DIVISION MEMORANDUM
NO. 91 S. 2015

CLARIFICATIONS ON THE IMPLEMENTATION OF MEC ORDER NO. 10, S. 1979,
DEPED ORDER NO. 42 s. 2007 and DEPED ORDER NO. 66 s. 2007

TO: Asst. Schools Division Superintendent
SDO Chiefs
Education Program Supervisor-I
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. Enclosed are the clarifications on the rules and regulations for the implementation of the System of Career Progression for Public School Teachers, School Heads and Other Teaching, -Related Teaching and Non-Teaching Personnel.

2. It is desired that the Personnel Selection board shall observe the clarifications in particular, the giving of credit points to the different criteria stipulated in MEC Order No. 10 s. 1979 for Master Teacher, DepEd Order No. 42 s. 2007 for school heads and DepEd Order No. 66 s. 2007 for Other Teaching, Teaching-Related and Non-Teaching personnel

3. For information, guidance and compliance of all concerned.

NYMPHA D. GUemo
Asst. Schools Division Superintendent
Officer In-Charge
CLARIFICATIONS ON THE RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE SYSTEM OF CAREER PROGRESSION FOR PUBLIC SCHOOL TEACHERS

1. Only those who are actually teaching shall be considered for Master Teacher position. This includes teachers who besides providing special services have regular teaching loads.
2. Positions for Master Teacher shall be allotted by divisions proportionally on the basis of number of teachers. The number of positions for the divisions shall likewise be distributed proportionally among all districts.
3. An allotment of one (1) Master Teacher position per subject area at least 5 - 7 teachers should be the basis of granting in the secondary level (DECS Order No. 70 s. 1988)
4. If there are not enough qualified teachers in the district to fill the number of Master Teacher positions allotted to it, the positions may be filled by qualified teachers from other districts provided however that such teachers shall serve in the district where the Master Teacher positions have been allotted.

BASIC QUALIFICATIONS:

Master Teacher I

1. Permanent Teacher (with Teacher Eligibility)
2. Bachelor's Degree for teachers or Bachelor's Degree plus 18 professional units in Education, and 18 units for MA in Education or its equivalent
3. Very Satisfactory performance for the last three (3) years
4. At least three (3) years experience
5. At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership potential to reach the total of 25 points.

Master Teacher II

1. Master Teacher I for at least one (1) year
2. Bachelor's Degree plus 18 professional units in Education; 24 units for Master's degree in Education or its equivalent
3. Very Satisfactory rating as Master Teacher I for last three (3) years
4. At least 30 points in leadership potential and achievement or has been demonstration teacher in the division level with points which when added to leadership and potential points shall be equal to 30 points.

DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES

1. CSC Form 212 Revised 2005 (Personal Data Sheet)
2. Updated Service Record
3. Transcript of Records/ Special Order
4. Performance Rating for the last 3 rating periods
5. Eligibility Rating
6. Certificates of Relevant Trainings / Seminars / Scholarships, etc.
7. Copy of last approved appointment
8. Other documents relevant to the position applied for MEC Order No. 10 s. 1979
9. Copy of the Class / Master Program indicating the no. of teaching load (current year)
10. Omnibus certification of authenticity and veracity signed by the applicant

THE CREDIT POINTS SHALL BE AS FOLLOWS:

A. Introduce any of the following which has been adopted or used by the school or district (20 points)

1. All claims for Criterion A shall be supported with proofs of validation (where applicable) and effectiveness.
2. Likewise, each claim should be supported with an approved project proposal prior to the implementation of the project as well as a terminal report after the project is completed, acknowledged or noted by the district and division authorities concerned / area supervisors and approved by the ASDS / SDS.
3. Certifications in line with the claims shall be corroborated by 5 teachers to attest the veracity of the claim.

4. A worthwhile Income Generating Project (IGP) for the learners, for at least two (2) years given recognition by higher officials in the division shall have a net income of P 5,000.00. The terminal report should include among others how the income was generated, how much was generated, where the proceeds were used. This should be noted by the school head or PSDS as the case may be and corroborated by 5 teachers. Fund Raising Activities are not considered as IGP.

