



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
CITY SCHOOLS DIVISION-TAGBILARAN  
City of Tagbilaran



December 18, 2017

DIVISION MEMORANDUM  
NO. 817, s. 2017

**SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF  
APPLICANTS FOR BATCH 7 VACANT POSITIONS OF DEPED RO VII**

TO: All Division Chiefs, Education Program Supervisors  
Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education, Tagbilaran City Schools Division Office disseminates the Schedule and Guidelines for the **Screening and Interview of Applicants for Batch 7 Vacant Positions of DepEd, Region VII, Central Visayas Office, Lahug, Cebu City.**
2. Interested and qualified applicants are encouraged to apply to any of the vacant positions listed in the attached communication.
3. For more updates, please read attachments for your guidance.
4. Immediate and wide dissemination is highly expected.

  
VIRGINIA C. ZAPANTA, Ed.D., CESO V  
Schools Division Superintendent *zce*



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DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. 0992 s. 2017

DEC 15 2017

**SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF APPLICANTS FOR BATCH 7 VACANT POSITIONS OF DEPED RO VII**

**To:** Schools Division Superintendents  
Officers-in-Charge of Schools Divisions  
All Others Concerned

1. This Office announces the reopening of the following vacant positions of DepEd Regional Office VII, which was communicated through Regional Memorandum No. 498, Series of 2017:

POSITION	SALARY GRADE	FUNCTIONAL DIVISION
Administrative Officer II	SG-11	Finance Division
Accountant II	SG-16	Finance Division
Medical Officer IV	SG-23	Education Support Services Division
Dentist	SG-20	Education Support Services Division
Nutrition and Dietetics II	SG-15	Education Support Services Division
Chief Education Supervisor	SG-24	Quality Assurance Division
Chief Education Supervisor	SG-24	Human Resource and Development Division

2. The aforementioned positions are reopened for the reason that this Office, in its compliance of the Omnibus Rules on Appointments and Other Human Resource Actions, has dissolved its Personnel Selection Board (PSB) and established Human Resource Merit Promotion and Selection Board (HRMPSB). Please See **Enclosure 1**.

3. Apart from the vacant positions listed in Paragraph 1, the following vacant positions are also open for application:

POSITION	SALARY GRADE	FUNCTIONAL DIVISION
Accountant I	SG-12	Finance Division
Education Program Supervisor	SG-22	Curriculum and Learning Management Division

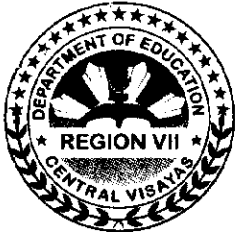
4. Interested qualified applicants (*only those who meet **all** the performance rating, educational, experience, training, and civil service eligibility requirements indicated in **Enclosure 2***) are directed to submit to the Regional Human Resource Management Officer, **Dr. Brazil Sanchez**, a folder (long ordinary type) of the machine copies of the following documents (labeled and arranged as listed) on December 18, 2017 not later than 5:00 o'clock in the afternoon:

- 4.1 Application Letter/Letter of Intent
- 4.2 Accomplished CSC Form 212 (revised)
- 4.3 Performance rating for the last 3 rating periods (should be at least Very Satisfactory and with numerical equivalents)
- 4.5 Service Record (Experience related to the duties and functions of the position to be filled) and supporting Designation Order/s

JAJ/STJ/VVY/drbraz-18

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



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- 4.6 Certificates/Evidences of Awards/Outstanding/Meritorious Accomplishments
- 4.7 Educational Record (Transcript of Records, including supporting Certifications)
- 4.8 Certificates of Training/Seminars (at least 3-day duration) attended, including Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical/ Planning committee

4.9 RO7 Applicant Template (See **Enclosure 3**)

5. Applicants are directed to also prepare a folder of the original documents, which they have to personally present, together with other forms of evidences, on the day of the actual screening (including Behavioral Event Interview) scheduled on December 20, 2017. Note that applicants who cannot come at 8:00 A.M. forfeit their application. Moreover, requests for chances to produce original documents that are left at home or in their offices will not be accommodated.

