



Republic of the Philippines
Department of Education
REGION III - CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 24, 2021

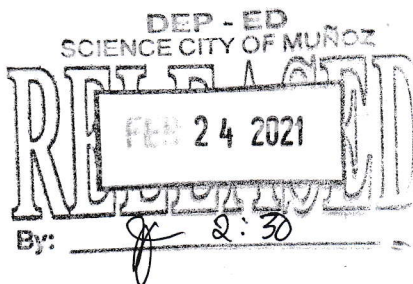
DIVISION MEMORANDUM


No. 81, s. 2021

INTERNAL GUIDELINES FOR THE IMPLEMENTATION OF DEPED ORDER NO. 66, S. 2007 AND DEPED ORDER NO. 42, S. 2007

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School Heads
All Others Concerned

1. Relative to DepEd Order No. 42, s. 2007 "The Revised Guidelines on Selection, Promotion and Designation of School Heads" and DepEd Order No. 66, s. 2007 "Revised Guidelines on the appointment and promotion of other teaching, related teaching and non-teaching positions", this Office announces that these legal bases will be the references in the appreciation of documents for the selection, appointment and promotion of qualified applicants/personnel to ensure uniformity and consistency in procedure and decisions to be done by the Human Resource Merit Promotion and Selection Board (HRMPSB).
2. Enclosed are the following:
Enclosure 1: Criteria for Non-Teaching Group, Level 1
Enclosure 2: Criteria for Non-Teaching Group, Level 2
Enclosure 3: Criteria for Teaching and Related Teaching Group
Enclosure 4: Criteria for School Heads
3. This Office adheres to Equal Employment Opportunity Principle for applicants who needs special attention.
4. Immediate and wide dissemination of this Memorandum is desired.




DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent



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Certificate No. E0500731 0M15



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Enclosure No. 1 to Division Memorandum No. ____, s. 2021

Criteria for Non-Teaching Group, Level 1

	CRITERION	PTS.	MOVS
I	Performance Rating	35	IPCRF (DepEd) or Performance Ratings (for external applicants) for the last 3 rating periods, duly signed;
II	Experience	5	Service Records (SRs)/Certificate of Employment (COE) to determine work experiences. The Performance Rating is also considered an eligible document to determine work experience.
III	Outstanding Accomplishments (5)		Proofs of Outstanding Accomplishments/ Meritorious Accomplishments:
	a. Outstanding Employee Award ---	1	Certificate of Recognition awarded as an Outstanding Employee 0.2 point- Awardee in the school/ office 0.4 point- Nomination in division/ awardee in the district 0.6 point- Nomination in the region/ awardee in the division 0.8 point-Nomination in the Department/ awardee in the region 1.0 point- National awardee
	b. Innovations---	1	Innovative work plan properly documented, approved by immediate chief, and attested by authorized regional/ division official: 0.2 point- Conceptualized 0.4 point- Started the implementation 0.6 point- Fully implemented in the school/ office 0.8 point- Adopted in the district 1.0 point- Adopted in the division
	c. Research and Development Projects---	1	Research and Development Projects supported by the approval of the proposal, through channels, to conduct research, the Findings and Recommendations. 0.25 point- Action research conducted in the school level/ office 0.50 point- Action research conducted in the district level 0.75 point- Action research conducted in the division level 1.0 point- Action research conducted in the region level
	d. Publication/Authorship---	1	• Article published in a journal/ newspaper/magazine of wide circulation / World Wide Web with corresponding plagiarism report.

