Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. Gabriel M. Reyes St., Kalibo, Aklan

October 30, 2018

DIVISION MEMORANDUM
No. 369, s. 2018

SUBMISSION OF APPLICATION LETTER AND SUPPORTING DOCUMENTS FOR RANKING TO VACANT AND NEW ITEM POSITIONS IN THE DIVISION OF AKLAN

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary/Integrated Schools
All Others Concerned

1. This is to announce to the field that this office is accepting application letters and supporting documents to the following positions:

    a. Public Schools District Supervisor;
    b. Senior Education Program Specialist;
    c. School Principal I, II, and III;
    d. Head Teacher I, II, and III; and
    e. Administrative Assistant II and III

2. All interested and qualified applicants are advised to apply only to the position/s in which they are qualified. Enclosed are the Qualification Standards (QS) of the different positions for reference.

3. The deadline of submission will be on November 12, 2018, 5:00 P.M. at the Division Office receiving section.

4. All interested and qualified applicants are reminded of the following:

    a. For applicants applying to more than one position, they should submit complete documents in separate folders for each position being applied for;

    b. The documents in the folder should follow the sequence, with proper side labels/tabs, to facilitate the evaluation process. Refer to the issuances shown in the table below for the supporting documents to be submitted.

Position	Reference
Public Schools District Supervisor	DepEd Order No. 66, s. 2007
Senior Education Program Specialist	DepEd Order No. 66, s. 2007
School Principal I, II, and III	DepEd Order No. 42, s. 2007
Head Teacher I, II, and III	DepEd Order No. 42, s. 2007
Administrative Assistant II and III	DepEd Order No. 66, s. 2007

"May katawhayan ag kalipayan sa among mga escuelahan."

5. The schedule of interview will be announced in a separate memorandum.

6. Immediate and wide dissemination of the contents of this memorandum is highly enjoined.

Dr. SALVADOR O. OCHAVO, JR., CESO VI
Schools Division Superintendent

Enclosures: As stated
Reference: D.O. 66, s. 2007, D.O. 42, s. 2007
To be indicated in the Perpetual Index
Under the following subject:

QUALIFICATIONS

SOO/jrn

Republic of the Philippines
Department of Education

02 MAY 2016

DepEd ORDER
No. 26 s. 2016

REVISED QUALIFICATION STANDARDS (QS) FOR THE POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Civil Service Commission (CSC) has approved the Qualification Standards (QS) for the position of Public Schools District Supervisor (Salary Grade 22) in the Department of Education (DepEd) based on the Resolution No. 1600324 dated March 29, 2016 as follows:

Education	:	Master's Degree in Education or other relevant Master's Degree;
Experience	:	Five years cumulative experience in instructional supervision and school management;
Training	:	Sixteen hours of relevant training; and
Eligibility	:	Republic Act No. 1080 (Teacher)

2. The modification to the existing QS for the abovementioned position is anchored on the functions of the position pursuant to RA 9155, otherwise known as *Governance of Basic Education Act of 2001* and the approved Rationalization Plan of the Department.

3. Subsequent appointees to said position should meet the requirements stated in the enclosed newly approved QS, subject to the guidelines on the appointment and promotion of other teaching, related teaching, and non-teaching positions.

4. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT	POLICY
CHANGE	QUALIFICATIONS
OFFICIALS	STRAND: Governance and Operations
PROMOTION	

SMA, DO Revised Qualification Standards (Public Schools District Supervisor)
0268, April 8/19, 2016

(Enclosure to DepEd Orer No. 26, s. 2016)

Republic of the Philippines
CIVIL SERVICE COMMISSION
Para sa taumBAYAN

QUALIFICATION STANDARDS
Re: Amended; Public Schools District Supervisor Position, Department of Education

X----------X

NOTICE OF RESOLUTION

Sir/Madam:

The Commission promulgated on **March 29, 2016 Resolution No. 1600324** on the above-cited matter, copy attached. Its original is on file with this Commission.

