



April 16, 2015

DIVISION MEMORANDUM

No. 95, s. 2015

**CONDUCT OF SELECTION FOR ELEMENTARY AND SECONDARY SCHOOL
TEACHER II and TEACHER III POSITIONS**

To: Education Program Supervisors
Public Schools District Supervisors/ In Charge
Elementary and Secondary School Heads
This Division

1. This Office announces the Conduct of Selection for Elementary and Secondary School Teacher II and Teacher III Positions.
2. The selection for Teacher II and Teacher III Positions for shall be based on DepEd Order No. 66, 2007 using the following qualification standard per DepEd Order No. 39, s. 2007, as follows:

Position Title	Education	Experience	Training	Eligibility
Teacher II	<i>Elementary</i> BEED or Bachelor's Degree with 18 professional education units <i>Secondary</i> BSED or Bachelor's Degree with 18 professional education units with appropriate field of specialization	1 year	-	RA 1080 (Teacher)
Teacher III	<i>Elementary</i> BEED or Bachelor's Degree with 18 professional education units <i>Secondary</i> BSED or Bachelor's Degree with 18 professional education units with appropriate field of specialization	2 years	-	RA 1080 (Teacher)

3. Teachers who already have an approved ERF for Teacher II or Teacher III positions are advised to submit a copy of their approved ERF to this Office through Mr. Mario Arroyo, Personnel Officer, in preparation for the possible reclassification of items. They may also join the selection with those who do not have approved ERF provided that they shall waive their right to be among those who will be recommended for reclassification.

4. The Selection Committees are composed of the following:

SCHOOL PERSONNEL SELECTION BOARD

Elementary Central/ Non-Central

Chairperson: School Head

Members: four (4) Members from among the Grade Level Chairpersons

Secondary

Chairperson: School Head

Members: Department Head where the vacancy exists
Department Head
Administrative Officer
President of Teachers' Association

For schools without department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated credible competence.

DIVISION PERSONNEL SELECTION BOARD (PSB)

• **ELEMENTARY**

Chairperson: Jean G. Veloso, OIC-ASDS

Members: Bernadette P. Samaco, Administrative Officer V
Mario T. Arroyo, Administrative Assistant II, Personnel Officer (Designate)
Manolito Sale, Principal I, MOPSTEA President
Rudy O. Magdugo, SGOD Chief
Head of the School where the vacancy exists (routing member)

Secretariat: Claribel L. Rodriguez and Jemyren O. Buhisan

• **SECONDARY**

Chairperson: Jean G. Veloso, OIC-ASDS

Members: Bernadette P. Samaco, Administrative Officer V
Mario T. Arroyo, Administrative Assistant II, Personnel Officer (Designate)
Manolito Sale, Principal I, MOPSTEA President
Rudy O. Magdugo, SGOD Chief
Head of the School where the vacancy exists (routing member)

Secretariat: Claribel L. Rodriguez and Melody L. Baslan

5. The attached deliberation sheet and selection line-up in print and electronic copies shall be used by the School Promotion and Selection Board in the selection process.

6. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

April 23 - May 15, 2014	Announcement of selection for Teacher II and Teacher III Positions which shall be posted in at least three (3) conspicuous places in the school concerned
April 30, 2015	Submission of the composition of School Promotion and Selection Board for approval of the SDS (for those who have not submitted yet)

- May 18, 2015 Listing/ receiving of pertinent documents from the qualified applicants in every school
- May 19-20, 2015 Conducting of preliminary evaluation of the qualifications of all applicants
- May 21-22, 2015 Preparation of selection line-up following the attached format in print and electronic copies
- May 23- June 6, 2015 Notification of the applicants of the outcome of the selection and posting in three (3) conspicuous places in the school concerned the selection line-up signed by the applicants and the School PSB
Preparation of the selection documents for the review and evaluation by the Division PSB en banc, which includes the school head and PSDS as members, as follows:
 - Print and electronic copies of the school selection line up for Teacher II and for Teacher III Positions in elementary and secondary;
 - Pertinent documents of the applicants with their signed deliberation sheets;
 - Certification signed by the School PSB that the proper selection guidelines and process were followed;
 - Certification signed by the School PSB that there is only one applicant for the position (needed only when there is only one applicant for the position).

