



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. Gabriel M. Reyes St., Kalibo, Aklan



July 15, 2019

DIVISION MEMORANDUM

No. 213, s. 2019

**DESIGNATING THE DIVISION COMMITTEES AND SECRETARIAT ON THE CONDUCT OF
EVALUATION OF DOCUMENTS OF APPLICANTS TO TEACHING RELATED AND NON-
TEACHING POSITIONS, SY 2019-2020**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary
and Integrated Schools Concerned
All Others Concerned

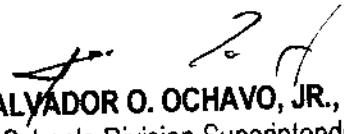
1. For the purpose of conducting the evaluation of documents of applicants to related teaching, teaching and non-teaching positions, school year 2019-2020, the following personnel are hereby designated to constitute the respective committees, to wit:
 - a. Public Schools District Supervisor
Evaluation of Documents – August 7, 2019, ASJ Hall, Division Office
Interview - August 13, 2019, ASJ Hall, Division Office, 8:30 A.M.

Chairperson – Mr. Jose Niro R. Nillasca
Members: Dr. Dobie P. Parohinog
Mr. John Razie Z. Isagan
Mrs. Patrocenia Y. Mamburam
 - b. Senior Education Program Specialist and Project Development Officer
Evaluation of Documents – August 7, 2019, ASJ Hall, Division Office
Interview - August 13, 2019, ASJ Hall, Division Office, 1:30 P.M.

Chairperson – Mr. Michael T. Rapiz
Members: Mr. Johann C. Cawaling
Mrs. Leila L. Pamatian
Mr. Roland F. Democrito
 - c. Secretariat
Chairperson – Mrs. Marilyn T. Bereber
Members Mrs. Christie C. Advincula
Miss Joralyn M. Diaz
2. These Committees and Secretariat will have a meeting on **August 6, 2019, 3:00 P.M.** at the office of the Asst. Schools Division Superintendent.

"May katawhayan ag kalipayan sa among mga escuelahan."

3. For reference, attached are the Notes/Explanations on the criteria of the positions.
4. Travel, meals and other expenses relative to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this Memorandum is enjoined.


Dr. SALVADOR O. OCHAVO, JR., CESO VI
Schools Division Superintendent

Enclosure: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

COMMITTEE QUALIFICATIONS

SOO/jm

"May katawhayan ag kalipayan sa among mga escuelahan."

EXPLANATIONS/NOTES ON THE EVALUATION CRITERIA FOR PROMOTION

I. PERFORMANCE

- A. Must have three (3) Performance Ratings; if lacking, will be given 0 points
(*DepEd Order 29, s. 2002, Merit Selection Plan*)
- a. Must be SYs 2016-2017, 2017-2018, and 2018-2019
 - b. 2016-2017 and 2017-2018 must be O/IPCRF, not summary, must have signature of Ratee and Rater. "O" rating must be signed by either SDS or ASDS; if not, it will be given the highest VS Rating
 - c. 2018-2019, must be signed by Rater, Ratee, and Approving Authority
 - A. O/IPCRF, signed by Rater, Ratee, and Approving Authority
 - B. RPMS Form Part III (Summary of Ratings for Discussion) signed by the Ratee and Rater
 - C. RPMS Form Part IV (Development Plan) signed by Ratee, Rater and Approving Authority
 - d. Table of Values based on RPMS Ratings from 1.00 to 5.00 is used to get the equivalent point, where applicable.

II. Experience – Based on QS D.O. 26, s. 2016 for PSDS

III. Outstanding Accomplishments

- A. Outstanding Employee
- B. Innovations
- a. Properly documented
 - A. **Non-negotiable** - With Rationale, Objectives, Target Beneficiaries, Contribution to Academic Performance, etc.
 - B. May include Pictures, if any
 - b. Approved by immediate head
 - A. Teacher – School head
 - B. Head Teacher with principal –Principal
 - C. Head Teacher without principal – PSDS
 - D. Principal - ASDS
 - c. Attested by authorized division/regional official
 - d. SHDP Re-entry Plan not counted – part of requirement for the completion of a training
- C. Research and Development Projects
- a. For researches conducted beginning SY 2019-2020, must follow BERF Format, whether BERF funded or not.
 - b. For non-BERF researches conducted under a sponsoring agency or entity, must follow the format of the sponsor supported by guidelines. If format is not stipulated in the guidelines, must follow the BERF format.
 - c. Signatories required for non-BERF/non-sponsored researches:
 - A. School level – school head
 - B. District level – PSDS or EPS concerned
 - C. Division level – Division Chief concerned, depending on the agendum of the research (ASDS, CID Chief, or SGOD Chief)
 - d. SHDP Re-entry and other researches which are part of a training/scholarship are not counted – might be counted already as points in training
- D. Publication/Authorship
- a. Must be directly related to curriculum and instruction

- b. School paper not counted
 - E. Consultancy/Resource Speakership in Trainings/Seminars/Workshops/Symposia
 - a. Guest Speaker not counted
- IV. Education and Training
 - A. Certification only not accepted – must present Transcript of Records (TOR)
 - a. For units earned, must present TOR; certification not accepted
 - b. If Completed Academic Requirements, must have TOR with notation “CAR”; if TOR is without “CAR”, must present Certification as to “CAR”. The same is true with full-fledged degree.
 - B. Training
 - i. For district, division, region, at least 3 trainings and at least 3 days each
 - ii. Chair/Co-Chair must be technical/planning in nature
 - iii. Committee chairmanship, e.g., cultural programs not counted
- V. The Rank List will be categorized according to the present and the desired position of the applicant.
 - A. Example: there will be a separate Rank List for HT I applying to HT III and another for a HT II applying to HT III. The next-in-rank policy might be considered by the appointing officer in the appointment.
- VI. Once evaluation sheet is signed by the candidate, no further clarification will be entertained by the HRMPSB. When clarifying, be ready with the MOV which is in the folder itself.
- VII. All applicants MUST be present during the clarificatory meeting and MUST sign in the attendance sheet. Absence must be supported by a letter received by the division office at least one day before the meeting, and with a valid reason. Those who are absent but with no letter submitted will not be entertained for clarification.
- VIII. Those who are absent will be given two working days after the meeting for clarification. Non-appearance within two days will mean that the applicant waives his/her chance to clarify, and the evaluation will be deemed final.
- IX. All applicants are considered to have read and understood these notes and explanations.
- X. The HRMPSB shall issue additional notes/explanations later when necessary.