



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



04 JAN 2017

DIVISION MEMORANDUM

No. 09, s. 2017

**SUBMISSION OF APPLICATION FOR THE FOLLOWING VACANT POSITIONS
(BOTH OLD AND 2ND Batch NEWLY-CREATED TEACHING RELATED AND NON-
TEACHING ITEMS OF DEP-ED CEBU PROVINCE**

To: Assistant Schools Division Superintendents
Chiefs, EPSs/Div. Coordinators, PSDSs/District Caretakers
School Heads, Teachers (Secondary/Elementary)
All Other Employees (Related Teaching and Non-Teaching)
Others Concerned

1. This Office announces the following vacant positions (both old and newly-created teaching-related and non-teaching items in this Division with the corresponding Salary Grade, Qualification Standards, Job Descriptions and Criteria for Ranking, among others:

A. Additional Newly- Created Items 2016 2nd Batch to be deployed to Secondary Schools:

1. Assistant Principal II (SG 19) – 6 items
2. Nurse II (SG 15) – 7 items (with existing Rank List 2016-2017)
3. Guidance Counselor II (SG 12) – 89 items
4. Registrar 1 (SG 11) - 1 item (with existing Rank List 2016-2017)
5. Administrative Officer II (SG 11) - 1 item (with existing Rank List 2016-2017)

B. OLD / VACATED / WAIVED ITEMS

1. Administrative Assistant III (Senior Bookkeeper) SG 9
2. Administrative Assistant II (Disbursing Officer) SG 8
3. Administrative Assistant I for Finance SG 7
4. Project Development Officer 1 (Youth Development Officer for SHS) SG 11
5. Senior Education Program Specialist for Social Mobilization SG 19

2. This Office calls for submission of application FOR THE POSITIONS OF ASSISTANT PRINCIPAL II, GUIDANCE COUNSELOR II, ADAS III, ADAS II, ADAS I, PDO 1, and SEPS for SocMob ONLY.

3. Interested applicants to the positions enumerated in Paragraph 2 of this Memo are advised to check own qualifications against the Qualification Standards set for each position and the Criteria for Ranking (found on separate

sheets as attached), and the Job Purpose/important reminders as stated in the next paragraphs, for guidance of all concerned:

- a. Assistant Principal II (for Senior HS)
Per D.O #97, s. 2011 and D.O #42, s. 2007, Principal I applicants must have passed the National Qualifying Examination for Principals (NQEP);
- b. SEPS for Social Mobilization
Job Purpose: **To provide Technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders, and mobilizing resources; providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education**

Preference: **One with relevant experience on Social Mobilization in DepEd**

- c. Youth Formation Officer (Project Development Officer 1)
Ref. D.O #19, s. 2016
Functions: Manages the youth formation programs of the schools within the Division, including but not limited to the implementation of the Supreme Pupil Government (SPG) or Supreme Student Government (SSG) as well as other co-curricular and extra-curricular clubs and programs; manages and monitors the implementation of the Career Guidance Program in the Senior High School; and Reports to the Assistant Principal for Operations and Learner Support as well as the School Governance Operations Division of the SDO.

4. Acceptance of application is from January 5-13, 2017. Evaluation and Interview of applicants will be on January 17-18, 2017.
5. For information, dissemination and guidance of all concerned.


RHEA MAR A. ANGTUD, Ed.D, CESO VI
Schools Division Superintendent

**SENIOR HIGH SCHOOL (SHS) QUALIFICATION STANDARDS (QS)
FOR NON-TEACHING POSITIONS**

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Secondary School Principal II (Senior High School) [SG20]	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours relevant training	RA 1080
Assistant Secondary School Principal II (Senior High School) [SG19]	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080
Head Teacher V [SG18]	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 4 years; or Master Teacher for 3 years	24 hours of relevant training	RA 1080
Project Development Officer I [SG11]	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Counselor II [SG12]	Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling	1 year of relevant experience	4 hours of relevant training	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position
Registrar I [SG11]	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Officer II [SG11]	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant II [SG8]	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
School Nurse II [SG15]	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080

QUALIFICATION STANDARDS FOR THE POSITION

POSITION TITLE	SG	LEVEL	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Administrative Assistant II	8	1	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional First Level Eligibility)
Administrative Assistant I	7	1	Completion of two years studies in college	None required	None required	Career Service (Sub-professional First Level Eligibility)
Senior Education Program Specialist	19	2	Bachelor's degree in Education or it's equivalent and completion of academic requirements for Master's degree relevant to the job	2 years experience in education research, development, implementation or other relevant experience	8 hours of relevant experience	PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position
Engineer III	19	2	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant experience	RA 1080
Health Education and Promotion Officer III	18	2	Completion of academic requirements for a Master's degree in health or other related courses as area of specialization	2 years experience in health education/promotion activities or other related work	8 hours of relevant experience	Relevant RA 1080 Career Service (Prof.) Appropriate Eligibility for Second Level Position
Planning Officer III	18	2	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant experience	Career Service (Prof.) Second Level Eligibility

POSITION TITLE	SG	LEVEL	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Administrative Aide VI	6	1	Completion of two years studies in college	None required	None required	Career Service (Sub-professional First Level Eligibility)
Attorney III	21	2	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Information Technology Officer I	19	2	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant experience	Career Service (Prof.) Second Level Eligibility
Administrative Officer V	18	2	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Prof.) Second Level Eligibility
Accountant III	19	2	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080
Administrative Officer IV	15	2	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Prof.) Second Level Eligibility
Legal Assistant I	10	2	Bachelor's degree	None required	None required	Career Service (Prof.) Second Level Eligibility
Administrative Assistant III	9	1	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional First Level Eligibility)



Tanggapan ng Kalihim
Office of the Secretary

SEP 17 2007

DEPED ORDER

No. 66, s. 2007

REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER
TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

To : Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepED Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".
2. To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.