June 9-19, 2015 Review and evaluation by the Division PSB en banc which includes the School Head and PSDS who shall hand-carry the above documents to the Division Office on the following schedule:

Date	Districts
June 9 @ 8:00am	Magsaysay 1 and 2
June 9 @ 1:00 pm	Salay and Lagonglong
June 10 @ 8:00am	Kinoguitan and Balingoan
June 10 @ 1:00 pm	Balingasag North and South
June 11 @ 8:00am	Medina and Talisayan
June 11 @ 1:00 pm	Jasaan and Villanueva
June 16 @ 8:00am	Sugbongcogon and Binuangan
June 16 @ 1:00 pm	Claveria 1 and 2
June 17 @ 8:00am	Lugait and Manticao
June 17 @ 1:00 pm	Tagoloan and MOGCHS
June 18 @ 8:00am	Laguindingan, Guitagum and Libertad
June 18 @ 1:00 pm	Opol and Alubijid
June 19 @ 8:00 am	Naawan and Initao

- June 23-24, 2015 Consolidation of the School Selection Line-ups to come up with a District Consolidated Selection Line-up for Teacher II and District Consolidated Selection Line-up for Teacher III Positions in elementary and secondary in print and electronic copies by the PSDS, School Heads and District ICT Coordinator, and submission of the same to the Division Office
- June 25-26, 2015 Consolidation of the District Selection Line-ups to come up with a Division Consolidated Selection Line-up for Teacher II and Division Consolidated Selection Line-up for Teacher III Positions in elementary and secondary in print and electronic copies.
- June 30, 2015 Submission of the Division Consolidated, District Consolidated and School Selection Line-Ups in print and electronic copies to the Schools Division Superintendent

7. Immediate dissemination and compliance of this Memorandum is enjoined.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/jgv
To be indicated in the Perpetual Index
under the following subjects:
SELECTION

TEACHERS

POLICY

Name: _____
 Present Position: _____
 Present Station: _____
 Position Applied for: _____

DELIBERATION SHEET FOR TEACHER II (Elementary)

		Standard Points	Rate
A) Performance Rating – 35	Performance rating for the last 3 rating	35	
Rating 1:	Periods should be at least VS.		
Rating 2:			
Rating 3:			
Average:			
B) Experience – 5	Experience must be relevant to the duties	5	
Experience must be relevant to the duties and position	And functions of the position to be filled.		
C) Outstanding Accomplishments - 20		20	
a) Outstanding employee award		4	
	Awardee in the school	1	
	Awardee in the district	2	
	Awardee in the division	3	
	Awardee in the region	4	
	National Awardee	4	
b) Innovations		4	
Innovative work plan properly documented	Conceptualized	1	
	Started the implementation	2	
	Fully implemented in the school	3	
	Adopted in the district	4	
	Adopted in the division	4	
c) Research and development projects		4	
	Action research conducted in the school	2	
	Action research conducted in the district	3	
	Action research conducted in the division	4	
d) Publication/authorship		4	
- 2 per article but not to exceed 4 pts	Articles published in a journal/ newspaper/ magazine of wide circulation	4	
- shall be divided by the no. of authors	Co-authorship of a book	4	
	Sole authorship of a book	4	
e) Consultant/resource speaker in trainings/ seminars/workshops/symposia		4	
	District level	1	
	Division level	2	
	Region level	3	
	National level	4	
	International level	4	
D) Education & Training - 30		30	
a) Education		25	
	CAR for master's degree	10	
	Master's degree	15	
	CAR for doctoral degree	20	
	Doctoral degree	25	
b) Training		5	
* Scholarship programs, short courses, study grants	One point for every month of attendance but not to exceed 5		
* Participant in 3 or more trainings in each level conducted for at least 3 days not credited during the last promotions.	District level	1	
	Division level	2	
	Region level	3	
* Participant in one training conducted for at least 3 days not credited during the last promotions or;	National level	4	
	International level	5	
* Chair/co-chair in a technical/planning committee			
	District level	1	
	Division level	2	
	Region level	3	
	National level	4	
	International level	5	
TOTAL INITIAL POINTS	- - - - -	-	
E) Potential - 5		5	
F) Psychosocial Attributes & Personality Traits -5		5	
TOTAL		100	

