

September 10, 2019

**DIVISION MEMORANDUM**  
NO. 344, s. 2019

**OPERATIONAL DEFINITION OF TERMS AND SUPPLEMENTAL  
GUIDELINES ON HIRING, SELECTION AND PROMOTION OF  
TEACHING, TEACHING-RELATED AND NON-TEACHING  
PERSONNEL**

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. 006 s. 2019 and continuous filling-up of positions in this Division, please be informed that this Office provides Operational Definition of Terms and Supplemental Guidelines in order to have standard interpretation on the guidelines on Hiring, Selection and Promotion of Teaching, Teaching-Related and Non-Teaching Personnel.

2. Immediate dissemination of this Memorandum is highly desired.

**CHERRYLOU D. REPIA**  
Schools Division Superintendent





Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



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## HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD RESOLUTION NO. 006 S. 2019

### A RESOLUTION PROVIDING OPERATIONAL DEFINITION OF TERMS AND SUPPLEMENTAL GUIDELINES ON HIRING, SELECTION AND PROMOTION OF TEACHING, TEACHING-RELATED AND NON-TEACHING PERSONNEL

(DepEd Order No. 42, s. 2007, DepEd Order No. 66, s. 2007, DepEd Order No. 97, s. 2011,  
DECS Order No. 57, s. 1997 and Regional Memorandum No. 434, s. 2017)

**WHEREAS**, in conformity with Merit Selection Plan of the Department of Education and pursuant to the existing guidelines released by DepEd Central Office and Region IV-A CALABARZON, there is a need to come up with operational definition of terms and supplemental guidelines in order to have standard interpretation in the evaluation of documents of applicants;

**WHEREAS**, this resolution does not intend to modify, change or amend the guidelines issued by the DepEd Central and Regional Office, instead, it shall serve as guide to all Elementary and Secondary School Heads, Education Program Supervisors, Public Schools District Supervisors and all members of School Screening Committees in the evaluation of applicants' documents;

**WHEREAS**, the Human Resource Merit Promotion and Selection Board and Human Resource Unit personnel conducted series of discussions of the existing guidelines issued by DepEd and have agreed to have operational definition of terms and supplemental guidelines to clarify the policy on hiring, selection and promotion;

**WHEREAS**, to integrate equal employment opportunity principles (EEOP) in this Division, Human Resource Merit Promotion and Selection Board have agreed to have supplemental pointing system to be used in performance rating and training.

**NOW, THEREFORE, RESOLVED**, as it is hereby resolved, that the following operational definition of terms and supplemental guidelines are hereby adopted in order to have standard interpretation on the guidelines on hiring, selection and promotion of teaching, teaching-related and non-teaching.

**APPROVED BY THE CHAIRMAN AND MEMBERS OF SCHOOLS DIVISION OFFICE  
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD** during the Board meeting held on July 3, 2019 at Office of the Assistant Schools Division Superintendent, Schools Division Office, Trece Martires City, Cavite.

#### I. Determinants

##### Section 1. Performance Rating (Level 1 and Level 2 Teaching, Teaching Related and Non-Teaching Positions)

1. Performance rating is a basic requirement for appointment and promotion.

1.1 Performance rating should be at least Very Satisfactory for the last three (3) rating periods.

1.2 If the position applying for does not require to perform three (3) years in the present position, he/she may use the performance ratings in the previous position/s.

1.3 If the applicant submits less than three (3) performance ratings, he or she





shall not be disqualified from the selection process. The computation shall be: number of the submitted performance ratings divided by three (3).

1.4 If an applicant for promotion submits less than three (3) performance ratings, he or she shall not be disqualified. The Human Resource Officer may consider the rating from the 201 files of the applicant.

As stated in Regional Memorandum No. 434, s. 2017, grounded on the principle of objectivity and fairness in the evaluation of documents, should the submitted performance ratings be less than three (3), the performance rating should be average based on the number of submitted PRs; provided that the number of performance ratings should be equal to years of employment as stated in the PDS. In cases that the years of employment is more than three (3) years, and the performance ratings submitted is less than three (3), then the computation in Sec. 1, Number 1.3 or the provisions of Sec. 1, Number 1.4 may be applied, whichever is applicable.

2. In the case of applicants who are not from DepEd where performance rating is descriptive or adjectival, the midpoint of the adjectival rating using DepEd rating scale may be taken as reference as specified in Regional Memorandum No. 434, s. 2017.

2.1 In case that the performance rating of applicants who are not from DepEd is percentage rating, the midpoint of the numerical rating indicated in the table below shall be used as stated in Regional Memorandum No. 434, s. 2017.

