



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

RECRUITMENT, SELECTION AND PLACEMENT POLICY GUIDELINES



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I. RATIONALE

The Schools Division of Zamboanga Sibugay (SDZS) establishes its customized RSP Policy that is consistent with the existing mandates of DepEd, DBM and CSC to ensure that the/a right candidate is recruited, selected and hired/placed in a right position. Applicable internal customized guidelines with adherence to equal employment opportunity principle (EEOP) shall be adapted to provide all interested and qualified applicants a chance to be ranked for the different unique positions.

There shall be no discrimination in the recruitment, selection, ranking and placement of applicants regardless of age, sex, sexual orientation, gender identity and expression, civil status, position, disability, religion, cultural ethnicity, or political affiliation.

II. OBJECTIVES

This RSP Policy aims to:

1. Institutionalize a customized RSP guidelines, systems, and procedures anchored on the principles of merit and fitness-and with adherence to the tenets of the equal employment opportunity principle.
2. Provide all interested and qualified applicants a chance to be recruited, selected and ranked for a newly created item or vacant position available within the institution to hire a right person in a right position.
3. Provide uniform guidelines in the conduct of RSP processes.

III. SCOPE

This customized RSP policies and guidelines shall cover the processing and placement of career and non-career positions including the following personnel actions such as hiring, promotions, reclassification, transfers, reassignment, and reappointment. Hiring of employees under contract of service and job orders are also covered in this policy.

IV. DEFINITION OF TERMS

- a. *Appointing Authority* – refers to the person or body authorized by law to make appointments in the civil service
- b. *Background Investigation* – refers to the verification of an applicant's credentials, behavior and previous performance, if any, by validating the information and records declared by the applicant in their Personal Data Sheet

(PDS) such as contacting their identified reference person/s in their current or previous workplace or through other means/methods

- c. *Behavioral Events Interview (BEI)* – refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and/or current workplace
- d. *Career Service* – refers to positions in the civil service characterized by: (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure
- e. *Comparative Assessment Results (CAR)* – refers to predetermined reasonable or gaps between point scores of candidates for appointment established by the Human Resource Merit and Promotion Selection Board (HRMPSB). It shall contain the complete list of all candidates for appointment, highlighting the top five (5) ranking candidates based on the total scores obtained from the evaluative assessments
- f. *Competencies* – refers to knowledge, skills, attitudes and key behaviors that are necessary for the efficient and effective performance of the duties and responsibilities of a position
- g. *Customized Guidelines* – refers to the guidelines which had been adapted befitting of the need, situation, cultural diversity, and other circumstances in adherence to the principle of EEOP
- h. *Deep Selection* – the process of selecting a candidate for appointment who is not next-in-rank but possess superior qualifications and competence
- i. *Demotion* – the movement of an employee from one position to another with reduction in duties, responsibilities, status or rank, which may or may not involve reduction in salary and it is not disciplinary in nature
- j. *Department* – refers to the Department of Education (DepEd)
- k. *DepEd Office* – refers to the offices of the Department in the central, regional, division, district and school levels
- l. *Discrimination* – a situation wherein a qualified applicant is not included in the selection lineup on account gender, civil status, pregnancy, disability, religion, ethnicity or political affiliation

- m. *Education* – refers to formal or non-formal academic, technical or vocational studies that enable an applicant to successfully perform the duties and responsibilities of a position
- n. *Eligibility* – refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the Professional Regulation Commission - conducted board of examinations, the Supreme Court-conducted bar examinations or the Career Executive Service Board - conducted examinations
- o. *Equal Opportunity* – refers to the non-discrimination principle that allows any applicant within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political beliefs
- p. *Experience* – refers to the previous jobs in either the government or private sector whether full-time or part-time, which as certified by the Human Resource Management Officer (HRMO) or authorized officials of the previous employer, are functionally related to the duties in the Position Description Form (PDF) of the position to be filled
- q. *First Level Positions* – refers to positions that include clerical, trades and crafts and custodial service which involve subprofessional work in a non-supervisory or supervisory capacity
- r. *Initial Evaluation Results (IER)* – refer to the report submitted by the HRMO which contains the list of qualified and disqualified applicants vis-a-vis the minimum qualifications required by the position to be filled as indicated in the CSC-approved Qualification Standards
- s. *Job requirements* – requisites not limited to the qualification standards of the position, but may include skills, competencies, potentials, physical and psycho – social attributes necessary for the successful performance of the duties required of the position
- t. *Merit Selection Plan* – a systematic method of selecting employees on the basis of their qualifications, fitness and ability to perform the duties and assume the responsibilities of the position being filled
- u. *Next-in-Rank Position* – refers to a position which, by reason of the hierarchical arrangement of positions in the Department, is determined to be in the nearest degree of relationship to higher position as contained in the Department System of Ranking of Positions (SRP)

- v. *Non-Career Service* – positions expressly declared by law to be in the non-career service , or those whose entrance in the service is characterized by: (1) entrance on bases other than those of the usual test of merit and fitness utilized for the career service; (2) tenure which is limited to a period specified by law , or which is coterminous with that of the appointing authority or subject to his pleasure or which is limited to the duration of a particular project for which purpose employment was made
- w. *Organizational Unit* – refers to a school/district/schools division/division level/ in a region or division level in a bureau/center/service
- x. *Personnel Action* – refers to any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reemployment, reinstatement, reappointment, detail, reassignment and demotion
- y. *Promotion* – refers to the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary
- z. *Qualification Standard* – a statement of the minimal qualifications for a position which shall include education, experience, training, civil service eligibility required in the performance of the job
- aa. *Qualified Next-in-Rank* – refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the staffing plan and who meets the requirements for appointment to the next higher position
- bb. *Second Level Positions* – refers to positions involved in professional, technical, and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent
- cc. *Selection* – the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of a position
- dd. *Selection Lineup* – a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential
- ee. *Superior Qualifications* – means outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility

- ff. *System Ranking of Positions* – the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:
 - a) Organizational structure
 - b) Salary grade allocation
 - c) Classification and functional relationships of positions and
 - d) Geographical location

V. GENERAL POLICIES

1. Selection of employees for appointment in the DepEd shall be anchored on the principles of merit, competence, fitness and equality. It shall be open to all who are qualified regardless of age, sex, gender, civil status, disability, religion, cultural ethnicity or political affiliation.
2. Assessment results shall be valid for a period of one (1) school year containing the list of applicants that have been included in the pool of qualified applicants determined through the assessment tools and methods.
3. An employee may apply for a higher position only after having performed the duties and responsibilities of the position he/she currently holds for at least one (1) year provided she/he obtained a performance rating of at least Very Satisfactory (VS) in the last rating period prior to application.
4. Applicants should have obtained a performance rating of at least Very Satisfactory (VS) during the last rating period preceding the assessment.
5. Applicants who seek to transfer from another government agency should also have a performance rating of at least VS during the last rating period preceding the assessment.
6. Applicants/Candidates who are on scholarship, study grant, training, bar or board review, on approved leave of absence (maternity leave, prolonged sick or vacation leave), shall use the performance rating of the last rating period before the grant or leave of absence.
7. For applicants from the private sector where a performance assessment system is adopted, a performance rating of at least VS or its equivalent shall likewise be required.
8. DepEd Zamboanga Sibugay shall adopt the assessment forms, tools and procedures.
9. The HRMPSB shall administer competency based written examinations to all applicants.
10. The HRMPSB shall use the following customized forms:

a. Candidate's Profile – see sample *Annex A*

Profile contains basic information such as education, training, experience and eligibility.

b. Background Investigation Form – See sample *Annex B*

Background Investigation Form refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and/or current workplace.

Background Investigation (BI) shall be conducted to augment the information gathered about the candidate other than what is/are in the set of documents submitted.

11. Initial evaluation shall be conducted by the HRMO/duly designated secretariat to check the completeness, authenticity and veracity of the documents submitted by an applicant and shall be evaluated based on the QS of the position applied for in terms of Education, Experience, Training, Eligibility and Competency.
12. Based on the documents presented, applicants shall be classified as Qualified (Q) or Disqualified (DQ).
13. Duly signed Initial Evaluation Results (IER) shall be submitted to the Human Resource Merit Promotion and Selection Board (HRMPSB) for further assessment.
14. Applicants who meet the QS of the given position shall be considered qualified and shall be subjected to Background Investigation (BI).
15. BI shall be conducted by the pool of BI Investigators or duly designated person with the capacity to determine the competency of the applicant where the vacancy exists).
16. An official BI form/report shall be used during the actual conduct of the investigation in either phone call or face to face manner.

