



Republic of the Philippines
Department of Education



Anggapan ng Kalihim
Office of the Secretary

APR 25 2005

DepEd ORDER
No. 16 s. 2005

**GUIDELINES ON RECRUITMENT, EVALUATION, SELECTION AND APPOINTMENT OF
TEACHERS IN PUBLIC SCHOOLS**

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

1. In pursuit of the Department's *School First Initiative* (SFI), these new guidelines on the recruitment, evaluation, selection and appointment to Teacher I positions in public schools are promulgated consistent with pertinent laws, rules and regulations.
2. These guidelines shall apply to the filling up of newly created or natural vacancies as well as locally funded items beginning School Year (SY) 2005-2006.
3. Division offices are directed to present these guidelines to local government units in their area of jurisdiction so that qualified applicants, as determined through the application of these guidelines, can be given priority in the filing-up of locally funded teacher positions.
4. Inquiries or requests for clarification relative to these guidelines may be sent to the office of Undersecretary Ramon C. Bacani, DepED Central Office: [E-mail address: rcbacani@deped.gov.ph; Tel. No: 633-7203; and Fax No: 631-84-92]. These guidelines can be downloaded from our Department's website, www.deped.gov.ph.
5. All heads of schools and offices are requested to acknowledge receipt of this Order to assure this Office that concerned officials are informed of these new hiring guidelines.
6. All previous policies and issuances inconsistent with the enclosed guidelines are hereby rescinded or modified accordingly.
7. For wide dissemination and strict compliance.


FLORENCIO B. ABAD
Secretary

Encl.: As stated
Reference: DepED Order No. 1, s. 2003
Allotment: 1---(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
RECRUITMENT

POLICY
TEACHERS

GUIDELINES ON RECRUITMENT, EVALUATION, SELECTION AND APPOINTMENT OF TEACHERS IN PUBLIC SCHOOLS

1.0 RATIONALE

Teachers being vital in the learning of students must meet the requirements for merit and fitness for appointment to Teacher I positions in public schools as provided in DepED Order No. 1, s. 2004 (*Revised Guidelines on Recruitment and Appointment or Assignment of Public School Teachers Including the Establishment of a Pooling Scheme*). In the implementation of these guidelines, however, reforms are deemed necessary to ensure that only highly qualified teachers are appointed.

These new guidelines are intended to ensure the recruitment, evaluation, selection and appointment of the best available teachers and to support the *Schools First Initiative (SFI)* which recognizes the quality of teachers as the primary factor for achieving quality basic education.

2.0 COVERAGE

These guidelines shall apply to the filling up of newly created or natural vacancies for Teacher I positions as well as locally funded items, which includes the following personnel actions:

- (a) Announcement of vacancies and requirements and receipt of applications (recruitment);
- (b) Assessment of documents submitted (evaluation);
- (c) Ranking of applicants (selection); and
- (d) Appointment of qualified applicants (appointment).

As far as all DepEd officials at all levels are concerned, these guidelines shall govern their official participation in any other activities involving the recommendation or contracting of other teachers, such as those under the employ of local governments, who are to be included in the teaching force of public schools.

3.0 DEFINITION OF TERMS

- 3.1 **Applicant** refers to a person who holds a valid certificate of registration/professional license as a teacher from the Professional Regulation Commission (PRC), seeking to be appointed to a Teacher I position.
- 3.2 **Qualified applicant** refers to a person with a valid professional teacher's license who meets the requirements of the evaluation and selection applied by a Schools Division in accordance with these guidelines.
- 3.3 **Registry of qualified applicants** refers to the list of applicants deemed to have met the qualifications required by law based on the evaluation and selection guidelines as applied by a Schools Division in accordance with these guidelines.

3.4 **Bona fide resident** refers to a **qualified applicant** who declared himself/herself a resident of a particular barangay, municipality, city or province for at least six (6) months in the Personal Data Sheet (CSC Form 212) accompanying his/her application.

4.0 **GUIDING POLICIES ON HIRING OF TEACHERS**

4.1 **Collective responsibility of whole division:** The recruitment, evaluation, and selection for appointment of teachers to public schools within the Schools Division is a collective responsibility of the whole division, including all its schools, districts and division offices. The appointment of teachers by the Superintendent represents the collective action of the whole Schools Division, not just the decision of those schools to which appointed teachers may be assigned. It is to the best interest of the whole DepEd, as well as to the best interests of all students and parents served by public schools, to insure that only the best available applicants are determined qualified for appointment to any school within any Schools Division.

4.2 **Administrative responsibility of the Superintendent:** As the DepEd official with the authority to issue Teacher I appointments, the Superintendent shall be administratively responsible in establishing and enforcing the operational procedures within the Schools Division that will enable all relevant personnel to carry out their appropriate duties and functions in complying with these guidelines and thereby ensure the efficient, fair, transparent, and competent conduct of the recruitment, evaluation, selection and appointment processes.

4.3 **Open and convenient access to applicants:** DepEd requires that available positions for teachers in public schools shall be made open, accessible and convenient as possible to all applicants. For this purpose, all public schools are hereby mandated to serve as offices authorized to receive applications to any available teaching position anywhere in the division where the school belongs. The School Selection Committee shall be responsible for officially receiving and acknowledging applications, ascertaining the completeness of documents submitted by applicants, informing applicants as to the proper disposition of their applications, and forwarding complete applications to the Division Sub-Committee responsible for preliminary evaluation of applications.

4.4 **Strict evaluation and selection to determine qualified applicants:** DepEd also requires that all applicants be subject to an equally thorough, rigid, criteria-based, collectively deliberated and carefully documented evaluation and selection process. This evaluation and selection process shall be participated in by those school heads, supervisors and other officials from all over the division who represent the highest standards of teaching capabilities and teaching practice in the division. The Superintendent shall create as many Division Sub-Committees as may be necessary to evaluate the qualifications of the applicants and only one Division Selection Committee to undertake selection for inclusion in the Schools Division's registry of qualified applicants. These Division Sub-Committees and Division Selection Committee shall be composed of staff from schools as well as from district and division offices selected for their exemplary teaching

practice. The joint output of the Division Sub-Committees and Division Selection Committee shall be the Schools Division's registry of qualified applicants based on evaluation and selection of all applications received by the whole Schools Division prior to a given cut off date.

4.5 Recommendation only of qualified applicants who are bona fide residents of barangays where schools with vacancies are located:

Only those applicants included in the Schools Division registry of qualified applicants may be recommended by the School Selection Committee for appointment to any vacant position in any school in the division.

When there is only one qualified applicant who is a bona fide resident of the barangay where a school with a vacancy is located, that applicant will be recommended for appointment by the School Selection Committee. When there are two or more qualified applicants who are bona fide residents in the barangay where the school with a vacancy is located, the School Selection Committee shall decide who among the qualified applicants who are bona fide residents of the barangay shall be recommended by the School Selection Committee for appointment.

4.6 Recommendation of qualified applicants only who are bona fide residents of municipalities, cities or provinces where schools with unfilled vacancies are located:

Once qualified applicants who are bona fide residents of barangays where schools with vacancies are located have been recommended for appointment, remaining vacancies in schools shall be filled by the remaining qualified applicants who are considered bona fide residents of the next larger level of locality above the barangay, which is the municipality or city.

If there is only one qualified applicant who is a bona fide resident of the municipality or city where the school with an unfilled vacancy is located, that applicant will be recommended for appointment by the School Selection Committee. If there are two or more qualified applicants who are bona fide residents of the municipality or city where the school with an unfilled vacancy exists, the School Selection Committee will choose whom to recommend from among these qualified applicants. Once qualified applicants who are bona fide residents of municipalities and cities where schools with vacancies are located have been recommended for appointment, remaining vacancies in schools shall be filled by remaining qualified applicants who are considered bona fide residents of the province.