Percentage (%)	Numerical Rating (as per IPCRF)	Adjectival Rating	Midpoint
91 - 100	4.500-5.000	Outstanding	4.750
81 - 90	3.500-4.499	Very Satisfactory	4.000
71 - 80	2.500-3.499	Satisfactory	3.000
61 - 70	1.500-2.499	Unsatisfactory	2.000
below 60	below 1.499	Poor	0.750

## Section 2. Experience

1. Experience must be **relevant**, and are **significant to the duties and functions** required of the position to be filled. Furthermore, as defined in Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA, revised 2018), Rule VIII, Sec. 56, *"experience refers to the previous jobs in either the government or private sector, whether full-time or part time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the Position Description Form (PDF) of the position to be filled."*

1.1 Previous position/s of applicant whether from private or public service shall include in the computation of experience, provided, that the previous position/s is relevant to the position applying for. But, if the qualification standards of position applying for requires relevant experience in the present position, computation of experience shall start in the present position.

## Section 3: Outstanding Employee Award

1. Guided by certain criteria, award **must be a result of the search conducted by the organized selection committee** whether private or public institution as stipulated in Regional Memorandum no. 434 s. 2017.

2. The following awards shall be given appropriate points based on the criteria as stipulated in DepEd Orders no. 42 and 66 s. 2007 and DepEd Order no. 97, s. 2011:







- 2.1 DepEd Initiated Award – awards given by the Department.
- 2.2 Local Government Unit Award – awards given by Mayor, Congressman, Governor, Vice-Governor and Provincial and City Administrator and other LGU Officials.
- 2.3 Government Related Institution Award – awards given by Civil Service Commission, Food and Nutrition Research Institute, other national government agencies (NGAs) and government-owned and controlled corporations (GOCCs).
- 2.4 Private Institution Award – awards given by private institutions like Metrobank, Research Advocacy for Community Empowerment, International Institute of Rural Reconstruction and other non-government institutions.

3. The following awards **shall not be** considered as Outstanding Employee Award:

- 3.1 Awards given to commend the membership, perfect attendance and performance on auxiliary functions (e.g. Coordinator of special programs and projects, Chairman/Member of special organization);
- 3.2 Awards given through poll voting system;
- 3.3 On-the-spot awards;
- 3.4 Awards given during Division Management Committee (ManCom) Meeting, Christmas Party, World Teacher's Day, Celebration of CSC Month and Gender and Development Program; and
- 3.5 Others which are not covered by certain criteria and does not undergo selection process.

4. CSC Awards, PRAISE, Gawad Patnugot, Gawad Bandila and other awards that are not just contributory to the performance shall be considered.

5. Other service awards such as those given by the Boy Scout of the Philippines and Girl Scout of the Philippines (DECS Order No. 99, s. 1999) are also considered and given a maximum of 2 points.

5.1 As stipulated in DECS Order No. 99, s. 1999, all national awards conferred by the Boy Scouts of the Philippines to DECS organic personnel shall be credited in the DECS Merit Promotion as follows:

- a. Service Award for Unit Leaders (Maximum of 1.5 points)
  - Bronze – 0.25 points
  - Silver – 0.50 points
  - Gold – 0.75 points
- b. Merit Award for Unit Leaders (Maximum of 1.75 points)
  - Bronze – 0.25 points
  - Silver – 0.50 points
  - Gold – 1.00 point
- c. USA Award (Maximum of 2.00 points)
  - Bronze – 0.25 points
  - Silver – 0.75 points
  - Gold – 1.00 point
- d. Tamaraw Award (Maximum of 2.00 points)
  - Bronze – 0.50 points
  - Silver – 0.75 points
  - Gold – 1.00 point





5.2 Special awards such as Plaques/Certificates of Recognition given by the BSP Awards Committee to particular individuals at the council, regional and national levels shall be credited as follows:

Council – 0.50 points  
Regional – 0.75 points  
Regional – 1.25 points

#### Section 4. Innovation

1. Innovation is something new, original and self-initiated as specified in Regional Memorandum no. 434, s. 2017. It may be device prototype/mechanical, database/program/software, self-developed instructional materials or mainly based on customized process, procedure or manual.

2. Continuous Improvement (CI) Programs and Projects are also considered innovation.

3. Supporting documents:

- i. Approved Project Proposal
- ii. Copy of innovative projects/instructional materials/program/software/manual
- iii. Summary of the Results of its effectiveness
- iv. Certification from the Principal/Supervisor/Head of Agency that it has been conceptualized, implemented or adopted

#### Section 5: Research and Development Projects

1. An action research, **shall not be** a thesis/dissertation for the graduate programs. It is always excluded in educational requirements and attainment.

1.1 Evaluation of documents in action research and development shall be based on the scope of the study (e.g. School, District and Division level).

2. Action research implemented as CI project shall be given appropriate points as stated in Regional Memorandum No. 434, s. 2017.

