



Republic of the Philippines  
**Department of Education**

DepEd ORDER  
No. **27**, s. 2014

12 MAY 2014

**CORRIGENDUM TO DEPED ORDER 53 s. 2013  
ON THE IMPLEMENTATION OF THE DEPED RATIONALIZATION PLAN**

To: Undersecretaries  
Assistant Secretaries  
Regional Directors  
Schools Division Superintendents  
Directors of Bureaus, Services, Centers and Heads of Units  
All Others Concerned

1. The Civil Service Commission (CSC) released Memorandum Circular (MC) No. 03 s.2014 dated 06 February 2014 on the *Clarification on the Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plans of Agencies*.
2. **In view of CSC's clarifications on Placement Guidelines, this DepED Order is being issued to adjust relevant provisions of DepED's Placement Guidelines in DepED Order 53 s.2013 to align with CSC MC No.3. s.2014; and guide the application of the said CSC memorandum circular to the Placement of DepED Personnel to the approved Rationalized Staffing Pattern.**
3. As such, specific provisions in the CSC MC No. 3 s.2014 shall be followed:
  - a. **Placement to the same or comparable position.** "Positions may be considered comparable if they belong to the same occupational grouping and the duties and responsibilities of the positions are similar and/or related to each other. These positions **may be a grade higher** than that of the old position."  
*This provision is an amendment to the current ruling in DepED Order No. 53 s. 2013 Section V item no. 3 of allowing placement to a comparable position that is within three salary grades higher.*
  - b. Definition of affected personnel. Personnel in situations stipulated in item nos. 2 and 4 are declared as affected personnel of the DepED Rationalization Program:
    - b.1. Item no. 2: In the event that the number of incumbents exceeds the number of retained positions in the approved rationalized staffing pattern and that these employees could "not be placed in the same or comparable position in other units which match their skills and competencies" ;

b.2. Item no. 4: “incumbents to positions with functions which have been declared redundant or non-core services/activities of the units/agencies in the department/agencies and could no longer be accommodated in the agency’s approved staffing pattern are also considered ‘Affected Personnel’”;

c. Item 3 of the CSC MC No. 03 s. 2014 also stipulates that affected personnel who have been “placed to the same or comparable position as a result of the rationalization may also vie for promotion to higher position subject to the existing QS, using the results of their latest performance ratings”;

4. The following reminders and additional guidelines are herewith provided:

a. All affected employees for placement to the same or comparable position should be **properly rated following the Placement Criteria per DepED Order No. 53, s. 2013**. It should be noted that the main determinant of “best fit” to a position is the employee’s technical competence vis-à-vis the requirements of the position.

b. In reference to the distribution of points on Psychosocial Attributes and Personality Traits criteria for Placement, a reallocation is provided as follows:

Criteria	Distribution of points per position level					
	3 <sup>rd</sup> level		2 <sup>nd</sup> level		1 <sup>st</sup> level	
	<i>from</i>	<i>to</i>	<i>from</i>	<i>to</i>	<i>from</i>	<i>to</i>
<i>Honesty and Integrity</i>	4	<b>4</b>	4	<b>4</b>	5	<b>4</b>
<i>High Motivation</i>	3	<b>3</b>	3	<b>3</b>	3	<b>3</b>
<b>Potential: Self-Management &amp; Personal Effectiveness</b>						
▪ Communication Skills	2	<b>3</b>	2	<b>2</b>	3	<b>3</b>
▪ Ability to present ideas	4	<b>3</b>	3	<b>3</b>	1	<b>1</b>
▪ Alertness	1	<b>1</b>	2	<b>2</b>	5	<b>5</b>
▪ Judgment	3	<b>3</b>	2	<b>2</b>	2	<b>3</b>
▪ Leadership ability	3	<b>3</b>	2	<b>3</b>	1	<b>1</b>
<b>Psychosocial attributes:</b>						
▪ Human Relations	2	<b>3</b>	3	<b>3</b>	3	<b>3</b>
▪ Decisiveness	2	<b>3</b>	2	<b>3</b>	2	<b>2</b>
▪ Stress tolerance	2	<b>2</b>	2	<b>2</b>	2	<b>2</b>
<i>Work Standards</i>	2	<b>2</b>	3	<b>3</b>	3	<b>3</b>

c. The Placement Team **may call for an interview, or request documents** from the candidate only if there is a necessity to obtain additional information regarding the candidate. The personnel section shall assist the Placement Team for this purpose.

d. While the submission to the appointing authority is a Rank List of Candidates, the suitable candidate for placement should have attained a rating of **85 or higher**.

e. In determining the office assignment of the employees whose items shall be converted to Co-Terminus to the Incumbent (CTI) status, the same criteria as that of placement shall be followed.

