

**RECRUITMENT, SELECTION AND PLACEMENT (RSP) SYSTEM FOR
PUBLIC SCHOOL TEACHERS**

The recruitment, selection, and placement (RSP) system is a core component of the overall strategic Human Resource Management system of the Department of Education, ensuring that the organization and its manpower are able to respond to challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant, and liberating basic education. This system includes policies and processes on application, evaluation, selection, and appointment for Teaching Positions pursuant to the 1987 Constitution, the Administrative Code of 1987, and Civil Service rules and regulations.

COVERAGE:

All Teacher Applicants of the Department of Education (Internal and External to DepEd)

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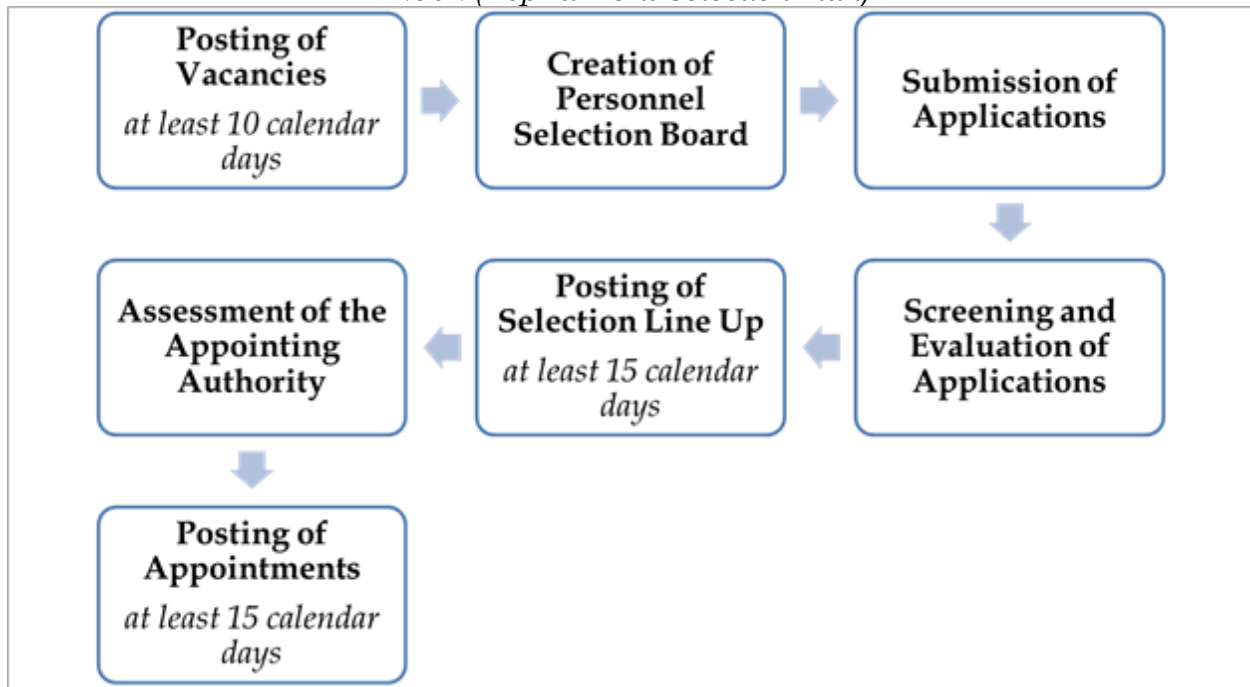
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HOW TO APPLY: (STEPS OR FLOW CHART)

Table 1. General Process on Recruitment and Selection based on DepEd Order No. 29, 2002 (DepEd Merit Selection Plan)



FREQUENTLY-ASKED QUESTIONS (FAQs)

Question	Answer
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<ul style="list-style-type: none"> • How do I apply in DepEd as Teacher I? What is the process of teacher application? 	<ul style="list-style-type: none"> • Coordinate with the Schools Division Office (SDO) in your locality • Refer to the Memorandum or Call for Applications issued by the SDO re: <ul style="list-style-type: none"> ○ Vacant position ○ Salary Grade ○ Qualification Standards ○ Documentary Requirements ○ List and Timeline of Activities ○ Deadlines • Attend orientation for applicants, if any, organized by the SDO • Due to COVID-19, SDOs may employ alternative strategies and platforms (e.g. online, telephone) in the conduct of the following recruitment and selection processes <ul style="list-style-type: none"> ○ Publication/posting of vacancies ○ Submission/receipt of application documents ○ Interview ○ Demonstration teaching ○ Document review ○ PSB deliberations
<ul style="list-style-type: none"> • What are Qualification Standards? 	<ul style="list-style-type: none"> • The Qualification Standards (QS) are the minimum qualifications in terms of Education, Training, Experience, Eligibility, as required by the CSC.
<ul style="list-style-type: none"> • What are the QS/minimum qualifications for Teacher I position in Elementary and JHS? 	<p>Education:</p> <ul style="list-style-type: none"> • <u>Elementary</u> Bachelor of Science in Elementary Education or any Bachelor’s degree plus 18 professional units in Education • <u>JHS</u> Bachelor of Science in Secondary Education (with appropriate major) or any Bachelor’s degree plus 18 professional units in Education <p>Training: None required Experience: None required Eligibility: PBET or LET</p> <p><i>Reference: CSC 1995 Qualification Standards Manual</i></p>

