



Republic of the Philippines  
**Department of Education**

Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

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**MERIT SELECTION PLAN OF SCHOOLS DIVISION OFFICE  
ALAMINOS CITY**

**I. Rationale**

Human resource planning helps to determine the number of people and the type of people an organization needs. The logical step to attain this is through Hiring which involves three broad activities namely, Recruitment, Selection and Placement (RSP).

Successful hiring reflects the validity and professionalism of the Department. Employing the right people is the most important part of the organization. Hence, it is essential to have a good recruitment process which adheres to the principles of merit, competence, fitness, equality, transparency and accountability, to ensure that applicants with best qualifications, talents, skills and behaviors or characteristics will be appointed.

Thus, Schools Division Office of Alaminos City (SDOAC) have set in place this MSP, to have an organized recruitment path through clearly defined guidelines. In consonance with the 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA), as amended, adopted through CSC MC 14, s. 2018 and CSC Resolution No. 1800692; the DepED Merit Selection Plan through DepED Order No. 29, s. 2002, the Human Resource Merit Promotion Selection Board (HRMPSB) implements these guidelines to assist the HRMPSB in screening applicants relative to DepED Orders and issuances on the recruitment, selection and placement of other teaching, teaching-related, and non-teaching positions at the schools division office.

Through these guidelines, the SDOAC hopes to enable the Recruitment, Selection and Placement of qualified employees to increase the pool of job candidates at a minimum cost and help achieve its organizational objectives.

These internal guidelines/policies have been prepared, deliberated/discussed and approved by members of the HRMPSB in its regular meeting.

**II. Scope**

1. This Merit Selection Plan (MSP) provides for a systematic method of selecting employees for appointment to first and second level positions, including second level executive/managerial positions. It covers the basic principles, policies, general procedures, and roles that govern and enable the recruitment, selection, and placement system of the Department.

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It encompasses all teaching, school administration, related teaching, and non-teaching positions in the Schools Division Office (SDO), and Schools.

### III. Definition of Terms

2. For purposes of this policy, the following terms are defined and understood as follows:
  - a. **Accountability** refers to the obligation of DepEd officials and employees to accept responsibility for the selection of employees in adherence to the basic principles stated herein, to explain, clarify, and justify human resource (HR) actions, disclose the results in a transparent manner, and be responsible for one's actions.
  - b. **Background Investigation** refers to the verification of an applicant's credentials, behavior, and previous performance, if any, by validating the information and records declared by the applicant in their Personal Data Sheet (PDS) such as contacting their identified reference person/s in their current or previous workplace or through other means/methods.
  - c. **Behavioral Events Interview (BEI)** refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and/or current workplace.
  - d. **Bona Fide Resident** refers to an applicant who is, prior to appointment, resident for a period of at least six (6) months in a barangay, municipality, city, or province, in that order, where the vacancy exists, as evidenced by the applicant's PDS and Voter's ID or any proof of residency.
  - e. **Comparative Assessment** refers to the procedure or method of determination of top candidates for possible appointment. It involves the use of multiple evaluation techniques to evaluate the competencies of a qualified applicant vis-à-vis the competencies required by the position to be filled.
  - f. **Comparative Assessment Result (CAR)** refers to the report prepared by the HRMPSB that shall guide the appointing authority/ officer, in the exercise of sound discretion, in selecting, insofar as practicable, the candidate deemed most qualified for appointment. It shall contain the complete list of all candidates for appointment, highlighting the top five (5) ranking candidates based on the total scores obtained from the evaluative assessments.

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- g. **Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA)** refers to the CAR for teaching positions, containing only the candidates who have met the cut-off score as specified in the teacher hiring guidelines.
- h. **Competence** refers to the ability to perform tasks efficiently and effectively by exhibiting behaviors that demonstrate the necessary knowledge, skills, and attitude.
- i. **Competencies** refer to knowledge, skills, attitudes, and key behaviors that are necessary for the efficient and effective performance of the duties and responsibilities of a position.
- j. **Education** refers to the formal or non-formal academic, technical, or vocational studies that enable an applicant to successfully perform the duties and responsibilities of a position.
- k. **Eligibility** refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the Professional Regulation Commission-conducted board examinations, the Supreme Court-conducted bar examinations or the Career Executive Service Board-conducted examinations.
- l. **Equal Opportunity** refers to the non-discrimination principle that allows any applicant within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs.
- m. **Evaluative Assessment** refers to the multiple evaluation techniques in the determination of competencies of an applicant vis-à-vis the required competencies of the position to be filled.
- n. **Executive/ Managerial Position** refers to a second level position whose functions involve exercising management over people, resource, and/or policy, as well as planning, organizing, directing, coordinating, controlling, and overseeing the activities of an organization, unit thereof or of a group, and requires some degree of professional, technical, or scientific knowledge and experience.
- o. **Experience** refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource

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Management Officer (HRMO) or authorized officials of the previous employer, are functionally related to the duties in the Position Description Form (PDF) of the position to be filled.