5. Simplification of work procedures and innovations related to effective teaching strategies shall be credited based on submission of research findings from comparative studies.

6. Claims for curriculum materials development shall require evidences of validation (content / statistical validation as the case may be)

7. Points shall be given as follows:

<table>
<thead>
<tr>
<th>Grade level</th>
<th>10 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>School level</td>
<td>15 pts</td>
</tr>
<tr>
<td>District /Higher Levels</td>
<td>20 pts</td>
</tr>
</tbody>
</table>

For group claims, the points shall be divided equally among the proponents.

B. Served as subject coordinator or grade/year level chairman ... (12 points)

1. Subject Coordinator in the different learning areas shall be credited provided supporting documents are complete including accomplishment reports noted by the school head/PSDS corroborated by 5 teachers.

2. For coordinator/grade or year level chairman/club adviser claims, supporting documents shall include:
   a. Official designation as grade/year level chairman, subject coordinator or club adviser
   b. Brief accomplishment report, noted by the school head / PSDS and corroborated by 5 teachers

3. For school paper advisers there should be at least 1 publication per year for two years printed or mimeographed, where the name of the candidate is indicated as the adviser.

4. Subject Coordinatorship/Chairmanship must be at least for one (1) year while advisership must be at least for two (2) years. Such special assignments are not considered as part of teaching load. A copy of the class program / master program shall be submitted as supporting document.

5. Credit points shall be:

<table>
<thead>
<tr>
<th>School level</th>
<th>10 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>District /Higher Levels</td>
<td>12 pts</td>
</tr>
</tbody>
</table>

C. Served as chairman of a special committee such as curr study committee, committee to prepare instructional materials, committee to prepare school programs and discharged the work efficiently. (12 points)

1. School Programs include the special committees created in support to the different programs of the DepEd/Region/Division Programs which will improve the school’s performance (e.g. Special Committee created on Intervention Programs in the different learning areas, including assessment, monitoring and evaluation, etc.)

2. Supporting documents shall include:
   a. Designation as chairman or in the absence certification serving as chairman of a special committee corroborated by 5 teachers
   b. Sample output (if applicable), noted by the school head/PSDS and corroborated by 5 teachers.

3. Credit points shall be as follows:

<table>
<thead>
<tr>
<th>School level</th>
<th>10 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>District /Higher Levels</td>
<td>12 pts</td>
</tr>
</tbody>
</table>

D. Initiated or headed an educational research ... (12 points)

1. With a research proposal acknowledged by the immediate head/PSDS or EPS for the learning areas and the Chief (CID or SGOD) and with terminal write-up approved by the ASDS/SDS.

2. Research shall be for improvement of instruction, community development, for teacher welfare and the like.

3. Researches conducted and submitted to fulfill requirements for masteral and doctoral program are not given credits, as they have been credited for the degree program.
Class - 6 pts
School - 10 pts
District/Higher Levels - 12 pts

For group claims, points shall be divided equally among the researchers.

E. Coordinator of Community Project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro industrial fair, etc for the last two (2) years ... (12 points)
For participation as member of such activity (7 points)

1. A Certificate of Commendation can be included to attest accomplishment. If certification will be submitted, it should be corroborated with 5 teachers.
2. An Accomplishment Report noted by the agency served shall be included among the supporting documents.
3. The coordinator shall have served for at least 2 years. Aggregate service can be credited provided, the same activity.
4. Credit points shall be:
   Barangay - 10 pts
   City/Province - 12 pts

F. Organized/managed an In-service activity or other similar activities at least on the school level (12 points)

1. In-service activities organized/managed shall be mainly for the improvement of instruction and co-curricular activities. Clientele should be teachers/school heads/community people and the like.
2. The supporting documents should clearly show the claimant as the organizer/initiator and manager.
3. Supporting documents shall be accompanied with Memorandum, Training Design and Accomplishment Report duly noted by the higher authorities in the school or district or division level as the case may be.
4. A Certificate of Commendation may also be included, if certification is submitted, it should be corroborated by 5 teachers.
5. Credit points shall be as follows:
   School Level - 10 pts
   District/Higher Level - 12 pts