Similarly if there are two or more qualified applicants who are bona fide residents of the province where an unfilled school vacancy exists, the School Selection Committee shall select from among the qualified applicants.

4.7 Appointment of qualified applicants recommended by the School Selection Committee: The Superintendent shall appoint those qualified applicants who are recommended by the School Selection Committee where the vacancy exists.

- 4.8 **Monitoring of division practice by the regional office:** DepEd requires careful monitoring of Schools Division compliance with these guidelines. DepEd Regional Offices shall assess the preparations of Schools Divisions and regularly monitor the performance of the Schools Divisions with respect to compliance with these guidelines.

5.0 RECRUITMENT PROCEDURES

- 5.1 The selection process for inclusion of qualified applicants in the registry shall be done from March 15 to May 31 of each school year.
- 5.2 An applicant shall submit to only one (1) elementary or secondary school head a written application with the following required documents:
- CSC Form 212 in two copies with the latest 2 x 2 ID picture;
 - Certified photocopy of the PRC certificate of registration/license;
 - Certified photocopy of LET/PBET rating;
 - Certified copies of baccalaureate transcript of records with computed weighted rating;
 - Copies of the service record, performance rating and clearance for those with teaching experience; and
 - Certificates of specialized training, if any.

The applicant has to assume full responsibility as to the authenticity of the documents submitted.

- 5.3 All applications received by schools belonging to a cluster as determined by the Superintendent shall be reviewed by the Division Sub-Committee composed of representatives from the schools in the cluster. The Division Sub-Committee shall undertake a preliminary evaluation of the qualifications based on all the criteria except written test and interview which shall be done by the Division Selection Committee.
- 5.4 The list of qualified applicants shall be forwarded to the Division Selection Committee which shall conduct the written test and interview and determine the sixty (60) points cut off score. The same committee shall prepare the separate rank lists for elementary and secondary levels.
- 5.5 The Administrative Officer for personnel matters shall provide the required secretariat services and record the proceedings of the deliberations of the Division Selection Committee.
- 5.6 The Chair of the Division Selection Committee shall submit the registry of qualified applicants to the Superintendent for review and approval.
- 5.7 A separate registry of qualified applicants for elementary and secondary schools shall be posted in at least three conspicuous places in the district and division offices.
- 5.8 The School Selection Committee where the vacancies exist shall recommend to the Superintendent the qualified candidates from the registry, taking into consideration the provisions of the Localization Law.

5.9 The rank of the applicants in the registry shall be considered when two or more qualified candidates are bona fide residents of the locality where the school is located.

6.0 PROCEDURES FOR EVALUATION OF APPLICANTS

6.1 Committees for Evaluation

A. The School Selection Committee

1. Composition

1.1 The committee at the elementary level shall be chaired by the school head with four (4) best performing teachers as members.

1.2 The committee at the secondary level shall be chaired by the school head or the department head, as the case may be, with four (4) teachers from the different learning areas as members.

1.3 The PTCA President shall likewise be a member.

2. Functions

2.1 Receives applications.

2.2 Lists the names of all applicants and verify all documents as to the completeness and authenticity.

2.3 Makes initial evaluation of all applicants based on Education, LET/PBET Rating and Teaching Experience.

2.4 Submits the list of applicants with pertinent documents to the Division Sub-Committees for elementary level and secondary level.

2.5 Selects from among qualified applicants in the Division Registry of Qualified Applicants who to recommend for appointment in their school.

B. The Division Sub-Committee

1. Composition

1.1 The Division Sub-Committee for the elementary level shall be chaired by the district supervisor with four (4) school heads as members.

1.2 The Division Sub-Committee for the secondary level as determined by the Superintendent shall be chaired by the cluster school head with four (4) other school heads as members.

2. Functions

- 2.1 Receives the complete list of applicants with the corresponding documents from the School Selection Committee.
- 2.2 Consolidates individual scores and makes the initial ranking of all applicants for submission to the Division Selection Committee.
- 2.3 Conducts interview (including demonstration teaching) for all applicants assigned to the sub-committee by the Division Selection Board.

C. The Division Selection Committee

1. Composition

- 1.1 The Division Selection Committee for the elementary level shall be chaired by the Assistant Schools Division Superintendent (ASDS) with two (2) division supervisors, one (1) district supervisor and one (1) principal as members.
- 1.2 The Division Selection Committee for the secondary level shall be chaired by the Assistant Schools Division Superintendent with two (2) division supervisors and two (2) secondary school heads as members.
- 1.3 In schools divisions where the Superintendent is the Chair of the Selection Committee, the Assistant Schools Division Superintendent automatically becomes a member of the Committee.
- 1.4 The President of the Federation of Teachers' Associations and the Chair of the Education Committee of the Sangguniang Panlalawigan are likewise members of the Committee.
- 1.5 The Administrative Officer for personnel matters shall provide secretariat services to the Division Selection Committee.

2. Functions

- 1.1 Receives the list of qualified applicants with the corresponding documents from the Division Sub-Committees.
- 1.2 Conducts written examination prepared by the Division Selection Committee.
- 1.3 Consolidates individual scores and makes the final ranking of all applicants for inclusion in the registry of all qualified applicants for submission and approval of the Superintendent. A copy of the registry shall be submitted to the Regional Office.

6.2 Procedures for the Evaluation of Applicants

The Division Selection Committee shall prepare the final evaluation based on the following criteria:

a. Education	35 pts.
b. LET/PBET Rating	15 pts.
c. Teaching Experience	10 pts.
d. Interview to include practical examination or demo-teaching, specialized training, basic ICT skills	20 pts.
e. Written examination	<u>20 pts.</u>
Total	100 pts.

The Division Sub-Committee shall score applicants based on the following rules:

A. Scoring the Applicant's Education (maximum of 35 pts.)

The evaluation principle adopted by DepED is that the higher the grade average obtained in one's teacher education degree course, the more valuable it is based on the accreditation level of the teacher education institution where such grades were obtained. This principle is applied by first assigning raw points to applicants computed grade average as follows:

Weighted Average Rating	Grade Points
1.00 - 1.50	20 pts.
1.51 - 1.75	15 pts.
1.76 - 2.00	10 pts.
2.01 - 3.00	5 pts.

Then the assigned raw points for applicant's grade are multiplied by a factor based on accreditation level of teacher education program from which applicant obtained such grades. Accreditation level should be that of Teacher Education Program, which applicant attended with those grades. Accreditation of Mother Institution is not applicable if applicant attended satellite or extension campuses of institution. Factors to multiply grade points according to accreditation are as follows:

No accreditation	-	1.00
Level I	-	1.25
Level II	-	1.50
Level III & IV	-	1.75

Illustrative calculations:

Example 1: Applicant attended and graduated from a TEI with Level II accreditation and got a weighted grade average of 1.4. Score is a grade point of 20×1.5 equals 30 points, which is the total score of applicant for education.

Example 2: Applicant attended and graduated from a TEI with Level I accreditation and got a weighted grade average of 1.8. Score is a grade point of 10×1.25 equals 12.5 points, which is the total score of applicant for education.

If the applicant transferred to another institution during the course of his/her education degree, the resulting grade points shall be multiplied by the weighted average of the factors based on the relative duration of attendance in the TEI institutions with different accreditation levels.

Illustrative calculations:

Example 3: Applicant attended 3 years out of 4 years of the teacher education degree in a Level I accreditation institution and then completed the last of the four years in a Level III accreditation TEI with an overall average grade of 1.2. Score is grade points of 20×1.375 - which is a composite factor calculated as $\frac{3}{4}$ times 1.25 (or 0.9375) plus $\frac{1}{4}$ times 1.75 (or 0.4375) - thereby yielding a total score of 27.5 points which is applicant's score for education.