- p. **First Level Position** refers to a position involved in structured work in support of office operations or engaged in clerical, trades, crafts, or custodial service which involve sub-professional work in a nonsupervisory or supervisory capacity.
- q. **Fitness** refers to the principle of ensuring that the competencies of an individual match with the competency requirements of a position.
- r. **Head of Office** refers to the Schools Division Superintendent as the highest authority in the Schools Division Office.
- s. **Highly Specialized Position** refers to a position with highly specialized and unique duties requiring specialized education, training, or skills which may not be acquired through formal education, training programs, or experience gained from service-wide positions.
- t. **Result of Assessment** refers to the report submitted by the Human Resource Management Officer (HRMO) which contains the initial assessment and list of qualified and disqualified applicants vis-a-vis the minimum qualifications required by the position to be filled as indicated in the CSC-approved Qualification Standards.
- u. **Key Result Areas (KRA)** refers to a broad category of general outputs or outcomes. It is the mandate or function of the office and/or individual employee. The KRA is the reason why a position or job exists. It is an area where the individual employee is expected to focus on.
- v. **Learning and Development (L&D)** refers to formal or non-formal training courses and human resource development (HRD) interventions, such as but not limited to coaching, mentoring, job rotation, seminars, or workshops, that are part of the applicant's individual/career development plan aligned with existing competency standards or their current tasks and functions.
- w. **Management** refers to the leadership, functional guidance, control, and oversight of an organizational unit's people, resource, and/or policy, and the exercise of planning, organizing, directing, and coordinating functions.
- x. **Merit** refers to the necessary qualifications and competencies to perform the duties and responsibilities of the position to be filled.

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- y. **Next-in-Rank** Position refers to a position which, by reason of the hierarchical arrangement of positions in the agency, is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).
- z. **Non-Teaching Position** refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve nor directly support the actual conduct of teaching or delivery of instruction.
- aa. **Open Ranking System** refers to the transparent, participative conduct of comparative assessment and evaluation, where applicants are made aware of the processes and corresponding results.
- bb. **Outstanding Accomplishments** refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which were duly recognized by an authorized body.
- cc. **Performance** refers to the assessment of how tasks, duties and responsibilities are carried out or accomplished as evidenced by performance rating document or other means of verification (MOVs).
- dd. **Placement** is the process of assigning a successful candidate to specific unit, location, or workplace.
- ee. **Policy-Determining Position** refers to a position which vests in the incumbent the power to formulate policies for the government or any of its agencies, subdivisions, or instrumentalities, like that of the member of the cabinet, as may be determined by the CSC.
- ff. **Potential** refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature.
- gg. **Primarily Confidential Position** refers to a position, determined by law or declared by the CSC, duties and responsibilities of which imply not only confidence in the aptitude of the appointees but primarily close intimacy which ensures freedom of discussion, delegation and reporting without embarrassment or freedom from misgivings or betrayals of personal trust.
- hh. **Probationary Period** refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character

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investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

- ii. **Promotion** refers to the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary.
- jj. **Qualification Standards (QS)** refer to the minimum requirements for positions in the government service in terms of qualifications in Education, Training, Experience, Eligibility, and Competency.
- kk. **Rating Period** refers to the period covering one (1) year or 12 months performance.
- ll. **Recruitment** refers to the procedure of searching for, attracting, and obtaining applications for employment. The result is a pool of applicants from which possible appointees are selected.
- mm. **Related-Teaching Position** refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instruction, such as standard setting, policy and program formulation, research, and sector monitoring and evaluation.
- nn. **Research** is an organized, systematic, and logical process of inquiry, using empirical information or data, to answer questions, solve problems, and guide actions, in aid of workplace improvement through efficiency in operation, increased production, improved working standards, and/or savings in government spending.
- oo. **Rubrics** refer to the scoring guide used to assess the qualification of applicants based on set evaluative criteria. It usually includes the quality definitions of each criterion at particular levels of attainment and a scoring system.
- pp. **Second Level Positions** include professional, technical, and scientific positions which involve professional, technical, and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.
- qq. **Selection** refers to the procedure by which applicants are screened, assessed, and evaluated vis-a-vis the requirements of the position to be filled. The objective is to produce comparative assessment results of candidates best suited for appointment.
- rr. **Supervisory** refers to the oversight of people and/or output of an organizational unit, which involves planning, programming, delegation of tasks, monitoring of work

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output, and evaluation of performance, maintaining morale and discipline among employees, and developing cooperation and ensuring a well-coordinated workforce.

- ss. **System of Ranking Positions** refers to the hierarchical arrangement of positions from highest to lowest, which shall be a guide the determination of which position is next-in-rank, taking into consideration the following:
  - a) organizational structure; b) salary grade allocation; c) classification and functional relationship of positions; and d) geographic location.
- tt. **Teaching Position** refers to a position that is directly engaged in teaching or in the delivery of instruction in the elementary and secondary levels (junior high school and senior high school), whether on full-time or part-time basis, in schools and learning centers.
- uu. **Transparency** refers to the availability to the public of relevant, reliable, and timely information on recruitment, selection, and placement.

