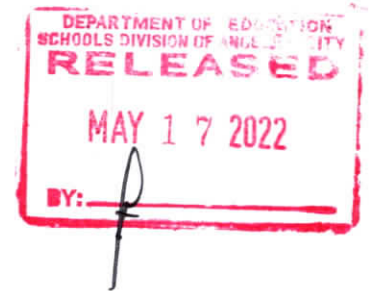




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



May 17, 2022

**DIVISION MEMORANDUM**

No. **196** s. **2022**

**MERIT SELECTION PLAN  
OF THE SCHOOLS DIVISION OF ANGELES CITY**

**TO** : Chief of Curriculum Implementation Division  
Chief of School Governance and Operations Division  
Heads of Public Elementary, Integrated, Junior and Senior High School

1. This is to inform all teaching, non-teaching and teaching related personnel, school heads and administrators, of the issuance of the DepEd Merit Selection Plan which shall take effect on September 1, 2022.
2. The objectives of this Merit Selection Plan are:
  - to provide for a systematic method of selecting employees for appointment to first and second level positions, including second level executive/managerial positions.
  - to cover the basic principles, policies, general procedures, and roles that govern and enable the recruitment, selection, and placement system of the Division.
3. Attached is the Merit Selection Plan of the Schools Division of Angeles City.
4. For your information and guidance.

  
**MA. IRELYN P. TAMAYO, PhD CESO V**  
Schools Division Superintendent



**Address:** Jesus Street, Pulungbulu, Angeles City  
**Telephone No.** (045) 322-4101





Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City

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## 2022 MERIT SELECTION PLAN

1. The Department of Education (DepEd) issues the enclosed Merit Selection Plan which establishes a competency-based Agency Merit Selection Plan to ensure that in all governance levels the Department hires and retains the right people for the right job at the right time, by strictly adhering to the principles of merit, fitness, competence, equal opportunity, transparency, and accountability.
2. The basic principles, policies, general procedures, and roles that govern the recruitment, selection, and placement system of the Department shall guide its personnel and stakeholders in the selection, hiring, appointment, and promotion of individuals in the teaching, school administration, related teaching, and non-- teaching positions in all governance levels.
3. All DepEd Orders, rules and regulation, and other related issuances, to include but not limited to the following, and/ or provisions therein, which are inconsistent with this Order and its provisions, are hereby repealed, rescinded, or amended accordingly:
  - a. DepEd Order (DO) No. 29, s. 2002, *Merit Selection Plan of the Department of Education*
  - b. MEC No. 10, s. 1979, *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers*
  - c. MEC No. 29, s. 1979, *Clarification on Guidelines for Implementing the Career Progression System (Master Teacher Program)*
  - d. MECS Order No. 62, 1983, *Further Implementation of the Career Progression System for Public School Teachers (Master Teacher Plan)*
  - e. MECS Order No. 1, 1985, *Additional Master Teacher Positions*
  - f. DECS Order No. 70, s. 1988, *Revised Policy on Master Teacher for Secondary Schools*
  - g. DECS Order No. 57, s. 1997, *Further Implementation of the Career Progression System for Master Teacher*
  - h. DECS Order No. 5, s. 1998, *Reclassification of Regular Teacher and Principal Items to Special Education (SPED) Teacher and Special School Principal Items*

- i. DECS Order No. 52, s. 1999, *Automatic Upgrading of Positions for Eligible Public School Teachers Through Equivalent Record Forms (ERFs) Scheme*
- j. DECS Order No. 59, s. 2000, *Equivalent Record Form (ERF) Not Required for Promotion to Vacant Teacher II and III Positions*
- k. DO No. 2, s. 2002, *Guidelines on the Hiring of Public School Teachers*
- l. DO No. 50, s. 2003, *Adoptive Measures in Filling-Up Vacant Teaching Positions*
- m. DO No. 85, s. 2003, *Guidelines on the Selection, Promotion, and Designation of School Heads*
- n. DO No. 45, s. 2004, *Appointment of Principals and Teachers in Public Secondary Schools*
- o. DO No. 16, s. 2005, *Guidelines on Recruitment, Evaluation, Selection, and Appointment of Teachers in Public Schools*
- p. DO No. 17, s. 2006, *Revised Hiring Guidelines for Teacher I Positions in Public Elementary and Secondary Schools*
- q. DO No. 4, s. 2007, *Revisions to the Hiring Guidelines for Teacher I Positions*
- r. DO No. 42, s. 2007, *The Revised Guidelines on Selection, Promotion, and Designation of School Heads*
- s. DO No. 66, s. 2007, *Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions*
- t. DO No. 36, s. 2009, *Strict Compliance with Passing the Qualifying Examination for Principalship for Appointment to Principal I Position*
- u. DO No. 97, s. 2011, *Revised Guidelines on the Allocation and Reclassification of School Head Positions*
- v. DO No. 12, s. 2012, *Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector Reform Agenda (BESRA)*
- w. DO No. 25, s. 2012, *Addendum to DepEd Order No. 12, s. 2012 (Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector Reform Agenda [BESRAJ])*
- x. DO No. 37, s. 2012, *Addendum to DepEd Order Nos. 12 and 25, s. 2012 (Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector Reform Agenda)*
- y. DO No. 81, s. 2002, *Additional Policy Guidelines on Hiring and Deployment of Kindergarten Teachers*
- z. DO No. 50, s. 2014, *Guidelines on the Recruitment, Selection, and Placement of Personnel Pursuant to the DepEd Rationalization Program under Executive Order 366, s. 2004*
- aa. DO No. 7, s. 2015, *Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016*
- bb. Office Order (00) dated April 21, 2015, *Procedures/ Guidelines on the Recruitment, Selection, and Placement of the First and Second Levels Non-Teaching and Related Teaching Positions in the Department of Education Central Office*
- cc. DO No. 22, s. 2015, *Hiring Guidelines for the Remaining Teaching Positions Effective School Year (SY) 2015-2016*
- dd. DO No. 3, s. 2016, *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*
- ee. 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*
- ff. DO No. 19, s. 2016, *Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS)*



- gg. DO No. 32, s. 2016, *Addendum to DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School [SHSJ Teaching Positions Effective SY [SY] 20 16 -2017)*
  - hh. DO No. 41, s. 20 16, *Additional Guidelines to Dep Ed Order No. 19, s. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools [SHSJ)*
  - ii. DO No. 49, s. 20 16, *Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School*
  - jj. DO No. 50 s. 20 16, *Hiring Guidelines for Teacher I Positions in Schools Implementing Indigenous Peoples Education Effective School Year 2016- 2017*
  - kk. DO No. 5 1, s. 20 17, *Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines*
4. This policy and its subsequent amendments, if any, upon approval of the CSC Regional Office concerned, shall take effect 15 days after its publication in the DepEd website and shall be registered with the Office of the National Administrative Register (ONAR).
  5. Immediate dissemination of and strict compliance with this Order are directed.



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## THE DEPARTMENT OF EDUCATION MERIT SELECTION PLAN

### I. Rationale

1. Section 2(2), Article IX(B) of the 1987 Constitution of the Republic of the Philippines provides that *"appointments in the Civil Service shall be made only according to merit and fitness."* Moreover, Section 2, Subtitle A, Title I, Book V of Executive Order (EO) No. 292, otherwise known as the Administrative Code of 1987, provides under *Recruitment and Selection of Employees* that *"opportunity for government employment shall be open to all qualified citizens and positive efforts shall be exerted to attract the best qualified to enter the service. Employees shall be selected on the basis of fitness to perform the duties and assume the responsibilities of the positions."*
2. The Civil Service Commission (CSC), as the central personnel agency of the Philippine Government mandated to *"prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws,"* issued Memorandum Circular (MC) No. 14, s. 2018 titled *2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018*, in response to the changing needs in human resource management, and in order to facilitate and simplify the processing of all kinds of human resource actions. The ORAOHRA governs the preparation, submission of, and actions to be taken on appointments and other human resource movements involving employees appointed to first and second level positions in the Philippine government.
3. Section 102, Rule IX of the ORAOHRA mandates all national government agencies to submit an Agency Merit Selection Plan (MSP), which shall define and institutionalize a systematic process of recruitment, selection, and placement of employees within the organization, anchored on the Civil Service rules and regulations on appointment and other human resource actions.
4. Faithful to the merit and fitness principle of the Civil Service Doctrine of the Constitution, and the thrust of the Department of Education (DepEd) to better serve its learners and stakeholders through continuous improvement, and maintaining organizational performance and health, the Department hereby issues the *Department of Education Merit Selection Plan*. This policy aligns DepEd's internal system on application, evaluation, selection, and appointment with the provisions of the ORAOHRA, and reinforces its commitment with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) per CSC MC No. 3, s. 2012. The DepEd MSP is aimed at ensuring that the organization and its manpower are able to respond to challenges and opportunities of the 21<sup>st</sup> Century with focus on the delivery of quality, accessible, relevant, and liberating basic education.