The Rating Scale shall be from One (1) to Five (5) with 5 as the highest, each corresponding to an adjectival rating, as follows:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

The ratings may be briefly described as follows:

Outstanding - *Excellent, exceptional, master, much more than acceptable*

Very Satisfactory - *Very good, full performance behavior, above average*

Satisfactory - *Good, acceptable, satisfactory, average*

Unsatisfactory - *Weak, less than acceptable*

Poor - *unacceptable, poor, much less than acceptable*

17. The Respondents of the BI is/are any of the reference person/s identified by the BI given by the applicant in the document/PDS submitted.
18. Rating shall be from the respondents who are considered in the BI which shall carefully be recorded by the assigned investigator in the official BI form/report.
19. Applicants shall be rated according to the scale used in different areas such as Dedication/Commitment, Human Relations, Honesty/Integrity, Punctuality, Attendance. The BI Report shall be translated by the assigned investigator into a Descriptive Narrative Report based on the data gathered through the BI form/report about the applicant.
20. The BI Report shall be forwarded to the SDS/Appointing Authority through the HRMPSB as reference for the behavioral events interview and in the final decision of the appointing authority.
22. The HRMPSB Resolution shall contain information on the assessments made by the HRMPSB and shall endorse the same to the appointing authority for his/her consideration (*See sample as Annex C*).
23. Turn-around time in filling vacancies. The DepEd Zamboanga Sibugay shall ensure that the vacancies shall be filled within ninety (90) days working days.

VI. PROCEDURES

A. Publication and Posting of Vacancy

In accordance with the provisions of Republic Act (RA) No. 7041, otherwise known as “*An act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefor and for Other Purposes*,” and its implementing rules and regulations, all vacant positions in all governance levels in the Department, that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers,

shall be published in the CSC website and posted in at least three (3) conspicuous places for a period of at least 10 calendar days. In addition, the vacancy shall also be required to be posted through other modes, such as but not limited to the DepEd Division Office website, DepEd Bulletin Board newspaper of local and/or national circulation, online job portals, social media, and job fairs in order to reach a wider range of applicants and to further promote transparency and equal opportunity of the process.

In publication of vacant positions, a statement that “*All interested and qualified applicants regardless of age, sex, gender, civil status, physical features, disability, religion, social status, income, familial responsibilities, ethnicity, political affiliation or other similar personal circumstances, are highly encouraged to submit applications, consistent to the principles of merit and fitness and equal employment opportunity.*” shall be included. Applicants should likewise be advised that should they have special needs, they shall so indicate in their application letters - i.e., visually impaired applicants or those with limited mobility needing special assistance during the conduct of written examinations and interviews.

Publication of a vacant position in the CSC Website shall require the submission of the Civil Service (CS) Form No. 9, revised 2018, along with the list of the documentary requirements, in electronic form and printed copies to the concerned CSC Field Office (CSC FO).

The QS of the parenthetical title shall be used in the publication of vacant generic positions. (*Annex D*)

The publication of a particular vacant position shall be valid until filled, but not to extend beyond nine (9) months, reckoned from the date of publication or re-publication in the CSC website.

Any incorrect information in the publication of a vacant position, e.g., plantilla item number, position title, or qualification standards, shall be grounds for the disapproval/invalidation of appointments.

An anticipated vacancy may be published in case of retirement, resignation or transfer. Pursuant to Section 30 of ORA-OHRA, the publication of anticipated vacancies should not be earlier than 30 days prior to retirement, resignation or transfer; except for anticipated vacant teaching positions which may be published earlier than the herein stated prescribed period pursuant to CSC Resolution No. 1800582 dated June 13, 2018.

Within the same period, the Personnel Section shall draw a specific Recruitment Plan (*Annex E*), detailing the following, among other things:

- a. Position to be filled, with information on Item Number, Place of Assignment, brief description of the general functions and the required competencies;
- b. Modes and date of publication
- c. Last day of submission of application documents;
- d. Target date of completion of assessment;
- e. Initial date of written examinations;
- f. Initial date/s of HRMPSB assessment and deliberations;
- g. Target date/s of BEIs, if necessary;
- h. Target date of submission of assessment results to appointing authority.

The Recruitment Plan shall be subject to the approval of the HRMPSB Chair. A copy of the approved Recruitment Plan shall be furnished to the appointing authority for reference purposes.

B. Submission and Receipt of Applications

All interested applicants to vacant positions, whether internal or external to DepEd shall submit the following documentary requirements through the Records Section or the District sub-committee designated by the Head of Office to perform the function of receiving application documents, on or before the deadline indicated in the Memorandum.

- 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, with work experience sheet;
- c. Photocopy of Certificate of Eligibility/Rating/License/ID;
- d. Photocopy of Transcript of Records
- e. Photocopy of Service Record or Certificate of Employment, if applicable
- f. Photocopy of the Performance Rating for the last three (3) rating periods, if applicable
- g. Outstanding Accomplishments
- h. Omnibus Sworn Statement
- i. Other documents as may be required.

Individuals who failed to submit mandatory requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the of the documents submitted, as evidenced by the Omnibus Sworn Statement (item 15.h) duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

An internal applicant occupying a position considered next-in-rank shall not be automatically included in the pool of applicants, and shall not be exempt from the submission of documentary requirements listed in (Item B. 20).

In the receipt of application documents for any job vacancy sent through electronic mail, courier or handed by walk-in applicants shall be stamped received without any discrimination particularly on the school/s where the applicant/s graduated.

All applications with complete documents that are received within the publication period will be included in the profile of applicants.

Job applicants with incomplete documents will be duly informed of the specific lacking document through electronic mail or SMS, among others and will be given reasonable time to comply and submit the documentary requirements.

C. Initial Evaluation of the Qualification of Applicants

An initial evaluation shall be conducted by the HRMO to check the completeness, authenticity and veracity of the documents submitted by the applicant. An applicant's qualifications shall be evaluated vis-a-vis the QS of the position applied for in terms of Education, Experience, Training, Eligibility and Competency.

Based on the initial evaluation, a duly signed Initial Evaluation Results (IER) shall be submitted to the Human Resource Merit Promotion and Selection Board (HRMPSB) for deliberation, which shall be comprised of two (2) lists of applicants:

- a. Qualified (Q) - those who meet the minimum qualifications required by the position to be filled; (*Annex F*)
- b. Disqualified (DQ) - those who do not meet the minimum qualifications of the position to be filled. (*Annex G*)

Applicants shall be notified of the results of the initial evaluation through a written notice served through official communication channels, such as but not limited to personal service, postal mail, courier service or electronic mail using the official email account of the office, official social media accounts and other means of communication that can be verified, recorded and preserved.

Sub-committee/s in the schools, districts, may be designated by the Head of Office to assist in the initial evaluation of applicants.

D. Comparative Assessment of Applicants

All applicants who passed the initial evaluation shall subject to the comparative assessment of the HRMPSB, except for the following appointments:

- a. Substitute appointment due to its short duration and emergency nature;
- b. Reappointment due to change in employment status from provisional or temporary to permanent upon meeting the deficiency or to renew the appointment of a provisional or temporary employee; provided that upon publication, there are no qualified applicants for the position to be filled, and the incumbent's performance rating for the last rating period is at least Very Satisfactory.

Comparative Assessment Results refers to predetermined reasonable or gaps between point scores of candidates for appointment established by the Human Resource Merit and Promotion Selection Board (HRMPSB). It shall contain the complete list of all candidates for appointment, highlighting the top five (5) ranking candidates based on the total scores obtained from the evaluative assessments. *(See sample as Annex H)*

The HRMPSB Secretariat shall keep Minutes of HRMPSB Meeting/Deliberations and document the highlights of the Open Ranking

The conduct of the comparative assessment and/or open ranking may be done remotely through online platforms and other alternative modalities and strategies, deemed practicable and applicable, subject to subsequent internal guidelines to be issued by the Head of Office, as recommended by the HRMPSB.

Other Evaluative Assessments

The HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary such as but not limited to oral and written examinations, computer literacy proficiency tests and skills tests.

Behavioral Event Interview

Behavioral Events Interview is based on the principle that past behavior predicts future performance. It shall be used to validate whether the key behaviors that are linked to the required competencies have been exhibited by the applicant.

The Behavioral Event Interview (BEI) shall be conducted by designated HRMPSB members at a venue where confidentiality of the proceedings is taken into consideration in addition to other attributes that would make the applicant not comfortable or self-conscious.

Applicants with special needs such as PWD, hearing impaired, with low vision and partially blind shall be provided assistance by the interviewer. The office will invite SPED experts to assist both the interviewee and interviewer during the conduct of interview and written examination.

PWD and pregnant women shall be given first priority in the conduct of interview and written examination in an accessible and comfortable venue.

Comparative Assessment Results

After a judicious and objective assessment of the qualified applicants, the HRMPSB shall prepare and submit to the appointing officer/authority a duly signed Comparative Assessment Result (CAR) within seven (7) calendar days. The CAR shall contain a complete list of all candidates for appointment whose total scores obtained from the evaluative assessments are ranked from highest to lowest, highlighting the top five (5) ranking candidates.

For teaching hiring, the following reports shall be prepared and submitted to the appointing officer/authority. Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA). It shall contain only the candidates who have met the cut -off score as specified in the hiring guidelines.

The CAR/CAR-RQA for teachers intended for a specific school year shall be valid only for the duration of the school year for which it was prepared. It shall be utilized in filling up of positions that are created or vacated within the school year.

A copy of the CAR/CAR-RQA, in which candidates are listed in alphabetical order, shall be posted in at least three (3) conspicuous places in DepEd offices/schools concerned for a period of at least ten (10) calendar days, indicating the date of posting.

E. Appointment

The appointing officer/authority shall be guided by the report of the HRMPSB's CAR/CAR-RQA, and in the exercise of sound discretion, select, insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less, depending on the number of candidates, unless otherwise provided by law.