#### IV. Policy Statement

- 3. It is the policy of the Department of Education to strictly adhere to the principles of Merit, Competence, Fitness, Accountability, Transparency and Equal Opportunity. Consistent with this policy, The Department of Education Merit Selection Plan is hereby established to ensure that the DepEd Schools Division Office Alaminos City, hires and retains the right people for the right job at the right time.

#### V. Procedure

##### A. Publication and Posting of Vacancy

- 4. In accordance with the provisions of Republic Act (RA) No. 7041, otherwise known as "An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefor, and for Other Purposes," and its implementing rules and regulations, all vacant positions in DepEd Schools Division Office Alaminos City including vacant executive/managerial positions in the second level, that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published in the CSC website and posted in at least three (3) conspicuous places for a period of at least 10 calendar days.
- 5. Publication of a vacant position in the CSC website shall require the submission of Civil Service (CS) Form No. 9, Revised 2018, along with the list of the documentary

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requirements enumerated in Part V(B) Item 14 of this Order, in electronic and printed copies to the concerned CSC Field Office – Western Pangasinan.

6. The Qualification Standard (QS) of the parenthetical title shall be used in the publication of vacant generic positions.
7. Any incorrect information in the publication of a vacant position, e.g., plantilla item number, position title, or qualification standards, shall be a ground for the disapproval/invalidation of appointments.
8. The Schools Division Superintendent (SDS) shall issue an official memorandum announcing any vacancy/ies. The same shall be posted in at least three (3) conspicuous physical places. In addition, vacancy shall also be required to be posted through other modes, such as but not limited to the SDO Alaminos City website, newspaper of local and/or national circulation, job search websites, online job portals, social media, and job fairs in order to reach a wider range of applicants and further promote transparency and equal opportunity of the process. The memorandum shall contain the same information specified in CS Form N. 9, and may include additional requirements of the position, such as but not limited to the job description of the position and documentary requirements for comparative assessment.
9. The reckoning date of publication or posting, regardless of the mode, shall be the publication or re-publication date reflected in the CSC website. Announcement or posting of vacancies through any other modes shall be done on the same day of publication or re-publication in the CSC website.
10. The publication of a particular vacant position shall be valid until filled, but not to extend beyond nine (9) months, reckoned from the date of publication or re-publication in the CSC website. Should no appointment be issued within the nine-month period, the SDS, through the Human Resource Management Officer (HRMO), shall cause the re-publication and re-posting of the vacant position.
11. The following positions are exempt from the publication and posting requirements:
  - a. Primarily confidential;
  - b. Policy-determining;
  - c. Coterminous with that of the appointing officer/ authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
  - d. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended;
  - e. Reappointment (change of status to permanent) of teachers who are appointed on provisional status; and

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- f. Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/ field offices.
12. A position occupied by a holder of a temporary appointment, except positions under Category II of CSC MC No. 11, s. 1996, as amended, shall be continuously re-published and re-posted until filled by a permanent appointee.
13. An anticipated vacancy may be published in case of retirement, resignation, or transfer. Pursuant to Section 30 of the 2017 ORAOHRA, as amended. The publication of anticipated vacancies should not be earlier than 30 days prior to retirement, resignation, or transfer; except for anticipated vacant teaching positions which may be published earlier than the herein stated prescribed period pursuant to CSC Resolution No. 1800582 dated June 13, 2018.

**B. Submission and Receipt of Applications**

14. All interested applicants to vacant positions, whether internal or external to DepEd, shall submit the following documentary requirements to the HRMO, through the Records Unit, on or before the deadline indicated in the announcement:
- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
  - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
  - c. Photocopy of Certificate of Eligibility/Rating/License/ID;
  - d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
  - e. Photocopy of Service Record or Certificate of Employment, if applicable;
  - f. Photocopy of Certificates of Training, if applicable;
  - g. Photocopy of the Performance Ratings for the last 3 years, if applicable;
  - h. Omnibus Sworn Statement;
  - i. Checklist of Requirements; and
  - j. Other documents as may be required.

In consonance with RA No. 8792 or the "E-Commerce Act of 2000" which provides that "(e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference," online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.

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15. Individuals who failed to submit mandatory documentary requirements (Items 14.a to 14.i) on the set deadline shall not be included in the pool of official applicants. All pending requirements must be submitted on or before the deadline, no insertion of additional or lacking documents after the deadline or on the date of assessment, except when validation as to eligibility/credibility of submitted document so requires.
16. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 14.h), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
17. An internal applicant occupying a position considered next-in-rank shall not be automatically included in the pool of applicants, and shall not be exempt from the submission of documentary requirements listed in Part V(B) Item 14.

