

## PERSONNEL SELECTION BOARD INTERNAL GUIDELINES

### GUIDELINES ON THE CONDUCT OF THE SCREENING FOR THE POOL OF APPLICANTS FOR PROMOTION

#### I. Applicable Guidelines & Assessment In-Charge

Positions	DepEd Orders	Remarks
Head Teachers and Principals	DepEd Order 39, S. 2007 & DepEd Order 42, S. 2007	DO 39, 2007 are on the Qualification Standards which should be used to short list applicants; latest 2 IPCRFs
Master Teachers	DECS Order 57, S. 1997	MT1 applicants should have at least 33 pts in performance rating; MT2 is 35 pts ; latest 2 IPCRFs
Teacher 2 & 3	DepEd Order 66, S. 2007	Latest 2 IPCRFs, however, one IPCRF for T2 for those who only had one year service is fine

#### II. Other Guidelines

- DepEd Order 99, S. 1999 – Credits for BSP Awards
- Regional Memorandum 161, S. 2015 – Implementation of the Regional Internal Guidelines/ Policies for Appointment and Promotion in Relation to the Provisions of DO. 66, S. 2007, DO 42, S. 2007 and DECS Order No. 57, S. 1997
- Division Memorandum 180, S. 2018 – Creation of a Pool of Applicants for the Different Positions in DepEd MP
- Division Order No. 01, S. 2018 – Guidelines on the Creation of a Pool of Qualified Applicants for Promotions and Designations of School Heads
- DepEd Order 29, S. 2002 – Merit Selection Plan of the Department of Education

#### III. Responsibilities

1. School HRMPSB
  - a. Assess and conduct interview of Teacher 2 and 3 and school-based non-teaching applicants based on DO 66, S. 2007.
  - b. Submit result of assessment and submitted application documents of applicants for review to the Division HRMPSB.
  - c. Finalize result of assessment for signature by all concerned.
2. District Selection Committee
  - a. Assist the Division HRMPSB in the conduct of assessment and selection of applicants based on Merit and Fitness using appropriate guidelines specifically for Head Teachers and Master Teachers.
  - b. Conduct interview of the HT and MT applicants to determine potential and psychosocial attributes.
  - c. Submit to the Division PSB the pertinent documents; Minutes of the Assessment; hard and soft copy of the Comparative Assessment Form (CAF) for review, validation and posting of CAF in the Division posting sites.
  - d. Others as deemed necessary to facilitate conduct of the screening and validation.
3. Division Personnel Selection Board
  - a. Conduct orientation of guidelines for a common understanding of the School HRMPSB, District Selection Committee and Division HRMPSB.
  - b. Monitor conduct of District Selection.
  - c. Review and validate assessment of School HRMPSB and District Selection Committee.

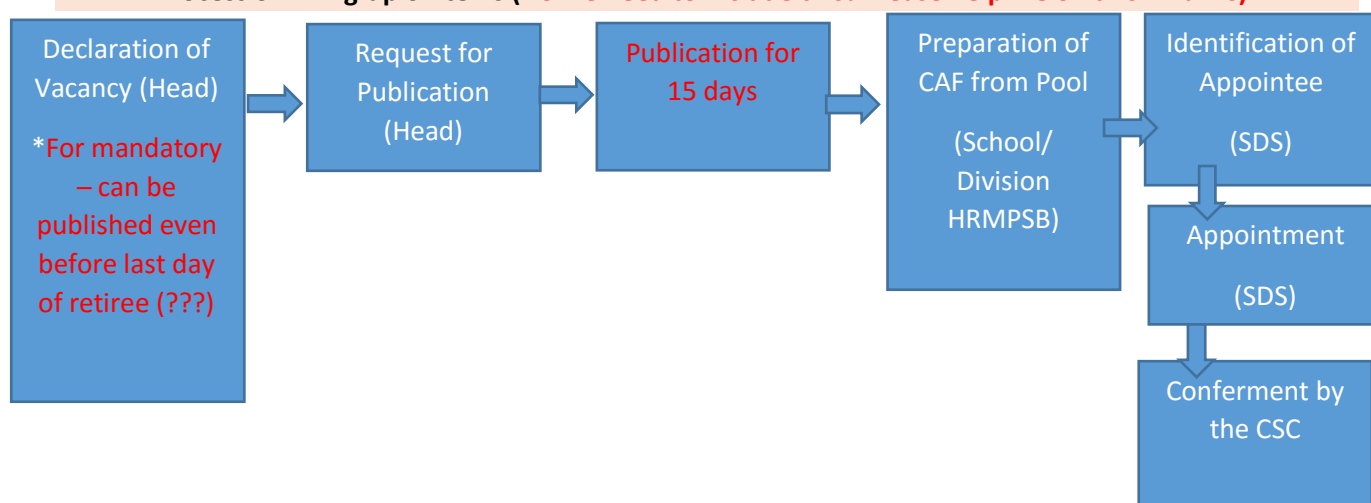
#### IV. Pool of Qualified Applicants (PQA)