6. Applicants to vacant positions listed in paragraph 1 who submitted themselves for screening previously are already considered part of the pool of applicants, provided that they have met the basic requirements on performance rating, education, training, experience, and eligibility. They may update the documents they submitted in their application folders.

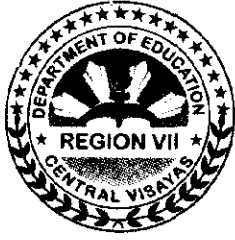
4. Meals and snacks for the PSB, PSB Secretariat on December 18-20, 2017 shall be charged against Regional MOOE, subject to the usual accounting rules and regulations.

6. For further details, please contact Dr. Brazil B. Sanchez, HRMO III, DepED Region VII, through telephone number (032) 255-1313.

7. For immediate and wide dissemination.

  
JULIET A. JERUTA/Ph.D., CESO V  
Director III/OIC-Regional Director

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ENCLOSURE 1

**Human Resource Merit Promotion and Selection Board (HRMPSB)**

<b>Chairperson:</b>		ARD Salustiano T. Jimenez
<b>Members:</b>		Dr. Brazil Sanchez
		Mr. Victor Yntig
		Mr. Aniano Bautista
		Atty. Leslie Joie Babatuan
<b>2<sup>nd</sup> Level Representative:</b>		Mr. Tomas Pastor
<b>1<sup>st</sup> Level Representative:</b>		Mr. Glenn Orat
<b>Representative of the Functional Division/ Unit where Vacancy Exists</b>	<b>ESSD/QAD</b>	Dr. Luz C. Jandayan
	<b>FTAD/HRDD</b>	Dr. Leah Apao
	<b>PPRD</b>	Dr. Maria Jesusa Despojo
	<b>CLMD</b>	Dr. Emiliano Elnar Jr.
<b>HRMPSB Secretariat:</b>		Merden L. Bryant
		Roger Bajo
		Ameelyn Coca
		Dimple Fermase

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ENCLOSURE 2

**SCHEDULE OF SCREENING AND BASIC REQUIREMENTS FOR QUALIFIED APPLICANTS**

POSITION	BASIC REQUIREMENTS TO BE PART OF SCREENING				
Medical Officer IV	1 year performance rating	Doctor of Medicine/Diplomate of fellow	2 years relevant experience	8 hours relevant training	RA 1080 Medical Doctor
Accountant I	1 year performance rating	Bachelor's Degree in Commerce/ Business Administration major in Accounting	1 year relevant experience	4 hours relevant training	RA 1080 Certified Public Accountant
Dentist III	1 year performance rating	Doctor of Dentistry	2 years of relevant experience	8 hours relevant training	RA 1080 Dentist
Chief Education Supervisor (Quality Assurance Division)	1 year performance rating	Master's Degree in Education or other relevant degree/ Master's Degree with specific area of specialization	4 years relevant experience in management and supervision	24 hours of training in management and supervision	PBET, Teacher
Chief Education Supervisor (Human Resource and Development Division)	1 year performance rating	Master's Degree in Education or other relevant degree/ Master's Degree	4 years relevant experience in management and supervision	24 hours of training in management and supervision	PBET, Teacher
Education Program Supervisor	1 year performance rating	Master's Degree in Education or other relevant degree/ Master's Degree	2 years as principal or 2 years as Head Teacher or 2 years as Master Teacher or other related supervisory works	8 hours of relevant training	RA 1080 (Teacher)
Administrative Officer II	1 year performance rating	Bachelor's Degree	1 year relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility
Accountant II	1 year performance rating	Bachelor's Degree in Commerce/ Business Administration major in Accounting	1 year relevant experience	4 hours relevant training	RA 1080 Certified Public Accountant
Nutritionist Dietician II		Bachelor's Nutrition and Dietetics or relevant degree	1 year of relevant experience	4 hours relevant training	RA 1080 (must be licensed Dietitian/ Nutritionist)

