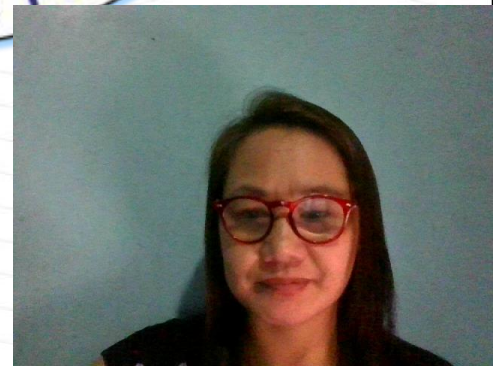


# Department of Education Human Resource Framework





# "Establishing Expanded Career Pathways: Innovations and Initiatives of DepEd specifically on Ranking and Promotion"

**JENNIFER P. ANDE, PhD**

**Chief Education Supervisor, Curriculum and Learning  
Management Division**

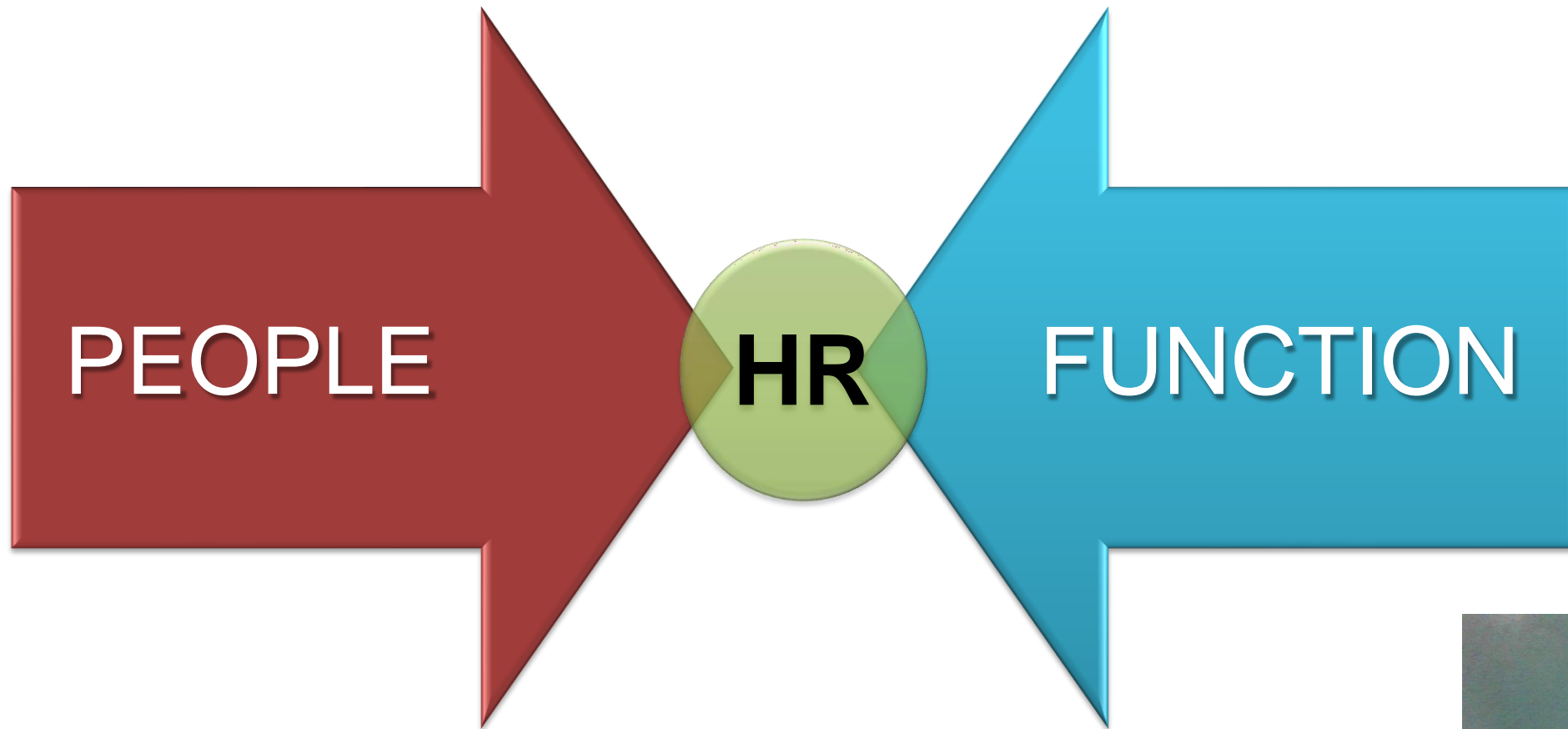


---

# What is the **role** of HR in DepEd?



# Human Resource



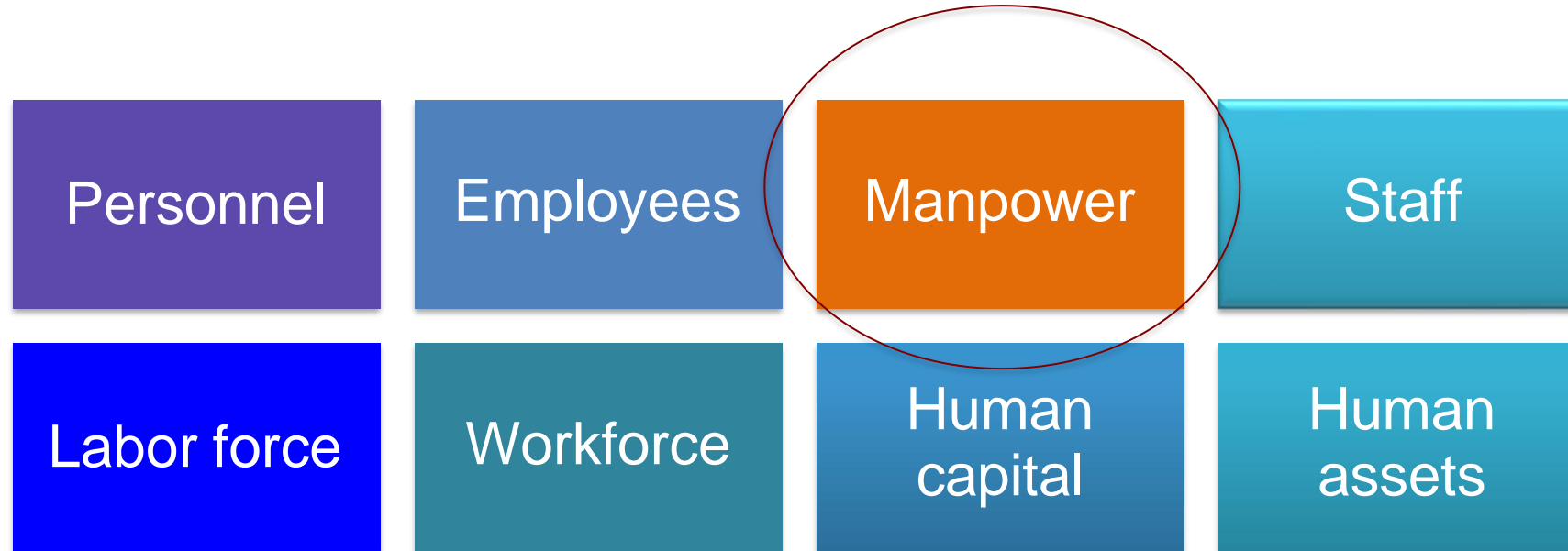
# Human Resource



HR refers to the people (their qualifications, competencies, talents, and potentials) that make up the workforce of the organization.



# Human Resource



# Human Resource



As a function, HR pertains to the **management**, **development**, and **utilization** of people in the organization towards the excellent and ethical achievement of goals and vision of the agency.



# HR in DepEd Context



**47, 533** Public Schools



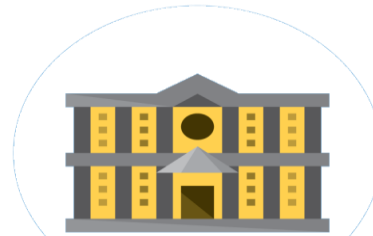
**12,694** Private Schools  
**220** SUCs/LUCs



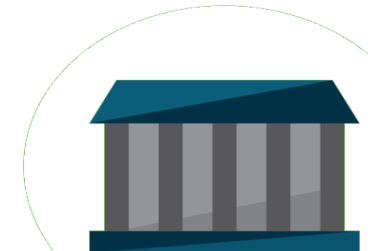
**1,001,590**  
Plantilla Positions  
*(as of June 2022)*



Central Office



**16** Regional Offices  
*excluding BARMM*



**217** Schools Division Offices  
*excluding 11 SDOs in BARMM*





# DepEd Mission and Vision

## THE DEPED MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

**Students** learn in a child-friendly, gender-sensitive, safe, and motivating environment.

**Teachers** facilitate learning and constantly nurture every learner.

**Administrators and staff**, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.

**Family, community, and other stakeholders** are actively engaged and share responsibility for developing life-long learners.

## THE DEPED VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation. As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.





# Why change the **Qualification Standards?** for DepEd Unique Positions

- 1. Current QS are based on an outdated format**
- 2. Current QS are not competency based**
- 3. Current QS are not aligned with each other**



## Old Format

Education
Experience
Training
Eligibility

**VS**

## New Format

Education	Achievement
	Relevance
Experience	Years
	Relevance
Training	Hour
	Relevance
	Recency
Eligibility	Certification/ Licenses

**All Qualification Standards  
are rewritten in the new format**



---

# Finally, the hiring and promotion guidelines



DO 29, s. 2002 (MSP)

DO 42, s. 2007

DO 66, s. 2007

DO 50, s. 2014

DO 7, s. 2015

DO 22, s. 2015

Office Order (April 2015)

