



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbileo, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

June 9, 2020

DIVISION MEMORANDUM

DM No. 181, s. 2020

IMPLEMENTATION OF EVALUATION PERCENTAGE AND CUT-OFF SCORE IN THE TOTAL EARNED POINTS OF APPLICANTS IN THE PROCESS OF HIRING AND PROMOTION

**To: Assistant Schools Division Superintendent
OICs, Office of the Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB – Chairman and Members
Elementary, JHS and SHS Heads
All Other Concerned**

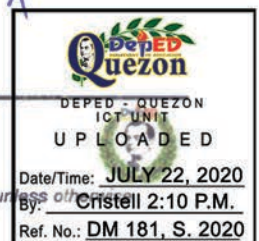
1. In reference to the Regional Memorandum No. 434 s. 2017 titled "Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007; DepEd Order No. 42, s. 2007 and DECS Order No. 57, s. 1997" and continuous filling-up of positions in this Division, attached is the Human Resource Merit Promotion and Selection Board (HRMPSB) Resolution No. 1 s. 2020 for strict implementation of percentage evaluation and cut-off score in the total earned points of applicants in the process of hiring and promotion.
2. In reference to the Regional Memorandum No. 434 s. 2017, "the appointing authority may assess and select from among the top five candidates under the principle or process of deep selection which is provided for under Rule IX letter of the 2016 Omnibus Rules on Appointments and other HR actions. **The appointing authority may, likewise, set the cut-off score. However, if no applicant qualified on the cut-off score set by appointing authority, position shall not be filled in**".
3. Immediate dissemination of this Memorandum is highly desired.


CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Resolution No.: 01 s. 2020

RESOLUTION FOR THE IMPLEMENTATION OF PERCENTAGE OF EVALUATION AND CUT-OFF SCORE IN THE TOTAL EARNED POINTS OF APPLICANTS IN THE PROCESS OF HIRING AND PROMOTION

WHEREAS, Human Resource Merit Promotion and Selection Board (HRMPSB) serves as an independent body of the Department of Education that primarily handles the conduct of recruitment and selection of potential candidates that best fits in particular position and has the following functions and responsibilities:

Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment and must take into consideration of the following:

- a. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position; and
- b. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.

WHEREAS, DepEd Order No. 29, s. 2002 titled "Merit Selection Plan of the Department of Education" aims to strictly adhere to the principles of merit, competence, fitness and equality. Specifically, it aspires to establish a system that characterized by strict observance of the principle of merit, competence and fitness in the selection of employees for appointment to position in the career and non-career service in all levels.

WHEREAS, *DepEd Order No. 29, s. 2002* part IV paragraph 10 emphasized that in upholding the principles of fairness and impartiality in the assessment of candidates, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

WHEREAS, *Regional Memorandum No. 434, s. 2017*, section 1 paragraph 5 stated that "the appointing authority may assess and select from among the top five candidates under the principle or process of deep selection which is provided for under Rule IX letter of the 2016 Omnibus Rules on Appointments and other HR actions. **The appointing authority may, likewise, set the cut-off score. However, if no applicant qualified on the cut-off score set by appointing authority, position shall not be filled in**".

WHEREAS, *performance test* through paper and pen and/or *skills test* shall be done to determine the applicant who will best fit for the position, furthermore, in cases of transfer and/or lone application, the board may decide that performance test may not be imposed.

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WHEREAS, total points shall cover nine (90) percent while the remaining ten (10) percent covers the *performance test and/or skills test*.

WHEREAS, the evaluation of non-teaching Level 1 positions (SG 1 to 5), qualification standards shall be used in shortlisting of applicants and they are exempted to undergo performance test.

