



Tanggapan ng Kalihim
Office of the Secretary

APR 11 2006

DepEd ORDER

No. **17**, s. 2006

**REVISED HIRING GUIDELINES FOR TEACHER I POSITIONS
IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**


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

1. The hiring guidelines for Teacher I positions in public schools were promulgated under DepED Order No. 16, s. 2005 (*Guidelines on the Recruitment, Evaluation, Selection and Appointment of Teachers in Public Schools*) in pursuit of the Department's Schools First Initiative (SFI).

2. As a result of the incessant monitoring and evaluation of the implementation of the guidelines for the hiring of new teachers for school year 2005-2006, it was determined that significant revisions are necessary to further strengthen the selection process for Teacher I positions.

3. It is reiterated that Regional Directors continue ensuring the compliance of Division Offices in their areas of jurisdiction. Schools Division Superintendents are likewise enjoined to maintain discussions with local government officials and furnish them with copies of the Registry of Qualified Applicants (RQAs), which they may opt to use in determining who are to be appointed to available locally-funded items.

4. Anyone found violating the provisions of the revised hiring guidelines embodied in this Order shall be dealt with accordingly. Wide dissemination hereof is required.


FE A. HIDALGO
*Undersecretary
Officer-In-Charge*

Encls.: As stated
Reference: DepED Order: No. 16, s. 2005
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects

**APPOINTMENT, REAPPOINTMENT, EMPLOYMENT
POLICY
TEACHERS**

REVISED HIRING GUIDELINES FOR TEACHER I POSITIONS IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

1.0 RATIONALE

These revisions to the provisions of DepED Order No. 16, s. 2005 (*Guidelines on Recruitment, Evaluation, Selection and Appointment of Teachers in Public Schools*) are intended to ensure further reforms in the hiring guidelines for Teacher I positions in public elementary and secondary schools, consistent with the pertinent provisions of existing laws, rules and regulations.

2.0 COVERAGE

These guidelines shall apply to the filling up of newly created or natural vacancies for Teacher I positions and which shall cover the following:

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

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 (RQA)** 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

- 4.0 **Collective responsibility of the whole division.** The recruitment, evaluation, selection and appointment of applicants to vacant Teacher I positions in public schools is a collective responsibility of the whole division, including all its schools, districts and division offices.
- 4.1 **Administrative responsibility of the Superintendent.** The Superintendent shall be administratively responsible in establishing and enforcing the operational procedures contained in the revised hiring guidelines.

- 4.2 **Access of applicants to Teacher I positions.** Availability of Teacher I positions in public schools shall be open, accessible and convenient to all applicants.
- 4.3 **Strict evaluation and selection to determine qualified applicants.** All applicants shall undergo a thorough, rigid, criteria-based, collectively deliberated and carefully documented evaluation and selection process.
- 4.4 **Recommendation of qualified applicants who are bona fide residents of barangays where schools with vacancies are located.** Only applicants included in the Schools Division's Registry of Qualified Applicants (RQA) shall be recommended by the School Selection Committee for appointment.
- 4.5 **Recommendation of qualified applicants who are bona fide residents of municipalities, cities or provinces where schools with unfilled vacancies are located.** Once all qualified applicants who are bona fide residents of barangays where schools with vacancies are located have been recommended for appointment, remaining vacancies shall be filled by the remaining qualified applicants who are bona fide residents of the next larger level of locality above the barangay, which is the municipality, city or province.
- 4.6 **Appointment of qualified applicants recommended by the School Selection Committee.** The Superintendent shall appoint only the qualified applicants recommended by the School Selection Committee where the vacancies exist.
- 4.7 **Monitoring of the implementation of the hiring guidelines by the regional office.** Regional Directors shall regularly monitor the performance and review the procedures of the Schools Divisions in implementing the revised hiring guidelines.

5.0 COMPOSITION AND FUNCTIONS OF COMMITTEES

The Schools Division Superintendent shall establish the following committees:

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) Master Teachers/best performing teachers as members.
- 1.2 The committee at the secondary level shall be chaired by the school head, the department head concerned and three (3) teachers from the different learning areas as members.

