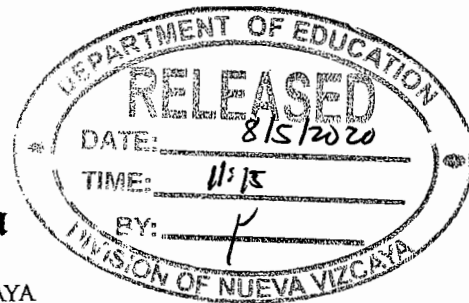




Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF NUEVA VIZCAYA



04 August 2020

DIVISION MEMORANDUM  
 No. **172**, s. 2020

**ASSESSMENT FOR VARIOUS POSITIONS**

To: OIC-Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors/District In Charge  
 Administrative Officer V  
 Section and Unit Heads  
 Elementary and Secondary School Heads  
 All Others Concerned

1. In accordance to the observance of Equal Employment Opportunity Principle (EEOP) set by the Civil Service Commission, this Office announces the **Online Assessment and Evaluation of Applicants** for the following positions on the following dates from 9:00AM to 5:00PM

August 17-19, 2020

- **Master Teacher I**
- **Master Teacher II**
- **Head Teacher I**
- **Head Teacher III**
- **School Principal I**
- **School Principal III**
- **Administrative Aide I (Utility Worker)**
- **Administrative Aide VI (Clerk I)**

August 24-26, 2020

- **Medical Officer III**
- **Nurse II**
- **Administrative Officer II (AO I)**
- **Administrative Assistant II**
- **Administrative Assistant III**
- **Guidance Counselor I**
- **Guidance Counselor II**
- **Guidance Counselor III**

August 31- September 1, 2020

- **Master Teacher I – III (Reclass)**



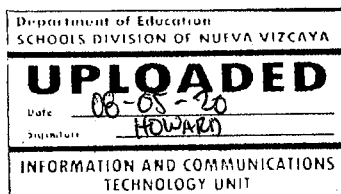
**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya  
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*Note: Please see attached documents for the Qualification Standards*

2. All applicants regardless of sex, age, religion, disability are eligible to apply for the position in as much as they meet the specified qualification.
3. Qualified applicants are advised to submit their application letters together with the photocopy of their supporting documents in **three (3) copies** arranged according to the sequence of the criteria of the DepEd Order (Hiring Guidelines) applicable to the position applied for with the proper ear tags and table of contents.
4. To make sure that all documents submitted are a Xerox copy of the original documents, **Omnibus Sworn Statement** should be submitted together with the application documents
5. **Additional documents will no longer be accepted and entertained after the deadline of submission of documents and during the assessment proper.**
6. All documents must be submitted to this Office through the Record Section for the preliminary evaluation and assessment on or before **August 11, 2020, Monday** until 5:00 o'clock in the afternoon, addressed to the Schools Division Superintendent, **Attn: Administrative Officer IV (HRMO)**.
7. All applicants should register on the link <http://deped.in/applicantsAugust20> or <https://bit.ly/30oe398> after submission of your documents to the Division Office for us to have an updated contact details of all applicants.
8. The Personnel Selection Board includes the following as additional members to evaluate:
  - a. Mrs. Rubilyn C. Gajo, School Principal III, NVESHA, President for Elementary School Head Position.
  - b. Robert D. Cutillon, Scholl Principal III, NVASSP President for Secondary School Head Position.
  - c. Mr. Rudy S. Agustin, Nurse II, NVDOPA President for the Non-Teaching Group.
9. Immediate dissemination of this memorandum is desired.



  
**RACHEL R. LLANA, Ph.D., CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**

Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

POSITIONS	QUALIFICATION STANDARDS	HIRING GUIDELINES
<b>School Principal III</b> <b>SG – 21</b> <b>(2)SDO (Elem.)</b>	<b>EDUCATION:</b> Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units plus 6 units of management  <b>EXPERIENCE:</b> 2 years as Principal  <b>TRAINING:</b> 40 hours of relevant training.  <b>ELIGIBILITY: RA 1080</b> (Teacher)	<b>DO 42, s. 2007</b>
<b>School Principal I</b> <b>SG – 19</b> <b>(2)SDO (Elem.)</b>	<b>EDUCATION:</b> Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units  <b>EXPERIENCE:</b> HT for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years  <b>TRAINING:</b> 40 hours of relevant training.  <b>ELIGIBILITY: RA 1080</b> (Teacher)	<b>DO 42, s. 2007</b>
<b>Head Teacher III</b> <b>SG – 16</b> <b>(5) SDO (Elem.)</b>	<b>EDUCATION:</b> Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	<b>DO 42, s. 2007</b>