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	e. Consultant/Resource Speakership ---	1	<ul style="list-style-type: none"> • Co-authorship of a book (shall be divided by the number of authors) • Sole authorship of a book <p>Certificates of Recognition as Consultant/Resource Speaker in Trainings/ Seminars 0.2 point- District Level 0.4 point- Division Level 0.6 point- Regional Level 0.8 point- National Level 1.0 point- International</p>
IV	Education	10	<p>Transcript of Records (TOR)- Authenticated and certified 6 points - Complete Academic Requirements (CAR) for Master's Degree 7 points - Master's Degree 9 points - CAR for Doctoral Degree 10 points - Doctoral Degree</p>
V	Attendance to Trainings	10	<p>Proofs of attendance in specialized trainings such as Certificate of Completion/Participation to Scholarship Programs, Study Grants or Short courses and other supporting documents with the corresponding approved authority to travel by the immediate supervisor and signed memorandum with matrix of activities- one (1) point for every month of attendance but not to exceed 5 points; or</p> <p>Certificates of Participation to Trainings/ Seminars</p> <ul style="list-style-type: none"> • For trainings conducted in the school/division/ province/regional levels – three (3) certificates of participation conducted for at least 3 days each training in the specific level is required. 2 points - District Level 4 points - Division Level 6 points - Regional Level • For trainings conducted in the national or international levels – one (1) certificate of participation conducted for at least 3 days will suffice. 8 points - National Level 10 points - International Level <p>Proofs/ Certifications of Chair/ Co-chair in a technical/ planning committee 2 points - District Level 4 points - Division Level 6 points - Regional Level</p>

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			8 points - National Level 10 points - International Level
VI	Potential	20	Points shall be based on the result of the interview, written and skills tests. Background investigation shall be conducted when necessary.
VII	Psycho-social Attributes	15	

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Enclosure No. 2 to Division Memorandum No. ____, s. 2021

Criteria for Non-Teaching Group, Level 2

	CRITERION	PTS.	MOVS
I	Performance Rating	30	IPCRF (DepEd) or Performance Ratings (for external applicants) for the last 3 rating periods, duly signed;
II	Experience	10	Service Records (SRs)/Certificate of Employment (COE) to determine work experiences. The Performance Rating is also considered an eligible document to determine work experience.
III	Outstanding Accomplishments (20)		Proofs of Outstanding Accomplishments/ Meritorious Accomplishments:
	a. Outstanding Employee Award ---	4	Certificate of Recognition awarded as an Outstanding Employee 0.5 point- Awardee in the school/ office 1.0 point- Nomination in division/ awardee in the district 2.0 points- Nomination in the region/ awardee in the division 3.0 points-Nomination in the Department/ awardee in the region 4.0 points- National awardee
	b. Innovations---	4	Innovative work plan properly documented, approved by immediate chief, and attested by authorized regional/ division official: 0.5 point- Conceptualized 1.0 point- Started the implementation 2.0 points- Fully implemented in the school/ office 3.0 points- Adopted in the district 4.0 points- Adopted in the division
	c. Research and Development Projects---	4	Research and Development Projects supported by the approval of the proposal, through channels, to conduct research, the Findings and Recommendations. 1.0 point- Action research conducted in the school level/ office 2.0 points- Action research conducted in the district level 3.0 points- Action research conducted in the division level 4.0 points- Action research conducted in the region level
		4	

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	d. Publication/Authorship- - e. Consultant/Resource Speakership ---	4	<ul style="list-style-type: none"> • Article published in a journal/ newspaper/magazine of wide circulation / World Wide Web with corresponding plagiarism report. • Co-authorship of a book (shall be divided by the number of authors) • Sole authorship of a book <p>Certificates of Recognition as Consultant/Resource Speaker in Trainings/ Seminars 0.5 point- District Level 1.0 point- Division Level 2.0 points- Regional Level 3.0 points- National Level 4.0 points- International</p>
IV	Education	15	<p>Transcript of Records (TOR)- Authenticated and certified</p> <p>7 points - Complete Academic Requirements (CAR) for Master's Degree 10 points - Master's Degree 13 points - CAR for Doctoral Degree 15 points - Doctoral Degree</p>
V	Attendance to Trainings	10	<p>Proofs of attendance in specialized trainings such as Certificate of Completion/Participation to Scholarship Programs, Study Grants or Short courses and other supporting documents with the corresponding approved authority to travel by the immediate supervisor and signed memorandum with matrix of activities– one (1) point for every month of attendance but not to exceed 5 points; or</p> <p>Certificates of Participation to Trainings/ Seminars</p> <ul style="list-style-type: none"> • For trainings conducted in the school/division/ province/regional levels – three (3) certificates of participation conducted for at least 3 days each training in the specific level is required. <ul style="list-style-type: none"> 2 points - District Level 4 points - Division Level 6 points - Regional Level • For trainings conducted in the national or international levels – one (1) certificate of participation conducted for at least 3 days will suffice. <ul style="list-style-type: none"> 8 points - National Level 10 points - International Level <p>Proofs/ Certifications of Chair/ Co-chair in a technical/ planning committee</p>