2. Functions

- 2.1 Receives all applications
- 2.2 Verifies all documents as to completeness and authenticity

- 2.3 Submits the list of applicants with the corresponding documents to the Division Sub-Committees for elementary and secondary levels
- 2.4 Recommends to the Superintendent qualified applicants in the Division RQA to be recommended for appointment in their school.

B. The Division Sub-Committee

1. Composition

- 1.1 The Division Sub-Committee for elementary level shall be chaired by the Public Schools District Supervisor/Principal in-charge of the district, with four (4) school heads as members.
- 1.2 The Division Sub-Committee for secondary level shall be chaired by a cluster school head with four (4) other school heads as members.

2. Functions

- 2.1 Receives from the School Committee the list of applicants with the corresponding documents
- 2.2 Reviews the documents submitted by the School Selection Committee
- 2.3 Evaluates applicants on Education, LET/PBET Rating and Teaching Experience
- 2.4 Conducts interview and observes demonstration teaching of applicants
- 2.5 Consolidates individual ratings and submits the initial rank list of qualified applicants to the Division Selection Committee

C. The Division Selection Committee

1. Composition

For Elementary Schools

Chair: Assistant Schools Division Superintendent

Members:

- Two (2) Education Supervisor I
- President of the PESPA (Division Chapter)
- President of the Teachers' Association (Division Level)

For Secondary Schools

Chair: Assistant Schools Division Superintendent

Members:

- Two (2) Education Supervisor I
- President of the PAPSSA (Division Chapter)
- President of the Teachers' Association (Division Level)

- 1.1 In a schools division where there is no ASDS, the Superintendent shall designate an Education Supervisor I as the Chair of the Division Selection Committee, in addition to the two (2) Education Supervisor I members
- 1.2 The Administrative Officer for personnel matters shall provide secretariat services to the Division Selection Committee and shall maintain records of proceedings of all deliberations

2. Functions

- 2.1 Receives from the Division Sub-Committees the initial rank lists of qualified applicants with the corresponding documents
- 2.2 Administers the English Proficiency Test
- 2.3 Consolidates the individual ratings and prepares the final rank list of qualified candidates for inclusion in the RQAs for elementary and secondary schools
- 2.4 Submits RQAs to the Superintendent

6.0 RECRUITMENT PROCEDURE

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

The applicant shall assume full responsibility as to the validity of the documents submitted.

- 6.3 The School Selection Committee shall:
 - 6.3.1 receive applications and verify documents submitted; and
 - 6.3.2 prepare and submit the list of applicants, together with their pertinent documents, to the Division Sub-Committee.
- 6.4 The Division Sub-Committee shall:
 - 6.4.1 evaluate the qualifications of applicants based on Education, LET/PBET Rating and Teaching Experience;

- 6.4.2 interview applicants;
 - 6.4.3 observe demonstration teaching; and
 - 6.4.4 prepare and submit the initial ranking of applicants to the Division Selection Committee.
- 6.5 The Division Selection Committee shall:
- 6.5.1 administer the written English Proficiency Test;
 - 6.5.2 consolidate the individual ratings;
 - 6.5.3 prepare separate Registries of Qualified Applicants (RQAs) for elementary and secondary schools, as follows:
 - Registry A – 60 points and above
 - Registry B – 50 to 59 points
 - Registry C – 40 to 49 points
 - Registry D – 39 points and below
 - 6.5.4 submit the RQAs, including all pertinent records of deliberations, to the Superintendent for approval.
- 6.6 The Administrative Officer for personnel administration shall post the separate RQAs for elementary and secondary schools in at least three (3) conspicuous places in the concerned schools, districts and division office.
- 6.7 When all of those in Registry A have been appointed and assigned to their respective stations and there are still positions to be filled, those in Registry B shall be considered before going to Registry C and D, in that order.
- 6.8 The matching of qualified applicants in the RQAs with the available vacant positions in schools shall be done consistent with the provisions of RA 8190 (Localization Law) and other pertinent laws, rules and regulations.