DO 3, s. 2016

DO 32, s. 2016

DO 49, s. 2016

MECO 10 s. 1979

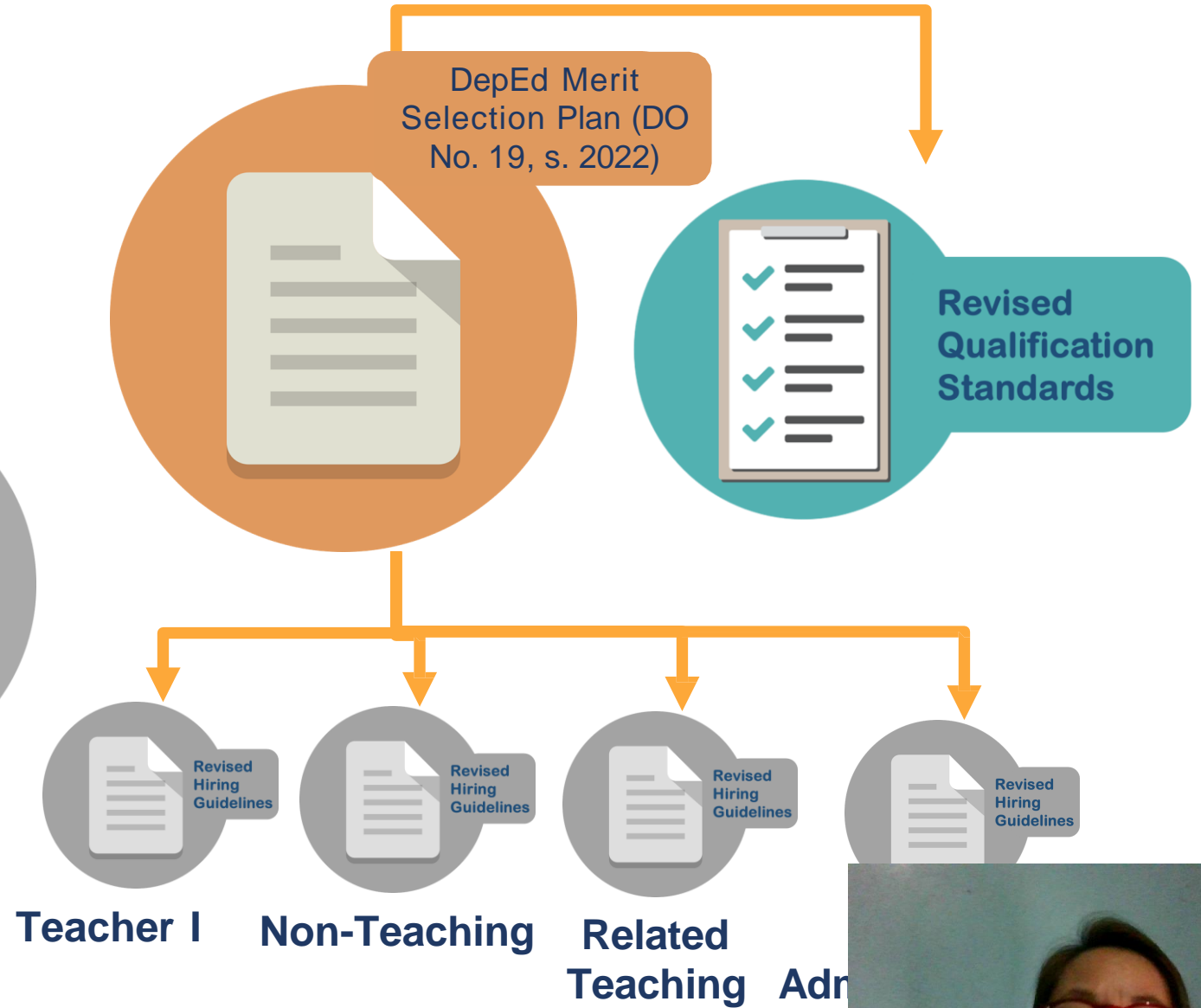
DO 2. s. 2002

DO 4 s. 2007

DO 17 s. 2006

DO 85 s. 2003

And many more!



---

**The vision  
is to move towards  
competency-based  
RSPI system.**



DepEd Merit  
Selection Plan  
(DO19, s.2022)

Revised  
Hiring  
Guidelines

Revised  
Qualification  
Standards

**To that end, we developed  
3 main documents that will  
serve as basis for DepEd's  
RSPI System.**



---

# Salient features of the competency-based RSPI system.





DepEd ORDER  
No. 019, s. 2022

**THE DEPARTMENT**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service  
Regional Directors  
Schools Division Superintendents  
Public Elementary  
All Others Concerned

1. The Department of Education (DepEd) issues these guidelines on **Transitory Measures on the Implementation of DepEd Order (DO) No. 019, s. 2022** titled **The Department of Education Merit Selection Plan (MSP)** to set forth the necessary activities and measures to ensure smooth transition and proper implementation of the provisions of the DepEd MSP.
2. Consistent with the Department's objective on gearing towards the competency-based recruitment, selection, and placement (RSP) system, these guidelines aim to guide DepEd personnel and stakeholders in preparing and setting up the necessary structural and technological mechanisms to transition to the new system of selection, hiring, appointment, and promotion of personnel across all governance levels of DepEd. These shall be realized through the following critical activities:
  - a. The Department, through the Bureau of Human Resource and Organizational Development (BHROD), shall facilitate the **issuance of further Guidelines on Recruitment, Selection, and Appointment (RSA)** of first and second level personnel in the teaching, school administration, related-teaching, and nonteaching positions in all governance levels in DepEd in accordance with Item 101, Part VII, Transitory Provisions of DO 019, s. 2022;
  - b. Guided by Part V(G) Institutional Arrangements, Items 81, 82, and 83 of the DepEd MSP, all appointing officers/authorities in the central, regional, and schools division offices shall **establish their respective Human Resource Merit Promotion and Selection Board (HRMPSB)** for the following:
    - i. First level positions;
    - ii. Second level positions, including second level executive/managerial positions;
    - iii. Specialized and highly technical positions; and/or
    - iv. Other purposes, as deemed necessary.
3. All DepEd Orders, including but not limited to those inconsistent with this Order, shall be amended accordingly:
  - a. DepEd Order of the Department of Education
  - b. MEC No. 10, s. 2000
  - c. MEC No. 29, s. 2000
  - d. MECS Order
  - e. Progression System
  - f. MECS Order No. 1
  - g. DECS Order No. 1
  - h. DECS Order No. 1
  - i. DECS Order No. 1
  - j. DECS Order No. 1

Republic of the Philippines  
**Department of Education**

05 MAY 2022

DepEd MEMORANDUM  
No. 041, s. 2022

**TRANSITORY MEASURES ON THE IMPLEMENTATION  
OF DEPED ORDER NO. 019, s. 2022**  
(The Department of Education Merit Selection Plan)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues these guidelines on **Transitory Measures on the Implementation of DepEd Order (DO) No. 019, s. 2022** titled **The Department of Education Merit Selection Plan (MSP)** to set forth the necessary activities and measures to ensure smooth transition and proper implementation of the provisions of the DepEd MSP.
2. Consistent with the Department's objective on gearing towards the competency-based recruitment, selection, and placement (RSP) system, these guidelines aim to guide DepEd personnel and stakeholders in preparing and setting up the necessary structural and technological mechanisms to transition to the new system of selection, hiring, appointment, and promotion of personnel across all governance levels of DepEd. These shall be realized through the following critical activities:
  - a. The Department, through the Bureau of Human Resource and Organizational Development (BHROD), shall facilitate the **issuance of further Guidelines on Recruitment, Selection, and Appointment (RSA)** of first and second level personnel in the teaching, school administration, related-teaching, and nonteaching positions in all governance levels in DepEd in accordance with Item 101, Part VII, Transitory Provisions of DO 019, s. 2022;
  - b. Guided by Part V(G) Institutional Arrangements, Items 81, 82, and 83 of the DepEd MSP, all appointing officers/authorities in the central, regional, and schools division offices shall **establish their respective Human Resource Merit Promotion and Selection Board (HRMPSB)** for the following:
    - i. First level positions;
    - ii. Second level positions, including second level executive/managerial positions;
    - iii. Specialized and highly technical positions; and/or
    - iv. Other purposes, as deemed necessary.

