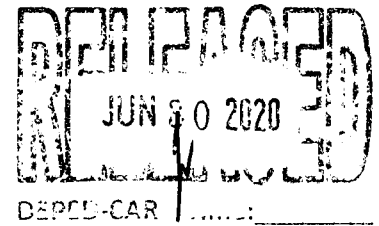




Republic of the Philippines
Department of Education
Cordillera Administrative Region



June 11, 2020

REGIONAL MEMORANDUM

No. 178.2020

IMPLEMENTATION OF THE INTERNAL GUIDELINES ON RECRUITMENT, SELECTION AND PLACEMENT IN RELATION TO THE PROVISIONS OF D.O. No. 66, S. 2007, D.O. No. 42, S. 2007, D.O. No. 57, S. 1997, AND MEC Order No. 10 s. 1979 FOR DEPED-CORDILLERA ADMINISTRATIVE REGION

To: **OIC-Assistant Regional Director
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned**

1. In line with the aim of ensuring the adherence of concerned DepEd-CAR officials to the existing guidelines on Recruitment, Selection and Placement (RSP) in relation to the provisions of D.O. No. 66, S. 2007, D.O. No. 42, s. 2007 and D.O. No. 57, s. 1997 and MEC Order No. 10 s. 1979, this Regional Policy outlining the internal guidelines was promulgated based on the basic tenets of the Merit Selection Plan of the Department of Education aligned to the CSC Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) in strengthening the principles of merit, competence, fitness and equality.
2. These internal guidelines shall provide clearer direction relative to recruitment, selection, and placement at the Regional and Schools Division Office (SDO) levels and shall adhere to the Equal Employment Opportunity Principle (EEOP) with the following Enclosures:
 - 2.1. Enclosure No. 1. Guidelines for Recruitment, Selection and Placement
 - 2.2. Enclosure No. 2. Guidelines for Assessment of Master Teachers I-IV
 - 2.3. Enclosure No. 3. RSP Process Flow
3. These internal guidelines/policies have been approved by members of the Regional Management Committee in its Regular Meeting.
4. This Office shall provide a copy of this guideline to the CSC-CAR Regional Office with the request to furnish their field offices for their information.
5. These guidelines shall remain in force and in effect, until repealed, amended or rescinded.





Republic of the Philippines
Department of Education
Cordillera Administrative Region

6. This Memorandum shall take effect upon its approval.
7. Widest dissemination, guidance, and strict compliance with this Memorandum is directed.



MAY B. ECLAR PhD, CESO V
Regional Director

Incls:

- Guidelines for Recruitment, Selection and Placement
- Determinants for Master Teachers I-IV
- RSP Process Flow

References:

- CSC MC 14, s. 2018 – 2017 ORAOHRA, *Revised July 2018*
- Civil Service Resolution Number 1800692 dated July 3, 2018
- Regional Memorandum 161, s. 2015
- DepEd Order No. 66, s. 2007
- DepEd Order No. 42, s. 2007
- DepEd Order No. 29, s. 2002
- DECS Order No. 99, s. 1999
- DECS Order No. 57, s. 1997
- DECS Order No. 10, s. 1990
- MEC Order No. 10, s. 1979

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ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

(Enclosure No. 1 to RM No. 178 s. 2020)

INTERNAL GUIDELINES ON RECRUITMENT, SELECTION, AND PLACEMENT IN RELATION TO THE PROVISIONS OF D.O. No. 66, S. 2007, D.O. No. 42, S. 2007 AND D.O. No. 57, S. 1997, and MEC Order No. 10 s. 1979 FOR DEPED-CORDILLERA ADMINISTRATIVE REGION

I. RATIONALE

Human resource planning helps to determine the number of people and the type of people an organization needs. The logical step to attain this is through Hiring which involves two broad activities namely, Recruitment, Selection and Placement (RSP).

Successful hiring reflects the validity and professionalism of the Department. Employing the right people is the most important part of the organization. Hence, it is essential to have a good recruitment process which adheres to the principles of merit, competence, fitness, equality, transparency and accountability, to ensure applicants with best qualifications, talents, skills and behaviors or characteristics will be appointed.

For the Department of Education-Cordillera Administrative Region, to have a successful hiring process, an organized recruitment path through clearly defined guidelines are hereby set in place. In consonance with the 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA) adopted through CSC MC 14, s. 2018 and CSC Resolution No. 1800692; the DepED Merit Selection Plan through DepED Order No. 29, s. 2002, the Human Resource Merit Promotion Selection Board (HRMPSB) issues these guidelines to assist the HRMPSB in screening applicants relative to DepEd Orders and issuances on the recruitment, selection and placement of other teaching, teaching-related, and non-teaching positions at the region and schools division offices.

Through these guidelines, the Department hopes to enable the Recruitment, Selection and Placement of qualified employees to help achieve its organizational objectives and increase the pool of job candidates at a minimum cost.

These internal guidelines/policies have been prepared, deliberated/discussed and approved by members of the Regional Management Committee in its regular Meeting.

II. PURPOSE AND SCOPE OF THE GUIDELINES

This guidelines shall not repeal, amend, modify, or revise the existing guidelines issued by the Department, but to facilitate assessment and ranking activities and shall provide common understanding on the different criteria for selection and promotion as referred to in D.O. 66, s. 2007, D.O. No. 42, S. 2007 and DECS Order No. 57, S. 1997, and MEC Order No. 10, s. 1979.

Goal:

Generally, this guideline shall provide general direction to the Regional and Division HRMPSB in the Recruitment, Selection, and Placement of male and female teaching and non-teaching personnel at the Regional Office and field offices.

Objectives:

Specifically, it shall:

- provide clarification on RSP guidelines selection criteria needing discernment;
- help streamline the time involved for the RSP processes
- ensure the placement of the best applicant following the guidelines; and
- implement uniform application of policies and rules pertaining to recruitment, selection and placement.

III. DEFINITION OF TERMS

For the purpose of this Memorandum, the following terms are operationally defined:

Applicant. Male or female aspirant of an available position published in the notice of vacancy for teaching, teaching-related, or non-teaching positions.

Candidate. An applicant who meets the basic qualification standards of the published vacant position as evaluated by the Human Resource Merit Promotion and Selection Board (HRMPSB) and included in the Selection Line-Up.

Internal Guidelines. Contextualized standards or parameters deliberated on and agreed upon by the Human Resource Merit, Promotions, and Selection Board (HRMPSB) of the Regional Office and Schools Division Office to provide clarity to a specific selection criteria needing discernment.

Relevant experience. Work experience in the past that is parallel to or has significant bearing to the existing vacancy being applied for.

Related-Teaching Positions. This refers to positions requiring eligibility in teaching/guidance counselling but not involved in classroom teaching such as Chief Education Supervisors, Education Program Supervisors, Education Program Specialists, Public Schools District Supervisors, Assistant School Principal, Head Teachers, and Guidance Counselors/Coordinators.

Other Teaching Positions. This refers to positions involved in actual classroom teaching like Teacher II, and Teacher III and Master Teacher I-IV, except Teacher 1 positions and Senior High School Teacher positions which are governed by a separate hiring guidelines.

Non-Teaching Positions. This refers to positions in the schools, Schools Division and Regional Offices performing functions related to Administrative, Finance, ICT, Legal, Human Resource, Medical/Dental/Nutrition, Engineering, Project Development, and Planning & Research Services.

School Head Positions. This refers to School Principal I-IV positions in the Elementary, Secondary, Integrated, and Technical-Vocational Schools.

HRMPSB. The constituted body which may also be referred to as “The Board” to assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP). (Source: CSC MC 24, s. 2018)

Appointing Authority. It refers to the person or body authorized by law to make appointments in the Civil Service. (Source: DO 29, s. 2002)

Selection Line-Up. It is a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential. (Source: DO 29, s. 2002)

IV. POLICY STATEMENT

It is the policy the Department of Education, Cordillera Administrative Region, that the Recruitment, Selection and Placement of its employees shall be anchored on the principles of merit, competence and equality. It shall be opened to all persons who are qualified, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation. 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/experts, and may initiate innovative schemes in determining the best and most qualified candidate.

V. PROCEDURE

This section outlines the specific activity and the tasks to be accomplished to serve as guide for the applicant and the HRMPSB in the RSP process.

