



Republic of the Philippines
Department of Education
Region VI –Western Visayas
SCHOOLS DIVISION OF ILOILO CITY

Office of the Schools Division Superintendent

August 3, 2020

DIVISION MEMORANDUM

No. 59 s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR MASTER TEACHER I,
GUIDANCE COUNSELOR III (JHS), ADMINISTRATIVE OFFICER II
AND ADMINISTRATIVE AIDE VI/IV POSITIONS**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Principals//Heads/Officers-in-Charge
Unit Heads
State Colleges & Universities
Private School, Colleges, Universities

1. This is to announce to the field the division –wide recruitment and selection of applicants for the position listed below. The recruitment and selection are open to all interested applicants regardless of age, sexual orientation and gender identity, civil status, ethnicity, disability, religion and political affiliation. The schedule of evaluation of documents and interview for qualified applicants is stated below:

<u>ITEM/POSITION</u>	<u>DATE & TIME</u>
Administrative Aide IV/VI	September 15, 2020 - 9:00 a.m.-11:45 a.m.
Master Teacher I (Elementary)	September 15, 2020 - 1:00 p.m. – 4:00 p.m.
Administrative Officer II (Batch 1)	September 16, 2020 –9:00 a.m. –11:45 a.m.
Administrative Officer II (Batch 2)	1:00 p.m.- 4 p.m
Administrative Officer II (Batch 3)	September 17, 2020 – 9:00 a.m. –11:00 a.m.
Administrative Officer II (Batch 4)	1:00 p.m.- 4:00 p.m.
Guidance Counselor III (RANHS)	September 18, 2020 – 9:00 a.m. – 11:45 a.m.

2. Applicants shall submit a letter of intention and the following supporting documents in three (3) folders (1 original and 2 photocopy) on or before **August 14, 2020**.

- 1) Application letter addressed to Dr. Ma. Luz M. de los Reyes, CESO V,
Schools Division Superintendent
- 2) CSC Form 212 – revised 2017 (Personal Data Sheet). It must be computerized
- 3) Service Record/Certificate of Employment/Contract
- 4) Copy of Latest Appointment (If applicable)
- 5) Authenticated Certificate of Board Rating/Eligibility and Valid PRC ID
- 6) CAV of Transcript of Records and Diploma

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- 7) Certificate of trainings for the last three (3) years after the last promotion
- 8) Required documents for evaluation as stipulated in the following DepEd/MEC Orders:
 - a) MEC Order No. 10 s. 1979 – for Master Teacher
 - b) DepEd Order No. 66, s. 2007 – for Teaching-related/Non-teaching Positions
3. No additional documents shall be entertained after the pre-screening process to be undertaken by the Personnel Officer.
4. Previous applicants in the same position may request for retention or updating of points upon submission of necessary documents.
5. Only applicants who passed the pre-screening shall undergo the interview to be conducted by the Human Resource Merit Promotion and Selection Board (HRMPSB) on the date specified above and to take the examination to be administered on September 9, 2020 at the Division Library Hub. (Please see detailed schedule in Inclosure No. 1 – Timeline for the Recruitment and Selection Process). They shall be properly notified by the Personnel Officer. The number of applicants who would proceed to the interview shall be determined by the HRMPSB based on the criteria set by the said body.
6. Please be advised that documents contained in folders **must be properly arranged in accordance with the attached criteria for the above-mentioned positions**, preferably, with separators.
7. Enclosed are the following for easy reference:
 - a. Timeline for the recruitment and selection process
 - b. Qualification Standards for said positions
 - c. Criteria for evaluation
8. The following are the members of the Division Human Resource Merit Promotion and Selection Board (HRMPSB):

Teaching/Teaching Related

Chairman : Dr. Ernesto F. Servillon, Jr. – Assistant Schools Division Superintendent
Members : Dr. Jerry M. Lego – Chief Education Supervisor – SGOD
Alternate: Arlo L. Villalva – Chief Education Supervisor – CID
Dr. Blesilda V. Floro – SP IV, President, NASSPHIL – Iloilo City Chapter
Antonina A. Java – Administrative Officer V
Alternate – Ma. Glenne J. Besa – Accountant III
Charise Majella D. Castellano – Administrative Officer IV (Personnel)
Alternate: Mary Ann H. Mendoza – Administrative Officer IV (Asset Mgt.)

