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DepEd ORDER
No. **1**, s. 2004

**REVISED GUIDELINES ON RECRUITMENT AND APPOINTMENT OR ASSIGNMENT
OF PUBLIC SCHOOL TEACHERS INCLUDING THE ESTABLISHMENT
OF A POOLING SCHEME**

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. For the information and guidance of all concerned, enclosed are the revised guidelines on recruitment and appointment or assignment of public school teachers including the establishment of a pooling scheme.
2. Immediate dissemination of and compliance with this Order is directed.

EDILBERTO C. DE JESUS
Secretary

Encls.:

As stated

Reference:

DepEd Orders: Nos. 2, 40 and 42, s. 2002

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

**APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
POLICY
TEACHERS**

Madel:c:pooling scheme
01-12-04

(Enclosure to DepEd Order No. 1, s. 2004)

**REVISED GUIDELINES ON RECRUITMENT AND APPOINTMENT
OR ASSIGNMENT OF PUBLIC SCHOOL TEACHERS INCLUDING
THE ESTABLISHMENT OF A POOLING SCHEME**

1.0 PURPOSE

These guidelines which are anchored on the school-based management policy under Republic Act 9155 are hereby issued to harmonize the DepEd recruitment, selection and appointment or assignment procedures with the provisions of R.A. 8190, otherwise known as Localization Law, R.A. 4670 (The Magna Carta for Public School Teachers), R.A. 7836 (Philippine Teachers Professionalization Act of 1994) and P. D. 603 (The Child and Youth Welfare Code).

2.0 COVERAGE

These guidelines shall apply to the appointment or assignment of Teacher I positions (SG 10) in public elementary and secondary schools under the Department of Education.

Locally paid teachers whose salaries are drawn against the Special Education Fund (SEF) or the general fund of the local government units shall likewise be covered by these guidelines in the event that they apply for teaching positions in any of the public elementary or secondary schools.

3.0 DEFINITION OF TERMS

As used herein the following terms shall be understood to mean:

- 3.1. **Teacher-applicant** refers to a person who possesses the appropriate license to teach and who meets the minimum requirements of the position.
- 3.2. **Teacher-transferee** refers to a public elementary or secondary school teacher who seeks to transfer or be reassigned from his/her present school assignment to another school where he/she is a bona fide resident for a period of at least six months prior to application.
- 3.3. **Bona fide resident** refers to a teacher who has resided in a particular barangay, municipality, city or province where the school is located for a period of at least six months prior to application.
- 3.4. **Registry or pool of qualified teacher-applicants** refers to the list of qualified teacher-applicants as a result of a systematic selection, assessment and evaluation of the qualifications of the teacher-applicants based on the established criteria provided herein.

4.0 POLICY STATEMENTS

4.1 Teacher-applicants shall be categorized, as follows:

Category I. Those who belong to the upper ten (10) percent of LET/PBET passers with or without teaching experience in basic education.

Category II. All other LET/PBET passers with or without teaching experience in basic education.

4.2 A systematic assessment of the qualifications of teacher-applicants shall be done based on the established criteria herein provided. The aforesaid assessment of teacher-applicants for inclusion in the registry or pool shall be done in the school every school year.

The results of such assessment and evaluation and their corresponding ranking shall be submitted to the division office and shall form part of the registry or pool of qualified teacher-applicants from which the Schools Division Superintendent shall select the most qualified teacher-applicants to fill existing vacancies by appointment or assignment, as the case may be.

4.3 Recruitment shall be the function of the school head and ranking shall be school-based. Hiring shall be done in the division offices.

4.4 A registry or pool of qualified teacher-applicants shall be established in every division office, which shall be valid for three (3) years. However, such registry shall be updated every school year. For this purpose, schools heads shall submit to the superintendents the list of new qualified teacher-applicants after the annual ranking which shall then be incorporated in the registry or pool of previously listed teacher-applicants being maintained in the division offices.

Such registry or pool of qualified teacher-applicants shall contain the names, addresses, ranking and their preferred schools with their addresses for appointment or assignment.

4.5 Appointments shall first be made from the registry or pool of teacher-applicants from category I before considering the registry of those in category II.

4.6 The pertinent provisions of R.A. No. 8190, R.A. No. 4670, R.A. No. 7836 and P.D. 603 shall be taken into consideration in the inclusion in the registry or pool of teacher-applicants and in the recruitment, selection and appointment of qualified teacher-applicants.

5.0 PROCEDURAL GUIDELINES

5.1 The school head shall create a committee of five to interview the teacher-applicants and screen the documents relative to their applications. The composition of the committee to assist the school head shall depend on the types of schools, as follows:

- 5.1.1 For central elementary schools and non-central elementary schools, the committee of five shall be selected by the school head from among the Grade Level Chairmen and Subject Area Specialists, preferably the Master Teachers, based on competence and demonstrated capability.
- 5.1.2 For elementary or secondary schools with six teachers or less, clusters of these schools shall be constituted. The Schools Division Superintendent shall identify the committee of five to take charge of the screening of applicants and shall designate a lead school head to chair the committee.
- 5.1.3 For secondary schools, the school head shall form a committee of five consisting of department heads of the five learning areas, namely: English, Science, Math, Filipino and Makabayan. Applicants for annex schools shall apply in the parent school.
- 5.2 A teacher who wants to transfer to a public elementary or secondary school located in his/her place of residence may send a written application and the necessary documents, including the certification of the place of residence to the school head concerned, who shall verify and certify the correctness and authenticity of the documents submitted.