ACTIVITY	GUIDES/TASKS
1. Publication of Vacant Positions	a. The HRMO/In-charge of Personnel shall prepare the list of vacant positions and shall be signed by the Regional Director and Schools Division Superintendent or his/her authorized representative in the Regional Office and Schools Division Offices, respectively, before posting and publication in the CSC Bulletin of Vacant Positions and through other modes of publication pursuant to RA 7041

	<p>such as in the agency or office websites, office bulletin boards, etc.</p> <p>b. The published documents shall bear the important information: vacant position, list of requirements and corresponding documents as MOVs needed for assessment, deadline of submission, and to conform to the Equal Employment Opportunity Principle (EEOP) by encouraging all interested and qualified applicants including Persons with Disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities, to apply for the vacancy.</p> <p>c. The HRMO shall announce vacant positions to be filled out and post in at least three (3) conspicuous places in the DepEd Offices/schools concerned for a period of at least 10 calendar days as provided in the ORAOHRA.</p>
<p>2. Receipt of Application with supporting documents</p>	<p>a. Application letter together with supporting complete documents shall be stamped received by the Records Section reflecting the date and time of receipt; only applications received within the deadline shall be considered.</p> <p>b. Application Letter and Documents may be submitted online within the deadline thru the DepED-CAR RO online job application system (http://www.depedcar.ph/jobs/online-application) and the respective SDO online job application system sites. The records section shall acknowledge receipt of the applications.</p>
<p>3. Conduct of Preliminary Evaluation to come up with the Selection Line-Up and listing of candidates</p>	<p>a. The HRMO shall conduct preliminary evaluation of the qualifications of the applicants vis-a-vis the approved Qualification Standards (QS) of the published positions to come up with the Selection Line-Up of Applicants.</p> <p>b. All applicants, including those not included in the Selection Line-Up, shall be presented by the HRMO to the HRMPSB for further evaluation and confirmation of basic qualifications. All applicants shall be notified by the HRMPSB Chair on the result of the preliminary evaluation.</p> <p>c. Listing of candidates in the selection line-up shall be in alphabetical order and their qualifications.</p>

	<p>d. The Selection Line-Up shall be posted at the Regional Office and SDO Bulletin Boards and Websites for 15 Calendar Days for information and comment of candidates.</p>
<p>4. Assessment of the Human Resource Merit Promotion and Selection Board (HRMPSB)</p>	<p>a. The HRMPSB shall start the paper assessment of qualified applicants even before the end of the required 15-days posting, provided that inadvertently omitted qualified applicants can still be accommodated for assessment if feedback/comment on the omission was received within the 15-day publication.</p> <p>b. The HRMPSB Chairperson may require an HRMPSB member in writing to inhibit from Board deliberations involving the papers of a candidate when the said member's relationship is up to the 4th degree of consanguinity/affinity. In the event that the chairperson shall inhibit himself, the RD/SDS shall designate an interim Chairperson for the said position only.</p> <p>c. The board shall meet as scheduled or as the need arises.</p> <p>d. All HRMPSB members shall observe confidentiality of the deliberations during the assessment.</p> <p>e. Each member shall participate actively during deliberations. All the observations, objections, and confirmations shall be reflected in the Minutes of meetings to be signed by all who participated in the deliberations.</p> <p>f. The HRMPSB shall conduct further assessment such as written examination, skills test, interview of the qualified candidates. The written examination and/or skills test is mandatory which shall be prepared and evaluated by HRMPSB or if necessary, to be assisted by an expert in the required skill on the same day of the interview. The interview shall be conducted by the Board <i>en banc</i> provided that there is a quorum, consists of the majority of the members, and provided further that the Chairperson or designated alternate, if any, is present.</p> <p>g. The HRMPSB shall sign the result of the assessment for submission to the Appointing Authority. The HRMPSB may post the results of the final assessment for 7 calendar days or less. In addition to the posting, the HRMPSB through the HRMO shall inform the results of</p>

	<p>the final assessment to the concerned applicant within 3 calendar days through any available mode of communication with the information that the applicant may inform her clarification if any, within 5 calendar days from receipt of the information.</p>
5. Validity of documents	<p>a. Only documents on the following involvement of the candidate after his/her last promotion shall be considered for purposes of promotion:</p> <ul style="list-style-type: none"> - Trainings - Newspaper Publications - Chairmanship/Coordinatorship - Resource Speakership - Completed Research - Spot Awards (STAR Awards) – Special Awards which passed through the PRAISE committee but did not necessarily undergo a search. <p>b. To ensure validity and authenticity of documents, the HRMPSB shall always compare the photocopies to the original documents, and in case of doubt, may resort to further validation with the issuing office.</p>
6. Interview of Applicants	<p>a. Any applicant who fails to appear during the scheduled interview is deemed to have waived his or her chance except for reasons considered valid by the Board, provided that before the scheduled date of interview, the applicant informs the Board in writing the reason of his/her failure to attend the interview for consideration by the HRMPSB and provided further that the interview shall be scheduled within 10 calendar days. The HRMPSB may also resort to alternative means of conducting interview such as but not limited to online or phone interview.</p> <p>b. The written examination or test is mandatory.</p> <p>c. Skills test shall be conducted for positions or vacancies that require such.</p>
7. Conduct of Background Investigation (BI) or background check	<p>a. The HRMPSB shall conduct Background Investigation or background check on the shortlisted candidates for appointment from their previous employment or schools for any administrative charges or convictions and to validate their work behavior, aptitude, and skills.</p> <p>b. The candidate's character references may be interviewed personally or through any available media of</p>

	communication using a standard tool prepared by the Board.
8. Others	<p>a. Observations or comments on the applicant's competence, other qualifications and previous work station/s shall be included in the final assessment form.</p> <p>b. The HRMPSB may partner with DepEd SPED Centers, or any External partner duly accredited for the assessment of applicants with disabilities.</p> <p>c. All HRMPSB members may be oriented on how to deal or communicate with applicants with disabilities.</p> <p>d. The HRM-PSB shall ensure the provision of an assessment room that is easily accessible to applicants with physical disabilities.</p>

All of these activities should be completed by the HRMPSB within a period of 60 calendar days.

VI. DETERMINANTS/ CRITERIA FOR EVALUATION

This section provides the criteria for evaluating 1st and 2nd level Non-teaching, school heads, other teaching and related- teaching positions. It also explains the determinants of the criteria set in existing DepEd issuances, illustrative examples, corresponding points per criteria in every level, acceptable Means of Verifications (MOVs), and lists of documents to be submitted and/or presented.

Section 1. Performance Rating

- a. Performance rating is a basic requirement for promotion, designation, appointment and/or transfer.
 - a.1. The three (3) recent performance ratings of the candidate prior to screening should be at least *Very Satisfactory*. The average of the numerical ratings is multiplied by 35%/30%. The sum of the rating/s submitted shall be divided by 3:

Illustrative Example:

Other Teaching and Related Teaching (35%)	School Heads (30%)	Non-Teaching Level 1 (35%)	Non-Teaching Level 2 (30%)
<p>For 3 Performance Ratings (PR):</p> <p>1st PR - 4.765 2nd PR - 4.812 3rd PR - 4.915 Average=(4.765+4.812+4.915)/3= 4.831 (4.831/5)*100=96.6*35%=33.810</p> <p>For 2 Performance Ratings:</p> <p>1st PR - 4.812 2nd PR - 4.915 Average=(4.812+4.915)/3 = 3.242 (3.242/5)*100=64.840*35%=22.694</p> <p>For 1 Performance Rating:</p> <p>1st PR - 4.915 4.915/3= 1.638 (1.638/5)*100=32.760*35%=11.466</p>	<p>For 3 Performance Ratings:</p> <p>1st PR -4.545 2nd PR -4.675 3rd PR -4.875 Average=(4.545+4.675+4.875)/3=4.6 4.698*2=9.7 = 25 pts.</p> <p>For 2 Performance Ratings:</p> <p>1st PR -4.675 2nd PR -4.875 Average=(4.675+4.875)/3=3.183 3.183*2=6.366 = 10 pts</p> <p>For 1 Performance Rating:</p> <p>1st PR -4.875 4.875/3=1.625 1.652*2=3.250 = 5 pts</p> <p>Or if PR Ave. Rating is:</p> <p>4.70 ≤ rating ≤ 5.00 = 30 pts. 4.35 ≤ rating ≤ 4.70 = 25 pts. 4.00 ≤ rating ≤ 4.35 = 20 pts. 3.65 ≤ rating ≤ 4.00 = 15 pts. 3.30 ≤ rating ≤ 3.65 = 10 pts. 0 to 3.29 = 5 pts.</p>	<p>For 3 Performance Ratings:</p> <p>1st PR - 4.850 2nd PR - 4.900 3rd PR - 4.910 Average=(4.850+ 4.900+ 4.910)/3= 4.887 (4.887/5)*100=97.7*35%= 34.195</p> <p>For 2 Performance Ratings:</p> <p>1st PR - 4.900 2nd PR - 4.910 Average= (4.900+ 4.910)/3 = 3.270 (3.270/5)*100=65.4*35%=22.890</p> <p>For 1 Performance Rating:</p> <p>1st PR - 4.910 4.910/3= 1.637 (1.637/5)*100=32.740*35%=11.459</p>	<p>For 3 Performance Ratings:</p> <p>1st PR - 3.980 2nd PR - 4.055 3rd PR - 4.250 Average= (3.980+4.055+ 4.250)/3= 4.095 (4.095/5)*100=81.9*30%= 24.570</p> <p>For 2 Performance Ratings:</p> <p>1st PR - 4.055 2nd PR - 4.250 Average= (4.055+ 4.250)/3 = 2.768 (2.768/5)*100=55.360*30%=16.608</p> <p>For 1 Performance Rating:</p> <p>1st PR - 4.250 4.250/3= 1.652 (1.417/5)*100=28.34*30%=9.447</p>

a.1. For purposes of promotion, one (1) RPMS performance cycle shall be equivalent to two semestral rating periods (D. O. 2, s. 2015).

a.2. Performance Rating for a Minimum period of 3 months continuous service may be considered.

a.3. The official performance rating of the applicant pertains to the last three (3) performance rating periods issued and duly signed by the authorized officials.

a.4. For original appointment, non-submission of performance rating shall

NOT be a ground for disqualification from the selection process.