7.0 GUIDELINES IN SELECTING APPLICANTS FOR INCLUSION IN THE REGISTRY OF QUALIFIED APPLICANTS

- 7.1 Applicants shall be evaluated using the following criteria:

<u>CRITERIA</u>	<u>POINTS</u>
a. EDUCATION	25
b. LET / PBET RATING	15
c. TEACHING EXPERIENCE	10
d. INTERVIEW	35
e. ENGLISH PROFICIENCY TEST	15
TOTAL	100

7.1.1 Scoring the Applicant's Education - 25 points

<i>General Weighted Average</i>	<i>Equivalent Points</i>
1.0	25
1.1	23.75
1.2	22.5
1.3	21.25
1.4	20
1.5	18.75
1.6	17.5
1.7	16.25
1.8	15
1.9	13.75

<i>General Weighted Average</i>	<i>Equivalent Points</i>
2.0	12.5
2.1	11.25
2.2	10
2.3	8.75
2.4	7.5
2.5	6.25
2.6	5
2.7	3.75
2.8	2.5
2.9-3.0	1.25

The following table of equivalence shall be used when the percentage rating is used as the grading system:

<i>Percentage Rating</i>	<i>GWA</i>
99.0 - 100	1.0
97.75 - 98.75	1.1
96.5 - 97.5	1.2
95.25 - 96.25	1.3
94.0 - 95.0	1.4
92.75 - 93.75	1.5
91.5 - 92.5	1.6
90.25 - 91.25	1.7
89.0 - 90.0	1.8
87.75 - 88.75	1.9

<i>Percentage Rating</i>	<i>GWA</i>
86.5 - 87.5	2.0
85.25 - 86.25	2.1
84.0 - 85.0	2.2
82.75 - 83.75	2.3
81.5 - 82.5	2.4
80.25 - 81.25	2.5
79.0 - 80.0	2.6
77.75 - 78.75	2.7
76.5 - 77.5	2.8
75.0 - 76.25	2.9-3.0

Applicants with non-education degrees shall be rated using their GWAs in their baccalaureate degrees.

7.1.2 Scoring Applicant's LET/PBET Rating - 15 points

The following point assignment shall be used in scoring applicant's LET/PBET rating:

<i>LET Rating</i>	<i>Points</i>
75	5
76	6
77	7
78	8
79	9
80	10
81 - 82	11
83 - 84	12
85 - 86	13
87 - 88	14
89 - above	15

<i>PBET Rating</i>	<i>Points</i>
70	5
71	6
72	7
73	8
74	9
75	10
76 - 77	11
78 - 79	12
80 - 81	13
82 - 83	14
84 - above	15

7.1.3 Scoring Applicant's Teaching Experience in Basic Education - 10 points

Teaching experience in pre-school, SPED, elementary and secondary in private and public schools shall be given one (1) point for every year but not to exceed 10 points.

For every fraction of a year of teaching experience, .1 point shall be given for every month of service rendered.

Example: 10 years or more = 10 points
1 year & 3 months = 1.3 points
8 months = .8 point

7.2 Interview and English Proficiency Test of Applicants

All applicants shall undergo interview and written examination.

A. Interview – 35 points

The Division Sub-Committee shall interview the applicants on the following attributes:

Personality (20pts) maximum of four (4) points for each indicator

Appearance
Voice and Speech
Poise
Alertness
Self-confidence

Potential (20pts) maximum of four (4) points for each indicator

Ability to present ideas
Judgment
Emotional Stability
Decisiveness
Stress tolerance

Specialized Training and Skills (20 pts)

Each specialized training and skill such as: journalism, sports, music, theatre arts, etc., shall be given 5 points but not to exceed 20 points:

- supported with documents
- at least one (1) week training
- the skill to be validated by demonstration

Demonstration Teaching (30 pts)

Basic computer application skills (10 pts)

e.g. Microsoft Office and Internet applications

The results of the interview shall be entered in the score sheet (Annex A) of every sub-committee member which shall be the basis of computing the total

interview score of each applicant. Their final interview score shall have corresponding equivalent points as follows:

RANKING	Equivalent Points
Top 10%	35
2 nd 10%	32
3 rd 10%	29
Next 10%	26
Next 10%	23
Next 10%	20
Next 10%	17
Next 10%	14
Lower 10%	11
Lowest 10%	8

B. Written Test - 15 points

A written English Proficiency Test with a maximum score of 100% shall be administered to all applicants. The date and place of examination shall be set by the Division Selection Committee.

