# GUIDELINES ON THE HIRING OF PUBLIC SCHOOL TEACHERS

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1. Attached herewith are the guidelines on the hiring of public school teachers for implementation by the Division Offices and elementary and secondary schools.

2. The Regional Offices are directed to oversee the recruitment, selection and appointment of public school teachers to ensure that the most qualified applicants are hired pursuant to these guidelines.

For immediate dissemination and strict compliance.

Adopted: 04 Feb. 2002

(SGD.) RAUL S. ROCO
Secretary

## GUIDELINES ON THE HIRING OF TEACHERS

January 16-February 28, 2002

1. All school principals (principals, head teachers and teachers-in-charge) should submit to the schools division superintendent the duly certified data on the enrolment by grade/year and the number of teachers, categorized into nationally paid (i.e. with regular plantilla items) and locally paid.

2. The schools division superintendents shall prepare a list of schools needing additional teachers according to priority, one for elementary and another for the secondary level. The listing should be based on the Form 3 for SY 2001-2002.

3. The school principal accepts application letters of teacher applicants. The following documents should be submitted together with the application letter:

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b) A photocopy of the transcript of records of his/her schooling

c) Service record, if one has teaching experience

d) Duly accomplished CS Form 212 in 2 copies with the latest 2" x 2" ID picture

4. Requests for transfers should also be submitted to the school principal of the school where the teacher wishes to be transferred.

5. The school principal shall create a committee of five to interview the teacher applicants within two days from receipt of their application letter. The composition of the committee to assist the principal in screening the candidates shall depend on the type of school as follows:

5.1 For central elementary schools and non-central elementary schools headed by either a principal or a head teacher, or teacher-in-charge committee of five shall be selected by the Principal from among the Grade Level Chairmen who are Master Teachers based on subject area concentrations, competence and visible creditable


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demonstrated capability.

5.2 For elementary schools with six teachers or less (i.e. with no school head), the district supervisor shall identify the committee of five to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five. The district supervisor shall perform the role of the school principal under these guidelines. He/she shall compile the applications submitted at the school level.

5.3 For secondary schools with existing department heads, the principal shall maintain the four department heads. The department head for Makabayan shall be selected from the other four department heads.

5.4 For secondary schools with no existing department heads, the school principal shall designate the members of the committee on the basis of qualifications and demonstrated creditable competence.

5.5 For schools with seven teachers or less, the school principal shall cluster the subjects and designate one department head per cluster such as Science and Math, English and Filipino, and Makabayan. The school principal shall head the committee. Alternatively, small schools shall be attached to the parent school with department heads.

Upon filing of their application letter, the applicants shall be informed of the day, time and place for the interview to spare the teacher applicants from making unnecessary trips back to the school to inquire about the interview schedule.

6. The school principal and at least one member of the school selection committee shall individually interview each applicant.

7. The ranking of the applicants without teaching experience shall be based on the following factors:

a. LET/Teachers Board Rating

---

30 points

b. Interview

---

30 points

c. Education

---

30 points

d. Work experience

---

10 points

NOTE: For the ranking of applicants with teaching experience, please refer to Annex A for the criteria, weights and the scoring system to be used.

The rating of each factor is as follows:

a. LET/Teachers Board Rating


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---

30 points

A minimum of 15 points shall be given to a LET passer or one with a PRC special permit to teach. Additional points will be given on the basis of the LET/Teachers Board Rating as follows:

1) LET Rating

75 & 76 – 1 pt.

85 & 86 – 6 pts.

94 – 11 pts.

77 & 78 – 2 pts.

87 & 88 – 7 pts.

95 – 12 pts.

79 & 80 – 3 pts.

89 & 90 – 8 pts.

96 – 13 pts.

81 & 82 – 4 pts.

91 & 92 – 9 pts.

97 – 14 pts.

83 & 84 – 5 pts.

93 – 10 pts.

98 & 99 – 15 pts.

2) Teachers Board Rating

70 & 71 – 1 pt.

80 & 81 – 6 pts.

90 & 91 – 11 pts.

72 & 73 – 2 pts.

82 & 83 – 7 pts.

92 & 93 – 12 pts.

74&75 – 3 pts.

84 & 85 – 8 pts.

94 & 95 – 13 pts.

76 & 77 – 4 pts.

86 & 87 – 9 pts.

96 & 97 – 14 pts.

78 & 79 – 5 pts.

88 & 89 – 10 pts.

98 & 99 – 15 pts.

b. Work experience – 10 points

The school selection committee should assess work experiences and/or training of the applicant which could be useful to teaching. Examples are computer training, graduate studies, participation in seminars/conferences as resource speaker or facilitator, etc.

c. Interview – 30 points

Personality

---

7 pts.

Professional Knowledge

---

12 pts.

Spoken English

---

3 pts.

Written English

---

3 pts.

Potential

---

5 pts.

---

_____

Total

---

30 pts.

d. Education – 30 points

1. Level of Accreditation of Teacher Education Program of School Graduated from or where teacher education units were acquired (for non-education graduates) – 15 points

- Private colleges and universities (Accreditation undertaken by the Federation of Accrediting Agencies of the Philippines or FAAP). Please refer to Annexes B and B-1 for accreditation status.

Level I

---

4 pts.

Level II

---

8 pts

Level III

---

12 pts.

Level IV

---

15 pts.

- State colleges and universities (Accreditation undertaken by the Association of Accredited Colleges and Universities of the Philippines or AACUP). Please refer to Annex C for accreditation status.

Level I

---

6 pts.

Level II

---

12 pts.

Level III

---

15 pts.

2. Applicant's Academic Performance – 15 points

a. Scholastic Achievement

(Grades in Academic Course) – 8 points

Average performance

---

3 pts.

