



Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

AUG 15 2024

DIVISION MEMORANDUM

No. 506, s. 2024

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT TEACHING,
RELATED-TEACHING, SCHOOL ADMINISTRATION,
AND NON-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public and Private Elementary & Secondary School Heads
All Others Concerned

1. The field is hereby informed that this Office will now accept applications for the following positions listed below.

Category	Position Title	No. of Vacant Items
School Administration	School Principal I (Elementary)	4
	Assistant School Principal II (Senior High School)	3
	Head Teacher III (Elementary)	2
	Head Teacher IV (Junior High School)	1
Teaching	Master Teacher I (Junior High School – Math)	1
	Teacher II (Senior High School – Academic)	1
	Teacher II (Junior High School)	1
	Teacher III (Elementary)	2
Non-Teaching	Administrative Assistant II (Disbursing Officer)	2
Related-Teaching	Guidance Counselor II	7

2. The recruitment and selection are open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.

3. Interested applicants are invited to hand in their applications addressed to the Schools Division Superintendent and enclose **2 sets** of **clear photocopied/printed** pertinent documents to this division, Attention: Ma. Leah Linda S. Tan, Division HRMO, and register and upload electronic copies of documents in .pdf file format on the online application system using this link: <https://bit.ly/SDOSagayHRMPSB> not later than **August 27, 2024**. Documents are expected to be arranged and labeled accordingly using the sequence found in the enclosures.

3. Attached in the enclosures are the indicative timeline for the recruitment, evaluation, and selection process, a list of vacant positions and the corresponding Civil Service-Approved Basic Qualification Standards (QS) and DepEd preferred QS, List of Documentary Application requirements, and Criteria for Evaluation of Points.

4. For immediate and wide dissemination.

NOE B. ABDON
Administrative Officer V
In-charge of the Division

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

Enclosure: as stated
To be indicated in the Perpetual Index under the following subjects:

RECRUITMENT

SELECTION

PERSONNEL



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Email Address: sagay.city001@deped.gov.ph




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Indicative timeline for the recruitment, evaluation, and selection process for the above-mentioned position/s:

Activity	Venue	Schedule	Remarks
Publication of vacancy	-	August 15-27, 2024	Vacancies are published/announced through the following: <ul style="list-style-type: none">• Division Office Bulletin Board• SDO Sagay Social Media Page• SDO Sagay Official Website• Division Memorandum• Conspicuous places of various schools of SDO Sagay• Civil Service Job Portal
Orientation of interested applicants	SDO Sagay Division Conference Room	August 19, 2024; 9:00-12:00 nn	Applicants interested for vacant positions belonging to the following groups are advised to attend the Orientation: <ul style="list-style-type: none">• School administration• Non-teaching• Related-teaching• Master Teacher
Receiving of applications with complete supporting documents	Records Section	August 20-27, 2024	-
Initial Evaluation against QS	Personnel Section	August 28-September 14, 2024	Initial Evaluation Results (IER) will be posted/announced through the following: <ul style="list-style-type: none">• Division Office Bulletin Board• SDO Sagay Social Media Page• SDO Sagay Official Website• Division Memorandum• Conspicuous places of various schools of SDO Sagay
Evaluation & deliberation by the HRMPSB	HRMPSB Room	September 16-18, 2024	-
Interview of Applicants	HRMPSB Room / Online	September 19-21, 2024	The schedule for interview and open ranking may be subject to change. An official notice with the final details will be sent to qualified applicants at least one day prior to the scheduled date.
Open Ranking System			
Final deliberation & evaluation of the result of ranking	HRMPSB Room	September 23-25, 2024	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	September 26, 2024	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	September 27, 2024	Results of the comparative assessment will be released through a Division Memorandum and posted on SDO and Schools Bulletin Board, SDO Website and other conspicuous places.

Prepared by:


MA. LEAH LINDA S. TAN
Administrative Officer IV – Personnel (HRMO)

Noted:


MARK ANTHONY J. TAN, PhD
OIC Assistant Schools Division Superintendent
HRMPSB Chairperson



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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR THE SCHOOL ADMINISTRATION POSITIONS**

A. Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	School Principal I (Elementary)	OSEC-DECSB-SP1-420896-2010 OSEC-DECSB-SP1-420898-2010 OSEC-DECSB-SP1-420906-2010 OSEC-DECSB-SP1-420907-2010 (4)	19	Php 53,873.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant trainings	Head Teacher for 1 year; or TIC for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher) NQESH/Principal's Exam Passer	-	Elementary Schools within SDO Sagay City
2	Assistant School Principal II (Secondary)	OSEC-DECSB-ASP2-420237-2016 OSEC-DECSB-APS2-420238-2016 OSEC-DECSB-ASP2-420376-2016 (3)	19	Php 53,873.00	Bachelor's Degree in Education or its equivalent with a major and minor, or a Bachelor's Degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant trainings	2 years of relevant experience	RA 1080 (Teacher) NQESH/Principal's Exam Passer	-	Bato National High School – Senior High School Sagay National High School – Senior High School Eusebio Lopez MIS – Senior High School



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No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
3	Head Teacher IV (Secondary)	OSEC-DECSB-HTEACH4-420017-2021 (1)	17	Php 45,138.00	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units with appropriate field of specialization	24 hours of relevant trainings	Head Teacher for 3 years; or Master Teacher for 2 years	RA 1080 (Teacher)	-	Sagay National High School
4	Head Teacher III (Elementary)	OSEC-DECSB-HTEACH3-421937-1998 OSEC-DECSB-HTEACH3-421939-1998 (2)	16	Php 41,616.00	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant trainings	Head Teacher for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	-	Elementary Schools within SDO Sagay City

B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- Letter of intent addressed to the Schools Division Superintendent; thru the
- Duly accomplished PDS (CS Form No. 212 Revised 2017) Notarized and with recent picture/photo, **with Work Experience Sheet**, if applicable;
- Certificate of Civil Service Eligibility;
- Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- Certificate/s of Training attended and acquired after the last promotion but within the last five (5) years;
- Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- Latest appointment;
- Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission; and
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the form (Annex C of DO 7 s. 2023) notarized by authorized official;



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- j. Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, showing **outstanding accomplishments** (i.e. awards and recognition, research and innovation, subject matter expert/membership in national technical working groups or committees, resource speakership/learning facilitation, NEAP accredited learning facilitator); **application of education** (i.e. Action Plan, Accomplishment Report, Certification of Utilization/Adoption); and **application of learning and development** (i.e. action plan/re-entry action plan, job-embedded learning, accomplishment report with certification that the intervention was used) reckoned from the date of last issuance of appointments.

C. Criteria for Evaluation

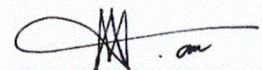
Evaluation of Applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to School Administration Positions" broken down as follows:

CRITERIA	POINTS
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	15
TOTAL	100

Prepared by:


MA. LEAH LINDA S. TAN
Administrative Officer IV – Personnel (HRMO)

Noted:


MARK ANTHONY J. TAN, PHD
OIC, Assistant Schools Division Superintendent
HRMPSB Chairperson



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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR THE ADMINISTRATIVE ASSISTANT II POSITION**

A. Qualification Standards

No.	Position Title	Plantilla Item No. / No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-420378-2016 OSEC-DECSB-ADAS2-420379-2016 (2)	8	Php 20,534.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional Eligibility	<ul style="list-style-type: none">- Knowledgeable in maintaining and preparing financial registries, reports, and ledgers.- Can pre-audit financial documents for accuracy, analyze audit findings and monitor compliance.- Knowledgeable in preparing and tracking cash advance summaries.- Is able to assist with bookkeeping and accounting tasks.- Knowledgeable in gathering data and support budget proposals.- Can assist in budgeting workshops and system reviews.- Can act as a liaison with oversight bodies and handle budget queries.- Knowledgeable in conducting physical inventory of school properties, checking of delivered materials, and preparing various property and supply reports.	Bulanon Farm School – Senior High School Eusebio Lopez MIS – Senior High School



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B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- a. Letter of intent addressed to the Schools Division Superintendent; thru the
- b. Duly accomplished PDS (CS Form No. 212 Revised 2017) Notarized and with recent picture/photo, **with Work Experience Sheet**, if applicable;
- c. Certificate of Civil Service Eligibility;
- d. Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- e. Certificate/s of Training attended and acquired after the last promotion but within the last five (5) years;
- f. Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- g. Latest appointment;
- h. Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission; and
- i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the form (Annex C of DO 7 s. 2023) notarized by authorized official;
- j. Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, showing **outstanding accomplishments** (i.e. awards and recognition, research and innovation, subject matter expert/membership in national technical working groups or committees, resource speakership/learning facilitation, NEAP accredited learning facilitator); **application of education** (i.e. Action Plan, Accomplishment Report, Certification of Utilization/Adoption); and **application of learning and development** (i.e. action plan/re-entry action plan, job-embedded learning, accomplishment report with certification that the intervention was used) reckoned from the date of last issuance of appointments.