For teachers, the appointing officer/authority may select from the candidates listed in the CAR-RQA who are ranked below the top five (5) or less per vacant position when the appointment falls within the purview of the exemptions enumerated below:

a. The appointee may be given priority in the appointment by virtue of the Localization Law. RA No. 8190, otherwise known as the Localization Law, grants priority in the appointment or assignment of teachers to public elementary or secondary schools to bona fide residents of the barangay, municipality, city, or province where the school is located; provided, that the teacher possesses all the minimum qualifications for the position as required by law.

b. The appointee may be given priority in the appointment as may be provided by law, national policy, and/or agreement entered into by DepEd with other government agencies and/or non-government institutions; and

c. The top-ranking candidates do not possess the necessary learning area specialization (e.g., Kindergarten; Math, Science, and other subject areas for Secondary level) required by the position to be filled, or all the top-ranking candidates who possess the necessary learning area specialization required by the position to be filled have already been appointed and there are still vacant positions to be filled.

The appointing officer/authority may appoint a candidate who is ranked higher in the CAR/CAR-RQA than the candidate who is next-in-rank to the vacant position. The appointing officer/authority may, when deemed necessary, request for Background Investigation (BI) of selected candidates to be conducted by the HRMO or other personnel selected by the HRMO.

The decision to appoint shall be rendered by the appointing officer/authority, and conferred to the HRMO through the CAR/CAR-RQA, in which the appointing officer/authority shall signify their choice of appointee/s. The same shall be the basis of the HRMO in the preparation and submission of appointment papers and documentary requirements to the CSC FO in accordance with the specific provisions of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (2017 ORAOHRA), as amended.

The appointing officer/authority shall approve and sign the appointment of the successful candidate/s, effectivity of which shall be in accordance with the specific provisions as provided for in the 2017 ORAOHRA.

Duly approved appointments shall be announced through the posting of a Notice of Appointments Issued (NAI) in the bulletin boards and through other modes such as but not limited to the DepEd website, office website, or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment.

Only a qualified next-in-rank official or employee included in the list of candidates in the CAR/CAR-RQA may file a protest against an appointment made in favor of another candidate who does not possess the minimum qualification requirements, within 15 calendar days from the announcement and/or posting of appointments, subject to the provisions provided in Rule 18 (Protest and Revocation of Appointments) of CSC Resolution No. 1701077 dated July 3, 2017 (Rules on Administrative Cases in the Civil Service [2017 RACCS]).

Any promotional appointment to a position exceeding three (3) salary grades, pay or job grades higher than the appointee's present position shall be prohibited; except when the promotional appointment falls within the purview of the exceptions provided in Section Nos. 97 to 101 of the 2017 ORAOHRA and CSC MC

No. 18, s. 2016 entitled *Policy Guidelines on the Three-Salary Grade Limitation on Promotion*, as follows:

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Agency MSP and SRP;
- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
- c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions;
- d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions;
- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - i. educational achievements
 - ii. highly specialized trainings
 - iii. relevant work experience
 - iv. consistent high performance rating/ranking;

The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems; and

f. Other meritorious cases, such as

- i. when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process;
- ii. when the qualified next-in-rank employees waived their right over the vacant position in writing;
- iii. when the next-in-rank position, as identified in the agency SRP is vacant;
- iv. when the next-in-rank employee/ s is/are not qualified; and
- v. when the qualified next-in-rank employees did not apply

Promotion within six (6) months prior to compulsory retirement shall not be allowed unless otherwise provided by law.

The pendency of an administrative case against any employee shall not be a bar to promotion. An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine. In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

VII. SELECTION CRITERIA

The DepEd - Division of Zamboanga Sibugay hereby adopts in its entirety item in the selection criteria of the following DepEd Orders:

A. DepEd Order No. 7, s. 2015 – *Hiring Guidelines for Teacher I Positions*

Criteria	Points
a. Education	20
b. Teaching Experience	15
c. LET/PBET Rating	15
d. Specialized Training and Skills	10
e. Interview	10
f. Demonstration Teaching	15
g. Communications Skills	15
TOTAL	100

B. DepEd Order No. 3, s. 2016 – *Hiring Guidelines for Senior High School*

CRITERIA	Academic and Core Subjects	TVL	Arts and Design	Sports
Education	20	15	15	15
Teaching/Industry/ Work Experience	15	20	20	20
Specialized Training	10	20	15	15
Interview	15	15	15	15
Demonstration Teaching	20	15	15	15
Portfolio/Outstanding Accomplishments	10	10	15	15
Communications Skills	10	5	5	5
TOTAL	100	100	100	100

C. DepEd No. 66, s. 2007 – *Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions*

Teaching and Related Teaching Group

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25

Training	5
Psycho-Social attributes	5
Potential	5
TOTAL	100

Non- Teaching Group

CRITERIA	POINTS	
	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Psycho-Social attributes	15	5
Potential	20	10
TOTAL	100	100

1. Performance Rating – The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least Very Satisfactory.
2. Experience – Experience must be relevant to the duties and functions of the positions to be filled.
3. Outstanding Accomplishments (*See Annex I*)
 - 3.1. Outstanding Employee Award
 - Awardee in the school
 - Nomination in the division/awardee in the district
 - Nomination in the region/awardee in the division
 - Nomination in the Department/awardee in the region
 - National awardee

Note: Only awards which have undergone a rigid nomination process may be credited.
 - 3.2. Innovations – Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

Note: Work plan should be properly documented.

Innovations must be unique or it could be an enhanced version of an existing innovation.

Means of Verification should be properly documented proving effectiveness.

3.3. Research and Development Projects

- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

Note: Action research must have undergone validation by the District Research Committee and duly approved by the Division Research Committee thru the Schools Division Superintendent.

3.4. Publication/Authorship

- Articles published in a journal/newspaper/magazine of wide circulation - 1 point per article
- Co-authorship of a book (*shall be divided by the number of authors*)
- Sole authorship of a book

3.5. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia

- District Level
- Division Level
- Regional Level
- National Level
- International Level

4. Education and Training

4.1. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

4.2. Training

- 4.2.1. *Participant in a specialized training – e.g Scholarship Programs, Short Courses, Study Grants*
- 4.2.2. *Participant in one (1) training conducted for at least three (3) days not credited during the last promotions – District Level, Division Level, Regional Level*
- 4.2.3. *Participant in one (1) training conducted for at least three (3) days not credited during the last promotions – National and International levels*
- 4.2.4. Chair/Co-chair in a technical/planning committee
 - District Level
 - Division Level
 - Regional Level
 - National Level
 - International Level

5. Potential

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

The personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

- 5.1. *Communication Skills* – Speaks and writes effectively in Filipino and English
- 5.2. *Ability to Present Ideas* – Presents well-organized and precise ideas with marked command of the language used
- 5.3. *Alertness* – Manifests presence of mind and awareness of the environment
- 5.4. *Judgment* – Demonstrates sound judgment
- 5.5. *Leadership Ability*

5.6. Influences others to do the tasks for him/her

6. Psychosocial Attributes and Personality Traits

The factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

6.1. Human Relations

- Adjusts to the variety of personalities, ranks and informal groups present in the organization
- Internalizes work changes with ease and vigor
- Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
- Observes proper decorum in relating with superiors and peers
- Takes the initiative to organize work groups, adopt procedures and standards in his own level

6.2. Decisiveness

- Think logically and acts accordingly
- Considers alternatives and recommends
- Solutions when faced with problem situations
- Gives convincing recommendations and suggestions
- Acts quickly and makes the best decision possible
- Exercises flexibility

6.3. Stress Tolerance

- Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
- Uses coping mechanisms to handle creatively tensions resulting from one's work
- Controls negative manifestations of emotions
- Performs satisfactorily his duties and functions in a tension-laden situation
- Channels negative emotions to positive and constructive endeavors.

VIII. THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

1. There shall be Human Resource Merit Promotion and Selection Board (HRMPSB) duly constituted in DepEd Zamboanga Sibugay and shall be composed of the following:

Chairperson : Assistant Schools Division Superintendent

Members : All Chiefs of Division

Representative of Non-Teaching Employees Union

Human Resource Management Officer

Section Head or representative where the vacancy exists

2nd Level Employee Representative

1st Level Employee Representative

IPED Representative for IPED Applicants

SPED Representative for SPED Applicants

Representative, President SSPA

Representative, PESPA

2. The agency may establish special HRMPSB for District and School Levels for vacancy of teaching positions.
3. The HRMPSB shall be duly constituted by an Office Order/Designation signed by the Head of Office/Schools Division Superintendent. Each regular member, except for the Chairperson, shall have one (1) alternate whose name shall also be indicated in the Office Order/ Designation. Posting of the HRMPSB composition in the agency bulletin board shall be required.
4. Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority.
5. A majority of the HRMPSB members shall constitute a quorum; provided that the Chairperson is present.
6. The first level representative or alternate shall participate in the screening of candidates for vacancies in the first level; while the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. The representation from accredited employee's association shall vary depending on the job/occupational group of the position to be filled. Said representatives shall serve for a period of two (2) years.
7. The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment. The final decision on whom to appoint shall be with the appointing officer/authority.
8. The *general functions and responsibilities* of the HRMPSB shall be as follows:
 - 8.1. Shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment;

- 8.2. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes;
- 8.3. Recommend to the appointing officer/authority the designation of sub-committee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
- 8.4. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
- 8.5. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- 8.6. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
- 8.7. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
- 8.8. Maintain fairness and impartiality in the assessment of applicants;
- 8.9. Respond to queries and/or complaints pertaining to the comparative assessment results;
- 8.10. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
- 8.11. Perform other related functions as may be assigned.