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**Department of Education**  
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Schools Division of Nueva Vizcaya

	<p><b>EXPERIENCE:</b> HT for 2 years or TIC for 2 years or Teacher for 5 years</p> <p><b>TRAINING:</b> 24 hours of relevant training.</p> <p><b>ELIGIBILITY: RA 1080</b> (Teacher)</p>	
<p><b>Head Teacher I</b> <b>SG – 14</b>  <b>(1) SDO (Elem.)</b></p>	<p><b>EDUCATION:</b> Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units</p> <p><b>EXPERIENCE:</b> TIC for 1 year or Teacher for 3 years</p> <p><b>TRAINING:</b> 24 hours of relevant training.</p> <p><b>ELIGIBILITY: RA 1080</b> (Teacher)</p>	<p><b>DO 42, s. 2007</b></p>
<p><b>Head Teacher I</b> <b>SG – 14</b> <b>(1) Sta.Cruz Pingkian</b> <b>HS</b></p>	<p><b>EDUCATION:</b> Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization</p> <p><b>EXPERIENCE:</b> TIC for 1 year or Teacher for 3 years</p> <p><b>TRAINING:</b> 24 hours of relevant training.</p> <p><b>ELIGIBILITY: RA 1080</b> (Teacher)</p>	<p><b>DO 66, s. 2007</b> <b>Teaching and</b> <b>Related</b> <b>Teaching</b></p>



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<p><b>Master Teacher II</b>  <b>SG – 19</b></p> <p>(1) <b>Kayapa West</b>          (1) <b>Bambang I</b>          (1) <b>Eastern Kayapa</b></p>	<p><b>EDUCATION:</b>  <b>Elementary:</b> Bachelor of Elementary Education or Bachelor’s degree plus 18 Professional units in Education and 24 units for a Master’s degree in Education or its equivalent</p> <p><b>EXPERIENCE:</b> 1 year as MT I or 4 years as Teacher III</p> <p><b>TRAINING:</b> 4 hours of relevant training</p> <p><b>ELIGIBILITY: RA 1080 (Teacher)</b></p>	<p><b>MEC Order No. 10, s. 1979 &amp; DECS Order No. 57, s. 1997</b></p>
<p><b>Master Teacher I</b>  <b>SG – 18</b></p> <p>(1) <b>Bambang NHS</b>          (1) <b>Sta. Fe NHS</b>          (1) <b>Aritao I</b>          (1) <b>Quezon</b>          (1) <b>Bagabag II</b></p>	<p><b>EDUCATION:</b>  <b>Elementary:</b> Bachelor of Elementary Education or Bachelor’s degree plus 18 Professional units in Education and 18 units Master’s degree in Education or its equivalent.</p> <p><b>Secondary:</b> Bachelor of Secondary Education or Bachelor’s degree plus 18 Professional units in Education with appropriate major and 18 units Master’s degree in Education or its equivalent.</p> <p><b>EXPERIENCE:</b> 3 years relevant experience</p> <p><b>TRAINING:</b> None required</p> <p><b>ELIGIBILITY: RA 1080 (Teacher)</b></p>	<p><b>MEC Order No. 10, s. 1979 &amp; DECS Order No. 57, s. 1997</b></p>



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<p><b>Medical Officer III</b>  <b>SG – 21</b></p> <p>(1) SDO</p>	<p><b>EDUCATION:</b> Doctor of Medicine (Preferably with MA in Public Health, Public Administration, Mgt, Health Education or relevant field)</p> <p><b>EXPERIENCE:</b> At Least one (1) year relevant experience in the practice of medicine</p> <p><b>TRAINING:</b> 4 hours relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Physician’s Licensure Examination)</p>	<p><b>DO 66, s.2007</b>  <b>Non-Teaching</b>  <b>Level II</b></p>
<p><b>Nurse II</b>  <b>SG – 15</b></p> <p>(1) Aritao NHS</p>	<p><b>EDUCATION:</b> Bachelor of Science in Nursing</p> <p><b>EXPERIENCE:</b> 1 year relevant experience</p> <p><b>TRAINING:</b> 4 hours relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080</p>	<p><b>DO 66, s.2007</b>  <b>Non-Teaching</b>  <b>Level II</b></p>



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Republic of the Philippines  
**Department of Education**

