



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

January 3, 2022

DIVISION MEMORANDUM

No. 02, s. 2022

**SUBMISSION OF APPLICATION FOR VACANT SCHOOL HEAD, NURSE AND
ADMINISTRATIVE OFFICER II POSITIONS**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Principals/Head Teachers
All Qualified Applicants**

1. This Office announces the submission of application for the anticipated and/or vacant School Principal, Head Teacher, Nurse and Administrative Officer II positions in the attached list for the different schools/offices, this Division.
2. **Regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation, interested qualified applicants for School Principal and Head Teacher positions shall submit their application letter with the supporting documents indicating the specific position and school where they intend to apply to the respective Technical Working Group (TWG) in the District, while interested qualified applicants for Nurse and Administrative Officer II positions shall submit their documents to the Division Office c/o Records Unit on or before January 15, 2022.** Please be guided by the attached DepEd Orders for the qualification standards and criteria of evaluation.
3. The TWG in the district shall pre-evaluate the documents of school head applicants using the attached evaluation sheet. Afterwards, the documents of the top 10 qualified applicants per school per position shall be forwarded to the HRMPSB for the interview, written examination and final deliberation.
4. Schedule of interview and written test will be announced later.
5. Immediate and wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF AKLAN

**LIST OF CURRENT/ANTICIPATED VACANCIES FOR SCHOOL HEAD, NURSE AND
 ADMINISTRATIVE OFFICER II POSITIONS IN THE DIVISION OF AKLAN**

Level	Position	Salary Grade	No. of Vacant Items	District	School Assignment
Level II Positions					
Elementary	School Principal II	20	1	Numancia	Bulwang Elementary School
	School Principal I	19	3	Tangalan Madalag Madalag	Vivo Integrated School Medina Integrated School Alaminos Elementary School
	Head Teacher I	14	1	Ibajay East	San Jose Elementary School
Junior High School	School Principal II	20	1	Nabas	Solido National High School
	School Principal I	19	1	Makato	Dr. Ramon B. Legaspi National High School
	Head Teacher I	14	1	Buruanga	Buruanga National High School
Elementary	Administrative Officer II	11	26		Willing to be assigned anywhere in the Division of Aklan
	Nurse II Nurse I	16 15	1 1		School Governance and Operations Division - School Health and Nutrition Section

Prepared by:


MARLYNT. BEREBER
 Administrative Officer IV



Tanggapan ng Kalihim
Office of the Secretary

SEP 17 2007

DEPED ORDER

No. 66, s. 2007

REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER
TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

To : Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepED Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".
2. To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.


JESLIA LAPUS
Secretary

Encl.: As stated

Reference: DepED Order: (No. 54, s. 1993)

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

These guidelines shall apply to the appointment and promotion of Teaching and Related Teaching Group such as: Teacher II and III; Education Supervisor I, II and III; Chief Education Supervisor, Education Program Specialist I and II, Senior Education Program Specialist, Chief Education Program Specialist, Guidance Counselors, Guidance Coordinators and other teaching and related teaching positions indicated in the Magna Carta for Public Schools Teachers, except School Heads – Principals and Head Teachers; and all Non-Teaching Group.

I. PROCEDURE

The HRMO/In-Charge of Personnel shall:

1. Publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Officers)
2. Announce vacant position/s to be filled and post in at least three (3) conspicuous places in the DepED offices/schools concerned for at least fifteen (15) working days.
3. List applicants for the vacant position/s, both from inside and outside of DepED offices/schools.
4. Conduct preliminary evaluation of the qualifications of all applicants.

Require original candidates/appointees to undergo Psychological tests done by accredited institution, or as may be necessary.
5. Prepare selection line-up which shall reflect the qualifications of candidates.
6. Post in three (3) conspicuous places in DepED offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
7. Notify all applicants of the outcome of the preliminary evaluation.
8. Submit the selection line up to the PSB/C for deliberation *en banc*.

The Personnel Selection Board (PSB) shall:

9. Evaluate and deliberate the qualifications of those listed in the selection line up, *en banc*.
10. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
11. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.

12. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited herein in II item 5.

