



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

August 15, 2023

DIVISION MEMORANDUM

No. 294, s. 2023

Guidelines on Application of Education and Application of Learning and Development on Recruitment, Selection, and Appointment in the Department of Education Division of Angeles City

To: Assistant Schools Division Superintendent
Division Chiefs
Public Elementary and Secondary School Heads
Assistant Principals

1. DepEd Order 7, s. 2023 or the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit and Selection Plan.
2. In view of the new Point System for the Evaluative Assessment of different jobs groups under teaching, non-teaching, and school administrative positions, this office issues the attached **Guidelines on Application of Education and Application of Learning and Development on Recruitment, Selection, and Appointment in the Department of Education Division of Angeles City**.
3. Immediate dissemination of this memorandum is highly encouraged.


RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

Encl: As stated:
Reference: As indicated
To be indicated in the perpetual index
under the following subjects:

POLICY

AMOfjr / Aug. 15, 2023

Guidelines on Application of Education and Application of Learning and Development on Recruitment, Selection, and Appointment in the Department of Education Division of Angeles City

I. Rationale

Education refers to the formal or non-formal academic, technical, or vocational studies that enable an applicant to successfully perform the duties and responsibilities of a position.

Whereas, Learning and Development 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 workshops, that are part of the applicant's individual/career development plan aligned with existing competency standards or their current and functions.

Faithful to the Civil Service Doctrine of the Constitution, the Division of Angeles City continuous its thrust of service to its learners and stakeholders by continuously improving its organizational performance guided by DepEd Order No.007, s. 2023, Guidelines on Recruitment, Selection, and Appointment in the Department of Education, which upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability.

Similarly, it provides guidelines on application of education and application of learning and development for hiring and promotion to school administration, teaching, related-teaching and non-teaching positions.

II. Definition of Terms

1. **Application of Education** – is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learnings gain from said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work. Higher premium shall be given to an application of education or intervention made by the applicant that is relevant and applicable to the position to be filled.

2. **Application of Learning and Development** – is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work.

3. **Relevant Information** – is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is described to be

applicable if it can be used in the operations of the functional unit based on its office mandates in the DepEd office Functions or Office Orders for the creation of the functional unit.

III. Guidelines on Application of Education

APPLICATION OF EDUCATION TEMPLATE (Action Plan)

Title Page (includes name of the proponent, title, designation/position, and school/unit)

Table of Contents

Abstract (once competed)

Context and Rationale

Description of the concept, skills, processes from the higher education units to apply

Gap Analysis / Opportunity Identification in the current work

Objective/s

Proposed Intervention and Strategy

Methods

- a) Participants
- b) Data Gathering Methods
- c) Data Analysis Plan

Work Plan and Timelines

Cost Estimates

Plans for Dissemination

Result

Discussion

Recommendation

Appendices

- A. Instrument/s
- B. Letter of Request for approval of action plan for the Application of Education approved/endorsed of Immediate Head/Supervisor
- C. Approval to implement Action Plan signed by the Head of Office
- C. Certification of Statistical Treatment
- D. Certificate of Plagiarism and Grammar Check
- E. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- G. Transcript of Record – Higher Education
- H. Accomplishment Report on the Action Plan signed by the immediate supervisor/principal
- I. Certificate of Completion of Action Plan on the Application of Education

UTILIZATION OF APPLICATION OF EDUCATION TEMPLATE

1. The contents of which are as follows:
 - a) Title of Application of Education to utilize
 - b) Abstract (add once completed)
 - c) Rationale
 - d) Description of the completed Application of Education
 - e) Objective / Opportunity Identification relevant to the position
 - f) Methods
 - 1) Participants
 - 2) Data Gathering Methods
 - 3) Data Analysis Plan
 - g) Work Plan and Timelines
 - h) Cost Estimates
 - i) Result (include once utilization completed)
 - j) Discussion (include once utilization is completed)
 - k) Recommendation (include once utilization is completed)

Appendices

- A. Letter of Request for Utilization
- B. Approval Letter to Utilize Completed Application of Education
- D. Certification of Statistical Treatment
- E. Certificate of Plagiarism and Grammar Check
- F. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- G. Research Proposal Application Form and Endorsement of Immediate Head/Supervisor
- H. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen signatures)
- I. Completion Report on the Utilization of Application of Education signed by School Head
- J. Certificate of Utilization of Application of Education signed by Head of Office

**APPLICATION OF EDUCATION
(Means of Verification)**

- A. Action Plan approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of the utilization/adoption signed by the Head of Office

MOVs Submitted	Points (Application of Education)	
	Relevant	Not Relevant
All MOVs	10 points	5 points
Only A & B	7 points	3 points
Only A	5 points	1 point

III. Guidelines on Application of Learning and Development

**APPLICATION OF LEARNING AND DEVELOPMENT
(Action Plan Template)**

- Title Page (includes name of the proponent, title, designation/position, and school/unit)
- Table of Contents
- Abstract (once completed)
- Context and Rationale (current situation)
- Description of the training attended to apply
- Objective / Opportunity
- Proposed Action Plan applying the learnings from the L&D
- Work Plan and Timelines
- Result (once completed)
- Discussion (once completed)
- Recommendation (once completed)