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ENCLOSURE 3

### RO7 APPLICANT TEMPLATE

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

EDUCATIONAL QUALIFICATIONS						
DEGREE	Name of Degree	Graduated		CAR?		If NO, no. of units
		YES	NO	YES	NO	
Bachelor						
Masteral						
Doctoral						

WORK EXPERIENCE					
	Position/ Designation	Name of Office/ Institution/ Company/ Enterprise	Length of Service		
			Years	Months	Days
1					
2					
3					
4					

RELEVANT TRAINING								
	TITLE OF TRAINING	Sponsored by	Level					
			Intern ationa l	Nation al	Regio n	Divisio n	Distric t	School
1								
2								
3								
4								
5								

Latest Performance Rating: \_\_\_\_\_ ELIGIBILITY: \_\_\_\_\_

JALINGO, VISAYAS/ CEBU - 60 (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
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**STANDARDS AND GUIDELINES IN RATING DOCUMENTS  
OF APPLICANTS APPLYING FOR TEACHING-RELATED  
AND NON-TEACHING POSITIONS  
IN THE DEPED REGIONAL OFFICE VII**

To have equal opportunity to all and objective scoring of the document requirements of applicants for the vacant positions of DepEd Regional Office, the DepEd Region VII, through Human Resource Merit Promotion and Selection Board (HRMPSB), redesigns innovative standards and guidelines in assessing the documents supporting applications for vacant teaching-related and non-teaching positions of the Office.

These standards result from the translation of DepEd Order No. 66, s. 2007, with the aim that clear distinction among applicants will be achieved. The crafting of this document is inspired by Paragraph No. 11 of Memorandum Circular No. 3, series 2011 of the Civil Service Commission: *The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.*

Aside from maintaining fairness and impartiality, the standards for scoring are especially designed to expedite the appreciation of points during the selection process that advocates open ranking and ultimately hire the best people in the Region.

An applicant to be considered for screening must comply with the following basic requirements:

1. One (1) performance rating in the present position prior to his or her application
2. Required number of years of experience
3. Educational Qualification requirement
4. Required number of hours of training
5. Eligibility requirement

## **A. PERFORMANCE**

### **Guidelines:**

1. Applicants must submit their performance rating (Very Satisfactory and/or Outstanding only) for the last three (3) rating periods.
2. If the three ratings are not in percentage, these will be converted to percentage, after which, the average will be computed.
3. If less than three ratings are submitted, the sum of the available ratings will still be divided by three.
4. If an applicant has been sent to a scholarship program (with proof) for one or more rating periods, three latest available ratings will be accepted.

## B. EXPERIENCE

### Guidelines:

1. Applicants must submit the latest service record.
2. If applicable, designation orders must be submitted.
3. To determine relevance of the experience to the job applied for, KRA of the job and the details of the performance rating (RPMS-OPCRF/IPCRF for government employees), application letter, resume, service record and the like will be checked.
4. An applicant's rating must not exceed the highest possible rating for the kind of position applied for: Teaching-Related (5 points), Non-Teaching Group-Level 1 (5 points), and Non-Teaching Group-Level 2 (10 points).

To distinguish the degree of relevance of work experience to the job applied for, they are categorized into the following: (1) DepED Experience Directly Relevant to the Job Applied for, (2) Non-DepED Experience Directly Relevant to the Job Applied for, (3) DepED Experience Indirectly Relevant to the Job Applied for, and (4) Non-DepED Experience Indirectly Relevant to the Job Applied for.

Only directly relevant experience, DepED or Non-DepED, are considered in determining whether an applicant satisfies the minimum relevant experience requirement of the vacant position applied for. Indirectly relevant experience is still given points because being employed means that an applicant has developed universal good qualities like work ethic, resilience, and analytical skills, efficiency, problem solving, and communication skills. To further distinguish relevance of experience, each category is also distinguished according to levels because as each level go higher, the scope of responsibility also becomes wider and more complex. For specific positions like Education Program Supervisor and Chief Education Program Supervisor with specific experience requirements, separate standards are provided.