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Non-Teaching – 2nd Level

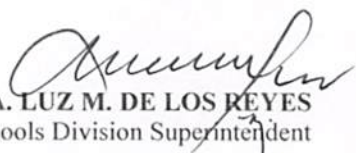
Chairman : Dr. Ernesto F. Servillon, Jr. – Assistant Schools Division Superintendent
Members: Antonina A. Java – Administrative Officer V
Alternate – Ma. Glenne J. Besa – Accountant III
Charise Majella D. Castellano – Administrative Officer IV (Personnel)
Alternate: Mary Ann H. Mendoza – Administrative Officer IV (Asset Mgt.)
Gilda C. Gulmatico – SEPS – NEU Representative – 2nd Level Non-teaching
Alternate: Dr. Ma. Teresa M. Penecilla – PSDS

Non-Teaching – 1st Level

Chairman : Dr. Ernesto F. Servillon, Jr. – Assistant Schools Division Superintendent
Members: Antonina A. Java – Administrative Officer V
Alternate – Ma. Glenne J. Besa – Accountant III
Charise Majella D. Castellano – Administrative Officer IV (Personnel)
Alternate: Mary Ann H. Mendoza – Administrative Officer IV (Asset Mgt.)
Cyril M. Fanega – ADAS III – NEU Representative – 1st Level Non-teaching
Alternate: Roberta C. Jison – PSDS

Secretariat: Mary Grace Morong – ADAS III (Personnel)

9. Immediate dissemination and compliance of the contents of this Memorandum is desired.


MA. LUZ M. DE LOS REYES
Schools Division Superintendent

Enclosures.: As stated
Reference : None
Allotment : 1-2-3-4-5-6-7 (Division Memorandum No. 157, s. 2019)
To be indicated in the Perpetual Index under the following subjects:

RECRUITMENT SELECTION PRINCIPALS TEACHERS PERSONNEL



TIMELINE FOR THE RECRUITMENT AND SELECTION PROCESS

Activities	Venue	Schedule
Filing of application letter with complete supporting documents Orientation of Applicants	SDO Records/Receiving Section	Deadline: August 14, 2020 3:00 p.m.
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards and Criteria	HRM Office	August 17-Sept. 4, 2020
Submission of QS Evaluation and Criteria to the HRMPSB for deliberation	Office of the ASDS	September 07, 2020
Evaluation of documents and interview of applicants	Division Library Hub	September 15-18, 2020
Written Communication Test 1) Administrative Aide VI/IV Guidance Counselor III 2) Administrative Officer II Batch 1 Batch 2 Batch 3 Batch 4	Division Library Hub	September 09, 2020 9:00 am - 10:00 am September 09, 2020 1:00 p.m. - 2 p.m. 2:00 p.m. - 3 p.m. 3:00 p.m. - 4:00 p.m. 4:00 p.m. - 5:00 p.m.
Conduct of Background Investigation, PSB deliberation and finalization of evaluation results	Division Library Hub	September 21, 2020
Submission to the Office of SDS for approval of Comparative Assessment Results	Office of the ASDS	September 22, 2020
Posting of Results	SDO Bulletin Board/Website and other conspicuous places	September 22, 2020

QUALIFICATION STANDARDS

MASTER TEACHER I (ELEMENTARY)

(QS Manual for Unique Positions, Revised 1995)

Salary Grade: 18

Level: 2

1. Education : BEED or Bachelor's Degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent
2. Performance : VS performance rating for the last 2 years
3. Experience : At least 3 years experience
4. Eligibility Requirement: R.A. 1080 (Teacher)

GUIDANCE COUNSELOR III (RANHS)

(MC 16, s. 2011)

Salary Grade : 13/11

Level: 2

Education: Bachelor's degree in Guidance & Counseling or any allied discipline

Training : None required

Experience: None required

Eligibility: RA 1080 (Guidance Counselor)