Applicants with non-education degrees (who completed 18 units in professional education to qualify and pass the LET) shall be scored on the basis of their weighted grade average for their baccalaureate degree with the accreditation factor equivalent to "no accreditation".

The accreditation levels of Teacher Education Programs in private and state colleges/universities are found in Annexes A and B, respectively.

B. Scoring Applicant's LET/PBET Rating (maximum 15 pts.)

The evaluation principle adopted by DepEd is that while a passing grade from the teacher licensing examination is enough for an applicant to be considered for hiring, bonus points should be given to those who pass with ratings significantly above the passing level. This principle is applied by granting extra points for applicants who score above the passing score of 75 for LET and 70 for PBET as follows:

Applicant's actual LET rating and equivalent evaluation points:

85 and above	=	15 pts.
80 - 84	=	10 pts.
76 - 79	=	5 pts.

Applicant's actual PBET rating and equivalent evaluation points:

80 and above	=	15 pts.
75 - 79	=	10 pts.
71 - 74	=	5 pts.

C. Scoring Applicant's Teaching Experience in Basic Education (maximum 10 pts.)

The evaluation principle adopted by DepEd is that actual teaching experience properly documented by available records is a valuable qualification for new teachers and the longer such experience is the more valued the qualification. This principle is applied by assigning points to the number of years of teaching experience as follows. The total points granted are being capped at a maximum of 10 points because Teacher I position is an entry position requiring no prior experience and excessive points to experience may limit the competitiveness of good but new graduates to entry level positions.

10 years and above	10 pts.
5 to 9 years	8 pts
4 years	6 pts.
3 years.	4 pts.
2 years	2 pts.
1 year	1 pt.

After all applicants have been evaluated by each Division Sub-Committee, all sub-committees shall submit their report containing the total scores of all applicants to the Division Selection Committee.

7.0 **PROCEDURES FOR SELECTING APPLICANTS TO BE INCLUDED IN THE SCHOOLS DIVISION REGISTRY OF QUALIFIED APPLICANTS**

7.1 The Division Selection Committees

The Superintendent shall organize one Division Selection Committee each for elementary and secondary schools. Both committees shall be chaired by either the Superintendent or the Assistant Superintendent with membership as follows:

Elementary Schools Selection Committee

- Two members from among the Schools Division elementary supervisors
- One member from among the district supervisors
- One member from among the elementary school principals
- President of the Federation of Teachers' Associations
- Chair of the Education Committee of the Sangguniang Panlalawigan

Secondary Schools Selection Committee

- Two members from among the Schools Division secondary supervisors
- Two members from among the secondary school principals
- President of the Federation of Teachers' Associations
- Chair of the Education Committee of the Sangguniang Panlalawigan

7.2 Determination of Applicants to be Interviewed and Tested

The Division Selection Committee shall take the applicants' scores based on the evaluation of the Division Sub-Committee and then decide who among the

applicants have scores insufficient to have any chance of becoming part of the Schools Division registry of qualified applicants even if they score well in the interview and written test. Applicants with scores after the evaluation of Division Sub-Committee of 19 points or less (out of maximum of 60 points) shall be deemed to have little or no chances of making the Schools Division registry and should therefore be advised that they shall no longer be interviewed or tested. Note that even if these applicants score improbably at the top of the interviews and tests (with total points worth 40 points), their maximum scores will just be a total of 59 points which is not sufficient to meet the cut-off score of inclusion in the Schools Division registry of qualified applicants.

7.3 Interview and Testing of Applicants

Applicants with scores of 20 points and above shall be subject to interview and testing according to the following procedures:

A. Interview (maximum of 20 points)

The Division Selection Committee shall assign all applicants with scores of at least 20 points to the Division Sub-Committee for interview, with consideration that the workload for all sub-committees be as fairly distributed as possible.

Each sub-committee will then set dates for interviews of applicants assigned to it. Interviews will cover the applicant's oral communications skills, personality, potential and specialized training if any.

Each member of the sub-committee who is present during the interview is entitled to score the applicant being interviewed. (A suggested Scoring Sheet to be used by the Division Sub-Committee is shown in Annex C). The interview score of the applicant is the average of all the scores given by members of the sub-committee present during the actual interview.

All interview subjects shall be scored on the basis of 100 points to be allocated as follows:

Personality (maximum points 20)

- Appearance
- Voice and Speech
- Poise
- Alertness
- Self-confidence

Potential (maximum points 20)

- Ability to present ideas
- Judgment
- Emotional Stability
- Decisiveness
- Stress tolerance

Specialized Training and Skills (maximum points 20)

Each specialized training and skill such as: journalism, sports, music, theatre arts, etc., (supported with documents). At least one week training to be considered as specialized training; the skill to be validated by demonstration.

Demonstration Teaching (maximum points 30)

Basic ICT Skills (maximum points 10)

Knowledge in using Microsoft Office applications such as Word, Power- point and access to Internet

Scoring sheets of every sub-committee member shall be the basis of computing the total interview score of each applicant interviewed. The Division Sub-Committee shall submit to the Division Selection Committee the summary of all applicants interviewed together with the final interview score of each applicant (which is the simple average of the scores given by each sub-committee member present during the interview).

Once all interview scores of all applicants interviewed by the Division Sub-Committees have been submitted, the Division Selection Committee shall list all applicants interviewed according to their individual scores. Those applicants who scored among the top 25% of the whole group interviewed throughout the Schools Division shall each be given a score of 20 points to be added to their respective scores from the evaluation stage. The next lower 25% of applicants' interview scores shall each be assigned 15 points; the next lower 25% shall each be given 10 points and the last 25% shall each be given 5 points (Please refer to Annex D for an example showing this procedure to be followed by Division Selection Committee).

B. Written Test (maximum of 20 points)

The Chair of the Division Selection Committee shall personally supervise the preparation and assembly of the testing instrument that will be administered to the applicants of the Schools Division. The questions shall be contributed by the different Area Supervisors on their specific subject as well as the contributions or suggestions of members of the Division Selection Committee.

The written test will be administered to all applicants on the date and place set by the Division Selection Committee.

After scoring the results of the written test, the Division Selection Committee shall evaluate the result of the written test and assign the corresponding points for the scores of applicants. Applicants comprising the first upper 25% in terms of their test scores will each be given a score of 20 points. The next 25% will each be given 15 points, the next 25% will each be given 10 points and the bottom 25% will each be given 5 points. The same procedure shown in Annex D shall be followed.

7.4 Preparation and Issuance of the Division Registry of Qualified Applicants

The Division Selection Committee shall add the scores of all applicants from the evaluation stage, the interview and the written test. All applicants who scored a total of 60 points or more shall be considered qualified to be recommended by the School Selection Committee for appointment in accordance with the Localization Law. A Superintendent may decide to raise the cut-off score for determining which applicants are considered qualified for appointment in the Schools Division. Such an action may be prudent in cases where the number of qualified applicants above the 60 points cut-off score far exceeds the number of available vacancies in the Schools Division. Moreover, raising the cut-off score above 60 points will also facilitate moving up from the barangay to the municipality and city and eventually, to the province in the process of matching qualified applicants with available vacancies in the schools in a particular geographical area.

In cases where the Schools Division participates in the selection and contracting of locally hired teachers, those applicants within the minimum cut-off point of 60 points may be considered for priority recommendation to the local governments. In no case shall any Schools Division permit the appointment of any teacher applicants who have not undergone the evaluation and selection process prescribed herewith or who have undergone the process with scores below the cut-off score of 60 points.

