



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

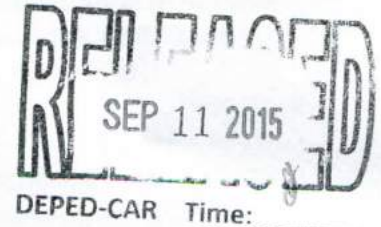


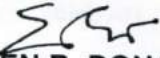
September 11, 2015

REGIONAL MEMORANDUM

No. **161** s. 2015

To: Schools Division Superintendents
Division, School, and RO Personnel Selection Board
All concerned



From: 
ELLEN B. DONATO, Ed. D., CESO III
Regional Director

Subject: **IMPLEMENTATION OF THE REGIONAL INTERNAL GUIDELINES/
POLICIES FOR APPOINTMENT AND PROMOTION IN RELATION
TO THE PROVISIONS OF D.O. NO. 66, s. 2007, D.O. NO. 42, s. 2007,
AND DECS ORDER No. 57, s. 1997**

1. In line with the aim of ensuring the adherence of concerned DepED-CAR officials to the existing guidelines on recruitment, selection and placement, a set of internal guidelines/policies has been approved by members of the Regional Management Committee.
2. This Office issues the enclosed Resolutions of the Committee for implementation effective immediately:
 - a. **Resolution No. 01** – A RESOLUTION PROVIDING FOR INTERNAL GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS (D.O. 66 s. 2007); AND, REVISED GUIDELINES ON THE SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS (D.O. 42, S. 2007)
 - b. **Resolution No. 02** – A RESOLUTION PROVIDING FOR INTERNAL POLICIES ON THE DECS ORDER 57, s. 2007, "PROGRESSION SYSTEM OF MASTER TEACHERS"
3. In addition to the said guidelines, it is advised that deadlines set for submission of applications should be strictly adhered to both by the applicants and the offices concerned.
4. Schools Division Offices should provide copies of these resolutions to their respective CSC Field Offices for information.
6. For information, guidance, and compliance.



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Wangal, La Trinidad, Benguet



REGIONAL MANAGEMENT COMMITTEE RESOLUTION NO. 01
Series 2015

A RESOLUTION PROVIDING FOR INTERNAL GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS (D.O 66, s. 2007); AND, REVISED GUIDELINES ON THE SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS (D.O 42, s. 2007)

WHEREAS, in consonance with the Merit Selection Plan of the Department, there is a need to come up with uniform internal guidelines to assist the Personnel Selection Board (PSB) in screening applicants relative to DepEd Orders/Issuances on the selection and promotion of other teaching, related teaching and non-teaching positions; 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 conformity with said guidelines to facilitate assessment/ranking activities;

WHEREAS, the Regional Management Committee has conducted a series of discussions of Department Order No. 66, s. 2007, Revised Guidelines on the Appointment and promotion of Other Teaching, Related Teaching and Non-Teaching Positions, Revised Guidelines On The Selection, Promotion And Designation Of School Heads (D.O 42, s. 2007) and agreed on internal guidelines to clarify the Orders;

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

This resolution shall take effect immediately upon its approval.

APPROVED BY THE MEMBERS OF THE REGIONAL MANAGEMENT COMMITTEE during its 6th Regular Regional Management Committee Meeting held at Monte Del Rosario, Benteng, Rosario, La Union.

1. Determinants

Section 1: Performance Rating

1. Performance rating is a basic requirement for promotion and transfer.
 - 1.1. Performance ratings should at least be **Very Satisfactory** for the last three (3) rating periods and is required for all applicants to submit.
 - 1.2. If the applicant submits one (1) or two (2) performance rating/s, he/she shall be disqualified from the selection process.
2. For original appointment, non-submission of performance rating shall not be a basis for disqualification from the selection process.
3. In the case of applicants who are not from DepEd where their performance is adjectival, take the mid point of the adjectival rating using DepEd rating scale as reference.