ADMINISTRATIVE OFFICER II (ELEMENTARY)

(MC 10, S. 2005)

Salary Grade: 11

Level: 2

Education: Bachelor's degree

Experience: None required

Training: None required

Eligibility Requirement: Career Service (Professional)
Second Level Eligibility

ADMINISTRATIVE AIDE VI

(MC 10, s. 2005)

Salary Grade: 6

Level: 1

Education: Completion of two-year studies in college

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Subprofessional)
First Level Eligibility

ADMINISTRATIVE AIDE IV

(MC 10, s. 2005)

Salary Grade: 4

Level: 1

Education: Completion of two-year studies in college

Training: none required

Experience: none required

Eligibility Requirement: Career Service Sub-Professional
(First Level Eligibility)

CRITERIA FOR MASTER TEACHER POSITION

A. Introduced: (20 points)

- | | |
|--|--|
| A-1 Curriculum Instructional Materials | A-1.1 Copy of materials prepared
1.2 Certification signed by the PSDS/
Secondary SH that such candidate
prepared the materials and was utilized
by the teachers
1.3 Certificate of recognition signed by a
committee in the division office including
the superintendent |
| A-2 Simplification of Work | A-2.1 Proof showing simplification of work
duly signed by the PSDS/Secondary SH
2.2 Certificate of recognition for the simpli-
fication of work signed by the division
office committee |
| A-3 Worthwhile Income-
Generating Project | A-3.1 Certificate of recognition/citation signed by
a committee in the division office
including the superintendent
3.2 Narrative report on this income generating
project duly attested by PSDS/SH
3.3 Income statement duly attested by PSDS/
SH
3.4 Copy of project proposal approved by the
PSDS/SH and the person-in-charge in the
division office |

Note: An income generating project on green revolution not recognized by the Division Office but with other supporting papers maybe credited in letter C for 12 points

B. Served as: (12 points)

- | | |
|---|--|
| B-1 District Subject Coordinator
(at least 1 year) | B-1.1 Designation signed by PSDS/Sec. SH
1.2 Report of accomplishments attested by
PSDS/Secondary SH
1.3 Certification as district/secondary school
coordinator stating inclusive date of
service signed by PSDS/Secondary SH |
| B-2 As Grade Chairman
(with at least 6 members &
at least 1 year) | B-2.1 Copy of designation signed by PSDS/
Secondary SH
2.2 Report of accomplishments attested by
PSDS/Secondary SH |

- 2.3 Certification as grade chairman stating inclusive date of service signed by PSDS/ Secondary SH
- 2.4 List of members under the chairmanship

B-3 As Club Adviser
(for at least 2 years)

- B-3.1 Copy of designation signed by SH
- 3.2 Report of accomplishments attested by School Head
- 3.3 Certification as club adviser signed by the School Head stating inclusive dates of service
- 3.4 List of officers duly attested

C. Served as: (12/7 points)

C-1 Chairman of Special Committee to Prepare Instructional Materials
(for participation as member-7 pts.)

- C-1.1 Designation signed by PSDS/Sec. SH
- 1.2 Certification as chairman stating inclusive date of service signed by PSDS/Secondary School Head
- 1.3 List of members of the committee duly certified
- 1.4 Sample of instructional materials prepared

C-2 Chairman to Prepare Intermediate School Program
(Schedule of Intermediate Classes, District Action Program)

- C-2.1 Designation signed by PSDS/Sec. SH
- 2.2 Copy of school program/action program prepared duly attested
- 2.3 List of members of the committee duly attested

C-3 Chairman to Prepare Test – 12 pts.
Member - 7 pts.