Region II – Cagayan Valley  
 Schools Division of Nueva Vizcaya

<p><b>Guidance Counselor III</b>  <b>SG – 13</b></p> <p>(1) Aritao NHS          (1) KNAS</p>	<p><b>EDUCATION:</b> Master’s degree in Guidance and Counseling.</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>TRAINING:</b> None required</p> <p><b>ELIGIBILITY: RA 1080 (Guidance Counselor)</b></p>	<p><b>DO 66, s.2007 Teaching and Related Teaching</b></p>
<p><b>Guidance Counselor II</b>  <b>SG -12</b></p> <p>(17) SHS</p>	<p><b>EDUCATION:</b> Master’s degree in Guidance and Counseling .</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>TRAINING:</b> None required</p> <p><b>ELIGIBILITY: RA 1080 (Guidance Counselor)</b></p>	<p><b>DO 66, s.2007 Teaching and Related Teaching</b></p>
<p><b>Guidance Counselor I</b>  <b>SG – 11</b></p> <p>(1) Balance HS          (1) Solano HS          (1) Dupax del Sur NHS</p>	<p><b>EDUCATION:</b> Master’s degree in Guidance and Counseling.</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>TRAINING:</b> None required</p> <p><b>ELIGIBILITY: RA 1080 (Guidance Counselor)</b></p>	<p><b>DO 66, s.2007 Teaching and Related Teaching</b></p>



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Republic of the Philippines  
**Department of Education**

Region II – Cagayan Valley  
 Schools Division of Nueva Vizcaya

<p><b>Administrative Officer II (AO I)</b>  <b>SG -11</b></p> <p><b>(13) District</b></p>	<p><b>EDUCATION:</b> Bachelor's degree</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>TRAINING:</b> None required</p> <p><b>ELIGIBILITY:</b> Career Service Professional          Second Level Eligibility</p>	<p><b>DO 66, s.2007</b>  <b>Non-Teaching Level II</b></p>
<p><b>Administrative Assistant III (Senior Bookkeeper)</b>  <b>SG-9</b></p> <p><b>(2) SDO</b></p>	<p><b>EDUCATION:</b> Completion of Two (2) years studies in college</p> <p><b>EXPERIENCE:</b> 1 year of relevant experience</p> <p><b>TRAINING:</b> 4 hours of relevant training</p> <p><b>ELIGIBILITY:</b> Career Service (Sub-Professional) First Level Eligibility</p>	<p><b>DO 66, s. 2007</b>  <b>Non-Teaching Level I</b></p>



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Republic of the Philippines  
**Department of Education**

Region II – Cagayan Valley  
 Schools Division of Nueva Vizcaya

<p><b>Administrative Assistant II (Disbursing Officer II)</b>  <b>SG-8</b></p> <p>(1) <b>JHS Cluster – Alfonso Castañeda</b>        (1) <b>SHS-ENVHS</b></p>	<p><b>EDUCATION:</b> Completion of Two (2) years studies in college</p> <p><b>EXPERIENCE:</b> 1 year of relevant experience</p> <p><b>TRAINING:</b> 4 hours of relevant training</p> <p><b>ELIGIBILITY:</b> Career Service (Sub-Professional) First Level Eligibility</p>	<p><b>DO 66, s. 2007 Non-Teaching Level I</b></p>
<p><b>Administrative Aide VI (Clerk III)</b>  <b>SG -6</b></p> <p>(1) <b>Diadi NHS</b></p>	<p><b>EDUCATION:</b> Completion of Two (2) years studies in college</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>TRAINING:</b> None required</p> <p><b>ELIGIBILITY:</b> Career Service (Sub-Professional) First Level Eligibility</p>	<p><b>DO 66, s. 2007 Non-Teaching Level I</b></p>



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Republic of the Philippines  
**Department of Education**  
 Region II – Cagayan Valley  
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<b>Administrative Aide I          SG – 1 ((Utility          Worker)          (1) SDO</b>	<b>EDUCATION:</b> Must be able to read and write  <b>EXPERIENCE:</b> None required  <b>TRAINING:</b> None required  <b>ELIGIBILITY:</b> None required	<b>DO 66, s. 2007          Non-Teaching          Level I</b>
--	---	--

Inclosure: As stated:

Reference: DepEd Order # 66, s. 2007  
 DepEd Order # 42, s. 2007  
 DepEd Order # 29, s. 2002  
 DECS Order # 57, s. 1997  
 MEC Order #10, s. 1979  
 CSC Office Memorandum No.13, s.2017  
 Regional Policy Outlining the Internal Guidelines  
 on Recruitment, Selection and Placement

Allotment: 1-3 (DO. 50-97)

To be indicated in the Perpetual Index under the following subjects:

Assessment      Employees      Teachers



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*Republic of the Philippines*  
**DEPARTMENT OF EDUCATION**  
 Region 02  
**DIVISION OF NUEVA VIZCAYA**  
*Bayombong*