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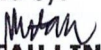
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C. Criteria for Evaluation


Evaluation of Applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions" broken down as follows:

CRITERIA	Points (for Non-Teaching Positions SG 1-9)
Education	5
Training	5
Experience	20
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

Prepared by:


MA. LEAH LINDA S. TAN
Administrative Officer IV – Personnel (HRMO)

Noted:


MARK ANTHONY J. TAN, PhD
OIC Assistant Schools Division Superintendent
HRMPSB Chairperson



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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR THE TEACHER II (SENIOR HIGH SCHOOL – ACADEMIC) POSITION**

A. Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Teacher II (SHS-Academic)	OSEC-DECSB-TCH2-420627-2022 (1)	12	PHP 30,705.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's Degree plus at least 6 units towards a Master's degree in relevant strand/subject (Any Subject under the ACADEMIC Strand)	None Required	None Required	RA 1080 (Teacher)	-	Schools within the Division of Sagay City

B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- Application Letter and Personal Data Sheet (CS Form No. 212, Revised 2017)
- Performance Rating for the last three years duly approved by authorized personnel
- Scholastic/Academic Record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
- Service Record, Appointment or Certificate of Employment (experience must be relevant to the track/strand/subject being applied)
- Certificate of trainings attended relevant to the track/strand/subject or skills related to the work, duties, and functions of a secondary education teacher
- All Valid NC and TMC Certificates, if applicable
- Certificate of Recognition for Outstanding/Meritorious Accomplishments/Innovations/Research and Development/Authorship/Resource Speakership in Training/Seminar
- Chairmanship/Co-chairmanship in Technical/Planning Committees
- Valid PRC License
- Latest COT Rating Sheet for applicants from Junior High School only
- Omnibus Sworn Statement for the Veracity and Authenticity of Documents



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C. Criteria for Evaluation

Evaluation of Applicants from **Junior High School** shall be based on the criteria of **DepEd Order No. 3, s. 2016** "Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year 2016-2017" broken down as follows:

CRITERIA	Academic and Core Subjects
Education	20
Teaching/Industry/Workplace Experience	15
Specialized Training	10
Interview	15
English Communication Skills	10
Portfolio/Outstanding Achievements	10
Demonstration Teaching	20
TOTAL	100

Evaluation of Applicants from **Senior High School** shall be based on the criteria of **DepEd Order No. 66, s. 2007** "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" broken down as follows:

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishment	20
Education	25
Training	5
Potential	5
Psycho-social attributes	5
TOTAL	100


D. Additional Instructions

Applicants are advised to **indicate their learning area/subject/strand of specialization** on the Letter of Intent.

Prepared by:


MA. LEAH LINDA S. TAN
Administrative Officer IV – Personnel (HRMO)

Noted:


MARK ANTHONY J. TAN, PhD
OIC Assistant Schools Division Superintendent
HRMPSB Chairperson



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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR THE TEACHER II AND TEACHER III (ELEMENTARY & SECONDARY) POSITIONS**

A. Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Teacher III (Elementary)	OSEC-DECSB-TCH3-432166-1998 OSEC-DECSB-TCH3-420736-2019 (2)	13	Php 32,870.00	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in Education	None Required	2 years of relevant experience	RA 1080 (Teacher)	-	Elementary Schools within SDO Sagay City
2	Teacher II (Junior High School)	OSEC-DECSB-TCH2-420773-2021 (1)	12	PHP 30,705.00	Bachelor's Degree in Secondary Education or Bachelor's Degree plus 18 professional units in education with appropriate major	None Required	1 year relevant experience	RA 1080 (Teacher)	-	Bulanon Farm School – Junior High School

B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- Application Letter addressed to the Schools Division Superintendent and Personal Data Sheet (CS Form No. 212, Revised 2017)
- Performance Rating for the last three (3) rating periods duly approved by authorized personnel
- Service Record, Appointment, or Certificate of Employment (experience must be relevant to the duties and functions of the position applied)
- Certificate of Recognition for Outstanding/Meritorious Accomplishments/Innovations/Research and Development/Authorship/Resource Speakership in Training/Seminar
- Scholastic/Academic Records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
- Certificates of Training Attended
- Chairmanship/Co-chairmanship in Technical/Planning Committees
- Photocopy of Valid PRC License
- Omnibus Sworn Statement for the Authenticity and Veracity of Documents



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C. Criteria for Evaluation

Evaluation of applicants shall be based on the DepEd Order No. 66, s. 2007 "Revised Guidelines on the Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions" broken down as follows:

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

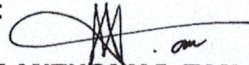
D. Additional Instructions

Applicants who wish to retain their points earned from the previous comparative assessment of the same position shall submit their Letter of Intent addressed to the chairman of the Division Human Resource Merit Promotion and Selection Board (HRMPSB).