The Appointing Official shall:

13. Assess the list of top five candidates for appointment submitted by the PSB/C.
14. Select from among the top five candidates the one deemed most qualified for appointment to the vacant position.
15. Issue appointment in accordance with existing Civil Service rules and regulations.

The Personnel Office shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepED offices/schools concerned. The date of posting should be indicated in the notice.

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary

Vice-Chairperson: Assistant Secretary

Members:

Head of Office where the vacancy exists

Chief, Personnel Division

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

2. In the Regional Office:

Chairperson: Assistant Regional Director

Members:

Chief of the Division/Unit where the vacancy exists

Chief, Administrative Division

Chief Administrative Officer V (HRMO III)

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent

Members:

Head of the school where the vacancy exists

Administrative Officer V

Administrative Officer II (HRMO I)

President of the Division DepED Employees' Union/Non-
Teaching Association/Faculty Association, as the case may be

4. In the School:

4.1 Central elementary schools and non-central elementary schools:
Chairperson: Principal/School Head
Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head
Members: Department Head where vacancy exists
Department Head
Administrative Officer
President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head
Members: Two (2) Department Heads
Administrative Officer
President of Employees' Union/President of Non-Teaching Association

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

NON-TEACHING GROUP

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Potential	15	5
Psycho-social attributes	20	10
TOTAL	100	100

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments

a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district
- Nomination in the region/awardee in the division
- Nomination in the Department/awardee in the region
- National awardee

b. Innovations

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

c. Research and Development Projects

- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

d. Publication/Authorship

- Articles published in a journal/newspaper/magazine
of wide circulation
- Co-authorship of a book
(shall be divided by the number of authors)
- Sole authorship of a book

- e. Consultant/Resource Speaker in Trainings/Seminars/
Workshops/Symposia
 - District level
 - Division level
 - Regional level
 - National level
 - International level

D. Education and Training

a. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

b. Training

Participant in a specialized training
e.g. Scholarship Programs, Short Courses, Study Grants

Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:

- District Level
- Division Level
- Regional Level

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

- District Level
- Division Level
- Regional Level
- National Level
- International Level

E. Potential

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

1. Communication Skills
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas
Presents well-organized and precise ideas with marked command of the language used.

3. Alertness
Manifests presence of mind and awareness of the environment.
4. Judgment
Demonstrates sound judgment.
5. Leadership Ability
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation.
5. Channels negative emotions to positive and constructive endeavors.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. **SANCTIONS**

Anyone found guilty of violating the provisions of this MSP and the enclosed guidelines or parts thereof shall be dealt with accordingly.

VI. **EFFECTIVITY**

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary

billy

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	35	35	30
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	5	20
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research & Development Projects</i>	4	1	4
<i>d. Publication/Authorship</i>	4	1	4
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	4	1	4
D. Education	25	10	15
<i>• Complete Academic Requirements for Master's Degree</i>	10	6	7
<i>• Master's Degree</i>	15	7	10
<i>• Complete Academic Requirements for Doctoral Degree</i>	20	9	13
<i>• Doctoral Degree</i>	25	10	15
Training	5	10	10
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• District Level</i>	1	2	2
<i>• Division Level</i>	2	4	4
<i>• Regional Level</i>	3	6	6
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• National Level</i>	4	8	8
<i>• International Level</i>	5	10	10

<i>Chair/Co-chair in a technical/planning committee</i>			
• <i>District Level</i>	<i>1</i>	<i>2</i>	<i>2</i>
• <i>Division Level</i>	<i>2</i>	<i>4</i>	<i>4</i>
• <i>Regional Level</i>	<i>3</i>	<i>6</i>	<i>6</i>
• <i>National Level</i>	<i>4</i>	<i>8</i>	<i>8</i>
• <i>International Level</i>	<i>5</i>	<i>10</i>	<i>10</i>
E. Potential	5	20	10
1. <i>Communication Skills</i>	<i>1</i>	<i>4</i>	<i>2</i>
2. <i>Ability to Present Ideas</i>	<i>1</i>	<i>4</i>	<i>2</i>
3. <i>Alertness</i>	<i>1</i>	<i>4</i>	<i>2</i>
4. <i>Judgment</i>	<i>1</i>	<i>4</i>	<i>2</i>
5. <i>Leadership Ability</i>	<i>1</i>	<i>4</i>	<i>2</i>
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	<i>2</i>	<i>6</i>	<i>2</i>
b. <i>Decisiveness</i>	<i>2</i>	<i>5</i>	<i>2</i>
c. <i>Stress Tolerance</i>	<i>1</i>	<i>4</i>	<i>1</i>
TOTAL	100	100	100