The school head concerned shall, in turn, forward the application to the committee constituted to interview and screen teacher-applicants for inclusion in the registry or pool.
- 5.3 Applicants who are not in the service as public elementary or secondary school teachers shall apply to the school heads of the public elementary or secondary schools located in their places of residence. The school head concerned shall verify and certify the correctness and authenticity of the documents submitted and shall, in turn, forward the applications to the committee created to interview and screen teacher-applicants for possible inclusion to the registry or pool.
- 5.4 The school head and the committee of five shall sit en banc to interview and rate the individual teacher-applicants in each of the two categories:
- 5.5 The result of the assessment and corresponding ranking of the teacher-applicants shall be submitted by the school head concerned to the Schools Division Superintendent, who shall include their names in the registry or pool of qualified teacher-applicants for appointment or assignment.
- 5.6 A registry or pool of qualified teacher-applicants in each of the two categories for every elementary school and another registry or pool of qualified teacher-applicants for every secondary school shall be established in every division office, which shall be valid for three (3) years.
- 5.7 The Schools Division Superintendent shall furnish the Regional Director copies of the registry or pool of qualified teacher- applicants.

6.0 SELECTION SCHEDULE

The annual schedule for assessment/selection process for inclusion in the registry or pool of qualified applicants shall be as follows:

January 15 to March 15	Filing of applications
March 16 – 31	Interview of applicants
April 1 – 15	Ranking of applicants
April 16 - 30	- Submission of rank list to SDS
	- Rank list shall be posted in conspicuous places

The following documents shall be submitted:

- CSC Form 212 in two copies with the latest 2 x 2 ID picture;
- Authenticated copies of LET/PBET rating and PRC registration/license;
- Authenticated copy of baccalaureate transcript of records with computed weighted rating;
- If with teaching experience, copy of the service record, performance rating and clearance;
- Sworn certification from the Barangay Chairman confirming that teacher-applicant is a bona fide resident of the barangay; and
- Certificate of specialized training, if any.

The applicant has to assume full responsibility as to the correctness and authenticity of the documents submitted.

7.0 CRITERIA FOR ASSESSMENT OF APPLICANTS AND THE DETERMINATION OF THEIR RESPECTIVE RANKING

The assessment of applicants and the determination of their ranking in the two categories shall be based on the following factors:

Category I

a. Education	40 pts.
b. Interview	30 pts.
c. Teaching Experience	20 pts.
d. Specialized Training/Skills	<u>10 pts.</u>
Total	100 pts.

The PRC list of LET examinees who belong to the upper ten percent of passers for the past five years is found in "Annex A".

- a. Education (40 pts.)
 - i. Accreditation level of the Teacher Education Institution (15 pts.)

For private colleges and universities, state colleges and universities:

Level I	-	5 pts.
Level II	-	10 pts.
Level III & IV	-	15 pts.

The list of duly accredited schools by level is found in "Annex B". Accredited schools may likewise be accessed in the website www.deped.gov.ph.

Non-accredited schools may get points provided the percentage of passers are above the national passing average for the year, as follows:

- 41- 60% above the national passing average - 8 pts.
- 21 -40% above the national passing average - 6 pts.
- 1 -20% above the national passing average - 3 pts.

The passing average of non-accredited schools for the past five years is found in "Annex C".

ii. Academic Performance (25 pts.)

Weighted Average Rating	Points
1.0 - 1.25	25 pts.
1.26 - 1.50	20 pts.
1.56 - 1.75	15 pts.
1.76 - 2.00	10 pts.
2.01 - 2.50	5 pts.
2.5 - 3.00	1 pt.

b. Interview (30 pts.)

- Oral communication skills..... 10 pts.
- Written communication skills.....5 pts
- Potential..... 5 pts.
- Attitude..... 5 pts.
- Personality..... 5 pts.

c. Teaching Experience in Basic Education (20 pts.)

5 years and above	20 pts.
4 years	16 pts.
3 years.....	12 pts.
2 years	8 pts.
1 year & below.....	4 pts.

d. Specialized Training/Skills (10 pts.)

Two (2) points is given to each specialized training/skill (supported with documents) such as: journalism, sports, music, theatre arts, information technology, etc., but not to exceed ten (10) points.

Category II

- a. Education 40 pts.
- b. LET/PBET Rating 20 pts.
- c. Interview 20 pts.
- d. Teaching Experience 10 pts.
- e. Specialized Training/Skills 10 pts.
- Total 100 pts.

a. Education (40 pts.)

i. Accreditation level of Teacher Education Institution (15 pts.)

For private colleges and universities, state colleges and universities:

- Level I - 5 pts.
- Level II - 10 pts.
- Level III & IV - 15 pts.

