



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



July 10, 2019

DIVISION MEMORANDUM

No. 207, s. 2019

SUBMISSION OF APPLICATION LETTER AND SUPPORTING DOCUMENTS FOR RANKING TO RELATED TEACHING AND NON-TEACHING POSITIONS IN THE DIVISION OF AKLAN, SY 2019-2020

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

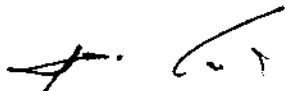
1. This is to announce to the field that this office is accepting application letters and supporting documents for the following positions:
 - a. Public Schools District Supervisor
 - b. Senior Education Program Specialist – Monitoring & Evaluation
 - c. Senior Education Program Specialist – Planning & Research
 - d. Project Development Officer II – Social Mobilization
2. All interested and qualified applicants are advised to apply only to the position/s in which they are qualified.
3. The **deadline of submission** will be on **August 2, 2019, 5:00 P.M.** at the Division Office receiving section. No additional documents shall be accepted after the deadline.
4. The division receiving officer shall forward the documents to the Administrative Section, c/o HRM Officer for listing.
5. All interested and qualified applicants are reminded of the following:
 - a. For applicants applying to more than one position, they should submit complete documents in separate folders for **each position** being applied for. The applicant should state in his/her Application Letter the position that he/she is applying for;
 - b. The documents in the folder should follow the sequence, with proper side labels/tabs, to facilitate the evaluation process. Refer to the issuances shown in the table below for the Qualification Standards (QS), supporting documents to be submitted, and other important information.

Position	Reference
Public Schools District Supervisor	DepEd Order No. 66, s. 2007
Senior Education Program Specialist	DepEd Order No. 66, s. 2007
Project Development Officer II	DepEd Order No. 66, s. 2007

6. This recruitment process upholds the principle of equal employment opportunity for all regardless of gender, religious or political affiliation, minority or cultural extraction or social origin.

"May katawhayan ag kalipayan sa among mga escuelahan."

7. An **orientation of applicants** to the aforementioned positions will be held on **August 5, 2019, 3:00 P.M.** at the ASJ Hall of DepEd Divison Office, Kalibo, Aklan. The schedule of other processes will be announced later.
8. Enclosed are DepEd Order 66, s. 2007, Notes/Explanations on the Criteria (where applicable) and Evaluation Sheets.
9. Immediate and wide dissemination of the contents of this memorandum is highly enjoined.


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

Enclosure: As stated
Reference: D.O. 66, s. 2007
To be indicated in the Perpetual Index
Under the following subject:

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.

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

INDIVIDUAL CANDIDATES EVALUATION SHEET FOR PROMOTION

TO _____
(Non-Teaching with salary grade 10 -24)

NAME _____ UNIT/SECTION _____

PRESENT POSITION _____ DATE OF EFFECTIVITY _____

COMPUTATION OF POINTS

Breakdown
of Points No. of
Points

I. PERFORMANCE RATING (30 points)

Performance Rating for SY 201__ - 201__ = _____

201__ - 201__ = _____

201__ - 201__ = _____

Average Performance Rating _____ x 30 = _____ pts. _____

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 (25 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 (5 points)

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

VI. PSYCHOLOGICAL ATTRIBUTES AND PHYSICAL CHARACTERISTICS (10 points)

- 1. Human Relations _____ 5 pts. _____
- 2. Decisiveness _____ 3 pts. _____
- 3. Stress Tolerance _____ 2 pts. _____

TOTAL POINTS _____

CERTIFIED CORRECT:

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

INDIVIDUAL CANDIDATES EVALUATION SHEET FOR PROMOTION

TO _____
(Non-Teaching with salary grade 9 and below)

NAME _____ UNIT/SECTION _____

PRESENT POSITION _____ DATE OF EFFECTIVITY _____

COMPUTATION OF POINTS

	Breakdown of Points	No. of Points
I. PERFORMANCE RATING (35 points)		
Performance Rating for SY 201__ - 201__ = _____		
201__ - 201__ = _____		
201__ - 201__ = _____		
Average Performance Rating _____ x 35 = _____ pts.		_____
II. EXPERIENCE (5 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 five (5) points.		

III. OUTSTANDING ACCOMPLISHMENTS (5 points) (Meritorious Accomplishments)		
A. Outstanding Employee Award (1 point)		_____
B. Innovations (1 point)		_____
C. Research and Development Projects (1 point)		_____
D. Publication/Authorship (1 point)		_____
E. Consultant/Resource Speakership in Trainings/Seminars (1 point)		_____
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.	_____

(Non-Teaching with salary grade 9 and below)

V. POTENTIAL (15 points)

15 pts. _____

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

3 pts. _____
3 pts. _____
3 pts. _____
3 pts. _____
3 pts. _____

VI. PSYCHOLOGICAL ATTRIBUTES AND PHYSICAL CHARACTERISTICS (20 points)

20 pts. _____

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

8 pts. _____
7 pts. _____
5 pts. _____

TOTAL POINTS

CERTIFIED CORRECT:



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.


JESLI A. 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

<u>CRITERIA</u>	<u>POINTS</u>
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

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

EPS / PSDS

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

INDIVIDUAL CANDIDATES EVALUATION SHEET FOR PROMOTION

NAME _____ STATION/SCHOOL _____
PRESENT POSITION _____ DATE OF EFFECTIVITY _____

COMPUTATION OF POINTS

Breakdown
of Points No. of
Points

I. PERFORMANCE RATING (35 points)

Performance Rating for SY 200__ - 200__ = _____

200__ - 200__ = _____

200__ - 200__ = _____

Average Performance Rating _____ x 35 = _____ pts.

II. EXPERIENCE (5 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 five (5) points equivalent to 5 years.

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.

* Action research conducted in the district level _____ 3 pts.

* Action 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 member of authors) _____ 3 pts. _____
- * Sole authorship of a book _____ 4 pts. _____

E. Consultancy/Resource Speakership in Trainings/Seminars/ Workshops/Symposia (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 (30 pts.)

A. Education (25 points)

- * CAR for Master's Degree _____ 10 pts. _____
- * Master's Degree _____ 15 pts. _____
- * CAR for Doctoral Degree _____ 20 pts. _____
- * Doctorate Degree _____ 25 pts. _____

B. Training (5 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 5 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 _____ 1 pts. _____
- * Division Level _____ 2 pts. _____
- * Regional Level _____ 3 pts. _____

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

- * National Level _____ 4 pts. _____
- * International Level _____ 5 pts. _____

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

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

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

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

TOTAL POINTS _____

CERTIFIED CORRECT:

PATROCENIA Y. MAMBURAM
Administrative Officer V
Member

Education Program Supervisor
Member

REMIA H. DONGUINES
APSTA President
Member

Asst. Schools Division Superintendent
CHAIRMAN