- a.5. In the case of applicants who come from other agencies other than DepEd where their performance is adjectival, the midpoint of the DepEd numerical equivalent rating scale shall be used as reference.
- a.6. For promotion and transfer, performance rating of the applicant for the last three rating periods prior to assessment shall be at least Very Satisfactory (VS).
- a.6. For employees who are on-study leave, the Performance Rating prior to the study leave/scholarship shall be used.

Section 2: Experience

- a. Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the Position Description Form of the position to be filled (*Sec.56-ORA-OHRA*).
- b. Relevant experience acquired through a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement may be considered for meeting the experience requirement (*Sec. 57-ORA-OHRA*).
- c. Relevant experience acquired through volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials may be considered for meeting the experience requirement (*Sec. 58-ORA-OHRA*).
- d. Experience in the first level positions may be considered for meeting the experience requirement of second level positions when acquired in the same occupational group or functionally related positions (*Sec. 59- ORA-OHRA*).
- e. Relevant experience acquired through a designation covered by an Office or Memo/Order may be considered for meeting the experience requirement (*Sec. 60-ORA-OHRA*).
- f. A continuous designation of at least one (1) month as Teacher-In-Charge/Officer-In-Charge shall only be considered. Duties and functions shall be clearly stipulated in the designation order signed by the authorized officials (Regional Director for the RO; Schools Division Superintendent for the SDOs).

- g. Designation may be renewed every after one year subject to the discretion of the head of agency.
- h. Experience must be relevant to the duties and functions required of the position to be filled, with every month given a point but not to exceed five (5) or ten (10) points depending on the position level the applicant is applying for. Every month of service in excess of 1 year shall be given corresponding point.

Illustrative Example:

Other Teaching and Related Teaching (5 Points)	School Heads (10 Points)	Non-Teaching Level 1 (5 Points)	Non-Teaching Level 2 (10 Points)
1 yr. & 5 months 1 5/12 = 1.4 points	1 yr. & 6 mos. 1 6/12 = 1.5 points	2 yrs. & 7 mos. 2 7/12 = 2.6 points	3 yrs. & 8 mos. 3 8/12 = 3.7 points
4 yrs. & 9 mos. 4 9/12 = 4.8 points	5 yrs. & 10 mos. 5 10/12 = 5.8 points	4 yrs. & 11 mos. 4 11/12 = 4.9 points	9 yrs. & 11 mos. 9 11/12 = 9.9 points

- i. Related experience rendered in the private and other public institutions shall be considered if supported by official designation/appointment or is indicated in the service records duly signed/certified by the personnel officer or the head of the agency.
- j. For candidates applying for Principal I positions, a Head Teacher; or any Teacher designated by the Schools Division Superintendent/School Director/President/School Campus Executive Officer as Teacher-In-Charge/Officer-In Charge of a school, relevant experience shall be credited.
- k. The experience of an Assistant School Principal position is considered a relevant experience for Principal position.

Section 3: Outstanding Accomplishments

a. Outstanding Employee Award

- a.1. The award should be a product of an institutionalized search and conducted by the School, District, Division or Regional PRAISE committee or any local, national or international awards given by reputable institutions/award giving bodies like CSC, NEDA, Metrobank Foundation, PPSTA/ MTMAS, CSC, and other legitimate award-giving bodies. The employee award is granted

to an individual or individuals who excelled among peers in a functional group, position or profession. For internal award- giving body, i.e., DepEd, it should be conducted annually. (Source: DepEd Order No. 9, s. 2002).

Category/Level	Other Teaching & Related Teaching	School Heads	Non-Teaching Level 1	Non-Teaching Level 2
Awardee in the school	0.5 point	1 point	0.2 point	0.5 point
Nomination in the division/awardee in the district	1 point	2 points	0.4 point	1 point
Nomination in the region/awardee in the division	2 points	3 points	0.6 point	2 points
Nomination in the Department or national/awardee in the region	3 points	4 points	0.8 point	3 points
National/ International awardee	4 points	4 points	1 point	4 points

a.2. Awards that are related to Scouting (e.g. Scout awards) are considered:

Award	Points		
	Bronze	Silver	Gold
Service Award for Unit Leaders (Maximum of 1.5 points)	0.25	0.50	0.75
Merit Award for Unit Leaders (Maximum of 1.75 points)	0.25	0.50	1.00
USA Award (Maximum of 2.00 points)	0.25	0.75	1.00
Tamaraw Award (Maximum of 2.00 points)	0.50	0.75	1.00

a.3. Special awards such as Plaques/Certificates of Recognition given by the BSP Awards Committee to particular individuals at the council, regional and national levels shall be credited as follows:

Council - 0.50 points

Regional - 0.75 points

National - 1.25 points

(Source: DECS Order No. 99, ss. 1999)

a.4 Qualification, Achievement and Awards given by the GSP

Qualification, Achievement and Awards given by the Girl Scouts of the Philippines (DECS Order No. 10, s. 1990)	Points
I. Achievements	
A. Camp Management Scheme or Training Scheme	
Asia Pacific Training Pool Member	1.5
GSP National Training Pool Member	1.25
Camper's License or Trainer's Diploma	1
Camper's Permit or Trainer's Credentials	.75
Star Holiday Permit or Specialist Trainer's Certificate	.5
Campcraft Certificate	.25
B. Outstanding Accomplishment	
Outstanding Troop leader (attachment "C")	1.5
Asia Pacific Leader's Qualification Certificate (attachment "D")	1
II. National Awards (Attachment C will be credited a maximum of two (2) points)	
A. Troop Leader's /Committee member's/Other Adults	
Gold/Gold Service Award	1.25
Silver/Silver Service Award	.75
Bronze/Bronze Service Award	.5
B. Jade, Coral, Ruby (and other Gems) Award	.25
III. Special Awards such as Plaques of Recognition given by the Council/Regional/National awards Committee shall be credited a maximum of the (2) points as follows:	
National	1.25
Regional	.75
Council	.5

- a.5.** In the event that an applicant will present awards from both sources (*DepEd Order No. 9, s. 2002 and DECS Order 99, s. 1999/DECS Order No. 10, s. 1990*) consider only the higher points.
- a.6.** Awards that are content/subject area specific (e.g. Best School Paper Adviser, Best English Teacher, Best Filipino Teacher, Best Sports Coach and others) shall be considered.
- a.7.** CSC awards given to an applicant shall be applicable in any position being applied for.
- a. 8.** For Group awards, same award points shall be credited to each member. (Group awards include Best Brigada Eskwela Implementer, Sustainable and Eco-Friendly School Awards, PRIME-HRM, ISO, Red Orchid Awards, CSC-HAP, and others)
- a.10.** Required Means of Verification (MOVs):
- a.10.1.** Issuance/a document showing that a search was conducted; and

a.10.2. Plaque or Original Certificate of Recognition/Merit.

a.11. Spot Awards given by the RO and SDO should be given points equivalent to awardee in the school level points (Ex of awards: Budget Utilization Rate, Learner Information System, Research, MEA, PMIS, SBM Level of Practice, PRIME HRM, ISO). (See separate PROJECT SHINE guidelines)

b. Innovation

b.1. An innovation means something new. It is a demonstration of **creativity, initiative and innovativeness** through the development of new or superior work procedures, methods, inventions and devices (*Source: DepEd Order No. 54, s. 1993*).

b.2. A work plan, Re-Entry Action Plan, properly documented, approved by immediate supervisor and/or authorized officials and implemented, shall be considered as Innovation.

b.3. For non-teaching personnel, innovation shall focus on organizational efficiency, work procedures, leadership, educational support, partnership and community involvement.

b.4. Contextualization of materials is considered an innovation if it passed through the process on curriculum development and contextualization from needs analysis followed by proof reading of learning resources to acceptance by the LRMDC. (Ex. Para curriculum)

b.5. Required Means of Verifications (MOVs) for Innovation - any of the following:

b.5.1. Proposal duly approved by the Head of Office

b.5.2. Accomplishment Report verified by the Head of Office

b.5.3. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office

b.5.4. Certification of adoption by another school/office duly signed by the Head of Office

b.5.5. Adoption by the region

Indicators	Other Teaching and Related Teaching (4 Points)	School Head (5 Points)	Non-Teaching Level 1 (1 Point)	Non-Teaching Level 2 (4 Points)
Presence of 1 only	0.5 point	1 point	0.2 point	0.5 point
Presence of 1 and 2	1 point	2 points	0.4 point	1 point
Presence of 1, 2 and 3	2 points	3 points	0.6 point	2 points
Presence of 1, 2, 3 and 4	3 points	4 points	0.8 point	3 points
Presence of 1, 2, 3, 4 and 5	4 points	5 points	1 point	4 points

c. Research and Development Projects

c.1. An action or applied research must be approved by the Schools Division Superintendent or Regional Director thru channels for DepEd applicants.