### II. Scope

5. This policy provides for a systematic method of selecting employees for appointment to first and second level positions, including second level executive/managerial positions. It covers the basic principles, policies, general procedures, and roles that govern and enable the recruitment, selection, and placement system of the Department. It encompasses all teaching, school administration, related teaching, and non-teaching positions in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (S DOs), and Schools.



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### III. Definition of Terms

6. For purposes of this policy, the following terms are defined and understood as follows:

- a. Accountability refers to the obligation of DepEd officials and employees to accept responsibility for the selection of employees in adherence to the basic principles stated herein, to explain, clarify, and justify human resource (HR) actions, disclose the results in a transparent manner, and be responsible for one's actions.
- b. Background Investigation refers to the verification of an applicant's credentials, behavior, and previous performance, if any, by validating the information and records declared by the applicant in their Personal Data Sheet (PDS) such as contacting their identified reference person / s in their current or previous workplace or through other means/methods.
- c. Behavioral Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/ s when subjected to specific situations or conditions in their previous and/or current workplace.
- d. Bona Fide Resident refers to an applicant who is a resident for at least six (6) months in a barangay, municipality, city, or province, in that order, where the vacancy exists, as evidenced by the applicant's PDS and Voter's ID or any proof of residency.
- e. Comparative Assessment refers to the procedure or method of determination of top candidates for possible appointment. It involves the use of multiple evaluation techniques to evaluate the competencies of a qualified applicant vis- a-vis the competencies required by the position to be filled.
- f. Comparative Assessment Result (CAR) refers to the report prepared by the HRMPSB that shall guide the appointing office r / authority, in the exercise of sound discretion, in selecting, insofar as practicable, the candidate deemed most qualified for appointment. It shall contain the complete list of all candidates for appointment, highlighting the top five (5) ranking candidates based on the total scores obtained from the evaluative assessments.
- g. Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA) refers to the CAR for teaching positions, containing only the candidates who have met the cut-off score as specified in the teacher hiring guidelines.
- h. Competence refers to the ability to perform tasks efficiently and effectively by exhibiting behaviors that demonstrate the necessary knowledge, skills, and attitude.
- i. Competencies refer to knowledge, skills, attitudes, and key behaviors that are necessary for the efficient and effective performance of the duties and responsibilities of a position.
- j. Education refers to formal or non-formal academic, technical, or vocational studies that enable an applicant to successfully perform the duties and responsibilities of a position.
- k. Eligibility refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the Professional Regulation Commission-conducted board examinations, the Supreme Court-conducted bar examinations, or the Career Executive Service Board-conducted examinations.



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- l. Equal Opportunity refers to the non-discrimination principle that allows any applicant within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs.
- m. Evaluative Assessment refers to the multiple evaluation techniques in the determination of competencies of an applicant vis-a-vis the required competencies of the position to be filled.
- n. Executive/Managerial Position refers to a second level position whose functions involve exercising management over people, resource, and/or policy, as well as planning, organizing, directing, coordinating, controlling, and overseeing the activities of an organization, unit thereof or of a group, and requires some degree of professional, technical, or scientific knowledge and experience.
- o. Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer (HRMO) or authorized officials of the previous employer, are functionally related to the duties in the Position Description Form (PDF) of the position to be filled.
- p. First Level Position refers to a position involved in structured work in support of office operations or engaged in clerical, trades, crafts, or custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.
- q. Fitness refers to the principle of ensuring that the competencies of an individual match with the competency requirements of a position.
- r. Head of Office refers to the highest authority within each governance level, as follows:

Governance Level	Head of Office
Central Office Regional Office Schools Division Office	Secretary Regional Director Schools Division Superintendent

- s. Highly Specialized Position refers to a position with highly specialized and unique duties requiring specialized education training, or skills which may not be acquired through formal education, training programs, or experience gained from service-wide positions.
- t. Initial Evaluation Results (IER) refer to the report submitted by the HRMO which contains the list of qualified and disqualified applicant's vis-a-vis the minimum qualifications required by the position to be filled as indicated in the CSC-approved Qualification Standards.



- u. Key Result Areas (KRA) refers to a broad category of general outputs or outcomes. It is the mandate or function of the office and/or individual employee. The KRA is the reason why a position or job exists. It is an area where the individual employee is expected to focus on.
- v. Learning and Development (L&D) refers to formal or non-formal training courses and human resource development (HRD) interventions, such as but not limited to coaching, mentoring, job rotation, seminars, or works hops, that are part of the applicant's individual/ career development plan aligned with existing competency standards or their current tasks and functions.
- w. Management refers to the leadership, functional guidance, control, and oversight of an organizational unit's people, resource, and/or policy, and the exercise of planning, organizing, directing, and coordinating functions.
- x. Merit refers to the necessary qualifications and competencies to perform the duties and responsibilities of the position to be filled.
- y. Next-in-Rank Position refers to a position which, by reason of the hierarchical arrangement of positions in the agency, is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).
- z. Non-Teaching Position refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve nor directly support the actual conduct of teaching or delivery of instruction.
- aa. Open Ranking System refers to the transparent, participative conduct of comparative assessment and evaluation, where applicants are made aware of the processes and corresponding results.
- bb. Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which were duly recognized by an authorized body.
- cc. Performance refers to the assessment of how tasks, duties and responsibilities are carried out or accomplished as evidenced by performance rating document or other means of verification (MOVs).
- dd. Placement is the process of assigning a successful candidate to specific unit, location, or workplace.
- ee. Policy-Determining Position refers to a position which vests in the incumbent the power to formulate policies for the government or any of its agencies, subdivisions, or instrumentalities, like that of the member of the cabinet, as may be determined by the CSC.
- ff. Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature.
- gg. Primarily Confidential Position refers to a position, determined by law or declared by the CSC, duties and responsibilities of which imply not only confidence in the aptitude of the appointees but primarily close intimacy which ensures freedom of discussion, delegation and reporting without embarrassment or freedom from misgivings or betrayals of personal trust.





- hh. Probationary Period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the PDF.
- ii. Promotion refers to the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary.
- jj. Qualification Standards (QS) refer to the minimum requirements for positions in the government service in terms of qualifications in Education, Training, Experience, Eligibility, and Competency.
- kk. Rating Period refers to the period covering one (1) year or 12 months performance.
- ll. Recruitment refers to the procedure of searching for, attracting, and obtaining applications for employment. The result is a pool of applicants from which possible appointees are selected.
- mm. Related-Teaching Position refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instruction, such as standard setting, policy and program formulation, research, and sector monitoring and evaluation.
- nn. Research is an organized, systematic, and logical process of inquiry, using empirical information or data, to answer questions, solve problems, and guide actions, in aid of workplace improvement through efficiency in operation, increased production, improved working standards, and/ or savings in government spending.
- oo. Rubrics refer to the scoring guide used to assess the qualification of applicants based on set evaluative criteria. It usually includes the quality definitions of each criterion at particular levels of attainment and a scoring system.
- pp. School Administration Position refers to a position that is directly engaged in supervisory, managerial and/or administrative functions in all schools and learning centers.
- qq. Second Level Positions include professional, technical, and scientific positions which involve professional, technical, and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.
- rr. Selection refers to the procedure by which applicants are screened, assessed, and evaluated vis-a-vis the requirements of the position to be filled. The objective is to produce comparative assessment results of candidates best suited for appointment.
- ss. Supervisory refers to the oversight of people and/or output of an organizational unit, which involves planning, programming, delegation of tasks, monitoring of work output, and evaluation of performance, maintaining morale and discipline among employees and developing cooperation and ensuring a well-coordinated workforce.



- tt. System of Ranking Positions refers to the hierarchical arrangement of positions from highest to lowest, which shall be a guide the determination of which position is next-in-rank, taking into consideration the following:
  - a.) organizational structure;
  - b.) salary grade allocation;
  - c.) classification and functional relationship of positions; and
  - d.) geographic location.
  
- b. Teaching Position refers to a position that is directly engaged in teaching or in the delivery of instruction in the elementary and secondary levels junior high school and senior high school), whether on full-time or part-time basis, in schools and learning centers.
  