Applicants in the Junior High School must specify in their area of specialization in the Letter of Intent.

Prepared by:


MA. LEAH LINDA S. TAN
Administrative Officer IV – Personnel (HRMO)

Noted: 
MARK ANTHONY J. TAN, PhD
OIC Assistant Schools Division Superintendent
HRMPSB Chairperson



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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR THE MASTER TEACHER I (JUNIOR HIGH SCHOOL) POSITION**

A. Qualification Standards

No.	Position Title	Plantilla No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Master Teacher I (Junior High School)	OSEC-DECSB-MTCHR1-420364-2020 (1)	18	Php 49,015.00	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major (Math) ; and 18 units for a Master's Degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)	Computer Literate Very Satisfactory performance for the last two (2) years At least 25 pts in leadership potential	Sagay National High School – Math Department

B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- CSC Form 212 Revised 2005 (Personal Data Sheet) with Picture and Notarized
- Updated Service Record
- Transcript of Records/Special Order
- Performance Rating for the last 3 rating periods
- Eligibility Rating
- Certificates of relevant trainings/seminars/scholarships, etc.
- Copy of last approved appointment
- Other documents relevant to the Master Teacher position (see List of Supporting Documents for Leadership, Potentials, Accomplishments from A to I)
- Copy of Class/Master Program indicating the number of teaching load (current year)
- Notarized Omnibus Certification of Authenticity and Veracity signed by the applicant



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C. Criteria for Evaluation

Evaluation of Applicants for the Master Teacher position shall be based on the criteria and point system stipulated in **Division Memorandum No. 128, s. 2024 "Clarifications, Strict Adherence, and Compliance on the Implementation of Career Progression System for Master Teacher"**.

Prepared by:


MA. LEAH LINDA S. TAN
Administrative Officer IV – Personnel (HRMO)

Noted:


MARK ANTHONY J. TAN, PhD
OIC Assistant Schools Division Superintendent
HRMPSB Chairperson



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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR THE GUIDANCE COUNSELOR II POSITION**

A. Qualification Standards

No.	Position Title	Plantilla Item No. / No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Guidance Counselor II	OSEC-DECSB-GUIDC2-420490-2016 OSEC-DECSB-GUIDC2-420491-2016 OSEC-DECSB-GUIDC2-420492-2016 OSEC-DECSB-GUIDC2-420493-2016 OSEC-DECSB-GUIDC2-420494-2016 OSEC-DECSB-GUIDC2-420495-2016 OSEC-DECSB-GUIDC2-420496-2016 (7)	12	Php 30,705.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	Computer Literate	Senior High Schools within SDO Sagay City

B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- Letter of intent addressed to the Schools Division Superintendent; thru the
- Duly accomplished PDS (CS Form No. 212 Revised 2017) Notarized and with recent picture/photo, **with Work Experience Sheet**, if applicable;
- Certificate of Civil Service Eligibility;
- Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- Certificate/s of Training attended and acquired after the last promotion but within the last five (5) years;
- Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- Latest appointment;
- Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission; and
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the form (Annex C of DO 7 s. 2023) notarized by authorized official;



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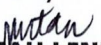
- j. Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, showing **outstanding accomplishments** (i.e. awards and recognition, research and innovation, subject matter expert/membership in national technical working groups or committees, resource speakership/learning facilitation, NEAP accredited learning facilitator); **application of education** (i.e. Action Plan, Accomplishment Report, Certification of Utilization/Adoption); and **application of learning and development** (i.e. action plan/re-entry action plan, job-embedded learning, accomplishment report with certification that the intervention was used) reckoned from the date of last issuance of appointments.