JESLIA LAPUS
Secretary

Encl.: As stated

Reference: DepED Order: (No. 54, s. 1993)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

These guidelines shall apply to the appointment and promotion of Teaching and Related Teaching Group such as: Teacher II and III; Education Supervisor I, II and III; Chief Education Supervisor, Education Program Specialist I and II, Senior Education Program Specialist, Chief Education Program Specialist, Guidance Counselors, Guidance Coordinators and other teaching and related teaching positions indicated in the Magna Carta for Public Schools Teachers, except School Heads – Principals and Head Teachers; and all Non-Teaching Group.

I. PROCEDURE

The HRMO/In-Charge of Personnel shall:

1. Publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Officers)
2. Announce vacant position/s to be filled and post in at least three (3) conspicuous places in the DepED offices/schools concerned for at least fifteen (15) working days.
3. List applicants for the vacant position/s, both from inside and outside of DepED offices/schools.
4. Conduct preliminary evaluation of the qualifications of all applicants.

Require original candidates/appointees to undergo Psychological tests done by accredited institution, or as may be necessary.
5. Prepare selection line-up which shall reflect the qualifications of candidates.
6. Post in three (3) conspicuous places in DepED offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
7. Notify all applicants of the outcome of the preliminary evaluation.
8. Submit the selection line up to the PSB/C for deliberation *en banc*.

The Personnel Selection Board (PSB) shall:

9. Evaluate and deliberate the qualifications of those listed in the selection line up, *en banc*.
10. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
11. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.

12. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited herein in II item 5.

The Appointing Official shall:

13. Assess the list of top five candidates for appointment submitted by the PSB/C.
14. Select from among the top five candidates the one deemed most qualified for appointment to the vacant position.
15. Issue appointment in accordance with existing Civil Service rules and regulations.

The Personnel Office shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepED offices/schools concerned. The date of posting should be indicated in the notice.

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary

Vice-Chairperson: Assistant Secretary

Members:

Head of Office where the vacancy exists

Chief, Personnel Division

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

2. In the Regional Office:

Chairperson: Assistant Regional Director

Members:

Chief of the Division/Unit where the vacancy exists

Chief, Administrative Division

Chief Administrative Officer V (HRMO III)

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent

Members:

Head of the school where the vacancy exists

Administrative Officer V

Administrative Officer II (HRMO I)

President of the Division DepED Employees' Union/Non-
Teaching Association/Faculty Association, as the case may be

4. In the School:

4.1 Central elementary schools and non-central elementary schools:

Chairperson: Principal/School Head

Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head

Members: Department Head where vacancy exists

Department Head

Administrative Officer

President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head

Members: Two (2) Department Heads

Administrative Officer

President of Employees' Union/President of Non-Teaching Association

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

NON-TEACHING GROUP

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Potential	15	5
Psycho-social attributes	20	10
TOTAL	100	100

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments

a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district
- Nomination in the region/awardee in the division
- Nomination in the Department/awardee in the region
- National awardee

b. Innovations

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

c. Research and Development Projects

- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

d. Publication/Authorship

- Articles published in a journal/newspaper/magazine
of wide circulation
- Co-authorship of a book
(shall be divided by the number of authors)
- Sole authorship of a book

- e. Consultant/Resource Speaker in Trainings/Seminars/
Workshops/Symposia
 - District level
 - Division level
 - Regional level
 - National level
 - International level

D. Education and Training

a. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

b. Training

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

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

- District Level
- Division Level
- Regional Level

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

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

- District Level
- Division Level
- Regional Level
- National Level
- International Level

E. Potential

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 and English.
2. Ability to Present Ideas
Presents well-organized and precise ideas with marked command of the language used.

3. Alertness
Manifests presence of mind and awareness of the environment.
4. Judgment
Demonstrates sound judgment.
5. Leadership Ability
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

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

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance

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

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. **SANCTIONS**

Anyone found guilty of violating the provisions of this MSP and the enclosed guidelines or parts thereof shall be dealt with accordingly.

VI. **EFFECTIVITY**

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary

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SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	35	35	30
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	5	20
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research & Development Projects</i>	4	1	4
<i>d. Publication/Authorship</i>	4	1	4
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	4	1	4
D. Education	25	10	15
<i>• Complete Academic Requirements for Master's Degree</i>	10	6	7
<i>• Master's Degree</i>	15	7	10
<i>• Complete Academic Requirements for Doctoral Degree</i>	20	9	13
<i>• Doctoral Degree</i>	25	10	15
Training	5	10	10
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• District Level</i>	1	2	2
<i>• Division Level</i>	2	4	4
<i>• Regional Level</i>	3	6	6
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• National Level</i>	4	8	8
<i>• International Level</i>	5	10	10

<i>Chair/Co-chair in a technical/planning committee</i>			
• <i>District Level</i>	1	2	2
• <i>Division Level</i>	2	4	4
• <i>Regional Level</i>	3	6	6
• <i>National Level</i>	4	8	8
• <i>International Level</i>	5	10	10
E. Potential	5	20	10
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgment</i>	1	4	2
5. <i>Leadership Ability</i>	1	4	2
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
TOTAL	100	100	100