



January 15, 2018

**DIVISION MEMORANDUM**

No. 31, s. 2018

**DISSEMINATION OF DEPED ORDER NO. 51 s. 2017,  
"AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL  
TEACHING POSITIONS IN THE TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK  
AND OTHER CLARIFICATIONS ON THE HIRING GUIDELINES"**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principals/Head Teacher In-Charge of the District  
Senior/Education Program Specialists  
Public Elementary, Secondary and Integrated School Heads  
Senior High School Teaching Position Applicants  
All Others Concerned**

1. Please find enclosed DepED Order No. 51, s. 2017, "AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS IN THE TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK AND OTHER CLARIFICATIONS ON THE HIRING GUIDELINES," for proper guidance of and dissemination to all concerned.
2. Strict compliance with this memorandum is highly enjoined.

**JOSE NIRO R. NILASCA**

Education Program Supervisor  
In-Charge

Office of the Assistant Schools Division Superintendent  
In-Charge of the Division

Enclosure: As stated

Reference: Division Memorandum No. 11, s. 2018

To be indicated in the Perpetual Index  
under the following subjects:

AMENDMENT, APPOINTMENT, EMPLOYMENT, CHANGE  
ELIGIBILITY, POLICY, RULES AND REGULATIONS, QUALIFICATIONS





Republic of the Philippines  
**Department of Education**

13 OCT 2017

DepEd ORDER  
No. **51** s. 2017

**AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS IN THE TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK AND OTHER CLARIFICATIONS ON THE HIRING GUIDELINES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) hereby issues the enclosed **Amended Qualification Standards for the Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines** to clarify provisions of the existing policies on recruitment, selection, and hiring of senior high school (SHS) teachers.
2. The amended qualification standards shall be the basis for the appointment to SHS positions in the technical-vocational-livelihood track. The additional criteria, mechanisms, and procedures stated shall serve as guide for DepEd offices and schools, teacher-applicants, and other stakeholders.
3. DepEd Order Nos. 3, 27, 32, and 49, s. 2016, and other related issuances, rules and regulations, and provisions, which are consistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. Moreover, this policy shall take effect immediately after its issuance.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

References: DepEd Order Nos.: (3, 27, 32 and 49 s. 2016)  
To be indicated in the Perpetual Index under the following subjects

AMENDMENT  
APPOINTMENT  
HIRING  
QUALIFICATIONS

RECRUITMENT  
SELECTION  
SENIOR HIGH SCHOOL  
TEACHERS

(Enclosure to DepEd Order No. 51, s. 2017)

**AMENDED QUALIFICATION STANDARDS FOR THE SENIOR HIGH SCHOOL TEACHING POSITIONS IN THE TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK AND OTHER CLARIFICATIONS ON THE HIRING GUIDELINES**

**I. Rationale**

Faithful to the merit and fitness principle of the Civil Service Doctrine of the Constitution and the Department of Education's (DepEd) thrust to enhance the quality of basic education, the Department issued DepEd Order (DO) No. 3, s. 2016 entitled *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*, DO No. 27, s. 2016 entitled *Qualification Standards for Senior High School (SHS) Teaching Positions in the Department of Education (DepEd)*, DO No. 32, s. 2016 entitled *Addendum to DepEd Order No. 3, s. 2016*, and DO No. 49, s. 2016 entitled *Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School* aimed at defining the application, selection, and appointment process of Senior High School (SHS) teachers as well as establishing professional standards and evaluation criteria to ensure that highly competent individuals with the appropriate qualifications and specializations are hired to teach in SHSs.

Pursuant to the recently issued Civil Service Commission (CSC) Resolution No. 1701192 on the *Amended Qualification Standards (QS) for the SHS Teaching Positions in the Technical-Vocational-Livelihood (TVL) Track* and CSC Resolution No. 1701009 on the *2017 Omnibus Rules on Appointments and Other Human Resource Actions*, and other relevant issuances, there is a need to amend and clarify specific provisions in the existing recruitment, selection, and hiring guidelines for SHS teachers, as stipulated in the DepEd Orders enumerated above.

**II. Scope**

This Order provides for the amended Qualification Standards (QS) for the SHS teaching positions in the Technical-Vocational-Livelihood (TVL) track. It also clarifies specific provisions of the previously issued guidelines on recruitment, selection, and appointment of SHS teachers in all public SHSs, particularly on the professional eligibility and documentary requirements as well as the application and appointment procedures.

