



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF CANDON CITY

DIVISION MERIT SELECTION PLAN (DMSP)

I. RATIONALE

1. Article IX (B), Section 2 (2) of the 1987 Philippine Constitution, provides that "**appointments in the Civil Service shall be made only according to merit and fitness.**" Moreover, Section 2, Subtitle A, Title I, Book V of Executive Order (EO) No. 292, otherwise known as the Administrative Code of 1987, provides under Recruitment and Selection of Employees that "opportunity for government employment shall be open to all qualified citizens and positive efforts shall be exerted to attract the best qualified to enter the service. Employees shall be selected on the basis of fitness to perform the duties and assume the responsibilities of the positions."
2. The Civil Service Commission (CSC), as the Central Personnel Agency of the Philippine Government mandated to "prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws," issued Memorandum Circular (MC) No. 14, s. 2018 titled 2017 Omnibus Rules on Appointments and Other Human Resource Actions (**ORAOHRA**), Revised July 2018, in response to the changing needs in human resource management, and in order to facilitate and simplify the processing of all kinds of human resource actions. The ORAOHRA governs the preparation, submission of, and actions to be taken on appointments and other human resource movements involving employees appointed to first and second level positions in the Philippine government.
3. Section 102, Rule IX of the ORAOHRA mandates all national government agencies to submit an Agency Merit Selection Plan (MSP), which shall define and institutionalize a systematic process of recruitment, selection, and placement of employees within the organization, anchored on the Civil Service rules and regulations on appointment and other human resource actions.
4. Faithful to the merit and fitness principle of the Civil Service Doctrine of the Constitution, and the thrust of the Department of Education (DepEd) to better serve its learners and stakeholders through continuous improvement and maintaining organizational performance and health, the DepEd SDO Candon City hereby issues the **Division Merit Selection Plan (DMSP)**. This policy aligns DepEd's internal system on application, evaluation, selection, and appointment with the provisions of the ORAOHRA, and reinforces its commitment with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) per CSC MC No. 3, s. 2012. The DepEd Candon City DMSP is aimed at ensuring that the



organization and its manpower are able to respond to challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant, and liberating basic education.

II. SCOPE

5. This policy 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 of Education. It encompasses Non-Teaching, Related- Teaching and Teaching positions in the Schools Division Office of Candon City.

III. DEFINITION OF TERMS

6. 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 answerable to consequences.
 - 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) and/or contacting their identified reference person/s in their school/s attended, and current or previous workplace.
 - 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 has been residing for at least six months at the barangay, municipality, city or province in which the school being applied to for a teaching position is located, as evidenced by the Personal Data Sheet and a Voter's Identification Card or any proof of residency as deemed acceptable by the School Screening Committee.

An applicant who has taught as an LGU-funded teacher, Kindergarten Volunteer Teacher (KVT) or substitute teacher for at least one (1) school year in the barangay, municipality, city or province where the school being applied to for a teaching position is located shall also be considered as a bona fide resident, to be validated by a certificate of employment.
 - 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-d-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.
- 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. While those applicants who did not meet the cut-off are reflected in the Rank List
- 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. Demotion is the movement of an employee from higher position to a lower position where he/she qualifies, if a lower position is available. The demotion entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary
- k. Designation refers to movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority.
- l. DOST-SEI Merit Scholarship Program or the Department of Science and Technology-Science Education Institute is awarded to students with high aptitude in science and mathematics and are willing to pursue careers in the field of Science and Technology.
- m. 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
- n. 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.

- o. Evaluative Assessment refers to the multiple evaluation techniques in the determination of competencies of an applicant vis-a-vis the required competencies of the position to be filled.
- p. 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.
- q. 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 non-supervisory or supervisory capacity.
- r. Fitness refers to the principle of ensuring that the competencies of an individual match with the competency requirements of a position.
- s. Head of Office refers to the Schools Division Superintendent as the highest authority in the Division Office.
- t. 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.
- 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 duties and responsibilities of the position to be filled.

- 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 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. 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.
- ff. Probationary Period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).
- gg. 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.
- hh. 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.

- ii. Rating Period refers to the period covering one (1) year or 12 months performance. For agencies adopting semestral rating period, one (1) rating is equivalent to two (2) performance ratings while for agencies adopting quarterly rating period, one-year rating is equivalent to four (4) performance ratings.
- jj. 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.
- kk. 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.
- ll. 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.
- mm. Result of Initial Assessment refers to the report submitted by the Human Resource Management Officer (HRMO) which contains the preliminary 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.
- nn. Rubrics refer to the scoring guide used to access the qualification of applicants based on set evaluative criteria. It usually includes the quality definitions of each criterion at particular levels of attainment and scoring system.
- oo. 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.
- pp. Selection refers to the procedure by which applicants are screened, assessed, and evaluated vis-à-vis the requirements of the position to be filled. The objective is to produce comparative assessment results of candidates best suited for appointment.
- qq. SPIMS or the *“Sa Pinas Ikaw Ang Ma’am at Sir”* is a collaboration among DOLE, DepEd, CHED, TESDA and PRC to assist Overseas Filipino Workers (OFWs) who work as professional teachers or household service workers (HSWs) abroad by providing employment as teachers back home in the Philippines.
- rr. Supervisory refers to the oversight or people and/or output of an organizational unit, which involves planning, programming,