<ul style="list-style-type: none"> • What are the documentary requirements for Kto10 Teacher applicants? 	<ul style="list-style-type: none"> • CSC Form 212 (Personal Data Sheet) <ul style="list-style-type: none"> ◦ <i>in two copies with latest 2x2 ID picture</i> • Certified copy of PRC identification card • Certified copy of ratings obtained in the LET/PBET • Certified copy of Transcript of Records • Copies of service records, performance rating, and school clearance <ul style="list-style-type: none"> ◦ <i>for those with teaching experience</i> • Copies of certificates of specialized trainings, if any • Certified copy of Voter's ID or any proof of residency • NBI Clearance • Omnibus certification of authenticity and veracity <p><i>Reference: DO 7, s.2015</i></p>
<ul style="list-style-type: none"> • What are the QS/minimum qualifications for Teacher I position in SHS? 	<p>Education:</p> <ul style="list-style-type: none"> • <u>Academic, Sports, Arts & Design</u> Bachelor's degree majoring in the relevant track/strand/subject or any Bachelor's degree with at least 15 units of specialization in the relevant track/strand/subject • <u>TVL</u> Bachelor's degree or technical-vocational course in the area of specialization <p>Training:</p> <ul style="list-style-type: none"> • <u>Academic, Sports, Arts & Design:</u> None required • <u>TVL:</u> At least NC II appropriate to the specialization <p>Experience: None required</p> <p>Eligibility:</p>

	<ul style="list-style-type: none"> • <u>Permanent position</u> PBET or LET • <u>Provisional or Contractual</u> None required <p><i>Reference: DO 27, s.2016; DO 51, s.2017</i></p>
<ul style="list-style-type: none"> • What are the documentary requirements for Senior High School (SHS) teaching position? 	<ul style="list-style-type: none"> • Letter of Intent <ul style="list-style-type: none"> ○ <i>Statement of purpose / expression of interest</i> ○ <i>Subject group he/she intends to teach</i> ○ <i>Preferred school(s), if any</i> • CSC Form 212 (Personal Data Sheet) • <i>in two copies with latest 2x2 ID picture</i> • Copies of certificates of relevant specialized trainings, if any • Certified copy of Voter's ID or any proof of residency • NBI Clearance • Omnibus certification of authenticity and veracity of all documents submitted, signed by applicant <p><i>Reference: DO 3, s.2016</i></p>
<ul style="list-style-type: none"> • Can I apply for higher teaching positions? 	<ul style="list-style-type: none"> • Yes, provided they pass the QS/minimum qualification for said position being applied for. • Only teaching positions in the SHS have higher positions open to external applicants <p><i>Reference: DO 27, s.2016; DO 51, s.2017</i></p>
<ul style="list-style-type: none"> • Can I teach in SHS without being a LET passer? 	<ul style="list-style-type: none"> • Yes, but only on a provisional or contractual basis. <p><i>Reference: DO 3, s.2016; DO 51, s.2017</i></p>
<ul style="list-style-type: none"> • What is a provisional appointment? 	<ul style="list-style-type: none"> • Only applicable in SHS teaching positions • Refers to an appointment issued to an appointee who meets QS (Education, Training, Experience), except the Eligibility (i.e. lacks PBET/LET); but only in the absence of available PBET/LET eligible applicants qualified for the position to be filled. • Incumbent is given 5 years to pass the LET

	<ul style="list-style-type: none"> • Renewable every year, for 5 consecutive years <p><i>Reference: DO 3, s.2016; DO 51, s.2017;</i></p>
<ul style="list-style-type: none"> • What is a contractual appointment? 	<ul style="list-style-type: none"> • A contractual appointment may be given to: <ul style="list-style-type: none"> ○ those who obtains a rating of 70pts, but opts for a contractual appointment (usually practitioners); or ○ those have not passed the LET but obtained a rating of 65-69 (to be considered only if RQA has been exhausted and there are still vacancies). • A contractual appointment is also limited to part-timers <p><i>Reference: DO 3, s.2016; DO 51, s.2017</i></p>
<ul style="list-style-type: none"> • How will I be assessed? What are the criteria for ranking? 	<p>Applicants are evaluated based on the following criteria per track:</p> <p><u>K to 10</u> (100 points):</p> <ul style="list-style-type: none"> ○ Education = 20 points ○ Experience = 15 points ○ LET/PBET Rating = 15 points ○ Specialized Training = 10 points ○ Interview = 10 points ○ Demonstration Teaching = 15 points ○ English Communication Skills = 15 points <p><u>Senior High School</u> For Academic and Core Subjects Track (100 points):</p> <ul style="list-style-type: none"> ○ Education = 20 points ○ Experience = 15 points ○ Specialized Training = 10 points ○ Interview = 15 points ○ Demonstration Teaching = 20 points ○ English Communication Skills = 10 points ○ Portfolio/Outstanding Achievements = 10 pts <p>For TVL Track (100 points):</p> <ul style="list-style-type: none"> ○ Education = 15 points