Section 2: Experience

1. Experience must be relevant or is significant to the duties and functions required of a higher position or the position to be filled.
2. Related experience in private and other public institutions shall be considered if supported by official designation/appointment or indicated in service records signed / certified by the personnel officer or the head of the agency.

3. Experience in the first level shall not be used for second level position unless they belong to the same job group.
4. At least one (1) month relevant experience shall be considered (1/12) for non-teaching and 1/10 for teaching positions.
5. A continuous designation of at least one (1) month as officer-in-charge shall only be considered. An aggregate of one (1) month is not considered in this case.

Section 3: Outstanding Employee Award

1. The award should be a product of a search and conducted by a search committee. The employee award is granted to an individual or individuals who excelled among peers in a functional group, position or profession (Source: DepEd Order No. 9. S. 2002).
2. Awards that are content/subject area specific (eg. Best School Paper Adviser, Best English Teacher, Best Filipino Teacher and Scout awards) are considered.
3. CSC awards are applicable in any position being applied for.

Section 4: Innovation

1. An innovation means something new. It is a demonstration of creativity, initiative and innovativeness thru the development of new or superior work procedures, methods, inventions and devices (Source: DECS Order No. 54, s.1993).
2. For non-teaching personnel, it should focus on organizational efficiency, work procedures, leadership and educational support.
3. Proper documentation is required.
4. Contextualization of materials is an innovation.

Section 5: Research and Development Projects

1. An action research must be approved by the schools division superintendent thru channels for DepEd applicants. For non DepEd applicants, the action research must be approved by the head of the office.
2. Mere analysis of data such as but not limited to EGRA, EGMA is not included as points for research. However, an action research emanating from the results such as in the EGMA/EGRA shall be considered.
3. The points for research done by a team shall be divided by the number of team members.

Section 6: Publication

1. All articles should be published in newspapers/magazines/journal of wide circulation (at least within a province/city).
2. Opinion/Feature articles must contain data/scientific research and must be educational.
3. Books must be published by a recognized publishing company (ISBN/ISSN No.)
4. Articles published online have to be published in official/reputable websites.

Section 7: Consultancy/Resource Speakership/Chairmanship

1. The certificate of recognition or appreciation shall be supported by any of the following: invitation letter, authority to travel, session guide among others.
2. Signatories for training/workshops/seminars are:
 - School level-School Head
 - District level-PSDS
 - Division level-Schools Division Superintendent
 - Regional level-Regional Director
 - National level-Central office authorized official

Section 8: Education and Training

1. **Complete Academic Requirements for Masters and Doctoral Degree.**
 - 1.1 There are no points for Bachelor's degree.
 - 1.2 The school registrar should certify the completion of the academic requirements for the required course.

1.3 Academic requirements earned shall not lapse and should be given the corresponding points.

1.4 Bachelor of Laws and Medicine are considered appropriate education for appointment to division chief and executive/managerial positions or other positions requiring a master's degree where the duties do not involve the practice of profession covered by bar/board laws (source: CSC MC 14, s. 2013).

2. Training/Workshops/Seminars

a. Training/workshops/seminars include:


- those conducted by DepEd and its partner organizations;
- those conducted by other government agencies and,
- training endorsed by the head of the agency/office.


b. International training-it is considered an international training when trainers are internationally recognized and accredited and the activity/training is attended by participants coming from across the globe. Likewise with national training, trainers are nationally recognized and the activity/training is attended by the participants coming from across the country. (Source: FAQs on Policies presented by Dir. Ellen B. Donato during the Training of school Heads on Leading and Managing the K to 12 Curriculum, November 26, 2014)

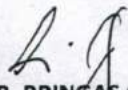
c. Certificates of trainings attended in the last 10 years which were not credited during the last promotion are considered.

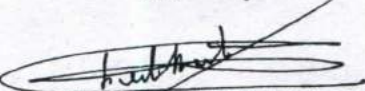
2. **Applicability.** These internal guidelines shall be used by all Personnel Selection Board in the Department of Education-Cordillera Administrative Region for purposes of uniformity.