**C. Initial Evaluation of the Qualification of Applicants**

18. An initial evaluation shall be conducted by the HRMO to check the completeness, authenticity, and veracity of the documents submitted by an applicant. An applicant's qualifications shall be evaluated vis-à-vis the QS of the position applied for in terms of Education, Experience, Training, Eligibility, and Competency.
19. The Initial Evaluation Result (IER) shall be submitted to Human Resource Merit Promotion and Selection Board (HRMPSB) for deliberation, which shall be comprised of two (2) lists of applicants:
  - a. **Qualified (Q)** - those who meet the minimum qualifications required by the position to be filled;
  - b. **Disqualified (DQ)** - those who do not meet the minimum qualifications of the position to be filled.
20. The IER shall be posted in at least three (3) conspicuous physical places. The personal information of the applicants, except for the name, qualifications in terms of Education, Training, Experience, Eligibility, and Competency (if applicable) and remarks whether *Qualified* or *Disqualified*, shall not be made public in accordance with RA No. 10173, otherwise known as the Data Privacy Act of 2012. Applicants shall be notified of the results of the initial evaluation through official communication channels, such as but not limited to formal written communications, electronic mail using the official email account of the office, official social media accounts, and other means of communication that can be verified, recorded, and preserved. Telephone call and short messaging service may be used only to accompany the aforementioned official communication channels.

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**D. Comparative Assessment of Applicants**

21. All applicants who passed the initial evaluation shall be subject to the comparative assessment of the HRMPSB, except for the following appointments:
  - a. Substitute appointment due to its short duration and emergency nature;
  - b. Reappointment due to change in employment status from provisional or temporary to permanent upon meeting the deficiency, or to renew the appointment of a provisional or temporary employee; provided that upon publication, there are no qualified applicants for the position to be filled, and the incumbent's performance rating for the last rating period is at least Very Satisfactory; or
  - c. Appointments to casual, contractual, coterminous, and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
22. The deliberation of the HRMPSB shall not be made earlier than ten (10) calendar days from the date of publication and posting of a particular vacant position.
23. An Open Ranking System shall be adopted to ensure transparency in the process and results of the comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be disclosed to all attendees. Each applicant shall also be given an opportunity to ask questions and seek clarifications on the results of their individual assessment.
24. The HRMPSB Secretariat shall keep Minutes of HRMPSB Meeting/Deliberations and document the highlights of the Open Ranking.
25. The conduct of the comparative assessment and/or open ranking may be done remotely through online platforms and other alternative modalities and strategies, as deemed practicable and applicable, subject to subsequent internal guidelines to be issued by the SDS, as recommended by the HRMPSB.
26. The comparative assessment of qualified applicants shall be based on the results of appropriate evaluative assessments, which, based on the principles of merit and fitness, assess the competencies of applicants' vis-a-vis the required competencies of the position to be filled. Evaluative assessments include, but are not limited to, documentary review and analysis of pertinent credentials of applicants, examinations, and interviews.

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*Competency Assessment*

27. Competency Assessment involves the determination of the competency level of an applicant through standardized competency assessment tools, which are anchored on a specific set of competencies and corresponding behavioral indicators for each functional group of positions. These competency standards shall be developed and approved at the national level.

*Performance*

28. An applicant for a position that requires prior work experience shall be required to submit their most recent performance rating/ s covering one (1) year of performance in the current or previous job or position that is relevant to the position to be filled.
29. An applicant for promotion or transfer shall be required a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening, except, for promotion from first to second level entry positions.
30. An official or employee who is on official leave of absence, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC authorized official leaves, may apply for promotion. In such cases, a performance rating of at least VS in the last rating period covering one (1) year performance prior to the leave of absence shall be required. If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from scholarship or training grant or authorized leave.

*Outstanding Accomplishments*

31. Outstanding Accomplishments must have a direct link to the Key Result Areas (KRA) of the applicant's current or previous position. These accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.
32. These may include, but are not limited to, the following components, depending on the nature of the position to be filled:
- Awards and Recognition
  - Innovation or Research
  - Subject Matter Expert / Membership in a National Technical Working Group or Committee
  - Resource Speakership / L&D Program Facilitation / National Educators Academy of the Philippines (NEAP) Accreditation on Learning Facilitation

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33. Submission of documentation and Means of Verification (MOV) or Evidence Requirements (ER) as indicated in the relevant hiring guidelines shall be required from the applicant to prove that these outstanding accomplishments have led to positive results in the workplace. In case of promotion, only the outstanding accomplishments acquired since the last promotion shall be considered. For an applicant who is not currently employed, achievements and corresponding MOVs or ERs from their most recent employment may suffice.

*Application of Education*

34. The basic education requirement for a specific position is based on its QS, as indicated in the job description of the position.

*Application of Learning and Development (L&D)*

35. Attendance to L&D interventions shall serve as basis for meeting the number of hours required in the QS of position to be filled. Application of L&D is a proof of the applied learnings gained from the HRD interventions done/attended which must have led to significant positive results in the applicant's current or previous work.

*Potential*

36. Potential may be measured through Behavioral Events Interview (BEI), Written Examinations (WE), Skills or Work Sample Tests (S/WST), or other measures deemed necessary by the HRMPSB.

*Other Evaluative Assessments and Tools*

37. The HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as but not limited to oral or written examinations, computer proficiency tests, and skills tests. Other evaluative assessments and tools must be anchored on the required competencies or related to the duties and responsibilities of the position to be filled.

*Behavioral Events Interview*

38. The Behavioral Events Interview (BEI) is based on the principle that past behavior predicts future performance. It shall be used to validate whether the key behaviors that are linked to the required competencies have been exhibited by the applicant.