Upon issuance of  
**DepEd MSP**  
(DO19, s.2022),  
there is a need to  
implement  
**Transitory  
Measures**  
(DM 041, s. 2022)





# Agency Merit Selection Plan (MSP)

## Department of Education



# What is Merit Selection Plan?



22 APR 2022

DepEd ORDER  
No. 019, s. 2022

THE DEPARTMENT OF EDUCATION MERIT SELECTION PLAN

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Merit Selection Plan** which establishes a competency-based Agency Merit Selection Plan to ensure 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. The basic principles, policies, general procedures, and roles that govern the recruitment, selection, and placement system of the Department shall guide its personnel and stakeholders in the selection, hiring, appointment, and promotion of individuals in the teaching, school administration, related teaching, and non-teaching positions in all governance levels.

3. All DepEd Orders, rules and regulations, and other related issuances, to include but not limited to the following, and/or provisions therein, which are inconsistent with this Order and its provisions, are hereby repealed, rescinded, or amended accordingly:

- a. DepEd Order (DO) No. 29, s. 2002, *Merit Selection Plan of the Department of Education*
- b. MEC No. 10, s. 1979, *Implementing Rules and Regulations for the System of Career Progression for Public School Teachers*
- c. MEC No. 29, s. 1979, *Clarification on Guidelines for Implementing the Career Progression System (Master Teacher Program)*
- d. MECS Order No. 62, 1983, *Further Implementation of the Career Progression System for Public School Teachers (Master Teacher Plan)*
- e. MECS Order No. 1, 1985, *Additional Master Teacher Positions*
- f. DECS Order No. 70, s. 1988, *Revised Policy on Master Teacher for Secondary Schools*
- g. DECS Order No. 57, s. 1997, *Further Implementation of the Career Progression System for Master Teacher*
- h. DECS Order No. 5, s. 1998, *Reclassification of Regular Teacher and Principal Items to Special Education (SPED) Teacher and Special School Principal Items*

# Merit Selection Plan

“The **Merit Selection Plan (MSP)** is the systematic method of selecting employees on the basis of their qualifications, fitness, and ability to perform the duties and assume the responsibilities of the position being filled.” (DepEd Order No. 29, s. 2002)

“The **Merit Selection Plan (MSP)** shall cover positions in the first and second level and shall also include original appointments and other related human resource actions.

There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender, civil status, disability, religion, etc. political affiliation.”

(Sec. 83, Rule IX, CSC ORAOHRA)



# Rationale and Legal Bases:

## 1987 Philippine Constitution

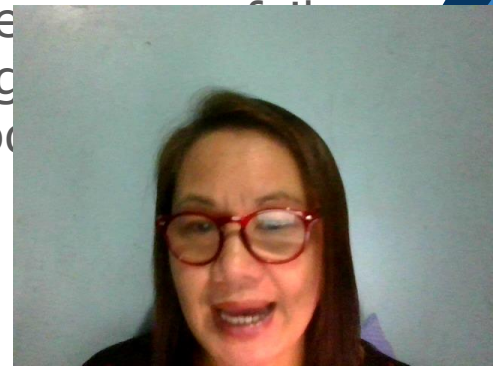
"...appointments in the Civil Service shall be made only according to **merit and fitness.**"

## Administrative Code of 1987

"...**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."

## CSC MC No. 14, s. 2018 (CSC Omnibus Rules on Appointments and Other Human Resource Actions)

Sec. 143. Agencies shall submit to the CSC RO concerned for approval the revised Agency Merit Selection Plan in accordance with the 2017 Omnibus Rules on Appointments and Other Human Resource Actions within six (6) months from date of the effectivity of said Rules. The **rules provided herein shall be used as bases in the issuance of appointments and attestation thereof** should the [redacted] to submit the revised Agency Merit Selection Plan within said period.



# Changing the DepEd Merit Selection Plan

---

01

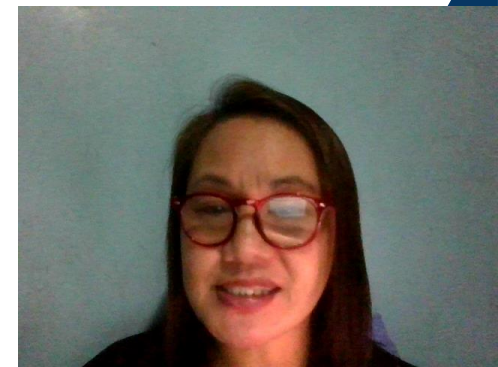
**Changing needs (internal & external)** in HR management to achieve DepEd's goal in the delivery of quality, accessible, relevant, and liberating basic education.

02

**Alignment** with the provisions of the **ORAOHRA** and indicators of **PRIME-HRM**.

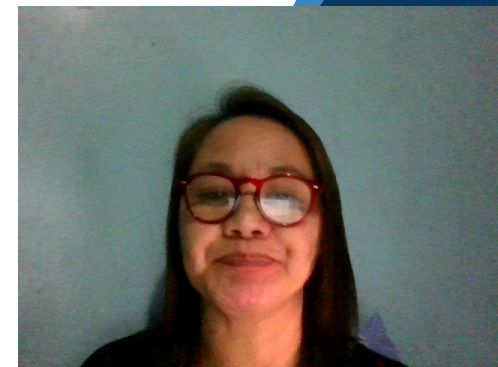
03

Anchoring RSP policies on DepEd **strategic directions**, particularly on **institutionalizing competency-based HR**



# The **Importance** of Agency MSP

- **Mother document** of all hiring and promotion guidelines in DepEd.
- Serves as **Doctrine/Bible for**
  - HRMO in terms of *recruitment*
  - HRMPSB in terms of *assessment*.
  - Appointing authority in terms of *placement/hiring*.
- **“IRR”** of ORAOHRA in DepEd.