1. The Secondary shall have a separate Pool of Qualified Applicants (PQA) from the elementary.
2. Teacher II and III PQA shall first be assessed by the School PSB. The Teacher II and III assessed by the School PSB shall be collated by the District Selection Committee for submission, together with the CAF prepared by the School PSB, to the Division PSB for Review and Finalization. Applicants for Master Teacher and Head Teacher shall be assessed by the District Selection Committee to be submitted to the Division PSB also for Review and Finalization.
3. Signatories of the PQA shall be:
  - a. Pool of Qualified Applicants from the School
    - i. School HRMPSB members

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- ii. School Head as chairperson
- b. Pool of Qualified Applicants (PQA) from the District
  - i. All alternate and regular DSC members who worked prepared by the Secretariat
  - ii. Reviewed by the District Co-chairperson
- c. Pool of Qualified Applicants (PQA) by the PSB
  - i. All PSB members and chairperson
  - ii. District Co-Chairperson
- iii. Approved by the Schools Division Superintendent
- d. School Comparative Assessment Form (for appointment purposes)
  - i. Teacher 2 and 3 and School-based Non-teaching Personnel – School HRMPSB, reviewed by the Division HRMPSB
  - ii. Head Teacher and Master Teacher – Division PSB with Co-Chairperson of the District Selection Committee
  - iii. Principals and Division-based Related Teaching and Non-teaching personnel – Division PSB and Chief / Head of Unit or Functional Division

### V. Process of Filling-up of Items (Do we need to include this? Please help me on this. Thanks)



### VI. Shortlisting of Participants

- i. Review Minimum Qualification Standards
  - b. For HTs and Principals, DO 39, S. 2007 and Division Memo 180
  - c. For Master Teachers, DO 57, S. 1997 and Division Memo 180
  - d. For Teachers, use Division Memo 180, S. 2018
- ii. To be eligible for promotion, one has to have at least VS for two IPCRFs
- iii. Teacher 3 and higher positions should have submitted their two latest IPCRFs, without which means automatic disqualification (RM 161, S. 2015)
- iv. Teacher 2 may have only one IPCRF if he/she was just hired for a year but if he/she was in the service for two school years already, then he/she must submit two IPCRFs.

### VII. Division HRMPSB General Basic Rules of Assessment

1. Points should not exceed highest possible score allotted to a particular criterion.
2. Points are not to be rounded off. To be safe, take the 3<sup>rd</sup> decimal point.
3. Used certificates in the last promotion are not credited to the present position being applied for. However, if the applicant insists that the particular certificate was not yet used, then he/she has the burden to prove beyond doubt that it was not yet used.
4. There is no aggregation of points. Always get the highest point applicable in a particular criterion except for BSP awards which has a separate guideline and Spot Awards.
5. The PSB are not allowed to accept any additional papers that would add to the points of an applicant. However, they can call for additional documents that will further prove beyond doubt already submitted documents, i.e. a certification that the applicant finished all academic requirements for Masters or Doctoral degree signed by the registrar if the OTR submitted is not clear about it.

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6. There is no such thing as waiving of points by co-authors. If the co-author will not use the point, it does not mean that the other co-author can use it. The reason the points were divided is because the effort in making was shared by them all.

**VIII. For Head Teachers and Principals**

1. Division Order 1, S. 2018
2. Division Memorandum 180, S. 2018
3. RM 161, S. 2015 – Implementation of the Regional Internal Guidelines and Policies for Appointment and Promotion in Relation to the Provisions of DO 66 and 42, S. 2007 and DECS Order No. 57, S. 1997
4. DO 99, S. 1999 – Credits for Boy Scouts

**DECS ORDER No. 99, s. 1999 (CREDITS FOR BSP AWARDS)**

Level of Award	Number of Points			Total Maximum Points Per Level
	Bronze	Silver	Gold	
Service Award for Unit Leaders	0.25	0.50	0.75	1.5
Merit Award for Unit Leaders	0.25	0.50	1.00	1.75
USA Award	0.25	0.75	1.00	2.00
Tamaraw Award	0.25	0.75	1.00	2.00
Special award such as Plaques/Certificates of Recognition given by the BSP Awards Committee	0.50 (Council)	0.75 (Regional)	1.25 (National)	Not to be accumulated

- Accumulated per level of award only so add per level and take the level with the higher points.
    - Example: Bronze and Silver Service Awards in BSP with .25 and .5 corresponding point for a total of .75 pt.; Silver USA Award with a corresponding point of .75 – on this case, the points of the Service Awards can be aggregated but not the points of the Service and Merit Awards. Merit Award is a higher level. In cases like this, just get the highest aggregated points per level.
5. DO 39, S. 2007 – contains the Qualification Standards for HTs and Principals thus, should be used for shortlisting of participants