delegation of tasks monitoring of work 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. Teacher refers to a person engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools; but shall not include school nurses, school physicians, school dentists, and other school employees.
- uu. Transfer refers to the movement of employee from one position to another which is of equivalent rank, level, or salary without gap in the service involving the issuance of an appointment. (Inclusion Human Resource Action)
- vv. Transparency refers to the availability to the public of relevant, reliable, and timely information on recruitment, selection, and placement.

IV. POLICY STATEMENT

- 7. 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 DepED **Division Merit Selection Plan** (DMSP) is hereby established to ensure that the SDO Candon City hires and retains the right people for the right job at the right time.

V. PROCEDURE

A. Publication and Posting of Vacancy

- 8. 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 SDO Candon 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.

9. Publication of a vacant position authorized to be filled shall require the submission of Civil Service (CS) Form No. 9, Revised 2018, along with the list of the documentary requirements enumerated in Part V(B) Item 21 of this Guideline, in electronic and printed copies to the concerned CSC Field Office (CSCFO).
10. The QS of the parenthetical title shall be used in the publication of vacant generic positions.
11. Any incorrect information in the publication of a vacant position, e.g. *plantilla* item number, position title, or qualification standards, shall be grounds for the disapproval/ invalidation of appointments.
12. Posting of vacancy shall be done in at least three (3) conspicuous places, such as the agency bulletin boards. In addition, vacancy shall also be required to be posted through other modes, such as but not limited to the DepEd website, newspaper of local and/or national circulation, job search websites, online job portals, social media, and job fairs.
13. 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.
14. 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 Head of Office, through the Human Resource Management Officer (HRMO), shall cause the re-publication and re-posting of the vacant position.
15. 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
 - f. Those filed 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.
16. 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.

17. An anticipated vacancy may be published in case of retirement, resignation or transfer. The publication should not be earlier than 30 days prior to retirement, resignation or transfer

B. Submission and Receipt of Applications

18. All interested applicants to vacant positions, whether internal or external to DepEd, shall submit the following documentary requirements to the HRMO through the Records Section, 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 Trainings, if applicable;
 - g. Photocopy of 3 Performance Rating for the past 3 years or 1 performance rating, if applicable.
 - h. Omnibus Sworn Statement;
 - i. Checklist of Requirements; and
 - j. Other documents as may be required.
19. In consonance with RA No. 8792 or the “*E-Commerce Act of 2000*” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) where the law requires a document to be in writing, that requirement is met by an electronic documents 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 hardcopies upon request for purposes of verification.
20. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 21h.) duly signed by the applicant. any false and fraudulent document submitted shall be grounds for disqualification.
21. 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 21.

C. Initial Evaluation of the Qualification of Applicants

22. 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 qualification shall be evaluated *vis-à-vis* the QS of the position applied for in terms of Education, Experience, Training, Eligibility, and Competency.

23. The initial assessment of the HRMO 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.
24. After deliberation, the list of qualified applicants shall be posted in at least three (3) conspicuous places. The personal information of the applicants, qualification in terms of Education, Training, Experience, Eligibility, and Competency (if applicable). Applicants shall be notified of the results of the deliberation through official communication channels, such as but not limited to formal written communications, electronic mails using the official e-mail 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 aforementioned official communication channels.

D. Comparative Assessment of Applicants

25. All applicants who passed the initial evaluation shall be subject to the comparative assessment of the HRMPSB, except for the following appointments:
- c. Substitute appointment due to its short duration and emergency nature;
 - d. Reappointment due to change in employment statues 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
 - e. Appointments to casual, contractual, coterminous, and other on-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
26. The deliberation of the HRMPSB shall not be made earlier than 10 calendar days from the date of publication and posting of a particular vacant position.
27. 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 score of all applicants present thereat shall be publicly disclosed.
28. The conduct of 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 Head of Office, as recommended by the HRMPSB.
29. The comparative assessment of qualified applicants shall be based on the results appropriate evaluation assessments, which, based on the principles of merit and fitness, assess the competencies of applicants vis-à-vis the required competencies of the position to be filled. Evaluate assessments include, but

are not limited to, documentary review and analysis of pertinent credentials of applicants, examinations, and interviews.

E. Competency Assessment

30. 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.