3. In evaluation for Master Teacher position (DECS Order No. 57, s. 1997), main author/s of the study shall be rated as proponent and those who are just part/contributor of the study shall be rated as member. Those done in collaboration or group shall be given points by dividing the points by the number of research proponents/members in the group.

3.1 Credit points:

- i. Research Proponent – 12 points
- ii. Member/Participant – 7 points

3.2 Respondents of the study (*merely answered the questionnaires/surveys*) are not considered as members/participants.

#### Section 6: Publication / Authorship

1. As stipulated in Regional Memorandum no. 434, s. 2017 the following ruling shall be implemented:

1.1 All articles such as opinion or features that contain data or scientific researches related to education and are published in journal, newspaper, magazines of wide circulation (**at least** Municipal / City circulation).





1.2 Co-Authorship of book published by reputable/recognized publishing company with ISBN/ISSN.

1.3 Articles published/featured in reputable/official website are also considered. Articles published in Punto Cavite and DepEd Region IV-A CALABARZON Official Website shall be considered. All articles done in collaboration shall be divided equally by the number of writers.

1.4 Journals or researches that are peer reviewed by International circulation must be given maximum points for sole authorship and those done in collaboration or group shall be given points by dividing the points by the number of members in the group.

2. For level of publication of the same research, the highest level shall be given credit.

### Section 7. Consultancy/Resource Speakership

1. A Resource Speaker shall be invited as a resource for an area of expertise or subject matter and shall be supported by Certificate of Recognition or Appreciation and any of the following documents: Training design or Training matrix where his/her name is indicated, Approved Travel Order, Invitation or Memorandum.

1.1 Facilitator who also serves as speaker in a training shall be considered and it shall be supported by Certificate of Recognition or Appreciation and Training Matrix where his/her name is indicated as **speaker**.

1.2 Presentation of research is considered as resource speakership and shall be given appropriate points based on the level (e.g. District, Division, Regional, National or International) where the research was presented.

2. Presentation of research shall be considered as resource speakership and shall be given appropriate points as stated in Regional Memorandum No. 434, s. 2017.

3. Consultancy is a professional practice that gives expert advice within a particular field. Evaluator of learning resources, Internal Quality Auditor and other tasks/works who undergo series of trainings and requires expertise shall be considered consultancy. It should be supported by Certificate of Completion/Recognition and a certification from department, agency or private institution certifying the service(s) as consultant/professional expert.

### Section 8. Training and Chairmanship

1. Training as defined in Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA, revised 2018), Rule VIII, Sec. 61, *"refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These training/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled."*

2. Attendance to annual agency planning sessions/workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements. In house agency-initiated or in-service training/learning and development intervention shall be considered for purposes of meeting the training requirement of positions (ORA-OHRA, revised 2018, Rule VIII, Sec. 65).





3. Short courses or specialized trainings given by accredited organizations like Development Academy of the Philippines (DAP) and Southeast Asian Ministers of Education Organization – Regional Center for Educational Innovation and Technology (SEAMEO INNOTECH) shall be given 1 point for every month of attendance but not to exceed maximum points.

4. All trainings which endorsed by the Department through DepEd Advisory shall be considered and given appropriate points based on the level of training (District, Division, Regional, National and International level).

5. Participant in three (3) or more training activities in each level (District, Division, Regional) conducted for at least three (3) days not credited during the last promotions shall be presented and given equivalent point based on DepEd Order No. 42 and 66, s. 2007 and DepEd Order No. 97, s. 2011. One (1) or two (2) days training shall not be given appropriate points but, if applicant presented at least one (1) training activity for at least three (3) days in duration, **proration or division of points shall be given.**

5.1 For Non-Teaching (Level 1 position), in case that the applicants are not from DepEd or they are from private institutions, the following equivalent points shall be used as reference for evaluation of documents:

Number of relevant training hours	Equivalent point (by level)				
	Agency/ Municipal/ City	Provincial	Regional	National	International
4 - 8 hours	0.20	0.40	0.60	6.00	8.00
16 hours	0.40	0.80	1.20	7.00	9.00
24 hours	0.60	1.20	1.80	8.00	10.00
32 hours	0.80	1.60	2.40		
40 hours	1.00	2.00	3.00		
48 hours	1.20	2.40	3.60		
56 hours	1.40	2.80	4.20		
64 hours	1.60	3.20	4.80		
72 hours	1.80	3.60	5.40		
80 hours	2.00	4.00	6.00		

5.2 Evaluation of documents for training of applicants from private institutions or not from DepEd shall be cumulative but not to exceed ten (10) points.

6. Participant in one (1) National or International training conducted for at least three (3) days not credited during the last promotions shall be presented and given equivalent point based on DepEd Order No. 42 and 66, s. 2007 and DepEd Order No. 97, s. 2011. One (1) or two (2) days training shall not be given appropriate points.