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39. The BEI may be used to assess the following:
- Potential.** The BEI shall be used to assess the potential of an applicant. It is used to evaluate the capacity and ability of an applicant to assume the duties of the position to be filled and those higher positions that are more technical in nature.
  - Characteristics or traits.** It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
  - Fitness.** It shall serve as an avenue to evaluate an applicant's fitness to the job (Job Fit), location (Location Fit), and organization (Organizational Fit).
40. The BEI may also be used to verify the applicant's credentials and validate the results of assessments conducted, such as the applicant's application of their Outstanding Accomplishments, Education, and L&D, and the impact of such in their current and previous work.

***Comparative Assessment Result***

41. After a judicious and objective assessment of the qualified candidates, duly signed Comparative Assessment Result (CAR) of all candidates shall be prepared and submitted to the appointing officer/ authority within seven (7) calendar days, using a template as prescribed in the relevant hiring guidelines. The CAR shall contain a complete list of all candidates for appointment whose total scores obtained from the evaluative assessments are ranked from highest to lowest, indicating the top five (5) or less ranking candidates.
42. For multiple vacancies of the same position title, the HRMPSB shall determine and highlight the total number of top-ranking candidates in the CAR/CAR-RQA, computed by multiplying the number of vacant plantilla items by a factor of five (5), as follows:
- Total number of top-ranking candidates = number of vacant items x 5**
43. For Teacher hiring, the following reports shall be prepared and submitted by the HRMPSB to the SDS:
- CAR. It shall contain the comparative assessment result of all candidates for appointment; and
  - CAR of the Registry of Qualified Applicants (CAR-RQA). It shall contain only the candidates who have met the cut-off score as specified in the hiring guidelines.
44. The CAR/CAR-RQA for teachers' intended for a specific school year shall be valid only for the duration of the school year for which it was prepared. It shall be utilized in filling up of positions that are created or vacated in the middle of the school year; provided, that

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the HRMPSB shall reconvene to deliberate, and update the CAR-RQA by identifying the candidates who were already appointed.

45. In the event that all the candidates in the CAR-RQA are already appointed and there are still vacant positions, the SDS shall order the conduct of another round of recruitment and selection process to establish a new CAR-RQA.
46. A copy of CAR/CAR-RQA, in which candidates are listed in alphabetical order, shall be posted in at least three (3) conspicuous places in SDO Alaminos City for a period of at least 10 calendar days, indicating the date of posting.

**E. Appointment**

47. The SDS shall be guided by the report of the HRMPSB's CAR/CAR-RQA, and in the exercise of sound discretion, select, insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less (preferably three (3)), depending on the number of candidates, unless otherwise provided by law.

For multiple vacancies, the SDS shall select from the highlighted top candidates as determined by the HRMPSB, computed by multiplying the number of vacant plantilla items by a factor of five as stipulated in Item No. 42.

48. For teachers, the SDS may select from the candidates listed in the CAR-RQA who are ranked below the top five (5) or less per vacant position when the appointment falls within the purview of the exemptions enumerated below:
  - a. The appointee may be given priority in the appointment by virtue of the Localization Law.

RA No. 8190, otherwise known as the Localization Law, grants priority in the appointment or assignment of teachers to public elementary or secondary schools to bona fide residents of the barangay, municipality, city, or province where the school is located; provided, that the teacher possesses all the minimum qualifications for the position as required by law.

By virtue of Sec. 3 of the Localization Law, which grants authority to the Department to prescribe rules and regulations in the implementation of the said Act, and in order to clarify the operationalization of the Law, the order, shall be given priority in the appointment of teachers. Furthermore, an applicant who has taught as a Local School Board (LSB)-hired teacher, Kindergarten Volunteer Teacher (KVT) or substitute teacher for at least one (1) school year in a DepEd public school located in the barangay, municipality, city, or province, in that order, where the school where the vacancy exists

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- is located, shall be considered a bona fide resident, to be validated by a certificate of employment or service record;
- b. The appointee may be given priority in the appointment as may be provided by law, national policy, and/or agreement entered into by DepEd with other government agencies and/or non-government institutions; and
  - c. The top-ranking candidates do not possess the necessary learning area specialization (e.g., Kindergarten; Math, Science, and other subject areas for Secondary Level) required by the position to be filled, or all the top-ranking candidates who possess the necessary learning area specialization required by the position to be filled have already been appointed and there are still vacant positions to be filled.
49. The SDS may appoint a candidate who is ranked higher in the CAR than the candidate who is next-in-rank to the vacant position based on superior qualifications reflected in the Comparative Assessment Report.
50. The SDS may, when deemed necessary, request for Background Investigation (BI) of selected candidates to be conducted by the HRMO or other personnel designated by the SDS.
51. The decision to appoint shall be rendered by the SDS, and conferred to the HRMO through the CAR/CAR-RQA in which the appointing officer/authority shall signify his/her choice of appointee. The same shall be the basis of the HRMO in the preparation and submission of appointment papers and documentary requirements to the CSC FO – Western Pangasinan in accordance with the specific provisions of the 2017 ORAOHRA, as amended.
52. The SDS shall approve and sign the appointment of the successful candidate/ s, effectivity of which shall be in accordance with the specific provisions as provided for in the 2017 ORAOHRA, as amended.
53. Duly approved appointments shall be announced through the posting of a Notice of Appointments Issued (NAI) in the bulletin boards and through other modes such as but not limited to the SDO Alaminos City website or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment.
54. Only a qualified next-in-rank official or employee included in the list of candidates in the CAR/CAR-RQA may file a protest against an appointment made in favor of another candidate who does not possess the minimum qualification requirements, within 15 calendar days from the announcement and/or posting of appointments, subject to the provisions provided in Rule 18 (Protest and Revocation of Appointments) of CSC

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Resolution No. 1701077 dated July 3, 2017 (Rules on Administrative Cases in the Civil Service [2017 RACCSI]).

