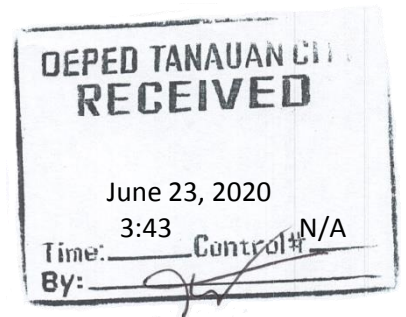




Republic of the Philippines
Department of Education
REGION IV - CALABARZON
CITY SCHOOLS DIVISION OF TANAUAN



19 June 2020

DIVISION MEMORANDUM
No. 087 S.2020

**INTERNAL GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER
TEACHING, RELATED TEACHING AND NON TEACHING POSITIONS**
**(Based on D.O. No. 66, s. 2007 and DepEd Regional Memorandum
01a-17-434)**

TO: OIC, Assistant Schools Division Superintendent
Division Chief Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The field is hereby informed of the SDO Internal Guidelines on the Ranking and Promotion of Teaching and Non- Teaching Personnel.
2. Widest dissemination of this Memorandum to all concerned is highly expected.

HELEN A. RAMOS
Schools Division Superintendent

Date & Time Posted: 06/26/2020 03:20PM
By: Mascéh M. Huelgas

DRN:DIVTAN-DM-001-02

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Telephone No.: (043) 405 – 0927
Email Address: tanauan.city@deped.gov.ph
Website: <https://tanauancitydeped.com>



CERTIFICATE NO.
44 100 19 93 0022



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**INTERNAL GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER
 TEACHING, RELATED TEACHING AND NON TEACHING POSITIONS**
(Based on D.O. No. 66, s. 2007 and DepEd Regional Memorandum 01a-17-434)

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	Teaching and Related Teaching	Non-Teaching Group	
		Level 1	Level 2
A. Performance Rating IPCRF/OPCRF must be at least VS	35	35	30
IPCRF/OPCRF average of three rating periods then multiply by the percentage for the level applied for.			
B. Experience	5	5	10
Experience must be relevant to the duties and functions of the position to be filled. Ex: Non-teaching and teaching related position 1/12 Teaching position 1/12	Every year given a point but not to exceed five (5) points.	Every year given a point but not to exceed five (5) points.	Every year given a point but not to exceed five (5) points.
C. Outstanding Accomplishments	20	5	20
C.1 Outstanding Employee Award (Given by an Award giving-body)	4	1	4
*Awardee in the school	0.5	0.2	0.5
*Nomination in the division/awardee in the district	1.0	.250	1.0
*Nomination in the region/awardee in the division	2.0	.333	2.0
*Nomination in the department/ awardee in the region	3.0	.500	3.0
*National awardee	4.0	1.00	4.0

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C.2. Innovations	4	1	4
Innovative Work plan properly documented, approved by immediate chief and attested by authorized Regional/Division Official			
*Conceptualized	0.5	.2	0.5
*Started Implementation	1	0.250	1
*Fully implemented in the School	2	.333	2
*Adopted in the District	3	.500	3
*Adopted in the Division	4	1	4
C.3 Research, Development Projects	4	1	4
*Action research conducted in the School level	1.333	.333	1.333
*Action research conducted in the District level	2	0.500	2
*Action research conducted in the Division Level	4	1	4
C. 4 Publication/Authorship	4	1	4
*Articles published in a journal/newspaper/magazine of wide circulation (cumulative)	1	.333	1
*Co-authorship of a book (shall be divided by the number of authors)			
*Sole authorship of a book	4.0	1.00	4.00
C.5 Consultant/Resource Speaker in Trainings/ Seminars/ Workshops/ Symposium (cumulative)	4	1	4
*District Level	0.5	.2	0.5
*Division Level	1	0.250	1
Regional Level	2	.333	2
National Level	3	.500	3
International Level	4	1	4
D. Education	25	10	15
D.1 Education			
Bachelors' Degree 5			
2-year course 3			
*Earned units in MA			

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18-25	+1	+2	+3
26-33	+2	+4	+6
34 and above	+3	+6	+9
*Completed Academic Requirements for Master's Degree (with Certification of CAR)	10	6	7
*Master's Degree / LLB / Medicine	15	7	10
With Earned Doctoral Units			
18-25	+1	+2	+3
26-33	+2	+4	+6
34 and above	+3	+6	+9
*CAR for Doctoral Degree	20	9	13
*Doctoral Degree	25	10	15
Training (last five (5) years)	5	10	10
Participant in a Specialized Training, e.g. Scholarship Programs, Short Courses, Study Grants	One (1) point for every month of attendance but not to exceed five (5) points.	One (1) point for every month of attendance but not to exceed ten (10) points.	One (1) point for every month of attendance but not to exceed ten (10) points
Participant in three (3) or more training activities in District, Division and Regional Level for conducted for at least three (3) days not credited during the last promotions.			
At least one international, national training/activity for at least 3 days commencing from the date of latest appointment.			
Non-teaching training for Level 1 position shall be cumulative except for Level 2 position.			
(Must be relevant to the position to be filled)			
*District Level	•3 days 0.333	•3 days 0.666	••3 days 0.666
*Division Level	••3 days 0.666	••3 days 1.332	••3 days 1.332

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*Regional Level	••3 days 1	•3 days 2	•3 days 2
*National Level	••3 days 4	••3 days 8	••3 days 8
*International Level	•3 days 5	••3 days 10	••3 days 10
Chair/ Co-chair in a Technical Planning Committee			
*District Level	1	2	2
*Division Level	2	4	4
*Regional Level	3	6	6
*National Level	4	8	8
*International Level	5	10	10
E. Potential	5	20	10
Communication Skills	1	4	2
Ability to Present Ideas	1	4	2
Alertness	1	4	2
Judgement	1	4	2
Leadership Ability	1	4	2
F. Psycho-Social Attributes	5	15	5
Human Relations	2	6	2
Decisiveness	2	5	2
Stress Tolerance	1	4	1

Applicability:

These internal guidelines shall be used by the Personnel Selection Board. Any Division Memorandum inconsistent with these guidelines are superseded and therefore rescinded.

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By: **Mascéh M. Huelgas**

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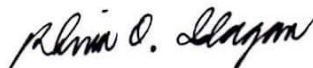


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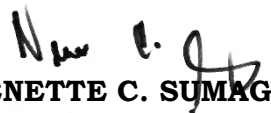
Human Resource Merit Promotion and Selection Board


RHINA O. ILAGAN
Chairman


MAXIMO L. CUSTODIO JR.
Member


ARMANDO V. FARAL
Member


RONALDO V. RAMILO
Member


NENETTE C. SUMAGUE
Member


ADALAINE SILVA
Secretariat

APPROVED:


HELEN A. RAMOS
Schools Division Superintendent

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