



Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

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May 3, 2021

DIVISION MEMORANDUM  
NO. **130**, s. 2021

To: OIC, Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
All Education Program Supervisors  
All Public Schools District Supervisors  
HRMPSB – Chairman and Members  
All Elementary and Secondary School Heads  
All Concerned

**ESTABLISHING STANDARD HIRING AND PROMOTION PROCESS FOR  
TEACHING, NON-TEACHING AND TEACHING-RELATED POSITIONS  
IN THE SCHOOL AND DISTRICT LEVEL**

1. In line with Human Resource Merit Promotion and Selection Board (HRMPSB) No. 005, s. 2021, this Office issues standard hiring and promotion process of teaching, non-teaching, and teaching-related positions in the school and district level.
2. Evaluation of teacher applicants using DepEd Order Nos. 7 and 22, s. 2015 and DepEd Order No. 3, s. 2016 is **excluded** from this policy.
3. Attached herein is the copy of HRMPSB Board Resolution No. 005, s. 2021.
4. Immediate dissemination and strict compliance to this Memorandum is highly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

RCD/DM No. 130 S. 2021  
050421-040/05/03/2021



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**“Serbisyon Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”**



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**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
RESOLUTION NO. 005 S. 2021**

**ESTABLISHING STANDARD HIRING AND PROMOTION PROCESS FOR  
TEACHING, NON-TEACHING AND TEACHING-RELATED  
POSITIONS IN THE SCHOOL AND DISTRICT LEVEL**  
*(For Elementary Schools and Junior High Schools)*

**WHEREAS**, pursuant to Civil Service Commission Memorandum Circular No. 3, s. 2001, a Human Resource Merit Promotion and Selection Board (HRMPSB) formerly called as Personnel Selection Board (PSB), was created in the Department of Education that primarily handles the conduct of recruitment and selection of potential candidates that best fits a particular 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**, as stated in Division Memorandum No. 382, s. 2017 entitled "Equal Opportunity Principle on Human Resource Management and Development" hiring and selection process is open for all regardless of gender preference, disability, nationality, religious affiliation, ethnicity, civil status or political affiliation. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position and there shall be equal employment and promotion opportunity for men and women at all levels of position in the agency, provided that they meet the minimum requirements of the position to be filled.

**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/District Screening Committees in the hiring and promotion process in the school/district level;

**WHEREAS**, to integrate equal employment opportunity principles (EEOP) in this Division, Human Resource Merit Promotion and Selection Board shall establish



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standard hiring and promotion process for Teaching, Non-Teaching and Teaching-Related positions;

**WHEREAS**, for the purpose of evaluation and assessment of all applicants in Teaching, Non-Teaching and Teaching-Related in school/district level, the following standard hiring and promotion process shall be followed, to wit:



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### STANDARD HIRING AND PROMOTION PROCESS FOR TEACHING, NON-TEACHING AND TEACHING-RELATED POSITIONS IN THE SCHOOL AND DISTRICT LEVEL

*(For Elementary Schools and Junior High Schools)*

#### **Step 1 – Preparation of publication and call for application**

1. School/extension office personnel prepare publication and call for application for vacant positions.
  - a. All Extension Offices and Junior High Schools are directed to adopt the updated format of call for application posted by the Division Office – Human Resource Unit in the official website.
  - b. For processing of Equivalent Record Form (ERF) and Reclassification, preparation of call for application shall be done, **however, publication of item to be submitted to CSC is no longer required.**
2. Forwards the following documents to School Human Resource Management Coordinator (SHRMC) for checking.
  - ✓ Request for Publication of Vacant Positions – three (3) copies (printed in long size bond paper)
  - ✓ Call for Application (School/District Memorandum) – three (3) copies
  - ✓ Latest PSIPOP wherein the item to be published is indicated – one (1) copy
3. SHRMC shall check the completeness and accuracy of documents submitted.
4. School/extension office personnel shall forward the documents to Division Office – HR Unit for final checking and signing.
5. Division Office – HR personnel shall check and sign the submitted documents.
6. Concerned school/extension office shall be notified by the DO-HR personnel to get the signed copy of publication. **Soft copy of publication can be emailed while waiting for the signed copy provided that the documents were checked by Division Office – HR personnel.**