**III. Definition of Terms**

In accordance with the CSC Resolution No. 1701009 dated June 16, 2017 on the *2017 Omnibus Rules on Appointments and Other Human Resource Actions*, the following terms and definitions are added to Item III (Definition of Terms) of DO No. 3, s. 2016:

1. **Provisional** refers to an appointment issued to an appointee to a teaching position who meets all the requirements of the position except the Eligibility but only in the absence of a qualified eligible actually available who is willing to accept the appointment, as certified by the Schools Division Superintendent. It shall not

be effective beyond the school year during which it was issued<sup>1</sup>. The appointment shall be subject to reappointment (renewal).

2. **Contractual** refers to an appointment issued to an appointee to a teaching position who shall teach specialized subjects in secondary education on a part-time basis. The inclusive period shall be indicated on the appointment for purposes of crediting services. Appointees to contractual teaching positions shall not be required to possess RA No. 1080 (Teacher) Eligibility.

#### **IV. Policy Statement**

The DepEd hereby adopts this Order to amend the QS for the SHS teaching positions in the TVL track, and to clarify specific provisions of previously issued guidelines on the recruitment, selection, and appointment of SHS teachers. These guidelines shall provide guidance to all DepEd offices and schools, teacher applicants, and other stakeholders on the hiring process of SHS teachers.

#### **V. Procedures**

##### **A. Amended Qualification Standards (QS) for the SHS Teaching Positions in the TVL Track**

1. The CSC has promulgated Resolution No. 1701192 dated August 7, 2017 on the *Amended Qualification Standards (QS) for the SHS Teaching Positions in the Technical-Vocational-Livelihood (TVL) Track*. Enclosed are the following documents:

- a. Summary Table of the Amended QS for the SHS teaching positions in the TVL track; and
- b. CSC Resolution No. 1701192 dated August 7, 2017.

Hiring to the said positions should meet the requirements stated in the amended QS, subject to existing guidelines on the appointment and promotion of teaching positions.

The amended QS shall be applied to appointments issued to teaching positions during SY 2016-2017 which have been pending with the CSC. The Schools Division Office (SDO) shall also be allowed to file a Motion for Reconsideration to their respective CSC Regional Offices (RO) on the disapproved/invalidated appointments prior to the approval of the amended QS, or an Appeal to the Commission proper if the Motion for Reconsideration has already been denied by the CSC RO prior to the approval of the amended QS.

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<sup>1</sup> For this purpose, the school year shall cover twelve (12) months with the date of appointment as the reckoning date.

## **B. Professional Teachers RA No. 1080 Eligibility**

2. In accordance with CSC Resolution No. 010005 dated January 03, 2001, Professional Teachers (Secondary Level) RA No. 1080 Eligibility can be considered appropriate for appointment to teacher positions in both elementary and secondary levels, however, the Professional Teachers (Elementary Level) RA No. 1080 Eligibility is appropriate only for appointment to teacher positions in the elementary level. Pursuant to Republic Act (RA) No. 10533, also known as the *Enhanced Basic Education Act of 2013*, secondary education consists of junior high school (JHS) education and SHS education. Thus, only Professional Teachers (Secondary Level) RA No. 1080 Eligibility shall be considered appropriate for appointment to teacher positions in the SHS.

## **C. Application Process and Documentary Requirements**

3. The online application through the Department's online system ([application.deped.gov.ph](http://application.deped.gov.ph)) shall no longer be necessary. An application letter supported by the documents enumerated in Item V.2 of DO No. 3, s. 2016 shall be submitted to the SDO or the school head of the SHS where a teacher shortage or vacancy exists.

4. Additional requirements for TVL teacher-applicants, stipulated in Item V.2 of DO No. 3, s. 2016, are amended as follows:

- a. Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least the **same level** as the course to be taught in the subject to be taught (e.g. NC-II in SMAW to teach SMAW-NC-II). Exception to this rule is given to applicants to courses with no NCs (e.g. Handicraft courses).
- b. Certified photocopy of Trainers Methodology Certificate (TMC) 1, if available.