	<ul style="list-style-type: none"> ○ Experience = 20 points ○ Specialized Training = 20 points ○ Interview = 15 points ○ Demonstration Teaching = 15 points ○ English Communication Skills = 5 points ○ Portfolio/Outstanding Achievements = 10 pts <p>For Arts and Design Track (100 points):</p> <ul style="list-style-type: none"> ○ Education = 15 points ○ Experience = 20 points ○ Specialized Training = 15 points ○ Interview = 15 points ○ Demonstration Teaching = 15 points ○ English Communication Skills = 5 points ○ Portfolio/Outstanding Achievements = 15 pts <p>For Sports Track (100 points):</p> <ul style="list-style-type: none"> ● Education = 15 points ● Experience = 20 points ● Specialized Training = 15 points ● Interview = 15 points ● Demonstration Teaching = 15 points ● English Communication Skills = 5 points ● Portfolio/Outstanding Achievements = 15 pts
<ul style="list-style-type: none"> ● How does the scheduling of English Proficiency Test (EPT) work? 	<ul style="list-style-type: none"> ● The Division Testing Coordinator shall coordinate with Bureau of Education Assessment (BEA) for the schedule of the conduct of the EPT. ● Due to COVID-19, EPT may be administered online; face-to-face tests may resume when community quarantine and physical distancing protocols permit travel and gatherings. ● Applicants may coordinate with the concerned SDO on the schedule and status of EPT administration.
<ul style="list-style-type: none"> ● Is it a ground for disqualification if I were not able to take the EPT? 	<ul style="list-style-type: none"> ● No, the applicant's inability to take EPT shall not be a ground for their disqualification. No EPT result shall only mean no score under the EPT criterion set in DepEd Order (DO)

	<p>Nos. 07 and 22, s. 2015, and DO No. 03, s. 2016. Henceforth, applicants who have met the cut-off score in spite of the absence of an EPT score shall still be included in the Registry of</p> <ul style="list-style-type: none"> • Qualified Applicants (RQA).
<ul style="list-style-type: none"> • What is a Registry of Qualified Applicants (RQA)? Is there a cut-off? 	<ul style="list-style-type: none"> • The RQA is the list of applicants who meet the cut-off score of 70pts. • There is a separate RQA for the ff: <ul style="list-style-type: none"> ○ Kindergarten and Elementary ○ JHS, by specializations ○ SHS, by subject groups • The RQA is posted in conspicuous places in the SDO.
<ul style="list-style-type: none"> • How would I know if I get accepted? 	<ul style="list-style-type: none"> • Coordinate with the concerned SDO, particularly the HRMO • May refer to the Notice of Appointment Issued (NAI) posted in the website or bulletin boards of the SDO concerned
<ul style="list-style-type: none"> • I am a provisional teacher. Will my appointment be renewed this June 2020 given that the official start of classes will be on August 24? 	<ul style="list-style-type: none"> • Yes, pursuant to the school calendar for SY 2020-2021, teachers are required to report for duty as early as June 1; henceforth, appointments of provisional teachers may be renewed, subject to applicable DepEd hiring guidelines and CSC rules and regulations. <p><i>Reference: DO 3, s.2016; DO 51, s.2017</i></p>

LEGAL BASES

A. Teacher Hiring (Kto12)

DepEd Order	Title
<ul style="list-style-type: none"> • DO 7, s. 2015 	Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016
<ul style="list-style-type: none"> • DO No. 22, s. 2015 	Hiring Guidelines for the Remaining Teaching Positions Effective School Year (SY) 2015-2016
<ul style="list-style-type: none"> • DO No. 3, s. 2016 	Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017
<ul style="list-style-type: none"> • DO No. 9, s. 2016 	Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions
<ul style="list-style-type: none"> • DO No. 27, s. 2016 	Qualification Standards for Senior High School (SHS) Teaching Positions in the

	Department of Education (DepEd)
<ul style="list-style-type: none"> • DO No. 32, s. 2016 	Addendum to DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School [SHS] Teaching Positions Effective SY [SY] 2016-2017)
<ul style="list-style-type: none"> • DO No. 49, s. 2016 	Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School
<ul style="list-style-type: none"> • DO No. 50, s. 2017 	Hiring Guidelines for Teacher I Positions in Schools Implementing Indigenous Peoples Education Effective School Year 2016-2017
<ul style="list-style-type: none"> • DO No. 51, s. 2017 	Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines

LINKS OF OTHER RESOURCE MATERIALS:

Resource Materials	Link
<ul style="list-style-type: none"> • Senior High School FAQs 	https://www.deped.gov.ph/2016/04/28/senior-high-school-teacher-hiring-guidelines-faqs/