# Principal Features of DepEd Merit Selection Plan





# PRINCIPLES

## Merit

the necessary qualifications and competencies to perform the duties and responsibilities of the position to be filled

## Accountability

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 responsible for one's actions

## Competence

the ability to perform tasks efficiently and effectively by exhibiting behaviors that demonstrate the necessary knowledge, skills, and attitude

## Transparency

the availability to the public of relevant, reliable, and timely information on recruitment, selection, and placement

## Fitness

the principle of ensuring that the competencies of an individual match with the competency requirements of a position

## Equal Opportunity

the non-discrimination principle that allows any applicant within or outside DepEd to apply for a position, irrespective of sex, sexual orientation, gender identity, disability, religion, or political belief



# SCOPE

MSP provides for a **systematic method** of selecting employees for appointment to **first and second level positions**, including second level executive/managerial positions; in teaching, school administration, related-teaching, and non-teaching positions in **all governance levels**.

<b>Old MSP</b>	<b>New MSP</b>
First, Second and Third Level positions	First and Second Level positions

- A separate set of guidelines and a separate oversight body govern Third level positions.



# PROCEDURES

1. Publication and Posting
2. Submission and Receipt of Applications
3. Initial Evaluation vis-à-vis Qualification Standards
4. Comparative Assessment
5. Appointment



# Publication and Posting

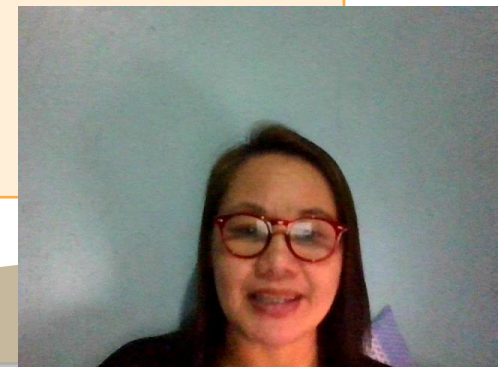


All vacant positions, including vacant executive/managerial positions in the second and third level, that are authorized to be filled, shall be published in the **CSC website** and posted in at least **three (3) conspicuous places** for a period of **at least 10 calendar days**.



# Publication: CSC Website

<b>Old MSP</b>	<b>New MSP (and RSA Guidelines)</b>
NOTICE OF VACANCY (Not specified)	<b>LIST OF VACANT POSITIONS (CS Form 9)</b> <ul style="list-style-type: none"><li>a. Date of Posting</li><li>b. Position Title (Parenthetical Title)</li><li>c. Plantilla Item Number</li><li>d. Salary/Job/Pay Grade</li><li>e. Monthly Salary</li><li>f. Qualification Standards (QS)</li><li>g. Place of Assignment</li><li>h. Deadline of Submission</li><li>i. Name, Address, e-mail address of HRMO</li><li>j. Documentary Requirements</li></ul>



# Publication: CSC Website

- The QS of the **parenthetical title** shall be used in the publication of vacant generic positions.
- For **SHS teaching positions**, the publication shall include the QS for the track or tracks in each item number depending on the need of the Schools Division



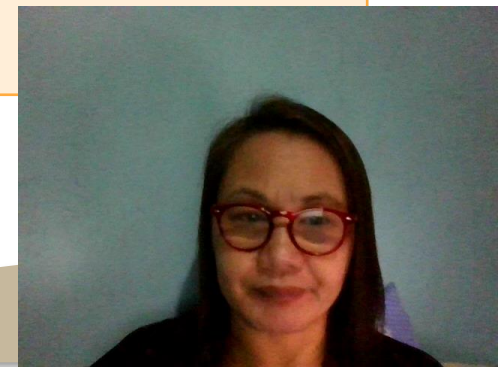
# Publication and Posting

- Aside from posting in at least 3 conspicuous **physical** places, posting through **other modes** shall also be required.
- Posting of vacancies in any other modes shall be done **on the same day** of publication or re-publication in the CSC website.



# Publication and Posting: Location

Old MSP	New MSP
Local CSC and 3 conspicuous places	<ol style="list-style-type: none"><li>1. CSC Website</li><li>2. At least 3 conspicuous <b>physical</b> places; and</li><li>3. Other modes:<ol style="list-style-type: none"><li>a. DepEd website</li><li>b. newspaper of local/national circulation</li><li>c. job search websites</li><li>d. online job portals</li><li>e. social media</li></ol></li></ol>

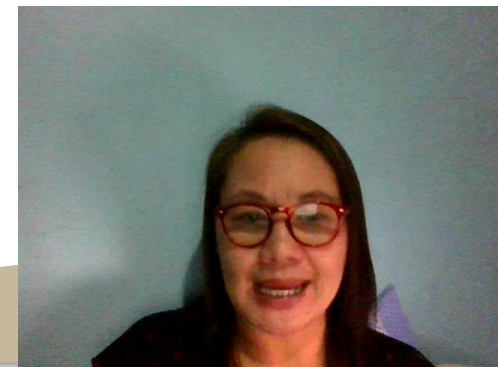




# Publication and Posting

- Posting through other modes may specify additional requirements of the position:
  - Job design
  - Other documentary requirements for comparative assessment

**NOTE:** Announcement of vacancy shall be done through an official memorandum signed by the Head of Office.



# Publication and Posting

- Valid until filled, but not to extend **beyond 9 months**, reckoned from the date of publication or re-publication in the CSC website.
- Should no appointment be issued within 9 months, the vacant position must be re-published and re-posted.



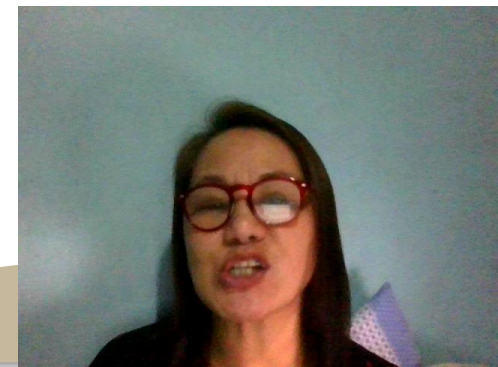
# Publication and Posting

- Exemptions:
  - Primarily confidential
  - Policy-determining
  - Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual
  - Reappointment (change to permanent status) of provisional teachers
  - Reappointment (change to permanent status) of temporary personnel
  - Those to be filled by existing regular employees in the agency in case of reorganization/rationalization



# Publication and Posting

- All positions occupied by holders of **temporary** appointments shall be **continuously re-published and re-posted until filled** by permanent appointees.
- A teaching positions occupied by a holder of **provisional** appointments shall be **re-published and re-posted every six (6) months**, reckoned from the date the vacant position was last published pursuant to CSC Resolution No. 2100451 dated June 15, 2021.