5. Furthermore, Item 5.3 of the CSC MC No. 3 s.2014 on the status of personnel holding medical and/or allied medical items is not applicable to DepED.

The Department of Budget and Management (DBM)'s approval of the DepED RP dated 15 November 2013 states that DepED school health and nutrition personnel holding medical/allied medical items who cannot be accommodated in the approved staffing pattern but choose to remain in government service shall be *"transferred only to DepEd-supervised priority schools to cater to the needs of the school children, if they will not opt to retire/be separated. Notwithstanding this arrangement, in the exigency of the service, the medical/allied medical personnel concerned could be required by their supervisors to provide health-related services to other schools near to where they are reassigned"*. (copy of the letter from DBM attached)

6. Enclosed in this order are the following documents:
  - a. Criteria for Placement with the revised allocation of points
  - b. CSC Memorandum Circular No. 03 s. 2014 on *Clarification on the Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plans of Agencies*;
  - c. Letter from DBM Undersecretary Laura Pascua dated April 01, 2014 on the clarification of the application of CSC MC 3 s.2014 relative to the school health and nutrition personnel of DepEd
  
7. Immediate dissemination of and compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:

As stated

Reference:

DepEd Order No. 53, s. 2013

DepEd Memorandum: (No. 271, s. 2011); 224, s. 2011; 451 and 469, s. 2004

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

BUREAU S & OFFICES  
EMPLOYEES  
OFFICIALS  
POLICY  
QUALIFICATIONS  
RATIONALIZATION  
RETIREMENT  
RULES & REGULATIONS

(Enclosure No. 1 to DepEd Order No. 27, s. 2014)

**Adjustments in the Placement Criteria**

Placement of personnel the same or comparable positions shall abide by the following criteria:

REFERENCE DOCUMENTS	CRITERIA	VALUE																																																										
<ul style="list-style-type: none"> <li>▪ Updated Personnel Data Sheet (PDS)</li> <li>▪ Service records</li> <li>▪ CSC QS 2007</li> </ul>	<p><b>1. Relevance of academic preparation and / or recent trainings</b></p> <p><i>Descriptor: The candidate meets all the QS required of the comparable position. He / she had <b>RELEVANT</b> trainings that will positively influence his/her performance of the functions in the comparable position.</i></p>	<b>15</b>																																																										
	<p><b>2. Technical Competence required by the functions</b></p> <p><i>Descriptor: The candidate meets all the knowledge and skills required of the comparable position. The purpose of the rating is to determine the extent that the candidate will be able to perform the functions of the job because he/she has the appropriate aptitude and competence for it. This is gauged by all/any of the following:</i></p> <ul style="list-style-type: none"> <li>▪ <b>20 points</b> : Previous / current job experience/s indicating that the candidate understands the functions of the <b>future</b> job and has the required technical skills to perform well in the</li> <li>▪ <b>20 points</b> : Relevant outputs to the future job developed by the candidate him/herself</li> <li>▪ <b>15 points</b> : Any other relevant meritorious accomplishments related to the future job</li> </ul>	<b>55</b>																																																										
<ul style="list-style-type: none"> <li>▪ Record of work experiences as indicated in the PDS</li> <li>▪ Records of other assignments / designation (may have been concurrently performed with the regular position)</li> <li>▪ Submitted curriculum vitae if required by management)</li> <li>▪ If available, the job design provides the list of required skills and key result areas</li> </ul>	<p><b>3. Psychosocial Attributes and personality traits</b></p> <p><i>Descriptor: The candidate meets the basic workplace attitudes and the traits required in the performance of the job. To rate the candidate, please be guided by the distribution of points per type of position being rated:</i></p>	<b>30</b>																																																										
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CSC MC No. 03, s. 2014



MC No. 03, s. 2014

MEMORANDUM CIRCULAR

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Clarification on the Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plans of Agencies

Pursuant to CSC Resolution No. 1400147 promulgated on January 28, 2014, the Commission adopts the following policies clarifying the guidelines on the placement of personnel relative to the implementation of approved Rationalization Plans of agencies:

1. Upon receipt of the approved Rationalization Plan from the Department of Budget and Management or the Governance Commission for Government Owned and/or Controlled Corporations (GCG), the agency, through the Placement Committee, as provided under CSC MC No. 13, s. 1988, shall place the incumbents to the same or comparable positions in the approved rationalized staffing pattern.

