
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-ASDS-011 Revision: 00 Effectively date: 10/31/2018
	WORKSHEET FOR THE SELECTION, PROMOTION AND DESIGNATION OF OTHER TEACHING & RELATED TEACHING		Name of Office: OSDS - ASDS

(DepEd Order No. 66, s.2007)
TEACHING AND RELATED TEACHING

Name: _____
 Year/ Grade/Subject Taught: _____
 School: _____
 District/Cluster: _____
 Position per latest appointment: _____
 Date of Latest Appointment: _____

Basic Qualifications:

- a. Status: _____
- b. Educational Qualification: _____
- c. Performance Ratings: for the last three rating period
 Year 1 _____
 Year 2 _____
 Year 3 _____
- d. Teaching Experience: _____

<i>Criteria</i>	<i>Number of Points</i>	<i>Points Earned</i>	<i>Documentary Evidences</i>
I. Performance Rating	35		3 Year Performance Rating forms
II. Experience	5		Service Record/Copy of Appointment <input checked="" type="checkbox"/> Designation as OIC of a school. <input checked="" type="checkbox"/> Certification signed by the SDS as to the inclusive period as OIC.
III. Outstanding Accomplishments	20		
a. Outstanding Employee Award (4pts) <ul style="list-style-type: none"> • Awardee in the school .5 • Nomination in the division/ awardee in the district 1 • Nomination in the region/ awardee in the division 2 • Nomination in the Department/ awardee in the region 3 • National awardee 4 			<input checked="" type="checkbox"/> Ranklist <input checked="" type="checkbox"/> Memoranda <ul style="list-style-type: none"> • National • Region • Division • District • School <input checked="" type="checkbox"/> Certificate of Recognition
b. Innovations (4pts) <ol style="list-style-type: none"> 1. Conceptualized 1 2. Started the implementation 2 3. Fully implemented in the school 3 4. Adopted in the district/division 4 			Original innovation <input checked="" type="checkbox"/> Innovative Work plan approved by immediate Chief & attested by Division Official <input checked="" type="checkbox"/> Report on the implementation of the innovation <input checked="" type="checkbox"/> Certification of the implementation of the innovation



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<p>c. Research and Development Projects (4pts.)</p> <ul style="list-style-type: none"> • Action research conducted in the school level • Action research conducted in the district level • Action research conducted in the division level 	<p>2 3 4</p>		<ul style="list-style-type: none"> ✓ Approved Action Research proposal ✓ Copy of Manuscript ✓ Certificate of Completion of the Action Research
<p>d. Publication/Authorship (4pts)</p> <ul style="list-style-type: none"> • Articles published in a journal/ newspaper/ magazine of wide circulation (1 pt.per article but not to exceed 4 pts.) • Co-authorship of a book (shall be divided by the number of authors) • Sole authorship of a book 	<p>4</p>		<ol style="list-style-type: none"> 1. Copy of journal/newspaper / magazine where the article/s was/were published at least at the Provincial level 2. The book must have a copyright page 3. Content must be original where articles are concerned. 4. In workbooks, content is original or can be adapted. In adapted exercises, acknowledgment of the reference/s should be made. <p>The workbook must have a copyright page</p>
<p>e. Consultant/Resource in Trainings/ Seminars/ Workshops / Symposia (4pts)</p> <ul style="list-style-type: none"> • District Level • Division Level • Regional Level • National Level • International Level 	<p>.5 1 2 3 4</p>		<ul style="list-style-type: none"> ✓ Memorandum relative the activity 1. District 2. Division 3. Regional 4. National 5. International ✓ Letter of Invitation ✓ Training Matrix/Program of Activities showing the name of the employee seeking promotion as one of the Resoure Persons. ✓ Certificate of Recognition
<p>IV. Education and Training</p>	<p>30</p>		
<p>a. Education (25pts.)</p> <ul style="list-style-type: none"> • Complete Academic Requirements for Master's Degree • Master's Degree • Complete Academic Requirements for Doctoral Degree • Doctoral Degree 	<p>10 15 20 25</p>		<ul style="list-style-type: none"> ✓ Certification of completion of academic requirements from the registrar of the school ✓ Transcript of Records
<p>b. Training (5pts.)</p>	<p>5</p>		



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Participant in a specialized training e.g. Scholarship Programs, Short Courses, Study Grants – 1 pt. for every month but not exceed ten (5) pts.			<ul style="list-style-type: none"> ✓ Certificate of Participation/Completion ✓ Roster of Scholars/Letter of Advice/Scholarship grant form/MOA
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions: <ul style="list-style-type: none"> • District Level • Division Level • Regional Level 	1 2 3		<ul style="list-style-type: none"> ✓ Memorandum/Travel Order/Form 6 in the absence of the travel order ✓ Certificate of Participation
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions: <ul style="list-style-type: none"> • National Level • International Level 	4 5		<ul style="list-style-type: none"> ✓ Memorandum/Travel Order/Form 6 in the absence of the travel order ✓ Certificate of Participation
Chair/ Co-chair in a technical / planning committee <ul style="list-style-type: none"> • District Level • Division Level • Regional Level • National Level • International Level 	1 2 3 4 5		<ul style="list-style-type: none"> ✓ Memorandum ✓ Certificate of Recognition / Commendation by the Technical Planning Committee
V. Potential	5		
1. Communication Skills 2. Ability to Present Ideas 3. Alertness 4. Judgement 5. Leadership Ability	1 1 1 1 1		<ul style="list-style-type: none"> ✓ Oral Evaluation/Interview ✓ Actual
VI. Psychosocial Attributes and Personality Traits	5		
a. Human relations b. Decisiveness c. Stress Tolerance	2 2 1		