



Republic of the Philippines
Department of Education

DepEd ORDER
No. **50**, s. 2014

19 DEC 2014

**GUIDELINES ON THE RECRUITMENT, SELECTION AND PLACEMENT
OF PERSONNEL PURSUANT TO THE DEPED RATIONALIZATION
PROGRAM UNDER EXECUTIVE ORDER 366 s. 2004**

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

A. Background

1. On November 15, 2013, the Rationalization Plan (RP) of the Department of Education was approved by the Department of Budget and Management (DBM). The approval included the rationalized structure and staffing pattern of offices in the Central, Regional and Schools Division Levels.
2. As provided in the approval, personnel whose plantilla items were affected by the rationalization had the following options:
 - a. Remain in government service through converting their respective item/s from regular to Co-terminus with the incumbent (CTI) status, either in DepEd including schools or other agencies; or
 - b. Avail of retirement/separation package with the applicable incentives;Personnel whose items were affected and were considered for placement to the same or comparable position/s had to undergo the set criteria and provisions stated in DepEd Order Nos. 53 s. 2013 and 27 s. 2014.
3. Last June 13, 2014, the decisions on placement of personnel and plantilla positions as reflected in the comparative matrices and corresponding annexes were submitted to the DBM. The submission to DBM reflected the following staffing actions:
 - a. Position items, whether filled or vacant, that will be **retained** in the Rationalized Staffing Pattern (RSP);
 - b. Position items that will be **converted to Co-terminous with the Incumbent (CTI) status**;
 - c. Position items that will be **transferred** to other offices within or outside the department;

- d. Position items that will be **abolished** since these positions were not approved in the RSP **and** were not filled up, vacated by the incumbents who chose the retirement/separation option or vacated by incumbents who were placed in comparable positions;
- e. Position items that will still be **created** and given unique plantilla item numbers upon the issuance of the Notice of Organization, Staffing and Compensation Action (NOSCA).

B. Rationale and Purpose

- 4. While waiting for the issuance of the NOSCA by the DBM, the Department recognizes the need to hire the manpower necessary to perform the functions and services. Hence, these guidelines are being issued to facilitate the process of personnel placements and transfers, and filling up of vacant positions in the Rationalized Staffing Pattern (RSP).
- 5. **Legal bases.** These are supported by the following pertinent policy directions from the DBM and Civil Service Commission (CSC):
 - a. Item No. 2.3.1 of the DBM Circular Letter No. 2013-5 dated July 22, 2013 states that the Departments with approved RP are no longer covered by the moratorium on the filling of positions or hiring of personnel, and prior authorization for the purpose from the DBM is no longer necessary.
 - b. Item No. 3 in the Civil Service Commission (CSC) 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*, states that:
 - b.1 *“Regular recruitment and placement shall commence when all incumbents are placed to the same or comparable positions in the approved rationalized staffing pattern”;*
 - b.2 *“The agency may perform the preliminary processes of screening and assessment prior to the issuance of the NOSCA by the DBM. The agency shall use the indicative staffing pattern included in the approved RP as reference for placement of personnel to comparable positions”;* and
 - b.3 *“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 the issuance of appointment for said positions”.*
- 6. **Types of Vacant Positions.** There are two (2) types of vacant positions in the rationalized staffing pattern:
 - a. **Existing vacant positions.** These are the vacant positions with existing plantilla item numbers that are retained and reflected in the Rationalized Staffing Pattern; and
 - b. **New positions.** These are the newly-created positions in the RSP wherein the plantilla item numbers will be provided upon the issuance of the NOSCA.

C. Major Provisions

Given these guidelines from CSC and DBM, these provisions should be followed:

7. The recruitment and selection process for the vacant positions, whether existing vacant or new, shall follow the provisions and criteria in **DepEd Order No. 66 s. 2007** entitled "*Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Personnel*" and **DepEd Order No. 29 s. 2002** entitled "*Merit Selection Plan of the Department of Education*";
8. For the **existing vacant** positions, the DepEd Central Office (CO), Regional Offices (RO), and Schools Division Offices (SDO) may conduct the **complete** recruitment and selection process up to and including the issuance of appointments (*DepEd Order No. 66 s. 2007, Section I, Item Nos. 1-15*);
9. For the **new** positions, the DepEd CO, ROs and SDOs may conduct the **preliminary processes of screening and assessment of personnel** up to and including the submission of the resolution of the Personnel Selection Board (PSB) to the respective appointing authorities prior to the issuance of the NOSCA (*DepEd Order No. 66 s. 2007, Section I, Item Nos. 1-12*);

However, **no appointments shall be issued before the NOSCA is issued by the DBM;** and

10. Upon the issuance of the NOSCA, the DepEd offices shall ensure that the appropriate appointments and notices based on the placement to the same or comparable positions are completed and issued first before issuing appointments related to filling up of vacancies or promotions.