WHEREAS, the evaluation of documents for Teacher II and Teacher III positions shall be done in school/district level, and they are exempted to undergo performance test. *The District Office shall request process observer through Division HRMO to validate the evaluation process conducted.*

WHEREAS, for the purpose of evaluation and selection of applicants, cut-off score for the total earned points shall be used:

DepEd hiring and promotion standards	Cut-off score in total earned points
DepEd Orders no. 7 and 22, s. 2015	
a. Elementary Teachers	70
b. Secondary/JHS Teachers	
DepEd Order no. 3, s.2016 on Senior High School Teachers	70
DepEd Order no. 66 s. 2007	
Non-teaching positions	
- Level 1 (SG 1 to 3)	25
- Level 1 (SG 4 to 5)	30
- Level 1 (SG 6 to 9)	45
- Level 2 (SG 10 to 14)	50
- Level 2 (SG 15 to 18)	55
- Level 2 (SG 19 to 22)	60
- Level 2 (SG 23 to 24)	70
Teaching related positions (SG 10 to 14 except Head Teacher 1 position)	50
Teaching related positions (SG 15 to 18 except for Head Teacher II to IV positions)	55
Teaching related positions (SG 19 to 21 except for HT VI and School Principal I to III positions)	60
Teaching related positions (SG 22 to 23 except for School Principal VI)	70
Teaching related position (SG 24)	75
Teaching positions (Teacher II and Teacher III except Master Teacher positions)	30

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DepEd Order no. 42 s. 2007 (promotion) <ul style="list-style-type: none">- Head Teacher I- Head Teacher II to V- Head Teacher VI- School Principal I to III- School Principal IV	 50 55 60 60 70
DepEd Order no. 97 s. 2011 (reclassification) <ul style="list-style-type: none">- Head Teacher I to VI- School Principal I to IV	 60 60
RM no. 434 s. 2017 and DECS Order no. 57, s.1997 <ul style="list-style-type: none">- Master Teacher I- Master Teacher II	 50 60

WHEREAS, all rules, regulations and issuances which are inconsistent with this resolution are hereby repealed or modified accordingly.

NOW, THEREFORE, RESOLVED, as it is hereby resolved to express the Resolution for the implementation of percentage of evaluation and cut-off score in the total earned points of applicants in the process of Hiring and Promotion.

RESOLVED FURTHER, that all applicants whether for promotion of teaching and non-teaching personnel shall undergo the process of evaluation and assessment adhering to this resolution.

ADOPTED, this resolution shall take effect immediately after the issuance of this resolution.

08 June 2020, Pagbilao, Quezon

Signed:

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
HRMPSB CHAIRMAN

ELIZABETH M. DE VILLA
Chief SGOD

LORENA S. WALANGSUMBAT
Chief CID

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JAS-ANZ



Registration Number
QAC/R63/0216


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CELESTINA M. ALBA

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JUANITO A. MERLE

Education Program Supervisor


GREGORIO I. RACELIS

President of Public School
Heads Organization/Principal IV


REYNALDO R. CUETO, JR.

President of the Parent-Teacher
Association


EMMANUEL E. SANTIAGO

President of Teaching Related
Association/Teacher III

Approved:


CATHERINE P. TALAVERA, CESO V

Schools Division Superintendent

peratma6/9/2020

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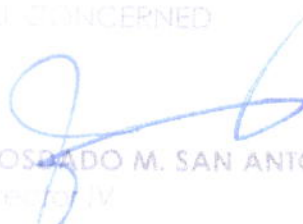


Republic of the Philippines
 Department of Education
REGION IV-A CALABARZON
 Gate 2, Karangalan Village, Cainta Rizal



DEPED-4A-RM-01A-17- 439

TO: ALL SCHOOLS DIVISION SUPERINTENDENTS
 SCHOOLS DIVISION OFFICE PERSONNEL SELECTION BOARD
 REGIONAL OFFICE PERSONNEL SELECTION BOARD
 ALL CONCERNED

FROM: 
 DIOSDADO M. SAN ANTONIO
 Director IV

SUBJECT: Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007, DepEd Order No. 42, s. 2007, and DECS Order No. 57, s. 1997

DATE: August 16, 2017

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8-22-17 ephram

For the information and guidance of all concerned, attached are the Regional Management Committee Resolution Nos. 1 & 2, series 2017 on the Internal Guidelines for the implementation of DepEd Order No. 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions," DepEd Order No. 42, s. 2007 "The Revised Guidelines on Selection, Promotion and Designation of School Heads" and DECS Order No. 57, s. 1997 "Further implementation of the Career Progression System for Master Teachers," respectively.

