



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

SEP 06 2024

DIVISION MEMORANDUMNo. 552, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT SCHOOL ADMINISTRATION,
TEACHING, 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	Head Teacher I (Secondary)	1
Teaching	Master Teacher I (Elementary)	1
	Master Teacher I (Senior High School) - Mathematics	1
	Teacher III (Secondary)	1
	Teacher III (Elementary)	2
	Teacher III (Senior High School) - Academic	1
	Teacher II (Senior High School) - Academic	2
	Teacher II (Secondary)	1
	Special Education (SPED) Teacher I	2
Non-Teaching	Administrative Assistant III	9
	Administrative Officer II	1

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 **September 16, 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.


MARSETTE D. SABBALUGA, 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

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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	-	September 5-16, 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
Receiving of applications with complete supporting documents	Records Section / SDO Sagay City Online Application	September 5-16, 2024	Applicants must submit the complete required documents on the set deadline. No additional documents shall be accepted after the set deadline.
Initial Evaluation against QS	Personnel Section	September 17-30, 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	October 1-11, 2024	-
Interview of Applicants	HRMPSB Room / Online	October 14-18, 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	October 21-23, 2024	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	October 24, 2024	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	October 25, 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





**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
 FOR THE HEAD TEACHER I (SECONDARY) POSITIONS**

A. Qualification Standards

No.	Position Title	Plantilla Item No. of Position	Salary Grade	Monthly Salary	Qualification Standards			Place of Assignment		
					Education	Training	Experience			
1	Head Teacher I (Secondary)	OSEC-DECSB-HTEACH1-420084-2016 (1)	14	Php 35,434.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year or Teacher for 3 years	RA 1080 (Teacher)	-	Campo Bago National High School

B. Documentary Requirements

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

- Letter of intent addressed to the Schools Division Superintendent;
- 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 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;
- 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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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

MA. LEAH LINDA S. TAN

Administrative Officer IV – Personnel (HRMO)

Noted:

MARK ANTHONY J. TAN, PHD

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 NON-TEACHING POSITIONS**

A. Qualification Standards

No.	Position Title	Plantilla Item No. / No. of Position	Salary Grade	Monthly Salary	Qualification Standards				Competency	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer II	OSEC-DECSB-ADOF2-420163-2016 (1)	11	Php 28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	<ul style="list-style-type: none"> - Can provide Human Resources Management support to the School Head in HR-related functions such as recruitment and selection, promotion, preparation of ERF, retirement, and application for leaves - Knowledgeable in maintaining and updating personnel records such as 201 files, Daily Time Record, leave credits, and monthly reports (e.g. Form 7) - Knowledgeable in computing, monitoring, and preparation of personnel compensation and benefits - Can facilitate in the procurement process, update and maintain school inventory, and prepare various property and supply reports - Can facilitate in the preparation and submission of financial documents 	Bulanon Farm School – 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		
2	Administrative Assistant III	OSEC-DECSB-ADAS3-420100-2014 OSEC-DECSB-ADAS3-420101-2014 OSEC-DECSB-ADAS3-420317-2017 OSEC-DECSB-ADAS3-420073-2018 OSEC-DECSB-ADAS3-420076-2018 OSEC-DECSB-ADAS3-420080-2018 OSEC-DECSB-ADAS3-420321-2017 OSEC-DECSB-ADAS3-420322-2017 OSEC-DECSB-ADAS3-420003-2007 (9)	9	Php 22,219.00	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 the reconciliation of books of accounts to maintain accuracy and updated records - Well-aware of the latest COA and DBM accounting guidelines to guarantee compliance and accuracy in financial processes - Can act as a liaison with oversight bodies and handle financial queries 	Clustered Schools within SDO Sagay City Bulanon Farm School - Junior High School Vito National High School - Junior 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 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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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) Administrative Assistant III	Points (for Non-Teaching Positions SG 10-22 and 27) Administrative Officer II
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Test, BEI, Work Sample Test)	20	20
TOTAL	100	100

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 Administrative Officer IV – Personnel (HRMO)

Noted:

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 OIC Assistant Schools Division Superintendent
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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
 FOR THE TEACHER II AND III (ELEMENTARY, SECONDARY AND SENIOR HIGH SCHOOL) 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 (Secondary)	OSEC-DECSB-TCH3- 420009-2021 (1)	13	Php 32,870.00	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (Teacher)	-	Sagay National High School - Junior High School	
2	Teacher III (Senior High School) -Academic	OSEC-DECSB-TCH3- 420414-2016 (1)	13	Php 32,870.00	Bachelor degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject. Any subject in the academic strand	4 hours of training relevant to the subject area specialization	1 year of relevant teaching/ industry work experience	RA 1080 (Teacher)	-	Any Senior High Schools within SDO Sagay City	
3	Teacher III (Elementary)	OSEC-DECSB-TCH3- 420264-2021 OSEC-DECSB-TCH3- 432175-1998 (2)	13	Php 32,870.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)	-	Any Schools within SDO Sagay City Eusebio Lopez Memorial Integrated School - Elementary	





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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	
4	Teacher II (Senior High School) -Academic	OSEC-DECSB-TCH2- 420511-2016 OSEC-DECSB-TCH2- 420524-2016	12	Php 30,705.00	Bachelor 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.	None required	None required	RA 1080 (Teacher)	-	Any Senior High Schools within SDO Sagay City
5	Teacher II (Secondary)	OSEC-DECSB-TCH2- 421092-2022 (1)	12	Php 30,705.00	Any subject in the academic strand Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher)	-	Sagay City Farm School

B. Documentary Requirements

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

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



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C. Criteria for Evaluation

For Teaching Positions in the Elementary and Junior High School

Evaluation of Applicants for teacher promotion in elementary and junior 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

For Teaching Positions in the Senior High School

Evaluation of Applicants from **Junior High School to Senior 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 for promotion in **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





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D. Additional Instructions

Applicants in the secondary and senior high schools are advised to **indicate their learning area/subject/strand of specialization** on the Letter of Intent.

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Noted:

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QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS FOR THE MASTER TEACHER I (ELEMENTARY AND SENIOR HIGH SCHOOL) 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	Additional Qualifications / Competency		
1	Master Teacher I (Elementary)	OSEC-DECSB-MTCHR1-420081-2019 (1)	18	Php 49,015.00	Bachelor of Elementary Education (BEEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)	Very Satisfactory performance for the last two (2) years At least 25 pts in leadership potential	Buenaventura V. Rodriguez Elementary School	
2	Master Teacher I (Senior High School) -Mathematics	OSEC-DECSB-MTCHR1-420046-2016 (1)	18	Php 49,015.00	Master's degree in relevant strand/subject Mathematics	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/ industry work experience	RA 1080 (Teacher)	Very Satisfactory performance for the last two (2) years At least 25 pts in leadership potential	Sagay City Senior High School	





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B. Documentary Requirements

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

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

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:

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MA. LEAH LINDA S. TAN
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Noted:

Mark Anthony J. Tan
MARK ANTHONY J. TAN, PHD
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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
 FOR THE SPECIAL EDUCATION (SPED) TEACHER I 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	Special Education Teacher I	OSEC-DECSB-SPET1-420044-2016 OSEC-DECSB-SPET1-420045-2016 (2)	SG 14	Php 33,843.00	Bachelor's Degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)	Not Applicable	Maria Lopez Elementary 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



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

Prepared by:

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

Noted:

MARK ANTHONY J. TAN
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)

- 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.
- Level of demonstration teaching minimally required for MT:
MT-I – at least District level
MT-II and above – at least Division level