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			2 points - District Level 4 points - Division Level 6 points - Regional Level 8 points - National Level 10 points - International Level
VI	Potential	10	Points shall be based on the result of the interview, written and skills tests. Background investigation shall be conducted when necessary.
VII	Psycho-social Attributes	5	

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Enclosure No. 3 to Division Memorandum No. 81, s. 2021

Criteria for Teaching and Related Teaching Group

	CRITERION	PTS.	MOVS
I	Performance Rating	35	IPCRF (DepEd) or Performance Ratings (for external applicants) for the last 3 rating periods, duly signed;
II	Experience	5	Service Records (SRs)/Certificate of Employment (COE) to determine work experiences. The Performance Rating is also considered an eligible document to determine work experience.
III	Outstanding Accomplishments (20)		Proofs of Outstanding Accomplishments/ Meritorious Accomplishments:
	a. Outstanding Employee Award ---	4	Certificate of Recognition awarded as an Outstanding Employee 0.5 point- Awardee in the school/ office 1.0 point- Nomination in division/ awardee in the district 2.0 points- Nomination in the region/ awardee in the division 3.0 points-Nomination in the Department/ awardee in the region 4.0 points- National awardee
	b. Innovations---	4	Innovative work plan properly documented, approved by immediate chief, and attested by authorized regional/ division official: 0.5 point- Conceptualized 1.0 point- Started the implementation 2.0 points- Fully implemented in the school/ office 3.0 points- Adopted in the district 4.0 points- Adopted in the division
	c. Research and Development Projects---	4	Research and Development Projects supported by the approval of the proposal, through channels, to conduct research, the Findings and Recommendations. 1.0 point- Action research conducted in the school level/ office 2.0 points- Action research conducted in the district level 3.0 points- Action research conducted in the division level 4.0 points- Action research conducted in the region level
	d. Publication/Authorship---	4	



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	e. Consultant/Resource Speakership ---	4	<ul style="list-style-type: none"> • Article published in a journal/ newspaper/magazine of wide circulation / World Wide Web with corresponding plagiarism report. • Co-authorship of a book (shall be divided by the number of authors) • Sole authorship of a book <p>Certificates of Recognition as Consultant/Resource Speaker in Trainings/ Seminars</p> <p>0.5 point- District Level 1.0 point- Division Level 2.0 points- Regional Level 3.0 points- National Level 4.0 points- International</p>
IV	Education	25	<p>Transcript of Records (TOR)- Authenticated and certified</p> <p>10 points - Complete Academic Requirements (CAR) for Master's Degree 15 points - Master's Degree 20 points - CAR for Doctoral Degree 25 points - Doctoral Degree</p>
V	Attendance to Trainings	5	<p>Proofs of attendance in specialized trainings such as Certificate of Completion/Participation to Scholarship Programs, Study Grants or Short courses and other supporting documents with the corresponding approved authority to travel by the immediate supervisor and signed memorandum with matrix of activities- one (1) point for every month of attendance but not to exceed 5 points; or</p> <p>Certificates of Participation to Trainings/ Seminars</p> <ul style="list-style-type: none"> • For trainings conducted in the school/division/ province/regional levels – three (3) certificates of participation conducted for at least 3 days each training in the specific level is required. <ul style="list-style-type: none"> 1 point - District Level 2 points - Division Level 3 points - Regional Level • For trainings conducted in the national or international levels – one (1) certificate of participation conducted for at least 3 days will suffice. <ul style="list-style-type: none"> 4 points - National Level 5 points - International Level