Chairperson:

- Ensures that the selection of employees for appointment in the DepEd shall be anchored on the principles of merit, competence, fitness, and equality.
- Supervises in the evaluation and validation of profile, skills and competencies and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.
- Counterchecks the result of the ranking.
- Presides the deliberation *en banc* of qualifications of those listed in the selection lineup and leads in making recommendations for appointment.

Co-Chairperson:

- Presides the deliberation *en banc* in the absence of the chairperson of the HRMPSB as authorized by the head of office.

- Supervises in the conduct of the comparative assessment of the applicants.
- Counterchecks the results of the ranking.
- Submits the official results to the Personnel Office secretariat after all signatories affixed their signatures in the official Evaluation Sheet.

Members:

- Validates and/or assess the profile, skills, competencies, potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.
- Evaluates and validates outstanding relevant work accomplishments, educational attainment and training appropriate.
- Conducts further assessment such as written examinations, skills test and interview for the qualified applicants.

Human Resource Management Officer:

- Conducts initial evaluation of the applicants vis-à-vis the approved Qualifications Standards (QS) of the published positions to come up with the Selection Line-up of Applicants.
- Provides the qualification standard for a position shall include education, training, experience and eligibility required in the performance of the job.
- Publishes vacant positions in accordance with RA 7041 (Publication Law) which includes publication in the CSC Bulletin of Vacant Positions.
- As member of the HRMPSB, the HRMO shall not act as Secretariat to the HRMPSB.

Secretariat:

- Assists in the evaluation and validation of profile, skills, and competencies and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by the applicants.
- Sort out the folders/applications by position applied for.
- Make a master list and summary of the profile of applicants.
- Ensures that memorandum and/or notices of the vacant positions shall be posted in at least three (3) conspicuous places.
- Prepares minutes of deliberation and meetings.
- Consolidates the results of the ranking.
- Send notifications to applicants of the screening process and outcome of the ranking.
- Conducts Background Check on shortlisted candidates for appointment.
- Keeps records of the deliberations and other files related to the activities of the HRMBSP.

Appointing Authority:

- Establish a Human Resource Merit and Promotion Selection Board and see to it that all HRMPSB members undergo orientation and workshop on the selection/promotion process and CSC policies and appointments. The DepEd

Secretary shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels.

- Assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select insofar as practicable, from among the following:
 - Top five ranking applicants deemed qualified to the vacant position;
 - Applicants who have undergone deep selection and found to possess superior qualifications; and
 - Pool the Brightest for the Bureaucracy

IX. ADDRESSING STAFFING GAPS

When a position for a School Head becomes vacant due to retirement, resignation, transfer, death or on leave of absence for a significant period of time of at least 10 working days, the SDS may opt to designate from among the school officials who can act as an officer-in-charge while waiting for the replacement/reinstatement. In consideration of the time element, the following guidelines shall apply:

1. Each school is required to establish an *annual succession matrix* based on item position to be submitted to the DO not later than the end of the first quarter of each year. Below is a sample.

Rank	Position	Name
1	Principal/School Head	
2	Assistant Principal	
3	Head Teacher V	
4	Head Teacher IV	
5	Head Teacher III	
6	Head Teacher II	
7	Head Teacher I	
8	Teacher III	
9	Teacher II	
10	Teacher I	

2. Personnel Section shall prepare designation order based on the succession matrix submitted by the school with vacant school head position for approval of the SDS.
3. At a school setting, when a position for a school personnel becomes vacant due to retirement, resignation, transfer or death, the school head shall do any of the following whichever is applicable while waiting for the position to be filled in. This is also applicable when anybody from the school is on leave of absence.
 - Handle the workload of the employee
 - Assign Department Head to perform the work of the employee (for secondary)

- Assign teacher with lesser load and with similar experience to perform the work of the employee
 - Distribute the workload to teachers with lesser loads
4. When a lone teacher in any school retires, resigns, transfers, or dies, the Public School District Supervisor/District-in-Charge shall immediately inform the DO the soonest time possible. To facilitate speedy action, the following shall apply:
- Each district is required to conduct annual ranking of teachers who signified their intention to handle a school and submit the result to DO.
 - Personnel Section shall prepare designation order based on the result of the District Ranking for the approval of SDS.
5. In case a non-teaching personnel is on leave of absence for at least 10 working days, the Section Head who will identify and recommend who will be given the tasks temporarily. The Personnel Section will issue a designation order approved by SDS.

X. DATA STORAGE

Pertinent documents shall be in the custody of the HRMPSB Secretariat. Printed copies shall be stored in a designated area while electronic copies shall be stored in an appropriate cloud drive, i.e. Google Drive, to be created for the purpose.

Printed documents shall be placed in envelopes appropriately labeled according to the classification (e.g. resolution, guidelines, memos, etc.) stored in properly labeled document file boxes/steel cabinet, arranged by year.

Electronic documents shall be stored in Google Drive with folders and sub-folders properly labeled according to classification (e.g. resolution, guidelines, memos, etc.) and arranged by year.

Documents submitted by applicants/candidates who are found qualified shall be kept by the Personnel Section while documents submitted by those who fail to qualify after the initial evaluation shall be immediately returned or shall otherwise be disposed of appropriately.

Documents of qualified applicants/candidates who were not considered for appointment shall be kept for a period not exceeding one (1) year before the same shall be stored in a designated area up until the disposal thereof in accordance with the guidelines on document disposal.

XI. GUIDELINES ON POST OPEN RANKING FEEDBACK

In order to clear all possible doubts emanating from the selection of applicants and to give equal opportunity to all candidates in the open ranking to verify pertinent documents submitted, these guidelines on Post Open Ranking Feedback can be used to clarify issue/s unknown to the HRMPSB.

The verification form (*Annex O*) shall be filed within three (3) workings days reckoned from the open ranking schedule to any member of the HRMPSB for verification purposes only. The form must be filled out completely and signed by the concerned candidate. Any verification form submitted beyond the prescribed period shall no longer be given due course.

The HRMPSB shall act with utmost consideration on the verification request and resolve the matter within fifteen (15) working days from receipt of the verification form.

The HRMPSB reserves all the rights to safeguard the information gathered after the verification and shall nonetheless appropriately act on the application of the candidate based on available proof gathered after verification, without prejudice to the institution of appropriate disciplinary action, if warranted.

Fully accomplished verification forms submitted by the candidate to the HRMPSB shall be kept confidential and shall be treated with utmost confidentiality to prevent possible animosity among the candidates. The verification request and result shall be properly placed in the custody of the HRMPSB Secretariat in accordance with the provisions of the Data Privacy Act of 2012 (RA 10173).

Annex B Background Investigation Form



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

BI Form No. 1 (February 2023)

DESCRIPTIVE BACKGROUND INVESTIGATION REPORT

(Interview at least 3 individuals for each candidate)

Date Conducted	
Name of Candidate	
Date of Birth	
Current Position	
Position Applied For	
Respondent	
Position/ Designation	

Rating Scale:
5 – Outstanding : 4 – Very Satisfactory : 3 – Satisfactory : 2 – Unsatisfactory : 1 – Poor

Please rate the candidate in the following areas using the rating scale provided. To determine the Weighted Rating, multiply the Rating provided with the corresponding Weight Allocation. The Final Weighted Rating is computed by getting the sum of the weighted ratings in all the areas.

Description and Weight Allocation	Rating	Weighted Rating
1. Dedication/Commitment (50%)		
Comments/Remarks:		
2. Human Relations (20%)		
Comments/Remarks:		



Pangl, Ipil, Zbga. Sibugay
(062) 333-5492
zamboanga.sibugay@deped.gov.ph
depedzamboangasibugay.ph



Description and Weight Allocation	Rating	Weighted Rating
3. Honesty/Integrity (20%)		
Comments/Remarks:		
4. Punctuality (5%)		
Comments/Remarks:		
5. Attendance (5%)		
Comments/Remarks:		
FINAL WEIGHTED RATING		

Background Investigator
(Signature over Printed Name)

Date: _____

ZS-DM-SGOD-HRD-2022-09-____
AMG-20220908

Enclosures:

References: DepEd Order No. 2, s. 2015
DepEd Order No. 25, s. 2020
DepEd Order No.