For non-DepEd applicants, the research must be approved by the head of the office. (Source: DepEd Order No. 16, s. 2017)

- c.2. The points for research done by a team (up to 3 members only) shall be given equal points for all team members
- c.4. Mere analysis of data such as, but not limited to School Readiness Year-End Assessment (SReYA) , Philippine Informal Reading (Phil-IRI), Early Literacy, Language, and Numeracy Assessment (ELLNA), etc., shall not be included as points for research. However, an action research emanating from the results of such analysis shall be considered.
- c.5. Points shall be given for any development projects which include establishment, merging, conversion, and naming/renaming of public schools, and separation of public school, annexes in basic education, partnership (infra and curriculum) (Source: DepEd Order No. 40, s. 2014).
- c.6. Required Means of Verifications (MOVs):
 - c.6.1. Proposal duly approved by the Head of Office
 - c.6.2. Accomplishment Report verified by the Head of Office
 - c.6.3. Certification of the utilization of the result of the development project, within the school/office duly signed by the Head of Office
 - c.6.4 Certification of adoption by another school/office duly signed by the Head of Office

Indicators	Other Teaching and Related Teaching (4 Points)	School Head (10 Points)	Non-Teaching Level 1 (1 Point)	Non-Teaching Level 2 (4 Points)
Presence of 1 and 2	2 points	6 points	0.2 point	2 points
Presence of 1, 2, and 3	3 points	8 points	0.6 point	3 points
Presence of 1, 2, 3, 4	4 points	10 points	1 point	4 points

- b.7. Proof of citation by other researchers (whose studies/research is likewise approved by competent authority) of the concept/s developed of the research

d. Publication/Authorship

- d.1. Articles duly approved by the regional/division committee should have been published in newspapers/magazines/journals of wide circulation at least within a province/city in printed form or online form on official websites. Opinion/feature articles, which need not be approved by the Head of office, must contain data/scientific research and must be

educational. Articles published online shall be published in an official/reputable educational website.

d.1.1 Required Means of Verification:

d.1.1.a. Approval sheet duly signed by the Head of Office of actual publication for DepEd-related articles (news, news highlights/captions, opinions;

d.1.1.b. Copy of the newspaper/magazine/tabloid/newsprint/ educational journals where the article is published;

d.1.1.c. For online publication, provide the Uniform Resource Locator (URL) in the website.

d.2. Books duly approved by the division committee must have been published with ISBN/ISSN by a recognized publishing company.

Category/Level	Other Teaching and Related Teaching (4 Points)	School Head (5 Points)	Non-Teaching Level 1 (1 Point)	Non-Teaching Level 2 (4 Points)
Articles published in a journal/newspaper/magazine of wide circulation (Regional/province and City circulation -1 point per article but not to exceed 4 points)	1 point	1 point	0.25 point	1 point
Articles published in a journal/newspaper/magazine of wide circulation (National circulation- 2 points per article but not to exceed 4 points)	2 points	2 point	0.5 point	2 points
Co- authorship of a book (authors shall be given equal points)	3 points	4 points	0.75 point	3 points
Sole authorship of a book	4 points	5 points	1 point	4 points

d.3 Authorship of copyrightable works such as school/municipal hymns/march, songs, poems shall be credited one (1) point per authorship but not to exceed 4 pts.

e. Consultant/Resource Speaker/ Facilitator/Evaluator/Writer/ Presenter/ Trainer in Trainings/ Seminars/ Workshops/ Symposia

- e.1.** The certificate of recognition or appreciation shall be supported by any of the following: invitation letter, authority to travel, among others.
- e.2.** In addition to the certificate , applicant must provide any of the following MOVs, as applicable :
- e.2.1.** Issuance/Memo/Training Matrix
 - e.2.2.** Session Guide
 - e.2.3.** Slide Decks/Power point presentation
- e.3.** For DepEd trainings/workshops/ symposia, signatories are the following:
- e.3.1.** School level – School Head
 - e.3.2.** District level – Public Schools District Supervisor
 - e.3.3.** Division level – Schools Division Superintendent or his Authorized Representative
 - e.3.4.** Regional level – Regional Director or his Authorized Representative
 - e.3.5.** National level – DepEd Central office authorized official.
- e.4.** For Non-DepEd trainings/workshops/symposia, the signatories are the proponents, sponsoring agency, director of training or any authorized official.

Category/Level	Other Teaching and Related Teaching (4 Points)	School Head (5 Points)	Non-Teaching Level 1 (1 Point)	Non-Teaching Level 2 (4 Points)
School/District level	1 point	1 point	0.25 point	1 point
Division Level	2 points	2 points	0.5 point	2 points
Regional Level	3 points	3 points	0.75 point	3 points
National/ International Level	4 points	4 points 5 points	1 point	4 points

- e.5.** Applicant who is an Accredited Learning Facilitator (ALF) and Accredited Learning Assessor (ALA) of NEAP or Learning Resource Evaluator (LRE) of LRMDS, the required Means of Verifications (MOVs) are:
- e.5.1.** Original Certificate of Recognition as LF/LA/LRE issued by NEAP/LRMDS in the Region or
 - e.5.2.** Original Certificate of Accreditation as LF/LA/LRE issued by NEAP/BLR at the Central Office

Level	Equivalent Points
Accredited as National Trainer (e.5.2)	2
Accredited as Regional Trainer (e.5.1)	1

e.6. For applicants with outstanding accomplishments as Sports Trainer/Coach, the required Means of Verifications (MOVs) are:

- e.6.1.** Issuance/Memo designating the applicant as trainer/coach; and
- e.6.2.** Original Certificate of Recognition/Appreciation

Level	Equivalent Points
1 st Place in the National Level	3
1 st Place in the Regional Level 2 nd Place in the National Level	2
1 st Place in the Division/Provincial Level 2 nd Place in the Regional Level 3 rd Place National	1

e.7. For School head applicants with outstanding accomplishments that has improved School-Based Management (SBM) level of practice, the required Means of Verifications (MOVs) are:

- e.6.1.** SBM Level of Practice Assessment Result; and
- e.6.2.** Certificate of Recognition/Merit issued to the school

Level	Equivalent Points
SBM Level 3 - Advanced (Accredited)	3
SBM Level 2 - Maturing	2
SBM Level 1 - Developing	1

Section 4: Education and Training

a. Education

- a.1.** Education refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled (*Sec. 42- ORA-OHRA*).
- a.2.** Certificates of completion of non-formal education issued by the Department of Education shall be considered valid documents for appointment to positions requiring completion of elementary or high school education, provided, that other requirements of the positions are met (*Sec. 43-ORA-OHRA*).
- a.3.** For one to meet the two years studies in college requirement in the Qualification Standards Manual, one must have earned from a CHED-recognized institution at least 72 academic units leading to a degree or has

completed a relevant two-year collegial/technical course (*Sec. 44- ORA-OHRA*).

- a.4. Certificates issued by the schools deputized by the CHED on having completed a bachelor's degree under the Expanded Tertiary Education Equivalency and Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's degree (*Sec. 45- ORA-OHRA*).
- a.5. Certifications issued by the schools deputized by CHED showing completion of at least 72 academic units leading to a degree under the Expanded Tertiary Education Equivalency and Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of two years studies in college (*Sec. 46- ORA-OHRA*).
- a.6. Certification issued by CHED that a one-year diploma post-graduate course required from foreign or local institutions is equivalent to a master's degree shall be considered appropriate for meeting the education requirement for appointment to division chief and executive/managerial position (*Sec. 47- ORA-OHRA*).
- a.7. Certification issued by CHED that a degree obtained from foreign schools is equivalent to a bachelor's or master's degree shall be considered valid document for meeting the education requirement for positions requiring completion of a bachelor's degree (*Sec. 48- ORA-OHRA*).
- a.8. To meet the relevant bachelor's degree requirement in the Qualification Standards, the appointee must have completed from a CHED-recognized college or university a bachelor's degree whose curriculum either includes, or is supplemented by, 12 academic units of the subject or course, which will enable the candidate to successfully perform the duties and responsibilities of the position to be filled in the Position Description Form (*Sec. 49- ORA-OHRA*).
- a.9. A graduate of the Master's degree or Certificate in Leadership and Management (C-Pro) from the CSC shall be considered to have met the master's degree requirement for purposes of meeting the education requirement for division and executive/managerial positions (*Sec. 50- ORA-OHRA*).
- a.10. Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief and executive/managerial positions or other positions requiring a master's degree, the duties of which do not involve practice of profession covered by bar/board laws (*Sec. 51- ORA-OHRA and CSC MC 14, s. 2018*)).

a.11. RA No. 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve the practice of profession or belong to the same occupational group of functionally related positions as that of the profession regulated by Bar or Board laws.