C. Criteria for Evaluation


Evaluation of Applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions" broken down as follows:

CRITERIA	Points (for SG 11-15)
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

Prepared by:


MA. LEAH LINDA S. TAN
Administrative Officer IV – Personnel (HRMO)

Noted:


MARK ANTHONY J. TAN, PhD
OIC Assistant Schools Division Superintendent
HRMPSB Chairperson

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

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

Application Code: _____

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 to the highest human resource officer designated by the Head of Office			
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 Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested by: _____
Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION ON 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 purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

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

Person Administering Oath

LIST OF SUPPORTING DOCUMENTS AND POINTS SYSTEM FOR LEADERSHIP, POTENTIALS, AND ACCOMPLISHMENTS OF MASTER TEACHER APPLICANTS

A. Introduced (20 pts.)

A-1 Curriculum or instructional prepared

A-1.1 Copy of materials prepared

- 1.2.1 Certification signed by the district supervisor/ secondary school head that such candidate prepared/illustrated/served as lay-out artist/quality assured/ edited the materials/RBI script/TVI output and was utilized by the teachers.
- 1.2.2 Certificate of recognition signed by a committee in the division office including the superintendent, (Example: Curriculum materials in English to be signed by Division English Supervisor, District Supervisor and Division Superintendent.)

A-2 Simplification of Work

A-2.1 Proof showing simplification of work duly signed by the district supervisor/ secondary school head.

- 2.2.1. Certificate of recognition for the simplification of work signed by the Division Office Committee.
- 2.2.2. Simplification of Work procedures and innovations related to effective teaching strategies shall be credited based on submission of research findings from comparative studies.

A-3 Worthwhile income-generating project – (with project proposal and for the benefit of the school)

A-3.1 Certificate of recognition/ citation signed by a committee in the division office including the school's superintendent.

- 3.2 Narrative report on this income-generating project duly attested by school head and district supervisor.
- 3.3 Income statement duly attested by the school head and district supervisor.
- 3.4 Copy of project proposal approved by the district supervisor and the person in-charge in the division office.
- 3.5 A worthwhile Incoming Generating Project (IGP) for the learners, for at least two (2) years given recognition by higher officials in the division shall have a net income of PhP 5,000.00. The terminal report should include among others how the income was generated, how much was generated, where the proceeds were used. This should be noted by the school head or PSDS as the case may be and corroborated by 3 teachers. Fund Raising Activities are not considered as IGP.

A-4. Point System:

District / Higher Level	-	20 pts
School Level	-	15 pts
Grade Level	-	10 pts

For group claims, the points shall be divided equally among the proponents.

1. *All claims for criterion A shall be supported with proofs of validation (where applicable) and effectiveness.*
2. *Likewise, each claim should be supported with an approved project proposal prior to the implementation of the project as well as a terminal report after the project is completed, acknowledged or noted by the division authorities concerned / supervisors and approved by the ASDS / SDS.*
3. *Certifications in line with the claims shall be corroborated by 3 teachers to attest veracity of the claim.*
4. *Claims for curriculum materials development shall require evidences of validation (content/statistical validation as the case may be)*

B. Served as: (12pts.)

B-1 District Subject/Ancillaries Coordinator/Chairman (*for at least 1 yr*)

B-1.1 Designation signed by district supervisor.

1.2 Report of accomplishments attested by district supervisor/ secondary school head.

1.3 Certification as district/secondary school coordinator stating inclusive date of service signed by district supervisor/secondary school head.

B-2 As Grade/Subject/Ancillaries Chairman/Coordinator (*at least 1 yr*)

B-2.1 Copy of designation signed by school heads and district supervisor/secondary school head.

2.2 Report of accomplishments attested by school head and district supervisor/secondary school head.

2.3 Certification as grade/subject/ancillaries chairman/ coordinator stating inclusive date of service signed by school heads and district supervisor/ secondary school head.

2.4 List of members under his/her chairmanship.

B-3 As club/school paper, BSP/GSP/ Sports adviser (*at least 1 yr*)

B-3.1 Copy of designation signed by school head.

3.2 Report of accomplishments attested by the school head.

3.3 Certification as club adviser signed by the school head stating inclusive date of service.

3.4 List of officers of the club duly attested.

B-4. Point System:

District / Higher Level - 12 pts

School - 10 pts

For group claims, the points shall be divided equally among the proponents.

B-5. *Certifications in line with the claims shall be corroborated by 3 teachers to attest veracity of the claim.*

C. Served as: (12pts.)

C-1 Chairman of Special Committee to Prepare Instructional Materials such as Books, RBI/TVI Script, Self-Learning Modules (SLMs), Learner's Materials (LMs) and Learner Resources (LRs) (educational related publication)

C-1.1 Designation/Memorandum signed by school head/district supervisor/superintendent.