These Internal Guidelines will serve as basis in the appreciation of documents for the selection, appointment and promotion of qualified applicants/personnel to help ensure uniformity and consistency in procedures and decisions to be done by the Personnel Selection Boards (PSBs) in the whole of Region IV-A CALABARZON.

Immediate and wide dissemination of this Memorandum is earnestly desired.

Incl: A stated

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REGIONAL MANAGEMENT COMMITTEE RESOLUTION NO. 001
Series 2017

A RESOLUTION PROVIDING FOR INTERNAL GUIDELINES ON THE HIRING, SELECTION, AND PROMOTION OF TEACHING, TEACHING-RELATED, AND NON-TEACHING PERSONNEL (DepEd Order No. 66, s. 2007, DepEd Order No.42, s. 2007)

WHEREAS, in conformity with the Merit Selection of the Department of Education and pursuant to the existing guidelines under the rationalized program, there is a need to come up with harmonized internal guidelines, to assist the Personnel Selection Board in screening of the applicants, and appraisal of the requirements comparative to the Department of Education policy guidelines on the selection and promotion of teaching, teaching-related, and school heads;

WHEREAS, these internal guidelines do not intend to amend, modify or change the guidelines issued by the Department, instead, these are adapted in accordance with said guidelines to ensure quality and efficiency in the assessment activities;

WHEREAS, the Regional and Division Personnel Selection Board conducted a Consultative Conference and series of discussions of the Revised Guidelines on the Appointment and Promotion of Other Teaching, related Teaching and Non-Teaching Positions (DepEd Order No. 66, s. 2007), and the Revised Guidelines on the Selection, Promotion and Designation of School Heads (DepEd Order No.42, s. 2007), and have agreed on internal guidelines to clarify the policy guidelines.

NOW, THEREFORE, BE RESOLVED AS IT IS HEREBY RESOLVED, THAT THE FOLLOWING INTERNAL GUIDELINES ARE HEREBY ADAPTED in order to advance understanding of the different criteria set for the selection and promotion of other teaching, related teaching and non-teaching, and school heads.

APPROVED BY THE MEMBERS OF DEPED CALABARZON MANAGEMENT COMMITTEE MEMBERS during the Regional Management Committee Meeting held on August 15, 2017, SEAMEO-Innotech, Commonwealth Avenue, Diliman, Quezon City.

I. Determinants

Section 1: Composition of the Personnel Selection Board, and their duties and responsibilities.

1. The School Personnel Selection Board shall submit the comparative assessment duly certified by its members, and shall likewise indicate the date of the evaluation, and the assessment directly to the Division Personnel Selection Board, for review and approval by the Chairman, and noted by the Schools Division Superintendent.





2. There shall be no District Personnel Selection Board. The Superintendent may constitute a Division Sub-Committee only for the ranking, and promotion of higher teaching related positions i.e master teacher.
3. The Personnel Selection Board shall accept qualified applicants whether from inside or outside DepEd.
4. The Composition of the Personnel Selection Board shall be:

4.1 **School.** The appointing authority shall determine the composition of the Personnel Selection Board from among the members of the Personnel Selection Board where the vacancy exists except when multiple vacancies exist.

5. The appointing authority may assess and select from among the top five candidates under the principle or process of deep-selection which is provided for under Rule IX letter of the 2016 Omnibus Rules on Appointments and other HR Actions. The appointing authority may, likewise, set the cut-off score. However, if no applicant qualified on the cut-off score set by the appointing authority, position shall not be filled in.

Section 2: Performance Rating (Level 1 and Level 2 Non-Teaching, Teaching and Teaching Related Positions)

1. Performance rating is a basic requirement for appointment and promotion.
 - 1.1 Performance rating should be at least **Very Satisfactory** for the last three rating periods.
 - 1.2 If the applicant submits less than three (3) performance ratings, he or she shall not be disqualified from the selection process. The computation shall be: the number of the submitted performance ratings divided by 3.
 - 1.3 If an applicant for promotion submits less than three (3) performance ratings he or she shall not be disqualified. The HR Officer may consider the rating from the 201 Files of the applicant

Grounded on the principle of objectivity/fairness in the evaluation of documents, should the submitted performance ratings be less than three (3), the performance rating should be averaged based on the number of submitted PRs; provided that the number of performance ratings should be equal to years of employment as stated in the PDS. In cases that the years of employment is more than three (3) years, and the performance ratings submitted is less than three (3), then the computation in Sec. 2, Number 1.2 or the provisions of Section 2, Number 1.3 may be applied, whichever is applicable.





