

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



June 07, 2017

**DIVISION MEMORANDUM**

No. 364, s. 2017

**ACCEPTANCE OF APPLICATION FOR THE DIFFERENT AVAILABLE NON-TEACHING/TEACHING-RELATED POSITIONS IN DEPED CEBU PROVINCE FOR SY 2017-2018**

1. This is to reiterate that a Rank List is applicable within the school year, that is from June of the current year and terminates on May 31 of the following year per Regional Memorandum #147, s. 2011.

2. This Office then is accepting applications for the following non-teaching positions for use this SY 2017-2018:

- A. Project Dev't Officer (Youth Formation Officer) for Sen. High School SG 11
- B. Administrative Officer 2 for Senior High School SG 11
- C. Registrar 1 for Senior High School SG 11
- D. Administrative Assistant 2 for Senior High School SG 8
- E. Administrative Assistant 3 (Senior Bookkeeper) SG 9
- F. Administrative Assistant 2 (Disbursing Officer) SG 8
- G. Guidance Counselor 2 for Senior High School SG 12
- H. Administrative Aide VI SG
- I. Education Program Specialist 2 ( Social Mobilization) SG16

3. Please find attached Qualification Standards, Functions, Criteria/guidelines in the Hiring of Teaching-Related and Non-Teaching Personnel contained in DepEd Order #66, s. 2007, for guidance of all concerned.

4. Please be guided with the following schedules:

- June 8-30, 2017 = Acceptance of Applications
- July 4-6, 2017 = Evaluation and Screening of Applications
- July 11-12, 2017 = Interview and Written Exam of Applicants

5. Important: During the Interview, all applicants are directed to bring along with them the original copies of all documents submitted in the applications.

6. For information and guidance of all concerned. Widest dissemination of this Memorandum is desired.

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

**Enclosure to Division Memorandum No. 304, s.2017**

**Qualification Standards:**

A. Project Development Officer (Youth Formation Officer) for Senior High School SG 11  
Ref. D.O#19, s. 2016

Functions: Manages the youth formation programs of the schools within a division, including but not limited to the implementation of the Supreme Pupil Government (SPG) or Supreme Student Government (SSG) as well as other curricular and extra-curricular clubs and programs; manages and monitors the implementation of the career guidance program in senior high schools; (stationed at the Division and may be deployed to a school or cluster of schools, as deemed necessary by the SDO).

**Qualification Standards:**

Education: Bachelor's Degree relevant to the job  
Experience: One (1) year relevant experience  
Training: Four (4) hours relevant training  
Eligibility: Career Service Professional (Second level)

B. Administrative Assistant 2 for Senior High School SG 8

Functions: Provides administrative and clerical support to his/her supervisor; assist either the Principal or the Assistant Principal; may be designated as property custodian or to the canteen services, as deemed necessary.

**Qualifications Standards:**

Education: Completion of 2 years studies in College  
Experience: One (1) year of relevant experience  
Training: Four (4) hours of relevant training  
Eligibility: Career Service Sub-professional (First Level)

C. Registrar 1 for Senior High School SG 11

Functions: Receives, updates and maintains the records, reports, documents of the school, its staff and learners; manages and updates the Learners Information System (LIS); ensures an efficient process of registration and enrolment; facilitates the process of releasing records of the school, staff and learners.

**Qualification Standards:**

Education: Bachelor's Degree  
Experience: None required  
Training : None required  
Eligibility: Career Service Professional (Second Level)

D. Administrative Officer 2 for Senior High School SG 11

Functions: Responsible for the execution and continuous improvement of the administrative process of the school including budget planning and preparation of financial reports, subject to the approval of the principal.

**Qualification Standards:**

Education: Bachelor's Degree  
Experience: None required  
Training: None required  
Eligibility: Career Service Professional (Second Level)

E. Administrative Assistant 3 (Senior Bookkeeper) SG 9/  
Administrative Assistant 2 (Disbursing) SG 8  
Ref. DepEd Memorandum dated March 31, 2014 Office of USEC Varela

Functions: Preparation and maintenance of registries of allotment and obligations; subsidiary ledgers related to cash advances; financial accountability reports; pre-audit and liquidation reports; analysis of COA findings and recommendations as well as direct control on monitoring of its status of compliance undertaken by the school; other related bookkeeping and accounting tasks as may be assigned by the SDS.

Qualification Standards:

Education: Completion of two years in College  
Experience: One (1) year of relevant experience  
Training: Four (4) hours of relevant training  
Eligibility: Career Service Sub-professional (First Level)

F. Administrative Aide VI SG6

Functions: To assist the management and staff and provide administrative support in the effective and efficient operation of the Division: Schedules, calendar meetings/appointments, trainings, workshops, documents communications received, routed, tracked, archived to records, encoded documents, power points, respond to visitors, etc.

Qualification Standards:

Education: At least 2 years in College  
Experience: None required  
Training: None required  
Eligibility: Career Service Sub-professional (First Level)

G. Guidance Counselor 2 for Senior High School SG12

Functions: Provides and implements guidance and counseling services for the learners of the schools within the Division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy.

Qualification Standards: **Per CSC MC No. 02, s. 2017 received March 15, 2017**

Education: Master's Degree in Guidance and Counseling  
Experience: None required  
Training: None required  
Eligibility: RA 1080 ( Guidance Counselor)

I. Education Program Specialist 2 ( Social Mobilization) SG16

Functions: To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education

Qualification Standards:

Education: Bachelor's degree in Education or its equivalent  
Experience: 2 years experience in Education, research development, implementation or other relevant experience  
Training: 4 hours relevant training  
Eligibility: Career Service Professional ( Second level)



**Inggoipan 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.

  
**JESLI A. 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**

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

## NON-TEACHING GROUP

<b>CRITERIA</b>	<b>Level 1</b>	<b>Level 2</b>
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
<b>TOTAL</b>	<b>100</b>	<b>100</b>

### **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
<b>A. Performance Rating</b>	<b>35</b>	<b>35</b>	<b>30</b>
<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>B. Experience</b>	<b>5</b>	<b>5</b>	<b>10</b>
<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>
<b>C. Outstanding Accomplishments (Meritorious Accomplishments)</b>	<b>20</b>	<b>5</b>	<b>20</b>
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research &amp; 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
<b>D. Education</b>	<b>25</b>	<b>10</b>	<b>15</b>
<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
<b>Training</b>	<b>5</b>	<b>10</b>	<b>10</b>
<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
<b>E. Potential</b>	<b>5</b>	<b>20</b>	<b>10</b>
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
<b>F. Psycho-social attributes</b>	<b>5</b>	<b>15</b>	<b>5</b>
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>