I CERTIFY THAT THE ABOVE EVALUATION POINTS WERE SHOWN TO ME:

 Signature Over Printed Name of Applicant

SCHOOL PROMOTION AND SELECTION BOARD:

 School Principal – Chairman

 Member

 Member

 Member

 Member

Name: _____
 Present Position: _____
 Present Station: _____
 Position Applied for: _____

DELIBERATION SHEET FOR TEACHER III (Elementary)

		Standard Points	Rate
A) Performance Rating – 35	Performance rating for the last 3 rating	35	
Rating 1:	Periods should be at least VS.		
Rating 2:			
Rating 3:			
Average:			
B) Experience – 5	Experience must be relevant to the duties	5	
Experience must be relevant to the duties and position	And functions of the position to be filled.		
C) Outstanding Accomplishments - 20		20	
a) Outstanding employee award		4	
	Awardee in the school	1	
	Awardee in the district	2	
	Awardee in the division	3	
	Awardee in the region	4	
	National Awardee	4	
b) Innovations		4	
Innovative work plan properly documented	Conceptualized	1	
	Started the implementation	2	
	Fully implemented in the school	3	
	Adopted in the district	4	
	Adopted in the division	4	
c) Research and development projects		4	
	Action research conducted in the school	2	
	Action research conducted in the district	3	
	Action research conducted in the division	4	
d) Publication/authorship		4	
- 2 per article but not to exceed 4 pts	Articles published in a journal/ newspaper/ magazine of wide circulation	4	
- shall be divided by the no. of authors	Co-authorship of a book	4	
	Sole authorship of a book	4	
e) Consultant/resource speaker in trainings/ seminars/workshops/symposia		4	
	District level	1	
	Division level	2	
	Region level	3	
	National level	4	
	International level	4	
D) Education & Training - 30		30	
a) Education		25	
	CAR for master's degree	10	
	Master's degree	15	
	CAR for doctoral degree	20	
	Doctoral degree	25	
b) Training		5	
* Scholarship programs, short courses, study grants	One point for every month of attendance but not to exceed 5		
* Participant in 3 or more trainings in each level conducted for at least 3 days not credited during the last promotions.	District level	1	
	Division level	2	
	Region level	3	
* Participant in one training conducted for at least 3 days not credited during the last promotions or;	National level	4	
	International level	5	
* Chair/co-chair in a technical/planning committee			
	District level	1	
	Division level	2	
	Region level	3	
	National level	4	
	International level	5	
TOTAL INITIAL POINTS	- - - - -	-	
E) Potential - 5		5	
F) Psychosocial Attributes & Personality Traits -5		5	
TOTAL		100	

I CERTIFY THAT THE ABOVE EVALUATION POINTS WERE SHOWN TO ME:

 Signature Over Printed Name of Applicant

SCHOOL PROMOTION AND SELECTION BOARD:

 School Principal – Chairman

 Member

 Member

 Member

 Member

Name: _____
 Present Position: _____
 Present Station: _____
 Position Applied for: _____

DELIBERATION SHEET FOR TEACHER II (Secondary)