2. In the case of applicants who are not from DepED where performance rating is descriptive or adjectival, the midpoint of the adjectival rating using DepED rating scale may be taken as reference.

For entry level positions, the 3 performance rating rule is not applicable.

Section 3: Experience

1. Experience must be relevant, and are significant to the duties and functions required of the position to be filled.
2. Experience in the first level Position is considered relevant experience for promotion or the second level position to be filled is in the same job group.
3. The computation of relevant experience shall be as follows:
 - 3.1 Non-Teaching Position - at least one (1) month relevant experience (1/12)
 - 3.2 Teaching Position- at least one (1) month relevant experience (1/10)
 - 3.3 Teaching-Related- at least one (1) month relevant experience (1/12)
 - 3.4 School Head Position-continuous designation for at least one (1) month as Officer-In-Charge/ TIC shall be considered.

Section 4: Outstanding Employee Award

1. The award must be a result of the search conducted by the search committee whether private or public.
2. Other service awards such as those given by the Boy Scout of the Philippines and Girl Scout of the Philippines (DECS Order No. 99, s. 1999) are also considered and given a maximum of 2 points.
3. CSC Awards, PRAISE, Gawad Patnugat, and other awards that are not just contributory to the performance are considered.

Section 5: Innovation

1. An innovation is something new, original, and self-initiated (DECS Order No.54, s. 1993).
2. Point System:
 - 2.1 If adopted in the Division - 4
 - 2.2 If adopted in the District - 3
 - 2.3 If fully implemented in the School - 2





2.4 Implementation has just started	-	1
2.5 Conceptualized an innovation	-	.5

3. All innovations must be properly documented and duly certified by the head of office/approving authority where it was adopted, implemented, started and conceptualized.
4. For Non-Teaching personnel, development of database management system that is focused on improving work procedures, organizational efficiency, leadership and educational support are considered innovation.
5. Self-developed instructional materials:
 - 5.1 Sole Authorship – maximum points under this criterion.
 - 5.2 Co-Authorship/Collaboration – divided by the number of collaborators/authors.
 - 5.3 Developed Learning Resource/localized Materials published in LRMS are also considered innovation
6. Supporting documents:
 - i. Approved Project Proposal
 - ii. Copy of the instructional materials
 - iii. Cost Benefit Analysis
 - iv. Certification from the Supervisor in-charge that it has been effective, and duly certified by the Head of Office.
7. CI Projects are also considered innovation

Section 6: Research and Development Projects

1. Point System:
Action Research implemented in the following levels:
 - 1.1 Division - 4
 - 1.2 District - 2
 - 1.3 School - 1.3
 - 1.4 Points for Action Research developed and implemented in group should be divided by the number of researchers.
2. Mere analysis of data is not considered an action research, and shall not be awarded a point.
3. Action research implemented as CI project shall be given appropriate points.





4. Supporting documents:

- i. Certifications as required in Unnumbered RM on Intensifying Research in Schools issued on March 2, 2015.
- ii. Copy of Research
- iii. Output of the Research
- iv. Research Report

Section 7. Publication

1. All articles such as opinion or features that contain data or scientific researches related to education and are published in journal, newspaper, magazines of wide circulation (at least at the provincial and city circulation).
2. Co-Authorship of book published by reputable/recognized publishing company (ISBN/ISSN).
3. Articles published/featured in reputable/official website are also considered.
4. Journals or researches that are peer reviewed by international circulation must be given 4 points for sole authorship and those done in collaboration or group shall be given points by dividing the points by the number of members in the group.