The list of duly accredited schools by level is found in "Annex B". Accredited schools may likewise be accessed in the website www.deped.gov.ph.

Non-accredited schools may get points provided their passing average is above the national passing average for the year, as follows:

- 41-60% above the national passing average - 5 pts.
- 21-40% above the national passing average - 3 pts
- 1-20% above the national passing average - 1 pt.

The passing average of non-accredited schools for the past five years is found in "Annex C".

ii. Academic Performance (25 pts.)

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1.00 - 1.25	25 pts.
1.26 - 1.50	20 pts.
1.56 - 1.75	15 pts.
1.76 - 2.00	10 pts.
2.01 - 2.50	5 pts.
2.50 - 3.00	1 pt.

b. LET/PBET Rating (20 pts.)

A minimum of 5 points shall be given to a LET/PBET passer. Additional points will be given on the basis of the rating as follows:

LET Rating

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+ = 15 pts.

PBET Rating

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.

c. Interview (20 pts.)

Oral communication skills.....	5.0 pts.
Written communication skills.....	5.0 pts.
Potential	5.0 pts.
Attitude.....	2.5 pts.
Personality.....	2.5 pts.

d. Teaching Experience in Basic Education (10 pts.)

5 years and above	10 pts
4 years	8 pts.
3 years.....	6 pts.
2 years	4 pts.
1 year and below... ..	2 pts.

e. Specialized Training/Skills (10 pts.)

Two points is given to each specialized training/skill (supported with documents) such as: journalism, sports, music, theatre arts, information technology, etc., but not to exceed ten points.

8.0 ESTABLISHMENT OF A REGISTRY OR POOL AT THE DIVISION OFFICE

- 8.1 Based on the total points garnered by teacher-applicants assessed at the school level and then submitted to the Schools Division Superintendent, a separate registry or pool of qualified candidates shall be established for every elementary and secondary schools, which shall be valid for three (3) years.
- 8.2 For the first year of implementation of these guidelines, teacher-applicants who obtained 50% and above of the total points shall be eligible for inclusion in the registry or pool of qualified candidates. Schools Division Superintendents may, in consideration of the results of the total points obtained by teacher-applicants, increase the cut-off points for the succeeding year in their respective division offices.

9.0 FILLING-UP OF VACANT TEACHER I POSITIONS IN PUBLIC ELEMENTARY OR SECONDARY SCHOOLS

9.1 Vacant positions of Teacher I in public elementary or secondary schools shall be filled-up by appointment or assignment of teacher-applicants who meet the minimum qualifications and who are bona fide residents in the order of priority enumerated below, provided they are included in the registry or pool of qualified teacher-applicants for the school year maintained in the schools divisions concerned, to wit:

- a) First priority shall be for residents of the barangay where the public elementary or secondary school is located;
- b) Second priority shall be for residents of municipality where the public elementary or secondary schools is located, and
- c) Third priority shall be for residents of the city or province where the public elementary or secondary school is located.

9.2 In the event that there are two or more teacher applicants who are residents of the same barangay, municipality, city or province, as the case may be, their respective ranking in the registry or pool shall determine their appointment or assignment.

9.3 When a vacancy exists in the secondary school level and there is no qualified teacher-applicant in the preferred area of specialization, the school can accept qualified teacher-applicants from nearby localities provided they are included in the registry or pool for secondary schools.

10.0 RIGHT TO PROTEST

10.1 Teacher-applicants whose names appear in the registry or pool of qualified teacher-applicants in each schools division office shall have the right to protest an appointment or assignment of a teacher in a public elementary or secondary school as provided in the second paragraph of Section 1, R.A. No. 8190.

Such protest shall be subscribed in and sworn to and filed in triplicate copies in the regional office concerned.

Protests regarding the appointment or assignment of classroom public school teachers shall prescribe in three months upon the issuance of such appointment or assignment.

10.2 Procedural Requirement of a Protest. The protest of an aggrieved teacher-applicant against an appointment or assignment of a teacher shall be in the form of a letter-complaint. It shall be filed with the regional office concerned within ninety days from the issuance of the appointment or assignment.

Upon receipt of the complaint, the Regional Director, within seventy-two hours, shall furnish a copy of the complaint to the appointing authority or assigning official who shall have fifteen days to answer the allegation thereof, furnishing the complainant a copy. The complainant shall have fifteen days to submit or refute the reply of the appointing or assigning authority.

On the basis of the reply of the complainant and respondent, the Regional Director shall have fifteen days to make the decision, subject to appeal to the Secretary and finally to the Civil Service Commission.

11.0 REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

12.0 SANCTION

Any one who is found guilty of violating these guidelines or parts hereof shall be dealt with administratively.

13.0 EFFECTIVITY

These guidelines shall be effective immediately. For those schools which have completed the assessment and evaluation of the qualifications of teacher-applicants as of May 30, 2003 using criteria other than those provided herein, may submit the results of said evaluation which would be the basis for their inclusion in the registry or pool. However, those schools which have not completed the assessment and evaluation of the qualifications of teacher-applicants shall use the criteria herein provided.