D. Filling-up of Positions in the RSP

In addition, the following reminders and guidelines are hereby provided in the application of DepEd Order No. 66 s. 2007:

11. The vacant positions shall be open to all qualified and interested applicants from within and external to DepEd;
12. The Indicative Staffing Pattern included in the approved DepEd RP shall be used as reference in the publication of existing vacant and newly-created positions, in compliance with R.A. 7041 "*Requiring the Publication of Vacant Positions in Government Offices*" and DepEd Order No. 66 s. 2007;
 - a. For new positions, indicate "NEW" in lieu of the plantilla item number;
 - b. Approved positions in the RSP where personnel have been placed in the same or comparable positions are not considered vacant and should not be included in the publication and posting of vacancies. The placed personnel shall fill up these positions;
13. Upon clarification from the CSC, the minimum requirements indicated in the **CSC Qualification Standards Manual (1997)** are to be followed for applicants to be eligible for the vacant positions;
 - a. For positions unique to DepEd, please refer to the *1995 Qualification Standards Manual for Unique positions* and other recent DepEd issuances that directly modified the 1995 standards (Refer to Annex A);

- b. Employees that have been placed to the same or comparable positions may still vie for promotion to higher positions, provided they meet the qualification requirements. The results of their latest performance rating shall be used as one of the references.
14. The composition of the Personnel Selection Board (PSB) shall be retained for the Central, Regional and Schools Division offices.
- a. In the event that the CO/RO/SDO does not have an appointed/designated official to serve as chairperson of the PSB, the appointing authority shall designate the next highest official responsible for personnel management to be the chairperson of the PSB;
 - b. The appointing authority shall designate competent and qualified personnel to serve as members of the PSB only in cases when there are no appointed/designated personnel holding positions identified to be members of the PSB as stated in DepEd Order No. 66 s. 2007;
 - c. In the event that a PSB member is also a candidate for a specific vacant position, the appointing authority shall designate another competent member to replace the concerned member during the deliberations of the **specific** position;
 - d. Additional members may be designated by the appointing authority, consistent with the composition of members stated in the guidelines set by the CSC, DepEd Order No. 29 s. 2002 and DepEd Order No. 66 s. 2007;
15. Upon receipt of the NOSCA from the DBM, the DepEd offices may conduct recruitment and selection procedures for new positions as stipulated in Section I of DepEd Order No. 66 s. 2007:
- a. Appointments shall first be issued to incumbents placed to the same or comparable positions, which may have different position titles and/or plantilla item numbers than the previous items held;

The officer in-charge of personnel matters shall indicate on the appointment paper (CSC Form 33): "REAPPOINTMENT PURSUANT TO EO 366 s. 2004"; and
 - b. For employees whose plantilla item numbers were retained and converted to CTI, a plantilla-type of Notice may be prepared instead of individual notices(*Refer to Annex B for the template*). A copy of the Notice shall be submitted to the Central Office Personnel Division and the respective CSC Field Office for record purposes (*par. 5, item 1 of CSC MC No. 03, s. 2014*);
 - c. After appointments or notices have been issued to the placed personnel, only then shall the appointing authority decide on the rank list/selection line-up submitted by the PSB for appointment/promotion to vacant new positions.
 - d. For offices which have conducted preliminary recruitment and selection procedures as provided by Item no. 09 of this Order, succeeding procedures (Item Nos. 13-15) of DepEd Order No. 66 s. 2007 may be conducted upon receipt of the NOSCA; and

- e. Placed personnel who qualify during the regular selection process shall be issued reappointment for promotion. The vacated position shall be declared vacant.

E. Filling-up of Positions at the School Level

- 16. Existing vacant non-teaching positions at the school level may now be filled up, without waiting for the release of the NOSCA, following the guidelines under DepEd Order No. 29 s. 2002 and DepEd Order No. 66 s. 2007, provided that:
 - a. Vacant positions are included in the 1997 Organization and Staffing Standards for Elementary and Secondary Schools; and
 - b. Vacant positions are not included in the functions or services recommended for outsourcing (e.g. utility, building and grounds maintenance, messengerial, security and transportation/mobility).