**GUIDELINES IN ASSESSING THE DOCUMENTS OF MASTER TEACHER I AND II APPLICANTS**  
 DO 57, s. 1997

Assessment Date:

Name:	PRC License #	PSB Remarks
School:	Expiry Date #	
District/Municipality:		
Position Applied For:		
Eligibility	Years as T 1    T2    T3    MT1    MT2	

<b>Basic Requirements:</b>	<b>Documents Needed/Criteria/Points Distribution</b>	<b>Applicant's Remarks /- with MOV X - no MOV</b>	<b>PSB Remarks /- with MOV X - no MOV</b>
Permanent Teacher	MOV: Latest Appointment Paper Years as T 1 ___ T2 ___ T3 ___ MT1 ___ MT2 ___	___	___
Bachelor's Degree for Teachers or its equivalents provided in Magna Carta for Teachers	MOVs: Transcript of Records, Special Order	___	___
Very Satisfactory Performance for the last two years.	MOV: Performance Rating with the signatures of officials concerned (must be signed by the SDS)	___	___
At least 3 years teaching experience	MOV: Service Record	___	___
At least 25 points in leadership and potential (MT I) or has been a demonstration teacher on the district level plus 15 points in leadership and potential.	MOV: A certification on the demonstration teaching containing the following information.  -Subject on lesson, level of demonstration, specific date, venue, and the name of the training program. If the demo is on the district level the certification should be signed by the district supervisor; if on the division level, it should be signed by the division supervisor concerned.	___	___

	-Lesson Plan -Copy of the program of activities or the memo naming the nominee as demonstration teacher 3 or more demo lessons -- 10 points 2 demonstration lesson -- 7 points 1 demonstration lesson -- 4 points	--- ---	--- ---
At least 30 points in leadership, potential and achievement (MT II) or demonstration teacher on the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotion.	Refer to the credit points below	---	---
Candidates for Master Teacher must have a regular teaching load of at least 4 loads as per DECS Order No. 39, s. 1990.	MOV: Class Program	---	---
<b><u>Credit Points for Leadership, Potential, and Accomplishments</u></b>			
1. Introduced/initiated any of the following which has been adopted or used by the school or district (not initiated by principals)			
<ul style="list-style-type: none"> <li>Curriculum or instructional materials in _____ (not outputs of any seminar – workshop)</li> </ul>	MOVs -Certification / Recognition by subject area supervisor. -Presentation of finished product for the evaluation of quality and quantity of output.	--- ---	--- ---
<ul style="list-style-type: none"> <li>Effective Teaching techniques or strategies (demonstration teaching on the district/division level).</li> </ul>	MOVs -Lesson Plan -Form 178 signed by district/division supervisor. -Certification signed by district/division supervisor indicating the date, place and subject of demo lesson. -Pictures showing the teacher during the demo lesson. -Observation sheet by five teachers who attended the demonstration.	--- --- --- ---	--- --- --- ---
<ul style="list-style-type: none"> <li>Simplification of work as in reporting system,</li> </ul>	MOVs		

<p>record keeping, etc. or procedure that resulted in cost reduction.</p>	<p>-Presentation of outputs -Description of project -Certification by principal of the project</p>	<p>— — —</p>	<p>— — —</p>
<p>• A worthwhile income – generating project for pupils given recognition by higher officials in the division.</p>	<p>MOVs -Approved project proposal -Financial report showing income generated by project.</p>	<p>— —</p>	<p>— —</p>
<p>2. Served efficiently and effectively in any of the following.  Subject coordinator/grade chairman for <u>at least 1 year</u>; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for <u>at least 2 years</u> provided such assignments or services are in addition to, and not considered part of, the regular teaching road.</p>	<p>MOVs -Appointment/designation signed by principal/district supervisor stating the nature of the assignment, specific date of service. -Certification of very satisfactory performance signed by principal/district/division supervisor. -Copy of publication of a school paper adviser.</p>	<p>— — — — —</p>	<p>— — — — —</p>
<p>3. Served as chairman of a <u>special committee*</u>, such as curriculum study committee, committee to prepare instructional materials, <u>committee to prepare school program**</u>, and discharged the work efficiently.  * - Other special committees; testing committee, remedial instruction, etc. ** - School program refers to the program of the school such as action plan/ action program geared towards the attainment of educational objectives of the year and not merely the schedule of classes in the intermediate grades.</p>	<p>MOVs -Appointment/designation as chairmen/member of the committee signed by the official concerned. -Presentation of output. -Narrative report of activities/accomplishments made including the specific dates.</p>	<p>— — —</p>	<p>— — —</p>