1.2 Certification as chairman stating inclusive date of service signed by district supervisor/secondary school head.

1.3 List of members of the committee duly certified.

1. 4 Sample of instructional materials prepared.

C-2 Chairman to prepare Intermediate Master Class Program (intermediate classes, JHS & SHS)

C-2.1 Designation signed by school head/ district supervisor.

2.2 Copy of school program/action program prepared duly attested.

2.3 List of members of the committee duly attested.

2.4 Certification as chairman signed by school head/ district supervisor.

C-3 Chairman of School/District Testing Committee

C-3.1 Designation signed by school head/district supervisor/ secondary school head.

3.2 Copy of test prepared.

3.3 Report of findings or analysis of the test conducted.

3.4 Certification as Chairman signed by school head and district supervisor/ secondary school head.

C-4. Points System:

District / Higher Level	-	12 pts
School	-	10 pts

For group claims, the points shall be divided equally among the proponents.

C-5. *Certifications in line with the claims shall be corroborated by 3 teachers to attest veracity of the claim.*

D. Initiated/headed as Educational research including Action Research (12 pts.)

1. With a research proposal acknowledged by the immediate head/PSDSs or EPS for the learning areas and the Chief (CID or SGOD) and with terminal write-up approved by the ASDS/SDS.
2. Research shall be for improvement of instruction, community development, for teacher welfare and the like.
3. Researches conducted and submitted to fulfill requirements for masteral and doctoral program are not given credits, as they have been credited for the degree program.

4. Points System:

Division TWG – 12 pts

District:

Chairman	–	10 pts
Member	–	8 pts

School:

Chairman	–	7pts
Member	–	5pts

For group claims, the points shall be divided equally among the proponents.

E. Coordinator of a community Project for at least 2 years (for the last 5 yrs.) 12 pts.

1. A Certificate of Commendation can be included to attest accomplishment. If certification will be submitted, it should be corroborated with 3 teachers.
2. An Accomplishment Report noted by the agency served shall be included among the supporting documents.
3. The coordinator shall have served for at least 2 years. Aggregate service can be credited provided, the same activity.

NOTE: Community projects are accomplished by the benefit of the community (purok, barangay or town and not for the school.)

F. Organized/Managed an In-Service Activity or other similar activities at least on the school level (12 points)

1. In-service activities organize/managed shall be mainly for the improvement of instruction co-curricular activities. Clienteles should be teachers/school heads/community people and the like
2. The supporting documents should be clearly show the claimant as the organizer/initiator and manager
3. Supporting documents shall be accompanied with Memorandum, Training Design and Accomplishment Report or Program Completion Report duly noted by the higher authorities in the school or district or division level as the case may be.
4. A Certificate of Commendation may also be included, if certification is submitted, it should be corroborated by 3 teachers

5. Points system shall be as follows:

District/Higher Level	-	12 pts
School Level	-	10 pts

G. Trainor's or Coach (maximum of 10 pts.)

G-1.1 Designation as Coach/ Trainor

1.2 Copy of awards or proof of awards received by contestant.

1.3 Certification as trainor with the name of the contestant, level of contest, date, venue and prize received, whether 1st to 10th, signed by school authorities concerned.

1.4 Point System:

National Winner	-	10 points
Regional Winner	-	5 points
Division Winner	-	3 points
District Winner	-	1 points

G-2. Awards

G-2.1 Copy of award received by the candidate or certification signed by proper school officials.

2.2. Point System:

National Winner	-	10 points
Regional Winner	-	5 points
Division Winner	-	3 points
District Winner	-	1 points

G-3. Coordinator of Boy Scout or Girl Scout activities:

3.1. Point System:

National Level	-	10 points
Regional Level	-	5 points
Division Level	-	3 points
District Level	-	1 points

H. Authorship (10 pts.) – School publication, Coffee table book, Educational Research

1. 10 points for a book and 1 point for each article provided they are on education

Sole Authorship	-	10 pts
Co-authorship	-	5 pts
Article	-	1 pt/article

I. Demonstration Teacher/LAC Facilitator & Lecturer (last 5 years) (10 points)

1. Claims shall be supported with Lesson Plans, Certificate of Commendation/Recognition as Demonstration Teacher duly signed by the higher authorities in the school or division or region of national as the case may be. If certification is presented, it should be corroborated by at least 3 teachers who were present during the demonstration teaching.
2. Level of demonstration teaching minimally required for MT:
 - MT-I – at least District level
 - MT-II and above – at least Division level