Republic of the Philippines
Department of Education



390-2

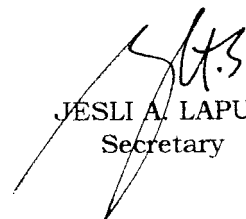
JUN 15 2007

DepED ORDER
No. 39, s. 2007

**MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS
OF HEAD TEACHERS AND PRINCIPALS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under Resolution No. 070520 dated March 19, 2007 has approved further modification to the Qualification Standards (QS) for Head Teachers and Principals in the elementary and secondary schools.
2. The modified Qualification Standards for the positions of Head Teacher I to III and Principal I to IV (for elementary level); Head Teacher I to VI and Principal I to IV (for secondary level) of this Department shall take effect immediately.
3. Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship test for aspirants to Principal I positions.
4. All other existing issuances which are inconsistent herewith are deemed repealed or amended.
5. For your guidance and compliance.


JESLI A. LAPUS
Secretary

Reference: DepED Order: No. 20, s. 2005
and 48, s. 2004

Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
TEACHERS

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools						
Principal I	18	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools

Principal I	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
----------------	----	-------	-----------	------------	----------	-------------

For Elementary Schools:

Head Teacher I	13	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools:

Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)



Tanggapan ng Kalihim
Office of the Secretary

JUL 04 2007

DEPED ORDER
No. 42, s. 2007

THE REVISED GUIDELINES ON SELECTION, PROMOTION
AND DESIGNATION OF SCHOOL HEADS

To: Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Selection, Promotion and Designation of School Heads were promulgated under DepED Order No. 85, s. 2003 in pursuance to RA 9155 on the basis of merit, competence, fitness and equality.
2. To further achieve the principles of merit and fitness, and strengthen the selection process for School Heads, several significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encls.:
As stated

Reference:
DepED Order: (No. 85, s. 2003)

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
POLICY
PROMOTION

THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS

I. LEADERSHIP FRAMEWORK

There shall be a school head for all public elementary and secondary schools or a cluster thereof, pursuant to Section 6.1, Rule VI of the Implementing Rules and Regulations of Republic Act No. 9155 (Governance of Basic Education Act of 2001). A school head is a person responsible for the administrative and instructional supervision of the school or cluster of schools. As such, a school head is expected to possess the following leadership dimensions:

1. **Educational Leadership** is the ability to craft and pursue a shared school vision and mission, as well as develop and implement curriculum policies, programs and projects.
2. **People Leadership** is the ability to work and develop effective relationships with stakeholders and exert a positive influence upon people.
3. **Strategic Leadership** is the ability to explore complex issues from a global perspective, manage an educational enterprise and maximize the use of resources.

II. BASIC POLICIES

In addition to those stated in the Merit Selection Plan (MSP), the following basic policies shall be adopted.

1. Applicants to Principal I position must pass a qualifying test. He/she must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III.
 - 1.1 The test shall evaluate the applicants in terms of the three (3) leadership dimensions to measure executive and managerial competence. It may consist of paper and pencil, simulation and other modes.
 - 1.2 The test shall be developed by the National Educator's Academy of the Philippines (NEAP) in coordination with the National Education Testing and Research Center (NETRC).
 - 1.3 The Regional Office shall simultaneously administer the test once a year in designated venues.
2. The appointment of a school principal shall be non-station specific.
3. Any vacancy for Principal position shall be open to all qualified candidate from within and outside the division where the vacancies exist.
4. The Schools Division Superintendent shall designate Teachers-In-Charge in schools without Principal items.

To become a Teacher-In-Charge, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office.

5. Assignment of Head Teachers shall be one per subject area with priority on the core subject areas, namely: English, Math, Science, Filipino and Araling Panlipunan.