<p>4. Initiated or headed an educational or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development welfare.</p>	<p>MOVs -Approved research proposal -Finished research evaluated/accepted by the SDS</p>																							
<p>5. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. <u>at least two years.</u></p> <p>For participation as member (7 pts.)</p>	<p>MOVs -Certification by head of agency concerned to the position as coordinator or member of nominee. -Program/schedule of activities. -Certification that the activities occurred for at least 2 years.</p>	<p>— — —</p>	<p>— — —</p>																					
<p>6. a. Organized/managed an in-service activity or other similar activity at least on the school level.</p> <p>For participation as member (7 pts.)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Organized/managed = training</th> </tr> <tr> <th></th> <th style="text-align: center;">Leader</th> <th style="text-align: center;">Member</th> </tr> </thead> <tbody> <tr> <td>National</td> <td style="text-align: center;">12</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Regional</td> <td style="text-align: center;">10</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Division</td> <td style="text-align: center;">8</td> <td style="text-align: center;">3</td> </tr> <tr> <td>District</td> <td style="text-align: center;">6</td> <td style="text-align: center;">1</td> </tr> <tr> <td>School</td> <td style="text-align: center;">4</td> <td style="text-align: center;">.50</td> </tr> </tbody> </table>	Organized/managed = training				Leader	Member	National	12	7	Regional	10	5	Division	8	3	District	6	1	School	4	.50	<p>—</p>	<p>—</p>
Organized/managed = training																								
	Leader	Member																						
National	12	7																						
Regional	10	5																						
Division	8	3																						
District	6	1																						
School	4	.50																						
<p>b. Served as a trainor /resource speaker/ facilitator in an in – service activity or similar activity at least on the school level.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Trainer/speaker</th> <th style="text-align: center;">Facilitator</th> </tr> </thead> <tbody> <tr> <td>National</td> <td style="text-align: center;">7 points</td> <td style="text-align: center;">5 points</td> </tr> <tr> <td>Regional</td> <td style="text-align: center;">5 points</td> <td style="text-align: center;">3 points</td> </tr> <tr> <td>Division</td> <td style="text-align: center;">3 points</td> <td style="text-align: center;">1 point</td> </tr> <tr> <td>District</td> <td style="text-align: center;">1 point</td> <td style="text-align: center;">.50 point</td> </tr> <tr> <td>School</td> <td style="text-align: center;">.50 point</td> <td style="text-align: center;">.25 point</td> </tr> </tbody> </table> <p>MOVs -Program of activities showing working committees and designated chairmen and members and the number of days of the seminar (a minimum of two days seminar or 16 hours). -Certification by principal/district/division supervisor.</p>		Trainer/speaker	Facilitator	National	7 points	5 points	Regional	5 points	3 points	Division	3 points	1 point	District	1 point	.50 point	School	.50 point	.25 point	<p>— — —</p>	<p>— — —</p>			
	Trainer/speaker	Facilitator																						
National	7 points	5 points																						
Regional	5 points	3 points																						
Division	3 points	1 point																						
District	1 point	.50 point																						
School	.50 point	.25 point																						

7. Credited with meritorious achievement such as –

- Winners in all levels are terms credited but total points shall not exceed 10 points.

The following table shows the distribution of points.

	National	Regional	Division	District
First Place	10	5	3	1
Second Place	9	4	2	.75
Third Place	8	3	1	.50
Fourth Place	7	2	.75	.25
Fifth Place	6	1	.50	0

Example 1:

Contestant A wins first place in the district Math Contest and is qualified in the division level. He wins first place in the division and so is qualified in the regional Math Contest. He wins third place. The coach of Contestant A is entitled to 7 points but not more than the maximum points of 10.

District	-	1 (first place)	
Division	-	3 (first place)	
Regional	-	4 (third place)	
			<u>7 points</u>

Example 2:

Contestant B wins first place in district Story Telling Contest; Contestant C wins second place in a Division Science Quiz Bee; Contestant D wins fourth place in a Regional HEKASI Quiz. If teacher 1 is the coach of all the three winners, he gets the 6 points but not over 10 points.