Comparable position is determined based not solely on salary grade but also on the duties and responsibilities of the positions and level of position in the organizational structure or plantilla of the agency. Positions may be considered to be comparable if they belong to the same occupational grouping and the duties and responsibilities of the positions are similar and/or related to each other. These positions may not necessarily be of the same salary grade but may be a grade higher than that of the old position. To illustrate, the position of Senior Manpower Development Officer (SG 18) is comparable to the position of Senior Labor and Employment Officer (SG 19).

The DBM and GCG shall settle any controversy arising from the determination whether a new position is considered comparable to the old position.

Incumbents to positions under permanent status who are placed to the same or comparable positions during the implementation of the approved agency rationalization plan are considered to have met the qualification standards for the position.

An appointment shall be issued to an incumbent who is placed to a comparable position which has a different position title than the previous item held. On the other hand, a Notice of Change of Item Number shall be issued to an incumbent placed to a position with the same position title. A plantilla-type of Notice may be prepared by an agency instead of individual notices. A copy of the Notice shall be submitted to the CSC Field Office concerned for record purposes.

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2. In the event that the number of incumbents exceeds the number of retained positions in the approved rationalized staffing pattern, then the order of separation and preference established under Sections 3 and 4 of RA 6656 (An Act to Protect the Security of Tenure of Civil Service Officers and Employees in the Implementation of Government Reorganization) shall apply.

To illustrate, if a section with five (5) Administrative Aide IV (SG- 4) positions is to be merged with another section and only three (3) Administrative Aide IV positions are retained in the approved rationalized staffing pattern, the incumbents to the Administrative Aide IV position who are most qualified in terms of performance and merit shall be given preference, length of service notwithstanding. All things being equal, seniority may be considered as an additional criterion.

For the two (2) incumbents to subject position who are not placed in said section, the agency could look for comparable positions in other units which match their skills and competencies.

If subject employees will not be placed in comparable positions in other units, they shall be considered "Affected Personnel".

3. All efforts shall be exhausted to place incumbents holding permanent appointments to the approved rationalized staffing pattern. Placement of incumbent personnel to higher positions which constitutes promotion shall not be allowed while placement to same or comparable is not yet completed.

Regular recruitment and placement shall commence when all incumbents are placed to the same or comparable positions in the approved rationalized staffing pattern. The Affected Personnel may apply to the remaining vacant positions and shall vie for the position together with other internal and external applicants. Personnel placed to the same or comparable positions as a result of the rationalization may also vie for promotion to higher position subject to existing QS, using the results of their latest performance ratings.

The agency may perform the preliminary processes of screening and assessment prior to the issuance of the Notice of Organization, Staffing and Compensation Action (NOSCA) by the DBM. The agency shall use the Indicative Staffing Pattern included in the approved Rationalization Plan as reference for placement of personnel to comparable positions.

The agency may also conduct the screening and assessment processes for residual vacant positions after placement to comparable positions. However, the agency shall wait for the issuance of the NOSCA by the DBM prior to issuance of appointment for said positions.

4. Incumbents to positions with functions which have been declared redundant or non-core services/activities of the units/agencies in the departments/agencies and could no longer be accommodated in the agency's approved staffing pattern are also considered "Affected Personnel".

CSC MC No. 03, s. 2014

5. Affected Personnel have to decide within two (2) months from the date of approval of the Agency Rationalization Plan on any of the following options to take:
  - 5.1 Retire with the applicable incentives;
  - 5.2 Transfer to other agencies needing additional personnel, to be handled by the CSC, without reduction in salary; or
  - 5.3 Remain in their respective mother agency and their positions shall be marked as coterminus with the incumbent (CTI), to be abolished once vacated, except those personnel occupying medical items who have to be transferred to a Department of Health (DOH)-supervised hospital of their choice, if they will not opt to retire/be separated.

Affected Personnel who would opt to remain in government service but would later decide to retire after the expiration of the two-month deciding period would be allowed to retire under any of the regular retirement schemes, as applicable.

A Summary Report on employees who retired and/or transferred to other agencies, if any, pursuant to EO 366 shall be submitted by the agency concerned to its corresponding CSC Field Office for record purposes.

6. The originating agency of the Affected Personnel is termed as the Mother Agency while the agency where the Affected Personnel will be transferred and placed is termed as the Recipient Agency. The List of Recipient Agencies will be provided by the DBM to the Mother Agencies to help Affected Personnel in choosing their preferred Recipient Agencies.
7. The Mother Agency shall provide the CSC with the list of names of all Affected Personnel who opted to be transferred to other agencies and their preferred three (3) Recipient Agencies.
8. The CSC shall match the position, qualifications and skills of the Affected Personnel with the needs of the identified Recipient Agencies within a period of two months.
9. If after the two-month period has elapsed and the CSC has not found a match in the preferred Recipient Agencies and other agencies within the present province/region of assignment of the Affected Personnel, then the employee shall be transferred to the CSC pool and shall remain therein until a match can be found. The DBM shall likewise transfer the corresponding Personnel Services (PS) budget to the CSC.
10. The Transfer Order (TO), a document which is signed by the CSC Regional Director indicating the place of assignment of the Affected Personnel, shall legitimize the transfer and formal integration of the Affected Personnel to the Recipient Agency. The TO is issued to Affected Personnel concerned, copy furnished the DBM.