Section 8. Consultancy/ Resource Speakership/ Chairmanship

1. A Resource Speaker must be invited as a resource for something, and shall be supported by Certificate of Recognition or Appreciation, Training design; Training Matrix where his/her name is indicated, approved travel Order, Invitation/Memorandum.
2. The presentation of research is considered as resource speakership and shall be given appropriate points.
3. Chairmanship is cumulative not to exceed 10 points.
4. Speakership is cumulative not to exceed 4 points
5. Point System:

3.1 International	=	4
3.2 National	=	3
3.2 Regional	=	2
3.3 Division	=	1
3.4 District	=	.5





Section 9. Education and Training

1. Bachelor of Laws and Medicine are considered Master's Degree.
2. Training conducted in the Philippines is considered an international training when trainers and participants were from at least 5 countries, internationally recognized and accredited, and global in context. Trainings conducted outside the Philippines shall automatically be considered as international.
3. Scholarships and specialized trainings are given 1 point for every month (ICeXCELS, DAP).
4. Assign points to graduates of bachelor degree and two (2) year courses, depending on the minimum educational qualifications stated in the approved Qualifications Standard (QS) for the position to be filled)

Bachelors' Degree	-	5
2-year Course	-	3

Section 10. Potential

1. Oral Communication Skills shall be given 50% and Written Communication skills shall be given 50%.

Section 11. Psychological Attributes and Personality Traits

1. The Personnel Selection Board shall conduct a Behavioral Event Interview (BEI), and a background check on all concerned applicants. The results of such will be attached to the comparative assessment.

Section 12. Training/Workshops/Seminars

1. All unused Certificates of trainings in the last 5 years shall be given credit.
2. Training conducted in the Philippines is considered an International training when trainers and participants were from at least 5 countries, internationally recognized and accredited, and global in context. Trainings conducted outside the Philippines shall automatically be considered as international.
3. At least one International, National training/activity for at least 3 days commencing from the date of latest appointment.
4. Three or more Division trainings/activities in each level for at least 3 days commencing from the date of latest appointment.





5. Non-teaching training for Level 1 position shall be cumulative except for Level 2 Position.

II. Applicability. These internal guidelines shall be used by all Personnel Selection Boards in the Department of Education, Region IV-A (CALABARZON). All other Regional Order/Memorandum that are inconsistent with these guidelines are deemed superseded.

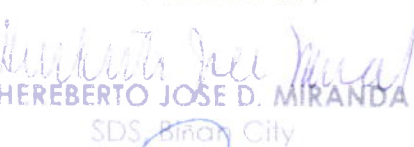
III. Separability Clause. Any provision/s in these internal guidelines which shall later be found not exactly the same as or consistent those under DepEd Order No.66, s. 2007 and DepEd Order No. 42, s. 2007 and other applicable DepEd Rules shall be treated as an enhancement of the aforesaid existing.



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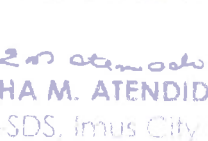

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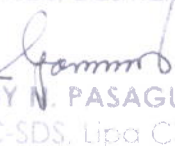

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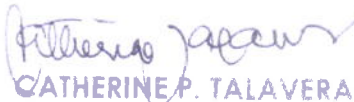

EDNA F. AGUSTIN
 OIC-SDS, Tanauan City





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REGION IV-A CALABARZON
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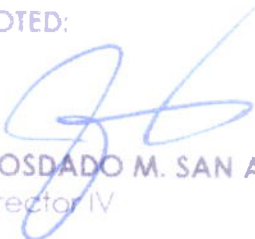

CATHERINE P. TALAVERA
OIC-SDS, Tayabas City


DORIS D. ESTALILLA
OIC-SDS, Cabuyao City

ATTESTED BY:


FRANCIS CESAR B. BRINGAS
Presiding Officer
OIC, Director III

NOTED:


DIOSDADO M. SAN ANTONIO
Director IV





REGIONAL MANAGEMENT COMMITTEE RESOLUTION NO. 002
Series 2017

A RESOLUTION PROVIDING FOR INTERNAL GUIDELINES ON PROGRESSION SYSTEM OF MASTER TEACHERS (DECS ORDER NO. 57, S. 1997), AND THE IMPLEMENTING RULES AND REGULATIONS FOR THE SYSTEM OF CAREER PROGRESSION FOR PUBLIC SCHOOL TEACHERS (MEC ORDER NO. 10, S. 1979)