DepEd Order no. 24, s. 2020
DepEd Order No. 42, s. 2017

To be included in the perpetual index under the subject:

PERFORMANCE OPCRf



Republic of the Philippines
Department of Education
 REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

BI Form No. 2 (February 2023)

CONSOLIDATED BACKGROUND INVESTIGATION REPORT

Name of Candidate	
Current Position	
Position Applied For	

DESCRIPTION AND WEIGHT ALLOCATION	WEIGHTED RATING			
	Respondent 1	Respondent 2	Respondent 3	Average
1. Dedication/Commitment (50%)				
2. Human Relations (20%)				
3. Honesty/Integrity (20%)				
4. Punctuality (5%)				
5. Attendance (5%)				
FINAL WEIGHTED AVERAGE RATING				

Background Investigator
 (Signature over Printed Name)

Date: _____



Pangl, Ipil, Zbga. Sibugay
 (062) 333-5492
 zamboanga.sibugay@deped.gov.ph
 depedzamboangasibugay.ph



Annex C

Template: HRMPSB Resolution

**Human Resource Merit Promotion and Selection Board
(HRMPSB)**

**Evaluative Assessment for the
Position of Administrative Officer II**

Number: 001-2022

x-----x

Promulgated:

RESOLUTION

WHEREAS, the Department of Budget and Management issued the Notice of Organization, Staffing and Compensation Action (NOSCA) with NOSCA No. 0902021-08-008 for the creation of an **Administrative Officer II SG-11**, position in DepEd Zamboanga Sibugay;

WHEREAS, the Plantilla Item No. for the said position in this Division is **ADO2-570057-2021 to ADO2-570104-2021**.

WHEREAS, upon receipt of notice of the said approval of the newly created position, the Division of Zamboanga Sibugay caused the publication of the said position on October 11, 2021, in accordance with *Republic Act No. 7041* or the Publication Law and the *2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA)*, Revised July 2018;

WHEREAS, the Personnel Section thereafter commenced the conduct of initial assessments of applicants and next-in-rank incumbents, among other things;

WHEREAS, the Division Human Resource Merit Promotion and Selection Board (HRMPSB) convened and henceforth proceeded with its evaluative assessments for the said positions, which assessments included written tests and Behavioral Event Interview in accordance with the existing DepEd Orders.

WHEREAS, there were 100 (one hundred) candidates who were assessed, of whom only two (2) have been found to have met all the competencies required of the position as follows:

WHEREFORE, the Board **RESOLVES**, as it hereby **RESOLVED**, to endorse the foregoing list of candidates, who as the HRMPSB assessed, has fully met the qualifications prescribed for the position of *Administrative Officer II* in the *Division of Zamboanga Sibugay*, and submits the same to the appointing authority of DepEd - ZSibugay for her consideration and selection.

RESPECTFULLY SUBMITTED.

Signed:

RENZ ROY A. RAMOS
HRMO II

GRACE R. JUGNO
AO V – Admin

EVELYN F. IMPORTANTE
OIC – CID Chief

ALMA FRAULEIN M. GARCIA
SEPS – HRD

OLIVER B. TALAOC
Chief SGOD

AURELIO A. SANTISAS
HRMPSB Chairman

Annex D Template: Publication (With parenthetical title)

CS Form No. 5
Series of 2017

Republic of the Philippines
Department of Education
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of (Department of Education - Zamboanga Sibugay) in the CSC website:

DR. JEANELYN A. ALEMAN,
Schools Division Superintendent

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					P. Ass.
					Education	Training	Experience	Eligibility	Competency (if applicable)	

Qualified Applicants to include persons with disability (PwDs), persons with limited mobility (PLM), pregnant women and members of the LGBTQA+ for Teaching Positions is based on Registry of Qualified Applicants (RQA) SY 2020-2021 in accordance with DepEd Order No. 7 & 22, 2015 Hiring Guidelines for Teacher I positions (Kindergarten to Junior High School)Promotion (Deped 42, s. 2007 and DepEd 42, s. 2007. Attach the following documents to the application letter and send to the address below not later than March 02, 2023.

1. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
2. Duly accomplished Personal Data Sheet (PDS) with work experience and with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of certificate of eligibility/rating/license/ID
4. Photocopy of scholastic/ academic record, such as but not limited to Transcript of Records (TOR) and Diploma.
5. Photocopy of Service Record or Certificate of Employment, if applicable.
6. Certificate of Trainings, Outstanding Accomplishments (Employee Awards / Certification, Researches, Innovations, Publications and Resource Speakership).
7. Photocopy of Performance rating covering one (1) year performance, if applicable;
8. Omnibus Sworn Statement;
9. Checklist of Requirements; and
10. Other documents as may be required.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RENZ ROY A. RAMOS
Human Resource Management Officer II
DepEd, Inc., Zamboanga Sibugay
personnel.zamboangasibugay@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Annex E Template: Recruitment Plan

RECRUITMENT PLAN

I.	Position to be filled	
II.	Place of Assignment	
III.	Brief Description of the General Function of the Position	
IV.	Required Competencies	
V.	Date of Publication	
VI.	Mode of Publication	
VII.	Last day of submission of application documents	
VII	Target date of completion of assessment	
I.		
IX.	Initial date of written examinations	
X.	Initial date/s of HRMPSB assessment and deliberations	
XI.	Budget (Publication to Deployment)	
XII.	Target date/s of BEIs, if necessary	
XII	Target date of submission of assessment results to appointing authority	
I.		

Prepared by:

RENZ ROY A. RAMOS
HRMO

Date: _____

☐ APPROVED / ☐ DISAPPROVED:

AURELIO A. SANTISAS

Date: _____
HRMPSB Chair

Noted:

DR. JEANELYN A. ALEMAN, CESO VI

Date: _____
Appointing Authority

Annex F	<p>Template: Letter to Qualified Applicants with Individual Assessment Results</p> <p>Date:</p> <p>Mr. Juan D. Dela Cruz African Daisy, Pangi, Ipil, Zamboanga Sibugay</p> <p>Dear Dela Cruz,</p> <p>Please be informed that after the initial evaluation of your qualifications vis-à-vis the qualification standards of the position you applied for [insert position applied for], the following are the results:</p> <table border="1"> <thead> <tr> <th>Position Applied for</th> <th>QS of the Position</th> <th>Your Qualifications</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td rowspan="4">[Position]</td> <td>Education:</td> <td></td> <td>Qualified</td> </tr> <tr> <td>Experience:</td> <td></td> <td>Qualified</td> </tr> <tr> <td>Training:</td> <td></td> <td>Qualified</td> </tr> <tr> <td>Eligibility:</td> <td></td> <td>Qualified</td> </tr> </tbody> </table> <p>In this connection, you are hereby advised to report to [insert place of assessment] on [insert date of assessment] for the next stage of the selection process.</p> <p>Thank you.</p> <p>Very truly yours,</p> <p>Renz Roy A. Ramos HRMO II</p>				Position Applied for	QS of the Position	Your Qualifications	Remarks	[Position]	Education:		Qualified	Experience:		Qualified	Training:		Qualified	Eligibility:		Qualified
	Position Applied for	QS of the Position	Your Qualifications	Remarks																	
[Position]	Education:		Qualified																		
	Experience:		Qualified																		
	Training:		Qualified																		
	Eligibility:		Qualified																		

Annex G	Template: Letter to Non-qualified Applicants with Individual Assessment Results Date:																				
	Mr. Juan D. Dela Cruz African Daisy, Pangi, Ipil, Zamboanga Sibugay Dear Dela Cruz, Please be informed that after the initial evaluation of your qualifications vis-à-vis the qualification standards of the position you applied for [insert position applied for], the following are the results:																				
	<table border="1"> <thead> <tr> <th>Position Applied for</th> <th>QS of the Position</th> <th>Your Qualifications</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td rowspan="4">[Position]</td> <td>Education:</td> <td></td> <td>Disqualified</td> </tr> <tr> <td>Experience:</td> <td></td> <td>Disqualified</td> </tr> <tr> <td>Training:</td> <td></td> <td>Disqualified</td> </tr> <tr> <td>Eligibility:</td> <td></td> <td>Disqualified</td> </tr> </tbody> </table>	Position Applied for	QS of the Position	Your Qualifications	Remarks	[Position]	Education:		Disqualified	Experience:		Disqualified	Training:		Disqualified	Eligibility:		Disqualified			
Position Applied for	QS of the Position	Your Qualifications	Remarks																		
[Position]	Education:		Disqualified																		
	Experience:		Disqualified																		
	Training:		Disqualified																		
	Eligibility:		Disqualified																		
	We regret to inform you that you cannot proceed to the next stage of selection process. We look forward to see you again in the future recruitment of this Office. Thank you. Very truly yours, Renz Roy A. Ramos HRMO II																				

<i>Annex I</i>	<i>Outstanding Accomplishments</i>
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Annex J Template: Written Test/Skills Test

Name: _____

Contact Number: _____

Address: _____

Total Score: _____

15 MULTIPLE CHOICE ITEMS

(grammar and vocabulary)

Read the sentences and fill in the blanks.