G. Credited with Meritorious Achievements ... (10 points)

1. The meritorious achievement include both those in academics and athletics.
2. Claims shall be supported with Certified of Commendations/Recognitions. If certification is submitted it should be corroborated by 5 teachers.
3. As regards credit points to be assigned, it shall be regardless of the number of wins in level, the candidate gets the maximum points for that particular level. The highest level point shall be granted if wins are the same event/activity.
4. For wins in different activities, these will be credited accordingly based on the given credit points in the MEC Order No. 10, s. 1979.
5. Credit points shall be given as follows:
   District level - 1 pt
   Sectoral level - 2 pts
   Division level - 3 pts
   Regional level - 5 pts
   National level - 10 pts

H. Demonstration Teaching (10 points)

1. Claims shall be supported with Lesson Plans, Certificate of Commendation/Recognition as Demonstration Teacher duly signed by the higher authorities in the school or division or region of national as the case may be. If certification is presented, it should be corroborated by at least 5 teachers who were present during the demonstrating teaching.
2. Level of demonstration teaching minimally required for MT:
   MT-I – at least District level
   MT-II and above – at least Division level

3. Credit points shall be as follows:
   3 or more demonstration lessons - 10 pts
   2 demonstration lessons - 7 pts
   1 demonstration lesson - 4 pts

CLARIFICATIONS ON THE GUIDELINES FOR THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS
( DepEd Order No. 66 s. 2007 )

DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES

A. Documents to be submitted:
   1. CSC Form 212 (Personal Data Sheet)
   2. Performance Rating for the last three (3) rating periods which are at least Very Satisfactory
   3. Transcript of Records/Special Order for those who have finished masteral / doctoral degree. For those who have completed the Academic Requirements(CAR), they shall submit certification from the graduate school where the candidate is enrolled.
   4. Updated Service Record
   5. PRC License
   6. Certificates of Relevant Trainings / Seminars attended
   7. Other documents relevant to the position applied for DepEd Order No. 66 s. 2007

CREDIT POINTS PER DEPED ORDER NO. 66 S. 2007

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>TEACHING AND RELATED TEACHING</th>
<th>NON-TEACHING GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LEVEL 1</td>
<td>LEVEL 2</td>
</tr>
<tr>
<td>A. PERFORMANCE RATING</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Average of the numerical ratings multiplied by 35</td>
<td>Average of the numerical ratings multiplied by 35</td>
</tr>
<tr>
<td>B. EXPERIENCE</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Experience must be relevant to the duties and functions of the position to be filled</td>
<td>Every year given a point but not to exceed 5 points</td>
<td>Every year given a point but not to exceed 5 points</td>
</tr>
<tr>
<td>C. OUTSTANDING ACCOMPLISHMENTS</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>1. Outstanding Employee Award</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>2. Innovations</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>3. Research &amp; Development Projects</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>4. Publication &amp; Authorship</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>5. Consultant/Resource Speaker in Trainings/ Seminars</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>D. EDUCATION</td>
<td>25</td>
<td>10</td>
</tr>
<tr>
<td>--------------------</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>CAR for MA</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>15</td>
<td>7</td>
</tr>
<tr>
<td>CAR for Doctoral</td>
<td>20</td>
<td>9</td>
</tr>
<tr>
<td>Doctoral degree</td>
<td>25</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAINING</th>
<th>5</th>
<th>10</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant in a</td>
<td>One point for every month of attendance but not to exceed 5 points</td>
<td>One point for every month of attendance but not to exceed 10 points</td>
<td>One point for every month of attendance but not to exceed 10 points</td>
</tr>
<tr>
<td>specialized training e.g. Scholarship Prog, Short Courses, Study grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• District</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>• Division</td>
<td>2</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>• Regional</td>
<td>3</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Participant in one (1) training conducted for at least three (3) days not credited during the last promotion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• National</td>
<td>4</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>• International</td>
<td>5</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Chair/ Co-Chair in a technical / planning committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• District</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>• Division</td>
<td>2</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>• Regional</td>
<td>3</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>• National</td>
<td>4</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>• International</td>
<td>5</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. POTENTIAL</th>
<th>5</th>
<th>20</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication Skills</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>2. Ability to present ideas</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>3. Alertness</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>4. Judgment</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>5. Leadership Ability</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. PSYCHO-SOCIAL ATTRIBUTES</th>
<th>5</th>
<th>15</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Human relations</td>
<td>2</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>2. Decisiveness</td>
<td>2</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>3. Stress Tolerance</td>
<td>2</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