WHEREAS, in conformity with the Merit Selection of the Department of Education and pursuant to the existing guidelines under the rationalized program, there is a need to come up with harmonized internal guidelines to assist the Personnel Selection Board in screening of the applicants, and appraisal of the requirements comparative to the Department of Education policy guidelines on the selection and promotion of master teacher;

WHEREAS, these internal guidelines do not intend to amend, modify or change the guidelines issued by the Department, instead, these are adapted in accordance with said guidelines to ensure quality and efficiency in the assessment activities;

WHEREAS, the Regional and Division Personnel Selection Board conducted a Consultative Conference and series of discussions of DECS Order No. 57, s. 1997 and MEC Order No. 10, s. 1979 and have agreed on internal guidelines to clarify the policy guidelines;

NOW, THEREFORE, BE RESOLVED AS IT IS HEREBY RESOLVED, THAT THE FOLLOWING INTERNAL GUIDELINES ARE HEREBY ADAPTED in order to advance understanding of the different criteria set for the selection and promotion of other teaching, related teaching and non-teaching, and school heads.

APPROVED BY THE MEMBERS OF DEPED CALABARZON MANAGEMENT COMMITTEE MEMBERS during the Regional Management Committee Meeting held on August 15, 2017, SEAMEO Innotech, Commonwealth Avenue, Diliman, Quezon City.

I. DECS Order No. 57, s. 1997,

Section 1: Criteria for Master Teacher

1. Education

1.1 For Elementary:

- i. Master Teacher 1 – at least 18 units in Master Degree regardless of the specialization**
- ii. Master Teacher 2 – at least completed academic requirements.**





1.2 For Secondary:

- i. Master Teacher 1 – at least 18 units in Masters Degree in the area of specialization.
- ii. Master Teacher 2 – at least completed academic requirements in the area of specialization.

2. Leadership and Potential

2.1 A demonstration teaching is NOT an entry requirement.

2.2 For Master Teacher 1, an applicant has to obtain 25 points in leadership and potential **OR** has been a demonstration teacher on the district level plus 15 points in leadership and potential.

2.3 For Master Teacher 2, an applicant has to obtain 25 points in leadership and potential **OR** has been a demonstration teacher on the division level plus 15 points in leadership and potential.

2.3.1 Requirements for Demo Teaching:

- i. Approved Lesson Plan
- ii. Certificate
- iii. Corroboration
- iv. Training Matrix/Design where his/her name is indicated
- v. Memorandum

2.4 Credit Points for Leadership, Potential and Accomplishment, 25 points for any items:

2.4.1 Curriculum or Instructional Materials – must be supported with the following documents:

- i. Approved Project Proposal
- ii. Copy of the Curriculum Material
- iii. Summary of the Results of its Effectiveness
- iv. Certification coming from either the District Supervisor or Education Program Supervisor in charge of the learning area that it has been adopted in the school and validated to be effective.

2.4.2 Effective Teaching and Strategies- must be supported with the supporting documents:

- i. Concept Paper
- ii. Certification coming from either the District Supervisor or Education Program Supervisor in charge of the learning area that it has been effective





iii. Summary of the Results of its Effectiveness

- 2.4.3 Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction. It shall be supported with cost benefit analysis, concept paper, application of its effectiveness, financial report of its cost effectiveness, and certification or evidence of corroboration from any of the following: school head, district supervisor, or at least five co-teachers.
 - 2.4.4 Worthwhile income generating project for pupils given recognition by higher officials in the division. It shall be supported with project proposal, income statement from the recipients of the project, and a certificate of award or recognition.
3. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special organization like dramatic club, glee club, science club etc., and discharged such assignment satisfactorily for at least two years provided such assignment or services are in addition to, and not considered part of the regular teaching assignment.

3.1 Supporting documents:

- i. Official Designation
 - ii. Accomplishments for the past three years.
 - iii. Teachers Program
 - iv. Approved Official Teacher's Load
4. Served as chairman of special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently.

4.1 Supported by the following documents:

- i. Certification
 - ii. Corroboration (At least 5, duly certified)
 - iii. Appointment
 - iv. Accomplishment Report
 - v. Output of the Committee
5. Initiated or headed an educational research activity duly approved by educational authorities (An Action Research, should not be a Thesis for the Masters Program)

5.1 Supporting documents:





i. Certifications as required in Unnumbered RM on Intensifying Research in Schools issued on March 2, 2015.

