



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City



DIVISION MEMORANDUM

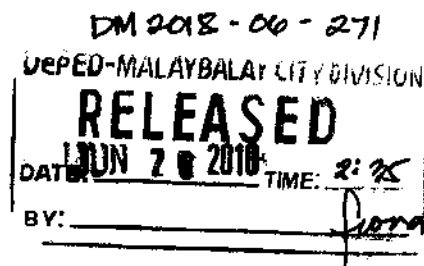
No. 271 s. 2018

TO: Chief Education Supervisor, CID and SGOD
School Heads (Elementary and Secondary)
All Others Concerned

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: June 18, 2018

SUBJECT: RANKING OF TEACHER - TRANSFEREES



1. The field is hereby informed that teachers who wish to apply for transfer in this Division shall submit pertinent documents starting June 22 to June 29, 2018.
2. The documents to be submitted are the following:
 - Performance Rating for the last three (3) years;
(IPCRF 2017-2018, 2016-2017, 2015-2016)
 - Latest Service Record;
 - Certificates of Seminars / Trainings;
 - Certificates of Awards / Recognitions
 - Highest Educational Qualification (TOR);
 - Proof of Innovations / Educational Research;
 - Chairmanship (Technical/Planning Committee);
 - ICT Literacy/Specialized Skills
(National Certificates, Trainers Methodology, etc)
 - Proof of residency (VRR, Billing statements)
 - Omnibus Sworn Statement (downloadable at depedmalaybalay.net)
3. The School Selection Committee to be chaired by the school head shall conduct initial evaluation of the qualification of all applicants and prepare a Selection Line Up (*Annex A*) and Comparative Assessment (*Annex B*).
4. The applicants shall be rated using "*Annex C*" of this memorandum.
5. Selection Line up, Comparative Assessment, and Selection Committee Minutes during deliberation shall be submitted to the Division Office Personnel Unit on or before July 6, 2018 together with the application documents for validation purposes.
6. Queries relative to this can be relayed to Guia Ma. G. Gamutin at 09177067745.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City



Annex A

Selection Line Up

Transferees - Teacher I Positions

<i>No.</i>	<i>Name of Applicant (alphabetical order)</i>	<i>Education</i>	<i>Experience</i>	<i>Training</i>	<i>Eligibility</i>
1.					
2.					
3.					
4.					

Prepared by:



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City



Annex B

COMPARATIVE ASSESSMENT FOR TEACHER I TRANSFEREES

Name	Present Station	School Applied	Contact No.	IPCRF (30pts)	Experience (10pts)	Training (15pts)	Awards (15pts)	Post Graduate (15pts)	Innovation (5pts or none)	Chairmanship (5pts or none)	Special Skills (5pts or none)	Total Pts (100)	Rank

School Selection Committee:

	Points	Weight	Accumulated Points
A. Performance (IPCRF Rating)	30	0.3	
Average of 3 years $(Y1+Y2+Y3) \div 3 \times 0.3$			
Example: $=[(4.2 + 4.3 + 4.1) \div 3] \times 0.3$			
$=(12.6 \div 3) \times 0.3$			
$=4.2 \times 0.3 = 1.26$			1.26
B. Experience (Updated Service Record)	10	0.1	
Maximum of 10 points			
Credit will be given at the 4th school year of service			
Example: 5 years experience in current station			
$(\text{No of Years} - 3) \times 0.1$			
$= (5 \text{ years} - 3) \times 0.1$			
$= 2 \times 0.1$			
$= 0.2$			0.2
C. Trainings (Certificate of Participation to work/job related training programs)	15	0.15	
Note: Approved travel order or approved Form 6 required for trainings attended outside of the Division.			
International Trainings - 15 points			
National Trainings - 10 points			
Regional Trainings - 8 points			
Division Trainings - 5 points			
District Trainings - 3 points			
School Trainings - 1 point			
Example: 2 National Trainings attended			
$= (2 \times 15) \times 0.15$			
$= 10 \times 0.15$			
$= 1.5$			1.5
D. Awards (Certificate of Recognition, Plaque of Recognition/Appreciation, etc)	15	0.15	
Note: Picture of Plaques/trophies, etc may be submitted			
International Awards - 15 points			
National Awards - 12 points			
Regional Awards - 9 points			
Division Awards - 6 points			
District Awards - 3 points			
School Awards - 1 point			
Example: One National Award and 2 Regional Awards			
$= [(15 \times 1) + (9 \times 2)] \times 0.15$			
$= (15 + 18) \times 0.15$			

$$= 33 \times 0.15$$

$$= 4.95$$

4.95

E. Education (Attendance/Completion of Post Graduate Education)	15	0.15	
Transcript of records duly authenticated by the Institution attended PhD/EdD Graduate - 15 points CAR PhD/EdD Degree - 10 points MA/MS Graduate - 8 points CAR MA/MS Degree - 5 points Example: CAR PhD Education Administration $= 10 \times 0.15$ $= 1.5$			
			1.5
F. Innovation (Approved by immediate Department Head/School Head with proof of implementation)	5	0.05	
Example: Computer assisted instruction in Mathematics with video coverage of class utilization and certification of the school head of its utilization. $5 \text{ points} \times 0.05$			
			0.25
G. Chairmanship (Office Order designating the transfer-applicant as Chairman of a school committee)	5	0.05	
Example: Chairman of the School DRRM $5 \text{ points} \times 0.05$			
			0.25
H. Special Skills (Certificate of Special Skills Training Program attended or Demonstration of skills)	5	0.05	
Example: Instructional materials development using computer application $5 \text{ points} \times 0.05$			
			0.25
Total	100	1	10.16