March 30, 2016.

Very truly yours,

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Copy furnished:

Undersecretary Rizalino D. Rivera
Department of Education
DepEd Complex, Meralco Avenue
1600 Pasig City

Director II Dick N. Echavez
Civil Service Commission Field Office – Makati
7/f Building 2, Makati City Hall
Poblacion
1200 Makati City

Director IV Judith D. Chicano
Civil Service Commission - National Capital Region
No. 25 Kaliraya St., Banawe
1100 Quezon City

cslo/SSD/SRP/vcc

DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR GOVERNANCE AND OPERATIONS
RECEIVED
By:
Doc #:
Date: Time:

Republic of the Philippines
CIVIL SERVICE COMMISSION
Para sa taum BAYAN

QUALIFICATION STANDARDS
Re: Amendment; Public Schools District Supervisor Position, Department of Education

Number: 1600324

Promulgated: 29 MAR 2015

x----------x

RESOLUTION

Rizalino D. Rivera, Undersecretary, Department of Education (DepEd) submitted to the Commission for approval the following amended Qualification Standards (QS) for the Public Schools District Supervisor (PSDS) position in the DepEd:

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	Master's degree in Education or other relevant master's degree	5 years cumulative experience as Master Teacher, Head Teacher or Principal	16 hours of relevant training	RA 1080 (Teacher)/ PBET

In his letter request dated 10 June 2015, Undersecretary Rivera mentioned that PSDS, a unique position in the DepEd, has QS approved by then CSC-NCR Director Nelson L. Acebedo on 19 June 1996 where the minimum qualification requirements are the following:

Education : Master's in Education or its equivalent

Experience : Two (2) years as Elementary School Principal III or
Four (4) years as Elementary School Principal II

Training : 16 hours of relevant training

Eligibility : PBET; Teacher

Moreover, Undersecretary Rivera underscored that DepEd *"is currently implementing the Rationalization Program which was approved by the Department of Budget and Management in November 2013. xxx In the rationalized structure, the Schools Division Office will have two (2) functional divisions, Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD). The PSDS will be part of the CID."*

Under the 1997 Revised Qualification Standards Manual, the PSDS position is further classified into three (3) types which have the following QS:

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor - *(Elementary Grades)*	19	Bachelor's degree in Elementary Education (BSEED) or its equivalent	2 years of relevant experience	8 hours of relevant training	PBET/ Teacher/ RA 1080

Certified True Copy:

SEYMOUR B. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor - *(Secondary Grades)*	19	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education	2 years of relevant experience	8 hours of relevant training	PBET/ Teacher/ RA 1080
Public Schools District Supervisor - *(Vocational and Two Years Technical Courses)*	19	Bachelor's degree in the field of specialization or its equivalent with at least eighteen (18) units in professional education	2 years of relevant experience	8 hours of relevant training	PBET/ Teacher/ RA 1080

Under DBM-DepEd Joint Circular No. 1, s. 2003 dated November 3, 2003, there was a two-stage salary grade adjustment for PSDS, Education Supervisor I and II positions. Thus, the PSDS position was upgraded from SG-19 to SG-20 in July 2003 and SG-21 in July 2004. Under National Budget Circular No. 521 dated July 1, 2009, the PSDS position was reallocated from SG-21 to SG-22.