| TOTAL                      | 100 | 100 | 100 |
I. Performance Rating

**Documents to be submitted:**

- Performance Rating Sheets for the last three rating periods

**How to Appraise:**

- Candidates who are on leave shall submit their performance ratings for the last 3 consecutive years prior to the authorized leave of absence.
- Candidates who cannot submit their performance rating for the last 3 years will not be included in the ranking.
- The highest rating to be credited is 10. Any rating higher than 10 will still get 10 as its maximum.
- The Performance Rating for the last three rating periods should be at least Very Satisfactory.

II. Relevant Experience

**Documents to be submitted:**

- Designation / Appointment

**How to Appraise:**

- Designation / appointment relevant to the position applied for.
- Experience must be relevant to the duties and functions of the position be filled, with every year given a point but not exceed five (5) points. Every month of service in excess of one year shall be given corresponding point.

**Example:**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 yr. &amp; 5 mos.</td>
<td>$1\frac{5}{12} = 1.4$ points</td>
</tr>
<tr>
<td>4 yrs. &amp; 11 mos.</td>
<td>$4\frac{11}{12} = 4.9$ points</td>
</tr>
</tbody>
</table>

III. Outstanding Accomplishments

A. Outstanding Employee Award

**Documents to be submitted:**

- Certificate of award plus any two of the following documents:
  - Memorandum on the search that reflects the criteria used
  - Memorandum/bulletin where the candidate is cited as winner/awardee.
  - Pictorials
  - Announcement in any reputable / recognized periodicals/publications
  - Any document that can support the claim
- Scouting Awards shall be given credit in accordance with the details contained in the DECS Order No. 10 s. 1990 and DECS Order No. 99 s. 1999.

<table>
<thead>
<tr>
<th>Awardee in school</th>
<th>Teaching-Related</th>
<th>L1- Non T</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>L2-Non Teaching</td>
<td></td>
</tr>
<tr>
<td>Nomination in the Division/Awardee in the District</td>
<td>1 pt</td>
<td>.6</td>
</tr>
<tr>
<td>Nomination in the Region/Awardee in the division</td>
<td>2 pts</td>
<td>.8</td>
</tr>
<tr>
<td>Nomination in the Department/Awardee in the region</td>
<td>3 pts</td>
<td>.9</td>
</tr>
<tr>
<td>National awardee</td>
<td>4 pts</td>
<td>1</td>
</tr>
</tbody>
</table>
B. Innovations

Documents to be submitted:

➢ Approved project proposal and or narrative report by the ASDS/SDS recommended by the school head or PSDS / EPS - 1

How to Appraise:

Innovative work plan properly documented, approve and attested by authorized regional/division official:

<table>
<thead>
<tr>
<th>Teaching - T-R</th>
<th>Level 1- Non T</th>
</tr>
</thead>
<tbody>
<tr>
<td>L2 – Non T</td>
<td>L1- Non T</td>
</tr>
<tr>
<td>1. Conceptualized</td>
<td>0.75 pt</td>
</tr>
<tr>
<td>2. Started the implementation</td>
<td>1.00 pt</td>
</tr>
<tr>
<td>3. Fully implemented in the school</td>
<td>2.00 pts</td>
</tr>
<tr>
<td>4. Adopted in the district</td>
<td>3.00 pts</td>
</tr>
<tr>
<td>5. Adopted in the division</td>
<td>4.00 pts</td>
</tr>
</tbody>
</table>

C. Research and Development projects

➢ Approved research proposal and write-up by the ASDS/ SDS.