5. Pursuant to DOLE-DepEd-TESDA-CHED Joint Guidelines on the Implementation of the Labor and Management Component of RA No. 10533, displaced faculty from Higher Educational Institutions (HEI) or Technical-Vocational Institutions (TVI) shall submit the following requirement in addition to the certified true copy of Certification of Status of Employment/Service Record from HEI/TVI as required in Item V.2 of DO No. 3, s. 2016:

- a. Certificate of Displacement duly signed by the authorized representative of the HEI/TVI (*template attached as Annex A*).

## **D. Hiring of Contractual Teachers**

6. In accordance with the revised definition of *Contractual* appointment as provided in this Order, DO No. 49, s. 2016 is hereby rescinded to cover only hiring of contractual teachers on a part-time basis.

As provided in Item X.1.b.iii (Determination of Rank and Salary to be Offered to Qualified Applicants) of DO No. 3, s. 2016, a contractual appointment may be issued to an applicant who obtains a rating of 70 and above but opts to have a contractual appointment; and an applicant who lacks the Eligibility requirement but obtains a rating between 65.00 and 69.99, and in the event that there are still positions to be filled after the SDO has exhausted its Registry of Qualified Applicants (RQA) and has already appointed eligible applicants who obtained 65.00 to 69.99 points; provided, however, that the contractual appointment to be issued is strictly on a part-time basis.

#### **E. Teachers with Provisional Appointment**

7. As provided in Item X.1.b.ii (Determination of Rank and Salary to be Offered to Qualified Applicants) of DO No. 3, s. 2016, a provisional appointment may be issued to an applicant who does not possess the Eligibility requirement but possesses all other requirements under the CSC-approved QS, and has obtained a rating of 70 and above. Pursuant to Section 8 of RA No. 10533, the Eligibility requirement must be obtained within five (5) years after the date of hiring. The following provisions are added to clarify previous provisions relating to teachers with provisional appointments:

- a. Once a teacher with a provisional appointment acquires the Eligibility requirement within five (5) years after date of first hiring, the status of his/her appointment shall immediately be changed to permanent. The SDO shall facilitate the change in status of appointment to this effect.
- b. If a teacher with a provisional appointment fails to acquire the Eligibility requirement within five (5) years after the date of first hiring, his/her item shall be deemed vacant, and the SDO must publish the said vacancy to allow new applicants to apply for the position.
- c. A teacher with a provisional appointment shall be entitled to the same compensation and allowances received by permanent personnel, including membership in the GSIS, health insurance, employees' compensation insurance, membership in PAG-IBIG Fund, vacation and sick leaves and the monetization, and payment of terminal leave benefits. Furthermore, since the effectivity of a provisional appointment is one (1) school year, defined in this Order as twelve (12) months with the date of appointment as the reckoning date, a teacher with a provisional appointment shall receive the aforementioned compensation and allowances during the summer break.

#### **F. Hiring of DepEd Teachers from Elementary and Junior High School Level**

8. For applicants who are already teaching with DepEd either in elementary or JHS, Item II.2 (Scope) of DO No. 3, s. 2016 is clarified as follows:

- a. DO No. 66, s. 2007 entitled *Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions* shall apply for applicants for Teacher I to III positions, and MEC Order No.

10, s. 1979 entitled *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers* shall apply for applicants for Master Teacher I to IV positions, except for the provision on the Computation of Points of said Orders. Part VII (Evaluation Criteria and Computation of Points) as specified in DO No. 3, s. 2016 shall apply instead.

- b. in accordance with Chapter 3 Item 8.4.2 of the *Manual on Position Classification and Compensation*, if a teacher is appointed to a position of equivalent rank or of the same salary grade as the previous position, the employee shall receive his/her present salary. To this effect, the Step Increment incurred by the teacher shall be carried over into his/her new position.
- c. All appointments issued in violation of the *Policy on the Three-Salary Grade Limitation on Promotion* (quantum leap) shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the exceptions enumerated in Section 97 of the *2017 Omnibus Rules on Appointments and Other Human Resource Actions*. In the selection process, SDOs shall strictly observe these exceptions and provide reasonable justifications to avoid disapproval or invalidation of appointments.

## **VI. Monitoring and Evaluation**

The Bureau of Human Resource and Organizational Development (BHROD) in the Central Office, Regional Human Resource Development Division (HRDD) in the Regional Offices, and the School Governance and Operations Division (SGOD) in the SDOs, shall monitor and evaluate the implementation of this Order. They shall continuously gather feedback and policy recommendations on the recruitment, selection, and hiring of SHS teachers from the concerned offices and stakeholders to further enhance the provisions of the DepEd hiring policies.

