



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal La Trinidad Benguet 2601

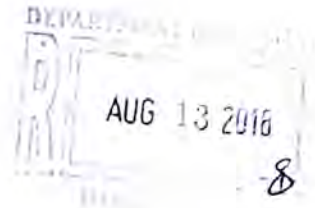


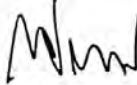
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August 9, 2018

DIVISION MEMORANDUM
NO. 189 s. 2018

TO: All Public Schools District Supervisor/s
District Coordinating Principals
K-12 School Principals/ Head Teacher/ TICs
SDO Personnel Concerned




FROM: MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

SUBJECT: ADHERENCE TO THE STANDARDS, RULES AND REGULATIONS IN PERSONNEL/HR
ADMINISTRATION VIS-À-VIS (the) 2017 OMNIBUS RULES ON APPOINTMENTS AND
OTHER HUMAN RESOURCE ACTIONS (ORAOHRA)

1. Several Memoranda and Advisories have been issued in prior years/months including the conduct of Training on Leadership Skills and Personnel Administration (Hiring and Appointment Process, Policies, Reclass, ERFs), issuance of this memo is again deemed necessary for everyone to be informed and reformed.
2. Hereunder are SOPs and/or "Step by Step" operation for guidance and compliance:
 - 2.1 School Selection Committee shall be composed of the School Head as Chairperson with at least four (4) members from among the grade level teachers.** The Teacher In-Charge shall be a member if clustered with a school or else he/she acts as chairperson in the school.
 - a. *The School Head concerned shall publish vacant positions emanated from his/her school with accurate data (item number, SG, education and training, requirement, eligibility) using CS Form 9, s. 2017 in electronic and printed copies. These positions include Master Teachers, TIII, TII and downline, Head Teachers, non-teaching (except higher HT positions like HT-IV, V, VI and Senior High School non-teaching positions) which shall be taken care of by the SDO-OSDS.*
 - b. *The School Head shall receive all application with needed documents on or before the deadline set written in the publication and posted.*
 - c. *The School Head shall convene his/her members for the conduct of assessment/ranking of applicants en banc, guided by DepEd Orders and CSC policies. The PSDSs and CPs shall act as consultants. The Division HRMPSB may provide technical assistance, when necessary.*
 - 2.2 On Ranklist for Appointment of Permanent Teacher I**
 - a. *The application process of teacher-applicants starts every January where the Registry of Qualified Applicants (RQA) are posted and finalized at the end of April supposed to be ready for use before June opening. However, we are governed by CSC rules related to the implementation of Republic Act No. 7041 (Publication Law) which mandates the publication and posting of vacant positions in all branches, agencies of the government, GOCCs and LGUs for compliance before any position is filled up.*



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- b. *In order to avoid violation of the Publication Law in the issuance of appointments, the School Head should first publish vacant Teacher I as resultant item from chain positions. Same should be posted in 3 conspicuous places for a period of at least 10 calendar days.*
 - c. *Together with the school ranking committee, the School Head shall now cull-out names of the applicants from the RQA using the same format, signed by all members to be countersigned by the Division HRMPSB and approved by the SDS if found in order as proof of deliberation indicating the date therein. In the Secondary, a copy of the whole RQA of the subject-major will still be attached with the culled-out ranklist for reference purposes and in the elementary, it shall be by District. New applicants may still file their application and the old applicants in the RQA may opt to update their documents.*
 - d. *In recommending a teacher for appointment, suffice to remind observance of prioritization which is embodied in D.O. No. 50, s. 2016 (Hiring Guidelines for TI...) and other applicable laws. To wit, localization: barangay, municipal, Province, over-all rating (number score) in the RQA – from highest to lowest, Major/Subject need, others such as dialect/language in the community responsive to the context of the learners.*
 - e. This RQA may be used in recommending applicants for PSB/MSB positions.
3. Similarly, School Heads and PSDSs in collaboration with one another should work in tandem as far as HRM and Professional Development of all employees under their care are concerned which is one of the domains in the Principals Test being conducted. Say: Encouraging teachers to go for further studies, sharing updates on ERFs, NOSIs, Study leaves, retirement policies, preparation of their appointment papers with utmost care.
 4. For a “Best” SDO-Benguet, be counted, PBB – Para sa Bayan at Bata.
 5. The cooperation and dissemination of this Memo is earnestly sought.

- Reference:*
- ☞ *Advisory dated January 26, 2018 – Composition of the PSB in the School Level*
 - ☞ *SDO Memorandum No. 272, s. 2017 (2017 ORA OHRA)*
 - ☞ *Division Memorandum No. 256, s.2017 (Policies on the Submission of Intent to Retire from Government Service)*
 - ☞ *Division Memorandum No. 13, s. 2014 (Reminders In Applying for Long Vacation Leave)*
 - ☞ *Division Memo. No. 34, s. 2015 (training on Leadership, skills and Personnel Administration for SH (Hiring, Appointment Process, Reclass, ERFs, NOSIs and other Legal Basis)*
 - ☞ *Division Memo No. 126, s. 2013 (Division INSET on Public Ethics and Accountability (PSEA) for School Heads and D.O. Personnel in Coordination with CSC-CAR)*