The Division Selection Committee shall issue the registry of qualified applicants to include their names, their corresponding total scores from the selection and evaluation process and their respective barangay, municipality/city, and province of residence. The cut-off score used should be indicated. A copy of this registry shall be provided to every district and school of the Schools Division. For elementary schools, there will only be one list of qualified applicants. For secondary schools, there will be a list of qualified applicants for generalist teaching positions and separate lists for qualified applicants for English, Math, Physics, Chemistry, Physics and Biology. Vacancies in these subject specific areas shall be filled first by qualified applicants in these subject matter areas before others are considered.

8.0 **SCHOOL SELECTION COMMITTEE RECOMMENDATION OF QUALIFIED APPLICANTS**

8.1 Vacant Teacher I positions in public elementary or secondary schools shall be filled-up by appointment of qualified applicants recommended by the School Selection Committee from among those included in the registry for the school year who are bona fide residents of the locality where the vacancies exist, in the following order:

8.1.1 When the number of qualified applicants included in the registry who are bona fide residents of barangays of schools where there are vacancies fit the number of available vacancies, the respective School Selection Committee shall recommend the corresponding qualified residents for appointment. Failure to do so could expose the school head to the administrative penalties of the Localization Law. When there are more bona

vide residents of the barangays among the qualified applicants in the registry than there are vacancies in the schools of the same barangays, the School Selection Committee shall choose from among the qualified residents to recommend for appointment.

8.1.2 After the matching of the barangay residence of qualified applicants with the available vacancies in the schools of the same barangays, qualified applicants from one municipality or city shall be matched with vacancies in schools in the same municipality or city. If the number of qualified applicants is the same as the number of vacancies, the respective School Selection Committee shall recommend the corresponding qualified applicants for appointment. Failure to do so could expose them to the administrative penalties of the Localization Law. When there are more qualified applicants who are residents than there are vacancies, the School Selection Committee may choose from among the qualified residents those to be recommended for appointment.

8.1.3 After the matching of the municipality or city residence of qualified applicants with available vacancies in the schools of the municipality or city, qualified applicants from a province shall be matched with available vacancies in schools of the same province.

8.1.4 Only qualified applicant for that subject area shall fill vacancies in a specific subject area at the secondary school level before the residence of the qualified applicant is considered. The School Selection Committee may choose qualified applicants from other subject areas to fill the position only if there is no available qualified applicant with the preferred subject area of specialization.

8.2 Recommendations by the School Selection Committee for the appointment of qualified applicants to be sent to the Division Office should be signed by all the Committee members.

9.0 **GRIEVANCE AND PROTEST PROCEDURES**

Aggrieved qualified applicants whose names appear in the registry of the Schools Division offices shall have the right to protest the appointment of a teacher in a public elementary or secondary school, as provided in the second paragraph of Section 1, R.A. No. 8190.

The protest, which shall be subscribed and sworn to in the form of a letter-complaint in three (3) copies, shall be filed with the regional office concerned within ninety days from the issuance of the appointment.

The Regional Director shall, upon receipt of the complaint, furnish the appointing authority with the copy of the complaint within seventy-two (72) hours. The appointing authority shall have fifteen (15) days to answer the allegations thereof, furnishing the complainant a copy. The complainant shall have fifteen (15) days to submit or refute the reply of the appointing authority.

On the basis of the reply of the complainant and respondent, the Regional Director shall have fifteen (15) days to make the decision which shall be the final decision as far as DepED is concerned. Any appeal will be referred to the Civil Service Commission (CSC).

10.0 MONITORING OF DIVISION COMPLIANCE

The Regional Office shall assess the preparations of each Schools Division relative to their implementation of these guidelines. Such assessment will cover the following areas: extent of dissemination and discussion of these guidelines with school heads, teachers, district supervisors and Schools Division staff; preparation of schools to receive, acknowledge and endorse applications; organization of Division Sub-committees and Selection Committees; briefing and orientation of members of these committees regarding their roles and functions; and preparation of scoring sheets, interview guides and tests of applicants; extent of briefing and information sharing with local governments and other local stakeholders with an interest in teacher hiring.

Regional Offices will rate each Schools Division as to the readiness to implement the guidelines and provide feedback to those Schools Divisions with observed gaps or shortcomings.

After the first round of implementation of these guidelines prior to the start of school year 2005-2006, Regional Offices shall render a report on the observations, both positive and negative, in actual Schools Division practices in implementing these guidelines. Such a report shall be submitted no later than end of July 2005.

11.0 REPEALING CLAUSE

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

12.0 SANCTIONS

Anyone who is found guilty of violating these guidelines or parts thereof shall be administratively dealt with.

13.0 EFFECTIVITY

The guidelines and criteria provided in this Order shall take effect immediately.

**LIST OF ACCREDITED SCHOOLS BY ACCREDITATION LEVEL
AS OF DECEMBER 2003**

PRIVATE TERTIARY INSTITUTIONS

REGION	NAME OF SCHOOL	PROGRAMS/LEVEL	
		TERTIARY	GRADUATE
I	COMPUTRONIX COLLEGE 2400 Dagupan City	I	
I	DIVINE WORD COLLEGE OF LAOAG 2900 Laoag City	II	
I	DIVINE WORD COLLEGE OF VIGAN San Fernando City, 2500 La Union	II	
I	LUZON COLLEGES San Fernando City, 2500 La Union	II	
I	LYCEUM NORTHWESTERN UNIVERSITY 2400 Dagupan City	II	
I	NORTHERN CHRISTIAN COLLEGE 2900 Laoag City	II	II
I	NORTHERN LUZON ADVENTIST COLLEGE Sison, 2434 Pangasinan	II	
I	NORTHWESTERN UNIVERSITY 2900 Laoag City	II	II
I	PANGASINAN COLLEGES OF SCIENCE & TECHNOLOGY 2428 Urdaneta City	II	
I	ST. LOUIS COLLEGE San Fernando City, 2500 La Union	III	
I	UNION CHRISTIAN COLLEGE San Fernando City, 2500 La Union	II	
I	UNIVERSITY OF LUZON 2400 Dagupan City	II	
I	VIRGEN MILAGROSA UNIVERSITY FOUNDATION San Carlos City, 2420 Pangasinan	II	
II	ALDERSGATE COLLEGE Solano, 3709 Nueva Vizcaya	II	I
II	CAGAYAN COLLEGES-TUGUEGARAO 3500 Tuguegarao City	II	I
II	GENERAL DE JESUS COLLEGE 3106 San Isidro, Nueva Ecija	I	
II	LYCEUM OF APARRI Aparri, 3515 Cagayan	II	
II	NORTHEASTERN COLLEGE Santiago City, 3311 Isabela	I	
II	OUR LADY OF THE PILLAR COLLEGE Cauayan City, 3305 Isabela	II	
II	ST. FERDINAND COLLEGE Ilagan, 3300 Isabela	I	
II	ST. MARY'S UNIVERSITY Bayombong, 3700 Nueva Vizcaya	III	I
II	ST. PAUL UNIVERSITY 3500 Tuguegarao City	III	I
II	UNIVERSITY OF LA SALLETTE Santiago City, 3311 Isabela	III	
II	UNIVERSITY OF ST. LOUIS 3500 Tuguegarao City	III	I
III	ANGELES UNIVERSITY FOUNDATION 2009 Angeles City	II	