How to Appraise:

➢ Only education-related activities will be credited

<table>
<thead>
<tr>
<th>L2 – Non T</th>
<th>L1- Non T</th>
</tr>
</thead>
<tbody>
<tr>
<td>T /T-R</td>
<td></td>
</tr>
<tr>
<td>1. Action research conducted in the school level</td>
<td>1 pt</td>
</tr>
<tr>
<td>2. Action research conducted in the district level</td>
<td>3 pts</td>
</tr>
<tr>
<td>3. Action research conducted in the division level</td>
<td>4 pts</td>
</tr>
</tbody>
</table>

D. Publication/Authorship

Documents to be submitted:

➢ Copy of the newspaper with the published articles.
➢ Copy of the book authored or co-authored.

How to Appraise:

➢ Only education-related articles will be given points. (Poems, news and related topics will not be credited under this criterion).
➢ Articles published in tabloid or local publications maybe credited if the applicant can show any evidence that will prove that no monetary consideration has been made to cause its publication.
➢ Articles published in Division Newsletter or any recognized newspaper/magazine of wide circulation will be credited.

<table>
<thead>
<tr>
<th>Articles published in a journal/newspaper/magazine of wide circulation</th>
<th>2 pts</th>
<th>.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2 points per article but not to exceed 4 pts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-authorship of a book</td>
<td>3 pts</td>
<td>.75</td>
</tr>
<tr>
<td>(shall be divided by the number of authors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sole authorship of a book</td>
<td>4 pts</td>
<td>1.0</td>
</tr>
</tbody>
</table>
E. Consultancy/Resource Speakership in Training/Seminars/Workshops/Symposia

Documents to be submitted:

➢ Certificate of recognition cited as consultant/ or resource speaker and any one (1) of the following documents:
   a. Letter of invitation from sponsoring institution.
   b. Program of activities where name is cited as speaker/facilitator.
   c. Any documents which can prove the truthfulness of the claim.

How to Appraise:

➢ One involvement may suffice the awarding of the corresponding points
➢ Points per level

<table>
<thead>
<tr>
<th>Level</th>
<th>T/ T-R Non-T L2</th>
<th>Non-T L1</th>
</tr>
</thead>
<tbody>
<tr>
<td>District/ Zonal level</td>
<td>0.75 pt</td>
<td>.5</td>
</tr>
<tr>
<td>Division level</td>
<td>1 pt</td>
<td>.6</td>
</tr>
<tr>
<td>Regional level</td>
<td>2 pts</td>
<td>.8</td>
</tr>
<tr>
<td>National level</td>
<td>3 pts</td>
<td>.9</td>
</tr>
<tr>
<td>International level</td>
<td>4 pts</td>
<td>1.0</td>
</tr>
</tbody>
</table>

IV. A. Education

Documents to be submitted:

➢ Photocopy of the Official Transcript of Records
➢ CAR Certification by the College / University Registrar

B. Training

The training must be credited be either DepEd Sponsored or Other Agency Indorsed by DepEd.

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

Documents to be submitted:

➢ Certificate of Completion or Diploma or Transcript of Records or
➢ Any document that can prove that the applicant has been granted such as (letter from the sponsoring agency or MOA, etc.)

How to Appraise:

One point is given to every month of attendance.

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

Documents to be submitted:

➢ Certificate of participation in seminar/training not less than 3 days.

