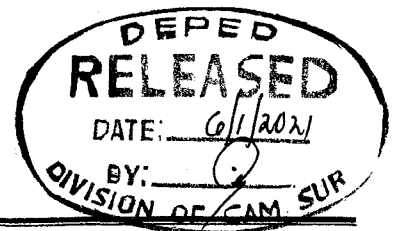




Republic of the Philippines
Department of Education
Region V

SCHOOLS DIVISION OFFICE OF CAMARINES SUR



May 31, 2021

DIVISION MEMORANDUM

No. 195, s. 2021

**CALL FOR APPLICATION FOR LEVEL 1 NON-TEACHING POSITIONS
IN DEPED - CAMARINES SUR**

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools
Interested Applicants

1. The Department of Education, **Schools Division Office of Camarines Sur** announces the recruitment and selection of qualified applicants for non-teaching positions, viz:

POSITION	LEVEL	SCHOOL/OFFICE ASSIGNMENT	NO. OF VACANCIES
a. Administrative Assistant III (<i>Clerical</i>) / Senior Bookkeeper	1	JHS & SDO	14
b. Administrative Assistant III (<i>Senior Bookkeeper</i>)	1	Elem, JHS & SDO	29
c. Administrative Assistant II (<i>Clerical</i>) / Administrative Assistant II (<i>Disbursing Officer II</i>)	1	Elem, JHS, SHS & SDO	28
d. Administrative Assistant II (<i>Budgeting Assistant</i>)	1	JHS	8
e. Administrative Aide VI	1	SDO	2
f. Administrative Aide IV	1	JHS	1
g. Dental Aide	1	SDO	1
h. Security Guard I	1	JHS	1
TOTAL			84

2. DepEd Order No. 66, s. 2007, Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions shall be used in the selection of qualified applicants. The applicants are highly encouraged to read the said DepEd order for complete understanding of the process and criteria.

3. Timeline of Activities, Composition of Human Resource Merit, Promotion and Selection Board (HRMPSB), Criteria for Evaluation, Civil Service Qualification Standard of the Positions, Documents to be Submitted, List of School Assignment/Office/Station where Vacancy Exists and Instructions to Interested Applicants are found in Enclosure 1 of this Memorandum.

4. Expenses of the Division Selection Committee relative to the evaluation of documents, interview and preparation of rank list shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. Widest dissemination of and compliance to this Memorandum is desired.

LOIDA N. NIDEA, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 66, s. 2007



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Enclosure No. 1 to Division Memorandum No. 195, s. 2021

“Call for Application for Level 1 Non-Teaching Positions in DepEd – Camarines Sur”

A. TIMELINE OF ACTIVITIES

DATE	ACTIVITY	VENUE	ATTENDEES/ PERSONS INVOLVED	RESPONSIBLE PERSON/ COMMITTEE
June 1 – 14, 2021	Submission of pertinent documents for Application	SDO Receiving Section	Applicant	Receiving Staff
June 15 – 18, 2021	Preliminary evaluation of documents	SDO Personnel Section	HRMO Secretariat (HRMO)	HRMO Secretariat (HRMO)
June 21 – 25, 2021 (Tentative schedule of actual deliberation)	Deliberation, Evaluation, Interview and Written Test	(To be announced in an Advisory)	HRMPSB Qualified Applicants	HRMPSB Secretariat (HRMO)
June 28 – 30, 2021	Finalization and Approval of Rank List	SDO (Bulletin Board); SDO Website	Qualified Applicants All Others Concerned	Secretariat (HRMO)

B. COMPOSITION OF HUMAN RESOURCE MERIT, PROMOTION AND SELECTION BOARD (HRMPSB)

Chairman:	MARIA-MAGNOLIA F. BRIOSO , Assistant Schools Division Superintendent
Members:	GINA A. VALENCIANO , Administrative Officer V
	MARIA DIVINA H. CALLEJA , Administrative Officer IV-HRMO or Her Authorized Representative
	ARNEL L. VERONA , Disbursing Officer II/ President, NEU
	PALMETTO P. VALENCIA , ESP-2/ President, PESPA (Items for Elementary) REYNALDO P. LOPEZ , SSP-1/ President, ACSSSA (Items for Secondary)

C. CRITERIA FOR EVALUATION OF APPLICANTS

Criteria	Points (Level 1)
a. Performance Rating	35
b. Experience	5
c. Outstanding Accomplishments	5
d. Education	10
e. Training	10
f. Potential	20
g. Psychosocial Attributes	15
TOTAL	100