LIST OF ACCREDITED SCHOOLS BY ACCREDITATION LEVEL
AS OF DECEMBER 2003

PRIVATE TERTIARY INSTITUTIONS

REGION	NAME OF SCHOOL	PROGRAMS/LEVEL	
		TERTIARY	GRADUATE
III	BALIUAG UNIVERSITY Baliuag, 3006 Bulacan	III	II
III	CENTRO ESCOLAR UNIVERSITY Malolos, 3000 Bulacan	II	
III	COLLEGE OF THE IMMACULATE CONCEPTION 3100 Cabanatuan City	II	
III	HOLY ANGEL UNIVERSITY 2009 Angeles City	II	
III	REPUBLIC CENTRAL COLLEGES 2009 Angeles City	II	
III	ST. MARY'S COLLEGE Meycauayan, 3020 Bulacan	I	
III	TOMAS DEL ROSARIO COLLEGE 2100 Balanga, Bataan	I	
III	UNIVERSITY OF REGINA CARMELI Malolos, 3000 Bulacan	II	I
III	UNIVERSITY OF THE ASSUMPTION 2000 San Fernando City, Pampanga	II	
III	WESLEYAN UNIVERSITY-PHILIPPINES 3100 Cabanatuan City	III	II
IV	ADVENTIST INTERNATIONAL INSTITUTE OF ADVANCED STUDIES Silang, 4118 Cavite		II
IV	ADVENTIST UNIVERSITY OF THE PHILIPPINES Silang, 4118 Cavite	II	II
IV	COLEGIO DE SAN JUAN DE LETRAN-CALAMBA 4027 Calamba City	I	
IV	DE LA SALLE UNIVERSITY-DASMARIÑAS Dasmariñas, 4114 Cavite	II	
IV	DIVINE WORD COLLEGE OF CALAPAN 5200 Calapan City	II	
IV	HARRIS MEMORIAL COLLEGE Taytay, 1920 Rizal	II	
IV	LUCENA COLLEGE 4000 San Pablo City	II	
IV	MANUEL S. ENVERGA UNIVERSITY FOUNDATION 4310 Lucena City	III	II
IV	SACRED HEART COLLEGE 4301 Lucena	II	
IV	SAN PABLO COLLEGE 4000 San Pablo City	II	
IV	SAINT MICHAEL'S COLLEGE OF LAGUNA Biñan, 4024 Laguna	II	
IV	UNIVERSITY OF BATANGAS 4200 Batangas City	II	
IV	UNIVERSITY OF PERPETUAL HELP SYSTEM, LAGUNA Biñan, 4024 Laguna	II	II
V	AQUINAS UNIVERSITY 4500 Legazpi City	II	
V	ATENEO DE NAGA UNIVERSITY 4400 Naga City	II	

**LIST OF ACCREDITED SCHOOLS BY ACCREDITATION LEVEL
AS OF DECEMBER 2003**

STATE TERTIARY INSTITUTIONS

NAME OF SCHOOL	PROGRAMS/LEVEL	
	TERTIARY	GRADUATE
BICOL COLLEGE Daraga, 4501 Albay	II	I
DIVINE WORD COLLEGE OF LEGAZPI 4500 Legazpi City	I	
NAGA COLLEGE FOUNDATION 4400 Naga City	I	
ST. LOUISE DE MARILLAC COLLEGE 4700 Sorsogon City	I	
UNIVERSIDAD DE STA. ISABEL 4400 Naga City	II	
UNIVERSITY OF NORTHEASTERN PHILIPPINES 4431 Iriga City	II	
UNIVERSITY OF NUEVA CACERES 4400 Naga City	II	
UNIVERSITY OF SAINT ANTHONY 4431 Iriga City	II	I
CENTRAL PHILIPPINE UNIVERSITY 5000 Iloilo City	II	II
COLEGIO DE SAN JOSE 5000 Iloilo City	II	
COLEGIO DEL SAGRADO CORAZON DE JESUS 5000 Iloilo City	I	
COLEGIO SAN AGUSTIN-BACOLOD 6100 Bacolod City	II	
FILAMER CHRISTIAN COLLEGE 5800 Roxas City	II	
LA CONSOLACION COLLEGE 6100 Bacolod City	I	
ST. ANTHONY'S COLLEGE 5700 Antique	II	
UNIVERSITY OF ILOILO 5000 Iloilo City	II	
UNIVERSITY OF SAN AGUSTIN 5000 Iloilo City	III	I
UNIVERSITY OF ST. LA SALLE 6100 Bacolod City	III	
WEST NEGROS COLLEGE 6100 Bacolod City	II	
FOUNDATION UNIVERSITY 6200 Dumaguete City	II	
HOLY NAME UNIVERSITY 6300 Tagbilaran City	III	
SOUTHWESTERN UNIVERSITY 6000 Cebu City	II	
ST. THERESA'S COLLEGE 6000 Cebu City	II	
SILLIMAN UNIVERSITY 6200 Dumaguete City	III	II
ST. PAUL COLLEGE OF DUMAGUETE 6200 Dumaguete City	III	

LIST OF ACCREDITED SCHOOLS BY ACCREDITATION LEVEL
AS OF DECEMBER 2003

PRIVATE TERTIARY INSTITUTIONS

REGION	NAME OF SCHOOL	PROGRAMS/LEVEL	
		TERTIARY	GRADUATE
VII	UNIVERSITY OF BOHOL 6300 Tagbilaran City	II	
VII	UNIVERSITY OF CEBU 6000 Cebu City	II	
VII	UNIVERSITY OF SAN CARLOS 6000 Cebu City	III	II
VII	UNIVERSITY OF SAN JOSE-RECOLETOS 6000 Cebu City	III	
VII	UNIVERSITY OF THE VISAYAS 6000 Cebu City	III	
IX	ATENEO DE ZAMBOANGA UNIVERSITY 7000 Zamboanga	III	I
IX	CAPITOL UNIVERSITY 9000 Cagayan de Oro City		II
IX	ZAMBOANGA A.E. COLLEGES 7000 Zamboanga City	II	II
X	CAGAYAN CAPITOL COLLEGE 9000 Cagayan de Oro City	II	
X	CAGAYAN DE ORO COLLEGE 9000 Cagayan de Oro City	I	I
X	IMMACULATE CONCEPTION COLLEGE-LA SALLE 7200 Ozamis City	II	
X	LICEO DE CAGAYAN UNIVERSITY 9000 Cagayan de Oro City	II	
X	LOURDES COLLEGE 9000 Cagayan de Oro City	II	
X	MISAMIS UNIVERSITY 7200 Ozamis City	I	
X	MOUNTAIN VIEW COLLEGE Valencia, 8709 Bukidnon	II	
X	XAVIER UNIVERSITY 9000 Cagayan de Oro City	III	
XI	ASSUMPTION COLLEGE OF NABUNTURAN 8106 Nabunturan, Compostela Valley	II	
XI	ATENEO DE DAVAO UNIVERSITY 8000 Davao City	III	
XI	BROKENSHIRE COLLEGE 8000 Davao City	II	
XI	COR JESU COLLEGE 8002 Digos City	II	
XI	HOLY CROSS OF DAVAO COLLEGE 8000 Davao City	II	
XI	RIZAL MEMORIAL COLLEGES 8000 Davao City	II	I
XI	ST. MARY'S COLLEGE 8100 Tagum City	II	
XI	SOUTH PHILIPPINE ADVENTIST COLLEGE 8002 Digos City, Davao del Sur	i	
XI	UNIVERSITY OF MINDANAO 8000 Davao City	II	

