



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



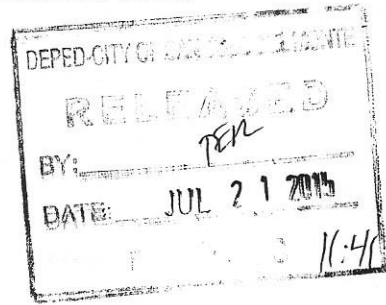
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July 13, 2015

DIVISION MEMORANDUM

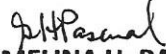
No. 124 s. 2015

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisor
Secondary School Heads
Others Concerned



RANKING FOR RECLASSIFICATION OF SECONDARY SCHOOL DEPARTMENT HEAD POSITIONS

1. The City Schools Division will conduct a ranking of Secondary School Department Heads for secondary schools with seven (7) or more teachers in the department/subject area but has no existing Head Teacher position. The ranking will be held on Wednesday, August 5, 2015, 9:00a.m. at the Division Office Conference Room, San Ignacio St., Poblacion, City of San Jose del Monte.
2. Applicant must have a Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 Professional Education Units with appropriate field of specialization, Teacher for three (3) years, and 24 hours of relevant training.
3. The duplicate copy of the following requirements must be submitted on Monday, August 3, 2015 not later than 5:00pm. and the original copy during the ranking proper:
 - a. Recommendation from the Principal
 - b. Letter of Intent
 - c. CSC Form 212
 - d. Transcript of Records
 - e. Eligibility/License
 - f. Service Records
 - g. Performance Rating for the last three (3) years
 - h. General Class/ School Program
 - i. Individual Class Program of the teachers under the subject area recommended
 - j. Certificate of Trainings and Outstanding Accomplishment in the school
 - k. Other Outstanding Accomplishments (awards, innovations, research, resource speakership in trainings, authorship)
4. Bases for appreciation of documents are DepEd Orders No. 39 and 42 series of 2007, and Regional Memorandum No. 1, series of 2013. Computation of points is enclosed for guidance.
5. Immediate and wide dissemination of this memorandum to all concerned is desired.


GERMELINA H. PASCUAL
Schools Division Superintendent



*"Commitment-Driven Performance by our Leaders,
Character-Based Instruction for our Learners"*



Computation of Points (Excerpts from DepEd Order No. 42, s. 2007)

A. Performance Rating (30 points)

The performance rating of the appointee for the last three (3) rating periods, prior to screening should be at least Very Satisfactory. The average of the numerical ratings shall be given points as follows:

Numerical Rating	Points
9.4-10	- 30
8.7-9.3	- 25
8.0-8.6	- 20
7.3-7.9	- 15
6.6-7.2	- 10

B. Experience (10 points)

Experience must be relevant to the duties and functions of the position to be filled, with every year given a point but not to exceed ten (10) points. Every month in excess of one year shall be given a point.

C. Outstanding Accomplishment (30 points)

a. Outstanding Employee Award

Awardee in the school	- 1 point
Nomination in the division/ Awardee in the district	- 2 points
Nomination in the Region/ Awardee in the division	- 3 points
Nomination in the Department/ Awardee in the region	- 4 points
National awardee	- 5 points

b. Innovations

Conceptualized	- 1 point
Started the implementation	- 2 points
Fully implemented in the School	- 3 points
Adopted in the district	- 4 points
Adopted in the division	- 5 points

c. Research and Development Projects

Action research conducted in the school level	- 6 points
Action research conducted in the district level	- 8 points
Action research conducted in the division level	- 10 points

d. Publication/ Authorship

Articles published in a journal/ newspaper/ magazine of wide circulation (per article but not to exceed 4 points)	- 2 points
Co-authorship of a book (shall be divided by the number of authors)	- 4 points
Sole authorship of a book	- 5 points

e. Consultant/Resource Speaker in Trainings/ Seminars/ Workshop/ Symposia

District Level	- 1 point
Division Level	- 2 points
Regional Level	- 3 points
National Level	- 4 points
International Level	- 5 points

D. Education and Training (20 points)

a. Education (10 points)

Complete Academic Requirements for Master's Degree	- 6 points
Master's Degree	- 7 points
Complete Academic Requirements for Doctoral Degree	- 9 points
Doctoral Degree	- 10 points

b. Training (10 points)

Participant in a specialized training <i>e.g. Scholarship Program, Short Courses, Study Grants shall be given one (1) point for every month of attendance but not to exceed ten (10) points</i>	- 10 points
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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 points
Division Level	- 4 points
Regional Level	- 6 points

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

National Level	- 8 points
International Level	- 10 points

Chair/ Co- chair in a technical / planning committee:

District Level	- 2 points
Division Level	- 4 points
Regional Level	- 6 points
National Level	- 8 points
International Level	- 10 points

E. Potential (5 points)

F. Psychosocial Attributes and Personality Traits (5 points)