Appendices

- A. Instrument/s
- B. Letter of Request for the conduct of action plan/re-entry action plan duly approved/endorsed and Endorsement of Immediate Head/Supervisor
- C. Approval letter for the conduct of action plan/re-entry action plan of Application of Learning and Development signed by Head of Office
- D. Certification of Statistical Treatment

- E. Certificate of Plagiarism and Grammar Check
- F. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- G. Transcript of Record – Higher Education
- H. Accomplishment Report signed by the immediate supervisor/principal
- I. Certificate of Completion on the Application of Learning and Development signed by the Head of Office (to be given by DO)
- J. Certificate of Participation of Learning and Development attended

LEARNING AND DEVELOPMENT
(Utilization/Adoption by the office at the local level template)

1. The contents of which are as follows:

- a) Title of completed Learning and Development to utilize/adopt
- b) Abstract (add once completed)
- c) Rationale
- d) Description of the completed Learning and Development
- e) Objective
- f) Methods
 - 1) Participants
 - 2) Data Gathering Methods
 - 3) Data Analysis Plan
- g) Work Plan and Timelines
- h) Cost Estimates
- i) Result (include once completed)
- j) Discussion (include once completed)
- k) Recommendation (include once completed)

Appendices

- A. Letter of Request for Utilization/Adoption signed/endorsed by the same school/office head
- B. Approval Letter to Adopt Completed Learning and Development
- C. Letter of Completion
- D. Certification of Statistical Treatment
- E. Certificate of Plagiarism and Grammar Check
- F. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- I. Completion Report on the Utilization/Adoption of Completed Learning and Development signed /endorsed by the same school/office head
- J. Certificate of Completion on the Utilization/Adoption of Completed Learning and Development signed by Head of Office

LEARNING AND DEVELOPMENT

(Utilization/Adoption by a different office at the local level/higher level template)

1. The contents of which are as follows:

- a) Title of completed Learning and Development to utilize/adopt
- b) Abstract (add once completed)
- c) Rationale
- d) Description of the completed Learning and Development
- e) Objective
- f) Methods
 - 1) Participants
 - 2) Data Gathering Methods
 - 3) Data Analysis Plan
- g) Work Plan and Timelines
- h) Cost Estimates
- i) Result (include once completed)
- j) Discussion (include once completed)
- k) Recommendation (include once completed)

Appendices

- A. Letter of Request for Utilization/Adoption signed/endorsed by the different office/school at the local/higher level
- B. Approval Letter to Utilize/Adopt Completed Learning and Development signed by Head of Office
- C. Letter of Completion on the utilization/adoption of the completed Learning and Development signed/endorsed by the different office/school at the local/higher level
- D. Certification of Statistical Treatment
- E. Certificate of Plagiarism and Grammar Check
- F. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- I. Completion Report on the Utilization/Adoption of Completed Learning and Development signed/endorsed by the different office/school at the local/higher level
- J. Certificate of Completion on the Utilization/Adoption of Completed Learning and Development by the school/office at the local/higher level signed by Head of Office

**APPLICATION OF LEARNING AND DEVELOPMENT
(Means of Verification)**

A. Certificate of Training and Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plant (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with 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;

D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office/higher level

MOVs Submitted	Points (Application of Education)	
	Relevant	Not Relevant
All MOVs	10 points	5 points
Only A, B & C	7 points	3 points
Only A & B	5 points	1 point

IV. Format of the Text:

Bond Paper Size	:	Letter Size 8.5" x 11'
Font Style	:	Times New Roman
Font Size	:	12
Running head	:	Title Page and Subsequent pages
Text Spacing	:	Double Space
References	:	The American Psychological Association (APA) 6th Edition style must be used in citing references.

V. Required signatories:

- a) **For elementary schools without master teachers** - reviewed and approved by the school head
- b) **For elementary schools with master teachers** - reviewed by the master teacher and approved by the school head
- c.) **For junior high schools** - reviewed by the head teacher and approved by the school head
- d.) **For senior high schools**-reviewed by the assistant principal and approved by the school head
- e.) **For Senior High School Standalone**- reviewed and approved by the school head
- f.) **For master teachers and head teachers**- reviewed by school head and approved by the PSDS or EPS
- g.) **For school heads**- reviewed by the PSDS/EPS, recommended by ASDS and approved by SDS
- h.) **For Non- teaching personnel deployed in schools**- reviewed by the school head and approved by the Administrative Officer V (AOV)
- i.) **For division office personnel**
 - i.1. OSDS- reviewed by the unit head and approved by AO V
Unit head- reviewed by the ASDS and approved by the SDS
 - i.2. CID- PSDS and EPS- reviewed by the CID Chief, recommended by the ASDS and approved by the SDS

CID Chief- reviewed by the ASDS and approved by the SDS
 - i.3 SGOD Personnel & SGOD supervisor- reviewed by the SGOD chief, recommended by the ASDS and approved by the SDS
 - i. 4 SGOD Chief- reviewed by the ASDS and approved by the SDS

VI. Reference

DepEd Order No. 007, s. 2023