1. He wants to get a better _____ and earn more money.
a) employ b) job c) work d) employment
2. Managers set objectives, and decide _____ their organization can achieve them.
a) what b) how c) which d) because
3. Obviously, objectives occasionally _____ be modified or changed.
a) have to b) must to c) shouldn't d) ought
4. A defect can be caused _____ negligence by one of the members of a team.
a) by b) to c) at d) in
5. I _____ the piano since the age of five.
a) played b) am playing c) play d) have played
6. The unions now represent less _____ 10% of the French work force.
a) of b) in c) than d) then
7. _____ some employers oppose the very existence of unions, many theorists stress the necessity of unions.
a) Because b) Due to c) However d) Although
8. Managers who are ambitious are _____ -oriented managers.
a) socially b) success c) well d) non
9. Warning! No unauthorized personnel _____ this point.
a) about b) from c) beyond d) on
10. You won't be allowed into the club _____ you wear a suit and tie.
a) if b) unless c) whether d) apart
11. As long as _____ have needs that need to be represented they'll need trade unions.
a) employees b) employers c) managers d) partners
12. Market leaders usually want to _____ their market share even further, or at least to protect their current market share.
a) decrease b) dominate c) increase d) establish
13. We haven't had _____ news from our agent.
a) some b) any c) no d) none
14. A recent survey identified the UK as _____ place in Europe to buy a car.
a) most expensive b) the more expensive c) more expensive d) the most expensive
15. You _____ fly to Dover – there isn't an airport.
a) may b) can c) may not d) cannot

ESSAY QUESTIONS: Briefly explain the essay questions. (30mins)

1. Tell me an accomplishment you are most proud of:

2. What are your strength and weaknesses?

3. What is your dream job?

Annex K Template: Rating Form/Sheet

NON-TEACHING (LEVEL 1)

NAME : _____ POSITION : _____

PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS (15 points)

Candidates are to be rated on certain characteristics and traits which can be observed in a face-to-face interview. Among these traits with their corresponding weights are:

A. Human Relations (5points)

Maximum Points

- | | |
|--|-----------|
| 1 Adjusts to the variety of personalities, ranks and informal groups present in the organization | 1.0 _____ |
| 2 Internalizes work changes with ease and vigor | 1.0 _____ |
| 3 Accepts constructive criticisms objectively whether from his subordinates, peers and superior | 1.0 _____ |
| 4 Observes proper decorum in relating with superiors and peers | 1.0 _____ |
| 5 Takes the initiative to organize work groups, adopt procedures and standards in his own level | 1.0 _____ |


A. Decisiveness (5points)

- | | |
|--|-----------|
| 1 Thinks logically and acts accordingly | 1.0 _____ |
| 2 Considers alternatives and recommends solutions when faced with problem situations | 1.0 _____ |
| 3 Gives convincing recommendations and suggestions | 1.0 _____ |
| 4 Acts quickly and makes the best decision possible | 1.0 _____ |
| 5 Exercises flexibility | 1.0 _____ |

A. Stress Tolerance (5points)

- | | |
|---|-----------|
| 1 Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. | 1.0 _____ |
| 2 Uses coping mechanisms to handle creatively tensions resulting from ones work | 1.0 _____ |
| 3 Controls negative manifestations of emotions | 1.0 _____ |
| 4 Performs satisfactorily his duties and functions in a tension-laden situation | 1.0 _____ |
| 5 Channels negative emotions to positive and constructive endeavours | 1.0 _____ |

GRAND TOTAL

	<div style="text-align: center;">  </div> <p>NON-TEACHING (LEVEL 1)</p> <p>Name : _____ Position : _____</p> <p style="text-align: center;">POTENTIAL 20 POINTS</p> <p>This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.</p> <p>the Personnel Selection Board/ Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 85%;">Communications Skills</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">4</td> </tr> <tr> <td></td> <td>Speaks and writes effectively in Filipino and English</td> <td></td> <td>_____</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Ability to present Ideas</td> <td></td> <td style="text-align: center;">4</td> </tr> <tr> <td></td> <td>Presents well organized and precise ideas with marked command of the language</td> <td></td> <td>_____</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Alertness</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Manifests presence of mind and awareness of the environment</td> <td></td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Judgement</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Demonstrate sound judgement</td> <td></td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Leadership Ability</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Influences others to do the task</td> <td></td> <td style="text-align: center;">4</td> </tr> </table> <p style="text-align: right; margin-top: 20px;">TOTAL POINTS _____</p> <p>In rating the candidates on the components of Potential and rater must follow/observe the following levels of competence and indicate the rating on the space provided for at the end of each question:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: left;">LEVEL</th> <th style="width: 85%;"></th> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;">POINT SCORE</th> </tr> </thead> <tbody> <tr> <td>Excellent</td> <td>- a standard of performance which cannot be improved by any circumstances or conditions</td> <td>_____</td> <td></td> </tr> <tr> <td>Good</td> <td>- a standard of performance above the average and meets all the Normal requirements of the position</td> <td>_____</td> <td></td> </tr> <tr> <td>Average</td> <td>- a standard of performance that meets the normal requirements to the higher position</td> <td>_____</td> <td></td> </tr> <tr> <td>Fair</td> <td>- a standard of performance which is within the normal requirements of the position but one that may be regarded as marginally or temporarily acceptable</td> <td>_____</td> <td></td> </tr> <tr> <td>Poor</td> <td>- a standard of performance regarded as very limited and wanting in quality and needs improvement</td> <td>_____</td> <td></td> </tr> </tbody> </table>	1	Communications Skills		4		Speaks and writes effectively in Filipino and English		_____	2	Ability to present Ideas		4		Presents well organized and precise ideas with marked command of the language		_____	3	Alertness				Manifests presence of mind and awareness of the environment		4	4	Judgement				Demonstrate sound judgement		4	5	Leadership Ability				Influences others to do the task		4	LEVEL			POINT SCORE	Excellent	- a standard of performance which cannot be improved by any circumstances or conditions	_____		Good	- a standard of performance above the average and meets all the Normal requirements of the position	_____		Average	- a standard of performance that meets the normal requirements to the higher position	_____		Fair	- a standard of performance which is within the normal requirements of the position but one that may be regarded as marginally or temporarily acceptable	_____		Poor	- a standard of performance regarded as very limited and wanting in quality and needs improvement	_____	
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NON-TEACHING (LEVEL 2)

NAME : _____ POSITION : _____

PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS (5 points)

Candidates are to be rated on certain characteristics and traits which can be observed in a face-to-face interview. Among these traits with their corresponding weights are:

	Maximum Points
A. Human Relations (2points)	
1 Adjusts to the variety of personalities, ranks and informal groups present in the organization	0.4 _____
2 Internalizes work changes with ease and vigor	0.4 _____
3 Accepts constructive criticisms objectively whether from his subordinates, peers and superior	0.4 _____
4 Observes proper decorum in relating with superiors and peers	0.4 _____
5 Takes the initiative to organize work groups, adopt procedures and standards in his own level	0.4 _____
A. Decisiveness (2points)	
1 Thinks logically and acts accordingly	0.4 _____
2 Considers alternatives and recommends solutions when faced with problem situations	0.4 _____
3 Gives convincing recommendations and suggestions	0.4 _____
4 Acts quickly and makes the best decision possible	0.4 _____
5 Exercises flexibility	0.4 _____
A. Stress Tolerance (1 points)	
1 Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.	0.2 _____
2 Uses coping mechanisms to handle creatively tensions resulting from ones work	0.2 _____
3 Controls negative manifestations of emotions	0.2 _____
4 Performs satisfactorily his duties and functions in a tension-laden situation	0.2 _____
5 Channels negative emotions to positive and constructive endeavours	0.2 _____
GRAND TOTAL	=====

NON-TEACHING (LEVEL 2)																																													
Name : _____	Position : _____																																												
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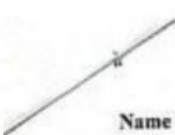
NAME : _____ POSITION : _____

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1 Adjusts to the variety of personalities, ranks and informal groups present in the organization	<u>0.4</u> _____
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GRAND TOTAL _____



Name : _____

Position : _____

POTENTIAL 5 POINTS

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

the Personnel Selection Board/ Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

- 1 Communications Skills**
Speaks and writes effectively in Filipino and English _____
- 2 Ability to present Ideas**
Presents well organized and precise ideas with marked command of the language _____
- 3 Alertness**
Manifests presence of mind and awareness of the environment _____
- 4 Judgement**
Demonstrate sound judgement _____
- 5 Leadership Ability**
Influences others to do the task _____

TOTAL POINTS _____

In rating the candidates on the components of Potential and rater must follow/observe the following levels of competence and indicate the rating on the space provided for at the end of each question:

LEVEL		POINT SCORE
Excellent	- a standard of performance which cannot be improved by any circumstances or conditions	1.0
Good	- a standard of performance above the average and meets all the Normal requirements of the position	0.8
Average	- a standard of performance that meets the normal requirements to the higher position	0.6
Fair	- a standard of performance which is within the normal requirements of the position but one that may be regarded as marginally or temporarily acceptable	0.4
Poor	- a standard of performance regarded as very limited and wanting in quality and needs improvement	0.2

Annex L Candidate's Feedback

Monitoring Tool to Determine the Efficiency of the Process / Procedure in Hiring of Non-Teaching Personnel

Directions: Listed are the indicators to determine efficiency of the process in hiring non-teaching personnel. Please honestly check the status of compliance in hiring of personnel for the position of: _____

No	Indicators	Complied?		Implementation
		Yes	No	
1	Publication of existing vacant item / position.			
2	Issuance of memorandum inviting interested applicants to submit documents to the personnel section.			
3	Acceptance of applicant's documents (application letter, TOR, License, Certificates, & etc.).			
4	Conduct of profiling of the applicants.			
5	Conduct initial evaluation on the pertinent documents to determine preliminary applicants who shall be subjected for PSB deliberation.			
6	Conduct of PSB-paper and pencil test.			
7	Conduct of PSB-Skills test.			
8	Conduct of PSB-Interview and Assessment.			
9	Preparation of comparative assessment result.			
10	Final review of HRM-PSB result.			
11	Approval of the SDS on the comparative assessment result.			
12	Timely posting of approved comparative assessment result.			
13	Plotting of personnel to the vacant position.			
14	Call for the submission of pertinent documents of the selected applicants.			
15	Preparation of assignment order.			
16	Issuance of Assignment Order.			
17	Conduct of 1-day On-Boarding (Orientation on the benefits, leaves, organizational structure, and etc.) to the hired personnel.			