# Publication and Posting: Anticipated Vacancies

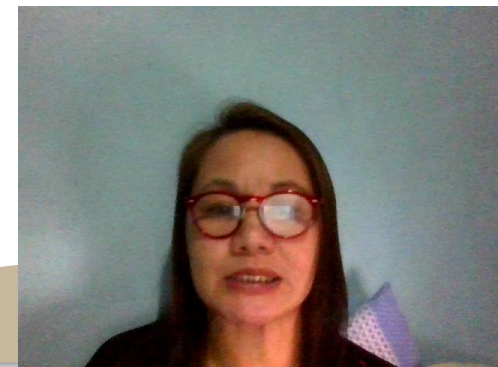
## Old MSP

(No provision)

## New MSP

The publication of anticipated vacancies should not be earlier than 30 days prior to retirement, resignation, or transfer; except for teaching positions\* which may be published earlier.

\*CSC Resolution No. 1800582 dated June 13, 2018





Department of Education

Request for Exemption from Sections 30 and 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions

Number: 1300582

Promulgated: 13 JUN 2018

RESOLUTION

The Department of Education requests exemption from Sections 30 and 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

The Department of Education represented, as follows:

The Department of Education (DepEd) is the largest government agency in the Philippines. As of June 2016, we have a total of 763,538 authorized plantilla items funded by the national government and we are serving 46,739 schools and roughly 25.3 million learners. Thousands of teacher items are created annually, and such huge numbers require a well-planned, massive recruitment from our end. In 2016, we witnessed the historic full implementation of the Senior High School (SHS). This resulted to the creation of 62,320 teaching items, 40,320 of which are for Grade 11 alone.

In the past, DepEd had difficulty in recruiting teachers in the public schools due to higher salaries offered by private institutions. This has since been addressed through the Salary Standardization Law (SSL). The latest SSL scheme increased the pay of public school teachers to twice the pay of their counterparts in the private sector. However, it remains that at any given point, DepEd is still faced with at least 30,000 vacant teaching positions for filling up.

With an agency as big as DepEd, challenges in recruitment will always be present. DepEd continues to address these challenges and introduce innovations all geared towards providing quality basic education services to the Filipino learners. We have set professional standards that will ensure that the teachers hired are able to significantly contribute to the development of lifelong learners. Different guidelines have also been put into place to ensure that the principles of merit, competence, fitness, and equality are followed throughout its recruitment and selection process.

X X X

In a letter by Undersecretary Jesus L.R. Matoo dated February 1, 2017

Bawat Kawani, Lingkod Bayani

Ban on Chain Promotions and Vacancies

and publication of anticipated starting 2017. We at DepEd exemption from the said ban the Department, especially in thousands.

experience of the Schools They had written to DepEd appealing for an exemption n, the CSC office in Leyte had n in anticipation of the release appointments. With the ban s to fill up the Principal I to II o III, second, and Teachers I to them more than a year before l items, an entry-level position ucation.

A year delay in appointment loyment of teachers. With the e Revised Omnibus Rules on an enforced on DepEd is deployment of thousands of at we are requesting for an promotions and publication of artment of Education."

ORA<sup>2</sup> provide, thus:

cies based on the agency's case of retirement, resignation, e earlier than 60 days prior to

ill up vacancies resulting from appointments have been t in meritorious cases, as may terscoring supplied)

n agencies to prepare a transition for ment, resignation, transfer or promotion is intended to ensure that a promoted

which took effect on August 17, 2017.

position in case his/her promotional Commission,

st to exempt the Department of HRA may be granted.

agency from the provision of grant of exemption from Section pated vacant positions resulting

is considered as the country's 538 plantilla positions. 62,320 lementation of the Senior High n. However, 30,000 of which was anticipating the creation of

partment of Education further

cher I in the Department igher positions are filled n of promotions from the Teacher I.

to process applications, appointments approved, ys per position process, timately 216 school days dministrator or a teacher. 144 school days wherein o a gap in learning in our anywhere from 10 to 15 r Large Schools Division 44 school days for 10-15 learners is equal to the that would be anywhere e SDOs alone, anywhere d."

and 96 of the 2017 ORAOHRA, d to defer the publication and hing positions that are crucial in esented by the Department of to a year delay in deployment of

the education budget in recent years proves that basic concern of the Philippine government. Along this line, the the request to help ensure a smooth transition of the the enhanced basic education (K to 12) system. In ation with an exemption from Sections 30 and 96 of cy shall be given an adequate flexibility in its s. Specifically, this will allow the publication of positions and the issuance of promotional direly needed by millions of public school students

ission RESOLVES to GRANT the request of the to be exempted from the provisions of Sections 30 les on Appointments and Other Human Resource e DepEd may publish anticipated vacant teaching ys prior to actual vacancy.

ER RESOLVES that as prior notice, the DepEd is al appointments to indicate that the appointee shall sition in case the promotional appointment of the proved/invalidated. Furthermore, appointments to l bear the notation that the appointment is subject to lonal appointment of the previous position holder.

effect immediately.

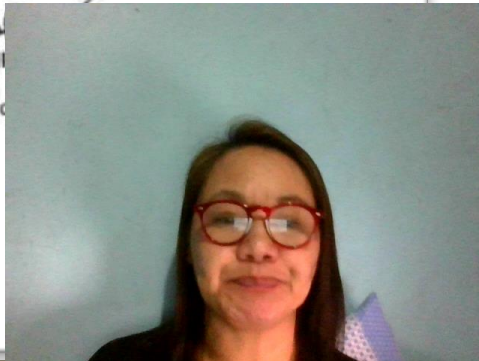
MARIA ROSA-BALA Chairperson

DEROSA, JR.