III. COMPUTATION OF POINTS

Specific points are assigned for each criterion in the ranking for Head Teacher/Principal positions, as follows:

<i>Criteria</i>	<i>Maximum No. of Points</i>
Performance Rating	30
Experience	10
Outstanding Accomplishments	30
Education and Training	20
Potential	5
Psychosocial Attributes and Personality Traits	5
TOTAL	100

A. Performance Rating (30 points)

The performance rating of the appointee for the last three (3) rating periods prior to screening should be at least Very Satisfactory. The average of the numerical ratings shall be given points as follows:

<i>Numerical Rating</i>	<i>Points</i>
9.4 - 10	30
8.7 - 9.3	25
8.0 - 8.6	20
7.3 - 7.9	15
6.6 - 7.2	10

B. Experience (10 points)

Experience must be relevant to the duties and functions of the position to be filled, with every year given a point but not to exceed ten (10) points. Every month of service in excess of one year shall be given corresponding point.

Example: 1 yr. & 5 mos. 1 5/12 = 1.4 points
5 yrs. & 11 mos. 5 11/12 = 5.9 points

C. Outstanding Accomplishments (30 points)

a. Outstanding Employee Award (5 points)

Awardee in the school	- 1 pt.
Nomination in the division/awardee in the district	- 2 pts.
Nomination in the region/awardee in the division	- 3 pts.
Nomination in the Department/awardee in the region	- 4 pts.
National awardee	- 5 pts.

b. Innovations (5 points)

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

1. Conceptualized - 1 pt.
2. Started the implementation - 2 pts.
3. Fully implemented in the school - 3 pts.
4. Adopted in the district - 4 pts.
5. Adopted in the division - 5 pts.

c. Research and Development Projects (10 points)

- Action research conducted in the school level - 6 pts.
Action research conducted in the district level - 8 pts.
Action research conducted in the division level - 10 pts.

d. Publication/Authorship (5 points)

- Articles published in a journal/newspaper/magazine of wide circulation - 2 pts.
(per article but not to exceed 4 pts.)
Co-authorship of a book - 4 pts.
(shall be divided by the number of authors)
Sole authorship of a book - 5 pts.

e. Consultant/Resource Speaker in Trainings/Seminars/ Workshops/Symposia (5 points)

- District level - 1 pt.
Division level - 2 pts.
Regional level - 3 pts.
National level - 4 pts.
International level - 5 pts.

D. Education and Training (20 points)

a. Education (10 points)

- Complete Academic Requirements for Master's Degree - 6 pts.
Master's Degree - 7 pts.
Complete Academic Requirements for Doctoral Degree - 9 pts.
Doctoral Degree - 10 pts.

b. Training (10 points)

- Participant in a specialized training - 10 pts.

e.g. Scholarship Programs, Short Courses, Study Grants shall be given one (1) point for every month of attendance but not to exceed ten (10) points.

Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:

- District Level - 2 pts.
Division Level - 4 pts.
Regional Level - 6 pts.

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level - 8 pts.
- International Level - 10 pts.

Chair/Co-chair in a technical/planning committee

- District Level - 2 pts.
- Division Level - 4 pts.
- Regional Level - 6 pts.
- National Level - 8 pts.
- International Level - 10 pts.

E. Potential (5 points)

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

1. Communication Skills - 1 pt.
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas - 1 pt.
Presents well-organized and precise ideas with marked command of the language used.
3. Alertness - 1 pt.
Manifests presence of mind and awareness of the environment.
4. Judgment - 1 pt.
Demonstrates sound judgment.
5. Leadership Ability - 1 pt.
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits (5 points)

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations (2 pts.)

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization - 0.4 pt.
2. Internalizes work changes with ease and vigor - 0.4 pt.
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors - 0.4 pt.
4. Observes proper decorum in relating with superiors and peers - 0.4 pt.
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level - 0.4 pt.

b. Decisiveness (2 pts.)

1. Thinks logically and acts accordingly - 0.4 pt.
2. Considers alternatives and recommends solutions when faced with problem situations - 0.4 pt.
3. Gives convincing recommendations and suggestions - 0.4 pt.
4. Acts quickly and makes the best decision possible - 0.4 pt.
5. Exercises flexibility - 0.4 pt.

c. Stress Tolerance (1 pt.)