F. Services to be Outsourced

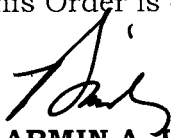
- 17. Following DBM Circular Letter 2013-5 and in lieu of filling up vacant items, certain services at the Central Office, Regional Offices, and Schools Division offices as well as in the schools may be outsourced on a need basis, through the hiring of consultants/job order/contract of service personnel, where no employer-employee relationship exists, subject to the availability of funds for MOOE, and provided it is consistent with the following:
 - a. Overall policy under the approved RP on services/areas, which can be outsourced (e.g., utility, building and grounds maintenance, messengerial, security, transportation/ mobility, and information technology); and
 - b. Pertinent budgetary, civil service, accounting and auditing rules and regulations.
- 18. To maximize utilization of existing manpower, DepEd Offices/Units with personnel holding CTI items are not authorized to hire personnel under Contract Of Service/Job Order who will perform similar functions as those being performed by the personnel with CTI items (*Item No. 2.3.2 of the DBM Circular Letter 2013-5 dated July 22, 2013*);

G. Rehiring of Retired/Separated Personnel

- 19. As a reiteration of Section 17 of the IRR of EO 366 s. 2004 and Item No. 2.4 of the DBM CL 2013-5, employees who chose the retirement/separation option cannot be “*appointed or hired as casuals or contractuels in any agency of the Executive Branch, including GOCCs/GFIs, within a period of five (5) years*”, wherein reemployment will be considered as new entry to civil service.
 - a. Retired/Separated personnel may be appointed as teaching or medical staff in educational institutions and hospitals.
 - b. DepEd regular/permanent personnel who availed of the retirement/separation option under EO 366 s. 2004 cannot be rehired under contract of service/Job Order arrangement.

- c. On a need basis, DepED offices may continue to engage the services of casual personnel under Contract of Service (COS) or Job Order (JO) status with the following provisions:
- c.1 There should be a justified need for the continued services to the department;
 - c.2 For agency-type functions such as utility, building and grounds maintenance, messengerial, security and transportation/mobility, the COS/JO staff may be pooled together and considered as shared services of offices;
 - c.3 For functions identified to be performed by regular plantilla items, COS/JO personnel may be allowed to perform the functions. However, heads of offices will not be allowed to fill up the regular plantilla items;
 - c.4 Hiring under COS/JO arrangement shall be subject to the availability of existing MOOE funds and to existing government budgeting, accounting and auditing rules and regulations; and
 - c.5 Service contract shall follow the existing guidelines on hiring COS and JO employees, i.e. "no work, no pay" basis, no employer-employee relationship.

20. Immediate dissemination of and compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

References:

DepEd Order: Nos.: 27, s. 2014; 53, s. 2013; 66 s. 2007; 29 s.2002;
DepEd Memorandum: Nos.: 271, s. 2011; 224, s. 2011; 451 and 469, s. 2004

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

BUREAUS & OFFICES
EMPLOYEES
OFFICIALS
QUALIFICATIONS
RECRUITMENT
RATIONALIZATION
RULES & REGULATIONS

Madel: Guidelines on Hiring Version2
0816-December 17, 2014

QUALIFICATION STANDARDS FOR DEPED-UNIQUE POSITIONS
Under the Approved DepED Rationalized Staffing Pattern (RSP)

A. Reference: Qualification Standards Manual for Unique Positions (1995)

POSITION TITLE	SG LEVEL	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	
EDUCATION RESEARCH PLANNING AND SUPERVISION GROUP						
Education Program Specialist II	16	2	Bachelor's degree in Education or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours of relevant training	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Senior Education Program Specialist	19	2	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years experience in education research, development, implementation or other relevant experience	8 hours of relevant training	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Supervising Education Program Specialist	22	2	Master's degree in Education or other relevant Master's degree	3 years experience in education research, development, implementation or other relevant experience	16 hours of relevant training	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Chief Education Program Specialist	24	2	Master's degree in Education or other relevant Master's degree	4 years relevant experience involving management and supervision	24 hours of training in management and supervision	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Chief Education Supervisor	24	2	Master's degree in Education or other relevant master's degree	4 years of relevant experience involving management and supervision	24 hours of training in management and supervision	PBET; Teacher
Teaching Aids Specialist	11	2	Bachelor's degree in Education or its equivalent	None required	None required	PBET; Teacher; Career Service (Professional)