D. CIVIL SERVICE QUALIFICATION STANDARD (QS) OF THE POSITIONS

POSITION TITLE	LEVEL	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant III (Clerical) / Senior Bookkeeper	1	9	Completion of 2 years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	1	9	Completion of 2 years in College Preferred Qualifications: Bachelor's Degree in Business Administration Major in Accounting; or Completion of at least 2 years studies in Bachelor's Degree in Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects	1 year of relevant experience in accounting activities / tasks	4 hours of relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (Clerical) / Administrative Assistant II (Disbursing Officer II)	1	8	Completion of 2 years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (Budgeting Assistant)	1	8	Completion of 2 years in College Preferred Qualifications: Bachelor's Degree in Business Administration Major in Accounting; or Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; Completion of 2 years studies in college with at least nine (9) units in accounting subjects	1 year relevant experience in accounting activities / tasks	4 hours of relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	Career Service (Sub-Professional) First Level Eligibility
Administrative Aide VI	1	6	Completion of 2 years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Aide IV	1	4	Completion of 2 years in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility
Dental Aide	1	4	High School Graduate	None required	None required	None required
Security Guard I	1	3	High School Graduate	None required	None required	Security Guard License (MC11, s.- Cat II)



E. DOCUMENTS TO BE SUBMITTED BY THE APPLICANTS

All qualified and interested applicants are advised to prepare and submit their **AUTHENTICATED/PHOTOCOPIED** documents, following the sequence enumerated below, with the folder properly **labelled on its side as ears** to facilitate location of the documents during evaluation, to wit:

- a. Omnibus Certification, original and notarized (*can be downloaded at bit.ly/NTPHiring CamSur*)
- b. Application Letter stating the **POSITION APPLIED FOR, CURRENT STATION and STATION APPLIED AT**
- c. CS Form 212 (Personal Data Sheet – Revised 2017 Format) with passport size picture
- d. Certificate of Eligibility
- e. Performance Ratings for the last three (3) rating periods (with numerical rating);
- f. Certification of Designations / Service Records as experience relevant to the position;
- g. Outstanding Accomplishments, such as;
 - i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Project/s
 - iv. Publication / Authorship
 - v. Consultancy / Resource Speakership in Trainings / Seminars / Workshop / Symposia
- h. Education – Transcript of Records
- i. Training/s:
 - i. Participant in a specialized training e.g. Scholarship Programs, Study Grants for more than one (1) month;
 - ii. Attendance to three (3) or more training activities conducted for at least three (3) days not given credits in the past promotions;
 - iii. As participant in one (1) training conducted for at least three (3) days in the National and International level;
 - iv. Chair / Co-Chair in a Technical / Planning Committee

F. LIST OF SCHOOL ASSIGNMENT/OFFICE/STATION WHERE VACANCY EXISTS

Position	Office/School Assignment/Station	
<ul style="list-style-type: none"> • Administrative Assistant III (Clerical) / Senior Bookkeeper 	JHS	<ol style="list-style-type: none"> 1. Sta. Lutgarda NHS, Cabusao 2. Quipayo NHS, Calabanga 3. San Jose Pili NHS, Pili 4. Nato HS, Sagñay 5. San Jose NHS, San Jose 6. Siruma NHS, Siruma 7. Dr. Rodolfo V. Pamor Jr. Nat'l. MHS, Tigaon 8. Tamban NHS, Tinambac 9. Bato NHS, Bato 10. Palsong NHS, Bula
	SDO	<ol style="list-style-type: none"> 1. Division Office (Accounting Section) 2. Division Office (Accounting Section) 3. Division Office (Accounting Section) 4. Division Office (Personnel Section)
<ul style="list-style-type: none"> • Administrative Assistant III (Senior Bookkeeper) 	ELEM	<ol style="list-style-type: none"> 1. Clustered School (Casay NHS/San Jose Alanao HS) – Lupi 2. Clustered School (Simeon Tycangco MHS) – Ragay 3. Clustered School (Malansad Nuevo HS/Dr. Nelson A. Mejia HS) – Libmanan 4. Clustered School (Sagrada Familia HS) – Minalabac



Position	Office/School Assignment/Station	
		<ol style="list-style-type: none"> 5. Clustered School (Mangayawan HS/Doroteo Federis Sr. NHS) – Canaman 6. Clustered School (Guijalo NHS/Oring NHS) – Caramoan 7. Clustered School (Bahi NHS/Binagasbasan NHS) – Garchitorena 8. Clustered School (Tapayas HS/Laganac HS) – Balatan 9. Sipocot South C/S, Sipocot South 10. Pamplona C/S, Pamplona 11. Calabanga Central Division Pilot School, Calabanga 12. Camaligan C/S, Camaligan 13. Pili C/S, Pili East 14. Pili West C/S, Pili West 15. Parubcan C/S, Parubcan 16. Siruma C/S, Siruma 17. Tigaon North C/S, Tigaon North
	JHS	<ol style="list-style-type: none"> 1. Sinuknipan NHS, Del Gallego 2. Bahao NHS, Libmanan 3. Don Teofilo H. Dilanco MHS, Libmanan 4. Mambulo Nuevo HS, Libmanan 5. Villamayor NHS, Minalabac 6. Jose De Villa NHS, Calabanga 7. Pambuhan NHS, Garchitorena 8. La Salvacion NHS, Tigaon 9. Pararao HS, Balatan 10. Fabrica HS, Bula
	SDO	<ol style="list-style-type: none"> 1. Division Office (Accounting Section) 2. Division Office (Personnel Section)
<ul style="list-style-type: none"> • Administrative Assistant II (Clerical) / Administrative Assistant II (Disbursing Officer II) 	ELEM	<ol style="list-style-type: none"> 1. Clustered School (Bahi NHS/Tabgon HS) – Garchitorena 2. Cabusao C/S, Cabusao 3. Sipocot South C/S, Sipocot South 4. Lagonoy North C/S, Lagonoy North 5. Balatan C/S, Balatan 6. Buhi C/S, Buhi North
	JHS	<ol style="list-style-type: none"> 1. Don Teofilo H. Dilanco MHS, Libmanan 2. Villamayor NHS, Minalabac 3. Dahat National Vocational HS, Lagonoy 4. Pararao HS, Balatan
	SHS	<ol style="list-style-type: none"> 1. San Jose Alanao HS, Lupi 2. Ragay National Agricultural and Fisheries School, Ragay 3. Camarines Sur Sports Academy, Pili 4. Doña Basilia S. Quilon MHS, Pili 5. Eastern Coast HS, Caramoan 6. Tabgon NHS, Caramoan 7. Buenavista NHS, Presentacion 8. Presentacion NHS, Presentacion 9. Don Servillano Platon MHS, Tinambac 10. Caorasan HS, Bula 11. Inoyonan HS, Bula
	SDO	<ol style="list-style-type: none"> 1. Division Office (Personnel Section) 2. Division Office (BAC Office)