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7. School/extension office personnel shall send the soft copy of publication to [cscro4.itunit@gmail.com](mailto:cscro4.itunit@gmail.com) and prints the reply of IT unit indicating the publication date of position.
8. School/extension office personnel shall submit three (3) signed copies of Publication and Call for Application to CSC Field Office – Cavite (*1st copy – CSC File, 2nd copy – Division Office File, 3rd copy – School/District Office File*). In case there is no applicant after the deadline of submission of application, school/district memorandum for call for application shall be re-issued provided that the publication is still valid (9-months validity).
9. As stated in Republic Act No. 7041 or the "Publication Law", posting of publications shall be done in three (3) conspicuous places.
  - a. To ensure that all vacant positions were disseminated to all personnel within the school/municipality, **posting of call for applications and publications in Facebook group of all employees and other conspicuous places shall be done. It is also directed that call for applications for Equivalent Record Form (ERF) for Teaching positions including Special Education Teachers, Teaching-Related positions and Reclassification of Master Teacher and Head Teacher positions shall be done and posted in Facebook groups of all employees within the school/municipality.**
  - b. In case that there are no existing Facebook groups of all teaching and non-teaching personnel in the school/municipality, Public Schools District Supervisors (PSDS) and Junior High School Heads shall ensure that they create a Facebook group by municipality for Elementary Schools and by school for Junior High Schools and make sure that all employees in their respective schools/extension offices are included in the Facebook group.
  - c. **To monitor the compliance of the schools and extension offices in posting of call for applications in their respective Facebook groups, Public Schools District Supervisors (PSDS) and Junior High School Heads shall designate personnel to manage the Facebook group and ensure that at least one (1) member of Division Human Resource Merit Promotion and Selection Board (HRMPSB) or employee from Division Office – Human Resource Unit is included in the group.**



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**Step 2 – Receiving of application documents**

1. School/extension office personnel in-charge in HR actions shall receive the application documents once the school/district memorandum for call for application is posted in three (3) conspicuous places.
2. All District/School Screening Committees are reminded that endorsement letter from immediate supervisor/school head is **not required** to apply for promotion or ERF/Reclassification.
3. As stipulated in Civil Service Commission Memorandum Circular No. 14, s. 2018 or the "Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018", Sec. 95, **"an employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer. The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions. The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion."**
4. For reclassification of Elementary Head Teacher and School Head positions, DepEd Order No. 97, s. 2011 or the "Revised Guidelines on the Allocation and Reclassification of School Head Positions" **shall be strictly followed.**

**Step 3 – Request for Conduct of Open Ranking Procedure in the school/district level**

1. School/extension office personnel shall submit request for open ranking to the Division Office – Human Resource Unit.
2. Presence of at least one (1) member of Division Human Resource Merit Promotion and Selection Board (HRMPSB) or personnel from Division Office – HR Unit as designated by member of HRMPSB is **required** before the conduct of open ranking procedure in the school/district level.
3. As indicated in Division Memorandum No. 343, s. 2019, 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 procedure. Results gathered from Behavioral Event**



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**Interview (BEI) and On-the-Job (OTJ) Assessment shall be used in their ranking."**

