



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM- 2021-11-656
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: NOV 19 2021 1:47 pm
 BY: [Signature]

DIVISION MEMORANDUM

No. 656, s. 2021

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM: VICTORIA V. GAZO, PhD., CESO V
 Schools Division Superintendent

DATE: November 18, 2021

SUBJECT: Announcement on the Submission of Pertinent Documents for Elementary and Secondary School Teacher II and III

1. This Office announces the comparative assessment for Teacher II and Teacher III for Elementary and Secondary Schools by their respective School Level Human Resource Merit Promotion and Selection Board (HRMPSB). Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 as follows:

Position	Education	Experience	Training	Eligibility
Teacher III (SG13)	Bachelor's Degree in Secondary/Elementary Education; or Bachelor's Degree with 18 Prof. Education Units	3 years relevant experience	None required	RA 1080 (Teacher)
Teacher II (SG 12)	Bachelor's Degree in Secondary/Elementary Education; or Bachelor's Degree with 18 Prof. Education Units	3 years relevant experience	None required	RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents **properly ear marked** to their respective Schools on or before **November 29, 2021**.

- 2.1. Application letter addressed to the Schools Division Superintendent through the School Principal
- 2.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
- 2.3. Copy of transcript of records
- 2.4. Eligibility – PRC Board Rating and unexpired license
- 2.5. Performance Ratings for the last three (3) years and at least 1 year in the present position
- 2.6. Updated Service Records
- 2.7. Certificate/s of Outstanding/Meritorious Accomplishment;





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- a) Outstanding Employee Award;
 - b) Proof of Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - c) Research and Development Projects;
 - d) Publication/Authorship;
 - e) Consultancy/Resource Speakership;
- 2.8. Certificates of trainings attended not credited during the last promotion;
- 2.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
- 2.10. Omnibus certification as to authenticity and veracity of all documents submitted.
3. School Level HRMPSB shall submit to this Office through the Personnel Unit the Evaluation/Score Sheets, Selection Line Up and the Comparative Assessment of the Teacher II and Teacher III qualified applicants duly signed by the HRMPSB. The School HRMPSB shall keep all the application folders for future reference.
4. As per Division Memorandum No. 476, s. 2020 the School Level HRMPSB for Teacher II and Teacher III (Elementary and Secondary) composed the following:
- Elementary**
Chairman: Principal / School Head
Members: Four (4) members from among the Grade Level Chairpersons
One (1) secretariat
- Secondary**
Chairman: Principal / School Head
Members: Department Head where the vacancy exists
Department Head
Administrative Officer
President of Teacher's Association
One (1) secretariat
4. Attached is *Annex A* - Selection Line Up, *Annex B* - Evaluation/Score Sheet, and *Annex C* - Comparative Assessment templates to be accomplished and submitted not later than **December 20, 2021**.
5. Queries relative to this can be relayed to the Personnel Unit at 0907-688-9009.
6. Immediate dissemination of this memorandum is desired.

Incl: as stated

Copy furnished:

Records Unit
Personnel Unit



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@gmail.com

Note:

*please prepare a separate selection line up for Teacher II and Teacher III

*3 years relevant experience is required due to 3 performance rating requirement



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SELECTION LINE-UP

QUALIFICATION

Position	Teacher II / Teacher III
Salary Grade	12 / 13
Education	Bachelor's Degree in Secondary / Elementary Education; or Bachelor's Degree with 18 Prof. Education Unit
Experience	3 years relevant experience
Training	none required
Eligibility	RA 1080 (Teacher)

No.	Name of Applicants <i>(alphabetical order)</i>	Qualification				Remarks
		Education	Experience	Training	Eligibility	
1						
2						
3						

SIGNATURE OVER PRINTED NAME

Secretariat

EVALUATION SHEET for TEACHING AND RELATED TEACHING (DO No. 66, s. 2007)

Name _____ Position _____ District _____

MINIMUM QUALIFICATION STANDARD

- Education
- Experience
- Training
- Eligibility

A. Performance Rating (35pts) _____ (pts)

The performance rating of the appointee for the last three (3) rating periods prior to screening should be at least Very Satisfactory. The average of the numerical rating shall be multiplied by 35%

SY: _____
 SY: _____
 SY: _____
 average _____

guide in computation: $\text{sum of the 3 ratings} \div 3 \times 35 = \text{Perf. Rating points}$

B. Experience (5 pts) _____ (pts)

Experience must be relevant to the duties and functions of the position to be filled, with every year given a point but not exceed (5) points. Every month of service in excess of one year shall be given corresponding point.