Item D (Schools District Level), Section 7 (Power, Duties and Functions) Chapter I (Governance of Basic Education) of RA No. 9155, which is also known as *"Governance of Basic Education Act of 2011"*, provides for the following duties and responsibilities of the PSDS:

> *"The schools district supervisor shall be responsible for:*
>
> *(1) Providing professional and instructional advice and support to the school heads and teachers/facilitators of schools and learning centers in the district or cluster thereof;*
>
> *(2) Curricula supervision; and*
>
> *(3) Performing such other functions as may be assigned by proper authorities."*

Moreover, Item C (5) Division Level of the same law states that district supervisors are considered subject area specialists, to wit:

> *"(5) Ensuring compliance of quality standards for basic education programs and for this purpose strengthening the role of division supervisors as subject area specialists;"*

Undersecretary Rivera further added that *"the PSDS shall be assisting the SGOD in supporting the schools and learning center to provide the conducive learning environment for all types of learners."*

Certified True Copy

SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

The Position and Competency Profile of the PSDS which is provided by the DepEd states that the PSDS position *"is responsible for providing relevant and timely service to schools and learning centers through:*

- *"the conduct of instructional supervision;*
- *"provision of technical assistance in school management and curriculum implementation;*
- *"establishing a conducing physical environment for learners and school workers;*
- *"sustaining strong and harmonious partnerships and collaboration among stakeholders."*

While the Commission notes that the Administrative Code of 1987 provides that the education requirement for second level positions in the Career Service to be at least four (4) years of collegiate work, R.A. No. 9155 instructs as provided above that the PSDS be empowered as subject area specialists tasked to provide professional and instructional advice to school heads and teachers. In light of the foregoing, the Commission finds that a Master's Degree is warranted as minimum education requirement for the position.

In addition, **Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292** provides that:

> *(2) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office." (underscoring supplied)*

Paragraph 3, Item No. 2, Part I – General Policies of CSC Resolution No. 030962 dated September 12, 2003 provides that *"Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."*

Further evaluation of the above proposed QS for the PSDS position shows that the experience requirement is based on the cumulative experience gained in holding specific position titles in public schools. This is consistent with the ladderized career progression of teaching personnel adopted in the Department. However, the proposed experience requirement limits the recruitment within the Department and precludes those coming from private schools who may have similar work experience but do not necessarily have the same or similar position titles. In effect, it impedes the competition for said career position that should be open for those inside and outside the service.

Given the foregoing, the Commission deemed it essential that the proposed experience requirement for the PSDS position be modified to specifically state the nature of work experience predictive of able performance of the duties and responsibilities of the position (e.g. 5 years cumulative experience in curricula supervision, school administration and/or instruction advice/support). Thus, in a letter dated January 11, 2016, Undersecretary Rivera acceded and proposed the revised experience requirement for the subject position to read as "5 years cumulative experience in instructional supervision and school management."

It should be noted, however, that the amended QS for the PSDS position in the DepEd shall be applied to promotional or regular appointments to residual vacant PSDS positions after placement to comparable positions or after the implementation of the DBM-approved Rationalization Plan. This is consistent with the provisions of CSC MC No. 3, s. 2014

Certified True Copy:

SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

(Clarification on the Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plans of Agencies.)

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the following amended qualification standards for the Public Schools District Supervisor position in the Department of Education:

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)

The Commission **FURTHER RESOLVES** that the amended qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other personnel actions for the subject position in the Department of Education after the implementation of the DBM-approved Rationalization Plan.

Copies of this resolution shall be disseminated to the Civil Service Commission Regional and Field Offices concerned.

Quezon City.

ALICIA dela ROSA-BALA
Chairperson

ROBERT S. MARTINEZ
Commissioner

NIEVES L. OSORIO
Commissioner

Attested By:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Certified True Copy:

SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
Office of the Secretary

JUL 04 2007

RECEIVED BY DepED
Date 12 JUL 2007

THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS

To Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1 The Guidelines on the Selection, Promotion and Designation of School Heads were promulgated under DepED Order No. 85, s. 2003 in pursuance to EA 7158 on the basis of merit, competence, fitness and equality.