Contestant B	-	1 (first place district)	
Contestant C	-	2 (second place division)	
Contestant D	-	3 (fourth place regional)	
			<u>6 points</u>

*1. Trainor or coach to contestants who receive prizes, commendations or any form of recognition.	National winner -10      Regional winner -5 Division winner -3      District winner -1	_____	_____
*2. Athletic coach of athletes or teams who won prizes as follows:	National winner 10      Regional winner 5 Division winner 3      District winner 1	5 pts. _____ 1 pt. _____	_____
	MOVs (*1 and *2) -Appointment/designation to serve as coach/trainer, coordinator signed by school officials concerned; or a district/division bulletin naming the nominee as such. -Program/memorandum announcing the results of contest, or certification of winner. -Certificate of commendation, recognition, merit of coach/trainer	_____ _____ _____	_____ _____ _____
*3. Coordinator of Boy Scout or Girl Scout activities:	National winner 10 pts. Regional winner 5 pts. Division winner 3 pts. District winner 1 pt.  MOVs (*3) -Certification of recognition/commendation duly signed by authorities concerned. -Program activities. -Designation as coordinator.	_____ _____ _____ _____	_____ _____ _____ _____
8. Authorship: Published books/articles that are on education	MOVs -published book/s with ISBN -articles published in nationwide circulation <b>Title of Book / Article</b> Sole authorship 10 pts. Co – authorship 5 pts. Article published in a national newspaper or magazine 1 pt per article	_____ _____ _____	_____ _____ _____

Prepared by \_\_\_\_\_  
Applicant's Name and Signature

Validated/Scored by: PSB



**NV DIVISION ASSESSMENT OF APPLICANTS FOR PROMOTION  
DepED Order No.42 s. 2007- SCHOOL HEADS**

Reference: Division Memo No.: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

For signature of the applicant before the assessment: PLEDGE OF HONESTY AND INTEGRITY

I honestly certify that the documents I submitted to the Personnel Selection Board are true copies, accurate and authentic. Any fraudulent act/s that will be discovered while the assessment is going on shall disqualify me for promotion.

Name and Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS TO THE APPLICANT:**

It is assumed that you studied carefully DO 42, s. 2007. Based only on the documents that you submitted, assess yourself. Show original documents. Put a check mark on the appropriate blanks then write your self-ratings.

**INSTRUCTIONS TO THE PSB:**

Assess the applicant based on the documents that he/she submitted. Check on authenticity of the documents through interview and and/or other means.

Name: _____	PRC License #: _____	Self	PSB
School: _____	Expiry Date #: _____		
District: _____			
Position Applied for: _____			
Experience: _____ Years As _____			
<b>PERFORMANCE RATING (Last 3 Rating Periods)</b>	30 points		
Period 1 _____			
Period 2 _____			
Period 3 _____			
Average: _____	Must be signed by the SDS		
<b>EXPERIENCE:</b>	10 points		
_____ From _____ to _____			
_____ From _____ to _____			
_____ From _____ to _____			
Total No. of Years _____ # of Months _____ # of days _____			
<b>OUTSTANDING ACCOMPLISHMENTS</b>	30 points		
a. Outstanding Employee Award (5) ( ) with evidence ( ) w/o evidence			
b. Innovations (5) ( ) with evidence ( ) w/o evidence			
c. Research & Development (10) ( ) with evidence ( ) w/o evidence			
d. Publication/Authorship (5) ( ) with evidence ( ) w/o evidence			
e. Consultancy/Speakership in Trainings attended (5) ( ) with evidence ( ) w/o evidence			
<b>EDUCATION</b>	10 points		
* Complete Academic Req. for Masters Degree 6 pts.			
* Masters Degree 7 pts.			
* Complete Academic Req. for Doctoral Degree 9 pts.			
* Doctoral Degree 10 pts.			
<b>TRAINING</b>	10 points		
Participant in a specialized training, e.g. Scholarship Programs, Short Courses, Study Grants			
Participants in (after the last promotions)			
* 3 or more trainings with at least 3 days per training not credited during the last promotions			
( ) district - (2 pts.) ( ) division - (4 pts.) ( ) Regional - (6 pts.)			
* 1 or more trainings w/ at least 3 days per training not credited during the last promotions			
( ) National level - (8pts.) ( ) International - (10pts.)			
* Chair/co-chair in a Technical/Planning Committee			
( ) district - (2 pts.) ( ) division - (4 pts.) ( ) Regional - (6pts.)			
( ) National level - (8pts.) ( ) International - (10pts.)			
<b>POTENTIAL - (5 POINTS)</b>	<b>PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS - (5 POINTS)</b>		

\_\_\_\_\_  
Printed Name & Signature

**NV DIVISION ASSESSMENT OF APPLICANTS FOR PROMOTION**  
**DepED Order No. 66, s. 2007- Non-Teaching Group Level I**

Reference: Division Memo No.: \_\_\_\_\_ Assessment Date: \_\_\_\_\_

For signature of the applicant before the assessment: PLEDGE OF HONESTY AND INTEGRITY

I honestly certify that the documents I submitted to the Personnel Selection Board are true copies, accurate and authentic.  
 Any fraudulent act/s that will be discovered while the assessment is going on shall disqualify me for promotion.