Example: 1yr. & 5 mos. $17/12 = 1.4$ points
 3yrs. & 11 mos. $47/12 = 3.91$ points

C. Outstanding accomplishments (20 points) _____ (pts)

- a. Outstanding Employee Award (4 points)
 - Awardee in the school 0.80
 - Nomination in the division/awardee in the district 1.60
 - Nomination in the region/awardee in the division 2.40
 - Nomination in the Department/awardee in region 3.20
 - National awardee 4.00

_____ (pts)
- b. Innovation (4 points)

Innovation work plan properly documented, approved by immediate chief and attested by _____ authorized regional/division official:

 - 1. Conceptualized 0.80
 - 2. Started the implementation 1.60
 - 3. Fully implemented in the school 2.40
 - 4. Adopted in the district 3.20
 - 5. Adopted in the division 4.00

_____ (pts)
- c. Research and the Development projects (4 points)
 - Action research conducted in the school level 1.33
 - Action research conducted in the district level 2.66
 - Action research conducted in the division level 4.00

_____ (pts)
- d. Publication/authorship (4 points)
 - Articles published in a journal/newspaper/magazine of wide circulation (1 point per article but not exceed 4 pts) 3.00
 - Co-authorship of a book (shall be divided by the number of authors) 4.00
 - Sole authorship of a book _____ (pts)
- e. Consultant/ Resource Speaker in training / seminars/ workshops/ symposia (4 points)
 - District Level 0.80
 - Division Level 1.60
 - Regional Level 2.40
 - National Level 3.20
 - International Level 4.00

_____ (pts)

D. Education and Training (30 pts) _____ (pts)

- a. Education (25 pts)
 - Complete Academic Requirements for Master's Degree 10.00
 - Master's Degree 15.00
 - Complete Academic Requirements for Doctoral Degree 20.00
 - Doctoral Degree 25.00
- b. Participant in a specialized training (5 pts.) _____ (pts)

Eg. Scholarship Programs, Short Courses, Study Grants shall be given one (1) point for every month of attendance but not to exceed ten (5) points

Participation in three (3) or more training activities in each level conducted for at least (3) days not credited during the last promotions:

 - District Level 1pts.
 - Division Level 2pts.
 - Regional Level 3pts. _____ (pts)

Participant in one training conducted for at least three (3) days not credited during the last promotions:

National Level	4pts.	
International Level	5pts.	_____ (pts)
Chair/Co-chair In a technical/planning committee		
District Level	1pts.	
Division Level	2pts.	
Regional Level	3pts.	
National Level	4pts.	
International Level	5pts.	_____ (pts)

Note: points for Chair/CO-chair shall be considered only if the maximum points of 5 for training is not yet achieved.

E. Potential (5 pts) _____ (pts)

This refers to the capacity and ability of a assume the position to be filled up and those of higher level.

The Personnel Selection Board Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

- | | | |
|---|------|-------------|
| 1. Communication Skills | 1 pt | |
| Speaks and writes effectively in Filipino and English | | |
| 2. Ability to Present Ideas | 1 pt | |
| Present well-organized and precise ideas with marked command of the language used | | |
| 3. Alertness | 1 pt | |
| Manifest presence of mind and awareness of the environment. | | |
| 4. Judgement | 1 pt | |
| Demonstrates sound judgement. | | |
| 5. Leadership Ability | 1 pt | |
| Influences others to do tasks for him. | | _____ (pts) |

F. Psychological attributes and personality traits (5 points) — _____ (pts)

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capacity of the candidate to be assist to the entire service system and utilize his/her talents and the maximum.

- | | | |
|--|--------|-------------|
| a. Human relations (2 pts) _____ (pts) | | |
| 1. Adjust to the variety of personalities, ranks and informal groups present in the organization | 0.4 pt | |
| 2. Internalizes works changes with ease and vigor | 0.4 pt | |
| 3. Accepts constructive criticisms objectively whether from his subordinates, peers or superior | 0.4 pt | |
| 4. Observes proper decorum in relating with superiors and peer. | 0.4 pt | |
| 5. Takes the initiative to organize work groups, adopt procedures and standards in his own level | 0.4 pt | _____ (pts) |
| b. Decisiveness (2 pts) _____ (pts) | | |
| 1. Thinks logically and acts accordingly | 0.4 pt | |
| 2. Consider alternatives and recommends solutions when faced with problem situations | 0.4 pt | |
| 3. Gives convincing recommendations and suggestions | 0.4 pt | |
| 4. Acts quickly and makes the best decision possible | 0.4 pt | |
| 5. Exercise flexibility | 0.4 pt | |
| c. Stress Tolerance (1pt) _____ (pts) | | _____ (pts) |
| 1. Exercise high degree of tolerance for tension resulting for increasing volume of work resulting for increasing volume of work, organizational change, environment conflicts, etc. | 0.2 pt | |
| 2. Uses coping mechanisms to handle creatively tensions resulting from one's work. | 0.2 pt | |
| 3. Controls negative manifestations of emotions. | 0.2 pt | |
| 4. Performs satisfactorily his duties and functions in a tension-laden situation. | 0.2 pt | |
| 5. Channels negative emotions to positive and constructive endeavors | 0.2 pt | _____ (pts) |

TOTAL POINTS (100 POINTS)

Totals points earned _____

Assessed by:

_____ Member

_____ Member

_____ Member

_____ Member

_____ CHAIRPERSON

Note:

*please prepare a separate comparative assessment for Teacher II and Teacher III through same criteria and points

*signatory - must be Signature over printed name.



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COMPARATIVE ASSESSMENT OF QUALIFIED APPLICANTS FOR TEACHER II / TEACHER III

NO.	APPLICANT'S NAME	PERFORMANCE RATING	EXPERIENCE	OUTSTANDING ACCOMPLISHMENT	EDUCATION AND TRAINING	POTENTIAL	PSYCHOLOGICAL ATTRIBUTES AND PERSONALITY TRAITS	TOTAL	RANK
		35	5	20	30	5	5	100	
1									1
2									2
3									3

Prepared by:

 Secretariat Member Member Member Member Chairman