

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose Del Monte

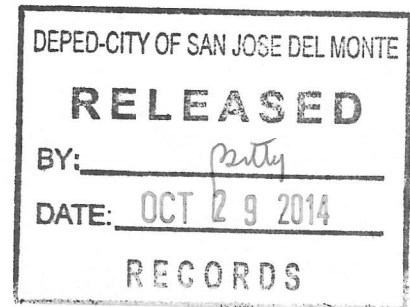


October 15, 2014

**DIVISION MEMORANDUM**


No. 192 s. 2014

To: Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/OIC's  
Unit Heads  
All Others Concerned



**CLARIFICATORY GUIDELINES ON PERSONNEL SELECTION**

1. This is to inform the field of specific instructions in the submission of required documents.
2. Allied with DepEd Order No. 42 s. 2007 on the ***Revised Guidelines on the Selection, Promotion, and Designation of School Heads***, DepEd Order No. 97 s. 2011 on the ***Revised Guidelines on the Allocation and Reclassification of School Heads***, DepEd Order No. 66 s. 2007 on the ***Revised Guidelines on the Appointment and Promotion of Other Teaching, Teaching-Related, and Non-Teaching Positions***, and MEC Order No. 10 s. 1979 on ***Implementing Rules and Regulations for the System of Career Progression for Public School Teachers***, the following clarificatory guidelines in the evaluation of documents shall be adopted, to wit:
  - a. Performance appraisal must be signed by all concerned;
  - b. Outstanding accomplishments and trainings must have been undertaken within the last five (5) years, noted/acknowledged/approved by school/district/division authorities and supported by documents/pictures;
  - c. Accomplishment reports and/or pictures, where applicable, must be presented;
  - d. If not graduated, masteral/doctoral units must have been taken within the last ten (10) years;
  - e. Points for authorship shall be divided by the number of authors; and,
  - f. For Master Teacher positions, income-generating projects must have been undertaken within the last five (5) years and presented with financial statements and a list of beneficiaries.
3. These policy guidelines shall take effect immediately.
4. Wide dissemination of this Memorandum is desired.

  
**ESTELITA G. PINEDA, CESO V**  
Schools Division Superintendent