### STANDARDS FOR SCORING COMMON TEACHING-RELATED AND NON-TEACHING GROUP POSITIONS

B.1 DepED Experience Directly Relevant to the Job Applied for	Highest Possible Rating	STANDARDS FOR SCORING					
		Specific Score Per Year of Experience by Level					
		School	District	SDO		Region / National	
Other Division	Related Division/Unit			Other FDs	Related FD/Bureau/Division/Unit		
Teaching-Related	5.0	0.25	0.5	0.625	0.75	0.875	1
Non-Teaching Group Level 1	5.0	0.25	0.5	0.625	0.75	0.875	1
Non-Teaching Group Level 2	10.0	0.25	0.5	0.625	0.75	0.875	1

B.2 DepED Experience Indirectly Relevant to the Job Applied for	Highest Possible Rating	STANDARDS FOR SCORING					
		Specific Score Per Year of Experience by Level					
		School	District	SDO		Region / National	
Other Division	Related Division/ unit			Other FDs	Related FD/Bureau/Division/Unit		
Teaching-Related	5.0	0.125	0.25	0.31	0.375	0.44	0.5
Non-Teaching Group Level 1	5.0	0.125	0.25	0.31	0.375	0.44	0.5
Non-Teaching Group Level 2	10.0	0.19	0.38	0.47	0.56	0.66	0.75

B.3 Non-DepED Experience Directly Relevant to the Job Applied for	Highest Possible Rating	STANDARDS FOR SCORING				
		Specific Score Per Year of Experience by Level/Scope				
		Barangay	Municipality	City	Province	Region National
Teaching-Related	5.0	0.1	0.2	0.3	0.4	0.5
Non-Teaching Group Level 1	5.0	0.1	0.2	0.3	0.4	0.5
Non-Teaching Group Level 2	10.0	0.15	0.3	0.45	0.6	0.75

B.4 Non-DepED Experience Indirectly Relevant to the Job Applied for	Highest Possible Rating	STANDARDS FOR SCORING				
		Specific Score Per Year of Experience by Level/Scope				
		Barangay	Municipality	City	Province	Region National
Teaching-Related	5.0	0.06	0.12	0.18	0.24	0.3
Non-Teaching Group Level 1	5.0	0.06	0.12	0.18	0.24	0.3
Non-Teaching Group Level 2	10.0	0.1	0.2	0.3	0.4	0.5



**STANDARDS FOR SCORING REGIONAL EDUCATION PROGRAM SUPERVISOR POSITIONS**

CATEGORY	STANDARDS FOR SCORING							
	Specific Score Per Year of Supervisory Experience by Level/Scope							
	Master Teacher	School Administrator		PSDS	Division EPS		Detailed Regional EPS	
Head Teacher/TIC/Assistant Principal		Principal	Other Division		Related Division	Other FD	Related FD	
DepED Experience	0.6	0.625	0.65	0.7	0.725	0.75	0.8	1
Non-DepED Experience	Supervising Subject Coordinator	0.55	0.6	Dean				
	0.5			0.75				

**STANDARDS FOR SCORING REGIONAL CHIEF EDUCATION PROGRAM SUPERVISOR POSITIONS**

CATEGORY	STANDARDS FOR SCORING							
	Specific Score Per Year of Management and Supervisory Experience by Level/Scope							
	School Administrator			PSDS who was a SH before	Division EPS who was a SH before/ serving as area consultant/ coordinator of a funded program		Regional EPS who was a SH before/ Regional coordinator of a funded program/OIC-Chief Experience	
Assistant Principal / TIC	Head Teacher	Principal	Other Division/Unit/Section		Related Division/Unit/Section	Other FD	Related FD	
DepED Experience	0.6	0.625	0.65	0.7	0.725	0.75	0.8	1
Non-DepED Experience	0.625			Dean				
				0.75				

**C. OUTSTANDING ACCOMPLISHMENTS**

**a. Outstanding Employee Award (Highest Possible Score 4 points)**

Guideline/s:

1. Only one award shall be considered but an applicant must choose the one with the highest score.
2. An Outstanding Employee Award is accepted only if it
  - 2.1 is supported by the certificate of award (or plaque);
  - 2.2 is supported by documentation such as photos and/or copies of the programme during the awarding rites; and
3. Outstanding employee award from the division, regional or national level has a lifetime validity.