However, a master's degree shall be required if the executive/managerial or division chief position does not involve practice of profession or does not belong to the same occupational group or functionally related positions as that of the professions regulated by Bar/Board laws; provided that, this does not apply to lawyers and doctors (Sec. 52- ORA-OHRA).

a.12. Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions (Sec. 53- ORA-OHRA).

a.13. Those who have been allowed to register and are issued certificate of registration or valid professional license of a specific board law shall be considered as having met the educational requirements for appointments to positions covered by the corresponding board law or other functionally related positions that do not involve the practice of other professions covered by bar/board of laws (Sec. 54- ORA-OHRA).

a.14. Those who were allowed to take the Career Service Professional and Sub professional examinations on or before November 29, 1992 shall be considered as having met the education requirement for appointment to corresponding level of position not covered by bar/board laws (Sec. 55- ORA-OHRA).

a.15. Completion of academic requirements of the required course should be supported by a certificate of completion of academic requirements duly certified and signed by the school registrar.

a.16. Academic requirements earned are perpetual and shall not lapse and should be given the corresponding points.

Category/Level	Other Teaching and Related Teaching (25 Points)	School Head (10 Points)	Non-Teaching Level 1 (10 Points)	Non-Teaching Level 2 (15 Points)
Complete Academic Requirements for Master's Degree	10 points	6 points	6 points	7 points

Master's Degree	15 points	7 points	7 points	10 points
Complete Academic requirements for Doctorate degree	20 points	9 points	9 points	13 points
Doctorate Degree	25 points	10 points	10 points	15 points

b. Training

- b.1.** Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidences by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private (*Sec. 61- ORA-OHRA*).
- b.2.** Training may be acquired from any of the following institutions (*Sec. 63- ORA-OHRA*):
 - b.2.1.** Any CSC accredited learning and development institutions;
 - b.2.2.** Government training institutions;
 - b.2.3.** Non-accredited private training institution offering training of highly technical/specialized nature;
 - b.2.4.** Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
 - b.2.5.** Institution recognized by Commission of Higher Education (CHED) as Center for Excellence (COE) of Development (COD);
 - b.2.6.** Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or
 - b.2.7.** Other institutions that partner with the Civil Service Commission in building capabilities of civil servants.
- b.3.** Training acquired from any of the afore-mentioned institutions must be relevant to the position to be filled and aligned with the strategy map or development goal of the institution or organization (*Sec. 64- ORA-OHRA*).
- b.4.** Attendance to annual agency planning sessions/workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource person in seminar/workshops/trainings shall NOT be considered for meeting the training requirements.

In house agency-initiated or in-service training/learning and development intervention shall be considered for purposes of meeting the training requirement of positions (Sec. 65- ORA-OHRA).

b.5. International training – it is considered an international training when trainers are **internationally recognized/accredited**, i.e, Asian Institute of Management (AIM), Southeast Asian Ministers of Education Organization (SEAMEO), Development Academy of the Philippines (DAP), etc. and the activity/training is attended in by participants coming from across the globe. Likewise with national training, trainers are nationally recognized and the activity/training is attended to by participants coming from across the country.

b.6. Participant in a specialized training, e.g. Scholarship Programs, Short courses and Study grants shall be given one (1) point for every month of attendance but not to exceed five (5) points.

b.7. Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotion and the required Means of Verifications (MOVs) are:

b.7.1 Issuance/Memorandum

b.7.2. Original Certificate of Participation and Attendance/Appearance

Category	Other Teaching and Related Teaching (5 Points)	School Head (10 Points)	Non-Teaching Level 1 (10 Points)	Non-Teaching Level 2 (10 Points)
District Level	1 point	2 points	2 points	2 points
Division Level	2 points	4 points	4 points	4 points
Regional Level	3 points	6 points	6 points	6 points

b.8. Participant in one (1) training conducted for at least three (3) days not credited during the last promotion:

Category	Other Teaching and Related Teaching (5 Points)	School Head (10 Points)	Non-Teaching Level 1 (10 Points)	Non-Teaching Level 2 (10 Points)
National Level	4 points	8 points	8 points	8 points
International Level	5 points	10 points	10 points	10 points

b.9. Chair/Co- chair in a technical/planning committee. The required Means of Verifications (MOVs) are:

b.9.1. Issuance/Memorandum showing the designation

b.9.2. Certificate of Participation and Attendance/Appearance

b.9.3. Output/Accomplishment Report
b.9.4. Adopted by the DepEd/organization

Indicators	Other Teaching and Related Teaching (5 Points)	School Head (10 Points)	Non-Teaching Level 1 (10 Points)	Non-Teaching Level 2 (10 Points)
Presence of 1	1	2	2	2
Presence of 1 and 2	2	4	4	4
Presence of 1, 2 and 3	3	6	6	6
Presence of 1, 2, 3, and 4	4	8	8	8
	5	10	10	10

Section 5. Potential

- a. 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.
- b. The points assigned shall be in consonance with DepEd Order No. 66, s. 2007.
- c. Each member of the HRMPSB shall finalize his/her own computations on the applicant's potential, psychological attributes and personality traits and sign the accomplished form before submitting it to the HRMPSB secretariat for consolidation.
- d. The HRMPSB shall determine the potentials of a candidate based on each of the following components:

Component	Other Teaching and Related Teaching (5 Points)	School Head (5 Points)	Non-Teaching Level 1 (20 Points)	Non-Teaching Level 2 (10 Points)
<i>1. Communication Skills</i> Speaks and writes effectively in English and Filipino	1 point	1 point	4 points	2 points
<i>2. Ability to present ideas</i> Presents well-organized and precise ideas with marked	1 point	1 point	4 points	2 points

command of the language				
<i>3. Alertness</i> Manifests presence of mind and awareness of the environment	1 point	1 point	4 points	2 points
<i>4. Judgment</i> Demonstrates sound judgment	1 point	1 point	4 points	2 points
<i>5. Leadership Ability</i> Influences others to do the tasks of him	1 point	1 point	4 points	2 points

Section 6. Psycho- Social Attributes and Personality Traits

- a. 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.1 Human Relations

Component	Other Teaching and Related Teaching (2 Points)	School Head (2 Points)	Non-Teaching Level 1 (6 Points)	Non-Teaching Level 2 (2 Points)
Adjusts to the variety of personalities, ranks and informal groups present in the organization	0.4 points	0.4 points	1.2 points	0.4 points
Internalizes work changes with ease and vigor	0.4 points	0.4 points	1.2 points	0.4 points
Accepts constructive criticisms objectively from his subordinates, peers and superiors	0.4 points	0.4 points	1.2 points	0.4 points
Observes proper decorum in relating with superior and peers	0.4 points	0.4 points	1.2 points	0.4 points
Takes the initiative to organize work groups,	0.4 points	0.4 points	1.2 points	0.4 points

adopt procedures and standards in his own level				
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a.2 Decisiveness

Component	Other Teaching and Related Teaching (2 Points)	School Head (2 Points)	Non-Teaching Level 1 (5 Points)	Non-Teaching Level 2 (2 Points)
Thinks logically and acts accordingly	0.4 point	0.4 point	1 point	0.4 point
Considers alternatives and recommends solutions when faced with problem situations	0.4 point	0.4 point	1 point	0.4 point
Gives convincing recommendations and suggestions	0.4 point	0.4 point	1 point	0.4 point
Acts quickly and makes the best decision possible	0.2 point	0.2 point	1 point	0.2 point
Exercises flexibility	0.4 point	0.4 point	1 point	0.4 point

a.3 Stress Tolerance

Component	Other Teaching and Related Teaching (1 Point)	School Head (1 Point)	Non-Teaching Level 1 (4 Points)	Non-Teaching Level 2 (1 Point)
Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.	0.2 point	0.2 point	0.8 point	0.2 point
Uses coping mechanisms to handle creatively tensions resulting from one's work	0.2 point	0.2 point	0.8 point	0.2 point

Controls negative manifestations of emotions	0.2 point	0.2 point	0.8 point	0.2 point
Performs satisfactorily his duties and functions in a tension- laden situation	0.2 point	0.2 point	0.8 point	0.2 point
Channels negative emotions to positive and constructive endeavors	0.2 point	0.2 point	0.8 point	0.2 point

VII. RSP PROCESS FLOW
(See Enclosure No.3 of this memo)

VIII. MONITORING AND EVALUATION

Monitoring and Evaluation of the hiring process shall be done by the Quality Assurance Division (QAD) at the Regional Level, while the School Management, Monitoring and Evaluation (SMME), School Governance and Operations Division (SGOD) at the SDO level, utilizing a tool developed by the division.