POSITION TITLE	SG LEVEL	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher Credentials Evaluator II	15	Bachelor's degree in Education or its equivalent	1 year relevant experience	4 hours of relevant training	Appropriate Eligibility for Second Level Position PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position
HEALTH EDUCATION AND PROMOTION GROUP					
Health Education and Promotion Officer II	14	Bachelor's degree with area of specialization in health or other related courses	1 year experience in health education / promotion activities or other related work	4 hours of relevant training	Relevant R.A 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position
Health Education and Promotion Officer III	18	Completion of academic requirements for a Master's degree with health or other related courses as area of specialization	2 years experience in health education / promotion activities or other related work	8 hours of relevant training	Relevant R.A 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position
HEALTH PROGRAM DEVELOPMENT GROUP					
Supervising Health Program Officer	22	Master's degree with health or other related courses as area of specialization	3 years experience in various health development projects/programs or other relevant experience	16 hours of relevant training	Career Service (Professional) Appropriate Eligibility for Second Level Position
Chief Health Program Officer	24	Doctor of Medicine or master's degree with health or other related courses as area of specialization	4 years experience in planning, organizing, directing, coordinating and supervising the activities of a staff engaged in various health development projects/programs or other relevant experience	24 hours of training in management and supervision	Relevant RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position

POSITION TITLE	SG LEVEL	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	
LOGGING SERVICE GROUP						
Assistant Teacher's Camp Superintendent	22	2	Master's degree relevant to the job	3 years experience in supervising the activities of a staff engaged in the various aspect of camp operation or other related work	16 hours of relevant training	Career Service (Professional) Appropriate Eligibility for Second Level Position
SCHOOL, COLLEGE, UNIVERSITY AND TRAINING CENTER ADMINISTRATION GROUP						
Schools Division Superintendent	26	3*	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision, 1 year as Assistant Schools Division Superintendent	32 hours of training in management and supervision	Career Executive Service (CES)
Assistant Schools Division Superintendent	25	3*	Master's degree in Education or its equivalent	5 years relevant experience involving management and supervision	32 hours of training in management and supervision	Career Executive Service (CES)

*SDS and ASDS positions are 3rd level positions

B. Reference: DepEd Order No. 117, s. 2010 and Civil Service Commission (CSC) Resolution No. 1000275 dated November 2, 2010

POSITION TITLE	SG LEVEL	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	
EDUCATION RESEARCH PLANNING AND SUPERVISION GROUP						
Education Program Supervisor	22	2	Master's degree in Education or other relevant Master's degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)

ANNEX A

C. Reference: Revised Qualification Standards approved June 19, 1996 and Department of Budget and Management (DBM) Circular No. 521 dated July 1, 2009

POSITION TITLE	SG LEVEL	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
EDUCATION RESEARCH PLANNING AND SUPERVISION GROUP					
Public School District Supervisor	22	Masters in education or its equivalent	2 years as Elementary School Principal III; or 4 years as Elementary School Principal II	16 hours of relevant training	PBET; Teacher

D. Reference: DepEd ORDER No. 99, s. 2011

POSITION TITLE	SG LEVEL	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
LODGING SERVICE GROUP					
Teachers Camp Superintendent	24	Master's degree relevant to the job	4 years of relevant experience involving management and supervision	24 hours of training in management and supervision	Career Service (Professional) Second level eligibility

DEPARTMENT OF EDUCATION
NOTICE OF CHANGE OF PERSONNEL INFORMATION
For Adjustment in the Personal Services Itemization and Plantilla of Personnel (PSIPOP)

Bureau / Service / Region: National Capital Region (NCR)
Division / Schools Division: Schools Division of Manila

UNIQUE ITEM NUMBER	POSITION TITLE	SALARY GRADE & STEP	ANNUAL SALARY (Actual)	NAME OF INCUMBENT	NEW ASSIGNMENT	REMARKS
OFFICE OF THE SDS						
OSEC-DECSB-ADA6-531068-2007	Administrative Aide VI	6-1	155,052	JUAN D. CRUZ	Office of the SDS – Proper	Transferred from the Records Unit
OSEC-DECSB-ADOF2-527331-2007	Administrative Officer II (CT)	11-3	227,064	MARIA ROSA R. SANTOS	Personnel Unit	Change in Position Status from Regular to Co-Terminous with the Incumbent (CT)

Prepared by: _____

Certified Correct by: _____

Approved by: _____

Name and Designation _____

Name and Designation _____

Name and Designation _____

Notes:

1. Arrange by office then by Salary Grade level (from the highest to lowest)
2. Affix authorized signatures in every page