



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

MEMORANDUM

JUL 19 2022

**RANKING FOR ELEMENTARY AND JUNIOR HIGH SCHOOL
TEACHER II & III POSITIONS**

TO : OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Junior High School Heads/OICs
All Others Concerned

1. This Office announces the conduct of the ranking for Elementary and Junior High School Teacher II and III positions to fill up existing vacancies for School Year 2022-2023.
2. All qualified teachers shall submit their pertinent documents to the School Principal for evaluation by the School Selection Committee using the criteria specified in the DepEd Order No. 66, s. 2007. Subsequently, the school rank list shall be submitted to the Human Resource Merit Promotion and Selection Board for review and for the preparation of the Pool of Qualified Teachers for Promotion, on or before July 22, 2022.
3. Please refer to the attachments for the requirements, criteria for ranking and the composition of the School Selection Committee.
4. Immediate and wide dissemination of, and compliance to this Memorandum is earnest desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

References: DepEd Order No. 66, s.2007
To be indicated in the Perpetual of Index
under the following subjects:

Evaluation Promotion Selection

HR-GFV/ DIV MEMO/229/ July 19, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
sdo.muntinlupa@gmail.com



A. LIST OF REQUIREMENTS

All interested qualified applicants shall submit to the school head of elementary or secondary school nearest to residence the following documents, neatly fastened in a folder:

- a. Letter of Application addressed to the Schools Division Superintendent
- b. Duly-accomplished Notarized Personal Data Sheet (CS Form 212)
- c. Transcript of Records - (Certified true copy of Baccalaureate and Graduate studies)
- d. Updated Service Record or Certificate of Employment from Private Sector with Job Description
- e. Performance Ratings (for the last three rating periods)
- f. Certificates/ Proof of Outstanding Accomplishments (Outstanding Employee Award, Innovation, Research, Publication and Speakership)
- g. Certificate of Related Specialized Trainings/Scholarship Programs/Short Courses/ Study Grants relevant to the position applied for;
- h. Certificates from seminars/trainings related/relevant to the position applied for, with at least three (3) days duration. Certificates considered during the last promotion, should no longer be submitted;
- i. Authenticated PRC ID or License & Authenticated LET Rating/Board Certificate

B. SCHOOL SCREENING COMMITTEE (SSC)

Chairperson: School Head

Members: Head Teacher for Track; 3 Teachers from the different learning areas; and President or authorized representative of the SGC or PTA

For School with do not have enough Master Teachers, the School Head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Muntinlupa

INDIVIDUAL ASSESSMENT FORM FOR TEACHING & RELATED TEACHING

as of _____

As per DepEd Order No. 66, s. 2007

Name: _____

Age: _____

Present Position: _____

Date of Appointment: _____

CRITERIA	MAXIMUM POINTS	TOTAL
A. Performance Rating	(35 Points)	_____
Performance Rating for the Last Three Years		
School Year	Rating	
1 _____	_____	
2 _____	_____	
3 _____	_____	
Average Performance Rating: _____ x 35%	_____	
B. Experience relevant to the duties and functions of the position to be filled	(5 Points)	_____
(1 point forevery year of service. Every month of service in excess in the year shall be given corresponding point. Not to exceed 5 points)		
_____ year and _____ month/s		
Examples:		
1 year and 5 months = 1 5/12 = 1.4 pts.		
5 years and 11 months = 5 11/12 = 5.9 pts.		
C. Outstanding Accomplishments	(20 Points)	_____
1 Outstanding Employee Award (4 points)		
a) Awardee in the school	.50 pt	
b.) Nomination in the Division/ Awardee in the District	1 pt.	
c.) Nomination in the Region/ Awardee in the Division	2 pts.	
d.) Nomination in the Department/ Awardee in the Region	3 pts.	
e.) National Awardee	4 pts.	
2 Innovations (4 points)		
Innovation work plan properly documented, approved by immediate chief and attested by authorized regional/ division officials.		
a.) Conceptualized	.50 pt	
b.) Started the implementation	1 pt	
c.) Fully implemented in the school	2 pts	
d.) Adopted in the district	3 pts	
e.) Adopted in the division	4 pts	
3 Research and Development Projects (4 points)		
a.) Action research conducted in the school level		2 pts
b.) Action research conducted in the district level		3 pts
c.) Action research conducted in the division level		4 pts
4 Publication/ Authorship (4 points)		
a.) Sole Authorship of a book	_____	4 pts.
b.) Co-authorship of a book (4 points divided by the nos. of author)		
c.) Articles published in a journal/ news magazine of wide circulation (could be accumulated)		
1 point per article - National Level		
0.75 pt per article - Regional Level		
0.50 pt per article - Division Level		
0.25 pt per article - School Level		

TEACHER II/ TEACHER III/ SPED I

- 5 Consultant/ Resource Speaker in Trainings/ Seminar/ Workshop/ Symposia (4 points)
 - a. School Level .50 pt
 - b. Division Level 1 pt
 - c. Regional Level 2 pts
 - d. National Level 3 pts
 - e. International Level 4 pts

D. Education and Training (30 Points) _____

- 1 Education (25 points)
 - a.) Complete Academic Requirements for Master's Degree 10 points
 - b.) Master's Degree 15 points
 - c.) Complete Academic Requirements for Doctoral Degree 20 points
 - d.) Doctoral Degree 25 points

- 2 Training (5 points)
 - a.) Participants in a specialized training e.g. Scholarship programs, short courses, study grants shall be given one (1) point for every month but not to exceed five (5) points 5 points
 - b.) Participants in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotion;
 - School Level 1 point
 - Division Level 2 points
 - Regional Level 3 pointsParticipants in one training conducted for at least three (3) days not credited the last promotions;
 - National Level 4 points
 - International Level 5 points
 - c.) Chair/ Co-chair in Technical/ planning committee
 - School Level 1 point
 - Division Level 2 points
 - Regional Level 3 points
 - National Level 4 points
 - International Level 5 points

Bachelor's Degree 5 points
Bachelor's Degree with 18 MA units and above 7 points

E. POTENTIAL (5 Points) _____

F. PSYCHOSOCIAL ATTRIBUTE & PERSONALITY TRAITS (5 Points) _____

TOTAL POINTS EARNED _____

PROCESSED BY THE SCHOOL SCREENING COMMITTEE

Principal

Member

Member

Member

Member