- C-3.1 Designation signed by PSDS/Sec. SH
- 3.2 Copy of test prepared, duly attested
- 3.3 Report of Findings/Item Analysis
- 3.4 Certification as chairman, duly attested

D. Initiated/Headed an Educational Research Including Action Research (12/7 points)
Member – 7 pts.

- D-1.1 Copy of research proposal duly approved by division office
- 1.2 Copy of the completed research work duly approved by DepEd Regional Office

E. Coordinator of a Community Project
(12/7 points)
(for at least 2 years, for participation as member – 7 pts.)

- E-1.1 Certification as coordinator of a community project indicating inclusive years signed by barangay or head of agency and attested by PSDS/principal

- 1.2 Report of accomplishments attested by barangay captain and PSDS or SH
- 1.3 List of officials duly attested where the name appears

F. Organized/Managed an In-Service Activity
(12/7 points)

Note:

- Boy or Girl Scout training programs are not credited.
- EDPITAF or TBS Mass training are not credited.
- “In-Depth Study Session in Filipino” maybe credited if it meets the requirements as stated

- F-1.1 Designation to conduct an in-service training in school
- 1.2 Certificate of attendance to a seminar or training prior to the school seminar conducted by DECS only. (If not conducted by DECS, submit authority to attend)
- 1.3 Program of activities showing role of candidate (Facilitator receives no credit)

G-1. Trainor or Coach (10 points)
National Winner – 10 pts.
Regional Winner – 5 pts.
Division Winner – 3 pts.
District Winner – no credit

- G-1-1 Designation as coach/trainor
- 1.2 Copy of awards or proof of awards received by contestant
- 1.3 Certification as coach/trainor with the name of the contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd, signed by school authorities

G-2. Awards
National Award – 10 pts.
Regional Award – 5 pts.
Division Award – 3 pts.

- G-2.1 Copy of award received by the candidate or certification signed by proper school officials

Note:

- Certificates of appreciation or recognition for service of short time duration such as those received for service rendered in in-service training programs are NOT credited.
- RATE Award is credited 5 pts. each
- All awards in scouting are not credited but may serve as document to support accomplishments as District/Girl Scout Coordinator.

H. Authorship

- H-1.1 Certification that school candidate wrote the article in a certain magazine, date of issue, page it appeared
- 1.2 Copy of magazine where the article appeared

I. Demonstration Teacher (10 points)

- I-1.1 Certification as demonstration teacher duly attested by PSDS/principal
- 1.2 Copy of lesson plan duly attested by PSDS and principal or Division Supervisor

GOD BLESS!!!

**CRITERIA FOR TEACHING RELATED & NON-TEACHING GROUP
SECOND LEVEL**

(DepEd Order No. 66, s. 2007)

A. Performance Rating (30 points)

The performance rating of the candidate for the last three (3) periods prior to screening should be at least Very Satisfactory.

B. Experience (10 points)

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments (20 points)

a. Outstanding Employee Award - 4 pts.

- Awardee in the school - .5 pt.
- Nomination in the division/awardee in the district - 1 pt.
- Nomination in the region/awardee in the division - 2 pts.
- Nomination in the Department/awardee in the region - 3 pts.
- *National awardee* - 4 pts.

b. Innovations - 4 pts.

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

- Conceptualized - 1 pt.
- Started the implementation - 2 pts.
- Fully implemented in the school - 3 pts.
- Adopted in the district - 4 pts.
- Adopted in the division - 4 pts.

c. Research and Development Projects - 4 pts.

- * Action research conducted in the school level - 2 pts.
- * Action research conducted in the district level - 3 pts.
- * Action research conducted in the division level - 4 pts.

d. Publication/Authorship - 4 pts.

- * Articles published in a journal/newspaper/magazine of wide circulation - 1 pt. for each article but not to exceed 4 pts
- * Co-authorship of a book - 3 pts.
(shall be divided by the number of authors)
- * Sole authorship of a book - 4 pts.

e. **Consultant/Resource Speaker in Trainings/Seminars/
Workshops/Symposia - 4 pts.**

- District level - .5 pt.
- Division level - 1 pt.
- Regional level - 2 pts.
- *National level* - 3 pts.
- International level - 4 pts.

D. Education and Training (25 points)

a. **Education (15 points)**

- * Complete Academic Requirements for Master's Degree - 7 pts.
- * Master's Degree - 10 pts.
- * Complete Academic Requirements for Doctoral Degree - 13 pts.
- * Doctoral Degree - 15 pts.

b. **Training (10 points)**

- * Participant in a specialized training
e.g. Scholarship Program, Short Courses, Study Grants
(1 pt. for every month of attendance but not to exceed 10 pts.)