Name and Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS TO THE APPLICANT:**

It is assumed that you studied carefully DO 66, s. 2007. Based only on the documents that you submitted, assess yourself.  
 Show original documents. Put a check mark on the appropriate blanks then write your self-ratings.

**INSTRUCTIONS TO THE PSB:**

Assess the applicant based on the documents that he/she submitted. Check on authenticity of the documents through interview and and/or other means.

Name:		PRC License #:	Self	PSB
School:		Expiry Date #:		
District:				
Position Applied for:				
Experience: _____ Years As _____				
<b>PERFORMANCE RATING (Last 3 Rating Periods)</b>		<b>35</b> points		
Period 1	_____	_____		
Period 2	_____	_____		
Period 3	_____	_____		
Average: _____		Must be signed by the SDS		
<b>EXPERIENCE:</b>		5 points		
From _____	to _____			
From _____	to _____			
From _____	to _____			
Total No. of Years _____	# of Months _____	# of days _____		
<b>OUTSTANDING ACCOMPLISHMENTS</b>		5 points		
a. Outstanding Employee Award	( <input checked="" type="checkbox"/> ) ( ) with evidence ( ) w/o evidence			
b. Innovations	( <input checked="" type="checkbox"/> ) ( ) with evidence ( ) w/o evidence			
c. Research & Development	( <input checked="" type="checkbox"/> ) ( ) with evidence ( ) w/o evidence			
d. Publication/Authorship	( <input checked="" type="checkbox"/> ) ( ) with evidence ( ) w/o evidence			
e. Consultancy/Speakership in	( <input checked="" type="checkbox"/> ) ( ) with evidence ( ) w/o evidence			
Trainings attended				
<b>EDUCATION</b>		10 points		
* Complete Academic Req. for Masters Degree	6 pts.			
* Masters Degree	7 pts.			
* Complete Academic Req. for Doctoral Degree	9 pts.			
* Doctoral Degree	10 pts.			
<b>TRAINING</b>		10 points		
Participant in a specialized training, e.g. Scholarship Programs, Short Courses, Study Grants				
Participants in (after the last promotions)				
* 3 or more trainings with at least 3 days per training not credited during the last promotions				
( ) district - (2 pts.) ( ) division - (4 pts.) ( ) Regional - (6 pts.)				
* 1 or more trainings w/ at least 3 days per training not credited during the last promotions				
( ) National level - (8pts.) ( ) International - (10pts.)				
* Chair/co-chair in a Technical/Planning Committee				
( ) district - (2 pts.) ( ) division - (4 pts.) ( ) Regional - (6 pts.)				
( ) National level - (8pts.) ( ) International - (10pts.)				
<b>POTENTIAL</b> ( )	<b>POINTS</b>	<b>PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS</b> ( )	<b>POINTS</b>	

\_\_\_\_\_  
 Printed Name & Signature

**NV DIVISION ASSESSMENT OF APPLICANTS FOR**

DepED Order No. 66, s. 2007- Non-Teaching Group Level II

Reference: Division Memo No.: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

For signature of the applicant before the assessment: PLEDGE OF HONESTY AND INTEGRITY

I honestly certify that the documents I submitted to the Personnel Selection Board are true copies, accurate and authentic. Any fraudulent act/s that will be discovered while the assessment is going on shall disqualify me for promotion.

Name and Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS TO THE APPLICANT:**

It is assumed that you studied carefully DO 66, s. 2007. Based only on the documents that you submitted, assess yourself. Show original documents. Put a check mark on the appropriate blanks then write your self-ratings.

**INSTRUCTIONS TO THE PSB:**

Assess the applicant based on the documents that he/she submitted. Check on authenticity of the documents through interview and and/or other means.