**LIST OF ACCREDITED SCHOOLS BY ACCREDITATION LEVEL
AS OF DECEMBER 2003**

PRIVATE TERTIARY INSTITUTIONS

REGION	NAME OF SCHOOL	PROGRAMS/LEVEL	
		TERTIARY	GRADUATE
XI	UNIVERSITY OF MINDANAO 8100 Tagum City	II	
XI	UNIVERSITY OF THE IMMACULATE CONCEPTION 8000 Davao City	III	
XII	ILIGAN MEDICAL CENTER COLLEGE 9200 Iligan City	I	
XII	NOTRE DAME OF DADIANGAS COLLEGE 9500 General Santos City	III	
XII	NOTRE DAME OF KIDAPAWAN COLLEGE 9400 Kidapawan City	II	
XII	NOTRE DAME OF MARBEL UNIVERSITY 9506 Koronadal City	III	
XII	NOTRE DAME OF MIDSAYAP COLLEGE Midsayap, 9410 North Cotabato	II	
XII	NOTRE DAME UNIVERSITY 9600 Cotabato City	II	
XII	SOUTHERN BAPTIST COLLEGE M'lang, 9402 North Cotabato	II	
XII	SOUTHERN CHRISTIAN COLLEGE Midsayap, 9410 North Cotabato	II	
XII	ST. MICHAEL'S COLLEGE 9200 Iligan City	II	
NCR	ADAMSON UNIVERSITY 900 San Marcelino Street, Manila	II	
NCR	ASSUMPTION COLLEGE San Lorenzo Village, 1223 Makati City	III	
NCR	ATENEO DE MANILA UNIVERSITY Loyola Heights, 1108 Quezon City	III	
NCR	CENTRAL COLLEGES OF THE PHILIPPINES Aurora Boulevard, Quezon City	II	
NCR	CENTRO ESCOLAR UNIVERSITY Mendiola St., Manila	III	
NCR	CONCORDIA COLLEGE Pedro Gil Street, Manila	II	
NCR	DE LA SALLE UNIVERISTY Taft Avenue, Manila	IV	
NCR	FAR EASTERN UNIVERSITY Nicanor Reyes St., Manila	II	
NCR	GREGORIO ARANETA UNIVERSITY FOUNDATION Malabon City	II	
NCR	JOSE RIZAL UNIVERSITY Shaw Blvd., 1552 Mandaluyong City	III	
NCR	MANILA CENTRAL UNIVERSITY EDSA, 1400 Kalookan City		II
NCR	MANUEL L. QUEZON UNIVERSITY Quiapo, 1001 Manila	II	
NCR	MIRIAM COLLEGE FOUNDATION Loyola Heights, 1108 Quezon City	III	
NCR	NATIONAL TEACHERS COLLEGE Quiapo, 1001 Manila	II	I

LIST OF ACCREDITED SCHOOLS BY ACCREDITATION LEVEL
AS OF DECEMBER 2003

PRIVATE TERTIARY INSTITUTIONS

REGION	NAME OF SCHOOL	PROGRAMS/LEVEL	
		TERTIARY	GRADUATE
NCR	NEW ERA UNIVERSITY Diliman, 1128 Quezon City	II	II
NCR	OUR LADY OF FATIMA UNIVERSITY Valenzuela City		I
NCR	PHILIPPINE CHRISTIAN UNIVERSITY Taft Avenue, Manila	III	II
NCR	PHILIPPINE WOMEN'S UNIVERSITY Taft Avenue, Manila	II	
NCR	ST. JOSEPH'S COLLEGE E. Rodriguez Sr. Blvd., Quezon City	III	
NCR	ST. SCHOLASTICA'S COLLEGE Leon Guinto St., Malate, Manila	III	
NCR	STA. ISABEL COLLEGE Taft Avenue, Manila	II	
NCR	TRINITY COLLEGE OF QUEZON CITY Cathedral Heights, Quezon City	II	II
NCR	UNIVERSITY OF ASIA AND THE PACIFIC Ortigas Center, Pasig City		II
NCR	UNIVERSITY OF SANTO TOMAS España, Sampaloc, Manila	II	II
NCR	UNIVERSITY OF PERPETUAL HELP OF RIZAL Pamplona, Las Piñas City	II	
CAR	BAGUIO CENTRAL UNIVERSITY 2600 Baguio City	I	
CAR	BAGUIO COLLEGES FOUNDATION 2600 Baguio City	II	
CAR	DIVINE WORD COLLEGE OF BANGUED 2800 Bangued, Abra	II	
CAR	ST. LOUIS UNIVERSITY 2600 Baguio City	II	
CAR	UNIVERSITY OF BAGUIO 2600 Baguio City	II	
ARMM	NOTRE DAME OF JOLO COLLEGE Jolo, 7400 Sulu	II	
ARAGA	SAN NICOLAS COLLEGE 8400 Surigao City	II	
ARAGA	URIOS COLLEGE 8600 Butuan City		I

Source: Federation of Accrediting Agencies of the Philippines 2003 Directoty (Addendum)
Federation of Accrediting Agencies of the Philippines 2002-2003 Directoty

(FAAP)

(FAAP)

**LIST OF DULY ACCREDITED SCHOOLS BY REGION,
BY LEVEL OF ACCREDITATION**

STATE COLLEGES AND UNIVERSITIES

REGION I

Level I

Don Mariano Marcos Memorial State University (DMMMSU)
San Fernando City Campus, La Union

Ilocos Sur Polytechnic State College (ISPSC)
Tagudin Campus, Ilocos Sur

Level II

Don Mariano Marcos Mem. State University (DMMMSU)
Bacnotan Campus, La Union

Don Mariano Marcos Mem. State University (DMMMSU)
Agoo Campus, La Union

Mariano Marcos State University (MMSU)
Laoag City Campus, Ilocos Norte

Pangasinan State University (PSU)
Bayambang Campus, Pangasinan

University of Northern Philippines (UNIP)
Vigan City Campus, Ilocos Sur

REGION II

Level I

Cagayan State University (CSU)
Piat Campus, Cagayan

Cagayan State University (CSU)
Aparri Campus, Cagayan

Cagayan State University (CSU)
Lallo Campus, Cagayan

Cagayan State University (CSU)
Sanchez-Mira Campus, Cagayan

Level II

Cagayan State University (CSU)
Tuguegarao City Campus, Cagayan

Isabela State University (ISU)
Echague Campus, Isabela

Isabela State University (ISU)
Cabagan Campus, Isabela

Nueva Vizcaya State Institute of Technology (NVSIT)
Bayombong Campus, Nueva Vizcaya

Nueva Vizcaya State Polytechnic College (NVSPC)
Bambang Campus, Nueva Vizcaya

REGION III

Level I

Bulacan State University (BSU)
Bustos Campus, Bulacan

Pampanga Agricultural College (PAC)
Magalang Campus, Pampanga

Ramon Magsaysay Technological University (RMTU)
Iba Campus, Zambales

Ramon Magsaysay Technological University (RMTU)
Botolan Campus, Zambales

Ramon Magsaysay Technological University (RMTU)
San Marcelino Campus, Zambales

Level II

Bulacan State University (BSU)
Malolos City Campus, Bulacan

Central Luzon State University (CLSU)
Science City of Muñoz Campus, Nueva Ecija

Don Honorio Ventura College of Arts and Trades (DHVCAT)
Bacolor Campus, Pampanga

Nueva Ecija Univ. of Science & Tech. (NEUST)
Cabanatuan City Campus, Nueva Ecija

Pampanga Agricultural College (PAC)
Magalang Campus, Pampanga

Tarlac College of Agriculture (TCA)
Camiling Campus, Tarlac

Tarlac State University (TSU)
Tarlac City Campus, Tarlac

REGION IV-A

Level I

Batangas State University (BSU)
Nasugbu Campus, Batangas

Laguna State Polytechnic College (LSPC)
Siniloan Campus, Laguna

Laguna State Polytechnic College (LSPC)
San Pablo City Campus, Laguna

Laguna State Polytechnic College (LSPC)
Santa Cruz Campus, Laguna

Laguna State Polytechnic College (LSPC)
Los Baños Campus, Laguna

Lipa City Public College (LCPC)
Lipa City, Batangas

Technological University of the Philippines (TUP)
Dasmariñas Campus, Cavite

Level II

Batangas State University (BSU)
Batangas City Campus, Batangas

Cavite State University (CSU)
Indang Campus, Cavite

Southern Luzon Polytechnic College
Lucban Campus, Quezon

University of Rizal System (URS)
Tanay Campus, Rizal

University of Rizal System (URS)
Morong Campus, Rizal

REGION IV-B

Level I

Marinduque State College (MSC)
Boac Campus, Marinduque

Mondoro State College of Agriculture and Technology (MinSCAT)
Victoria Campus, Oriental Mindoro

