



Republic of the Philippines
 Department of Education
 National Capital Region
DIVISION OF CITY SCHOOLS
 City of Mandaluyong

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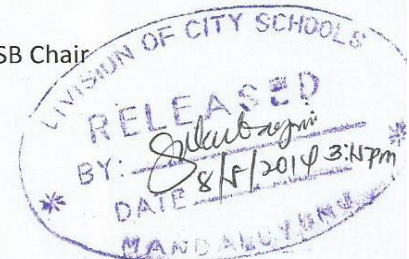


DIVISION MEMORANDUM No. 28, s. 2014

Date : August 5, 2014

Memorandum To : Assistant Schools Division Superintendent/PSB Chair
 Education/District Supervisors
 Principals, Elementary and Secondary
 Administrative Officer V
 Section Chiefs

Subject : **CORRIGENDUM TO DIVISION MEMORANDUM No. 23 s. 2014
 RE: RECRUITMENT, SELECTION AND SCREENING FOR NEWLY
 CREATED POSITIONS UNDER APPROVED RATIONALIZED
 STAFFING PATTERN**



This office would like to inform the field that the Division Memorandum No. 23 dated June 27, 2014 particularly item No. 4 (Criteria set forth in the Deped Order No. 66, s. 2007 re: "Revised Guidelines on Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching") is hereby corrected to wit:

CRITERIA	POINTS	
	NON-TEACHING	
	Level-I	Level-II
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Psycho-social attributes	15	5
Potential	20	10
TOTAL -	100	100

Immediate and wide dissemination of this Memorandum is desired.

[Signature]
EVANGELINE P. LADINES,
 Schools Division Superintendent

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	35	35	30
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	5	20
<i>a. Outstanding Employee Award</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>b. Innovations</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>c. Research & Development Projects</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>d. Publication/Authorship</i>	<i>4</i>	<i>1</i>	<i>4</i>
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	<i>4</i>	<i>1</i>	<i>4</i>
D. Education	25	10	15
<i>• Complete Academic Requirements for Master's Degree</i>	<i>10</i>	<i>6</i>	<i>7</i>
<i>• Master's Degree</i>	<i>15</i>	<i>7</i>	<i>10</i>
<i>• Complete Academic Requirements for Doctoral Degree</i>	<i>20</i>	<i>9</i>	<i>13</i>
<i>• Doctoral Degree</i>	<i>25</i>	<i>10</i>	<i>15</i>
Training	5	10	10
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• District Level</i>	<i>1</i>	<i>2</i>	<i>2</i>
<i>• Division Level</i>	<i>2</i>	<i>4</i>	<i>4</i>
<i>• Regional Level</i>	<i>3</i>	<i>6</i>	<i>6</i>
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• National Level</i>	<i>4</i>	<i>8</i>	<i>8</i>
<i>• International Level</i>	<i>5</i>	<i>10</i>	<i>10</i>

<i>Chair/Co-chair in a technical/planning committee</i>			
• <i>District Level</i>	1	2	2
• <i>Division Level</i>	2	4	4
• <i>Regional Level</i>	3	6	6
• <i>National Level</i>	4	8	8
• <i>International Level</i>	5	10	10
E. Potential	5	20	10
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgment</i>	1	4	2
5. <i>Leadership Ability</i>	1	4	2
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
TOTAL	100	100	100