- ii. Research itself
- iii. Output of the Research
- iv. Research Report

5.2 Credit Points:

- i. Research Proponent - 12 points
- ii. Member/Participant - 7 points

6. Coordinator of community project or of a program of another agency or coordinator of rural service improvement activity for at least two years

6.1 Supporting documents:

- i. Organizational/Barangay Resolution for the Designation
- ii. Progress Report for 2 years (Before and After)
- iii. Approved Project Proposal
- iv. Impact Study (If Research-based)

6.2 Credit Points:

- i. Coordinator - 12 points
- ii. Member/Participant - 7 points

7. Organized or managed an in-service activity or other similar activities at least on the school level (At least 3 days' duration). LAC sessions conducted for at least 24 hours (either continuous for 3 days or cumulative within a semester) may also be credited.

7.1 Supporting documents:

- i. Approved Training/LAC Design/Proposal by the Division
- ii. Memorandum showing the designation as chairman or member
- iii. Completion Report/Attendance

7.2 Credit Points = 12 points

8. Credited with meritorious achievement such as:

8.1 Trainer or coach to contestant who receive Top 3 prizes (For different events; cumulative but not to exceed 10 points (for the same event; the highest level shall be given credit).





National	-	10 points
1 st Prize	-	10
2 nd Prize	-	8
3 rd Prize	-	6
Regional	-	5 points
1 st Prize	-	5
2 nd Prize	-	4
3 rd Prize	-	3
Provincial	-	3 points
1 st Prize	-	3
2 nd Prize	-	2
3 rd Prize	-	1
District	-	1 point
1 st Prize	-	1
2 nd Prize	-	.75
3 rd Prize	-	.5

8.2 Coach of athletes or team who won Top 3 prizes.

(For different events; cumulative but not to exceed 10 points, for the same event; the highest level);

National	-	10 points
1 st Prize	-	10
2 nd Prize	-	8
3 rd Prize	-	6
Regional	-	5 points
1 st Prize	-	5
2 nd Prize	-	4
3 rd Prize	-	3
Provincial	-	3 points
1 st Prize	-	3
2 nd Prize	-	2
3 rd Prize	-	1





District	-	1 point
1 st Prize	-	1
2 nd Prize	-	.75
3 rd Prize	-	.5

8.3 Coordinator of BSP or GSP Activities:

National	-	10 points
Regional	-	5 points
Provincial	-	3 points
District	-	1 point
School	-	.5 point

8.3.1 Supporting Documents:

- i. Designation as Scout Coordinator
- ii. Approved Proposal of the Scouting Activity
- iii. Accomplishment Report
- iv. Commendation by authority

9. Authorship (10 points for Book, 1 point for article)

Sole-Authorship	-	10 points
Co-Authorship	-	5 points
Article	-	1 point

9.1 Journals or researches that are peer reviewed by international circulation must be given 10 points for sole authorship and those done in collaboration or group shall be given points by dividing the points by the number of members in the group.

- iii. **Additional Requirements.** Sections 10 and 11 of the Regional Management Committee Resolution No.001 shall apply. Schools Division Offices may include an on-the-job training and assessment to determine applicant's potential.
- iv. **Applicability.** These internal guidelines shall be used by all Personnel Selection Board in the Department of Education, Region IV-A (CALABARZON). Any Regional Order/Memorandum inconsistent with these guidelines are superseded and therefore rescinded.
- v. **Separability Clause.** Any provision/s in these internal guidelines which shall later be found not exactly the same as or consistent to those under DepEd Order No.57, s. 1997 and other applicable DepEd Rules shall be treated as an enhancement of the aforesaid existing.





Republic of the Philippines
 Department of Education
REGION IV-A CALABARZON
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 OIC-SDS, Cabuyao City

ATTESTED BY:
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FRANCIS CESAR B. BRINGAS
 Presiding Officer
 OIC, Director III

NOTED:
[Signature]
DIOSDADO M. SAN ANTONIO
 Director IV