2 To further achieve the principles of merit and fitness, and strengthen the selection process for School Heads, several significant revisions are hereby adopted

3 Immediate dissemination of and compliance with this Order is directed.

JESLI A. LAPUS
Secretary

Encls:
As stated

Reference:
DepED Order: (No. 85, s. 2003)

Allotment: (DO 50 '07

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
POLICY
PROMOTION

THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS

I. LEADERSHIP FRAMEWORK

There shall be a school head for all public elementary and secondary schools or a cluster thereof, pursuant to Section 6.1, Rule VI of the Implementing Rules and Regulations of Republic Act No. 9155 (Governance of Basic Education Act of 2001). A school head is a person responsible for the administrative and instructional supervision of the school or cluster of schools. As such, a school head is expected to possess the following leadership dimensions:

1. **Educational Leadership** is the ability to craft and pursue a shared school vision and mission, as well as develop and implement curriculum policies, programs and projects.
2. **People Leadership** is the ability to work and develop effective relationships with stakeholders and exert a positive influence upon people.
3. **Strategic Leadership** is the ability to explore complex issues from a global perspective, manage an educational enterprise and maximize the use of resources.

II. BASIC POLICIES

In addition to those stated in the Merit Selection Plan (MSP), the following basic policies shall be adopted.

1. Applicants to Principal I position must pass a qualifying test. He/she must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III.

   1.1 The test shall evaluate the applicants in terms of the three (3) leadership dimensions to measure executive and managerial competence. It may consist of paper and pencil, simulation and other modes.

   1.2 The test shall be developed by the National Educator's Academy of the Philippines (NEAP) in coordination with the National Education Testing and Research Center (NETRC).

   1.3 The Regional Office shall simultaneously administer the test once a year in designated venues.

2. The appointment of a school principal shall be non-station specific.

3. Any vacancy for Principal position shall be open to all qualified candidate from within and outside the division where the vacancies exist.

4. The Schools Division Superintendent shall designate Teachers-In-Charge in schools without Principal items.

   To become a Teacher-In-Charge, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office.

5. Assignment of Head Teachers shall be one per subject area with priority on the core subject areas, namely: English, Math, Science, Filipino and Araling Panlipunan.

III. COMPUTATION OF POINTS

Specific points are assigned for each criterion in the ranking for Head Teacher/Principal positions, as follows:

Criteria	***Maximum No. of Points***
Performance Rating	30
Experience	10
Outstanding Accomplishments	30
Education and Training	20
Potential	5
Psychosocial Attributes and Personality Traits	5
TOTAL	**100**

A. Performance Rating (30 points)

The performance rating of the appointee for the last three (3) rating periods prior to screening should be at least Very Satisfactory. The average of the numerical ratings shall be given points as follows:

Numerical Rating	***Points***
9.4 - 10	*30*
8.7 - 9.3	*25*
8.0 - 8.6	*20*
7.3 - 7.9	*15*
6.6 - 7.2	*10*

B. Experience (10 points)

Experience must be relevant to the duties and functions of the position to be filled, with every year given a point but not to exceed ten (10) points. Every month of service in excess of one year shall be given corresponding point.

Example: 1 yr. & 5 mos. 1 5/12 = 1.4 points
5 yrs. & 11 mos. 5 11/12 = 5.9 points

C. Outstanding Accomplishments (30 points)

a. Outstanding Employee Award (5 points)

Awardee in the school	- 1 pt.
Nomination in the division/awardee in the district	- 2 pts.
Nomination in the region/awardee in the division	- 3 pts.
Nomination in the Department/awardee in the region	- 4 pts.
National awardee	- 5 pts.

b. Innovations (5 points)

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

1. Conceptualized	- 1 pt.
2. Started the implementation	- 2 pts.
3. Fully implemented in the school	- 3 pts.
4. Adopted in the district	- 4 pts.
5. Adopted in the division	- 5 pts.

c. Research and Development Projects (10 points)

Action research conducted in the school level	- 6 pts.
Action research conducted in the district level	- 8 pts.
Action research conducted in the division level	- 10 pts.

d. Publication/Authorship (5 points)

Articles published in a journal/newspaper/magazine of wide circulation (per article but not to exceed 4 pts.)	- 2 pts.
Co-authorship of a book (shall be divided by the number of authors)	- 4 pts.
Sole authorship of a book	- 5 pts.

e. Consultant/Resource Speaker in Trainings/Seminars/ Workshops/Symposia (5 points)

District level	- 1 pt.
Division level	- 2 pts.
Regional level	- 3 pts.
National level	- 4 pts.
International level	- 5 pts.