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Position	Office/School Assignment/Station	
		3. Division Office (BAC Office) 4. Division Office (Property Section) 5. Division Office (Property Section) 6. Division Office (Legal Section) 7. Division Office (Payroll Services Unit)
<ul style="list-style-type: none"> • Administrative Assistant H (Budgeting Assistant) 	JHS	1. Barcelonita Fisheries School, Cabusao 2. Sta. Lutgarda NHS, Cabusao 3. Homobono H. Gonzales NHS, Libmanan 4. Bikal Fisheries School, Caramoan 5. Presentacion NHS, Presentacion 6. Siruma NHS, Siruma 7. Don Servillano Platon MNHS, Tinambac 8. Salvacion NHS, Bato
<ul style="list-style-type: none"> • Administrative Aide VI 	SDO	1. Division Office (Personnel Section) 2. Division Office (Personnel Section)
<ul style="list-style-type: none"> • Administrative Aide IV 	JHS	<ul style="list-style-type: none"> • San Rafael NHS, Tigaon
<ul style="list-style-type: none"> • Dental Aide 	SDO	<ul style="list-style-type: none"> • Division Office (Medical Section)
<ul style="list-style-type: none"> • Security Guard I 	JHS	<ul style="list-style-type: none"> • San Rafael NHS, Tigaon

G. INSTRUCTIONS TO QUALIFIED AND INTERESTED APPLICANTS

1. It is important that all photocopied documents should be authenticated by the issuing agency/organization. **The documents submitted including original documents shall be at the disposal of the Division Selection Committee two (2) months after the release of the approved rank list.** The committee shall not be responsible for safekeeping of documents of the applicants.
2. **No additional documents will be accepted after the deadline.**
3. Disqualified applicants will be informed through text message.
4. Submission of documents shall be in an ordinary tagboard folder with **Name, Position Applying For, and Station (Elementary or Secondary – Junior HS/ Senior HS or SDO) printed on the front.** The following are the colors of folder to be followed for each application:

Position	Tagboard Folder Color
a. Administrative Assistant III (Clerical) / Senior Bookkeeper	RED
b. Administrative Assistant III (Senior Bookkeeper)	RED
c. Administrative Assistant II (Clerical) / Administrative Assistant II (Disbursing Officer II)	BROWN
d. Administrative Assistant II (Budgeting Assistant)	BROWN
e. Administrative Aide VI	WHITE
f. Administrative Aide IV	WHITE
g. Dental Aide	WHITE
h. Security Guard I	WHITE

5. **All queries will be entertained during the actual deliberation.**





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.


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

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>	<i>4</i>	<i>1</i>	<i>4</i>
<i>b. Innovations</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>c. Research & Development Projects</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>d. Publication/Authorship</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	<i>4</i>	<i>1</i>	<i>4</i>
D. Education	25	10	15
<i>• Complete Academic Requirements for Master's Degree</i>	<i>10</i>	<i>6</i>	<i>7</i>
<i>• Master's Degree</i>	<i>15</i>	<i>7</i>	<i>10</i>
<i>• Complete Academic Requirements for Doctoral Degree</i>	<i>20</i>	<i>9</i>	<i>13</i>
<i>• Doctoral Degree</i>	<i>25</i>	<i>10</i>	<i>15</i>
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>	<i>1</i>	<i>2</i>	<i>2</i>
<i>• Division Level</i>	<i>2</i>	<i>4</i>	<i>4</i>
<i>• Regional Level</i>	<i>3</i>	<i>6</i>	<i>6</i>
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• National Level</i>	<i>4</i>	<i>8</i>	<i>8</i>
<i>• International Level</i>	<i>5</i>	<i>10</i>	<i>10</i>

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