Feedback shall also be collected from the applicants through a feedback form to be accomplished after their interview.

Results of the monitoring and feedback activities shall be reviewed by the HRMPSB for improvement and for future reference.

IX. GRIEVANCE MECHANISM

Any applicant who feels aggrieved may file a written complaint to the HRMPSB at any time within the period of Recruitment, Selection and Placement processes under any of the following conditions:

1. Non-compliance with the selection process;
2. Discrimination on account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation; and
3. Other violations of the provisions of these guidelines.

X. APPLICABILITY

These internal guidelines shall be used by all Human Resource Merit Promotion Selection Board (HRMPSB) in the Department of Education- Cordillera Administrative Region (DepEd-CAR) both in the Region and Schools Division Offices for purposes of uniformity. All previous regional issuances on recruitment, selection and placement is hereby repealed.

XI. 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 the other provisions of this internal guidelines.

XII. EFFECTIVITY

This policy shall take effect immediately upon approval. The Regional Office, Schools Division Offices, and Schools shall adhere to and shall develop specific rules and procedures to implement this policy relative to their context.

Encl.: As stated

References:

- CSC MC 14, s. 2018 – 2017 ORAOHRA, *Revised July 2018*
- CSC Resolution Number 1800692, s. 2018
- Regional Memorandum 161, s. 2015
- DepEd Order No. 66, s. 2007
- DepEd Order No. 42, s. 2007
- DepEd Order No. 29, s. 2002
- DECS Order No. 99, s. 1999
- DECS Order No. 57, s. 1997
- DECS Order No. 10, s. 1990
- MEC Order No. 10, s. 1979

GUIDELINES FOR ASSESSMENT OF MASTER TEACHER I-IV

I. DETERMINANTS

a. General Guidelines

a.1. Only those who are actually teaching shall be considered for Master Teacher position. This includes teachers who besides assuming special assignments have regular teaching loads of at least four loads as per DECS Order No. 39, s. 1990. Further, a candidate must possess all the qualifications indicated to be considered for the Master Teacher Position.

a.2. An allotment of one (1) MT position per subject area for at least 5- 7 teachers should be the basis in the secondary level (*Source: DECS Order No. 70, s. 1998*).

a.3. If there are not enough qualified teachers in the district to fill the number of MT position allotted to it, the positions may be filled by a qualified teacher from other districts; provided, however, that such teacher shall serve in the district where the MT position have been allotted.

b. Demonstration Teaching

For Master Teacher I, an applicant has to obtain 25 points in the leadership and potential or has been a demonstration teacher in the district level plus 15 points in the leadership and potential; Master Teacher II- 30 points in leadership, potential, and achievement or a demonstration teacher on the division level plus 20 points in leadership and potential; Master Teacher III- 45 points in leadership and potential; and Master Teacher IV- 60 points in leadership and potential (*Source: DECS Order 57, S. 1997 and MEC Order 10, s. 1979*)

b.1. The points (25, 30, 45 and 60 for MT I, MT II, MT III and MT IV, respectively) can be gained from any of the items outlined in the table for credit points for leadership and potential of the said DECS Order.

b.2. It does not require for one or more demonstration teaching for as long as the applicant has fulfilled the points from the list of items for the credit points in the leadership, potential and accomplishments.

b.3. Acceptable documents include: Certificate of Rating, Certification on the demonstration teaching duly certified by authorities, classroom observation tool, lesson plan, memorandum and program of activities.

c. Basic Qualifications:

Master Teacher I:

- a. Permanent teacher (with Teacher Eligibility).
- b. For Elementary School – Bachelor of Elementary Education (BEEEd) or or Bachelor’s degree with 18 units professional units in Education; and 18 units MA in Education or its equivalent.
For Secondary School - Bachelor of Secondary Education (BSEd) or Bachelor’s degree with 18 units professional units in Education with appropriate major; and 18 units MA in Education or its equivalent (1995 DepEd QS for Unique Positions)
- c. Three years relevant experience (1995 DepED QS for unique Positions)
- d. At least Very Satisfactory performance rating for the last two years (at least 33 points).
- e. At least 25 points in leadership, potential and accomplishments (see attached table) or has been a demonstration teacher on the district level plus 15 points in leadership, potential and accomplishments.

Master Teacher II:

- a. 1 year as Master Teacher I or 4 years as Teacher III (1995 DepEd QS for Unique Positions).
- b. For Elementary School – Bachelor of Elementary Education (BEEEd) or or Bachelor’s Degree with 18 units professional units in Education; and 24 units MA in Education or its equivalent.
For Secondary School - Bachelor of Secondary Education (BSEd) or Bachelor’s degree with 18 units professional units in Education with appropriate major; and 24 units MA in Education or its equivalent (1995 DepEd QS for Unique Positions).
- c. 4 hours of relevant training (1995 DepEd QS for Unique Positions)
- d. Very Satisfactory rating (at least 33 points) as Master Teacher I (or ESP)
- e. 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

Master Teacher III:

- a. 1 year as Master Teacher II or 5 years as Teacher III (*1995 DepEd QS for Unique Positions*).
- b. Completion of academic requirements for a Master's Degree in Education or its equivalent (*1995 DepEd QS for Unique Positions*).
- c. 8 hours of relevant training (*1995 DepEd QS for Unique Positions*)
- d. *Very Satisfactory* performance rating (at least 35 points) as Master Teacher II.
- e. At least 45 points in leadership, potential and achievement provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

Master Teacher IV:

- a. 1 year as Master Teacher III or 5 years as Teacher III (*1995 DepEd QS for Unique Positions*)
- b. Completion of academic requirements for a Master's Degree in Education or its equivalent (*1995 DepEd QS for Unique Positions*).
- c. 16 hours of training (*1995 DepEd QS for Unique Positions*)
- d. *Outstanding* performance rating as Master Teacher III.
- e. At least 60 points in leadership, potential, and achievements provided the accomplishments and achievements cited for this purpose had not been credited for an earlier promotion.

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS

A. Introduced any of the following which has been adopted or used by the school or district:

Guidelines:

- 1. All claims for this criterion shall be supported with proofs/evidences for validation where applicable of to attest to utilization, usefulness or effectiveness.
- 2. The project proposal shall be supported by evidence of data, data analysis in indicators and the terminal report/accomplishment report shall contain statistical result.

3. The project should have been acknowledged/noted/endorsed by the proper authorities and duly recommended and approved by the Assistant Schools Division Superintendent and Schools Division Superintendent, respectively.
4. Each claim shall be supported by an approved project proposal and a terminal report/accomplishment report after the project completion.
5. A certification should be given by proper authorities on the project utilization, usefulness, or effectiveness and should be corroborated by at least five (5) teachers to attest the veracity of the claim.
6. For group claims, the points shall be given equally to each team member (maximum of 3 members).
7. Any one (1) of the following outstanding accomplishments shall be given **twenty (20) points**:

1. Curriculum or instructional materials (20 points)

Documentary Evidences:

- a. Designation/assignment order
- b. Outputs
- c. Certification
- d. Instructional Materials content and development and its effects after implementation shall require supporting evidences of data, data analysis and/or statistical validation.

2. Effective teaching techniques or strategies (20 points) (This maybe a developed intervention program/technique, strategies based on a result of a research finding).

Documentary Evidences:

- a. Letter/assignment order
- b. Certification
- c. Certificate of Rating (if thru demonstration teaching)
- d. Lesson Plan
- e. Modules/Instructional Materials

3. Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction. (20 points)

This maybe a result of a Continuous Improvement (CI) project, research findings or an offshoot results of comparative studies.

Documentary Evidences:

- a. Approved Project Proposal including description of the project
- b. Certification by the SH
- c. Financial Report
- d. Output/s

4. A worthwhile income generating project (IGP) for pupils given recognition by higher officials in the division. (20 points)

- a. The IGP shall be for the learners
- b. The IGP shall have been sustained or in existence for at least two consecutive years with a minimum net income of P 5,000.00.
- c. The reminal report shall include among others how the income was generated, how much was generated, where the income were used.
- d. Fund raising activities are not considered as Income- Generating Projects.
- e. Permit from the DSWD/ LGU/ENRO involving IGP projects in Tech-Voc Livelihood Education, if applicable.