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. - 0.2 pt.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work. - 0.2 pt.
3. Controls negative manifestations of emotions. - 0.2 pt.
4. Performs satisfactorily his duties and functions in a tension-laden situation. - 0.2 pt.
5. Channels negative emotions to positive and constructive endeavors. - 0.2 pt.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. SANCTIONS

Anyone found guilty of violating the provisions of these revised guidelines or parts thereof shall be dealt with accordingly.

VI. EFFECTIVITY

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary

Department of Education
Region VI - Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

**INDIVIDUAL CANDIDATES EVALUATION SHEET FOR PROMOTION
TO SCHOOL HEAD AS _____**

NAME _____ STATION/SCHOOL _____

PRESENT POSITION _____ DATE OF EFFECTIVITY _____

COMPUTATION OF POINTS

Breakdown
of Points No. of
Points

I. PERFORMANCE RATING (30 points)

Performance Rating for SY 2017 - 2018 = _____

2018 - 2019 = _____

2019 - 2020 = _____

Average Performance Rating _____ x 30 = _____ pts.

II. EXPERIENCE (10 points)

Relevant experience consists of the performance of duties and functions relevant to the next higher position over a period expressed in years with every year given a point but not to exceed ten (10) points equivalent to 10 years.

III. OUTSTANDING ACCOMPLISHMENTS (30 points)

A. Outstanding Employee Award (5 points)

Awardee in the school

1 pt.

Awardee in the district/nomination in the division

2 pts.

Awardee in the division/nomination in the region

3 pts.

Awardee in the region/nomination in the DepEd

4 pts.

National awardee

5 pts.

B. Innovations (5 points)

Innovative work plan and properly documented, and approved by immediate head attested by authorized division/regional Official

*Conceptualized _____

1 pt.

* Started the implementation _____

2 pts.

* Fully implemented in the school _____

3 pts.

* Adopted in the district _____

4 pts.

* Adopted in the division _____

5 pts.

C. Research and Development Projects (10 points)

* Action research conducted in the school level

6 pts.

* Full-blown research conducted in the district level

8 pts.

* Full-blown research conducted in the division level

10 pts.

D. Publication/Authorship related to Education or School Improvement (5 points)

* Articles published in a journal/newspaper/magazine of wide circulation (per article but not to exceed 4 pts.) _____

2 pts.

* Co-authorship of a book (to be divided by the number of authors) _____

4 pts.

* Sole authorship of an education or school improvement related work _____

5 pts.

**E. Consultancy/Resource Speakership in Trainings/Seminars/
Workshops/Symposia (5 points)**

- * District Level _____ 1 pt. _____
- * Division Level _____ 2 pts. _____
- * Regional Level _____ 3 pts. _____
- * National Level _____ 4 pts. _____
- * International Level _____ 5 pts. _____

IV. EDUCATION & TRAINING (20 pts.)

A. Education (10 points)

- * CAR for Master's Degree _____ 6 pts. _____
- * Master's Degree _____ 7 pts. _____
- * CAR for Doctoral Degree _____ 9 pts. _____
- * Doctoral Degree _____ 10 pts. _____

B. Training (10 points)

Participant in a specialized training, e.g. Scholarship, Short Courses, Study Grants, shall be given 1 pt. for each month of attendance but not to exceed 10 pts. _____

1. Participant in 3 or more training activities in each level conducted for at least 3 days not credited during the latest promotion:

- * District Level _____ 2 pts. _____
- * Division Level _____ 4 pts. _____
- * Regional Level _____ 6 pts. _____

2. Participant in one (1) training activity conducted for at least 3 days not credited during the latest promotion:

- * National Level _____ 8 pts. _____
- * International Level _____ 10 pts. _____

3. Chair/Co-Chair in a technical/planning committee

- * District Level _____ 2 pts. _____
- * Division Level _____ 4 pts. _____
- * Regional Level _____ 6 pts. _____
- * National Level _____ 8 pts. _____
- * International Level _____ 10 pts. _____