**Step 4 – Conduct of Behavioral Event Interview (BEI) and On-the-Job (OTJ) Assessment**

1. After the conduct of open ranking procedure in the school/district level, Behavioral Event Interview (BEI) and On-the-Job (OTJ) Assessment *(if necessary)* shall be done in the school/district level.
2. For interview of applicants, they shall be assessed/interviewed by at least three (3) school/district committee members.
3. For conduct of On-the-Job Assessments, please be reminded of the followings
  - a. As indicated in Division Memorandum No. 343, s. 2019, for evaluation of Teacher II and Teacher III positions including SPED Teacher II and SPED Teacher III, **they are exempted to undergo On-the-Job (OTJ) Assessment.**
  - b. For positions which require OTJ assessment, minimum of three (3) caselets shall be given to applicant.
  - c. For the preparation of OTJ caselets of non-teaching and teaching-related positions, the school/district screening committees may ask for technical assistance to Division HRMPSB or to SGOD – Human Resource Development Office.
  - d. For the OTJ assessments of Master Teacher and Head Teacher positions, the Curriculum Implementation Division (CID) is in-charge on the facilitation of the said activity.
  - e. **To ensure the transparency and fairness in scoring and evaluation of On-the-Job Outputs of applicant, the School/District Screening Committees shall device rubrics on each OTJ Caselet.**

**Step 5 – Preparation of School/District Ranking**

1. After the conduct of all evaluation and assessment processes, the school/district screening committees shall prepare school/district ranking (whichever is applicable).



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2. All members of school/district screening committees shall affix their signature in school/district ranking and individual evaluation sheet of applicants.

**Step 6 – Submission of Division Ranking documents**

1. To ensure that the documents submitted to Human Resource Unit is accurate and compliant to standard forms given by the Office, the school/extension office personnel shall submit thru email the following documents to personnel-in-charge of ranking for checking.
  - a. School/District Ranking
  - b. Division Individual Evaluation Sheet of Applicants
  - c. Division Ranking
2. Once the documents were checked, the school/extension office personnel shall submit the following documents to the Division Office – Human Resource Unit.
  - ✓ One (1) signed copy of School/District Ranking
  - ✓ One (1) copy of Division Individual Evaluation Sheet and three (3) copies of Division Ranking to be signed by Division Office HRMPSB
  - ✓ For Teaching-Related and Non-Teaching positions only, one (1) signed copy of summary of On-the-Job Assessment (OTJ) Results
  - ✓ One (1) signed copy of summary of Interview Results
  - ✓ If lone applicant, justification letter signed by all school/district screening committees

**Step 7 – Approval of Division Ranking**

1. Division Office – Human Resource personnel-in-charge of ranking shall forward the division ranking documents to Division HRMPSB for checking and approval.
2. Once the division ranking is completely signed by all members of Division HRMPSB, the personnel-in-charge shall release the two (2) copies of approved division ranking to respective schools/extension offices.

**Step 8 – Receiving of Approved Division Ranking**

1. School/extension office personnel shall receive the approved Division ranking from Division Office – Human Resource Unit, and files the approved division ranking.



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**Step 9 – Posting of results of ranking and informing of qualified applicants**

1. School/District Screening Committees shall post the results of ranking or the list of qualified applicants by ranking thru school/district memorandum in at least three (3) conspicuous places in the school/extension office.
2. School/extension office personnel shall inform the qualified applicants included in approved division ranking to submit requirements for appointment/ERF/reclassification.

**Step 10 – Submission of Requirements for Appointment/ERF/Reclassification**

1. Qualified applicants shall now prepare and submit requirements for appointment to school/extension office and then the school/extension office personnel shall prepare other necessary requirements of the appointee and forwards the complete requirements to School Human Resource Management Coordinator (SHRMC) for checking.
2. Submits evaluated requirements for appointment to Division Office – Human Resource Unit.

**WHEREAS**, all rules, regulations and issuances released by the Department of Education – Schools Division Office of Cavite Province 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 Establishing Standard Hiring and Promotion Process for Teaching, Non-Teaching and Teaching-Related Positions in the School and District Level.

**ADOPTED**, this Resolution shall take effect on March 1, 2021.



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**CERTIFICATION**

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

**GALILEO L. GO**  
Chairman, HRMP SB  
OIC – Assistant Schools Division Superintendent

**RANDY D. PUNZALAN**  
Member  
OIC – ASDS

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

**ROLANDO P. DILIDILA**  
Member  
President, NAPPSHI

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

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

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

Noted by:

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent



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