Above average performance/

---

Honors in some semesters

---

6 pts

Consistent honor student

---

8 pts.

b. Honors Earned Upon Graduation – 7 points

Cum Laude

3 pts.

Magna Cum Laude

5 pts.

Summa Cum Laude

7 pts.

March 1–31, 2002

1. The school principal will recommend to the schools division superintendent a ranking for the hiring of applicants and certify that the ranking was deliberated upon by the school selection committee.

2. The schools division superintendent shall decide on who among the applicants shall be hired and shall inform the school principal accordingly.

3. The applicant will be informed of his/her employment and of any remaining requirements for his/her appointment so that these can be submitted to the division office as soon as possible.

4. The schools division superintendent shall prepare the appointment as soon as all requirements have been submitted by the applicant.

April 1 – 30, 2002

1. The schools division superintendent shall approve/sign the appointments of the teachers to be hired with the date of effectivity of the appointment not earlier than June 3, 2002, the first day of schoolyear 2002-2003. A notice on the issuance of new appointments is posted at the division office and school campuses.

2. The appointment shall be forwarded to the Provincial Office of the Civil Service Commission for attestation within thirty (30) days of its signing.

3. The schools division superintendent shall assign a liaison officer to follow up appointments at the Civil Service Commission to facilitate action by that office.

May, 2002

In-service training of newly hired teachers shall be conducted.

June, 2002

Newly hired teachers report to their school assignment on the first day of the schoolyear.

NOTE : In filling up a vacancy, the school principal shall be guided by the following:

1. RA 8190 (Localization Law)

2. RA 4670 (Magna Carta for Public School Teachers) which provides, among other things, that couples or husband and wife should, as much as possible, be assigned in the same school.

3. PD 603 (Child and Youth Welfare Code) which provides, among others, that nursing mothers must be assigned to a school nearest her residence to enable her to take care of the young child.

4. To the extent possible transferees from other schools who would like to transfer to the school in their place of residence shall be given priority over other new applicants.

ANNEX A — Ranking of Applicants With Teaching Experience

1. The ranking of the applicants shall be based on the following factors:

a. LET/Teachers Board Rating

---

30 points

b. Teaching experience

---

30 points

c. Interview

---

20 points

d. Education

---

20 points

2. The rating of each factor is as follows:

a. LET/Teacher Board Rating – 30 points

A minimum of 15 points shall be given to a LET passer or one with a PRC special permit to teach. Additional points will be given on the basis of the LET/Teachers Board Rating as follows:

1. LET Rating

75 & 76 – 1 pt.

85 & 86 – 6 pts.

94 – 11 pts.

77 & 78 – 2 pts.

87 & 88 – 7 pts.

95 – 12 pts.

79 & 80 – 3 pts.

89 & 90 – 8 pts.

96 – 13 pts.

81 & 82 – 4 pts.

91 & 92 – 9 pts.

97 – 14 pts.

83 & 84 – 5 pts.

93 – 10 pts.

98 & 99 – 15 pts.

2. Teachers Board Rating

70 & 71 – 1 pt.

80 & 81 – 6 pts.

90 & 91 – 11 pts.

72 & 73 – 2 pts.

82 & 83 – 7 pts.

92 & 93 – 12 pts.

74 & 75 – 3 pts.

84 & 85 – 8 pts.

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86 & 87 – 9 pts.

96 & 97 – 14 pts.

78 & 79 – 5 pts.

88 & 89 – 10 pts.

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b. Teaching Experience – 30 points

A minimum of 15 points shall be given to an applicant with any teaching experience. Additional points will be awarded on the basis of the length of teaching experience as follows:

1 to 2 mos. – 1 pt.

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11 to 12 yrs. – 11 pts.

3 to 4 mos. – 2 pts.

3 to 4 yrs. – 7 pts.

13 to 14 yrs. – 12 pts.

5 to 6 mos. – 3 pts.

5 to 6 yrs. – 8 pts.

15 to 16 yrs. – 13 pts.

7 to 9 mos. – 4 pts.

7 to 8 yrs. – 9 pts.

17 to 18 yrs. – 14 pts.

10 to 11 mos. – 5 pts.

9 to 10 yrs. – 10 pts.

19 yrs. up – 15 pts.

c. Interview – 20 points

Personality

5 pts.

Professional Knowledge

8 pts.

Spoken English

2 pts.

Written English

2 pts.

Potential

3 pts.

——

Total

20 pts.

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- Private colleges and universities (Accreditation undertaken by the Federation of Accrediting Agencies of the Philippines or FAAP)

Level I

---

2.5 pts.

Level II

---

5.0 pts.

Level III

---

7.5 pts.

Level IV

---

10.0 pts.

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(Grades in academic course) – 5 points

Average Performance

---

1 pt.

Above average performance

---

3 pts.

Consistent Honor Student

---

5 pts.

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Cum Laude

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Magna Cum Laude

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**FEBRUARY 4, 2002**

**DEPED ORDER NO. 2, S. 2002**

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Professional Knowledge

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12 pts.

Spoken English

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Level I

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4 pts.

Level II

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8 pts

Level III

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12 pts.

Level IV

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Level II

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5 to 6 mos. – 3 pts.

5 to 6 yrs. – 8 pts.

15 to 16 yrs. – 13 pts.

7 to 9 mos. – 4 pts.

7 to 8 yrs. – 9 pts.

17 to 18 yrs. – 14 pts.

10 to 11 mos. – 5 pts.

9 to 10 yrs. – 10 pts.

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c. Interview – 20 points

Personality

5 pts.

Professional Knowledge

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Spoken English

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Potential

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Total

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Level I

---

2.5 pts.

Level II

---

5.0 pts.


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Level III

---

7.5 pts.

Level IV

---

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1 pt.

Above average performance

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Consistent Honor Student

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