- c. Transparency refers to the availability to the public of relevant, reliable, and timely information on recruitment, selection, and placement.



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#### IV. Policy Statement

7. It is the policy of the Department to strictly adhere to the principles of *Merit, Competence, Fitness, Accountability, Transparency and Equal Opportunity*. Consistent with this policy, **The Department of Education Merit Selection Plan** is hereby established to ensure that the Department, in all governance levels, hires and retains the right people for the right job at the right time.

#### V. Procedure

##### A. Publication and Posting of Vacancy

8. In accordance with the provisions of Republic Act (RA) No. 7041, otherwise known as «*An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefor, and for Other Purposes,*» and its implementing rules and regulations, all vacant positions in all governance levels in the Department, including vacant executive/managerial positions in the second and third level, that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published in the CSC website and posted in at least three (3) conspicuous places for a period of at least 10 calendar days. In addition, the vacancy shall also be required to be posted through other modes, such as but not limited to the DepEd website, newspaper of local and/or national circulation, job search websites, online job portals, social media, and job fairs to reach a wider range of applicants and to further promote transparency and equal opportunity of the process.
9. Publication of a vacant position in the CSC website shall require the submission of Civil Service (CS) Form No. 9, Revised 2018, along with the list of the documentary requirements enumerated in Part V(B) Item 20 of this Order, in electronic and printed copies to the concerned CSC Field Office (CSC FO).
10. The QS of the parenthetical title shall be used in the publication of vacant generic position s.



Illustrative example:

No.	Position Title (Parenthetical Title if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer N (HRMO11)	OSEC DECSB AD04-123-2015	15	30,531.00	Bachelor's Degree relevant to the job/ or	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		HR Unit SDO Angeles City

11. For Senior High School (SHS) teaching positions, the publication shall include the QS for the track or tracks in each item number depending on the need of the Schools Division.

Illustrative examples:

No.	Position Title (Parenthetical Title if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher I (Senior High School- Academic Track)	OSEC DECSB-TCHI-420089-2017	11	20,754.00	degree with a major in the relevant strands/ subject, or any Bachelor's degree with a least 15 units of specialization in the relevant strand/ subject	None Required	None Required	Applicants for a permanent appointment RA 10801 (Teacher) if not RA 10801 eligible, they must pass the LET within the five (5) years after the date of first hiring. Applicants for a contractual position None required. Practitioners (part-time only) None required.		SHS SDO Angeles City

No.	Position Title (Parenthetical Title if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher I (Senior High School- Technical Vocational- Livelihood Track)	OSEC DECSB-TLH-420089-2017	11	20,754.00	Bachelor's degree, or completion of technical vocational course(s) in the area of specialization	• Appropriate to the specialization	None Required	Applicants for a permanent appointment RA 10801 (Teacher) if not RA 10801 eligible they must pass the LET within the five (5) years after the date of first hiring. Applicants for a contractual position None required. Practitioners (part-time only) None required.		SHS SDO Angeles City

12. Any incorrect information in the publication of a vacant position, e.g. plantilla item number, position title, or qualification standards, shall be grounds for the disapproval/invalidation of appointments.

13. The head of office shall issue an official memorandum announcing any vacancy/ies. The same shall be posted in at least three (3) conspicuous physical places and through other modes such as posting it in the official website, among others. The memorandum shall contain the same information specified in CS Form No. 9, and may include additional requirements of the position, such as but not limited to the job description of the position and documentary requirements for comparative assessment.



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14. The reckoning date of publication or posting shall be the publication or re-publication date reflected in the CSC website. Announcement or posting of vacancies through any other modes shall be done on the same day of publication or re-publication in the CSC website.
15. The publication of a particular vacant position shall be valid until filled, but not to extend beyond nine (9) months, reckoned from the date of publication or re- publication in the CSC website. Should no appointment be issued within the nine- month period, the Head of Office or the designated authorized official, through the HRMOs, shall cause the re-publication and re-posting of the vacant position.
16. The following positions are exempt from the publication and posting requirements:
  - a. Primarily confidential;
  - b. Policy-determining;
  - c. Coterminous with that of the appointing officer / authority, including other non-- career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
  - d. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended.
  - e. Reappointment (change of status to permanent) of teachers who are appointed on provisional status; and
  - f. Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/ field offices.
17. A position occupied by a holder of a temporary appointment, except positions under Category II of CSC MC No. 11, s. 1996, as amended, shall be continuously re published and re-posted until filled by a permanent appointee.
18. A teaching position occupied by a holder of a provisional appointment shall be re- published and re- posted every six (6) months, reckoned from the date the vacant position was last published pursuant to CSC Resolution No. 2100451 dated June 15, 2021.
19. An anticipated vacancy may be published in case of retirement, resignation, or transfer. Pursuant to Section 30 of ORAOHRA, the publication of anticipated vacancies should not be earlier than 30 days prior to retirement, resignation, or transfer; except for anticipated vacant teaching positions which may be published earlier than the herein stated prescribed period pursuant to CSC Resolution No. 1800582 dated June 13, 2018.

## **B. Submission and Receipt of Applications**

20. All interested applicants to vacant positions, whether internal or external to DepEd, shall submit the following documentary requirements to the respective HRMOs, through the Records Division / Section / Unit or the sub-committee designated by the Head of Office to perform the function of receiving application documents, on or before the deadline indicated in the memorandum:
  - a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office.
  - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;



- c. Photocopy of Certificate of Eligibility/ Rating/ License/ ID;
- d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the latest Performance Rating covering one (1) year performance, if applicable;
- h. Omnibus Sworn Statement;
1. Checklist of Requirements; and
- j. Other documents as may be required.

In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides that "electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference," online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.

21. Individuals who failed to submit mandatory documentary requirements (Items 20.a to 20.i) on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. However, failure to submit the non-mandatory documentary requirements (Item 20.j) shall not warrant exclusion from the pool of official applicants.
22. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 20.h), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
23. An internal applicant occupying a position considered next-in-rank shall not be automatically included in the pool of applicants and shall not be exempt from the submission of documentary requirements listed in Part V(B) Item 20.
24. The Head of Office may designate, as deemed practicable upon the recommendation of the HRMO, sub-committee / s in the schools, districts, or offices, to assist in the receipt of applications.

### C. Initial Evaluation of the Qualification of Applicants

25. An initial evaluation shall be conducted by the HRMO to check the completeness, authenticity, and veracity of the documents submitted by an applicant. An applicant's qualifications shall be evaluated vis-a-vis the QS of the position applied for in terms of Education, Experience, Training, Eligibility, and Competency.
26. Based on the initial evaluation, a duly signed Initial Evaluation Results (IE R) shall be submitted to the Human Resource Merit Promotion and Selection Board (HRMPSB) for deliberation, which shall be comprised of two (2) lists of applicants:
  - a. **Qualified (Q)** - those who meet the minimum qualifications required by the position to be filled.
  - b. **Disqualified (DQ)** - those who do not meet the minimum qualifications of the position to be filled.



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27. The IER shall be posted in at least three (3) conspicuous physical places. The personal information of the applicants, except for the name, qualifications in terms of Education, Training, Experience, Eligibility, and Competency (if applicable), and remark whether *Qualified or Disqualified*, shall not be made public in accordance with RA No. 10 173, otherwise known as the Data Privacy Act of 2012. Applicants shall be notified of the results of the initial evaluation through a written notice served through official communication channels, such as but not limited to personal service, postal mail, courier service, or electronic mail using the official e-mail account of the office, official social media accounts, and other means of communication that can be verified, recorded, and preserved. Telephone call and short messaging service may be used only to accompany the aforementioned official communication channels.
28. Per the recommendation of the HRMO, sub-committee/sin the schools, districts, or offices, as deemed practicable, may be designated by the Head of Office to assist in the initial evaluation of applicants. However, results of the initial evaluation, particularly the determination of the qualified and disqualified, shall remain the sole accountability of the HRMO.