VACANT Commissioner

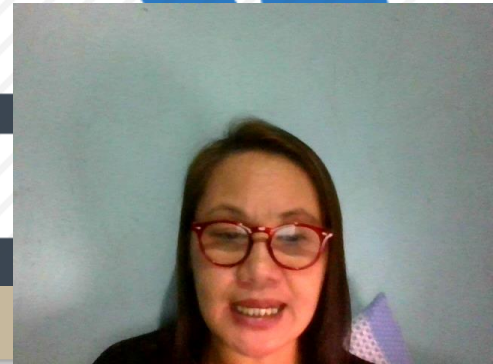
Attested by:

LORES B. BONIFACIO Director IV n Secretariat and



# Submission and Receipt of Applications

All interested applicants to vacant positions, whether **internal** or **external** to DepEd, shall submit the documentary requirements needed for evaluation/selection.



## Old MSP

## New MSP (and RSA Guidelines)

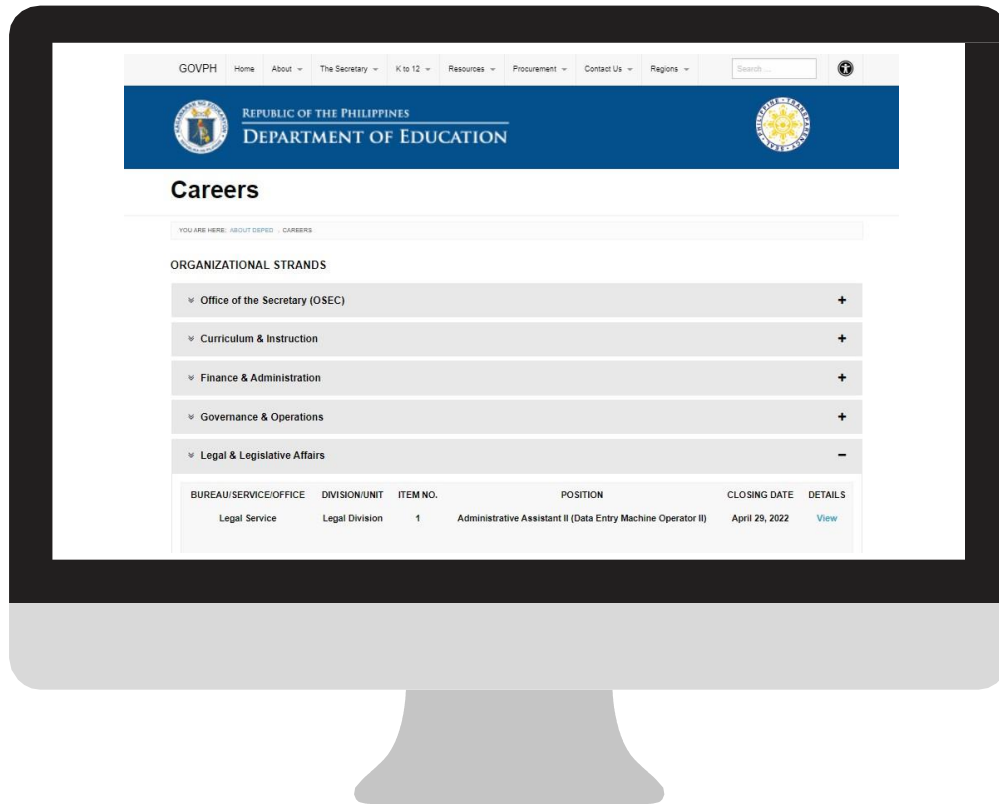
(No specific provisions)

- a. Letter of intent
- b. PDS (CS Form No. 12, Revised 2017) with Work Experience Sheet
  1. Photocopy of Certificate of Eligibility/Report of Rating
  2. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of scholastic/academic record  
(e.g. Transcript of Records including graduate and post-graduate units/degrees, if available)
- e. Certificate of Employment, Contract, or Duly signed Service Record, whichever is/are applicable
- f. Photocopy of Certificates of Training, if applicable
- g. Photocopy of the Performance Rating/s covering one year performance in the last rating period/s prior to the assessment, if applicable
- h. Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act
- i. Other documents as may be required
  1. *Photocopy of Latest Appointment, if applicable (for promotion)*
  2. *Photocopy of Performance Rating obtained from the relevant work experience rating in Item (g) is not relevant to the position to be filled*
  3. *Means of Verification (MOVs) for Outstanding Accomplishments, Application of L&D reckoned from the date of last issuance of appointment*