V. POTENTIAL (5 points) _____ 5 pts. _____

VI. PSYCHOLOGICAL ATTRIBUTES AND PHYSICAL CHARACTERISTICS (5 points) _____ 5 pts. _____

TOTAL POINTS _____

CERTIFIED CORRECT:

Department of Education
Region VI - Western Visayas
DIVISION OF AKLAN
Numancia, Aklan

EVALUATION SHEET/CRITERIA FOR RANKING - NURSE POSITION
(Non-Teaching Level 2)

NAME _____ UNIT/SECTION _____

PRESENT POSITION _____ DATE OF EFFECTIVITY _____

COMPUTATION OF POINTS

I. PERFORMANCE RATING (30 points)

Performance Rating for SY 201__ - 201__ = _____

201__ - 201__ = _____

201__ - 201__ = _____

Average Performance Rating _____ x 30 = _____ pts.

Breakdown
of Points

No. of
Points

II. EXPERIENCE (10 points)

Relevant experience must be relevant to the duties and functions of the positions to be filled. Every year given a point but not to exceed ten (10) points.

III. OUTSTANDING ACCOMPLISHMENTS (20 points)

A. Outstanding Employee Award (4 points)

Awardee in the school

1 pt.

Awardee in the district/nomination in the division

2 pts.

Awardee in the division/nomination in the region

3 pts.

Awardee in the region/nomination in the DepEd

4 pts.

National awardee

4 pts.

B. Innovations (4 points)

Innovative work plan and properly documented, and approved by immediate head attested by authorized division/regional Official

*Conceptualized _____

1 pt.

* Started the implementation _____

2 pts.

* Fully implemented in the school _____

3 pts.

* Adopted in the district _____

4 pts.

* Adopted in the division _____

4 pts.

C. Research and Development Projects (4 points)

* Action research conducted in the school level

2 pts.

* Full-blown research conducted in the district level

3 pts.

* Full-blown research conducted in the division level

4 pts.

D. Publication/Authorship (4 points)

* Articles published in a journal/newspaper/magazine of wide circulation (per article but not to exceed 4 pts.) _____

2 pts.

* Co-authorship of a book (to be divided by the number of authors) _____

3 pts.

* Sole authorship of an education or school improvement related work _____

4 pts.

E. Consultancy/Resource Speakership in Trainings/Seminars (4 points)

- * District Level _____ 1 pt. _____
- * Division Level _____ 2 pts. _____
- * Regional Level _____ 3 pts. _____
- * National Level _____ 4 pts. _____
- * International Level _____ 4 pts. _____

IV. EDUCATION & TRAINING (15 pts.)

A. Education (15 points)

- * CAR for Master's Degree 7 pts _____
- * Master's Degree 10 pts. _____
- * CAR for Doctoral Degree 13 pts. _____
- * Doctoral Degree 15 pts. _____

B. Training (10 points)

Participant in a specialized training, e.g. Scholarship, Short Courses, Study Grants, shall be given 1 pt. for each month of attendance but not to exceed 10 pts. _____

1. Participant in 3 or more training activities in each level conducted for at least 3 days not credited during the latest promotion:

- * District Level _____ 2 pts. _____
- * Division Level _____ 4 pts. _____
- * Regional Level _____ 6 pts. _____

2. Participant in one (1) training activity conducted for at least 3 days not credited during the latest promotion:

- * National Level _____ 8 pts. _____
- * International Level _____ 10 pts. _____

3. Chair/Co-Chair in a technical/planning committee

- * District Level _____ 2 pts. _____
- * Division Level _____ 4 pts. _____
- * Regional Level _____ 6 pts. _____
- * National Level _____ 8 pts. _____
- * International Level _____ 10 pts. _____

V. POTENTIAL (10 points)

10 pts. _____

- 1. Communication Skills 2 pts. _____
- 2. Ability to present Ideas 2 pts. _____
- 3. Alertness 2 pts. _____
- 4. Judgment 2 pts. _____
- 5. Leadership Ability 2 pts. _____

VI. PSYCHOLOGICAL ATTRIBUTES AND PHYSICAL CHARACTERISTICS (5 points)

5 pts. _____

- 1. Human Relations 2 pts. _____
- 2. Decisiveness 2 pts. _____
- 3. Stress Tolerance 1 pts. _____