## **VII. References**

1. DO No. 3, s. 2016, *"Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017"*
2. DO No. 27, s. 2016, *"Qualification Standards for Senior High School (SHS) Teaching Positions in the Department of Education (DepEd)"*
3. DO No. 32, s. 2016, *"Addendum to DepEd Order No. 3, s. 2016"*
4. DO No. 49, s. 2016, *"Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School"*
5. CSC Resolution No. 1701009 (June 16, 2017), *"Omnibus Rules on Appointments and Other Human Resource Actions"*

6. CSC Resolution No. 1701192 (August 7, 2017), *\*Amended Qualification Standards (QS) for the SHS Teaching Positions in the Technical-Vocational-Livelihood (TVL) Track\**

7. CSC Resolution No. 010005 (January 03, 2001), *\*Appropriateness of Professional Teachers (Secondary level) RA 1080 Eligibility for Appointment to the Position of Teacher I (Elem. Level)\**

8. DOLE-DepEd-TESDA-CHED Joint Guidelines on the Implementation of the Labor and Management Component of RA No. 10533

9. DO No. 66, s. 2007, *\*Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions\**

10. MEC Order No. 10, s. 1979, *\*Implementing Rules and Regulations for the System of Career Progression for Public School Teachers\**

11. *Manual on Position Classification and Compensation*



**DEPARTMENT OF EDUCATION  
AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHERS POSITIONS  
FOR THE TECHNICAL, VOCATIONAL-LIVELIHOOD (TVL) TRACK**

POSITION TITLE	SB	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I (Senior High School)	11	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	None required	At least NC <sup>1</sup> II *Appropriate to the specialization	
Teacher II (Senior High School)	12	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	8 months of relevant teaching or 6 months of industry work experience	At least NC <sup>1</sup> II + TMC <sup>2</sup> I *Appropriate to the specialization	• Applies for a permanent appointment. If a 1000 (Teacher), if not RA 1000 eligible <sup>3</sup> , they must pass the LET within five (5) years after the date of first hiring
Teacher III (Senior High School)	13	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC <sup>1</sup> II + TMC <sup>2</sup> I *Appropriate to the specialization	
Master Teacher I (Senior High School)	18	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC <sup>1</sup> II + TMC <sup>2</sup> I *Appropriate to the specialization	• Applies for a permanent position. None required
Master Teacher II (Senior High School)	19	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC <sup>1</sup> II + TMC <sup>2</sup> I *Appropriate to the specialization	
Master Teacher III (Senior High School)	20	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 1 year of relevant industry work experience	At least NC <sup>1</sup> II + TMC <sup>2</sup> I *Appropriate to the specialization	• Practitioner (part-time only). None required
Master Teacher IV (Senior High School)	21	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 2 years of relevant industry work experience	At least NC <sup>1</sup> II + TMC <sup>2</sup> I *Appropriate to the specialization	

<sup>1</sup>NC – National Certificate

<sup>2</sup>TMC – Trainee's Methodology Certificate

<sup>3</sup> This shall be based on previous appointments which shall be effective not beyond the school year during which the appointments were issued. For this purpose, school year shall cover twelve (12) months with the date of appointment as the necessary basis. The appointment shall be subject to reappointment (renewal).

DOE Approval #: CSC Approval No. 1/00157 dated August 1, 2017

[LETTERHEAD OF THE SCHOOL]

**CERTIFICATE OF DISPLACEMENT**

This is to certify that <<Name of Grantee>> was a <<Full-time/Part-time>> faculty member/personnel of the <<Name of School>>. He/She was hired on <<date started>> and taught/served in the <<Department>> under the <<College/School>>. His/Her service record is as follows:

Inclusive Dates	Teaching Load/Hours per Week	Rank & Status

Further, he/she will no longer be connected with the institution effective <<date of effectivity>>. This is to certify that this displacement was undertaken through <<mode of termination?>>, and was due to the implementation of RA 10533, or the Enhanced Basic Education Act of 2013.

This certificate is issued at the request of <<Name of Grantee>>, and issued this <<Date of Issuance>> to be used for the processing of his/her application for employment in the Department of Education.

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<<Name and Signature of Authorized Representative>>

<<Position>>

<<School>>

<<Dry Seal>>

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<sup>1</sup> The mode of termination may be in the form of redundancy, end of contract, etc.