Monitored / Assessed by : _____
 Position : _____
 Date : _____

Monitoring Tool to Determine the Efficiency of the Process / Procedure in Hiring of Teaching Personnel

Directions: Listed are the indicators to determine efficiency of the process in hiring of teaching personnel. Please honestly check the status of compliance in hiring for the position of: _____.

No	Indicators	Complied?		Imp
		Yes	No	
1	Publication of existing vacant item / position.			
2	Issuance of memorandum inviting interested applicant to submit documents to the school / District Office.			
3	Issued memorandum contained timelines on the schedule for preliminary evaluation on the pertinent documents of the applicants, demonstration, interview and the final assessment of documents.			
4	District sub-committee conducted appraisal of applicants documents.			
5	Conduct of the demonstration, interview, evaluation and prepare of initial ranking result in the district level			
6	District sub-committee submitted initial ranking result to the Division Office.			
7	Issue memorandum on the conduct of English Proficiency Test.			
8	Finalization of the RQA result.			
9	Approval of the SDS on the RQA result.			
10	Posting of RQA result.			
11	Plotting of assignment.			
12	Call for the submission of pertinent documents of the selected applicants.			
13	Preparation of assignment order.			
14	Issuance of Assignment Order.			
15	Conduct of 1-day On-Boarding (Orientation on the benefits, leaves, organizational structure, and etc.) to the hired personnel.			

Monitored / Assessed by : _____
 Position : _____
 Date : _____

Annex N

Customized points on Specific Criteria for Promotion of Teaching, Related Teaching and Non-Teaching Group Level 2

Criteria:

On Outstanding Accomplishments – Outstanding employee award (Top 5)

	Rank	Points Earned
Nominated in the District Awardee in the School	5	0.16
	4	0.32
	3	0.48
	2	0.64
	1	0.80
Nominated in the Division Awardee in the District	5	0.96
	4	1.12
	3	1.28
	2	1.44
	1	1.60
Nominated in the Region Awardee in the Division	5	1.76
	4	1.92
	3	2.08
	2	2.24
	1	2.40
Nominated in the Department of Education Awardee in the Region	5	2.56
	4	2.72
	3	2.88
	2	3.04
	1	3.20
Awardee in the National	5	3.36
	4	3.52
	3	3.68
	2	3.84
	1	4.0

Annex O
Document Verification Form

Date: _____

The Chairperson

Human Resource Merit and Promotion Selection Board (HRMPSB)

This Division

Sir/Madam:

The undersigned sincerely requests for the verification of the document/s presented during the open ranking held on _____ at the Conference Hall of this Division Office.

Title of document/s to be verified:

--

Owner of the document:

--

Reason/s for the request for verification (Please check appropriate box/es):

- ☐ Doubtful Certificate of Eligibility (License and Civil Service Eligibility)
- ☐ Doubtful National Certificate issued by TESDA and other issuing body
- ☐ Doubtful Clearance issued by the previous employer/Government entity
- ☐ Doubtful Transcript of Records (Undergrad, Masters and Doctorate)
- ☐ Doubtful Training Certificate/s and Certificate/s of Participation
- ☐ Doubtful/Altered Service Record
- ☐ Doubtful/Altered Designation Order
- ☐ Doubtful Research Output/Claimed Publication/Modules
- ☐ Doubtful Certificate Issued as Outstanding Employee or its equivalent
- ☐ Doubtful Certificate Issued as Resource Speaker

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 202_____ at Pangl, Ipil, Zamboanga Sibugay, Philippines.

Signature over Printed Name

Annex P

Customized Guidelines for Master Teacher Promotion

(MECS Order No.10 s 1979/MECS Order 29 s. 1979/DECS Order No. 70 s 1988)

GENERAL GUIDELINES

1. The allocation of Master Teacher positions in the Elementary and Secondary Level shall be in accordance with Item No. 6.3 of DECS Order No. 70, s. 1988.
2. Only those who are teaching shall be considered for the *Master Teacher* position. This includes teachers who besides providing special services/coordinatorship have regular teaching loads.
3. Master Teachers shall be selected on the basis of the enclosed criteria. Candidates for Master Teacher position must possess all the qualifications specified.
4. If there are not enough qualified teachers in the District to fill the number of positions allotted to it, the position may be filled by qualified teachers from other districts provided such teachers shall serve in the district where the *Master Teacher* positions have been allotted.

BASIC QUALIFICATIONS

Master Teacher I	Master Teacher II
<ol style="list-style-type: none"> 1. Permanent Teacher 2. Bachelor's degree for teachers or Bachelor's degree plus 18 professional units of Education and 18 units MA in Education or its equivalent. 3. Very Satisfactory performance for the last three (3) rating periods 4. At least 3 years teaching experience 5. At least 25 points in leadership potential or has been a demonstration teacher in the district level with a number of points plus 15 points in leadership to get the 25 points 	<ol style="list-style-type: none"> 1. Master Teacher 1 for at least 1 year 2. Bachelor's degree plus 18 professional units in Education, 24 units for Master's Degree in Education or its equivalent 3. Very Satisfactory rating as MT 1 and or aggregate VS rating for the last three (3) rating periods 4. At least 30 points in leadership potential and accomplishment or has been a demonstration teacher in the division level with points which when added to leadership and potential shall be equal to 30 points, provided activities and accomplishments listed for this purpose had not been credited or used for earlier promotion

Master Teacher III	Master Teacher IV
<ol style="list-style-type: none"> 1. <i>Master Teacher II</i> 2. <i>MA in Education or its equivalent</i> <p><i>The following are considered MA Equivalent:</i></p> <ol style="list-style-type: none"> a. <i>Bachelor's Degree for teacher or equivalent plus 20 years' experience and at least 20 units in MA.</i> b. <i>Bachelor's Degree for teacher or equivalent plus at least 20 graduate units</i> <ol style="list-style-type: none"> 3. <i>Very Satisfactory performance rating</i> 4. <i>At least 45 points in leadership and potential and achievements provided the activities and accomplishments cited for this purpose had not been credited in the earlier promotion</i> 	<ol style="list-style-type: none"> 1. <i>Master Teacher III</i> 2. <i>At least MA in Education</i> 3. <i>Outstanding Performance Rating as Master Teacher III</i> 4. <i>At least 60 points in leadership, potential and achievements provided these had not credited in the earlier promotion</i>

The requirement for Demonstration Teaching shall be, as follows:

- a. *Master Teacher I* – District Level Demo Teaching
- b. *Master Teacher II* – Division Level Demo Teaching
- c. *Master Teacher III* – Regional Level Demo Teaching
- d. *Master Teacher IV* – National Level Demo Teaching

A. LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS

1. Introduce any of the following which has been adopted or used by the school or district (20 points)
 - 1.1 All claims for criterion A shall be supported with proofs for validation, where applicable, or to attest effectiveness, utilization, or usefulness
 - 1.2 Each claim should be supported with an approved project proposal supported by evidence of data, data analysis prior to the implementation of the project, including its terminal project implementation report after the project is completed
 - 1.3 The project should have been acknowledged/noted or endorsed by the School Head/education program supervisors and duly recommended by the ASDS and approval approved by the SDS

- 1.4 Certification should be given by the School Head/PSDS on the project utilization, usefulness and effectiveness and should be corroborated by 5 teachers to attest the veracity of the claims
- 1.5 Anyone (1) of the following shall be given 20 points. For group claims, the points shall be divided equally among proponents. Points shall be
 - 1.5.1. A worthwhile Income Generating Project (IGP) for the pupils, for at least 2 years given recognition by higher officials in the Division.
 - a. *The IGP shall be for the learners*
 - b. *The IGP shall have been sustained or implemented for at least two (2) consecutive years with a minimum net income of Php5,000.00.*
 - c. *The terminal report should include among others how the income was generated, how much was generated and where the proceeds were used. This should be noted by the school heads or PSDS as the case maybe and corroborated by 5 teachers.*
 - d. *Fund raising activities are not considered as IGP.*
 - 1.5.2. Simplification of work as in reporting system, records keeping, monitoring, etc. or procedures for cost reduction.

