



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

DEP-ED - TABUK CITY

MAR 03 2023

06/March/2023

Division MEMORANDUM
No. 92, s. 2023

**GUIDELINES ON THE CONDUCT OF PAPER ASSESSMENT IN PREPARATION OF THE
COMPARATIVE ASSESSMENT RESULTS (CAR)-REGISTRY OF QUALIFIED
APPLICANTS (RQA) FOR TEACHER I POSITIONS**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer IV-HRMO
HRMPSB Secretariat
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All other concerned

1. DepEd Order No. 19, s. 2022 of the Department of Education establishes a competency-based Agency **Merit Selection Plan** to provide a systematic method of selecting employees for appointment to first and second level positions and ensures that in all governance levels, the Department hires and retains the right people for the right job at the right time, by strictly adhering to the principles of merit, fitness, competence, equal opportunity, transparency and accountability.
2. Item 34 of the Merit Selection Plan further states that the comparative assessment of qualified applicants shall be based on the results of appropriate evaluative assessments such as but not limited to documentary review, and analysis of pertinent credentials of applicants, examinations and interviews.
3. The Recruitment, Selection and Appointment (RSA) Guidelines in the Department of Education highlights the use of the Philippine Professional Standards for Teachers (PPST) in the selection and promotion of teachers as provided in DepEd Order 42, s. 2017.
4. DepEd Memorandum No. 002, s. 2023 also provides that the new RSA guidelines shall apply in the assessment of Teacher I applicants starting School Year 2023-2024.
5. Relevant to these policies, the Schools Division of Tabuk City issues the following guidelines on the conduct of paper assessment in preparation of the Comparative Assessment Results (CAR)-Registry of Qualified Applicants (RQA) for Teacher I Positions for:
 - a. **Deadline.** All applications for Teacher I positions must be submitted to the Division Office through the Records Section not later than 5:00 p.m. of March 13, 2023. The Administrative Officer II of the schools where the applications were coursed through are responsible of submitting the applicants' color-coded folder together with the properly accomplished consolidation form.



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b. **Interim Assessment Team.** The submitted pertinent documents will be assessed by a four-member interim team composed of Education Program Supervisors and Public School District Supervisors using DepEd's New Merit Selection Plan and the Recruitment, Selection, and Appointment (RSA) Guidelines.

c. **Criteria and Points System.** The Table below outlines the assessment criteria, the Means of Verifications and the maximum points possible.

Assessment Criteria	Means of Verifications	Maximum Points
Education	Transcript of Records/ Diploma/ Certification of Units Earned	10
Training	Certificates of Training	10
Experience	Service Records/ Certificate of Employment/Contract of Service	10
PBET/LET Rating	Certificate of Rating	10

The applicants will be assessed based solely on the submitted Means of Verifications. No further documents shall be accepted after the deadline of submission of pertinent documents set in the school level.

d. **Rubric for Computation of Education, Training, and Experience (ETE).** The points for ETE, corresponding to the applicant's qualifications exceeding the Qualification Standards (QS) shall be computed using the Increments Table and the ETE Rubrics in Enclosure 1. A sample computation is provided in Enclosure 2. Only those qualifications that are relevant to the position and exceeds the minimum requirement per CSC-approved QS shall be given points.

e. **Education.** Only units and/or degree that is relevant to the position applied for shall be considered.

f. **Trainings.** The number of hours attended by the applicant in Curriculum and Instruction related seminars acquired in the last five (5) years shall be given appropriate points in accordance to the ETE Rubrics. If the number of hours is not indicated in the Certificate, each day of attendance shall be equivalent to eight (8) hours. Learning and development activities on teaching strategies and methodologies attended by the applicant regardless of the subject matter shall be considered. Seminars and trainings on classroom management, educational technology, and guidance and counselling shall be considered. For Senior High School applicants, relevant industry training shall be considered. Only certificates issued after the applicant's completion of a baccalaureate degree shall be considered.

g. **Experience.** Only the number of months/years of the applicant's teaching experience shall be considered. For Senior High School applicants, relevant industry/work experience may be considered. Only relevant experience supported by acceptable Means of Verification (MOV) shall be considered. The paper assessment team reserves the right to verify the submitted MOVs when they find it necessary and declare such documents invalid if the situation warrants.





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h. **PBET/LET Rating.** This is the rating obtained by the applicant as reflected in the Certificate of Rating issued by the Philippine Regulation Commission (PRC) for LET passers or the Civil Service Commission (CSC) for PBET passers. The corresponding 10 points shall be computed as follows:

$$\text{PBET Points} = \frac{(\text{PBET Rating} + 1) - 70}{100 - 70} \times 10$$

$$\text{LET Points} = \frac{(\text{LET Rating} + 1) - 75}{100 - 75} \times 10$$

Sample computation of points for PBET/LET is provided in Enclosure 3.

6. The paper assessment will be conducted on March 14-24, 2023 at the Division Office Conference Hall. To ensure transparency in the comparative assessment process, the result of the initial assessment shall be presented to the applicants in an open ranking system on a time and venue that will be announced in a separate memorandum.
7. Widest dissemination of and compliance with this memorandum is desired.

