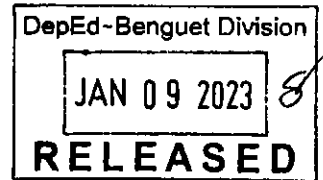




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

Advisory No. 01, s. 2023
 January 9, 2023



ADDENDUM TO DIVISION ORDER NO. 1, s. 2023
(Constitution, Designation, and Duties of the Division Human Resource Merit Promotion and Selection Board Committee and Sub-Committees)

- In addition to paragraph 2 on the designation of sub-committees to facilitate the comparative assessment process, the following assistorial bodies to help assess positions for Teacher I shall be organized as follows:

	Elementary	Secondary (JHS and SHS)	Terms of Reference
Sub-committee Presiding Officer	PSDS of the District where the Teacher applicants applied	EPS in-charge of the District	Please refer to paragraph 2 of this Advisory
Members for each Sub-task:			
Computation of ETE	Elementary School Head Concerned	Secondary School Head Concerned	With reference to DO 19, s. 2022 mechanisms and tools: *conduct an initial evaluation to check the completeness, authenticity, and veracity of the documents submitted by an applicant; *evaluate the applicant's qualifications vis-à-vis the QS of the position applied for in
	AO 2/Non-teaching representative	ADAS/Non-teaching representative	





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			terms of Education, Training, and Experience; *compute the applicant's PBET/LET/LEPT rating using the given rubrics; *complete the Initial Evaluation Result (IER) form *complete the prescribed individual rating form for each applicant in terms of ETE and LET/PBET/LEPT rating
Observation of Demo- Teaching through the COT	Elementary School Head Concerned	Secondary School Head Concerned	With reference to DO 19, s. 2022 mechanisms and tools: *review the rubric for Classroom Observation Tool for Recruitment, Selection, Placement (COT- RSP) *review the forms for COT-RSP: Observation Notes Form, Rating Sheet, and Inter- observer Agreement Form *bring only the Observation Notes Form
	Master Teacher Concerned	Head Teacher and Master Teacher Concerned	



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			<p>during the actual observation</p> <ul style="list-style-type: none">*ensure that observations are done with actual learners for a duration of 45 minutes to one hour (minimum of 15 minutes is allowed depending on number of actual applicants)*sit apart from other observers to avoid engaging in any discussion with co-observers*avoid discouraging facial expressions*thank the teacher and leave the room immediately after the observation*accomplish the rating sheet individually*rate the teacher using the COT-RSP rubric*undertake the Inter-Observer Agreement exercise
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Evaluation of Teacher Reflection	Elementary School Head Concerned	Secondary School Head Concerned	With reference to DO 19, s. 2022 mechanisms and tools: *Review the Teacher Reflection Form, TRF Rubrics, and TRF Rating Sheet *Identify a designated location or room for teacher applicants to answer the Teacher Reflection Form (TRF) *Administer the TRF on the spot within 45 minutes to one hour *One of the members shall act as proctor to discuss the instructions and oversee the process *Assess the applicant's responses based on the TRF rubric *Accomplish the TRF Rating Sheet *Use the portion "Comments from the Evaluator" to write down statement/s that
	Master Teacher Concerned	Master Teacher Concerned	



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			support the given rating
Secretariat	AO 2/non-teaching representative (same person above)	ADAS/non-teaching representative (same person above)	*Prepare minutes of the meeting to establish the integrity of the assessment process *Have the applicants receive and sign their individual results indicated in the Individual Evaluation Sheet (IES) *Submit consistent and accurate data of the School's comparative assessment result to the Sub-committee Presiding Officer

2. The Sub-committee Presiding Officer has the following responsibilities:
- may join any of the sub-tasks and may assign additional members for each of the sub-tasks depending on the number of applicants to facilitate conduct of assessment;
 - facilitate sub-committee meetings in the District on mechanisms relative to PSB functions expected in the District and in the Schools;
 - keep the sub-committee informed and updated on personnel selection matters disseminated through the Regional and Schools Division Offices;
 - ensure that PSB processes in the District and in the Schools are in accordance with existing guidelines;
 - ensure that agreed upon timelines are followed and if adjusted, must ensure that sub-committee members are well informed and are compliant;





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- f. coordinate with the Schools Division Office as regards any relevant concern or issue, that cannot be resolved at the District level;
 - g. assign one AO 2/ADAS/non-teaching representative to accurately consolidate all comparative assessment results from the schools in order to have a District data, following the prescribed comparative assessment results form;
 - h. verify reported data from sub-committee members to ensure consistency and accuracy; and
 - i. facilitate compliance to relevant reports needing on-time submission to the Schools Division Office.
3. The Regular Division HRMPSB shall monitor efficient conduct of assessment in the Districts on evaluation of Teacher 1 position; finalize the Division Comparative Assessment Result (CAR) and the CAR of the Registry of Qualified Applicants (CAR-RQA); post the CAR-RQA in at least three (3) conspicuous places in DepEd Offices/schools for a period of at least ten (10) calendar days, indicating the date of posting; and submit the final CAR/CAR-RQA to the Appointing Authority.
 4. The Comparative Assessment Result (CAR) shall contain the comparative assessment result of all candidates for appointment, and the CAR of the Registry of Qualified Applicants (CAR-RQA) shall contain only the candidates who have met the cut-off score as specified in the hiring guidelines.
 5. Immediate dissemination of and compliance with this Advisory is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent

A handwritten signature in black ink, appearing to be "GB", is written below the printed name and title.

HRMPSB/cfm