3. **Separability Clause.** Any provision/s of these internal guidelines which is/are later found to be inconsistent with DepEd Order 66, s. 2007 and DepEd 42, s. 2007 and other applicable DepEd rules shall not invalidate other provisions hereof.

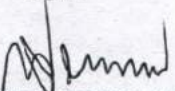

RONALD B. CASTILLO, CESO VI
Schools Division Superintendent
Abra

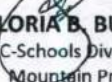

AMADOR D. GARCIA
OIC Schools Division Superintendent
Apayao



FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent
Baguio


FEDERICO P. MARTIN, Ed.D., CESO VI
OIC-Schools Division Superintendent
Benguet



SALLY B. ULLALIM, CESO V
Schools Division Superintendent
Ifugao


CAROLYN B. VERANO, CESO VI
OIC-Schools Division Superintendent
Kalinga



GLORIA B. BUYA-AO
OIC-Schools Division Superintendent
Mountain Province


FELIPE L. BALLITOC
OIC-Schools Division Superintendent
Tabuk

ATTESTED:


ESTELA L. CARIÑO, Ed.D., CESO IV
Presiding Officer
Assistant Regional Director

NOTED:


ELLEN B. DONATO, Ed.D., CESO III
Regional Director



REGIONAL MANAGEMENT COMMITTEE RESOLUTION NO. 02
Series 2015

A RESOLUTION PROVIDING FOR INTERNAL POLICIES ON THE DECS ORDER 57, S. 1997, "PROGRESSION SYSTEM OF MASTER TEACHERS"

WHEREAS, in consonance with the Merit Selection Plan of the Department, there is a need to come up with uniform internal guidelines to assist the Personnel Selection Board (PSB) in screening applicants relative to DepEd Orders/Issuances on the selection and promotion of other teaching, related teaching and non-teaching positions; 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 conformity with said guidelines to facilitate assessment/ranking activities;

WHEREAS, the Regional Management Committee has conducted a series of discussions of DECS ORDER 57, S. 1997, Progression System Of Master Teachers;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, THAT THE FOLLOWING INTERNAL GUIDELINES ARE HEREBY ADAPTED in order to advance the understanding on the different criteria for master teachers;

This resolution shall take effect immediately upon its approval.

I. DECS Order 57, s. 1997, Further Implementation of the Career Progression System For Master Teachers

Section 1: Leadership and Potential

1. Demonstration Teacher. For Master Teacher I, 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 (Source: DECS Order 57, s.1997).

1.1 The 25 points can be gained from any of the items outlined in the table for credit points for leadership and potential of the said DECS Order.

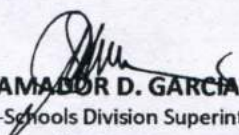
1.2 It does not require for one or more demonstration teaching for as long as the applicant has fulfilled the 25 points from the list of items for credit points in leadership and potential.

II. Applicability. These internal guidelines shall be used by all Personnel Selection Board in the Department of Education-Cordillera Administrative Region for purposes of uniformity.

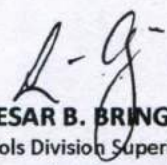
III. **Separability Clause.** Any provision/s of these internal guidelines which is/are later found to be inconsistent with DECS Order 57, s.1997 and other applicable DepEd rules shall not invalidate other provisions hereof.



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Schools Division Superintendent
Abra



AMADOR D. GARCIA
OIC-Schools Division Superintendent
Apayao



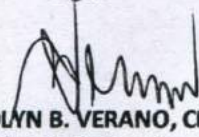
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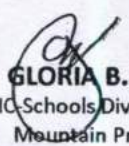
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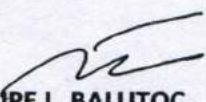
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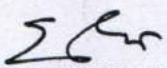
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