55. A vacancy resulting from promotion shall not be filled up until the promotional appointment have been approved/ validated by the CSC which may be filled up pursuant to CSC Resolution No. 1800582 dated June 13, 2018; provided, that an annotation on the promotional appointment to indicate that the appointee shall be reverted to their former position in case the promotional appointment of the previous position holder is disapproved or invalidated.
56. Any promotional appointment to a position exceeding three (3) salary grades, pay or job grades higher than the appointee's present position shall be prohibited; except when the promotional appointment falls within the purview of the exceptions provided in *Section No. 97 to 101 of the 2017 ORAOHRA, as amended* and *CSC MC No. 18, s. 2016 titled Policy Guidelines on the Three-Salary Grade Limitation on Promotion*, as follows:
- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Agency MSP and SRP;
  - b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
  - c. The vacant position is hard to fill, such as Accountant, Medical Officer/ Specialist, Attorney, or Information Technology Officer/ Computer Programmer positions;
  - d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions;
  - e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
    - i. educational achievements
    - ii. highly specialized trainings
    - iii. relevant work experience
    - iv. consistent high-performance rating/ranking;
  - f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems; and
  - g. Other meritorious cases, such as:
    - i. when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process;
    - ii. when the qualified next-in-rank employees waived their right over the vacant position in writing;

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- iii. when the next-in-rank position, as identified in the agency SRP is vacant;
- iv. when the next-in-rank employee/s is/ are not qualified; and
- v. when the qualified next-in-rank employees did not apply.

57. Promotion within six (6) months prior to compulsory retirement shall not be allowed unless otherwise provided by law.
58. The pendency of an administrative case against any employee shall not be a bar to promotion. An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine. In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

**F. Probationary Period**

59. Pursuant to the 2017 ORAOHRA, as amended, original appointments in the career service with permanent status of appointment shall undergo probationary period for a thorough assessment of the appointee's performance and character. The duration of the probationary period shall be generally six (6) months to a maximum of one (1) year, as required by the position, to be determined by the appointing officer/ authority as indicated in the appointment.
60. The probationary period shall cover the following employees:
- a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the position;
  - b. Non-career service employees who are reappointed/ reemployed to a career position under permanent status;
  - c. Temporary appointees who after meeting the QS for a permanent appointment in the career service are reappointed (change of status to permanent);
  - d. Those who are reemployed under permanent status;
  - e. Appointees to teaching positions under provisional status shall be under probation for a period of one (1) year from the date of original provisional appointment pursuant to Section 4 of RA 4670 (Magna Carta for Public School Teachers);
  - f. Appointees to Category III positions as provided in CSC MC No. 11, S. 1996, as amended shall be under probation for a period of one (1) year;
61. A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.

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62. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review, depending on the duration of the probationary period.
- Unsatisfactory conduct or behavior refers to the failure of the appointee to observe propriety in their acts, behavior and human/ public relations, and to irregular punctuality and attendance while performing their duties and responsibilities during the probationary period. This may include cases of neglect of duty, misconduct, insubordination, habitual tardiness, and absenteeism.
  - Want of capacity refers to the failure of the appointee to perform the duties and responsibilities during the probationary period based on the standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate supervisor.
63. The appointee shall be issued a Notice of Termination of Service by the SDS within 15 calendar days immediately after it was proven that the appointee demonstrated unsatisfactory conduct or want of capacity before the end of the second performance review, depending on the duration of the probationary period. Such notice shall state, among others, the reasons for the termination of service, and shall be supported by at least two (2) of the following:
- Performance Evaluation Report as evidenced by the employee's IPCR Form duly signed by the immediate supervisor (rater) and certified by the Head of Office;
  - Report of the immediate supervisor (rater) on job-related critical and unusual incidents, and on unsatisfactory conduct or behavior of the appointee; or
  - Other valid documents that may support the notice of termination of service.
64. The Notice of Termination of Service shall be executory after 15 calendar days from receipt of the appointee concerned. The same may be appealed to the CSC RO I, within 15 calendar days from receipt of notice, but shall be executory pending appeal. A copy of the Notice of Termination of Service shall be included in the 201 file of the appointee and furnished the CSC FO- Western Pangasinan for recording in the Service Card.
65. If no Notice of Termination of Service is given by the SDS to the employee before the expiration of the probationary period, the probationer becomes a regular employee of the agency.