TYPE OF POSITION	CATEGORIES	HIGHEST SCORE GIVEN TO EACH CRITERIA BY LEVEL				
		School	District/Municipality	Division/City	Region/Province	National
• Teaching-Related • Non-Teaching Group Level 2	<b>Nominee</b>	0.4	0.8	1.2	1.6	2.0
	<b>Awardee</b>	2.4	2.8	3.2	3.6	4.0
• Non-Teaching Group Level 1	<b>Nominee</b>	0.1	0.2	0.3	0.4	0.5
	<b>Awardee</b>	0.2	0.4	0.6	0.8	1.0

## b. Innovation

### Guidelines:

1. Only one applicable innovation output/product will be considered but an applicant must choose the one that has the highest score.
2. An innovation is accepted only if it
  - a. applicable to the job applied for;
  - b. is supported by the innovation output/product;
  - c. is supported by a school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation; and
  - d. has not been utilized in previous promotion/s so that applicants must show proof/s such as:
    - i. date/s of promotion and date/s of creation of innovation, and/or
    - ii. innovation output/product credited in a previous promotion (including pertinent details) and innovation output/product to be credited in the present application
3. The total score shall be divided by the number of designers of each innovation output.
4. If an applicant for a job under **non-teaching group level 1** has an innovation, the highest possible rating is 1. The rating maybe lower depending on its quality as agreed by the PSB.
5. The table of standards in scoring innovation below is applicable only to applicants applying for positions under **teaching-related** and **non-teaching group level 2**.

INNOVATION CRITERIA	STANDARDS FOR SCORING					
	School	District	Division	RFTAA	Region	National
	<b>2.0</b>	<b>2.5</b>	<b>3.0</b>	<b>3.25</b>	<b>3.5</b>	<b>4.0</b>

## c. Research and Development (R&D) Projects

### Guidelines:

1. Applicants must submit the R&D project output.
2. Only one R&D project output is accepted but an applicant must choose the one that has the highest score in case the applicant has more than one R&D project outputs.
3. The PSB accepts an R&D project output that satisfies the following:
  - 3.2 related to education, preferably action research
  - 3.3 have findings, conclusions, and recommendations
  - 3.4 presented to the school/district/division/region in a gathering (MOV: attendance sheet) or published through a school/division/regional memo (MOV: memo) or certified by the SH/ SDS/RD that the R&D project is completed (MOV: certification); and
  - 3.5 not utilized in previous promotion/s so proof/s must be shown such as:
    - 3.5.1 date/s of promotion and date/s of R&D implementation, and/or
    - 3.5.2 R&D project outputs credited in a previous promotion (including pertinent details) and R&D outputs to be credited in the present application.
4. The total score shall be divided by the number of researchers of each R&D project output.
5. The table of standards in scoring R&D projects below is applicable only to applicants applying for positions under **teaching-related** and **non-teaching group level 2**.

RESEARCH AND DEVELOPMENT CRITERIA	STANDARDS FOR SCORING					
	HIGHEST RATING GIVEN TO EACH CRITERIA BY LEVEL					
	School	District	Division	RFTAA	Region	National
<b>2.0</b>	<b>2.5</b>	<b>3.0</b>	<b>3.25</b>	<b>3.5</b>	<b>4.0</b>	

6. If an applicant for a job under **non-teaching group level 1** has an R&D project, the highest possible rating is 1. The rating maybe lower depending on its quality as agreed by the PSB.

## d. Publication/Authorship

### Guideline:

The applicant must choose only one type of publication or authorship. In case that an applicant has more than one output, he or she must choose the one that has the highest score.

