
6. Introducing new and innovative modes of instruction to achieve higher learning outcomes;		
7. Administering and managing all personnel, physical and fiscal resources of the school;		
8. Recommending the staffing complement of the school based on its needs;		
9. Encouraging staff development;		
10. Establishing school and community networks and encouraging the active participation of teachers organizations, non-academic personnel of public schools, and parents-teachers-community associations;		
11. Accepting donations, gifts, bequests and grants for the purpose of upgrading teachers'/learning facilitators' competencies, improving and expanding school facilities and providing instructional materials and equipment. Such donations or grants must be reported to the appropriate district supervisors and division superintendents; and		
12. Performing such other functions as may be assigned by proper authorities.		

Position Title: SCHOOL PRINCIPAL I		Salary Grade : 19
Station: Elementary School		Monthly Salary: P 53,873
QUALIFICATION STANDARD:		
Education:	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	
Experience:	Head Teacher for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years	
Training:	40 hours of relevant training	
Eligibility:	RA 1080 (Teacher); LET/PBET	
DUTIES AND RESPONSIBILITIES		
1. Setting the mission, vision, goals and objectives of the school;		

2. Creating an environment within the school that is conducive to teaching and learning;
3. Implementing the school curriculum and being accountable for higher learning outcomes;
4. Developing the school education program and school improvement plan;
5. Offering educational programs, projects and services which provide equitable opportunities for all learners in the community;
6. Introducing new and innovative modes of instruction to achieve higher learning outcomes;
7. Administering and managing all personnel, physical and fiscal resources of the school;
8. Recommending the staffing complement of the school based on its needs;
9. Encouraging staff development;
10. Establishing school and community networks and encouraging the active participation of teachers organizations, non-academic personnel of public schools, and parents-teachers-community associations;
11. Accepting donations, gifts, bequests and grants for the purpose of upgrading teachers'/learning facilitators' competencies, improving and expanding school facilities and providing instructional materials and equipment. Such donations or grants must be reported to the appropriate district supervisors and division superintendents; and
12. Performing such other functions as may be assigned by proper authorities.

Position Title: MASTER TEACHER I		Salary Grade : 18
Station: Elementary School		Monthly Salary: P 49,015
QUALIFICATIONS STANDARDS:		
Education:	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	
Experience:	None Required	
Training:	3 years relevant experience	
Eligibility:	RA 1080 (Teacher); LET/PBET	
DUTIES AND RESPONSIBILITIES:		
1. Attends professional meetings, in-service trainings and related activities for self-growth and advancement		
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 officials and co-teachers.		
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 policies.		
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 discussion of professional ideas, problems, issues and concerns		
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
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

Position Title: HEAD TEACHER III	Salary Grade : 16
Station: Carael National High School	Monthly Salary: P 41,616

QUALIFICATIONS STANDARDS:

Education:	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization
Experience:	HT for 2 years, or Teacher for 5 years
Training:	24 hours of relevant training
Eligibility:	RA 1080 (Teacher); LET/PBET

DUTIES AND RESPONSIBILITIES:

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
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
Monitors teachers and master teachers
Prepares specific budget and accounts for funds received
Maximizes the use of textbooks, references and other instructional materials
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
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

Position Title: TEACHER III	Salary Grade : 13
Station : Junior High Schools: Judge Jose De Venecia, Sr. Technical-Vocational Secondary School; Dagupan City National High School; Salapingao NHS; Bonuan Boquig NHS	Monthly Salary: P 32,870
QUALIFICATION STANDARD:	
Education:	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major
Experience:	2 years relevant experience
Training:	None Required
Eligibility:	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	
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	

Position Title: TEACHER III	Salary Grade : 13
Station : Elementary School	Monthly Salary: P 32,870
QUALIFICATION STANDARD:	
Education:	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education
Experience:	2 years relevant experience
Training:	None Required

Eligibility:	RA 1080 (Teacher); PBET/LET
DUTIES AND RESPONSIBILITIES	
1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated	
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	
stakeholders	
11. Conducts Action Plan	
12. Supervises curricular and co-curricular projects and activities	

Position Title: TEACHER II	Salary Grade : 12
Station : Junior High School: Dagupan City National High School	Monthly Salary: P 30,705
QUALIFICATION STANDARD:	
Education:	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major
Experience:	1 year relevant experience
Training:	None Required
Eligibility:	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	
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	

Position Title: TEACHER II	Salary Grade : 12
Station : Elementary School	Monthly Salary: P 30,705
QUALIFICATION STANDARD:	

Education:	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education
Experience:	1 year relevant experience
Training:	None Required
Eligibility:	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	

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: For Teacher II-III, 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			
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: 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 for Master Teacher applicants: 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 "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.

INDIVIDUAL EVALUATION SHEET

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 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	5		
C. Outstanding Accomplishments			
a. Outstanding employee award	4		
- 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		
- 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		
- 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		
- 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		
- 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		
- Master's Degree (Acad Reqts)	10 pts		
- Master's Degree	15 pts		
- Doctoral Degree (Acad. Reqts.)	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:			
- 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		
F. Potential	5		
G. Psycho-social Attributes	5		
Total	100		

INDIVIDUAL EVALUATION SHEET (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	— OTR 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		
<i>a.1 Outstanding Employee Award</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	
<i>a.2 Award as Trainer / Coach</i>	— 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 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		
	— 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 Appointment to other and Higher School Head Positions			
Written Examinations	10	5		
Behavioural Events Interview	5	10		
			(Score / Total Number of test Items) x weight allocation	

EVALUATION FOR MASTER TEACHER _____

Ratee: _____
School: _____

District: _____

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