The percentage score obtained by an applicant shall be multiplied by the weight of 15 points as follows:

$$\begin{aligned}
 \text{Percentage Score} &= 98\% \text{ or } .98 \\
 \text{Weighted points} &= 15 \\
 \text{Rating} &= .98 \times 15 \\
 &= \mathbf{14.7} \text{ points}
 \end{aligned}$$

8.0 UTILIZATION OF THE DIVISION REGISTRY OF QUALIFIED APPLICANTS

- 8.1 The Registry of Qualified Applicants (RQA) is a list of qualified applicants for appointment.
- 8.2 The RQA shall include the names, permanent address and the final evaluation rating.
- 8.3 The RQA shall be used in filling-up new teacher items and natural vacancies.
- 8.4 Every elementary and secondary school shall be provided copies of the RQA for posting.
- 8.5 The RQA for secondary schools shall list the qualified applicants by subject area.
- 8.6 The Schools Division Superintendent shall furnish the Regional Office and Local Government Units copies of the RQAs which they may use for hiring locally-funded teachers.

9.0 RECOMMENDATION OF QUALIFIED APPLICANTS BY THE SCHOOL SELECTION COMMITTEE

9.1 The School Selection Committee shall recommend the filling-up of vacant Teacher I positions in public elementary or secondary schools from among those included in the registry for the school year who are bona fide residents of the locality where the vacancies exist, consistent with the pertinent provisions of RA 8190 (Localization Law), in the following order:

9.1.1 When the number of qualified applicants included in the registry who are bona fide residents of barangays fit the number of available vacancies in schools, the respective School Selection Committee shall recommend the corresponding qualified residents for appointment.

When there are more qualified residents than the available vacant positions to be filled up, the School Selection Committee shall determine those to be recommended for appointment.

9.1.2 After the matching of the barangay residents 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.

If there is only one qualified applicant who is a bona fide resident of the municipality or city where the school with a 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 a vacancy exists, the School Selection Committee will choose from among these qualified applicants.

9.1.3 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.

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 other qualified applicants who are bona fide residents of the province.

If there are two or more qualified applicants who are bona fide residents of the province where a school vacancy exists, the School Selection Committee shall select from among these qualified applicants.

9.1.4 Only a qualified applicant for a specific subject area shall fill vacancy in that subject area at the secondary school level before the residence

of the qualified applicant is considered. The School Selection Committee may only choose qualified applicants from other subject areas to fill the position when there is no available qualified applicant with the preferred subject area of specialization.

- 9.2 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.

10.0 GRIEVANCE AND PROTEST PROCEDURES

Aggrieved qualified applicants whose names appear in the RQAs 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 (90) 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 final as far as DepED is concerned. Any appeal to the DepEd decision shall be filed with the Civil Service Commission (CSC).

11.0 MONITORING OF DIVISION COMPLIANCE

The Regional Office shall assess the implementation and compliance to these guidelines as follows:

- a. extent of dissemination and discussion of these guidelines with teachers, school heads, district supervisors, superintendents and other schools division's officials;
- b. preparation of schools to receive, acknowledge and endorse applications;
- c. organization of Division Sub-committees and Selection Committees;
- d. briefing and orientation of members of these committees regarding their roles and functions;
- e. preparation of scoring sheets, interview guides and tests of applicants; and
- f. extent of briefing and information sharing with local governments and other local stakeholders 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 implementation of the revised guidelines effective school year 2006-2007, Regional Offices shall render a report on the observations, both positive and negative, in actual Schools Division practices in implementing these guidelines. Said report shall be submitted to the Office of the Secretary not later than end of July 2006.

12.0 REPEALING CLAUSE

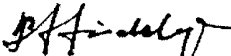
All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

13.0 SANCTIONS

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

14.0 EFFECTIVITY

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


FE A. HIDALGO
Undersecretary
Officer-In-Charge

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: _____