This maybe result of Continuous Improvement (CI) project, research finding or an offshoot of results of comparative studies
 - 1.5.3. Curriculum and Instructional Materials
 - a. *Instructional Materials Development which shall require evidence of validation on content and its effective use in teaching learning process.*
 - b. *Supporting evidence of data, data analysis and statistical validation of its effect after implementation.*
 - 1.5.4. Effective Teaching Technique or Strategies
 - a. *This maybe an intervention program/technique or innovation/strategies developed based on results of a research finding.*
 - b. *Results of a research finding as basis for the intervention shall be included as supporting document.*

- 1.5.5. For group claims, the points shall be divided among proponents.
2. Served as subject coordinator or grade or grade/year level chairman for at least one (1) year or as adviser of school publication and not considered part of the regular teaching load *(12 points)*
 - 2.1. Coordinatorship or chairmanship/advisorship must be supported with documentary evidence such as:
 - a. *Official designation signed by the school head with terms of reference and statement that such coordinatorship/chairmanship is outside his/her regular teaching load.*
 - b. *Action Plan and Accomplishment Report noted certified by the School Head and corroborated by at least 5 teachers.*
 - c. *Subject coordinator in the different learning areas shall be credited provided supporting documents are complete including accomplishment reports noted by school heads/PSDS corroborated by 5 teachers.*
 - d. *For coordinator/grade or year level chairman/club adviser supporting shall include: designation order/memorandum*
 - e. *For school paper advisers there should be at least one (1) publication per year for two (2) years printed or mimeographed, where the name of the candidate is indicated as school paper adviser.*
 - 2.2. Subject coordinatorship and chairmanship and must be at least one (1) year while advisorship must be at least two (2) years. Such special assignments are not considered as part of teaching loads, otherwise it shall not be credited. A copy of the class program/master program shall be submitted as supporting document.
 - 2.3. For school paper advisers, there should be one (1) publication per year printed or mimeographed with the name of the candidate indicated as adviser.
3. Served as *Chairman* of a Special Committee such as curriculum study committee to prepare instructional materials, committee to prepare school programs and discharged the work efficiently *(12) points*
 - 3.1. Curriculum Study Committee may include work on innovations or intervention or enhancement program in different learning areas, e.g. assessment, monitoring and evaluation etc.

- 3.2. Committee to prepare instructional materials, development of assessment tools, questionnaires and test materials and quality assurance of instructional materials.
- 3.3. Committee to prepare School Program may include preparation of school/Teacher program of work schedule and special education program created to support DepEd CO/RO/DO programs which aims to improve school performance.
- 3.4. Supporting documents are as follows:
 - a. Designation as the Chairman of the committee
 - b. Committee Report/Accomplishment report
 - c. Copy of project/committee program
 - d. Certification from the school head and corroboration of at least five (5) teachers at the school.
4. Initiated or headed educational research duly approved by educational authorities (12 points)
 - 4.1. Initiated or headed action research
 - 4.2. Research proposal should have been acknowledged/noted/endorsed by the School Head/School Research Committee (SRC) reviewed by the Schools Division Research Committee (SDRC) and recommended by the Assistant Schools Division Superintendent and Schools Division Superintendent respectively
 - 4.3. Completed research should have a terminal-write up duly acknowledged and noted by the SDRC and recommended and approved by the ASDS and SDS respectively
 - 4.4. Research topic shall be aligned with Research Agenda of the CO/RO and SDO and according to level of governance.
 - 4.5. Research conducted for masters and doctorate program are not credited as they have been credited to the degree program.
 - 4.6. Credit points of 12 shall be given for individual research. For group claim, points shall be divided equally among the researchers, except for researchers funded by Basic Education Research Fund (BERF) in which case all members will receive twelve (12) points each.
5. *Coordinator of a Community Project on Activity or of a Program of another Agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fair, etc., for the last two (2) years (12 points)*

- 5.1 Community Project or Activity may include feeding program in the community health and wellness and nutrition program, agro-industrial fair, ecological/environmental preservation project, Rural Improvement Project, Community Literacy Program among others
- 5.2 The community project is not a school-based project but a community-based and sponsored by LGU or Barangay and other government agency and non-government organization.
- 5.3 Project or lead organizer shall be given 12 points; while a member of the project or program shall only receive seven (7) points.
- 5.4 Supporting documents shall be as follows:
 - a. *A designation as coordinator/project focal person/project proponent/chairman duly signed by the head/president of the agency or sponsor.*
 - b. *Project proposal/write-up and terminal accomplishment report for the project duly approved by approving authorities and approved/noted by ASDS/SDS.*
 - c. *A certification of commendation/recognition awarded to the proponent or member of the project may be included.*
6. Organized and managed in-service activity or other similar activities at least in the school level (12 points)
 - 6.1 The in-service activity shall mainly for the improvement of instructions and/or professional development of teachers based on the developmental needs. Participants to the INSET are teachers/School Heads/parents/community or a combination of both/ each group.
 - 6.2 Supporting documents are as follows:
 - a. *Training Design duly recommended and approved by the ASDS and SDS respectively.*
 - b. *Memorandum on the conduct of the INSET.*
 - c. *Certificate of Recognition/Commendation may be included*
 - d. *Certification of conduct of the INSET by the School Head corroborated by five (5) teachers.*
 - e. *Document shall clearly show that the claimant is the organizer/initiator and or program organizer of the INSET*

7. Credited with Meritorious Achievements (10 points)

This shall include the following:

- a. *Trainer or coach to contestant who received prizes, commendations or any form of recognition or placed 1st/2nd /3rd etc. in competition.*
- b. *Contestant is a bona-fide pupil/ student at the school.*
- c. *Contest maybe academic, socio-cultural, community activity or athletic competition, science, fair journalism etc. which are not part of a regular lesson or activity.*
- d. *Claim is supported by certificate of commendation or recognition where name of claimant as Coach is explicitly stated.*
- e. *Credit points shall be given for each win in any level but not to exceed 10 points.*
- f. *The point for the highest earned place shall be granted if wins are of the same events/activities.*
- g. *Credit points shall be given as follows:*

Level	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
National	10	8	6	4	3	2	1
Regional	7	6	5	4	3	2	1
Division/Provincial	5	4	3	2	1		
District/Municipal	4	3	2	1			
School	2	1.5	1				

- h. *Coordinator of BSP and GSP activities or Scouts which gained awards will be given points as follows.*

Level	Points
National	10
Regional	5
Division	3

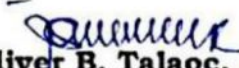
8. Authorship (10 Points)

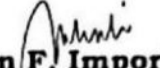
- 8.1 Authorship of a book, workbook, textbook, or module shall be considered when copyrighted.


- 8.2 Authorship of DepEd developed and produced materials shall be included when supporting documents are provided.
- a. Memorandum where name of candidate is included*
 - b. Final copy of the material as published*
- 8.3 Sole authorship of book, workbook and textbook in Module shall be given ten (10) points.
- 8.4 For co-Authorship, points shall be divided equally between or among the authors and writers.
- 8.5 Article published shall be granted one (1) point per article provided that:
- a. Article shall be published in a publication/paper/magazine of wide circulation (nationwide or regionwide or provincial wide)*
 - b. Article shall be educational or technical in nature.*

RECOMMENDING APPROVAL:

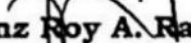
**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
(HRMPSB)**


Oliver B. Talaoc, EdD
Chief ES, SGOD



Evelyn F. Importante
OIC-Chief ES, CID

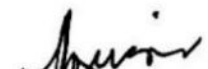

Grace R. Jugno
Administrative Officer V

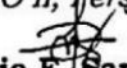

Alma Fraulein M. Garcia
SEPS, HRD



Renz Roy A. Ramos
AO IV, Personnel

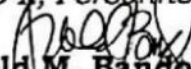
Secretariat:


Joshua Marco A. Bucayan
AO II, Personnel


Rommel L. Gustilo
AO II, Personnel


Rosalie F. San Diego
AO II, Personnel

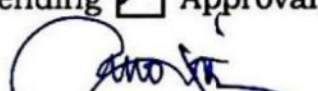

Ivy E. Advento
AO II, Personnel


Arnold M. Bandojo
AAVT, Personnel


Clint Daryll E. Dumajel
AA III, Personnel

(Signature over Printed Names)

Recommending ☒ Approval/ ☐ Disapproval:


AURELIO A. SANTISAS
OIC-ASDS/HRMPSB Chairman

☐ APPROVED / ☐ DISAPPROVED:


VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent



Regional Office IX

16 January 2024

SDS Virgilio P. Batan, Jr., CESO VI
Department of Education
Schools Division of Zamboanga Sibugay
Ipil, Zamboanga Sibugay

Dear **SDS Batan**:

We refer to the copy of your *Recruitment Selection and Placement Policy Guidelines* submitted to this Office for review and approval.

After a thorough evaluation of the aforesaid personnel mechanism, this Office finds that the same is in substantial compliance with the requirements under CSC Resolution No. 010114, CSC Memorandum Circular No. 3, s. 2001 and duly conforms with the 2017 Omnibus Rules on Appointments and Other Human Resource Actions under CSC Memorandum Circular No. 14, s. 2018 and is thus approved for implementation effective not earlier than 16 January 2024.

It is advised that a copy of this *Recruitment Selection and Placement Policy Guidelines* be duly posted on your bulletin board or in any other conspicuous places within the Schools Division to give it wide dissemination.

Thank you.

Very truly yours,


ALVIN R. ARANETA
Director IV

Bawat Kawani, Lingkod Bayani

CSC Action:

I have evaluated the herein agency *Recruitment Selection and Placement Policy Guidelines* and found it to be in accordance with the provision of CSC MC No. 03, s. 2001 and the 2017 ORA-OHRA, as amended and may now be implemented.


ALVIN R. ARANETA
Director IV

CSC Regional Director

JAN 16 2024

Date