Level II

Palawan State University (PSU)
Puerto Princesa City Campus, Palawan

State Polytechnic College of Palawan (SPCP)
Aborlan Campus, Palawan

REGION V

Level I

Camarines Norte State College (CNSC)
Daet Campus, Camarines Norte

Camarines Sur Polytechnic Colleges
Naga City Campus, Camarines Sur

Sorsogon State College (SSC)
Sorsogon City Campus, Sorsogon

Level II

Bicol University (BU)
Legaspi City Campus, Albay

Bicol University (BU)
Daraga Campus, Albay

Camarines Sur State Agric. College (CSSAC)
Pili Campus, Camarines Sur

Catanduanes State College (CSC)
Virac Campus, Catanduanes

Partido State University (PSU)
Goa Campus, Camarines Sur

REGION VI

Level I

Northern Iloilo Polytechnic State College (NIPSC)
Barotac Viejo Campus, Iloilo

Level II

Aklan State University (ASU)
Banga Campus, Aklan

Carlos Hilado Mem. State College (CHMSC)
Talisay City Campus, Negros Occidental

Iloilo State College of Fisheries (ISCCF)
Barotac Nuevo Campus, Iloilo

La Carlota City College (LCCC)
La Carlota City, Negros Occidental

Northern Iloilo Polytechnic State College (NIPSC)
Estancia Campus, Iloilo

Panay State Polytechnic College (PSPC)
Mambusao Campus, Capiz

Panay State Polytechnic College (PSPC)
Pontivedra Campus, Capiz

Polytechnic State College of Antique (PSCA)
Sibalom Campus, Antique

Western Visayas College of Science & Tech. (WVCST)
Iloilo City Campus, Iloilo

West Visayas State University (WVSU)
Iloilo City Campus, Iloilo

REGION VII

Level II

Cebu Normal University (CNU)
Cebu City

Cebu State College of Science & Tech. (CSCST)
Cebu City Campus

Central Visayas Polytechnic College (CVPC)
Dumaguete City Campus, Negros Oriental

REGION VIII

Level I

Southern Leyte State College of Science and Technology (SLSCST)
Sogod Campus, Southern Leyte

Level II

Eastern Samar State College (ESSC)
Borongan Campus, Eastern Samar

Eastern Samar State College (ESSC)
Salcedo Campus, Eastern Samar

Leyte Institute of Technology (LIT)
Tacloban City Campus, Leyte

Leyte Normal University (LNU)
Tacloban City, Leyte

Leyte State University (LSU)
Baybay Campus, Leyte

Naval Institute of Technology (NIT)
Naval Campus, Biliran

Polompon Inst. Of Technology (PIT)
Palompon Campus, Leyte

Samar State Polytechnic College (SSPC)
Catbalogan Campus, Western Samar

Tiburcio Tancinco Mem. Inst. Of Science & Tech. (TTMIST)
Calbayog City Campus, Western Samar

Tomas Oppus Normal College (TONC)
Tomas Oppus. Southern Leyte

University of Eastern Phil. (UEP)
Catarman Campus, Northern Samar

REGION IX

Level I

Western Mindanao State University (WMSU)
Zamboanga City

REGION X

Level II

Bukidnon State College (BSC)
Malaybalay City Campus, Bukidnon

Central Mindanao University (CMU)
Musuan Campus, Bukidnon

Mindanao Polytechnic State College (MPSC)
Cagayan de Oro City, Misamis Oriental

Misamis Oriental State College of Agri. and Tech. (MOSCAT)
Claveria, Misamis Oriental;

Mindanao State University-Iligan Inst. Of Technology
Iligan City Campus, Lanao del Norte

REGION XI

Level I

University of Southeastern Philippines (USEP)
Obrero Campus, Davao City

University of Southeastern Philippines (USEP)
Tagum City Campus, Davao City

University of Southeastern Philippines (USEP)
Mabini Campus, Davao City

Level II

Davao Oriental State College of Science & Technology (DOSCST)
Mati, Davao Oriental

REGION XII

Level I

Mindanao State University (MCSU)
General Santos City Campus, South Cotabato

Cotabato Foundation College of Science and Technology (CFCST)
Arakan Campus, North Cotabato

Sultan Kudarat Polytechnic State College (SKPSC)
ACCESS Campus, Tacurong City, Sultan Kudarat

Level II

Cotabato Foundation College of Science and Technology (CFCST)
Arakan Campus, North Cotabato

University of Southern Mindanao (USM)
Kabacan, North Cotabato

CORDILLERA ADMINISTRATIVE REGION

Level I

Abra State Institute of Science and Technology (ASIST)
Lagangilang Campus, Abra

Ifugao State College of Agriculture and Forestry (ISCAF)
Lamut Campus, Ifugao

Level II

Benguet State University (BSU)
La Trinidad, Benguet

Mountain Province State Polytechnic College (MPSPC)
Bontoc Campus, Mountain Province

Mountain Province State Polytechnic College (MPSPC)
Tadian Campus, Mountain Province

NATIONAL CAPITAL REGION

Level I

Polytechnic University of the Philippines (PUP)
Sta. Mesa Campus, Manila

Level II

Eulogio "Amang" Rodriguez Institute of Science & Technology (EARIST)
Sampaloc Campus, Manila

Philippine Normal University (PNU)
Taft Avenue Campus, Manila

Polytechnic University of the Philippines (PUP)
Sta. Mesa, Manila

Rizal Technological University (RTU)
Boni Avenue Campus, Mandaluyong City

Technological University of the Phill. (TUP)
Ayala Street Campus, Manila

CARAGA

Level I

Northern Mindanao State Institute of Science and Technology (NORMISIST)
Butuan City Campus, Agusan del Norte

Philippine Normal University (PNU)
Prosperidad Campus, Agusan del Sur

AUTONOMOUS REGION OF MUSLIM MINDANAO

Level II

Mindanao State University (MSU)
Marawi City Campus, Lanao del Sur

Source: Certified List of Accredited (Level I and Level II) Teacher Education
Programs Assessed by Accrediting Agency of Chartered Colleges
and Universities (AACCUP)
as of March 31, 2004

SCHOOLS DIVISION SUB-COMMITTEE
Scoring Sheet for Interview for Teacher I Position

NAME OF CANDIDATE	PERSONALITY (20 points)					POTENTIAL (20 points)				SPECIALIZED TRAINING AND SKILLS (20 points)	DEMONSTRATION TEACHING (30 points)	BASIC ICT SKILLS (10 points)	TOTAL	
	Appearance (4 points)	Voice and Speech (4 points)	Poise (4 points)	Alertness (4 points)	Self-Confidence (4 points)	Ability to present ideas (4 points)	Judgment (4 points)	Emotional Stability (4 points)	Decisiveness (4 points)					Stress Tolerance (4 points)