**DepEd Order No. 39, s. 2007 : MODIFIED QUALIFICATION STANDARDS**

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>For Elementary Schools</b>						
Principal I	18	2	Bachelor’s degree in Elementary Education; or Bachelor’s degree w/ 18 professional education units	HT for 1 year; or TIC for 2 yrs.; or MT for 2 yrs.; or Teacher for 5 yrs.	40 hrs. 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 year as Principal	40 hrs. 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 hrs. 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 hrs. of relevant training	RA 1080 (Teacher)
<b>For Secondary Schools</b>						
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 yrs.; or MT for 2 yrs.; or Teacher for 5 yrs.	40 hrs. of relevant training	RA 1080 (Teacher)

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Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hrs. 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 hrs. 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 hrs. of relevant training	RA 1080 (Teacher)
<b>For Elementary Schools</b>						
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 Teachers for 3 years	24 hrs. 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 yrs.	24 hrs. 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 yrs.; or TIC for 2 yrs.; or Teacher for 5 yrs.	24 hrs. of relevant training	RA 1080 (Teacher)
<b>For Secondary Schools</b>						
Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units w/ appropriate field of specialization	TIC for 1 year; or Teacher for 3 yrs.	24 hrs. 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 w/ appropriate field of specialization	HT for 1 year; or Teacher for 4 yrs.	24 hrs. 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 w/ appropriate field of specialization	HT for 2 yrs.; or Teacher for 5 yrs.	24 hrs. 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 w/ appropriate field of specialization	HT for 3 yrs.; or MT for 2 yrs.	24 hrs. 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 w/ appropriate field of specialization	HT for 4 yrs.; MT for 3 yrs.	24 hrs. 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 w/ appropriate field of specialization	HT for 5 yrs.; or MT for 4 yrs.	24 hrs. of relevant training	RA 1080 (Teacher)

- So applicants, should meet these qualifications first before they can join the assessment. This is used during the short listing. Once an individual does not meet any of these qualifications, then they are removed from the list of qualified applicants who will then be assessed next.

6. DepEd Order 42, S. 2007

Criteria	Notations	Remarks
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Guidelines on the Creation of a Pool of Applicants For Promotion at MPSDO

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<p>A. Performance Rating (30 points)</p>	<p>Compute for the PR:                  Latest rating period (2 rating periods) = x 2                  Highest rating is 5 so, multiply by 2 to make it 10 as the 2007 computations was based on the PASST/ PASSA before which has a highest score of 10.                  Example:                  IPCRFs submitted:                  SY 2017 – 18 = 4.4                  SY 2016 – 17 = 3.7  <math>4.4 \times 2 = 8.8</math>  <math>3.7 \times 2 = 7.4</math>  <math>8.8 + 7.4 = 16.2</math>  <math>16.2 / 3 = 5.4</math>                  * If applicant was on leave last year (SY 2017-2018), take the last IPCRF/ OPCRf (SY 2016-2017) as his/ her latest                  * Outright disqualification should be given if there is no complete performance rating except for T2 applicants who only had one year of experience (RM 161, S. 2015)</p>	<p>Equivalent of each rating based on DO 42, S. 2007 are as follows:</p> <table border="1" data-bbox="1062 438 1360 700"> <thead> <tr> <th>Numerical Rating</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>9.4 – 10</td> <td>30</td> </tr> <tr> <td>8.7 – 9.3</td> <td>25</td> </tr> <tr> <td>8.0 – 8.6</td> <td>20</td> </tr> <tr> <td>7.3 – 7.9</td> <td>15</td> </tr> <tr> <td>6.6 – 7.2</td> <td>10</td> </tr> </tbody> </table>	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
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													
<p>B. Experience (10 points)</p>	<ul style="list-style-type: none"> <li>• Relevant and full-time on the position (managerial functions)</li> <li>• At par or higher with that of the positions being applied for</li> <li>• Continuous for at least one month not aggregated Designations and should have been signed by the SDS, not by the principal</li> </ul>	<ul style="list-style-type: none"> <li>• One point for every year of experience but not to exceed 10 points</li> <li>• For less than a year, divide it by 12</li> <li>• Experience of 1 year and 2 months will be = 1.16</li> <li>• No rounding off</li> </ul>												
<p>C. Outstanding Accomplishments (30 points)</p>														
<p>Outstanding Employee Awardee (5 points)</p>	<ul style="list-style-type: none"> <li>• Employee award given in the name of the person</li> <li>• Not acquired due to others like coaching students</li> <li>• Given after a search or within the context of a spot award</li> <li>• <b>Awards in the name of the school may be divided among the present employees at the time it was acquired. Thus, it would be best to keep a list of the employees present during an award. The points allotted for such an award will be divided by the number of employees in that school.</b></li> <li>• <b>Boy or Girl Scout</b> awards are considered guided by their own point system brought out through a DepEd Order</li> <li>• Get the highest point. <b>No aggregation of points except in BSP and Spot Awards</b></li> <li>• Used awards should not be re-used</li> </ul>	<p>School – 1                  District – 2                  Division – 3                  Regional – 4                  National – 5  <u>Boy / Girl Scouts</u></p> <ul style="list-style-type: none"> <li>• Refer to DepEd Order 99, S. 1999</li> <li>• See credits above</li> </ul>												
<p>Innovations (5 points)</p>	<ul style="list-style-type: none"> <li>• Innovation: Something new; made things better; helped to improve something or enhanced a system but with proper documentation</li> <li>• One project may target research, innovation, and publication, however each of these should have a different write-up following format</li> </ul>	<p>Conceptualized (not yet approved by the Division) – 1 pt                  Started the implementation – 2 pts                  Fully implemented in the school (with Accomplishment Report) – 3 pts</p>												