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			Proofs/ Certifications of Chair/ Co-chair in a technical/ planning committee 1 point - District Level 2 points - Division Level 3 points - Regional Level 4 points - National Level 5 points - International Level
VI	Potential	5	Points shall be based on the result of the interview, written and skills tests. Background investigation shall be conducted when necessary.
VII	Psycho-social Attributes	5	



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Enclosure No. 4 to Division Memorandum No. ____, s. 2021

Criteria for School Head

	CRITERION	PTS.	MOVS
I	Performance Rating	30	IPCRF (DepEd) or Performance Ratings (for external applicants) for the last 3 rating periods, duly signed;
II	Experience	10	Service Records (SRs)/Certificate of Employment (COE) to determine work experiences. The Performance Rating is also considered an eligible document to determine work experience.
III	Outstanding Accomplishments (30)		Proofs of Outstanding Accomplishments/ Meritorious Accomplishments:
	a. Outstanding Employee Award ---	5	Certificate of Recognition awarded as an Outstanding Employee 1.0 point- Awardee in the school/ office 2.0 points- Nomination in division/ awardee in the district 3.0 points- Nomination in the region/ awardee in the division 4.0 points- Nomination in the Department/ awardee in the region 5.0 points- National awardee
	b. Innovations---	5	Innovative work plan properly documented, approved by immediate chief, and attested by authorized regional/ division official: 1.0 point- Conceptualized 2.0 points- Started the implementation 3.0 points- Fully implemented in the school/ office 4.0 points- Adopted in the district 5.0 points- Adopted in the division
	c. Research and Development Projects---	10	Research and Development Projects supported by the approval of the proposal, through channels, to conduct research, the Findings and Recommendations. 6.0 point- Action research conducted in the school level/ office 8.0 points- Action research conducted in the district level



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	d. Publication/Authorship---	5	10.0 points- Action research conducted in the division level <ul style="list-style-type: none"> Article published in a journal/ newspaper/magazine of wide circulation / World Wide Web with corresponding plagiarism report. (per article but not to exceed 4 pts.) 4.0 points- co-authorship of a book (shall be divided by the number of authors) 5.0 points – Sole authorship of a book
	e. Consultant/Resource Speakership ---	4	Certificates of Recognition as Consultant/Resource Speaker in Trainings/ Seminars 1.0 point- District Level 2.0 points- Division Level 3.0 points- Regional Level 4.0 points- National Level 5.0 points- International
IV	Education	20	Transcript of Records (TOR)- Authenticated and certified 6 points - Complete Academic Requirements (CAR) for Master's Degree 7 points - Master's Degree 9 points - CAR for Doctoral Degree 10 points - Doctoral Degree
V	Attendance to Trainings	10	Proofs of attendance in specialized trainings such as Certificate of Completion/Participation to Scholarship Programs, Study Grants or Short courses and other supporting documents with the corresponding approved authority to travel by the immediate supervisor and signed memorandum with matrix of activities- one (1) point for every month of attendance but not to exceed 5 points; or Certificates of Participation to Trainings/ Seminars <ul style="list-style-type: none"> For trainings conducted in the school/division/ province/regional levels – three (3) certificates of participation conducted for at least 3 days each training in the specific level is required. 2 points - District Level 4 points - Division Level 6 points - Regional Level For trainings conducted in the national or international levels – one (1) certificate of participation conducted for at least 3 days will suffice.



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			8 points - National Level 10 points - International Level Proofs/ Certifications of Chair/ Co-chair in a technical/ planning committee 2 points - District Level 4 points - Division Level 6 points - Regional Level 8 points - National Level 10 points - International Level
VI	Potential	5	Points shall be based on the result of the interview, written and skills tests. Background investigation shall be conducted when necessary.
VII	Psycho-social Attributes	5	



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