Upon receipt by the DBM of the TO, it will prepare and issue the NOSCA, and the necessary Special Allotment Release Order and Notice of Cash Allocation for the PS requirements of the transferred personnel.

CSC MC No. 03, s. 2014

11. There shall be no diminution in the salary of the placed personnel. They shall have the full rights to all the benefits which may be available to other government employees, including the Collective Negotiation Agreement (CNA) incentives of the recipient agencies.

In case there is a difference between the benefits enjoyed by employees in the mother agency and in the recipient agency of the placed personnel, the placed personnel shall enjoy the larger benefits for a period of one (1) year. However, placed personnel shall no longer be entitled to certain allowances such as those that are given corresponding to the performance of specific functions which would no longer form part of their new functions.

12. If a match has been found by the CSC but the Affected Personnel objects to be placed in the Recipient Agency or does not accept the offer for placement, the Affected Personnel shall be deemed separated/retired, and shall be paid separation/retirement/unemployment benefit, whichever is applicable under existing laws, without the corresponding incentives.
13. The placed personnel shall enjoy security of tenure in the agency where they have been assigned in accordance with Civil Service rules and regulations. The positions of the placed personnel in the recipient agency shall be co-terminus with the incumbent, i.e., the item shall be abolished only upon vacancy due to appointment to a position in the absorbing agency, transfer to another government agency, retirement, separation, at which time the funds corresponding to the vacated position shall revert to the General Fund.

This Memorandum Circular shall take effect immediately.

  
ROBERT S. MARTINEZ  
Commissioner

FEB 06 2014



Letter fro DBM dated April 01, 2014



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACANANG, MANILA

APR 01 2014

HON. ARMIN A. LUISTRO  
Secretary  
Department of Education (DepEd)  
DepEd Complex, Meralco Avenue  
Pasig City

Attention: Undersecretary Rizalino D. Rivera  
Co-Chairperson, Change Management Team

Sir:

This has reference to the DepEd request for clarification on whether or not the following provision of **Section 5.3 of Civil Service Commission (CSC) Memorandum Circular (MC) No. 3<sup>1</sup>** dated 06 February 2014 is applicable to the Department:

*"Remain in their respective mother agency and their positions shall be marked as coterminus with the incumbent (CI), to be abolished once vacated, **except those personnel occupying medical items who have to be transferred to a Department of Health (DOH)-supervised hospital of their choice, if they will not opt to retire/be separated.**" (underscoring ours)*

Said request is part of the DepEd's clarification on various concerns relative to the implementation of its approved Rationalization Plan<sup>2</sup> (RP) that was received by the Department of Budget and Management (DBM) on 24 March 2014.

Per information from the DepEd, a similar letter was also sent to the CSC early this month to seek clarification on the matter.

Please note that in the DBM letter approving the DepEd RP (copy attached), it was indicated that in order to address the medical/dental needs of the students in the different DepEd-supervised elementary and secondary schools, the affected personnel occupying medical/allied medical items of the Department **shall transfer only to DepEd-supervised priority schools if they will not opt to retire/be separated.**

It was added that notwithstanding this arrangement, the medical/allied medical personnel concerned could be required by their supervisors to provide health-related services to other schools near to where they are reassigned in the exigency of the service.

<sup>1</sup> Clarification on the Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plans of Agencies  
<sup>2</sup> Approved on 15 November 2013.

**Letter fro DBM dated April 01, 2014**

May we highlight that in a meeting among the DBM, DepEd and the CSC on 11 March 2014 relative to the implementation of the approved DepEd RP, we have highlighted that the DepEd's case on the matter is considered unique. This is the case since there is a need to augment the Department's existing personnel in the provision of requisite medical/dental services to the school children.

Thus, instead of transferring the affected medical/allied medical personnel to the DOH-supervised health facilities, we have considered their transfer to the priority schools needing health-related services.

We hope we have clarified your concerns on the matter.

Very truly yours,

  
**LAURA B. PASCUA**  
*Undersecretary*

cc: **Chairman Francisco T. Duque III**  
Civil Service Commission