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	<p>a. A CI / an action research is not an innovation in itself. Both may lead to an innovation but if the innovation does not have a written write-up following the format, then it will not be considered as such. If it is made into a feature and published in a newspaper, then it can also be considered in publication.</p>	<p>Adopted in the district (with certification and other proofs) – 4 pts Adopted in the division (with proofs) – 5 pts</p>
<p>Research and Development Projects (10 pts)</p>	<ul style="list-style-type: none"> <li>• Development is not separate from Research thus it should be Action Research not Basic Research</li> <li>• Basic researches shall be used and acknowledged in the OPCRFs/ IPCRFs but not for promotion purposes</li> <li>• For action researches done by more than one, divide points (6 / 2 researchers = 3)</li> <li>• Should have been approved by the SDS</li> <li>• A CI is considered an Action Research however, it should be complete with all its parts including recommendations and sustainability plans.</li> </ul>	<p>Action research conducted in the school level – 6 Action research conducted in the division level – 8 Action research conducted in the regional level - 10</p>
<p>Publication / Authorship (5 pts)</p>	<ul style="list-style-type: none"> <li>• Articles published in a journal/ newspaper/ magazine of wide circulation and should not be published on the same newspaper with the same date at a time (Articles do not include straight news)</li> <li>• Co-authors of a book (shall be divided by the number of authors)</li> <li>• Sole authorship of a book which should have ISBN or ISSN</li> <li>• Contextualized reading books are considered if it was quality-assured with proof from the LRMDS supervisor and the SDS</li> <li>• Funded publications to be considered should not have included honorarium/ remunerations for the writers</li> <li>• Publications in official websites, official blogs are also included</li> </ul>	<p>2 points each but not to exceed 4 points  4 points divided by the number of authors</p>
<p>Consultant/ Resource Speaker in Trainings/ Seminars/ Workshops/ Symposia (5 pts)</p>	<ul style="list-style-type: none"> <li>• Facilitation is not consultancy so Certificate of facilitation is not included unless NEAP – accredited; check on term of reference if needed</li> <li>• Consultancy means that the person contributed to the knowledge, skills or competencies of his/ her colleagues or that of whom he/she is at par with not to the students/ learners</li> <li>• Audience should not be learners but adults like co-teachers, parents, community people, workers</li> </ul>	<p>District – 1 Division – 2 Regional – 3 National – 4 International - 5</p>
<p><b>D. Education and Training (20 points)</b></p>		
<p>Education (10 pts)</p>	<ul style="list-style-type: none"> <li>• If Masters or Doctoral is still unfinished but they were able to finish the academic units, there should be a certification from the REGISTRAR of the school that he/she</li> </ul>	<p>Complete Academic Requirements for Masters Degree – 6 pts Master’s Degree – 7 pts</p>

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	<p>finished all the academic requirements leading to a masters or doctoral degree</p> <ul style="list-style-type: none"> <li>• However, if the policy of the school includes not being able to enroll Thesis Writing 1 or Dissertation Writing I without finishing all academic requirements then consider the OTR if it already indicates that the individual enrolled Thesis / Dissertation</li> </ul>	<p>Complete Academic Requirements for Doctoral Degree – 9 pts Doctoral Degree – 10 pts</p>
Training (10 pts)	<p>1. Scholarship Programs/ Short courses/ Study Grants</p> <p>2.a. Participant in <u>three more training activities in each level conducted for at least three days not credited during the last promotions</u></p> <p>2.b. Participants in <u>one (1) training conducted for at least three (3) days not credited during the last promotions</u></p> <p>* To determine level of training, check the ff:</p> <ul style="list-style-type: none"> <li>b. <u>Participants</u>: Division if participants came from at least two districts, Regional if participants came from different divisions, national if two or more regions are involved, international if participants came from different countries</li> <li>c. <u>Speakers</u> should be an international speaker</li> <li>d. <u>Signatories</u> in the certificate should hold a position/ designation that coincides with the level</li> <li>e. <u>Letter head</u> should also coincide with the signatories</li> <li>f. <u>Scope</u> - 2 or more schools will be district; 2 or more divisions is regional; 2 or more regions is national; 2 or more countries is national</li> <li>g. <u>Title of the Seminar</u> – check the title for the supposed scope</li> </ul> <ul style="list-style-type: none"> <li>• Trainings are only good for 10 years so consider only trainings from August 2008 to the present (RM 161, S. 2015)</li> <li>• 2 or more schools in the same district involved in the LAC can be considered district in level</li> </ul> <p>3. Chair / co-chair in a technical/ planning committee</p> <ul style="list-style-type: none"> <li>• Since points are not aggregated then take the score with the highest points. Example: Applicant A got Scholarship – 2 months – 2 pts Training – Division – 4 pts <u>Chairmanship – Regional – 6 pts (take this)</u></li> </ul>	<p>1 pt for every month of attendance but not to exceed 10 pts District Level – 2 pts Division level – 4 pts Regional level – 6 pts</p> <p>National – 8 pts International – 10 pts</p> <p>District – 2 pts Division – 4 pts Regional – 6 pts National – 8 pts International – 10 pts</p> <p>Consider the sub-criteria rendering highest point in favor of the applicant</p>
E. Potential (5 pts)	<ul style="list-style-type: none"> <li>• DSC will conduct the interview</li> <li>• PSB member will join to administer the written test prepared by the PSB</li> </ul>	<ul style="list-style-type: none"> <li>• Communication Skills -1</li> <li>• Ability to present ideas - 1</li> </ul>