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**G. Institutional Arrangements**

*The Schools Division Superintendent (SDS)*

66. The SDS shall have the following functions and responsibilities:

- a. Establish the HRMPSBs for: (i) first level positions; (ii) second level, including second level executive/ managerial positions; (iii) specialized and highly technical positions; and/or (iv) other purposes, as deemed necessary; through an Office Order, which should specify the membership of the HRMPSB and their roles and responsibilities;
- b. Designate sub-committee/ s, insofar as practicable, to assist in the receipt of applications, initial evaluation, and comparative assessment of applicants. This shall be done in close coordination with the HRMO and HRMPSB. The designation shall bear the specific duties and responsibilities to be performed by the sub-committee/ s;
- c. Ensure that all HRMPSB members undergo orientation and capacity building on the recruitment, selection, and placement process, and the relevant CSC policies on appointments and other human resource actions;
- d. Guided by the report of the HRMPSB's CAR/CAR-RQA, and in the exercise of sound discretion, select, insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less per vacant position;
- e. Render final decision on appointments;
- f. Issue appointments in accordance with the provisions of this Policy and the ORAOHRA, and
- g. Respond to queries and/or protests pertaining to the decision on the appointments.

*Human Resource Merit Promotion and Selection Board (HRMPSB)*

67. The composition of the HRMPSB in the different governance levels shall be:

<b>Governance Level</b>	<b>HRMPSB Members (First Level Positions)</b>	<b>HRMPSB Members (Second Level, including Second Level Executive/ Managerial Positions)</b>
<i>Schools Division Office; and School</i>	<p><b>Chairperson:</b></p> <p>a. Assistant Schools Division Superintendent</p> <p><b>Members:</b></p> <p>b. School Head or Chief of Division where the vacancy exists</p> <p>c. Administrative Officer V for the Administrative Services section</p>	<p><b>Chairperson:</b></p> <p>a. Assistant Schools Division Superintendent</p> <p><b>Members:</b></p> <p>b. School Head or Chief of Division where the vacancy exists</p> <p>c. Administrative Officer V for the Administrative Services section</p>

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	<p><i>d. Administrative Officer IV (HRMO)</i>  <i>e. Representative of accredited employees association belonging to the first level employees</i></p> <p><b>Secretariat:</b>  <i>Selected personnel from HR Services Section as designated by the HRMPSB Chair</i></p>	<p><i>d. Administrative Officer IV (HRMO)</i>  <i>e. Representative of accredited employees association belonging to the second level employees</i></p> <p><b>Secretariat:</b>  <i>Selected personnel from HR Services Section as designated by the HRMPSB Chair</i></p>
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68. The HRMPSB shall assist the SDS in the judicious and objective assessment of candidates for appointment in accordance with their roles to include, but are not limited to the following:

- a. Develop the SRP which shall be submitted for approval of the SDS, copy furnished the CSC-RO I and the CSC FO – Western Pangasinan for records and reference purposes;
- b. Recommend to the SDS the designation of subcommittee/ s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
- c. Evaluate and deliberate the qualifications of all applicants this policy, the provisions of the 2017 ORAOHRA, as amended, and relevant hiring guidelines;
- d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- e. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
- f. Submit to the SDS the CAR/ CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
- g. Maintain fairness and impartiality in the assessment of applicants;
- h. Respond to queries and/or complaints pertaining to the comparative assessment results;
- i. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
- j. Perform other related functions as may be assigned.

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69. The HRMPSB shall be duly constituted by an Office Order/ Designation signed by the SDS, which shall include the names and designations of all regular members. Each regular member, except for the Chairperson, shall have one (1) alternate whose name shall also be indicated in the Office Order/Designation. Posting of the HRMPSB composition in the agency bulletin board shall be required.
70. In case the position required for Chairperson is vacant, the SDS shall designate a Chairperson from among the next high-ranking regular members.
71. The HRMO, as member of the HRMPSB, shall not act as Secretariat to the HRMPSB. Selected personnel from the HRM unit, as specified in Part V(G) Item 72 of this Order, shall perform secretariat and technical support function to the HRMPSB in the conduct of assessment of applicants, and final evaluation of candidates. The Secretariat may also conduct and evaluate the results of the BI of candidates to be submitted to the HRMO.
72. The first level representative or alternate shall participate in the screening of candidate for vacancies in the first level; while the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. The representation from accredited employee's association shall vary depending on the job/occupational group of the position to be filled. Said representatives shall serve for a period of two years.
73. Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority and included in the OPCR/IPCR.
74. A majority of the HRMPSB members shall constitute a quorum, provided that the Chairperson is present.