Documentary Evidences:

- a. Designation/ assignment order including description of the project
- b. Project Proposal
- c. Certification by the authorities concerned
- d. Financial Report

B. Served as a subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignments satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of the regular teaching load. (12 points)

Documentary Evidences:

- a. Designation/Assignment order stating the nature of assignment
- b. Action Plan
- c. Certification by the SH
- d. School paper in the case of school paper adviser
- e. Accomplishments

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

- a. Curriculum Study Committee may include work on Intervention or Enhancement across all learning areas, assessment, monitoring and evaluation.
- b. Committee to prepare instructional materials may include development of Instructional Materials, Development of Assessment Tools, Questionnaires and Test Materials and quality assurance of instructional materials.
- c. Committee to prepare school program may include preparation of school/grade/ year Teacher Programs of work s schedule; and special educational programs created in support to the different DEPED (CO/RO/DO) program which aim to improve school performance.

Documentary Evidences:

- a. Designation/Assignment order stating the term of reference and annotation or statement that such coordinatorship/chairmanship is outside his/her regular teaching load
- b. Action Plan duly noted or certified by SH
- c. Certification by the SH
- d. School paper in the case of school paper adviser
- e. Accomplishments duly noted or certified by SH

D. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development, or teacher welfare. (12 points)

- a. A research (action or applied) must be approved by the Schools Division Superintendent or Regional Director thru channels for DepEd applicants. For non-DepEd applicants, the research must be approved by the head of the office.
 - a.1. Researches must be compliant to the Research Management Guidelines (*Source: DepEd Order No. 16, s. 2017*).
 - a.2. Research topics shall be aligned with research agenda of the CO/RO/SDO, and according to level of governance.
 - a.3. For participation as member of such activity- **7 points**

Documentary Evidences:

- a. Research Proposal
- b. Terminal Write- up duly acknowledged and noted by SDRC and recommended and approved by ASDS and SDS, respectively.

E. Coordinator of community project or activity or of a program of another agency or or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro- industrial fairs, etc., for at least two years. (12 points)

- a. Community Project or Activity may include feeding program in the community health and wellness and nutrition program, agro- industrial fair, ecological/ environmental preservation project, Rural Improvement Project, Community Literacy Program, among others.
- b. The project is community- based, not school- based and sponsored by any of the following: LGU, Rural Improvement Club, other government agencies or non- government organization.
- c. Project leader/organizer shall be given **12 points**; while participation as a member of the project/program as certified shall be given **7 points**.

Documentary Evidences:

- a. Designation/Assignment order stating the nature of assignment
- b. Action Plan duly noted by SH
- c. Certification by the SH
- d. Narrative and Pictorial Accomplishments

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

The In- service activity shall mainly for the improvement of instruction and/or professional development of teachers based on development needs.

Documentary Evidences:

- a. Designation/Assignment order stating the nature of assignment
- b. Memorandum for the conduct of INSET
- c. Action Plan
- d. Certification by the SH
- e. Narrative and Pictorial Accomplishments

G. Credited with meritorious achievements

- a. Trainor or coach to contestants who received prizes, commendations or any form of recognition or placed 1st, 2nd, 3rd, etc.
- b. Contestants are bonafide students of the school.
- c. Contest may be academic, socio- cultural, community activitiy or athletic competition which is not part of a regular lesson/activity.

- d. Claim is supported by a certificate of commendation or recognition where name of claimant as coach is explicitly stated.
- e. Credit points shall not be given for each win in any level but not to exceed 10 points.
- f. The point for the highest earned place shall be granted if wins are of the same event/activity.

Points for Achievements as Trainor/Athletic Coach/Coordinator of BSP/GSP Activities:

Category	1. Trainor of or coach to contestants who receive prizes, commendations or any form of recognition:	2. Athletic coach of athletes or teams who won prizes as follows	3. Coordinator of Boy Scout or Girl Scout Activities
National:			
1st Place	10	10	10
2nd Place	9	9	9
3rd Place	8	8	8
4th Place	7	7	7
6th Place	6	6	6
Regional:			
1st Place	5	5	5
2nd Place	4	4	4
Division/ Provincial:			
1st Place	3	3	3
2nd Place	2	2	2
District/School	1	1	1

H. Authorship

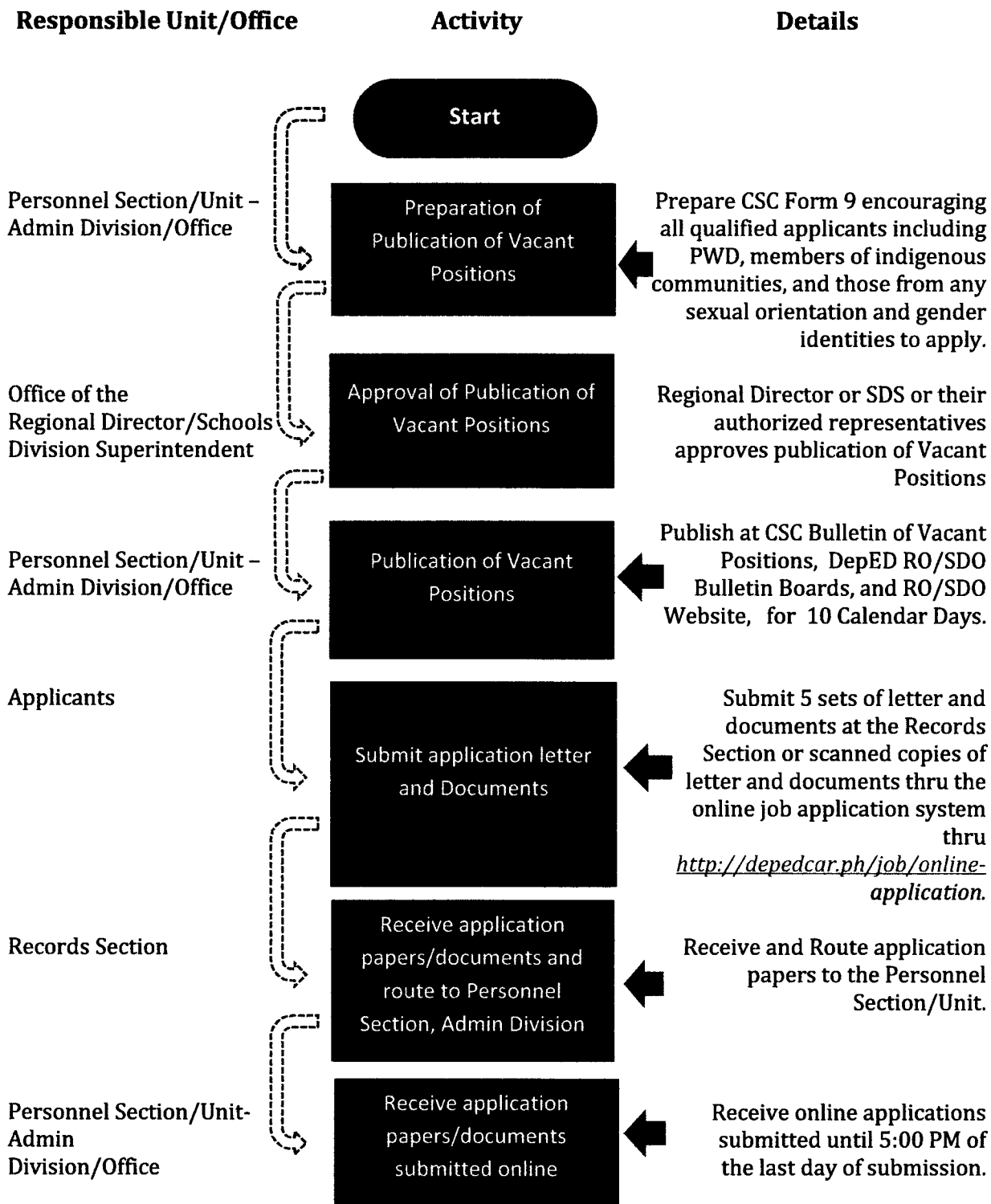
- a. Articles duly approved by the regional/division committee should have been published in newspapers/magazines/journals of wide circulation at least within a province/city or official websites. Opinion/feature articles, which need not be approved by the Head of office, must contain data/scientific research and must be educational. Articles published online shall be published in an official/reputable educational website.
- b. Books duly approved by the division committee must have been published with ISBN/ISSN by a recognized publishing company.
- c. Authorship of DepEd developed and produced materials shall be included when supporting documents are provided:
 - a. Memorandum where name of candidate is included
 - b. Final copy of the material/s as published

- d. Sole authorship of a book, workbook, textbook and module shall be given ten (10) points.
- e. For co- authorship, 5 points.
- f. Articles published shall be granted one (1) point per article.