#### **D. Comparative Assessment of Applicants**

29. All applicants who passed the initial evaluation shall be subject to the comparative assessment of the HRMPSB, except for the following appointments:
- Substitute appointment due to its short duration and emergency nature;
  - Reappointment due to change in employment status from provisional or temporary to permanent upon meeting the deficiency, or to renew the appointment of a provisional or temporary employee; provided that upon publication, there are no qualified applicants for the position to be filled, and the incumbent's performance rating for the last rating period is at least Very Satisfactory; or
  - Appointments to casual, contractual, coterminous, and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
30. The deliberation of the HRMPSB shall not be made earlier than 10 calendar days from the date of publication and posting of a particular vacant position.
31. An Open Ranking System shall be adopted to ensure transparency in the process and results of the comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be disclosed to all attendees. Each applicant shall also be given an opportunity to ask questions and seek clarifications on the results of their individual assessment and acknowledge receipt of their individual results during the open ranking. Upon receipt of the individual results, applicants shall affix their signature on their Individual Evaluation Sheet (IES).

The duly signed IES shall serve as acknowledgement that the applicant has undergone the application and assessment process based on applicable guidelines and that the results of the individual assessment have been discussed with the concerned applicant. The IES shall not, in any case, preclude the applicant from filing a protest relative to their application.

32. The HRMPSB Secretariat shall keep Minutes of HRMPSB Meeting / Deliberations and document the highlights of the Open Ranking. Appeals pertaining to the individual results and/or refusal of the applicant to affix their signature on the IES shall be addressed by the HRMPSB accordingly and shall be reflected in the documentation.



33. In the event that an applicant fails or refuses to sign the JES, the official Minutes of Meeting shall suffice to establish the integrity of the assessment process.
34. The conduct of the comparative assessment and/or open ranking may be done remotely through online platforms and other alternative modalities and strategies, as deemed practicable and applicable, subject to subsequent internal guidelines to be issued by the Head of Office, as recommended by the HRMPSB.
35. The comparative assessment of qualified applicants shall be based on the results of appropriate evaluative assessments, which, based on the principles of merit and fitness, assess the competencies of applicant's vis-a-vis the required competencies of the position to be filled. Evaluative assessments include, but are not limited to, documentary review and analysis of pertinent credentials of applicants, examinations, and interviews.
36. The evaluative assessment shall be based on the approved competency framework and components therein. For positions with existing competency standards (e.g. Philippine Professional Standards for Teachers), competency assessment shall be the sole basis for comparative assessment. For positions without existing competency standards, the evaluative assessment shall cover the following components as proxy measures for competency: *Performance, Outstanding Accomplishments, Application of Education, Application of L&D, Potential*, and other specific evaluative assessments. These will be validated through *Behavioral Events Interviews* and/or *Background Investigations*.

### **Competency Assessment**

37. Competency Assessment involves the determination of the competency level of an applicant through standardized competency assessment tools, which are anchored on a specific set of competencies and corresponding behavioral indicators for each functional group of positions. These competency standards shall be developed and approved at the national level.

### **Performance**

38. An applicant for a position that requires prior work experience shall be required to submit their most recent performance rating/s covering one (1) year of performance in the current or previous job or position that is relevant to the position to be filled.
39. An applicant for promotion or transfer shall be required a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening; except, for promotion from first to second level entry positions.

The performance rating prior to the reclassification of the position shall be considered as performance rating for purposes of promotion of an applicant with less than one (1) year complete performance in a reclassified position.

40. An official or employee who is on official leave of absence, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leaves, may apply for promotion. In such cases, a performance rating of at least VS in the last rating period covering one (1) year performance prior to the leave of absence shall be required. If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from scholarship or training grant or authorized leave.



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### ***Outstanding Accomplishments***

41. Outstanding Accomplishments must have a direct link to the Key Result Areas (KRA) of the applicant's current or previous position. These accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.
42. These may include, but are not limited to, the following components, depending on the nature of the position to be filled:
  - a. Awards and Recognition
  - b. Innovation or Research
  - c. Subject Matter Expert / Membership in a National Technical Working Group or Committee
  - d. Resource Speakership / L&D Program Facilitation / National Educators Academy of the Philippines (NEAP) Accreditation on Learning Facilitation
  - e. School-Based Management (SBM) Level of Practice for School Heads
43. Submission of documentation and MOVs as indicated in the relevant hiring guidelines shall be required from the applicant to prove that these outstanding accomplishments have led to positive results in the workplace. In case of promotion, only the outstanding accomplishments acquired since the last promotion shall be considered. For an applicant who is not currently employed, achievements and corresponding MOVs from their most recent employment may suffice.
44. Higher premium shall be given to outstanding accomplishments that are relevant to the position to be filled.

### ***Application of Education***

45. The basic education requirement for a specific position is based on its QS, as indicated in the job description of the position.
46. Application of education is the contribution made by an applicant to their workplace as a result of their learnings from education earned. Points shall be given to an applicant who has successfully applied the learnings gained from said form of education. The application of education must have led to significant positive results in the applicant's current or previous work. It can be measured by the MOVs and documentation to be submitted by the applicant, which may include, but are not limited to, the following as may be required in the specific hiring guidelines:
  - a. Action Plan approved by the Head of Office;
  - b. Accomplishment Report verified by the Head of Office;
  - c. Certification of utilization/adoption signed by the authority concerned.
47. Higher premium shall be given to an application of education or intervention made by the applicant that is relevant to the position to be filled.

### ***Application of Learning and Development***

48. Attendance to L&D interventions shall serve as basis for meeting the number of hours required in the QS of the position to be filled. Application of L&D is a proof of the applied learnings gained from the HRD interventions done/attended which must have led to significant positive results in the applicant's current or previous work. It can be measured by the MOVs to be submitted by the applicant, which may include, but not are limited to, the following as maybe required in each specific hiring guidelines:



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- a. Certificate of Training or Certification on any applicable L&D intervention acquired that must be aligned to Individual Development Plan (IDP); for an external applicant, a certification from HR stating that the L&D intervention is aligned to the core tasks of the applicant in their current or previous position shall be required.
  - b. Action Plan / Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/ attended, duly approved by the Head of Office.
  - c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;
  - d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.
49. Higher premium shall be given to an application of L&D or intervention made by the applicant that is relevant to the position to be filled.

### ***Potential***

50. Potential may be measured through Behavioral Events Interview (BEI), Written Examinations (WE), Skills or Work Sample Tests (S/WST), or other measures deemed necessary by the HRMPSB.

### ***Other Evaluative Assessments***

51. The HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as but not limited to oral or written examinations, computer proficiency tests, and skills tests. Other evaluative assessments must be anchored on the required competencies or related to the duties and responsibilities of the position to be filled.

### ***Behavioral Events Interview***

52. The Behavioral Events Interview is based on the principle that past behavior predicts future performance. It shall be used to validate whether the key behaviors that are linked to the required competencies have been exhibited by the applicant.
53. The BEI may be used to assess the following:
- a. ***Potential***. The BEI shall be used to assess the potential of an applicant. It is used to evaluate the capacity and ability of an applicant to assume the duties of the position to be filled and those higher positions that are more technical in nature.
  - b. ***Characteristics or traits***. It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
  - c. ***Fitness***. It shall serve as an avenue to evaluate an applicant's fitness to the job (Job Fit), location (Location Fit), and organization (Organizational Fit).
54. The BEI may also be used to verify the applicant's credentials and validate the results of assessments conducted, such as the applicant's application of their Outstanding Accomplishments, Education, and L&D, and the impact of such in their current and previous work.

### ***Comparative Assessment Result***

55. After a judicious and objective assessment of the qualified candidates, the HRMPSB shall prepare and submit to the appointing officer/ authority a duly signed

Comparative Assessment Result (CAR) within seven (7) calendar days, using a template as prescribed in the relevant hiring guidelines. The CAR shall contain a complete list of all candidates for appointment whose total scores obtained from the evaluative assessments are ranked from highest to lowest, highlighting the top five (5) ranking candidates.

56. For multiple vacancies of the same position title, the HRMPSB shall determine and highlight the total number of top-ranking candidates in the CAR/ CAR-RQA, computed by multiplying the number of vacant plantilla items by a factor of five (5), as follows:

**Total number of top-ranking candidates = number of vacant items x 5**

57. For teacher hiring, the following reports shall be prepared and submitted to the appointing officer/ authority:
- CAR. It shall contain the comparative assessment result of all candidates for appointment; and
  - CAR of the Registry of Qualified Applicants (CAR-RQA ). It shall contain only the candidates who have met the cut-off score as specified in the hiring guidelines.
58. The CAR/CAR-RQA for teachers intended for a specific school year shall be valid only for the duration of the school year for which it was prepared. It shall be utilized in filling up of positions that are created or vacated in the middle of the school year; provided, that the HRMPSB shall reconvene to deliberate, and update the CAR-RQA by identifying the candidates who were already appointed.
59. In the event that all the candidates in the CAR-RQA are already appointed and there are still vacant positions, the Head of Office shall order the conduct of another round of recruitment and selection process to establish a new CAR-RQA.
59. A copy of the CAR/ CAR- RQA, in which candidates are listed in alphabetical order, shall be posted in at least three (3) conspicuous places in DepEd offices/schools concerned for a period of at least 10 calendar days, indicating the date of posting.