		Standard Points	Rate
A) Performance Rating – 35	Performance rating for the last 3 rating	35	
Rating 1:	Periods should be at least VS.		
Rating 2:			
Rating 3:			
Average:			
B) Experience – 5	Experience must be relevant to the duties	5	
Experience must be relevant to the duties and position	And functions of the position to be filled.		
C) Outstanding Accomplishments - 20		20	
a) Outstanding employee award		4	
	Awardee in the school	1	
	Awardee in the district	2	
	Awardee in the division	3	
	Awardee in the region	4	
	National Awardee	4	
b) Innovations		4	
Innovative work plan properly documented	Conceptualized	1	
	Started the implementation	2	
	Fully implemented in the school	3	
	Adopted in the district	4	
	Adopted in the division	4	
c) Research and development projects		4	
	Action research conducted in the school	2	
	Action research conducted in the district	3	
	Action research conducted in the division	4	
d) Publication/authorship		4	
- 2 per article but not to exceed 4 pts	Articles published in a journal/ newspaper/ magazine of wide circulation	4	
- shall be divided by the no. of authors	Co-authorship of a book	4	
	Sole authorship of a book	4	
e) Consultant/resource speaker in trainings/ seminars/workshops/symposia		4	
	District level	1	
	Division level	2	
	Region level	3	
	National level	4	
	International level	4	
D) Education & Training - 30		30	
a) Education		25	
	CAR for master's degree	10	
	Master's degree	15	
	CAR for doctoral degree	20	
	Doctoral degree	25	
b) Training		5	
* Scholarship programs, short courses, study grants	One point for every month of attendance but not to exceed 5		
* Participant in 3 or more trainings in each level conducted for at least 3 days not credited during the last promotions.	District level	1	
	Division level	2	
	Region level	3	
* Participant in one training conducted for at least 3 days not credited during the last promotions or;	National level	4	
	International level	5	
* Chair/co-chair in a technical/planning committee			
	District level	1	
	Division level	2	
	Region level	3	
	National level	4	
	International level	5	
TOTAL INITIAL POINTS	- - - - -	-	
E) Potential - 5		5	
F) Psychosocial Attributes & Personality Traits -5		5	
TOTAL		100	

I CERTIFY THAT THE ABOVE EVALUATION POINTS WERE SHOWN TO ME:

 Signature Over Printed Name of Applicant

SCHOOL PROMOTION AND SELECTION BOARD:

 School Principal – Chairman

 Member

 Member

 Member

 Member

Name: _____
 Present Position: _____
 Present Station: _____
 Position Applied for: _____

DELIBERATION SHEET FOR TEACHER III (Secondary)

		Standard Points	Rate
A) Performance Rating – 35	Performance rating for the last 3 rating	35	
Rating 1:	Periods should be at least VS.		
Rating 2:			
Rating 3:			
Average:			
B) Experience – 5	Experience must be relevant to the duties	5	
Experience must be relevant to the duties and position	And functions of the position to be filled.		
C) Outstanding Accomplishments - 20		20	
a) Outstanding employee award		4	
	Awardee in the school	1	
	Awardee in the district	2	
	Awardee in the division	3	
	Awardee in the region	4	
	National Awardee	4	
b) Innovations		4	
Innovative work plan properly documented	Conceptualized	1	
	Started the implementation	2	
	Fully implemented in the school	3	
	Adopted in the district	4	
	Adopted in the division	4	
c) Research and development projects		4	
	Action research conducted in the school	2	
	Action research conducted in the district	3	
	Action research conducted in the division	4	
d) Publication/authorship		4	
- 2 per article but not to exceed 4 pts	Articles published in a journal/ newspaper/ magazine of wide circulation	4	
- shall be divided by the no. of authors	Co-authorship of a book	4	
	Sole authorship of a book	4	
e) Consultant/resource speaker in trainings/ seminars/workshops/symposia		4	
	District level	1	
	Division level	2	
	Region level	3	
	National level	4	
	International level	4	
D) Education & Training - 30		30	
a) Education		25	
	CAR for master's degree	10	
	Master's degree	15	
	CAR for doctoral degree	20	
	Doctoral degree	25	
b) Training		5	
* Scholarship programs, short courses, study grants	One point for every month of attendance but not to exceed 5		
* Participant in 3 or more trainings in each level conducted for at least 3 days not credited during the last promotions.	District level	1	
	Division level	2	
	Region level	3	
* Participant in one training conducted for at least 3 days not credited during the last promotions or;	National level	4	
	International level	5	
* Chair/co-chair in a technical/planning committee			
	District level	1	
	Division level	2	
	Region level	3	
	National level	4	
	International level	5	
TOTAL INITIAL POINTS	- - - - -	-	
E) Potential - 5		5	
F) Psychosocial Attributes & Personality Traits -5		5	
TOTAL		100	

I CERTIFY THAT THE ABOVE EVALUATION POINTS WERE SHOWN TO ME:

 Signature Over Printed Name of Applicant

SCHOOL PROMOTION AND SELECTION BOARD:

 School Principal – Chairman

 Member

 Member

 Member

 Member