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

- District level - 2 pts.
- Division level - 4 pts.
- Regional level - 6 pts.

Participant in one (1) training conducted for at least three (3) days
not credited during the last promotions:

- National level - 8 pts.
- International level - 10 pts.

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Chair/Co-chair in a technical/planning committee

- District level - 2 pts.
- Division level - 4 pts.
- Regional level - 6 pts.
- National level - 8 pts.
- International level - 10 pts.

E. Potential (10 points)

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

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

1. **Communication Skills - 2 pts.**
Speaks and writes effectively in Filipino and English
2. **Ability to Present Ideas - 2 pts.**
Presents well-organized and precise ideas with marked command of the language used.
3. **Alertness - 2 pts.**
Manifests presence of mind and awareness of the environment.
4. **Judgment - 2 pts.**
Demonstrates sound judgment.
5. **Leadership Ability**
Influences others to do the tasks for him/her

F. Psychosocial Attributes and Personality Traits (5 points)

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

a. Human Relations - 2 pts.

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization.
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticism objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness - 2 pts.

- 1. Thinks logically and acts accordingly**
- 2. Considers alternatives and recommends solutions when faced with problem situations**
- 3. Gives convincing recommendations and suggestions**
- 4. Acts quickly and makes the best decision possible**
- 5. Exercises flexibility**

c. Stress Tolerance - 1 pt.

- 1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.**
- 2. Using coping mechanisms to handle creatively tension resulting from one's work**
- 3. Controls negative manifestations of emotions**
- 4. Performs satisfactorily his duties and functions in a tension-laden situation**
- 5. Channels negative emotions to positive and constructive endeavors**

**CRITERIA FOR NON-TEACHING GROUP
FIRST LEVEL**
(DepEd Order No. 66, s. 2007)

A. Performance Rating (35 points)

The performance rating of the candidate for the last three (3) periods prior to screening should be at least Very Satisfactory.

B. Experience (5 points)

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments (5 points)

- a. Outstanding Employee Award - 1 pt.
- b. Innovations - 1 pt.
Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:
- c. Research and Development Projects - 1 pt.
- d. Publication/Authorship - 1 pt.
- e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia - 1 pt.

D. Education and Training (20 points)

- a. Education (10 points)
 - * Complete Academic Requirements for Master's Degree - 6 pts.
 - * Master's Degree - 7 pts.
 - * Complete Academic Requirements for Doctoral Degree - 9 pts.
 - * Doctoral Degree - 10 pts.

b. Training (10 points)

- * Participant in a specialized training
e.g. Scholarship Program, Short Courses, Study Grants
(1 pt. for every month of attendance but not to exceed 10 pts.)
- * Participant in three (3) or more training activities in each level
conducted for at least three (3) days not credited during the last promotions:
 - * District level - 2 pts.
 - * Division level -4 pts.
 - * Regional level - 6 pts.
- * Participant in one (1) training conducted for at least three (3) days
not credited during the last promotions:
 - * National level - 8 pts.
 - * International level - 10 pts.

Chair/Co-chair in a technical/planning committee

- * District level - 2 pts.
- * Division level - 4 pts.
- * Regional level - 6 pts.
- * National level - 8 pts.
- * International level - 10 pts.

E. Potential (20 points)

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

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

1. Communication Skills - 4 pts.
Speaks and writes effectively in Filipino and English
2. Ability to Present Ideas - 4 pts.
Presents well-organized and precise ideas with marked command of the language used.
3. Alertness - 4 pts.
Manifests presence of mind and awareness of the environment.
4. Judgment - 4 pts.
Demonstrates sound judgment.
5. Leadership Ability - 4 pts..
Influences others to do the tasks for him/her

F. Psychosocial Attributes and Personality Traits (15 points)

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

a. Human Relations - 6 pts.

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization.
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticism objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness - 5 pts.

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance - 4 pts.

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
2. Using coping mechanisms to handle creatively tension resulting from one's work
3. Controls negative manifestations of emotions
4. Performs satisfactorily his duties and functions in a tension-laden situation
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