<b>Name:</b> _____	<b>PRC License #:</b> _____	<b>Self</b>	<b>PSB</b>
<b>School:</b> _____	<b>Expiry Date #:</b> _____		
<b>District:</b> _____			
<b>Position Applied for:</b> _____			
<b>Experience:</b> _____ Years As _____			
<b>PERFORMANCE RATING (Last 3 Rating Periods)</b>		<b>30 points</b>	
Period 1	_____		
Period 2	_____		
Period 3	_____		
<b>Average:</b>			
<b>Must be signed by the SDS</b>			
<b>EXPERIENCE:</b>		<b>10 points</b>	
_____	From _____ to _____		
_____	From _____ to _____		
_____	From _____ to _____		
<b>Total No. of Years</b>	<b># of Months</b>	<b># of days</b>	
<b>OUTSTANDING ACCOMPLISHMENTS</b>		<b>20 points</b>	
a. Outstanding Employee Award	(4) ( ) with evidence ( ) w/o evidence		
b. Innovations	(4) ( ) with evidence ( ) w/o evidence		
c. Research & Development	(4) ( ) with evidence ( ) w/o evidence		
d. Publication/Authorship	(4) ( ) with evidence ( ) w/o evidence		
e. Consultancy/Speakership in	(4) ( ) with evidence ( ) w/o evidence		
Trainings attended			
<b>EDUCATION</b>		<b>15 points</b>	
* Complete Academic Req. for Masters Degree	7 pts.		
* Masters Degree	10 pts.		
* Complete Academic Req. for Doctoral Degree	13 pts.		
* Doctoral Degree	15 pts.		
<b>TRAINING</b>		<b>10 points</b>	
Participant in a specialized training, e.g. Scholarship Programs, Short Courses, Study Grants			
Participants in (after the last promotions)			
* 3 or more trainings with at least 3 days per training not credited during the last promotions			
( ) district - (2 pts.) ( ) division - (4 pts.) ( ) Regional - (6pts.)			
* 1 or more trainings w/ at least 3 days per training not credited during the last promotions			
( ) National level - (8pts.) ( ) International - (10pts.)			
* Chair/co-chair in a Technical/Planning Committee			
( ) district - (2 pts.) ( ) division - (4 pts.) ( ) Regional - (6pts.)			
( ) National level - (8pts.) ( ) International - (10pts.)			
<b>POTENTIAL - (5 POINTS)</b>	<b>PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS - (10 POINTS)</b>		

Printed Name & Signature

**NV DIVISION ASSESSMENT OF APPLICANTS FOR PROMOTION**  
**DepED Order No. 66, s. 2007- Teaching & Related Teaching**

Reference: Division Memo No.: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

For signature of the applicant before the assessment: PLEDGE OF HONESTY AND INTEGRITY

I honestly certify that the documents I submitted to the Personnel Selection Board are true copies, accurate and authentic. Any fraudulent act/s that will be discovered while the assessment is going on shall disqualify me for promotion.

Name and Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS TO THE APPLICANT:**

It is assumed that you studied carefully DO 66, s. 2007. Based only on the documents that you submitted, assess yourself. Show original documents. Put a check mark on the appropriate blanks then write your self-ratings.

**INSTRUCTIONS TO THE PSB:**

Assess the applicant based on the documents that he/she submitted. Check on authenticity of the documents through interview and and/or other means.

		Self	PSB
Name:	PRC License #:		
School:	Expiry Date #:		
District:			
Position Applied for:			
Experience: _____ Years As _____			
<b>PERFORMANCE RATING (Last 3 Rating Periods)</b>	35 points		
Period 1 _____			
Period 2 _____			
Period 3 _____			
Average: _____	Must be signed by the SDS		
<b>EXPERIENCE:</b>	5 points		
_____ From _____ to _____			
_____ From _____ to _____			
_____ From _____ to _____			
Total No. of Years      # of Months      # of days			
<b>OUTSTANDING ACCOMPLISHMENTS</b>	20 points		
a. Outstanding Employee Award      (4)    ( ) with evidence ( ) w/o evidence			
b. Innovations      (4)    ( ) with evidence ( ) w/o evidence			
c. Research & Development      (4)    ( ) with evidence ( ) w/o evidence			
d. Publication/Authorship      (4)    ( ) with evidence ( ) w/o evidence			
e. Consultancy/Speakership in Trainings attended      (4)    ( ) with evidence ( ) w/o evidence			
<b>EDUCATION</b>	25 points		
* Complete Academic Req. for Masters Degree      10 pts.			
* Masters Degree      15 pts.			
* Complete Academic Req. for Doctoral Degree      20 pts.			
* Doctoral Degree      25 pts.			
<b>TRAINING</b>	5 points		
Participant in a specialized training, e.g. Scholarship Programs, Short Courses, Study Grants			
Participants in (after the last promotions)			
* 3 or more trainings with at least 3 days per training not credited during the last promotions			
( ) district - (1 pt.)      ( ) division - (2 pts.)      ( ) Regional - (3 pts.)			
* 1 or more trainings w/ at least 3 days per training not credited during the last promotions			
( ) National level - (4 pts.)      ( ) International - (5 pts.)			
* Chair/co-chair in a Technical/Planning Committee			
( ) district - (1 pt.)      ( ) division - (2 pts.)      ( ) Regional - (3 pts.)			
( ) National level - (4 pts.)      ( ) International - (5 pts.)			
<b>POTENTIAL - (5 POINTS)</b>	<b>PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS - (5 POINTS)</b>		

\_\_\_\_\_  
 Printed Name & Signature