D. Education and Training (20 points)

a. Education (10 points)

Complete Academic Requirements for Master's Degree	- 6 pts.
Master's Degree	- 7 pts.
Complete Academic Requirements for Doctoral Degree	- 9 pts.
Doctoral Degree	- 10 pts.

b. Training (10 points)

Participant in a specialized training - 10 pts.

e.g. Scholarship Programs, Short Courses, Study Grants shall be given one (1) point for every month of attendance but not to exceed ten (10) points.

Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:

District Level	- 2 pts.
Division Level	- 4 pts.
Regional Level	- 6 pts.

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

National Level	- 8 pts.
International Level	- 10 pts.

Chair/Co-chair in a technical/planning committee

District Level	- 2 pts.
Division Level	- 4 pts.
Regional Level	- 6 pts.
National Level	- 8 pts.
International Level	- 10 pts.

E. 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. Communication Skills Speaks and writes effectively in Filipino and English.	- 1 pt.
2. Ability to Present Ideas Presents well-organized and precise ideas with marked command of the language used.	- 1 pt.
3. Alertness Manifests presence of mind and awareness of the environment.	- 1 pt.
4. Judgment Demonstrates sound judgment.	- 1 pt.
5. Leadership Ability Influences others to do the tasks for him.	- 1 pt.

F. Psychosocial Attributes and Personality Traits (5 points)

This 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.

a. Human Relations (2 pts.)

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization	- 0.4 pt.
2. Internalizes work changes with ease and vigor	- 0.4 pt.
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors	- 0.4 pt.
4. Observes proper decorum in relating with superiors and peers	- 0.4 pt.
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level	- 0.4 pt.

b. Decisiveness (2 pts.)

1. Thinks logically and acts accordingly	- 0.4 pt.
2. Considers alternatives and recommends solutions when faced with problem situations	- 0.4 pt.
3. Gives convincing recommendations and suggestions	- 0.4 pt.
4. Acts quickly and makes the best decision possible	- 0.4 pt.
5. Exercises flexibility	- 0.4 pt.

c. Stress Tolerance (1 pt.)

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.	- 0.2 pt.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.	- 0.2 pt.
3. Controls negative manifestations of emotions.	- 0.2 pt.
4. Performs satisfactorily his duties and functions in a tension-laden situation.	- 0.2 pt.
5. Channels negative emotions to positive and constructive endeavors.	- 0.2 pt.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. SANCTIONS

Anyone found guilty of violating the provisions of these revised guidelines or parts thereof shall be dealt with accordingly.

VI. EFFECTIVITY

The provisions of this Order shall take effect immediately.

JESLI A. LAPUS
Secretary

390-2

Republic of the Philippines
Department of Education

DepED

JUN 15 2007

DepED O R D E R
No. 39, s. 2007

MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS OF HEAD TEACHERS AND PRINCIPALS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under Resolution No. 070520 dated March 19, 2007 has approved further modification to the Qualification Standards (QS) for Head Teachers and Principals in the elementary and secondary schools.

2. The modified Qualification Standards for the positions of Head Teacher I to III and Principal I to IV (for elementary level); Head Teacher I to VI and Principal I to IV (for secondary level) of this Department shall take effect immediately.

3. Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship test for aspirants to Principal I positions.

4. All other existing issuances which are inconsistent herewith are deemed repealed or amended.

5. For your guidance and compliance.

JESLI A. LAPUS
Secretary

Reference: DepED Order: No. 20, s. 2005
and 48, s. 2004
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
TEACHERS

Reformatted by: Maricar/Sally - Modified QS HT & Principal
05-04-07/comp. madel

(Enclosure No. 1 to DepED der No. 39, s. 2007)

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools						
Principal I	18	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
For Secondary Schools						
Principal I	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

/billy/personnel/QS

(Enclosure No. 2 to DepE Order No. 39, s. 2007)

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools:						
Head Teacher I	13	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
For Secondary Schools:						
Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)

/billy/personnel/QS

Republic of the Philippines
Department of Education

DepED
DEPARTMENT OF EDUCATION

Tanggapan ng Kalihim
Office of the Secretary

SEP 17 2007

DEPED O R D E R
No. 66, s. 2007

REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

To : Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepED Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".

2. To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, significant revisions are hereby adopted.

3. Immediate dissemination of and compliance with this Order is directed.

JESLI A. LAPUS
Secretary

Encl.: As stated
Reference: DepED Order: (No. 54, s. 1993)
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

(Enclosure to DepED Order No. **66** s. 2007)

GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

These guidelines shall apply to the appointment and promotion of Teaching and Related Teaching Group such as: Teacher II and III; Education Supervisor I, II and III; Chief Education Supervisor, Education Program Specialist I and II, Senior Education Program Specialist, Chief Education Program Specialist, Guidance Counselors, Guidance Coordinators and other teaching and related teaching positions indicated in the Magna Carta for Public Schools Teachers, except School Heads – Principals and Head Teachers; and all Non-Teaching Group.

I. PROCEDURE

The HRMO/In-Charge of Personnel shall:

1. Publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Officers)

2. Announce vacant position/s to be filled and post in at least three (3) conspicuous places in the DepED offices/schools concerned for at least fifteen (15) working days.

3. List applicants for the vacant position/s, both from inside and outside of DepED offices/schools.

4. Conduct preliminary evaluation of the qualifications of all applicants.

   Require original candidates/appointees to undergo Psychological tests done by accredited institution, or as may be necessary.

5. Prepare selection line-up which shall reflect the qualifications of candidates.

6. Post in three (3) conspicuous places in DepED offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

7. Notify all applicants of the outcome of the preliminary evaluation.

8. Submit the selection line up to the PSB/C for deliberation en banc.

The Personnel Selection Board (PSB) shall:

9. Evaluate and deliberate the qualifications of those listed in the selection line up *en banc*.

10. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.

11. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.

12. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited herein in II item 5.

The Appointing Official shall:

13. Assess the list of top five candidates for appointment submitted by the PSB/C.

14. Select from among the top five candidates the one deemed most qualified for appointment to the vacant position.

15. Issue appointment in accordance with existing Civil Service rules and regulations.

    The Personnel Office shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepED offices/schools concerned. The date of posting should be indicated in the notice.

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

   Chairperson: Undersecretary
   Vice-Chairperson: Assistant Secretary
   Members:
   Head of Office where the vacancy exists
   Chief, Personnel Division
   One (1) representative of the DepED Employees' Union, either for the first or second level, as the case may be

2. In the Regional Office:

   Chairperson: Assistant Regional Director
   Members:
   Chief of the Division/Unit where the vacancy exists
   Chief, Administrative Division
   Chief Administrative Officer V (HRMO III)
   One (1) representative of the DepED Employees' Union, either for the first or second level, as the case may be

3. In the Schools Division:

   Chairperson: Assistant Schools Division Superintendent
   Members:
   Head of the school where the vacancy exists
   Administrative Officer V
   Administrative Officer II (HRMO I)
   President of the Division DepED Employees' Union/Non-Teaching Association/Faculty Association, as the case may be

4. In the School:

4.1 Central elementary schools and non-central elementary schools:
Chairperson: Principal/School Head
Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson:	Principal/School Head
Members:	Department Head where vacancy exists
	Department Head
	Administrative Officer
	President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

4.3.2 Non-Teaching Positions

Chairperson:	Principal/School Head
Members:	Two (2) Department Heads
	Administrative Officer
	President of Employees' Union/President of Non-Teaching Association

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

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

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments

a. 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

b. 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

c. 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

d. Publication/Authorship
- Articles published in a journal/newspaper/magazine of wide circulation
- Co-authorship of a book (shall be divided by the number of authors)
- Sole authorship of a book

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

- District level
- Division level
- Regional level
- National level
- International level

D. Education and Training

a. Education

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

b. Training

Participant in a specialized training
e.g. Scholarship Programs, Short Courses, Study Grants

Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:

- District Level
- Division Level
- Regional Level

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

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

E. 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:

1. Communication 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 used.

3. Alertness
   Manifests presence of mind and awareness of the environment.
4. Judgment
   Demonstrates sound judgment.
5. Leadership Ability
   Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

This 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.

a. Human Relations

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

b. Decisiveness

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

c. Stress Tolerance

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

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. **SANCTIONS**

Anyone found guilty of violating the provisions of this MSP and the enclosed guidelines or parts thereof shall be dealt with accordingly.

VI. **EFFECTIVITY**

The provisions of this Order shall take effect immediately.

JESLI A. LAPUS
Secretary

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SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	**35**	**35**	**30**
Performance rating for the last 3 rating periods should be at least Very Satisfactory	*Average of the numerical ratings multiplied by 35%*	*Average of the numerical ratings multiplied by 35%*	*Average of the numerical ratings multiplied by 30%*
B. Experience	**5**	**5**	**10**
Experience must be relevant to the duties and functions of the position to be filled.	*Every year given a point but not to exceed five (5) points*	*Every year given a point but not to exceed five (5) points*	*Every year given a point but not to exceed ten (10) points*
C. Outstanding Accomplishments (Meritorious Accomplishments)	**20**	**5**	**20**
a. Outstanding Employee Award	*4*	*1*	*4*
b. Innovations	*4*	*1*	*4*
c. Research & Development Projects	*4*	*1*	*4*
d. Publication/Authorship	*4*	*1*	*4*
e. Consultant/Resource Speaker in Trainings/Seminars	*4*	*1*	*4*
D. Education	**25**	**10**	**15**
• *Complete Academic Requirements for Master's Degree*	*10*	*6*	*7*
• *Master's Degree*	*15*	*7*	*10*
• *Complete Academic Requirements for Doctoral Degree*	*20*	*9*	*13*
• *Doctoral Degree*	*25*	*10*	*15*
Training	**5**	**10**	**10**
Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants	*One point for every month of attendance but not to exceed five (5) points*	*One point for every month of attendance but not to exceed ten (10) points*	*One point for every month of attendance but not to exceed ten (10) points*
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:			
• *District Level*	*1*	*2*	*2*
• *Division Level*	*2*	*4*	*4*
• *Regional Level*	*3*	*6*	*6*
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:			
• *National Level*	*4*	*8*	*8*
• *International Level*	*5*	*10*	*10*

Chair/Co-chair in a technical/planning committee • *District Level* • *Division Level* • *Regional Level* • *National Level* • *International Level*	*1* *2* *3* *4* *5*	*2* *4* *6* *8* *10*	*2* *4* *6* *8* *10*
E. Potential	**5**	**20**	**10**
1. Communication Skills *2. Ability to Present Ideas* *3. Alertness* *4. Judgment* *5. Leadership Ability*	*1* *1* *1* *1* *1*	*4* *4* *4* *4* *4*	*2* *2* *2* *2* *2*
F. Psycho-social attributes	**5**	**15**	**5**
a. Human Relations *b. Decisiveness* *c. Stress Tolerance*	*2* *2* *1*	*6* *5* *4*	*2* *2* *1*
TOTAL	**100**	**100**	**100**