F. Performance

31. An applicant for a position that requires prior work experience shall be required to submit their performance rating for the past 3 years or most recent performance rating/s covering one (1) year of performance in the current or previous job or, if applicable, that is relevant to the position to be filled.
32. 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.
33. For positions that do not require prior work experience, performance may refer to the academic achievements, board examination ratings, or similar measures, as may be indicated in the guidelines for specific positions.

G. Outstanding Accomplishments

34. 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.
35. These may include, but are not limited to, the following components, depending on the nature of the position to be filled:
 - a) Awards and Recognition
 - b) Innovation or Research
 - c) Subject Matter Expert/Membership in a National Technical Working Group or Committee
 - d) Publication/Authorship
 - e) Resource Speakership/L&D Program Facilitation/National Educators Academy of the Philippines (NEAP) Accreditation on Learning Facilitation
36. Submission of documentation and MOVs 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 from their most recent employment may suffice.

H. Application of Education

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

I. Potential

38. 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.

J. Other Evaluative Assessments

39. 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 must be anchored on the required competencies or related to the duties and responsibilities of the position to be filled.

K. Behavioral Events Interview

40. The Behavioral Events Interview 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.

41. The BEI may be used to assess the following:

- a. 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.
- b. Characteristics or traits. It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
- c. 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).

42. 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.

L. Comparative Assessment Result

43. 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 arranged alphabetically.

M. Appointment

44. The appointing officer/authority shall be guided by the report of the HRMPSB's CAR 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, unless otherwise provided by law. For hiring of teachers, subject area specialization of the qualified applicants shall be the primary consideration while bona fide qualified applicants shall be considered.
45. The appointing officer/authority may appoint a candidate who is ranked higher in the CAR than the candidate who is next-in-rank to the vacant position.
46. Only when deemed necessary, the appointing officer may request for Background Investigation (BI) of selected candidates to be conducted by the HRMPSB.
47. The decision to appoint shall be rendered by the appointing officer/authority, and conferred to the HRMO through the CAR 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 in accordance with the specific provisions of the ORAOHRA.
48. The approval of the appointment of the successful candidate shall be effected only by the appointing officer/authority, effectivity of which shall be in accordance with the specific provisions as provided for in the ORAOHRA.
49. 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 DepEd website, office website, or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment.
50. Only a qualified next-in-rank official or employee included in the list of candidates in the CAR 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 Resolution No. 1701077 dated July 3, 2017 (Rules on Administrative Cases in the Civil Service [2017 RACCS]).
51. 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.

- a. 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 ORAOHRA and CSC MC No. 18, s. 2016 titled Policy Guidelines on the Three-Salary Grade Limitation on Promotion, as follows:
 - b. The position occupied by the person is next-in-rank to the vacant position as identified in the Agency MSP and SRP;
 - c. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
 - d. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions;
 - e. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions;
 - f. 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;
52. 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 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;
 - 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.
53. Promotion within six (6) months prior to compulsory retirement shall not be allowed unless otherwise provided by law.
54. 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.

N. Probationary Period

55. Pursuant to the ORAOHRA, 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. Appointees to positions exempted from the probationary period as may be provided by law.
56. 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;
 - g. Appointees whose positions require probationary period as may be provided by law.
57. A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.
58. 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.
- a. 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.
 - b. 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.
59. The appointee shall be issued a Notice of Termination of Service by the appointing officer/authority 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:

- a. 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;
 - b. Report of the immediate supervisor (rater) on job-related critical and unusual incidents, and on unsatisfactory conduct or behavior of the appointee; or
 - c. Other valid documents that may support the notice of termination of service.
60. 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 concerned, 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 concerned for recording in the Service Card.
61. If no Notice of Termination of Service is given by the appointing officer/authority to the employee before the expiration of the probationary period, the probationer becomes a regular employee of the agency.

O. Institutional Arrangement

Appointing Authority

62. The appointing officer/authority 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, 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

63. The composition of the HRMPSB in the Division level shall be:

DO No. 66, s. 2007	
❖ Chairperson:	Assistant Schools Division Superintendent
❖ Members	<ul style="list-style-type: none"> • Administrative Officer V • Administrative Officer IV (HRMO II) • Head of the School where the vacancy exists • President of the Division DepEd Employee's/Non-Teaching Association/ Faculty Association/ As the case may be
❖ Secretariat	Selected personnel from HR/ Administrative

🚦 For hiring teachers, the composition of Division Screening Committee is as follows:

DO No. 7, s. 2015	
ELEMENTARY	SECONDARY
❖ Chairperson:	❖ Chairperson:
<ul style="list-style-type: none"> • Assistant Schools Division Superintendent 	<ul style="list-style-type: none"> • Assistant Schools Division Superintendent
❖ Members	❖ Members
<ul style="list-style-type: none"> • Three (3) Education Program Supervisor/Specialist • Division Chapter President of the Philippine Elementary School (PESPA) • Division Level President of the Parent-Teacher Association (FTA) 	<ul style="list-style-type: none"> • Three (3) Education Program Supervisor/Specialist • Division Chapter President of the Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSSHI) • Division Level President of the Parent-Teacher Association (FTA)
❖ Secretariat	❖ Secretariat
<ul style="list-style-type: none"> • Selected personnel from HR/ Administrative 	<ul style="list-style-type: none"> • Selected personnel from HR/ Administrative

DO No. 3, s. 2016	
❖ Chairperson:	Assistant Schools Division Superintendent
❖ Members	<ul style="list-style-type: none"> • One (1) Education Program Supervisor/Specialist • Division Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSSHI) • One (1) Regional Education Supervisor
❖ Secretariat	<ul style="list-style-type: none"> • Selected personnel from HR/ Administrative

✚ In compliance with Deped Order No. 3, s. 2016 entitled “Hiring Guidelines for Senior High School (SHS) Teaching Position Effective School year (SY) 2016-2017, the following shall form part of the School Screening Committee.

DM No. 71, s. 2021	
❖ Chairperson:	<ul style="list-style-type: none"> • School Head
❖ Members	<ul style="list-style-type: none"> • Head Teacher for Core and/or Track subjects as needed based on the school's vacancies • Three (3) teachers from the different learning areas as needed based on the school's vacancies • President or authorized representative of the School Governing Council (SGC) or the Parents-Teacher Association (PTA)
❖ Secretariat	<ul style="list-style-type: none"> • Selected personnel

64. Pursuant to DepEd Order Nos. 42 and 66, s. 2007, the following are general function of the Human Resource Merit Promotion and Selection Board (HRMPSBB), to wit:

- Evaluate and deliberate the qualification of those listed in the selection line up en banc;
- Make a systematic assessment of the qualifications and competence of candidates for the appointment to the vacant position;
- Conduct further assessment such as; written examination, skill tests, interview and others of qualified candidates; and
- Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited herein II item 5.

65. With reference to Division Memorandum No. 123, s. 2020 entitled “*Reconstituting the composition of the Division Personnel Selection Board (DPSB)*”, additional functions of the HRMPSB are the following:

- Prepare annual staffing plan and recruitment plan;
- Prepare Turn-Around-Time Report;
- Notify applicants on the schedule of recruitment and selection process; and
- Conduct background investigation and prepare investigation report.

66. The HRMPSB shall be duly constituted by an Office Order/Designation signed by the Head of Office, 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.

67. The HRMO, as member of the HRMPSB, shall not act as Secretariat to the HRMPSB. Selected personnel from the HRM office/unit shall perform secretariat and technical support function to the HRMPSB in the conduct of assessment of applicants, and final evaluation of candidates.

68. The employee's union/association representatives shall serve for a period of two (2) years.
69. Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority.
70. A majority of the HRMPSB members shall constitute a quorum; provided that the Chairperson is present.

The Human Resource Management Officer

71. The HRMO is the process-owner of the recruitment, selection, and placement.
72. 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;
 - b. Announce vacant position/s authorized to be filled through the publication or posting in at least three (3) conspicuous places in the DepEd Division Office or Schools concerned or through other modes for at least 10 calendar days;
 - c. Accept the application documents of all applicants submitted through the Records Division/Section/Unit, or the designated sub-committee/s;
 - d. Conduct initial evaluation of applicant's qualifications vis-à-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-à-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 Division office concerned;
 - g. Sit in the HRMPSB as a regular member;
 - h. Post the CAR in at least three (3) conspicuous places in DepEd Division Office for at least 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 SDO website, School/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.

VI. Monitoring and Evaluation

73. The Human Resource Merit, Promotion and Selection Board (HRMPSB) shall regularly monitor and evaluate existing policies, guidelines, rules, and regulations affecting all HR actions.

74. The result of the evaluation and consolidated recommendations from the HRMPSB shall be discussed to the Division Executive Committee.

VII. Repealing Clause

75. All prior Division Orders/Memoranda or other issuances, or provisions thereof, which are inconsistent with this DMSP, are hereby repealed, revised, or modified accordingly.

VIII. Separability Clause

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

IX. Effectivity

77. This DMSP and its subsequent amendments, if any, shall take effect immediately after posting at DepEd SDO Candon City website and in conspicuous places in the SDO proper.

Encl.: As Stated References:

MEC Order No. 10, s. 1979

DepEd Order No. 29, s. 2002

DepEd Order No. 42, s. 2007

DepEd Order No. 66, s. 2007

DepEd Order No. 7, s. 2015

DepEd Order No. 22, s. 2015

DepEd order No. 3, s. 2016

APPROVED:



ANSELMO R. ALUDINO

Schools Division Superintendent