



September 10, 2019

DIVISION MEMORANDUM
NO. 343, s. 2019

**IMPLEMENTATION OF PERCENTAGE OF EVALUATION AND
CUT-OFF SCORE IN THE TOTAL EARNED POINTS OF APPLICANTS
IN THE PROCESS OF HIRING AND PROMOTION**

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, Curriculum and Implementation Division
Chief, Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB – Chairman and Members
Elementary and Secondary School Heads
All Other Concerned

1. In line with Human Resource Merit Promotion and Selection Board (HRMPSB) Resolution No. 005 s. 2019 and continuous filling-up of positions in this Division, please be informed that strict implementation of percentage of evaluation and cut-off score in the total earned points of applicants in the process of hiring and promotion must be observed.

2. Immediate dissemination of this Memorandum is highly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent



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6/18/19
4:22 PM

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
RESOLUTION NO. 005 S. 2019

**RESOLUTION FOR THE IMPLEMENTATION OF PERCENTAGE OF
EVALUATION AND CUT-OFF SCORE IN THE TOTAL EARNED POINTS
OF APPLICANTS IN THE PROCESS OF HIRING AND PROMOTION**

WHEREAS, Human Resource Merit Promotion and Selection Board (HRMPSB) serves as an independent body of the Department of Education that primarily handles the conduct of recruitment and selection of potential candidates that best fits a particular position and has the following functions and responsibilities:

Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment and must take into consideration of the following:

- Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
- Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.

WHEREAS, DepEd Order No. 29, s. 2002 entitled, "Merit Selection Plan of the Department of Education" aims to strictly adhere to the principles of merit, competence, fitness and equality. Specifically, it aspires to establish a system that characterized by strict observance of the principle of merit, competence and fitness in the selection of employees for appointment to position in the career and non-career service in all levels;

WHEREAS, DepEd Order No. 29, s. 2002, IV par. 10 emphasized that 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 and **may initiate innovative schemes in determining the best and most qualified candidate;**

WHEREAS, Regional Memorandum No. 434, s. 2017, Section 1 par. 5 stated that "The appointing authority may assess and select from among the top five candidates under the principle or process of deep selection which is provided for under Rule IX letter of the 2016 Omnibus Rules on Appointments and other HR Actions. **The appointing authority may, likewise, set the cut-off score.** However, if no applicant qualified on the cut-off score set by appointing authority, position shall not be filled in.";

WHEREAS, On-the Job assessment refers to demonstration of skills, paper-and-pen test, presentation of caselet/outputs to determine the applicant who will best fit for the position, furthermore, in cases of transfer and/or lone application, the board may decide that OTJ may not be imposed;

WHEREAS, for the purpose of evaluation and assessment, the points shall be based on the following percentage;



Republic of the Philippines
Department of Education
 Region IV-A (CALABARZON)
Division of Cavite
 Trece Martires City, Cavite



Certificate Number: AJA17-0083

DepEd Hiring and Promotion Standards	Percentage	
DepEd Order no. 66, s. 2007	Interview	OTJ
Non-Teaching positions		
Level 1 (SG 1 to 5)	50%	50%
DepEd Order no. 66, s. 2007	Documents and Interview	OTJ
Non-Teaching positions		
Level 1 (SG 6 to 9)	60%	40%
Level 2 (SG 10 to 24)	60%	40%
Teaching related positions (SG 10 to 24)	60%	40%
Teaching positions (Teacher II and Teacher III)	Not applicable	
DepEd Order no. 42, s. 2007		
Head Teacher	60%	40%
School Principal	70%	30%
DepEd Order no. 97, s. 2011		
Head Teacher	60%	40%
School Principal	70%	30%
RM No. 434, s. 2017 and DECS Order no. 57, s.1997		
Master Teacher	60%	40%

WHEREAS, for evaluation of **non-teaching level 1 positions (Salary Grade 1 to 5)**, qualification standards shall be used in shortlisting of applicants and they are exempted to undergo open ranking;

WHEREAS, for evaluation of **Teacher II and Teacher III positions**, they are exempted to undergo On-the-Job (OTJ) assessment;

WHEREAS, for the purpose of evaluation and selection of applicants, cut-off score for the total earned points shall be used;

DepEd Hiring and Promotion Standards	Cut-off Score in Total Earned Points
DepEd Orders no. 7 and 22, s. 2015	
Elementary	70
Junior High School	
DepEd Order no. 3, s. 2016	
Senior High School	70
DepEd Order no. 66, s. 2007	
Non-Teaching positions	
Level 1 (SG 1 to 5)	40
Level 1 (SG 6 to 9)	45
Level 2 (SG 10 to 14)	50
Level 2 (SG 15 to 18)	55
Level 2 (SG 19 to 22)	60
Level 2 (SG 23 to 24)	70
Teaching Related positions (SG 10 to 14 except Head Teacher I position)	50
Teaching Related positions (SG 15 to 18 except Head Teacher II to V positions)	55
Teaching Related positions (SG 19 to 21 except Head Teacher VI and School Principal I to III positions)	60



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Teaching Related positions (SG 22 to 23 except School Principal VI position)	70
Teaching Related position (SG 24)	75
Teaching positions (Teacher II and Teacher III except Master Teacher positions)	50
DepEd Order no. 42, s. 2007 (Promotion)	
Head Teacher I	50
Head Teacher II to V	55
Head Teacher VI	60
School Principal I to III	60
School Principal IV	70
DepEd Order no. 97 s. 2011 (Reclassification)	
Head Teacher I to VI	60
School Principal I to IV	
RM No. 434, s. 2017 and DECS Order no. 57, s.1997	
Master Teacher I	55
Master Teacher II	60

WHEREAS, all rules, regulations and issuances which are inconsistent with this resolution are hereby repealed or modified accordingly.

NOW THEREFORE, RESOLVED, as it is hereby resolved to express the Resolution for the implementation of percentage of evaluation and cut-off score in the total earned points of applicants in the process of Hiring and Promotion.

RESOLVED FURTHER, that all applicants whether for promotion of teaching and non-teaching personnel shall undergo the process of evaluation and assessment adhering to this resolution.

ADOPTED, this Resolution shall take effect immediately after the issuance of this resolution.

June 18, 2019, Trece Martires City, Cavite



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0063



CERTIFICATION

I hereby **CERTIFY** to the correctness and authenticity of the foregoing **RESOLUTION**


IVAN BRIAN L. INDUCTIVO

Chairman, HRMPSB

OIC – Office of the Asst. Schools Division Superintendent


ELIAS A. ALICAYA, JR.

Member

Asst. Schools Division Superintendent


ELPIDIA S. BERGADO

Member

Chief, Curriculum and
Implementation Division


VERNA C. CABAYA

Member

Administrative Officer V


ELAINE V. BALEN

Member

Human Resource
Management Officer


MAGDALENO R. LUBIGAN

Member

President, National Association of
Public Secondary School Heads


ROMAN M. SALAZAR

Member

President, Cavite Teachers
and Employees Association


CHERRYLOU D. REPIA

Schools Division Superintendent