Rated by:

Name and Signature
Sub-Committee Member

Date: _____

Annex D

**Example of Procedure for Scoring All Applicants
Based on Their Quartile Ranking**

Name of Applicant	Interview Score Submitted by Division Sub-Committee*	Quartile Ranking	Final Score
Applicant A	92	Top 25%	20
Applicant B	90		20
Applicant C	88		20
Applicant D	85		20
Applicant E	80	Second 25%	15
Applicant F	79		15
Applicant G	75		15
Applicant H	72		15
Applicant I	69	Third 25%	10
Applicant J	68		10
Applicant K	65		10
Applicant L	64		10
Applicant M	63	Lower 25%	5
Applicant N	60		5
Applicant O	55		5
Applicant P	52		5

* simple average of the scores given by each sub-committee member

Annex D

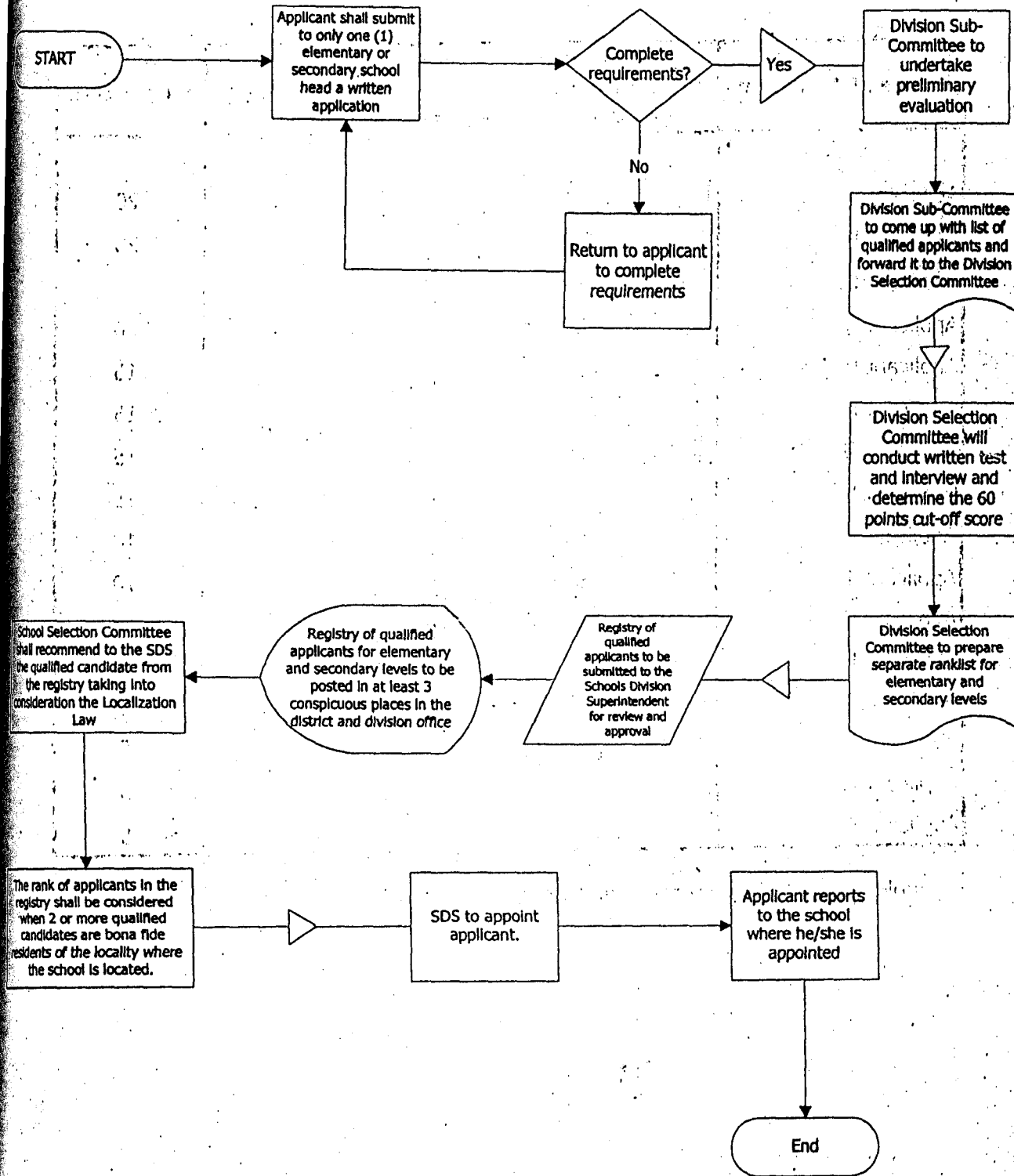
**Example of Procedure for Scoring All Applicants
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Applicant G	75		15
Applicant H	72		15
Applicant I	69	Third 25%	10
Applicant J	68		10
Applicant K	65		10
Applicant L	64		10
Applicant M	63	Lower 25%	5
Applicant N	60		5
Applicant O	55		5
Applicant P	52		5

* simple average of the scores given by each sub-committee member

GUIDELINES ON RECRUITMENT, EVALUATION, SELECTION AND APPOINTMENT OF TEACHERS IN PUBLIC SCHOOLS

Recruitment Procedures





REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
Dep Ed Complex, Meralco Ave., Pasig City, Philippines



Direct line: 633-7203
Fax: 631-8492
Trunkline: 632-1361 to 71 Loc 2302/20C
Email address: rcbacani@deped.gov.ph
Website: <http://www.deped.gov.ph>

Anggapan ng Pangalawang Kalihim
Office of the Undersecretary

JUN 1 0 2005

MEMORANDUM

To : Regional Directors
Schools Division Superintendents

The guidelines for the hiring of new teachers to fill vacant Teacher I positions in the various public elementary and secondary schools throughout the country have been promulgated under DepED Order No. 16, s. 2005.

In this connection, Section 7.4 - "*Preparation and Issuance of the Division Registry of Qualified Applicants*" thereof allows a Superintendent to raise the cut-off score of 60 points in cases where the number of qualified applicants who obtained scores above the 60 points cut-off far exceed the number of available vacancies in the Schools Division.

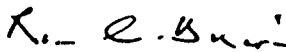
We also provided therein that no Schools Division Superintendent shall appoint teacher applicants who have not undergone the evaluation and selection process or who have undergone the process but scored below the cut-off score of 60 points. However, we have received reports from some divisions that there are many applicants who fail to score at least 60 points in the final evaluation and therefore the number of applicants who are included in the Registry of Qualified Applicants is less than the number of positions to be filled. As a consequence, some division offices may not be able to fill up all vacant teacher positions despite the fact that teachers are needed in schools with critical shortages.

In view hereof, when all of those who have been included in the regular Registry of Qualified Applicants who obtained 60 or more points have all been appointed and assigned to their respective stations and there are still positions to be filled, the Superintendent may, in the exercise of sound judgment, look at the next listing of applicants who obtained the 20 or more points during the first evaluation by the Division Sub-Committee but did not get the 60 points cut-off score who may be considered for appointment. Initially, those who scored 50-59 should be considered, then those who scored 40-49 and so on. The same process in dealing with the Localization Law used for matching those in the Registry with the available positions in the schools should also be applied.

In the process of matching qualified applicants with all the existing vacancies in the schools in a particular locality, compliance with the requirements of the Localization Law should always be of prime consideration in all of the above actions, which actually allows the moving up from the barangay to the municipality and city and eventually to the province.

In addition, the rounding-off of all scores from 0.5 to the nearest number is allowed.

Please be guided accordingly.


RAMON C. BACANI
Undersecretary
Officer-In-Charge