IRENE S. ANGWAY PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools
Division Superintendent


JAN NOWEL E. PEÑA

OIC Asst. Schools Division Superintendent

OASDS/jnp





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(Enclosure 1 to Division Memorandum No. 92, s. 2023)

**INCREMENTS TABLE AND EDUCATION, TRAINING,
EXPERIENCE (ETE) RUBRICS**

Level	From	To
1	Can read & write	Elem level
2	Elem Graduate	JHS or HS Level
3	Completed JHS	SHS Level
4	SHS or HS Graduate	Less than 2 yrs college
5	Complete 2 yrs college	More than 2 yrs college
6	Bachelor's Degree	Less than 6 units MA
7	6 units MA	Less than 9 units MA
8	9 units MA	Less than 12 units MA
9	12 units MA	Less than 15 units MA
10	15 units MA	Less than 18 units MA
11	18 units MA	Less than 21 units MA
12	21 units MA	Less than 24 units MA
13	24 units MA	Less than 27 units MA
14	27 units MA	Less than 30 units MA
15	30 units MA	Less than 33 units MA
16	33 units MA	Less than 36 units MA
17	36 units MA	Less than 39 units MA
18	39 units MA	Less than 42 units MA
19	42 units MA	Less than Acad
20	Complete Acad	Less than Master's Degree
21	Master's Degree	Less than 3 units Doctorate
22	3 units Doctorate	Less than 6 units Doctorate
23	6 units Doctorate	Less than 9 units Doctorate
24	9 units Doctorate	Less than 12 units Doctorate
25	12 units Doctorate	Less than 15 units Doctorate
26	15 units Doctorate	Less than 18 units Doctorate
27	18 units Doctorate	Less than 21 units Doctorate
28	21 units Doctorate	Less than 24 units Doctorate
29	24 units Doctorate	Less than Acad Doctorate
30	Completed Acad Doctorate	Less than Doctorate Degree
31	Doctorate Degree	

Level	From Hours	To Less than
1	0	8
2	8	16
3	16	24
4	24	32
5	32	40
6	40	48
7	48	56
8	56	64
9	64	72
10	72	80
11	80	88
12	88	96
13	96	104
14	104	112
15	112	120
16	120	128
17	128	136
18	136	144
19	144	152
20	152	160
21	160	168
22	168	176
23	176	184
24	184	192
25	192	200
26	200	208
27	208	216
28	216	224
29	224	232
30	232	240
31	240	more

Level	From Yrs.mos.	To Less than
1	none	0.6
2	0.6	1.0
3	1.0	1.6
4	1.6	2.0
5	2.0	2.6
6	2.6	3.0
7	3.0	3.6
8	3.6	4.0
9	4.0	4.6
10	4.6	5.0
11	5.0	5.6
12	5.6	6.0
13	6.0	6.6
14	6.6	7.0
15	7.0	7.6
16	7.6	8.0
17	8.0	8.6
18	8.6	9.0
19	9.0	9.6
20	9.6	10.0
21	10.0	10.6
22	10.6	11.0
23	11.0	11.6
24	11.6	12.0
25	12.0	12.6
26	12.6	13.0
27	13.0	13.6
28	13.6	14.0
29	14.0	14.6
30	14.6	15.0
31	15.0	more

Table 4. Rubrics for Computation of Points for Education, Training and Experience

Education		Training		Experience	
Increment from Minimum QS	Points	Increment from Minimum QS	Points	Increment from Minimum QS	Points
8 or more	10	8 or more	10	8 or more	10
6-7	8	6-7	8	6-7	8
4-5	6	4-5	6	4-5	6
2-3	4	2-3	4	2-3	4



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(Enclosure 2 to Division Memorandum No. 92, s. 2023)

SAMPLE ASSESSMENT FOR EDUCATION, TRAINING AND EXPERIENCE (ETE)

A. Qualification of Applicants based on submitted Means of Verification

Qualification	Minimum Standards	Applicant 1	Applicant 2	Applicant 3
Education	BSEd; or Bachelor's degree plus 18 units in Education	BSEd	BSEd; 18 units for a Master's degree in Education	BS Sports Science with 18 professional units in Education
Training	None Required	None	32 hours training on curriculum contextualization	24 hours training on sport coaching
Experience	None Required	None	4 years and 3 months as Teacher	6 years 2 months as Teacher

B. Education, Training and Experience (ETE) Increments and Points*

Qualification	Applicant 1			Applicant 2			Applicant 3		
	Level**	Increments***	Points****	Level**	Increments***	Points****	Level**	Increments***	Points****
Education	6	0	0	11	5	6	6	0	0
Training	1	0	0	5	4	6	4	3	3
Experience	1	0	0	9	8	10	13	12	10
	Total	0	0	Total	22	22	Total	13	13

*Meeting the minimum QS requirements for ETE shall be given zero (0) points

**Equivalent level of the applicant's qualifications as per submitted Means of Verification. Refer to ETE Increments Table

***Applicant's ETE Level as per assessment less (-) the minimum level as per QS as follows: (-6 for Education); (-1 for Training); (-1 for Experience)

****Equivalent points of increments from minimum QS. Refer to Table 3. Rubrics for Computation of ETE Points



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SAMPLE COMPUTATION OF POINTS FOR PBET/LET RATING

$$A. \quad \text{PBET Points} = \frac{(\text{PBET Rating} + 1) - 70}{100 - 70} \times 10$$

Where:

70 is the passing rate for PBET

100 is the highest possible rating for PBET

10 is the weighted allocation for PBET rating

Illustrative Example:

$$\text{PBET Rating} = 82.75$$

$$\text{PBET Points} = \frac{(82.75 + 1) - 70}{100 - 70} \times 10 = 4.583 \text{ points}$$

$$B. \quad \text{LET Points} = \frac{(\text{LET Rating} + 1) - 75}{100 - 75} \times 10$$

Where:

75 is the passing rate for LET

100 is the highest possible rating for LET

10 is the weighted allocation for LET rating

Illustrative Example:

$$\text{LET Rating} = 82.75$$

$$\text{PBET Points} = \frac{(82.75 + 1) - 75}{100 - 75} \times 10 = 3.5 \text{ points}$$