### d.1 Published Instruction/Training-Related Materials (ITRM)

#### Guidelines:

1. The applicant must submit the hard copy of the actual material. If it is a PowerPoint presentation or a video, a CD containing the video must be presented.
2. Only one ITRM shall be considered. If the applicant happens to have more than one ITRM, he/she must choose the one that has the highest score.
3. The PSB accepts ITRMs that are published in any of the following ways:
  - 3.1 LRMDS portal
  - 3.2 School-based training program
  - 3.3 District/cluster-based training program
  - 3.4 Division-based training program
  - 3.5 Region-based training program
  - 3.6 National-based training program
  - 3.7 DepEd Learning Materials as Textbook with the following MOVs (Certificate of Participation/Recognition/Appreciation or other proofs must be presented such as certifications, program matrix, training ID, and/or photos.
4. If the same ITRM is published at various levels, the ITRM is listed under the higher or highest level. A certification from an LRMDS (TDis or DepEd SDO or RO website) supervisor/in-charge, memorandum or a training matrix should support the ITRM.
5. Only an ITRM that complies with the Intellectual Property Rights (IPR) should be submitted to the PSB. If an applicant is found violating the IPR in his ITRM, his or her application is deemed invalid.
6. Only an ITRM that has not been utilized in previous promotion/s will be accepted so that an applicant must show proof/s such as:
  - 6.1 date/s of promotion and date/s of ITRM creation and publication, and/or
  - 6.2 ITRM credited in a previous promotion (including pertinent details) and ITRM to be credited in the present application.
7. ITRMs must be aligned with the K to 12 Basic Education Curriculum.
8. The total score shall be divided by the number of designers of each ITRM.
9. This publication/authorship type is applicable only to applicants applying for positions under *teaching-related* and *non-teaching group level 2*.

TYPES	STANDARDS FOR SCORING				
	HIGHEST RATING GIVEN TO EACH TYPE BY LEVEL				
	School	District	Division/ City	Region	National
d.1.1 Lesson Plan/ Video Lesson/ Session Guide/ Session PowerPoints	0.2	0.4	0.6	0.8	1
d.1.2 Prototype Lesson Plans for One Unit/ Program Design/Training Resource Package (Session guides and/or Session PowerPoints)	0.4	0.8	1.2	1.6	2
d.1.3 Big Book/Ordinance	0.4	0.8	1.2	1.6	2
d.1.3 Teaching Guide/Handbook/Workbook	0.6	1.2	1.8	2.4	3
d.1.4 Module	0.8	1.6	2.4	3.2	4

**d.2 Articles Published Related to Basic Education/Current Job/Position Applied for that are published in LRMS/DepEd websites/Journal/Newspaper/Magazines with wide circulation**

**Guidelines:**

1. The PSB accepts articles that are published within the last five years.
2. Only an article that complies with the Intellectual Property Rights (IPR) should be submitted to the PSB. If an applicant is found violating the IPR in his/her published article, his/her application is deemed invalid.
3. Cut-out of the articles showing the journal/newspaper/magazine's name and the publication date (or several pages or the whole publication) must be presented.
4. Only published article that has not been utilized in previous promotion/s will be accepted so that applicants must show proof/s such as:
  - 4.1 date/s of promotion and date/s of creation and publication of article/s, and/or
  - 4.2 article/s credited in a previous promotion (including pertinent details) and article/s to be credited in the present application.
5. The table of standards in scoring articles published below is applicable only to applicants applying for positions under *teaching-related* and *non-teaching group level 2*.

Category	STANDARDS FOR SCORING ARTICLES PUBLISHED				
	HIGHEST RATING GIVEN TO EACH BRACKET (Number of Articles)				
	Three	Six	Nine	Twelve	15 or more
Teaching-Related	0.8	1.64	2.4	3.2	4.0
Non-teaching group Level 2					

6. If an applicant for a job under *non-teaching group level 1* has an article published, the highest possible rating is 1 regardless of the number of articles published. The rating maybe lower depending on the quality of the article/s as agreed by the PSB.