#### **E. Appointment**

60. The appointing officer/authority shall be guided by the report of the HRMPS B's CAR/CAR-RQA, and in the exercise of sound discretion, select, insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less, depending on the number of candidates, unless otherwise provided by law.

For multiple vacancies, the appointing officer/authority shall select from the highlighted top candidates as determined by the HRMPSB, computed by multiplying the number of vacant plantilla items by a factor of five as stipulated in Item No. 55.

61. For teachers, the appointing officer/ authority may select from the candidates listed in the CAR-RQA who are ranked below the top five (5) or less per vacant position when the appointment falls within the purview of the exemptions enumerated below:

- The appointee may be given priority in the appointment by virtue of the Localization Law.

RA No. 8190, otherwise known as the Localization Law, grants priority in the appointment or assignment of teachers to public elementary or secondary schools to bona fide residents of the barangay, municipality, city, or province where the



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school is located; provided, that the teacher possesses all the minimum qualifications for the position as required by law.

By virtue of Sec. 3 of the Localization Law, which grants authority to the Department to prescribe rules and regulations in the implementation of the said Act, and in order to clarify the operationalization of the Law, the order of priority shall be further defined from highest to least priority such that bona fide residents of the barangay, municipality, city, or province, in that order, shall be given priority in the appointment of teachers. Furthermore, an applicant who has taught as a Local School Board (LSB)-hired teacher, Kindergarten Volunteer Teacher (KVT) or substitute teacher for at least one (1) school year in a DepEd public school located in the barangay, municipality, city, or province, in that order, where the school where the vacancy exists is located, shall be considered a bona fide resident, to be validated by a certificate of employment or service record.

- b. The appointee may be given priority in the appointment as may be provided by law, national policy, and/or agreement entered into by DepEd with other government agencies and/or non-government institutions; and
  - c. The top-ranking candidates do not possess the necessary learning area specialization (e.g., Kindergarten; Math, Science, and other subject areas for Secondary Level) required by the position to be filled, or all the top-ranking candidates who possess the necessary learning area specialization required by the position to be filled have already been appointed and there are still vacant positions to be filled.
62. The appointing officer/authority may appoint a candidate who is ranked higher in the CAR/ CAR-RQA than the candidate who is next-in-rank to the vacant position.
  63. The appointing officer/authority may, when deemed necessary, request for Background Investigation (BI) of selected candidates to be conducted by the HRMO or other personnel selected by the HRMO.
  64. The decision to appoint shall be rendered by the appointing officer / authority, and conferred to the HRMO through the CAR/CAR-RQA, in which the appointing officer/authority shall signify their choice of appointee/ s. The same shall be the basis of the HRMO in the preparation and submission of appointment papers and documentary requirements to the CSC FO in accordance with the specific provisions of the ORAOHRA.
  65. The appointing officer/ authority shall approve and sign the appointment of the successful candidate/s, effectivity of which shall be in accordance with the specific provisions as provided for in the ORAOHRA.
  66. Duly approved appointments shall be announced through the posting of a Notice of Appointments Issued (NAI) in the bulletin boards and through other modes such as but not limited to the DepEd website, office website, or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment.
  67. Only a qualified next-in-rank official or employee included in the list of candidates in the CAR/CAR-RQA may file a protest against an appointment made in favor of another candidate who does not possess the minimum qualification requirements, within 15 calendar days from the announcement and/or posting of appointments, subject to the provisions provided in Rule 18 (Protest and Revocation of Appointments) of CSC Resolution No. 1701077 dated July 3, 2017 (Rules on Administrative Cases in the Civil Service [2017 RACCS]).



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68. A vacancy resulting from promotion shall not be filled up until the promotional appointment has been approved/validated by the CSC, except:

- a. Those conferred with the PRIME- HRM Bronze / Silver / Gold award <sup>1</sup>;
- b. Teaching positions pursuant to CSC Resolution No. 1800582 dated June 13, 2018; and
- c. Other meritorious cases, as may be authorized by the Commission.

As prior notice, promotional appointments submitted to CSC that fall within the purview of the above-stated exemptions shall include a notation stating that the personnel shall be reverted to their former position in case the promotional appointment is disapproved/invalidated. Furthermore, appointment to a vacant position resulting from promotional appointment shall bear a notation that the appointment is subject to CSC attestation of the promotional appointment of the incumbent of the previous position.

69. Any promotional appointment to a position exceeding three (3) salary grades, pay or job grades higher than the appointee's present position shall be prohibited; except when the promotional appointment falls within the purview of the exceptions provided in Section No. 97 to 101 of the ORAOHRA and CSC MC No. 18, s. 2016 titled Policy Guidelines on the Three-Salary Grade Limitation on Promotion, as follows:

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Agency MSP and SRP;
- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
- c. The vacant position is hard to fill, such as Accountant, Medical Officer / Specialist, Attorney, or Information Technology Officer / Computer Programmer positions.
- d. The vacant position is unique and/ or highly specialized, such as Actuarial, Airways Communicator positions.
- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
  - i. educational achievements
  - ii. highly specialized trainings
  - iii. relevant work experience
  - iv. consistent high-performance rating/ ranking;

The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems; and

- f. Other meritorious cases, such as:
  - i. when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process.
  - ii. when the qualified next-in-rank employees waived their right over the vacant position in writing.
  - iii. when the next-in-rank position, as identified in the agency SRP is vacant; 1v. when the next-in-rank employee / s is / are not qualified; and
  - iii. when the qualified next-in-rank employees did not apply.

<sup>1</sup> Pursuant to CSC Memorandum Circular No. 21 s. 2019 or Amendment to Section 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions Revised July 201



70. Promotion within six (6) months prior to compulsory retirement shall not be allowed unless otherwise provided by law.
71. The pendency of an administrative case against any employee shall not be a bar to promotion. An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine. In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

**F. Probationary Period**

72. Pursuant to the ORAOHRA, original appointments in the career service with permanent status of appointment shall undergo probationary period for a thorough assessment of the appointee's performance and character. The duration of the probationary period shall be generally six (6) months to a maximum of one (1) year, as required by the position, to be determined by the appointing officer/authority as indicated in the appointment.
73. The probationary period shall cover the following employees:
  - a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the position.
  - b. Non – career service employees who are reappointed/reemployed to a career position under permanent status;
  - c. Temporary appointees who after meeting the QS for a permanent appointment in the career service are reappointed (change of status to permanent);
  - d. Those who are reemployed under permanent status;
  - e. Appointees to teaching positions under provisional status shall be under probation for a period of one (1) year from the date of original provisional appointment pursuant to Section 4 of RA 4670 (Magna Carta for Public School Teachers);
  - f. Appointees to Category III positions as provided in CSC MC No. 11, s. 19 96, as amended shall be under probation for a period of one (1) year;
74. Appointees whose positions require probationary period as may be provided by law. A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.
75. The following shall be exempted from undergoing probationary period:
  - a. Teachers who, prior to issuance of a permanent appointment, have acquired adequate training and professional preparation in any school recognized by the government, and possess the appropriate civil service eligibility pursuant to Section 4 of RA 4670; and
  - b. Appointees to positions exempted from the probationary period as may be provided by law.
76. The performance evaluation during the probationary period shall follow the process defined in the Results -Based Performance Management System (RPMS) of the Department. Using the Individual Performance and Commitment Review (IPCR) Form, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, the immediate supervisor (rater) , and the Head of Office within five (5) calendar days upon the appointee's assumption

of duty. This shall be the basis for the review and monitoring of employee performance during the probationary period, with specific modifications as follows:

- a. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance, using the prescribed Performance Monitoring and Coaching Form (PMCF);
- b. The performance appraisal/ evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months, depending on the duration of the probationary period, as required by the position.
- c. The performance review shall be conducted within 10 calendar days before the end of every rating period during the probationary period.