***The Human Resource Management Office (HRMO)***

75. The HRMO is the process-owner of the Recruitment, Selection, and Placement.
76. The HRMO shall perform the following functions:
  - a. Submit the list of vacant positions authorized to be filled and their corresponding QS and plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO – Western Pangasinan.
  - b. Announce vacant position/ s authorized to be filled through the publication or posting in at least three (3) conspicuous places in the DepEd offices or schools concerned or through other modes for at least 10 calendar days;

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- c. Accept the application documents of all applicants submitted through the Records Unit, or the designated sub-committee/ s;
- d. Conduct initial evaluation of applicant's qualifications vis-a-vis the QS of the position to be filled, and coordinate with the HRMPSB on matters needing collegial decisions;
- e. Prepare and submit to the HRMPSB the results of the initial evaluation using the prescribed form, containing the following:
  - i. basic information of the applicants;
  - ii. actual qualifications based on the submitted credentials; and
  - iii. decision whether qualified (Q) or disqualified (DQ) vis-a-vis the QS of the position to be filled.
- f. Inform all applicants of the results of the initial evaluation, and post the selection line-up, in alphabetical order, in at least three (3) conspicuous places in DepEd office concerned;
- g. Sit in the HRMPSB as a regular member;
- h. Post the CAR/CAR-RQA in at least three (3) conspicuous places in DepEd offices for at least ten (10) calendar days, indicating the date of posting;
- i. Announce the duly approved appointments through posting a Notice of Appointments Issued (NAI) in the bulletin boards and through other modes such as but not limited to the DepEd website, office website, or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment;
- j. Respond to queries and/or complaints pertaining to the publication and posting of vacancies, submission of application documents, and initial evaluation; and
- k. Perform other functions as may be provided by law.

***Human Resource Development Unit (HRDU)***

77. The Human Resource Development (HRD) Unit in the Schools Division Office shall perform the following technical support function to the HRMPSB:
- a. Develop an HRD plan which shall set forth the competencies necessary to achieve organizational goals, objectives and strategic priorities;
  - b. Develop and manage the career of talents with superior performance and potential;

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- c. Develop and maintain an updated qualifications database of employees of the agency which includes education, experience, training, eligibility, and competencies; and
- d. Assist the HRMPSB in the development of evaluative assessments such as written examinations, skills tests, competency assessments, BEI questions, Feedback Forms and other assessment tools, as deemed necessary.

**VI. Monitoring and Evaluation**

- 78. The Human Resource Development Unit shall regularly monitor and evaluate existing policies, guidelines, rules, and regulations affecting all HR actions.
- 79. The result of the evaluation and consolidated recommendations from the HR implementors shall be consulted with the CSC and other government agencies concerned.

**VII. Repealing Clause**

- 80. All DepEd Orders, rules and regulations, and other related issuances, to include but not limited to the following, and/ or provisions therein, which are Inconsistent with this Order and its provisions, are hereby repealed, rescinded, or amended accordingly:
  - a. DepEd Order (DO) No. 29, s. 2002, Merit Selection Plan of the Department of Education
  - b. MEC No. 10, s. 1979, Implementing Rules and Regulations for the System of Career Progression for Public School Teachers
  - c. MEC No. 29, s. 1979, Clarification on Guidelines for Implementing the Career Progression System (Master Teacher Program)
  - d. MECS Order No. 62, 1983, Further Implementation of the Career Progression System for Public School Teachers (Master Teacher Plan)
  - e. MECS Order No. 1, 1985, Additional Master Teacher Positions
  - f. DECS Order No. 70, s. 1988, Revised Policy on Master Teacher for Secondary Schools
  - g. DECS Order No. 57, s. 1997, Further Implementation of the Career Progression System for Master Teacher
  - h. DECS Order No. 5, s. 1998, Reclassification of Regular Teacher and Principal Items to Special Education (SPED) Teacher and Special School Principal Items
  - i. DECS Order No. 52, s. 1999, Automatic Upgrading of Positions for Eligible Public School Teachers Through Equivalent Record Forms (ERFs) Scheme
  - j. DECS Order No. 59, s. 2000, Equivalent Record Form (ERF) Not Required for Promotion to Vacant Teacher II and III Positions
  - k. DO No. 2, s. 2002, Guidelines on the Hiring of Public School Teachers
  - l. DO No. 50, s. 2003, Adoptive Measures in Filling-Up Vacant Teaching Positions

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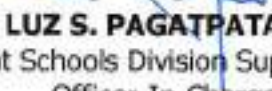
- ff. DO No. 19, s. 2016, Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS)
- gg. DO No. 32, s. 2016, Addendum to DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School [SHSI Teaching Positions Effective SY IS17 2016-2017)
- hh. DO No. 41, s. 2016, Additional Guidelines to DepEd Order No. 19, S. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools [SHSI])
- ii. DO No. 49, s. 2016, Guidelines on the Hiring of Contractual (Full-Time and Part-Time) Teachers in Senior High School
- jj. DO No. 50, s. 2016, Hiring Guidelines for Teacher I Positions in Schools Implementing Indigenous Peoples Education Effective School Year 2016-2017
- kk. DO No. 51, s. 2017, Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines

**VIII. Separability Clause**


81. If any provision of this Order or the application of such provision to any person or circumstance is declared invalid, the remainder of the MSP or the application of such provision to other persons or circumstances shall not be affected by such declaration.

**IX. Effectivity**

82. This policy and its subsequent amendments, if any, upon approval of the CSC RO I, shall take effect 15 days after its publication in the DepEd Alaminos City website and posting at SDO bulletin board.

  
**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Approved:

  
**HEDY JOSE B. LARDIZABAL**  
Director IV, CSC-RO I

02 FEB 2023

***With hundred reasons to serve!***



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