**d.3 Authorship of a Book with ISBN**

**Guidelines:**

1. The PSB accepts a book with ISBN published within the last five years.
2. Only a book that complies with the Intellectual Property Rights (IPR) should be submitted to the PSB. If an applicant is found violating the IPR in his/her book, his/her application is deemed invalid.
3. Only one authored book shall be considered. If the applicant happens to have authored more than one book, he/she must choose the one that has the highest score.
4. A book should not have been utilized in a previous promotion so that an applicant must show proof/s such as:
  - 4.1 date of promotion and date of book publication, and/or
  - 4.2 book credited in a previous promotion (including pertinent details) and book to be credited in the present application.
5. The total score shall be divided by the number of authors of the book.

TYPE OF POSITION	STANDARDS FOR SCORING AUTHORSHIP OF A BOOK		
	HIGHEST RATING GIVEN TO EACH TYPE		
	Other Books	Relevant to Education	Relevant to the Position Applied For
Teaching Related	2	3	4
Non-Teaching Group (Level 1)	0.5	0.75	1
Non-Teaching Group (Level 2)	2	3	4

### e. Consultant/Resource Speaker in Trainings/Seminars

#### Guidelines:

1. Aside from certificates, the applicants must attach session guides or printed slides of session PowerPoints.
2. Only one certificate shall be considered. If the applicant happens to have served as consultant/resource speaker/trainer/facilitator many times, he/she must choose the one that has the highest score.
3. Only a certificate that has not been utilized in previous promotion/s will be accepted so that applicants must show proof/s such as:
  - 3.1 date/s of promotion and date/s of certificate/s, and/or
  - 3.2 certificate/s credited in a previous promotion (including pertinent details) and certificate/s to be credited in the present application.

TRAINING TASKS	TYPE OF POSITION	STANDARDS FOR SCORING				
		HIGHEST RATING GIVEN TO EACH TYPE BY LEVEL				
		School	District	Division	Region	National
e.1 Trainer/Resource Speaker/ Consultant/ Facilitator/Training Management	Teaching Related	0.8	1.6	2.4	3.2	4.0
	Non-Teaching Group Level 1	0.2	0.4	0.6	0.8	1.0
	Non-Teaching Group Level 2	0.8	1.6	2.4	3.2	4.0

## D. Education and Training

### D.1 Education

#### Guidelines:


1. If an applicant has complete academic requirements, he/she must present a transcript of records and a certification from a college or university or an official list of courses for a degree in a college/university to show that all required courses are taken and passed.
2. For subject-specific positions like Subject-EPs in CLMD, vertical graduate and post-graduate studies will get the maximum points per level of attainment

a. EDUCATION (Transcript of Records and Certifications and/or Official List of Courses of a Degree )	Teaching Related			Non-Teaching Group	
	If Both MA & Ed.D./Ph.D. pursued are not aligned with the Subject-Specific Position	If only MA is aligned with Subject-Specific Position but the Ed.D./Ph.D. is not (or vice versa)	General/ Both MA & Ed.D./ Ph.D. are aligned with the Subject-Specific position	Level 1	Level 2
<b>Doctoral Degree</b>	21.0	23.0	25.0	10.0	15.0

**D.2.4 Chairmanship/co-chairmanship (other forms of service) of a technical/planning committee**

Responsibility	TYPE OF POSITION	STANDARDS FOR SCORING					
		SPECIFIC SCORE GIVEN TO EACH CERTIFICATE BY LEVEL					
		School	District	Division	Region	National	International
Chairman, Co-Chairman, Coordinator, Secretariat, NEAP-R Facilitator	Teaching-Related	0.5	1	2	3	4	5
	Non-Teaching Group Level 1	1	2	4	6	8	10
	Non-Teaching Group Level 2	1	2	4	6	8	10
Vice-Chairman, Assistant	Teaching-Related	0.3	0.6	1.2	1.8	2.4	3
	Non-Teaching Group Level 1	0.6	1.2	2.4	3.6	4.8	6
	Non-Teaching Group Level 2	0.6	1.2	2.4	3.6	4.8	6
Member	Teaching-Related	0.3	0.6	1.2	1.8	2.4	2
	Non-Teaching Group Level 1	0.6	1.2	2.4	3.6	4.8	4
	Non-Teaching Group Level 2	0.6	1.2	2.4	3.6	4.8	4

Approved:

  
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 Director III/OIC-Regional Director