*Illustrative examples:*

<i>Employee A</i>	
<i>Date of appointment:</i> <i>Assumption to duty:</i> <i>Probationary period:</i> <i>Duration:</i> <i>Setting of performance targets:</i> <i>Performance periods:</i> <i>1st to 3rd month:</i> <i>Evaluation period:</i>  <i>4th to 6th month:</i> <i>Evaluation period:</i>	July 7, 2016 July 14, 2016 6 months July 14, 2016 - January 13, 2017 July 14, 2016 - July 18, 2016  July 14, 2016 - October 13, 2016 October 4, 2016 - October 13, 2016  October 14, 2016 - January 13, 2017 January 4, 2017 - January 13, 2017

<i>Employee B</i>	
<i>Date of appointment:</i> <i>Assumption to duty:</i> <i>Probationary period:</i> <i>Duration:</i> <i>Setting of performance targets:</i> <i>Performance periods:</i> <i>1st to 6th month:</i> <i>Evaluation period:</i>  <i>7th to 12th month:</i> <i>Evaluation period:</i>	August 22, 2016 August 23, 2016 12 months August 23, 2016 - August 22, 2017 August 23, 2016 - August 27, 2016  August 23, 2016 - February 22, 2017 February 13, 2017 - February 22, 2017  February 23, 2017 - August 22, 2017 August 13, 2017 - August 22, 2017

- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the RPMS and may include competency (knowledge, skills, and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work.
- e. The performance evaluation report as evidenced by the employee's IPCR Form duly signed by the immediate supervisor (rater) shall be reviewed and certified by the Head of Office, for onward submission to the HRMO on or before the last day of the final evaluation period; and
- f. The probationer shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/ or recommendation for the continuity of the permanent appointment of the probationer. Corresponding copies shall be included in the 201 files of the appointee.



77. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review, depending on the duration of the probationary period.
- a. Unsatisfactory conduct or behaviour refers to the failure of the appointee to observe propriety in their acts, behaviour and human / public relations, and to irregular punctuality and attendance while performing their duties and responsibilities during the probationary period. This may include cases of neglect of duty, misconduct, insubordination, habitual tardiness, and absenteeism.
  - b. Want of capacity refers to the failure of the appointee to perform the duties and responsibilities during the probationary period based on the standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate supervisor.
78. The appointee shall be issued a Notice of Termination of Service by the appointing officer / authority within 15 calendar days immediately after it was proven that the appointee demonstrated unsatisfactory conduct or want of capacity before the end of the second performance review, depending on the duration of the probationary period. Such notice shall state, among others, the reasons for the termination of service, and shall be supported by at least two (2) of the following:
- a. Performance Evaluation Report as evidenced by the employee's IPCR Form duly signed by the immediate supervisor (rater) and certified by the Head of Office.
  - b. Report of the immediate supervisor (rater) on job-related critical and unusual incidents, and on unsatisfactory conduct or behaviour of the appointee, to include proofs on the appropriate intervention / s done by the immediate supervisor (rater) to help improve the employee's performance or behaviour; or
  - c. Other valid documents that may support the notice of termination of service.
79. The Notice of Termination of Service shall be executory after 15 calendar days from receipt of the appointee concerned. The same may be appealed to the CSC RO concerned, within 15 calendar days from receipt of notice, but shall be executory pending appeal. A copy of the Notice of Termination of Service shall be included in the 201 file of the appointee and furnished the CSC FO concerned for recording in the Service Card.
80. If no Notice of Termination of Service is given by the appointing officer / authority to the employee before the expiration of the probationary period, the probationer becomes a regular employee of the agency.

## **G. Institutional Arrangements**

### ***Appointing Officer/Authority***

81. The appointing officer/authority in the different governance levels shall be as follows:

<b>Governance Level</b>	<b>Appointing Officer / Authority</b>
<i>Central Office</i>	<i>Secretary</i>
<i>Regional Office</i>	<i>Regional Director</i>
<i>Schools Division Office</i>	<i>Schools Division Superintendent</i>
<i>School</i>	<i>Schools Division Superintendent</i>

82. The appointing officer / authority shall have the following functions and responsibilities:



- a. Establish the HRMPSBs for: (i) first level positions; (ii) second level, including second level executive/managerial positions; (iii) specialized and highly technical positions; and/or (iv) other purposes, as deemed necessary; through an Office Order, which should specify the membership of the HRMPSB and their roles and responsibilities.
- b. Designate sub-committee / s, insofar as practicable, to assist in the receipt of applications, initial evaluation, and comparative assessment of applicants. This shall be done in close coordination with the HRMO and HRMPSB. The designation shall bear the specific duties and responsibilities to be performed by the sub- committee/s;
- c. Ensure that all HRMPSB members undergo orientation and capacity building on the recruitment, selection, and placement process, and the relevant CSC policies on appointments and other human resource actions.
- d. Guided by the report of the HRMPSB's CAR/ CAR- RQA, and in the exercise of sound discretion, select, insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less per vacant position.
- e. Render final decision on appointments.
- f. Issue appointments in accordance with the provisions of this policy and the ORAOHRA; and
- g. Respond to queries and/ or protests pertaining to the decision on the appointments.

### **Human Resource Merit Promotion and Selection Board**

83. The composition of the HRMPSB in the different governance levels shall be:

<b>Governance Level</b>	<b>HRMPSB Members (First Level Positions)</b>	<b>HRMPSB Members (Second Level, including Second Level Executive / Managerial Positions)</b>
<i>Central Office</i>	<p><i>Chairperson:</i></p> <p><i>a. Director of the office where vacancy exists</i></p> <p><i>Members:</i></p> <p><i>b. Chief of the office where vacancy exists</i></p> <p><i>c. Human Resources representative</i></p> <p><i>d. Representative of accredited employees association belonging to the first level employees</i></p> <p><i>Secretariat:</i> <i>Selected personnel from Personnel Divisions as designated by the HRMPSB Chair</i></p>	<p><i>Chairperson:</i></p> <p><i>a. Highest Official of the strand where vacancy exists</i></p> <p><i>Members:</i></p> <p><i>b. Director of the office where vacancy exists</i></p> <p><i>c. Human Resources representative</i></p> <p><i>d. Representative of accredited employees association belonging to the second level employees</i></p> <p><i>Secretariat:</i> <i>Selected personnel from Personnel Divisions as designated by the HRMPSB Chair</i></p>
<i>Regional Office</i>	<p><i>Chairperson:</i></p> <p><i>a. Assistant Regional Director</i></p> <p><i>Members:</i></p> <p><i>b. Chief of the office where vacancy exists</i></p> <p><i>c. Chief of the Administrative Division</i></p> <p><i>d. Chief of the Human Resource Development Division</i></p> <p><i>e. Administrative Officer V for Personnel (HRMO)</i></p> <p><i>f. Representative of accredited employees association belonging to the first level employees</i></p> <p><i>Secretariat:</i> <i>Selected personnel from HR/ Administrative Division as designated by the HRMPSB Chair</i></p>	<p><i>Chairperson:</i></p> <p><i>a. Assistant Regional Director</i></p> <p><i>Members:</i></p> <p><i>b. Chief of the office where the vacancy exists</i></p> <p><i>c. Chief of the Administrative Division</i></p> <p><i>d. Chief of the Human Resource Development Division</i></p> <p><i>e. Administrative Officer V for Personnel (HRMO)</i></p> <p><i>f. Representative of accredited employees association belonging to the second level employees</i></p> <p><i>Secretariat:</i> <i>Selected personnel from HR/ Administrative Division as designated by the HRMPSB Chair</i></p>



Governance Level	HRMPSB Members (First Level Positions)	HRMPSB Members (Second Level, including Second Level Executive/ Managerial Positions)
Schools Division Office; and School	<p><i>Chairperson:</i></p> <p><i>a. Assistant Schools Division Superintendent</i></p> <p><i>Members:</i></p> <p><i>b. Chief of the School Governance and Operations Division</i></p> <p><i>c. School Head or Chief of Division where the vacancy exists</i></p> <p><i>d. Administrative Officer V for the Administrative Services Section</i></p> <p><i>e. Administrative Officer IV (HRMO)</i></p> <p><i>f. Representative of accredited employees association belonging to the first level employees</i></p> <p><i>Secretariat:</i> <i>Selected personnel from HR/ Administrative Services Section as designated by the HRMPSB Chair</i></p>	<p><i>Chairperson:</i></p> <p><i>a. Assistant Schools Division Superintendent</i></p> <p><i>Members:</i></p> <p><i>b. Chief of the School Governance and Operations Division</i></p> <p><i>c. School Head or Chief of Division where the vacancy exists</i></p> <p><i>d. Administrative Officer V for the Administrative Services Section</i></p> <p><i>e. Administrative Officer IV (HRMO)</i></p> <p><i>f. Representative of accredited employees association belonging to the second level employees</i></p> <p><i>Secretariat:</i> <i>Selected personnel from HR/ Administrative Services Section as designated by the HRMPSB Chair</i></p>

84. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to, the following:

- a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes.
- b. Recommend to the appointing officer/authority the designation of sub- committee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants and facilitate the evaluation process.
- c. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines.
- d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions.
- e. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary.
- f. Submit to the appointing officer/authority the CAR/ CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation.
- g. Maintain fairness and impartiality in the assessment of applicants.
- h. Respond to queries and/or complaints pertaining to the comparative assessment results.
- i. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
- j. Perform other related functions as may be assigned.