How to Appraise:

<table>
<thead>
<tr>
<th>Level</th>
<th>Teaching/ T-R</th>
<th>Non-Teaching L-1/ L-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Level</td>
<td>1 pt</td>
<td>2</td>
</tr>
<tr>
<td>Division Level</td>
<td>2 pts</td>
<td>4</td>
</tr>
<tr>
<td>Regional Level</td>
<td>3 pts</td>
<td>6</td>
</tr>
<tr>
<td>National Level</td>
<td>4 pts</td>
<td>8</td>
</tr>
<tr>
<td>International Level</td>
<td>5 pts</td>
<td>10</td>
</tr>
</tbody>
</table>

Participants in one (1) training conducted for at least three (3) days *not credited during the last promotions.*
3. Chairman/Co-Chairman in a technical/planning committee

Documents to be submitted:

- Copy of the School or Division Memorandum where the applicant is cited as Chairman/Co-Chairman in a technical/planning committee
- Copy of the INSET / Training proposal and write-up/ accomplishment report approved by the ASDS/ SDS and other supporting documents

How to Appraise:

Chair/Co-Chairman in a technical/planning committee

<table>
<thead>
<tr>
<th>Level</th>
<th>T / T-R</th>
<th>Non-T (L1/L2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Level</td>
<td>-</td>
<td>1 pt 2</td>
</tr>
<tr>
<td>Division Level</td>
<td>- 2 pt 4</td>
<td></td>
</tr>
<tr>
<td>Regional Level</td>
<td>- 3 pts 6</td>
<td></td>
</tr>
<tr>
<td>National Level</td>
<td>- 4 pts 8</td>
<td></td>
</tr>
<tr>
<td>International Level</td>
<td>- Septs 10</td>
<td></td>
</tr>
</tbody>
</table>

V. Potential

- The rating shall be based on a written test and interview prepared by the division office. 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 & English
   - T / T-R 1 pt 4 2

2. Ability to Present Ideas
   - Presents well-organized & precise ideas with marked command of the language used.
   - T / T-R 1 pt 4 2

3. Alertness
   - Manifests presence of mind & awareness of the environment
   - T / T-R 1 pt 4 2

4. Judgment
   - Demonstrates sound judgement
   - T / T-R 1 pt 4 2

5. Leadership Ability
   - Influences others to do the tasks to him
   - T / T-R 1 pt 4 2

VI. Psychosocial Attributes and Physical Characteristics

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capacity of the candidates to be assets to the entire service system and utilize his/her talents expertise to the maximum. This shall be determined and a rating given by the School Principal/School Head, PSSD and SDS.

<table>
<thead>
<tr>
<th>T / T-R</th>
<th>Non-Teaching</th>
<th>T / T-R</th>
<th>Non-Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>L2</td>
<td>L1</td>
<td>L2</td>
</tr>
</tbody>
</table>

a. Human Relations

1. Adjusts to the personalities, ranks & informal groups present in the organization.
   - T / T-R 0.4 pt 1.2 .4

2. Internalizes work changes with ease & vigor
   - T / T-R 0.4 pt 1.2 .4

3. Accepts constructive criticisms objectively whether from his subordinates, peers and superiors.
   - T / T-R 0.4 pt 1.2 .4

4. Observes proper decorum in relating with superiors and peers.
   - T / T-R 0.4 pt 1.2 .4

5. Takes the initiative to organize work groups, adopt procedures & standards in his own level.
   - T / T-R 0.4 pt 1.2 .4

b. Decisiveness

1. Thinks logically & acts accordingly
   - T / T-R 0.4 pt 1 .4

2. Considers alternatives & recommends solutions
   - T / T-R 0.4 pt 1 .4
when faced with problem situations
3. Gives convincing recommendations & suggestions - 0.4 pt 1 .4
4. Acts quickly & makes the best decision possible - 0.4 pt 1 .4
5. Exercises flexibility - 0.4 pt 1 .4

c. Stress Tolerance 1 4 1

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

CLARIFICATIONS ON THE GUIDELINES IN THE SELECTION, PROMOTION AND
DESIGNATION OF SCHOOL HEADS

1. Principal I candidates shall have passed the qualifying test (per DepEd Order No. 85, s. 2003
amended by DepEd Order No. 42, s. 2007).
2. Principal position is non-station specific, hence any qualified applicant can apply to any position
in any school/district.
3. OS for the positions of Head Teachers and Principals position is embodied in DepEd Order No. 39,
s. 2007. (Per CSC Resolution No. 070520 dated March 19, 2007).

DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES

A. Basic Requirements:

1. CSC Form 212 (PDS)
2. Updated Service Record
3. Performance Rating for the last 3 years
4. Transcript of Records/ Special Order /CAR certification from the College/ University Registrar
5. Latest appointment/designation.
6. Certificates of relevant trainings / seminars attended
7. Other documents relevant to the position applied for per DepEd Order No. 42 s. 2007
8. Enhanced School Improvement Plan for applicants to principal positions

CRITERIA

1. Performance Rating 30 points

*Documents to be submitted:*
- Performance Rating Sheets for the last three rating periods approved by the SDS

*How to appraise:*
- Candidates who are on leave shall submit their performance ratings for the last
  consecutive years prior to the authorized leave of absence.
- Candidates who cannot submit their performance ratings for the last 3 years will not be
  included in the ranking.
- The highest rating to be credited is 10. Any rating higher than 10 will still get 10 as its
  maximum.
The average of the numerical ratings shall be given points as follows:

<table>
<thead>
<tr>
<th>Numerical Rating</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.40 – 10.00</td>
<td>30</td>
</tr>
<tr>
<td>8.70 – 9.39</td>
<td>25</td>
</tr>
<tr>
<td>8.00 – 8.69</td>
<td>20</td>
</tr>
<tr>
<td>7.30 – 7.99</td>
<td>15</td>
</tr>
<tr>
<td>6.60 – 7.29</td>
<td>10</td>
</tr>
</tbody>
</table>

II. Relevant Experience

**Documents to be submitted:**
- Designation/Appointment relevant to the position applied for.

**How to appraise:**
- Designation must be signed by the SDS. Designation signed by the PDS prior to the enactment of RA 9155, meaning before 2002 shall be credited.
  After 2002, only SDS – signed designation will be given points.
- Designation/Appointment relevant to the position applied for shall be considered.
- Experience must be relevant to the duties and functions of the position be filled, with every year given a point but not exceed ten (10) points. Every month of service in excess of one year shall be given corresponding point.

Example:

- 1 yr. & 5 mos. \( \frac{5}{12} \) = 1.4 points
- 4 yrs. & 11 mos. \( \frac{11}{12} \) = 4.9 points

III. Outstanding Accomplishments

**A. Outstanding Employee Award**

**Documents to be submitted:**
- Certificate of award plus any two of the following documents:
  - Memorandum on the search that reflects the criteria used
  - Memorandum/bulletin where the candidate is cited as winner/awardee
  - Pictorials
  - Announcement in any reputable/recognized periodicals/publications
  - Any document that can support the claim
- Scouting Awards shall be given credit in accordance with the details contained in the DECS Order No. 10 s. 1990 and DECS Order No. 99 s. 1999.

**How to appraise:**

**Outstanding Employee Award**

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awardee in the school</td>
<td>1 pt</td>
</tr>
<tr>
<td>Nomination in the Division/Awardee in the District</td>
<td>2 pts</td>
</tr>
<tr>
<td>Nomination the region/awardee in the division</td>
<td>3 pts</td>
</tr>
<tr>
<td>Nomination in the department/awardee in the region</td>
<td>4 pts</td>
</tr>
<tr>
<td>National awardee</td>
<td>5 pts</td>
</tr>
</tbody>
</table>

**B. Innovations**

**Documents to be submitted:**
- Approved project proposal and or narrative report by the ASDS/SDS recommended by the school head or PSDS / EPS - 1
How to appraise:

- Innovations should be in accordance with the leadership dimensions as stated in the DepEd Memorandum No. 42, s. 2007 (Education Leadership, people leadership and strategic leadership, etc).
- Innovative work plan properly documented, approved by authorized regional / division officials- ASDS/ SDS
  
  Conceptualized - 1 pt  
  Started the implementation - 2 pts  
  Fully implemented in the school- 3 pts  
  Adopted in the district - 4 pts  
  Adopted in the division - 5 pts

C. Research and Development projects 10 points

Document to be submitted:

- Approved research proposal and write up by the ASDS/ SDS.