7. Training of non-teaching for Level 1 position shall be cumulative except for Level 2 position.

8. All unused certificates of trainings in the last five (5) years shall be given credit as stated in Regional Memorandum No. 434, s. 2017.

9. Identification on level of trainings attended shall be based on the signatory of Certificate of Participation.





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10. Chairmanship/Co-chairmanship in any committee/s of program or training shall be given appropriate points based on the criteria stipulated in DepEd Orders no. 42, 66 s. 2007 and DepEd Order no. 97, 2011.

### Section 9. Supplementary Rules on Hiring and Promotion

1. CSC Memorandum Circular No. 14, s. 2018, Rule IX, Sec. 95 states that an employee should have obtained at least Very Satisfactory performance rating for one year in the present position before being considered for promotion. This rule shall apply in promoting personnel except for position/s which requires more than one (1) year experience in the present position before being considered for promotion.

2. Promotion from Teacher I to Teacher III position is allowed, provided that there is approved ranking for Teacher III position, no vacant Teacher II position or no qualified Teacher II employee in the school and all requirements are met based on Qualification Standards (QS) and criteria. Moreover, justification letter signed by School Principal shall be submitted to Division Office together with requirements for appointment of Teacher III appointee. However, it is highly suggested that the applicant may apply to next higher position.

3. In case there is only one (1) / lone applicant on the vacant position, justification letter signed by School Principal shall be submitted to Division Office together with signed copy of School/District Ranking and Individual Evaluation Sheet and Division Ranking to be accepted and signed by Division Office HRMPSB.

4. Validity of approved Ranking of Qualified Applicants (RQA) for all positions is **one (1) year**.

5. Transcript of Records from Universities or Colleges without special order number issued by Commission on Higher Education (CHED) shall not be accepted for appointment, reclassification and promotion, unless; the university or college is autonomous or deregulated in status which do not require special order, or local university or college which is exempted from special order requirement as stated in their city/municipal ordinance.

**II. Separability Clause.** Any provision/s in these guidelines which shall later be found not exactly the same as or consistent those under DepEd Order No. 42, s. 2007, DepEd Order No. 66, 2007, DepEd Order No. 97, s. 2011 and DECS Order No. 57, s. 1997 and other applicable DepEd Rules shall be treated as an enhancement of the aforementioned existing.

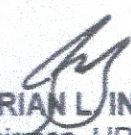
**III. Applicability and Effectivity.** These guidelines shall be used by all members of School Screening Committees, Education Program Supervisors, Public Schools District Supervisors and Elementary and Secondary School Heads in the Department of Education – Schools Division Office of Cavite Province starting **July 4, 2019**. All other Division Memorandum/Order that are inconsistent with these guidelines are deemed superseded.



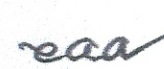


## CERTIFICATION

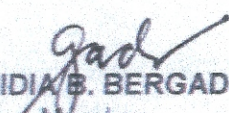
I hereby **CERTIFY** to the correctness and authenticity of the foregoing **RESOLUTION**

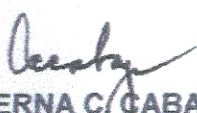
  
**IVAN BRIAN L. INDUCTIVO**  
Chairman, HRMPSB

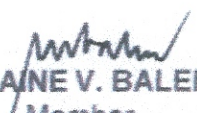
OIC – Office of the Assistant Schools Division Superintendent

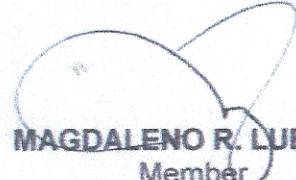
  
**ELIAS A. ALICAYA, JR.**  
Member

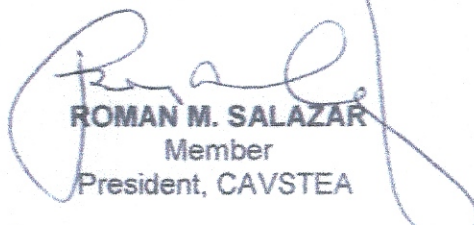
Assistant Schools Division Superintendent

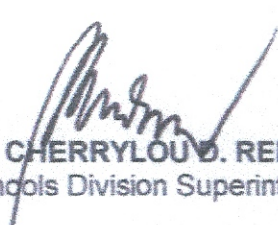
  
**ELPIDIA B. BERGADO**  
Member  
Chief, CID

  
**VERNA C. CABAYA**  
Member  
Administrative Officer V

  
**ELAINE V. BALEN**  
Member  
Administrative Officer IV - HR

  
**MAGDALENO R. LUBIGAN**  
Member  
President, NAPPSHI

  
**ROMAN M. SALAZAR**  
Member  
President, CAVSTEA

  
**CHERRYLOU V. REPIA**  
Schools Division Superintendent