85. The HRMPSB shall be duly constituted by an Office Order/Designation signed by the Head of Office, which shall include the names and designations of all regular members. Each regular member, except for the Chairperson, shall have one (1) alternate whose name shall also be indicated in the Office Order/Designation. Posting of the HRMPSB composition in the agency bulletin board shall be required.

86. In case the position required for Chairperson is vacant, the Head of Office shall designate a Chairperson from among the next high ranking regular members.



87. The HRMO, as member of the HRMPSB, shall not act as Secretariat to the HRMPSB. Selected personnel from the HRM office / unit, as specified in Part N(G) Item 84 of this Order, shall perform secretariat and technical support function to the HRMPSB in the conduct of assessment of applicants, and final evaluation of candidates. The Secretariat may also conduct and evaluate the results of the BI of candidates to be submitted to the HRMO.
88. The first level representative or alternate shall participate in the screening of candidates for vacancies in the first level; while the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. The representation from accredited employee's association shall vary depending on the job/ occupational group of the position to be filled. Said representatives shall serve for a period of two (2) years.
89. In case there is no accredited employee's association in the specific job/ occupational group, the representatives shall be chosen at large by the employees belonging to the job/occupational group through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative.

In case there are more than one accredited employee associations in the specific job/occupational group, the representatives and alternate representatives shall be selected and agreed upon by the accredited associations, names of whom shall be officially submitted to the Head of Office.

90. The Head of Office may establish a special set of HRMPSB for specialized and highly technical positions, or different sets of HRMPSB for its own purpose, as deemed necessary, provided that the same conforms with the prescribed composition and representation of the HRM PSB and is/are officially constituted through an Office Order/ Designation.
91. To facilitate the comparative assessment process, the Head of Office, as recommended by the HRMPSB, may designate sub-committee / s, as deemed practicable. The sub- committee/s shall serve as an assessorial body to the HRMPSB. The HRMPSB shall maintain accountability for the results of the comparative assessment of applicants.
92. The HRMPSB or sub-committee / s may employ the assistance of external or independent resource persons in determining the best and most qualified candidate for appointment.
93. Membership to the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.
94. A majority of the HRMPSB members shall constitute a quorum, provided that the Chairperson is present.

### ***The Human Resource Management Officer***

95. The HRMO is the process -owner of the recruitment, selection, and placement.
96. The HRMO shall perform the following functions:
  - a. Submit the list of vacant positions authorized to be filled and their corresponding QS and plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO;
  - b. Announce vacant position/s authorized to be filled through the publication or posting in at least three (3) conspicuous places in the DepEd offices or schools concerned or through other modes for at least 10 calendar days.
  - c. Accept the application documents of all applicants submitted through the Records Division/Section/Unit, or the designated sub-committee/ s;
  - d. Conduct initial evaluation of applicant's qualifications vis-a-vis the QS of the position to be filled, and coordinate with the HRMPSB on matters needing collegial decisions.
  - e. Prepare and submit to the HRMPSB the results of the initial evaluation using the prescribed form, containing the following:



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- i. basic information of the applicants.
  - ii. actual qualifications based on the submitted credentials; and
  - ii. decision whether qualified (Q) or disqualified (DQ) vis -a -vis the QS of the position to be filled.
- f. Recommend to the appointing officer/authority the designation of sub- committee/ s, as deemed necessary, to assist in the receipt of applications and conduct of initial evaluation.
  - g. Coordinate with and provide technical assistance and capacity building to the designated sub-committee/ s in their performance of their specific duties and responsibilities.
  - h. Inform all applicants of the results of the initial evaluation, and post the IER, in alphabetical order, in at least three (3) conspicuous places in DepEd offices/ schools concerned.
  - i. Sit in the HRMPSB as a regular member.
  - j. Post the CAR/CAR-RQA in at least three (3) conspicuous places in DepEd offices/ schools concerned for at least 10 calendar days, indicating the date of posting.
  - k. Announce the duly approved appointments through posting a Notice of Appointments Issued (NAI) in the bulletin boards and through other modes such as but not limited to the DepEd website, office website, or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment.
  - l. Respond to queries and/or complaints pertaining to the publication and posting of vacancies, submission of application documents, and initial evaluation; and
  - m. Perform other functions as may be provided by law.

***Human Resource Development Division***

97. The Bureau of Human Resource and Organizational Development (BHRD) in the CO , the Human Resource Development Division (HRDD) in the RO, and Human Resource Development Section (HRDS) under School Governance and Operations Division (SGOD) in the SDO shall perform the following technical support function to the HRMPSB:
- a. Develop an HRD plan which shall set forth the competencies necessary to achieve organizational goals, objectives and strategic priorities;
  - b. Develop and manage the career of talents with superior performance and potential;
  - c. Develop and maintain an updated qualifications database of employees of the agency which includes education, experience, training, eligibility, and competencies; and
  - d. Assist the HRMPSB in the development of evaluative assessments such as written examinations, skills tests, competency assessments, BEI questions, and others assessment tools, as deemed necessary.



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## **VI. Monitoring and Evaluation**

98. The BHROD-HRDD, together with its Regional and Schools Division counterparts, shall regularly monitor and evaluate existing policies, guidelines, rules, and regulations affecting all HR actions. In addition, both RO and SDO HRMPSBs may also submit their policy recommendations whenever deemed necessary.
99. The result of the evaluation and consolidated recommendations from the HR implementors in each governance level shall be consulted with the CSC and other government agencies concerned.
100. The BHROD-HRDD shall recommend to the Office of the Secretary policy actions on HR management rules and regulations that will serve the Department's best interest.

## **VII. Transitory Provisions**

101. To comply with the provisions of this Order and fully commit to the competency based HR, the Department, through the BHROD, shall lead the efforts in the following areas:
  - a. Revision of Qualification Standards for DepEd -unique positions, subject to the approval of the CSC.
  - b. Issuance of further Guidelines on the Recruitment, Selection, and Appointment of first and second level personnel in the teaching, school administration, related-teaching, and non-teaching positions in all governance levels in the Department.
  - c. Development of the Agency System of Ranking Positions.
  - d. Issuance of Omnibus Guidelines on Inclusive Employment that shall operationalize the Equal Employment Opportunity Principle in DepEd.
  - e. Issuance of further Guidelines on Induction and Onboarding of newly- hired personnel.
  - f. Issuance of further Guidelines on the Transfer, Re-assignment, Detail, and Designation of DepEd personnel in the first and second level positions; and
  - g. Completion of Competency Standards of DepEd Positions.
102. To ensure smooth implementation to the enhanced recruitment, selection, and appointment system, the BHROD in the CO, the HRDD in the RO, and HRDS in the SDO shall lead the conduct of orientation activities and capability building interventions for DepEd personnel, HRMOs, HRMPSBs, appointing officers / authorities , and other stakeholders. They shall develop and implement a communication plan to include dissemination of information, education, and communication (IEC) materials.