How to appraise:

- Only Education-related activities will be credited  
- Points to be credited in every level  
  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

Documents to be submitted:

- Copy of the newspaper/journals with the published articles  
- Copy of the book authored or co-authored.

How to appraise:

1. Only education-related will be given points. (Poems, news and related topics will not be credited under this criterion).
2. Articles published in tabloid or local publications maybe credited if the applicant can show any evidence that will prove that no monetary consideration has been made to cause its publication.
3. Articles published in Division Newsletter or any recognize newspaper/magazine of wide circulation will be credited.
4. Articles published in a journal/newspaper/magazine of wide circulation will be given 2 points per article but not to exceed 4 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. Consultancy/Resource Speakership in Trainings/Seminars/ Workshops/Symposia (5 points)

Documents to be submitted:

- Certificate of recognition cited as consultant/or resource speaker and any of the following documents:
  a. Letter on invitation from sponsoring institution.
  b. Program of activities where name is cited as speaker/facilitator.
How to appraise:

One involvement may suffice the awarding of the corresponding points (DECS Order No. 54, s. 1993 shall be applied)

<table>
<thead>
<tr>
<th>Points per level</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Zonal/District level</td>
<td>1 pt</td>
</tr>
<tr>
<td>Division level</td>
<td>2 pts</td>
</tr>
<tr>
<td>Regional level</td>
<td>3 pts</td>
</tr>
<tr>
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<td>4 pts</td>
</tr>
<tr>
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<td>5 pts</td>
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IV. Education

Documents to be submitted:

- Photocopy of the Official Transcript of Records
  With SO (if necessary) for MA and EdD/PhD

Certificate of Complete Academic Requirements (CAR) from the College/University Registrar

How to Appraise:

*Allocation of points shall follow the provisions of DepEd Order No. 42, s. 2007

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

1. Participation in a specialized training e.g. Scholarship Programs, Short Courses, Study Grants. The training must be either DepEd organized or DepEd approved.

Documents to be presented:

- Certificate of completion or Diploma or Transcript of Records and
- Any document that can prove that the applicant has been granted such (letter from the sponsoring agency or MOA, etc.)

2. Participation in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions: Trainings activities must either be DepEd sponsored or approved.

Documents to be presented:

- Certificate of participation in seminars not less than 3 days

How to appraise:

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
3. Chairman/Co-Chairman in a technical/planning committee

Documents to be submitted:

- Copy of the School or Division Memorandum where the applicant is cited as Chairman/Co-Chairman in a technical/planning committee
- Copy of the INSET / Training proposal and write-up/ accomplishment report approved by the ASDS/ SDS and other supporting documents

How to appraise:
Chair/Co-chair in a technical/planning committee

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V. Potential

The rating shall be based on a written test and interview prepared by the division office.

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.

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   * Speaks and writes effectively in Filipino & English - 1 pt
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3. Alertness
   * Manifests presence of mind & awareness of the environment - 1 pt
4. Judgment
   * Demonstrates sound judgment - 1 pt
5. Leadership Ability
   * Influences others to do the tasks to him - 1 pt

IV. Psychosocial Attributes and Physical Characteristics

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 points

1. Adjusts to the personalities, ranks & informal groups present in the organization - 0.4 pt
2. Internalizes work changes with ease & 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 & standards in his own level - 0.4 pt

b. Decisiveness
   2 points

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

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.  
   1 point  
   - 0.2 pt
2. Uses coping mechanism 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 & functions in a tension laden situation.  
   - 0.2 pt
5. Channels negative emotions to positive & constructive endeavors.  
   - 0.2 pt

As a general policy (for all promotions):

1. The corresponding points / criterion shall be given when the required documents are available. No point will be given when the required documents are not satisfied.
2. The vacancies in the school/district shall be announced to all teachers. A school/district memorandum shall be floated containing the qualification standard, for the information of those interested and qualified applicants.
3. The documents of the applicants must be submitted to the Office of the SDS on or before the deadline.
4. The candidates must submit one (1) copy of authenticated documents in a folder, arranged based on the criteria. The original copies of the documents should be brought during the deliberation.
5. Open ranking shall be observed by the PSB.