SUMMARY OF POINTS

DETERMINANTS	Points
a. Introduced any of the following which has been adopted or used by the school or district: a.1. Curriculum or Instructional Materials. a.2. Effective Teaching Techniques or Strategies. a.3. Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction. a.4. A worthwhile income generating project (IGP) for pupils given recognition by higher officials in the division.	20 points for any of the items
b. Served as a subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignments satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of the regular teaching load.	12 points
c. Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently.	12 points
d. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development, or teacher welfare.	12 points for Initiator/head; 7 points for participation as Member
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 fairs, etc., for at least two years.	12 points for Coordinator; 7 points for participation as Member
f. Organized/managed an in- service activity or other similar activities at least on the school level.	12 points
g. Credited with meritorious achievements	10 points
h. Authorship	10 points
TOTAL	100 points

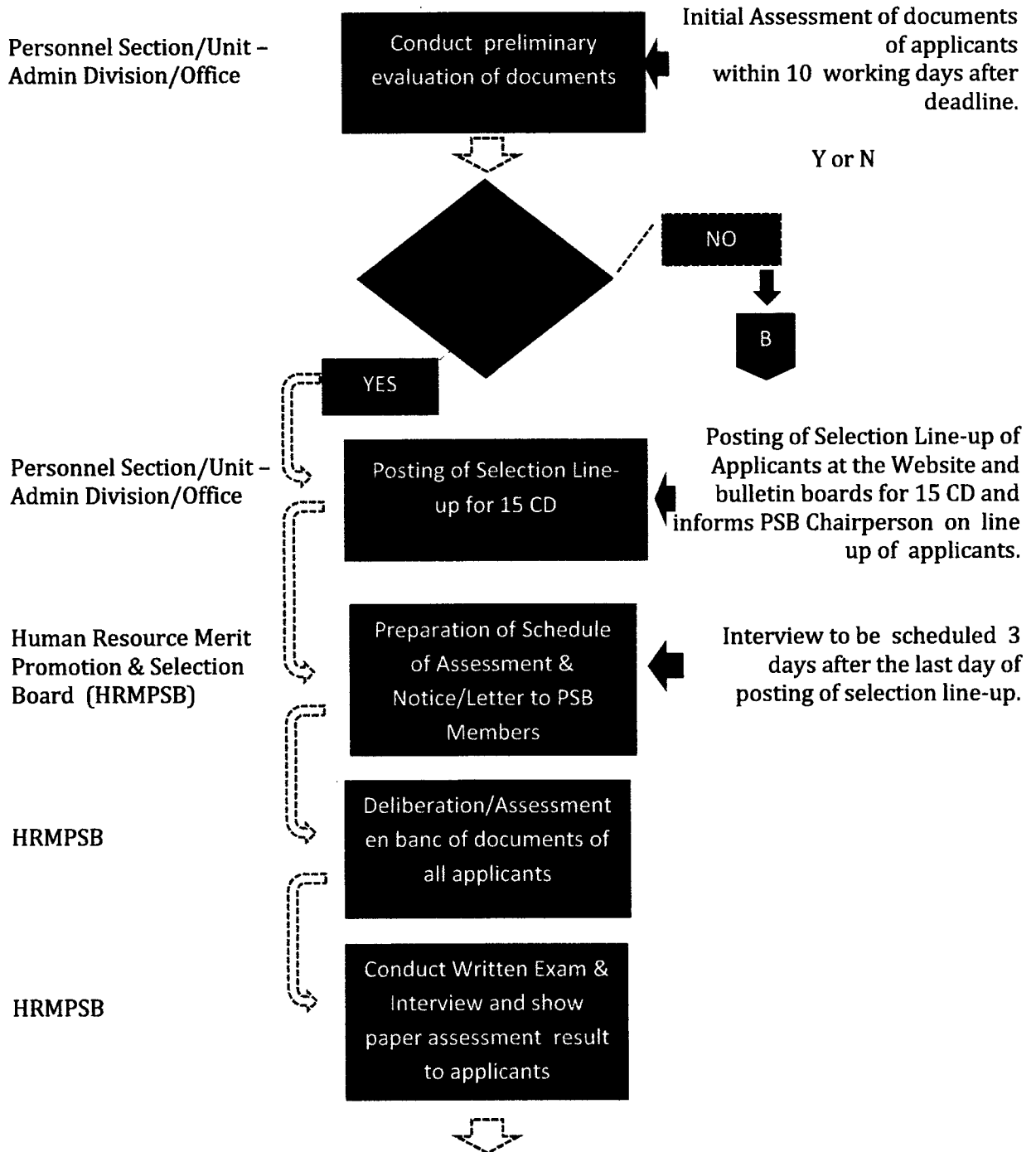
**DEPARTMENT OF EDUCATION – CORDILLERA ADMINISTRATIVE REGION
RECRUITMENT, SELECTION AND PLACEMENT PROCESS FLOW**



Responsible Unit/Office

Activity

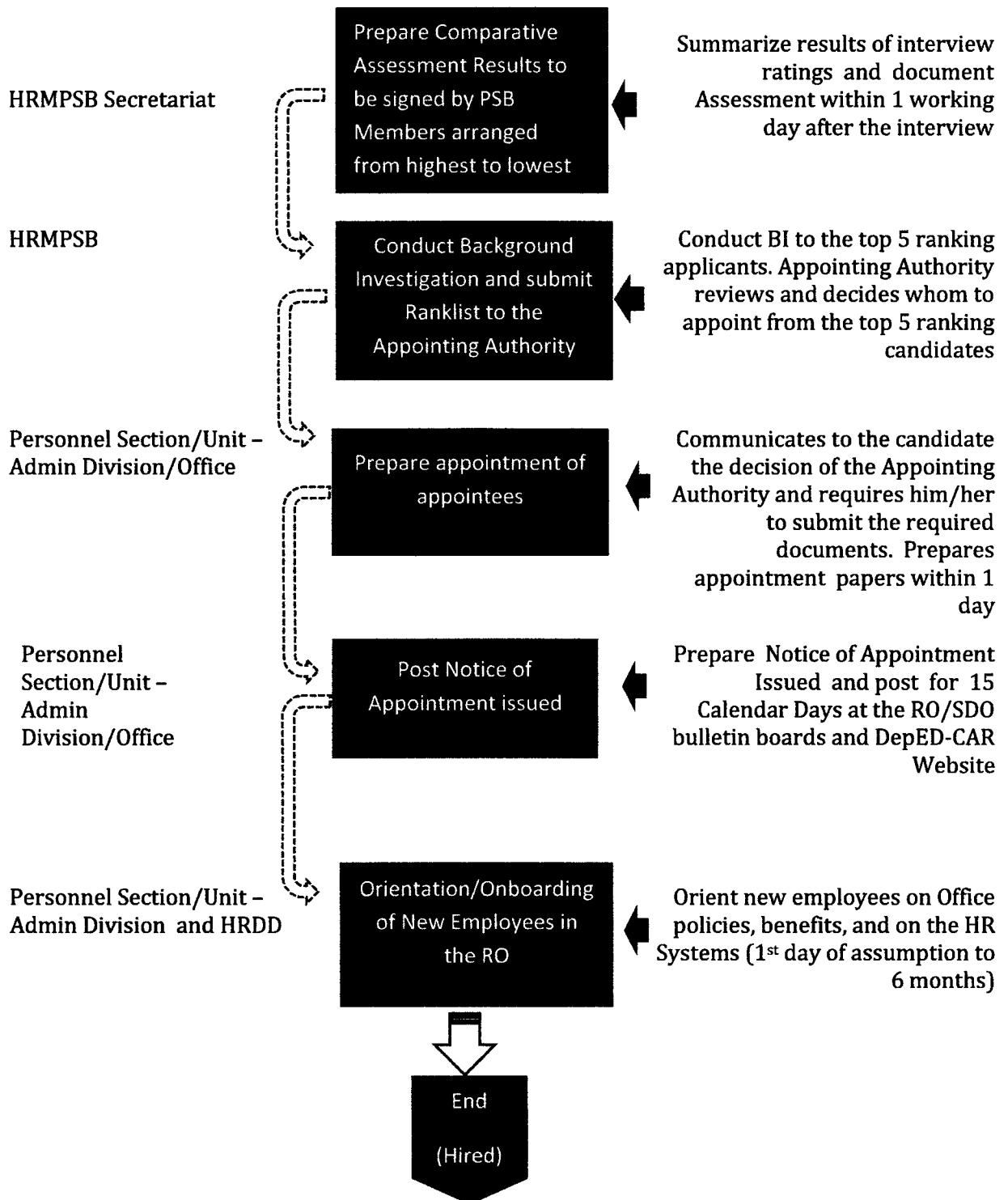
Details



Responsible Unit/Office

Activity

Details



Responsible Unit/Office

Activity

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