## **VIII. Repealing Clause**

103. All DepEd Orders, rules and regulations, and other related issuances, to include but not limited to the following, and/or provisions therein, which are inconsistent with this Order and its provisions, are hereby repealed, rescinded, or amended accordingly:



- a. DepEd Order (DO) No. 29, s. 2002, *Merit Selection Plan of the Department of Education*
- b. MEC No. 10, s. 1979, *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers*
- c. MEC No. 29, s. 1979, *Clarification on Guidelines for Implementing the Career Progression System (Master Teacher Program)*
- d. MECS Order No. 62, 1983, *Further Implementation of the Career Progression System for Public School Teachers (Master Teacher Plan)*
- e. MECS Order No. 1, 1985, *Additional Master Teacher Positions*
- f. DECS Order No. 70, s. 1988, *Revised Policy on Master Teacher for Secondary Schools*
- g. DECS Order No. 57, s. 1997, *Further Implementation of the Career Progression System for Master Teacher*
- h. DECS Order No. 5, s. 1998, *Reclassification of Regular Teacher and Principal Items to Special Education (SPED) Teacher and Special School Principal Items*
- i. DECS Order No. 52, s. 1999, *Automatic Upgrading of Positions for Eligible Public School Teachers Through Equivalents Record Forms (ERFs) Scheme*
- j. DECS Order No. 59, s. 2000, *Equivalents Record Form (ERF) Not Required for Promotion to Vacant Teacher II and III Positions*
- k. DO No. 2, s. 2002, *Guidelines on the Hiring of Public School Teachers*
- l. DO No. 50, s. 2003, *Adoptive Measures in Filling-Up Vacant Teaching Positions*
- m. DO No. 85, s. 2003, *Guidelines on the Selection, Promotion, and Designation of School Heads*
- n. DO No. 45, s. 2004, *Appointment of Principals and Teachers in Public Secondary Schools*
- o. DO No. 16, s. 2005, *Guidelines on Recruitment, Evaluation, Selection, and Appointment of Teachers in Public Schools*
- p. DO No. 17, s. 2006, *Revised Hiring Guidelines for Teacher I Positions in Public Elementary and Secondary Schools*
- q. DO No. 4, s. 2007, *Revisions to the Hiring Guidelines for Teacher I Positions*
- r. DO No. 42, s. 2007, *The Revised Guidelines on Selection, Promotion, and Designation of School Heads*
- s. DO No. 66, s. 2007, *Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions*
- t. DO No. 36, s. 2009, *Strict Compliance with Passing the Qualifying Examination for Principalship for Appointment to Principal I Position*
- u. DO No. 97, s. 2011, *Revised Guidelines on the Allocation and Reclassification of School Head Positions*
- v. DO No. 12, s. 2012, *Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector Reform Agenda (BESRA)*
- w. DO No. 25, s. 2012, *Addendum to DepEd Order No. 12, s. 2012 (Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector Reform Agenda [BESRA])*
- x. DO No. 37, s. 2012, *Addendum to DepEd Order Nos. 12 and 25, s. 2012 (Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector Reform Agenda)*
- y. DO No. 81, s. 2002, *Additional Policy Guidelines on Hiring and Deployment of Kindergarten Teachers*
- z. DO No. 50, s. 2014, *Guidelines on the Recruitment, Selection, and Placement of Personnel Pursuant to the DepEd Rationalization Program under Executive Order 366, s. 2004*
- aa. DO No. 7, s. 2015, *Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016*
- bb. Office Order (OO) dated April 21, 2015, *Procedures/Guidelines on the Recruitment, Selection, and Placement of the First and Second Levels Non-Teaching and Related Teaching Positions in the Department of Education Central Office*

- cc. DO No. 22, s. 20 15 , *Hiring Guidelines for the Remaining Teaching Positions Effective School Year (SY) 2015-2016*
- dd. DO No. 3, s. 2016, *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*
- ee. 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*
- ff. DO No. 19, s. 2016, *Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS)*
- gg. DO o. 32, s. 2016, *Addendum to DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School [SHSJ Teaching Positions Effective SY [SY] 2016-2017)*
- hh. DO No. 41, s. 2016, *Additional Guidelines to DepEd Order No. 19, s. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand -Alone and Integrated Public Senior High Schools [SHSJ)*
- u. DO No. 49 , s. 2016, *Guidelines on the Hiring of Contractual (Full-Time and Part Time) Teachers in Senior High School*
- jj. DO No. 50, s. 2016, *Hiring Guidelines for Teacher I Positions in Schools Implementing Indigenous Peoples Education Effective School Year 2016-2017*
- kk. 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*

#### IX. **Separability Clause**

104. If any provision of this Order or the application of such provision to any person or circumstance is declared invalid, the remainder of the MSP or the application of such provision to other persons or circumstances shall not be affected by such declaration.

#### X. **Effectivity**

105. This DepEd Order - Department of Education Merit Selection Plan and its subsequent amendments, if any, upon approval of the CSC RO concerned shall take effect 15 days after its publication in the DepEd website and shall be registered with the Office of the National Administrative Register (ONAR).



## COMPOSITION OF PERSONNEL SELECTION BOARD FOR FIRST AND SECOND LEVEL POSITIONS

1. Pursuant to the provisions of Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, s. 2001, as amended under CSC-MC No. 4, s. of 2005, CSC-approved DepEd Merit Selection Plan (MSP), and DepEd Order No. 66 s. 2007 Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions on the establishment and composition of the Human Resource Management Personnel Selection Board (HRM-PSB), the SDO Angeles City announces the members of the Personnel Selection Board (PSB) for Teaching, Related Teaching and Non-Teaching level positions as follows:

Chairperson:	Fernandina P. Otchengco PhD, CESE Asst Schools Division Superintendent
Members:	Hazel A. Carbungco Administrative Officer V Maria Cristina S. Sarmiento Administrative Officer IV Head of the School/Division where the vacancy exists Christle Delma C. David Administrative Officer II President of the ACPUSTA or Division Employee's Union/Non-Teaching Association/Faculty Association

2. Functions of the committee shall be as follows:
  - a. Ensures that the updated list of vacancies is regularly posted at conspicuous places, on the website or official social media account, relevant industries and private institutions including the step by step process of application;
  - b. Receives application documents;
  - c. Verifies and certifies as to completeness, veracity, accuracy and authenticity of documents. Verification includes but not limited to, interviewing, or getting additional information from applicants' referees and/or issuing body where they obtained certifications;
  - d. Informs applicants about schedules, timelines, and deadlines;
  - e. Evaluates applicants based on criteria set forth on applicable guidelines.
  - f. Reviews and consolidates the results of the individual ratings of applicants based on the score obtained in each criterion;
  - g. Issues communication to each applicants the result of the evaluation;
  - h. Submits the complete results of the evaluation including records of deliberation to the appointing authority.





## **DIVISION RECRUITMENT, SELECTION AND PLACEMENT POLICY (EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE)**

### **I. RATIONALE**

The Schools Division Office of Angeles City highly supports and recognizes the value of equality and diversity among all pillars and elements of human resource management systems. Pursuant to CSC Memorandum Circular 24, s. 2016, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) which requires the institutionalization of the Equal Opportunity Principle (EOP) in all areas of human resource, particularly its core systems on Recruitment, Selection and Placement (RSP); Learning and Development (L&D); Performance Management (PM); and Rewards and Recognition (R&R).

### **II. RECRUITMENTS, SELECTION AND PLACEMENT (RSP)**

Subject to all existing policies of DepEd, the recruitment, selection and placement of personnel shall be based on the merit and fitness, qualification and competency to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity

#### **A. Publication of Vacancies**

1. Subject to all existing policies of SDO Angeles City, the agency shall not print or publish or cause the printing, in any form of media, including the internet, any notice of advertisement relating to employment, suggesting preferences, limitations, specifications and discrimination or decline any employment application because of an individual's age, sexual orientation, gender identity, civil status, disability, religion, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of the equal employment opportunity principle.
2. Subject to all existing policies of SDO Angeles City, all vacant positions shall be open to all qualified applicants regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

#### **B. Assessment and Examination**

1. SDO Angeles City shall base its RSP assessment on the policy of equal employment opportunity.
2. During the preparation of any listing or database of applicants, the HRMO shall note if there are differently abled or senior citizen applicants so that proper assistance shall be provided.

#### **C. Human Resource Merit Promotion and Selection Board (HRMPSB) Panel Interview**

1. All applicants must be properly informed of their interview schedule.
2. The panelist shall only ask question related to the selection criteria. Questions shall not pertain to age, sex, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors/personal circumstances which run counter to the principle of equal employment opportunity.



**D. Monitoring Mechanism**

1. SDO Angeles City shall ensure that the RSP process of the agency shall be harmonized with the agency's EEOP.
2. The HRMD shall maintain records of the total number of applicants, including data on classification of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances.
3. Should the HRMD encounter applicants within the specialized groups, such shall be recorded and proper assistance shall be provided to them.
4. The HRMD shall inform the HRMPSB on the diverse status of applicants during the initial meeting and orient them with the assistance and consideration that SDO Angeles City has accorded to them.

RECOMMENDING APPROVAL:

**FERNANDINA P. OTCHENGCO PhD, CESE**  
Assistant Schools Division Superintendent

APPROVED:

**MA. IRELYN P. TAMAYO PhD, CESO V**  
Schools Division Superintendent