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		<ul style="list-style-type: none"> <li>Alertness – 1</li> <li>Judgment -1</li> <li>Leadership – 1`</li> </ul>
F. Psychosocial Attributes & Personality Traits (5 pts)	<ul style="list-style-type: none"> <li>DSC will conduct the interview</li> <li>PSB member will join to administer the written test prepared by the PSB</li> </ul>	<ul style="list-style-type: none"> <li>Human Relations – 2</li> <li>Decisiveness – 2</li> <li>Stress Tolerance - 1</li> </ul>

- Points here (3<sup>rd</sup> column) were taken from DO 42, S. 2007

**G. For Teachers II and III, Related Teaching and Non-Teaching Personnel – DepEd Order 66, S. 2007**

- Should be conducted at the School Level by the School PSB, consolidated at the District Level by the District Selection Committee before it is submitted to the Division Office
- Additional Guidelines:
  - RM 161, S. 2015
  - DO 99, S. 1999
  - Division Memorandum 180, S. 2018

Criteria	Notations	Teaching and Related Teaching	Non-Teaching (Level 1)	Non-Teaching (Level 2)
Performance Rating (35)	Compute the PR: (3 rating periods) SY 2017-2018 = 4.4 x 2(rating periods) = 8.8 SY 2016-2017 = 3.7 Add- 8.8 +3.7= 12.5/15 (highest possible rate)= .8333  Average of the numerical ratings multiplied by 35%	Average of the numerical ratings multiplied by 35%  (Maximum of 35 points) .8333 x .35 (35%) = .2961 x 100% = <b>29.61</b>	Average of the numerical ratings multiplied by 35% (Maximum of 35 points) .8333 x .35 (35%) = .2961 x 100% = <b>29.61</b>	Average of the numerical ratings multiplied by 30% .8333 x .35 (30%) = .2499 x 100% = <b>24.99</b>
Experience (5)	Points <ul style="list-style-type: none"> <li>All teaching experiences are relevant experiences for teaching</li> <li>One point for every year of experience but check the qualification standards</li> </ul> Example: A teacher with 10 years teaching experience applied for Teacher III and T3 QS includes 2 years teaching experience thus, 10 – 2 = 8 but the teacher will still get the maximum score of 5 only.	5	5	10
	<ul style="list-style-type: none"> <li>Other things to look into based on RM 161, S. 2015 (Section 2)</li> <li>Experience must be relevant or is significant to the duties and functions required of a higher position or the position to be filled</li> <li>Related experience in private and other public institutions shall be considered if supported by official designation/ appointment or indicated in the service records signed / certified by the personnel officer of the head of the agency</li> <li>Experience in the first level shall not be used for second level position unless they belong to the same age group</li> <li>At least one (1) month relevant experience shall be considered (1/12) for non-teaching and 1/10 for teaching</li> <li>A continuous designation of at least one (1) month as officer-in-charge shall only be considered. An aggregate of one (1) month shall not be considered in this case.</li> </ul>			
<b>Outstanding Accomplishments (Meritorious Accomplishments) – 20 - * With Gradations provided</b>				
Outstanding Employee Award (4)	Same as above - DO 42, S. 2007	School - .5 District – 1 Division – 2 Region – 3 National – 4	School - .2 District – .4 Division – .6 Region –.8 National – 1	School - .5 District – 1 Division – 2 Region – 3 National – 4
Innovations (4)	<ul style="list-style-type: none"> <li>Remarks are the same in DO 42</li> <li>Fully implemented must be accompanied by a</li> </ul>	Conceptualized - Without approval - .5 - With approval – 2	Conceptualized - Without approval - .1 - With approval – .2	Conceptualized - Without approval - .5 - With approval – 2