TOTAL POINTS _____

CERTIFIED CORRECT:

Department of Education
Region VI - Western Visayas
DIVISION OF AKLAN
Numancia, Aklan

**EVALUATION SHEET/CRITERIA FOR RANKING - ADMINISTRATIVE OFFICER II
(Non-Teaching Level 2)**

NAME _____ UNIT/SECTION _____

PRESENT POSITION _____ DATE OF EFFECTIVITY _____

COMPUTATION OF POINTS

I. PERFORMANCE RATING (30 points)

Performance Rating for SY 201__ - 201__ = _____

201__ - 201__ = _____

201__ - 201__ = _____

Average Performance Rating _____ x 30 = _____ pts.

Breakdown
of Points No. of
Points

II. EXPERIENCE (10 points)

Relevant experience must be relevant to the duties and functions of the positions to be filled. Every year given a point but not to exceed ten (10) points.

III. OUTSTANDING ACCOMPLISHMENTS (20 points)

A. Outstanding Employee Award (4 points)

Awardee in the school

1 pt.

Awardee in the district/nomination in the division

2 pts.

Awardee in the division/nomination in the region

3 pts.

Awardee in the region/nomination in the DepEd

4 pts.

National awardee

4 pts.

B. Innovations (4 points)

Innovative work plan and properly documented, and approved by immediate head attested by authorized division/regional Official

*Conceptualized _____

1 pt.

* Started the implementation _____

2 pts.

* Fully implemented in the school _____

3 pts.

* Adopted in the district _____

4 pts.

* Adopted in the division _____

4 pts.

C. Research and Development Projects (4 points)

* Action research conducted in the school level

2 pts.

* Full-blown research conducted in the district level

3 pts.

* Full-blown research conducted in the division level

4 pts.

D. Publication/Authorship (4 points)

* Articles published in a journal/newspaper/magazine of wide circulation (per article but not to exceed 4 pts.) _____

2 pts.

* Co-authorship of a book (to be divided by the number of authors) _____

3 pts.

* Sole authorship of an education or school improvement related work _____

4 pts.

E. Consultancy/Resource Speakership in Trainings/Seminars (4 points)

- * District Level _____ 1 pt. _____
- * Division Level _____ 2 pts. _____
- * Regional Level _____ 3 pts. _____
- * National Level _____ 4 pts. _____
- * International Level _____ 4 pts. _____

IV. EDUCATION & TRAINING (15 pts.)

A. Education (15 points)

- * CAR for Master's Degree 7 pts _____
- * Master's Degree 10 pts. _____
- * CAR for Doctoral Degree 13 pts. _____
- * Doctoral Degree 15 pts. _____

B. Training (10 points)

Participant in a specialized training, e.g. Scholarship, Short Courses, Study Grants, shall be given 1 pt. for each month of attendance but not to exceed 10 pts. _____

1. Participant in 3 or more training activities in each level conducted for at least 3 days not credited during the latest promotion:

- * District Level _____ 2 pts. _____
- * Division Level _____ 4 pts. _____
- * Regional Level _____ 6 pts. _____

2. Participant in one (1) training activity conducted for at least 3 days not credited during the latest promotion:

- * National Level _____ 8 pts. _____
- * International Level _____ 10 pts. _____

3. Chair/Co-Chair in a technical/planning committee

- * District Level _____ 2 pts. _____
- * Division Level _____ 4 pts. _____
- * Regional Level _____ 6 pts. _____
- * National Level _____ 8 pts. _____
- * International Level _____ 10 pts. _____

V. POTENTIAL (10 points)

10 pts. _____

- 1. Communication Skills 2 pts. _____
- 2. Ability to present Ideas 2 pts. _____
- 3. Alertness 2 pts. _____
- 4. Judgment 2 pts. _____
- 5. Leadership Ability 2 pts. _____

VI. PSYCHOLOGICAL ATTRIBUTES AND PHYSICAL CHARACTERISTICS (5 points)

5 pts. _____

- 1. Human Relations 2 pts. _____
- 2. Decisiveness 2 pts. _____
- 3. Stress Tolerance 1 pts. _____

TOTAL POINTS _____

CERTIFIED CORRECT:
