



Tanggapan ng Kalihim
Office of the Secretary

JAN 29 2007

DEPED ORDER

No. **4** s. 2007

**REVISIONS TO THE HIRING GUIDELINES
FOR TEACHER I POSITIONS**

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

1. For the information and guidance of all concerned, enclosed are further revisions to DepED Order No. 17, s. 2006 (Revised Hiring Guidelines for Teacher I Positions in Public Elementary and Secondary Schools).
2. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encl.: As stated

Reference: DepED Order: No. 17, s. 2006

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, REAPPOINTMENT, EMPLOYMENT
CHANGE
POLICY
TEACHERS

REVISIONS TO THE HIRING GUIDELINES FOR TEACHER I POSITIONS

The Department previously issued DepED Order No. 17, s. 2006 (*Revised Hiring Guidelines for Teacher I Positions in Public Elementary and Secondary School*) as a result of the recognized need for a more objective selection process in the hiring of the most qualified teachers for school year 2006-2007.

Effective School Year 2007-2008, further revisions to the hiring guidelines shall be implemented by all Schools Divisions, consistent with the pertinent provisions of existing laws, rules and regulations.

1.0 SCOPE

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

- (a) Recruitment - announcement of vacancies and receipt of applications
- (b) Evaluation - assessment of documents submitted
- (c) Selection – ranking of applicants/candidates
- (d) Appointment - hiring of qualified applicants/candidates

2.0 DEFINITION OF TERMS

- 2.1 **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.
- 2.2 **Qualified applicant** refers to a person with a valid professional teacher's license issued by the Professional Regulation Commission and who meets the requirements of the evaluation and selection applied by a Schools Division in accordance with these guidelines.
- 2.3 **Registry of Qualified Applicants (RQA)** refers to the list of candidates who obtained an over-all score of fifty (50) points and above based on the criteria prescribed in the hiring guidelines during the evaluation and screening done by a Schools Division.
- 2.4 **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.

3.0 GUIDING POLICIES ON HIRING OF TEACHERS

- 3.1 Only applicants included in the Schools Division's Registry of Qualified Applicants (RQA) shall be recommended by the School Selection Committee for appointment.
- 3.2 Once all qualified applicants in the Registry of Qualified Applicant (RQA) 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.

- 3.3 The Superintendent shall appoint only the qualified applicants recommended by the School Selection Committee in the schools/districts where the vacancies exist.
- 3.4 Regional Directors shall regularly monitor the implementation of the revised hiring guidelines by the Schools Divisions.

4.0 **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/Coordinating Principal of the district, with four (4) school heads as members.
- 1.2 The Division Sub-Committee for secondary level shall be chaired by a school head with four (4) other school heads as members.

2. Functions

- 2.1 Receives from the School Selection 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 Administers the written English proficiency test
- 2.6 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

5.0 **RECRUITMENT PROCEDURE**

- 5.1 The selection process for inclusion of qualified applicants in the registry shall be done from January 15 to April 15 of each school year.
- 5.2 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.

5.3 The School Selection Committee shall:

5.3.1 receive applications and verify documents submitted; and

5.3.2 prepare and submit the list of applicants, together with their pertinent documents, to the Division Sub-Committee.

5.4 The Division Sub-Committee shall:

5.4.1 evaluate the qualifications of applicants based on Education, LET/PBET Rating and Teaching Experience;

5.4.2 interview applicants;

5.4.3 observe demonstration teaching;

5.4.4 administer the English Proficiency Test; and

5.4.5 prepare and submit the initial ranking of applicants to the Division Selection Committee.

5.5 The Division Selection Committee shall:

5.5.1 prepare the written English Proficiency Test;

5.5.2 review and consolidate the results of the individual rating of applicants one for elementary level and another for secondary level by subject area, showing the scores they obtained in all the criteria for evaluation;

5.5.3 prepare a division-wide ranklist, one for elementary level and another for secondary level, based on item 5.5.2;

5.5.4 prepare the Registry of Qualified Applicants (RQA) who obtained total scores of fifty (50) and above by congressional district, one for elementary level and another for secondary level by subject area; and

5.5.5 submit the complete results of the evaluation of all applicants (items 5.5.2, 5.5.3 and 5.5.4), including all pertinent records of deliberations, to the Superintendent for approval.

5.6 The Schools Division Superintendent (SDS) shall:

5.6.1 post the complete results (5.5.5) in at least three (3) conspicuous places in the Division;

5.6.2 post the separate RQAs for elementary and secondary levels in at least three (3) conspicuous places in every District.

5.7 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.

6.0 **SELECTING APPLICANTS FOR INCLUSION IN THE REGISTRY OF QUALIFIED APPLICANTS**

6.1 Applicants shall be evaluated using the following criteria:

CRITERIA	POINTS
a. EDUCATION	25
b. LET / PBET RATING	15
c. TEACHING EXPERIENCE	10
d. SPECIALIZED TRAINING AND SKILLS	5
e. INTERVIEW	10
f. DEMONSTRATION TEACHING	20
g. ENGLISH PROFICIENCY TEST	15
TOTAL	100

6.1.a. EDUCATION - **25 points**

Scoring education is in terms of the applicant's academic achievement.

<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

When the percentage rating is used, the following table of equivalence shall be used:

<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.

6.1.b LET/PBET RATING - **15 points**

Scoring applicant's performance in the LET/PBET shall be as follows:

LET Rating	Points
75	5
76	6
77	7
78	8
79	9
80	10
81	11
82	12
83	13
84	14
85 - above	15

PBET Rating	Points
70	5
71	6
72	7
73	8
74	9
75	10
76	11
77	12
78	13
79	14
80 - above	15

6.1.c TEACHING EXPERIENCE - 10 points

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

For every month of service, 0.1 point shall be given.

Example: 8 months = 0.8 point

11 months = 1.1 points

6.1.d. SPECIALIZED TRAINING AND SKILLS - 5 points

Any of the specialized training for skills development, such as: journalism, sports, music, theatre arts, and Information and Communication Technology (ICT) shall be given a maximum of 5 points.

In the assignment of points, the following should be met:

- at least one (1) week training;
- duly supported with documents;
- the skill shall be validated thru demonstration

Points may also be given to skills acquired thru experience to be validated thru demonstration.

6.1.e INTERVIEW – 10 points

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

Personality **(5 pts)** each indicator given one (1) point

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

Potential **(5 pts)** each indicator given one (1) point

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

6.1.f DEMONSTRATION TEACHING - 20 points

Applicants may be given points on aspects such as: lesson plan, presentation of the lesson, classroom management and evaluation of pupil/student performance.

6.1.g WRITTEN TEST - 15 points

A written English Proficiency Test with a maximum score of 100% shall be administered to all applicants. The percentage score obtained by an applicant shall be multiplied by the weight of 15 points as follows:

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

7.0 **UTILIZATION OF THE DIVISION REGISTRY OF QUALIFIED APPLICANTS**

- 7.1 The Registry of Qualified Applicants (RQA) is a list of qualified applicants for appointment which shall include their names, permanent address and final evaluation rating.
- 7.2 The RQA shall be used in filling-up new teacher items and natural vacancies for Teacher I positions.
 - 7.2.1 The cut-off score for the assignment of permanent position is fifty (50) points.
 - 7.2.2 In the event that an applicant is not appointed to any teaching position during the school year, he/she shall be included in the next selection and screening.
- 7.3 Every elementary and secondary school shall be provided copies of the RQA for posting. The Schools Division Superintendent shall also furnish the Regional Office with copies of the RQAs.
- 7.4 The Schools Division Superintendent shall furnish the Regional Office and Local Government Units with copies of the RQAs which they may use in hiring locally-funded teachers.

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

8.1 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 RQA 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:

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

8.1.2 When all bona fide residents of the barangay have been appointed and there are still available vacant positions to be filled up, qualified applicants from the municipality or city shall be appointed.

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.

8.1.3 When all bona fide residents of the municipality or city have been appointed and there are still available vacant positions to be filled up, qualified applicants from the province shall be appointed.

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.

8.1.4 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.

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 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).

10.0 **MONITORING OF DIVISION COMPLIANCE**

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

1. extent of dissemination and discussion of these guidelines with teachers, school heads, district supervisors, superintendents and other schools division's officials;
2. preparation of schools to receive, acknowledge and endorse applications;
3. organization of Division Sub-committees and Selection Committees;
4. briefing and orientation of members of these committees regarding their roles and functions;
5. preparation of scoring sheets, interview guides and tests of applicants; and
6. extent of briefing and information sharing with local governments and other local stakeholders in teacher hiring.

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 found guilty of violating the provisions of these revised guidelines or parts thereof shall be dealt with accordingly.

13.0 **EFFECTIVITY**

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


JESLI A. LAPUS
Secretary