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	<p>noted accomplishment report</p> <ul style="list-style-type: none"> <li>Adoption in the district or the division should have a proof signed by the appropriate person (District – PSDS, Division – SDS)</li> </ul>	<p>Started the implementation – 2.5 Fully implemented – 3 Adopted in the district – 3.5 Adopted in the division - 4</p>	<p>Started the implementation – .4 Fully implemented – .6 Adopted in the district – .8 Adopted in the division - 1</p>	<p>Started the implementation – 2.5 Fully implemented – 3 Adopted in the district – 3.5 Adopted in the division - 4</p>
Research and Development (4)	<ul style="list-style-type: none"> <li>Remarks are the same in DO 42</li> </ul>	<p>School Level – 1.33 District Level – 2.66 Division Level – 4</p>	<p>School Level – .33 District Level – .66 Division Level – 1</p>	<p>School Level – 1.33 District Level – 2.66 Division Level – 4</p>
Publication/ Authorship (4)	<ul style="list-style-type: none"> <li>Remarks are the same in DO 42 except as follows</li> <li>Articles are given 1 pt per publication but not to exceed 3 points</li> <li>Co-authorship is divided by the number of authors ( 4pts/2 authors = 2 pts)</li> </ul>	<p>1 pt per article published in a newspaper  Sole book authorship – 4</p>	<p>.2 pt per article published in a newspaper  Sole book authorship – 1</p>	<p>1 pt per article published in a newspaper  Sole book authorship – 4</p>
Consultancy/ Resource Speakership (4)	<ul style="list-style-type: none"> <li>Remarks are the same in DO 42</li> <li>School is included since we have SLACs</li> </ul>	<p>School - .66 District – 1.32 Division – 1.98 Regional – 2.64 National – 3.306 International - 4</p>	<p>School - .2 District – .4 Division – .6 Regional – .8 National – .9 International - 1</p>	<p>School - .66 District – 1.32 Division – 1.98 Regional – 2.64 National – 3.306 International - 4</p>
Education (25)	<ul style="list-style-type: none"> <li>Remarks are the same in DO 42</li> <li>Maximum No of Points - Teaching and Related Teaching = <b>25 points</b> - Level 1 = <b>10 points</b> - Level 2 = <b>15 points</b></li> </ul>	<p>Complete Academic Reqts for Master’s Degree – 10 Masters’ Degree – 15 Complete Academic Reqts for Doctoral Degree – 20 Doctoral Degree – 25</p>	<p>Complete Academic Reqts for Master’s Degree – 6 Masters’ Degree –7 Complete Academic Reqts for Doctoral Degree – 9 Doctoral Degree – 10</p>	<p>Complete Academic Reqts for Master’s Degree – 7 Masters’ Degree – 10 Complete Academic Reqts for Doctoral Degree – 13 Doctoral Degree – 15</p>
Training (5)	<ul style="list-style-type: none"> <li>Remarks are the same in DO 42</li> <li>These are not accumulated. Consider where the applicant will get the most number of points.</li> </ul>	<p>School - .5 District – 1 Division – 2 Regional – 3 National – 4 International – 5</p>	<p>School - 1 District – 2 Division –4 Regional – 6 National – 8 International – 10</p>	<p>School - 1 District – 2 Division –4 Regional – 6 National – 8 International – 10</p>
Co-Chair in a Technical / Planning Committee	<ul style="list-style-type: none"> <li>Maximum No of Points - Teaching and Related Teaching = <b>5 points</b> - Level 1 = <b>10 points</b> - Level 2 = <b>10 points</b></li> </ul>	<p>District – 1 Division – 2 Regional – 3 National – 4 International - 5</p>	<p>School - 1 District – 2 Division –4 Regional – 6 National – 8 International – 10</p>	<p>School - 1 District – 2 Division –4 Regional – 6 National – 8 International – 10</p>
Potential (5)	<ul style="list-style-type: none"> <li>Done through interview or other means either by the School PSB or the Division PSB</li> </ul>	<p>Communication Skills – 1 Ability to Present Ideas – 1 Alertness – 1 Judgment – 1</p>	<p>Communication Skills – 4 Ability to Present Ideas – 4 Alertness – 4 Judgment – 4</p>	<p>Communication Skills – 2 Ability to Present Ideas – 2 Alertness – 2 Judgment – 2</p>

**PERSONNEL SELECTION BOARD INTERNAL GUIDELINES**

		Leadership Ability – 1	Leadership Ability – 4	Leadership Ability – 2
Psycho-social Attributes (5)	<ul style="list-style-type: none"> <li>Done through interview or other means either by the School PSB or the Division PSB</li> </ul>	Human Relations – 2 Decisiveness – 2 Stress Tolerance - 1	Human Relations – 6 Decisiveness – 5 Stress Tolerance - 4	Human Relations – 2 Decisiveness – 2 Stress Tolerance - 1

- Gradations provided in the Outstanding/ Meritorious Accomplishments were done by the HRMPSB since the Order did not provide it unlike in DO 42, S. 2007.
- Non-Teaching Level 1: refers to positions that include clerical, trades and crafts, and custodial service which involve subprofessional work in a non-supervisory or supervisory capacity (DO 29, S. 2002). These are usually those with Salary Grade 1-9.
- Non-Teaching Level 2: Salary Grade 10-24
- DO 66, S. 2007 is the Assessment Guidelines for entry and promotion of Non-Teaching Level 1 and 2

**v. DepEd Order 57, S. 1997**

- Additional Guideline - RM 161, S. 2015

**A. Master Teacher I**

- Permanent Teacher
- Bachelor’s Degree for teachers or equivalent as provided in Magna Carta for Teachers
- Very satisfactory performance rating for the last two years (at least 33 pts)

<p>Example:  <math>SY\ 2016-17 = 3.7 \times 2</math> (rating periods) <math>\times 2</math> (convert highest to 10) = 14.8  <math>SY\ 2017 - 18 = 4.4 \times 2 \times 2 = 17.6 = \underline{32.4}</math> - disqualified</p>	<p>Example:  <math>SY\ 2016 - 17 = 4 \times 2 \times 2 = 16</math>  <math>SY\ 2017 - 18 = 4.4 \times 2 \times 2 = 17.6 = \underline{33.6}</math> - qualified</p>
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- At least three (3) years’ experience
- At least 25 pts in leadership and potential or has been a demonstration teacher on the **district level** plus 15 points in leadership and potential

<b>Without Demo Teaching</b>	<b>With Demo Teaching</b>
<u>25 points</u> in leadership and potential to be qualified for appointment	<u>15 points</u> in leadership and potential to be qualified for appointment
Points should be equal or higher than 25 points not to be disqualified	Demo teaching to be considered should be at the <u>district level</u> (or higher) not school level

**B. Master Teacher II**

- \* Master Teacher I for at least one year
- \* Very satisfactory rating (at least 33 points) as Master Teacher 1
- \* Bachelor’s degree for teachers or equivalent as provided in Magna Carta for Teachers, plus completion of academic requirements for M.A.
- \* At least 30 points in Leadership, Potential and Achievement, or Demonstration Teacher on the **division level** plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions

<b>Without Demo Teaching</b>	<b>With Demo Teaching</b>
<u>30 points</u> in leadership and potential to be qualified	<u>20 points</u> in leadership and potential to be qualified
Points should be equal or higher than 30 points not to be disqualified	Demo teaching to be considered should be at the <u>division level</u> (or higher)

- In the Comparative Assessment Form (CAF), indicate the following:

Name	Present Position	Demo	PR	Education	Leadership and Potential							Total
					A	B	C	D	E	F	G	
Maria	T3	Demo	32.4	MAED								
Mario	MT1	None	40	24 units MA								

**PERSONNEL SELECTION BOARD INTERNAL GUIDELINES**

Reasons for Disqualification of Master Teacher Applicants:

1. Experience of the years of service as permanent teacher of DepEd
2. Performance Rating is less than 33 points
3. Non-completion of academic requirements for Master Teacher II applicants
4. Non-completion of required points for leadership and potential
5. Non-submission of at least two IPCRFs (automatic disqualification as stated in RM 161, S. 2015)

**C. Assessment**

**Leadership Potential**

A. Introduced any of the following which has been adopted or used that improved instruction duly validated/approved by the corresponding educational Authorities.

1. Curriculum or Instructional Materials (no copyright violation (20) pts. As participants (10)

<b>Innovations in Curriculum Implementation</b>	<b>Score</b>	<b>As Participant</b>
• Improvised equipment/ apparatus	<b>4 pts.</b>	<b>2 pts.</b>
• At least 2 sample detailed lesson plan with corresponding teaching devices/ summative test item with table specification	<b>4 pts.</b>	<b>2 pts.</b>
• Sets of exercise/charts/pictures/ posters (w/ values integration)	<b>4 pts.</b>	<b>2 pts.</b>
• Supplementary teaching devices for teachers (innovative supplement)	<b>4 pts.</b>	<b>2 pts.</b>
• A sample of assessment instrument (innovative/pencil and paper or no paper and pencil test)	<b>4 pts.</b>	<b>2 pts.</b>

2. Effective teaching techniques or strategies (more integrative and interactive approaches). Provides assistance to teaching in improving their teaching competencies, development of a comprehensive Lesson Plan (20) pts. As participants (12).

<b>Effective Teaching Techniques / Strategies</b>	<b>Score</b>	<b>As Participants</b>
• Selection of Appropriate subject matter	<b>5 pts.</b>	<b>3 pts.</b>
• Selection appropriate teaching method / techniques/ strategies	<b>5 pts.</b>	<b>3 pts.</b>
• Formulation of questions	<b>5 pts.</b>	<b>3 pts.</b>
• Construction of Assessment tool (Formative/Summative)	<b>5 pts.</b>	<b>3 pts.</b>

3. Simplification of works as in reporting system, record keeping, etc., or procedure that resulted in cost reduction tested by the corresponding educational authorities (20) pts. As participants (12) pts.

<b>Innovation that Resulted to Simplification of work system</b>	<b>Score</b>	<b>As Participants</b>
• Adopted by the school	5 pts.	3 pts.
• Adopted by at least 3 schools	10 pts.	3 pts.
• Adopted in the district	15 pts.	3 pts.
• Adopted in the Division	20 pts.	3 pts.

4. Contextualized Indigenized instructional materials in any learning area used for at least one year (20) pts. As participants (12)

<b>Contextualized Instructional Materials</b>	<b>Score</b>	<b>As Participants</b>
• Adopted by the school	5 pts.	3 pts.
• Adopted by at least 3 schools	10 pts.	3 pts.
• Adopted in the District	15 pts.	3 pts.
• Adopted in the Division	20 pts.	3 pts.

**MOVs:** Innovation itself with write-up/ report/ needed attachment

B. Served as Subject Coordinator or Grade Chairman with at least 5 or more teachers for at least 1 year, or adviser of school publication or any special organization like dramatic club, Glee Club, etc., and discharge such assignment of services in addition to and not considered part of the regular teaching load. (12) pts.

**MOVs:** designation by the school head/PSDS/SDS, action plan, accomplishment report duly signed by the SH/PSDS/SDS, pictures

C. Served as chairman of special committee with 4 or more teachers for at least 1 year (12) pts. Curriculum study committee, committee to prepare instructional materials, committee to prepare school project and discharge the work efficiently

Guidelines on the Creation of a Pool of Applicants For Promotion at MPSDO

## PERSONNEL SELECTION BOARD INTERNAL GUIDELINES

- School Level (5) pts
- District Level (8) pts.
- Division Level (12) pts

**MOVs:** Designation, List of Members, action plan, accomplishment report duly signed by the SH, pictures

D. Initiated or headed an educational research activity duly approved by the proper educational authorities either for improvement of instructional/community development or teacher welfare (12) pts.

- School level (5) pts as participants (3)
- District Level (8) pts. as participants (5)
- Division Level (12) pts. as participants (12)

**MOVs:** Research output (basic or action research) duly reviewed and signed by appropriate authorities

E. Coordinator of Non-Formal Education (NFE) Program, community project or activity or a program of another agency or coordinator of rural service and improvement activity such as feeding, nutrition, agro-industrial fair, etc., for at least 2 years

- School Level (5) pts.
- District Level (8) pts.
- Division Level (12) pts.

**MOVs:** Request of other agencies/organization, designation, action plan, accomplishment report duly signed by the SH, Certification that the teacher discharged his/her responsibility very satisfactorily that will be signed by the head of requesting organization/agency, pictures

F. Organized/ managed an in-service activity or other activities at least on school level (12) pts.

- Preparation of training design (3) pts.
- Preparation of session guides (3) pts.
- Preparation of evaluation/ training instruments (3) pts.
- Inclusion of new trends and developments (3) pts.

**MOVs:** Duly approved training design by SDS and DRAC (Division Level), PSDS (District), SH (School, attendance sheet, evaluation tool and results, narrative report, pictures

### G. Meritorious Achievements (10 pts)

- Trainer or coach to contestant who receive prizes commendation, or any form of recognitions
- Athletic coach of the athletes or teams who won prizes
- Coordinator of boy/girl scout's activities

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

- Take whichever is higher. Only BSP and Spot Awards can be aggregated per level, however, these should not be added as a whole.

### H. Authorship (10) pts.

Sole authorship (10 pts)

Co-authorship (5pts)

1 for each article in education published at least within the provincial circulation (not exceeding 4 points).

## IX. Effectivity

1. Guidelines on assessment

- Guidelines contained and explicit in DepEd Orders will only be changed if another DepEd Order rescinds or changes it. However, such changes will only be applicable in affected positions.
- Guidelines contained in RM 161, S. 2015 can only be rescinded through an issuance of a Regional Memorandum/ Order or DepEd-Central Office superseding it.

## PERSONNEL SELECTION BOARD INTERNAL GUIDELINES

- Contextualized guidelines which clarified provisions not explicit in DepEd Orders or Regional Memorandum as contained in this Division HRMPSB guidelines can be changed through the issuance of another Division Order/Guideline which rescinds the present one.

### 2. Pool of Applicants

Teachers II and III. The pool of applicants will be valid for six months and will be updated twice a year, two months before its expiry or whenever all the applicants had been exhausted, whichever comes first.

Head Teacher, Master Teacher and Principal. The pool of applicants will be valid for one year and will be updated every year, two months before its expiry or whenever all the applicants had been exhausted, whichever comes first.