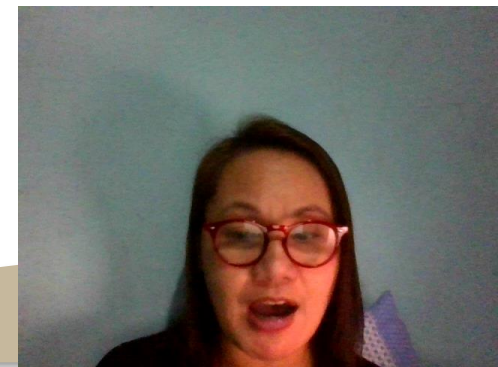




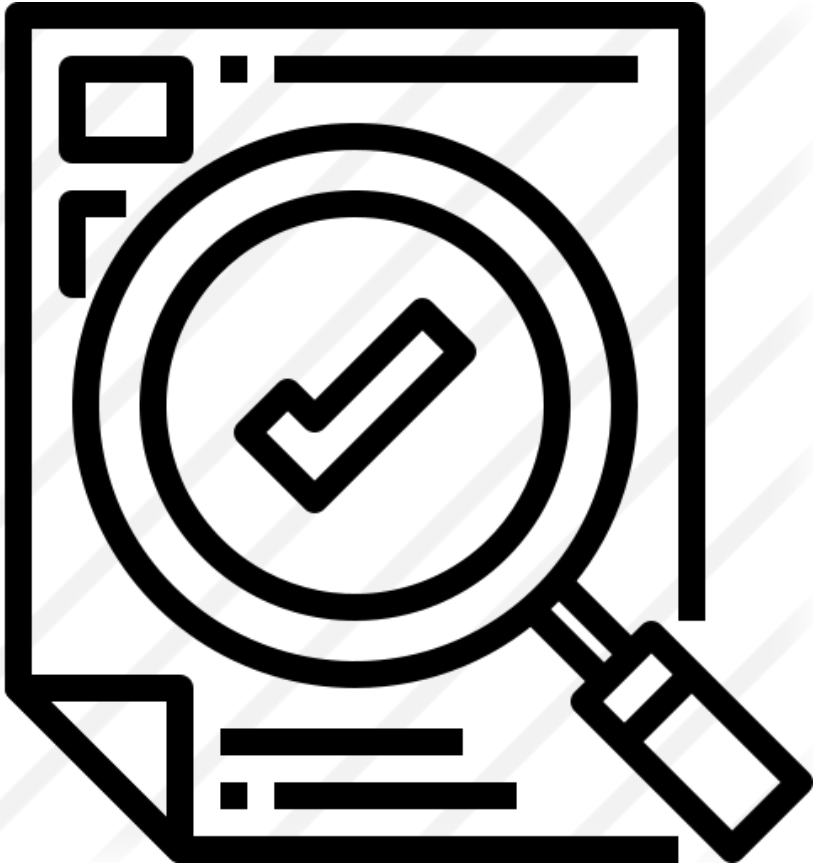
# Submission and Receipt of Applications



Online submission of electronic copies of the application documents **may be allowed**, subject to the submission of the hard copies upon request for purposes of verification of the HRMO and/or HRMPSB



# Initial Evaluation



It is the **duty of the HRMO** to check the **completeness**, **authenticity**, and **veracity** of the documents submitted by the applicants and to conduct the **initial evaluation** of the applicant's actual qualifications vis-à-vis QS of the position.



# Initial Evaluation

**Qualified (Q)** – those who meet the minimum qualifications required by the position to be filled

**Disqualified (DQ)** – those who do not meet the minimum qualifications of the position to be filled



# Comparative Assessment

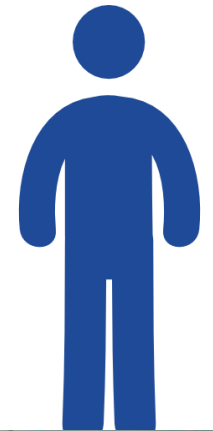
...process or method of determination of top candidates recommended for possible appointment.

...involves the use of multiple evaluation techniques to evaluate the competencies of a qualified applicant vis-à-vis the competencies required by the position to be filled.



POSITION

KNOWLEDGE  
SKILLS  
ATTITUDES  
KEY BEHAVIORS

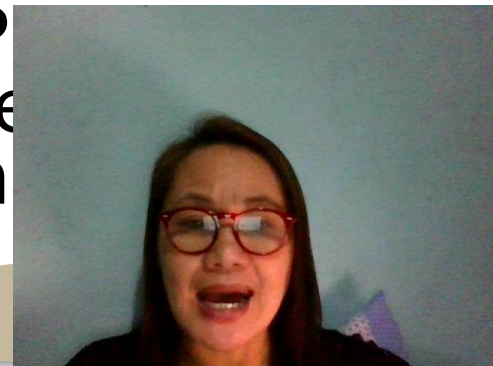


# Competency Assessment

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.



NOTE: When specific set of competencies, behavioral indicators, and standardized assessments (e.g. PPSSH, PPSS) are developed and approved for different positions, these shall be the sole basis for assessment.



# Evaluative Assessment: Components



## Old MSP

- a. Performance
- b. Education and Training
- c. Experience and Outstanding Accomplishments
- d. Psychosocial Attributes and Personality Traits
- e. Potential

## New MSP

- a. Education
- b. Training
- c. Experience
- d. Performance
- e. Outstanding Accomplishments
- f. Application of Education
- g. Application of Learning and Development
- h. Potential

\*For Teachers, the assessment features components anchored on the PPST or competency



# Performance

...the **assessment** of how tasks, duties and responsibilities are carried out or accomplished as evidenced by performance rating document or other MOVs.



# Performance

An applicant to a **position that requires prior work experience** must submit most recent performance rating/s covering **one (1) year** performance in the current and previous job or position that is **relevant** to the position to be filled.





# Performance

For applicants for promotion or transfer, a performance rating of at least **Very Satisfactory (VS)** in the last rating period prior to the date of assessment shall be required; **except, for promotion from first to second level entry positions.**



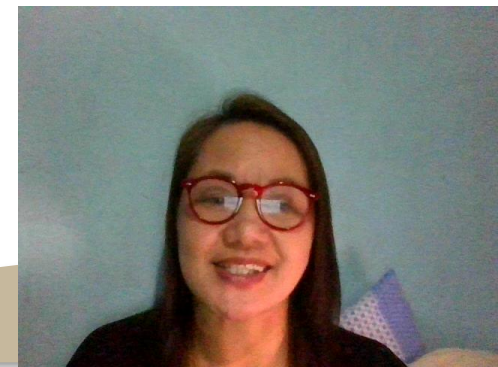
# Performance

## Old MSP

VS for the last 3 rating periods prior to effectivity of appointment (both for promotion and transfer).

## New MSP

Performance rating of at least VS in the last rating period covering **one (1) year** performance prior to the date of assessment.



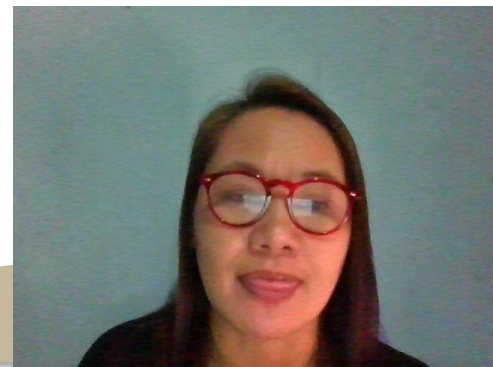
# Performance

In cases where a reclassified employee with less than one (1) year performance in the reclassified position applies for promotion, the **performance rating prior to the reclassification** of the position **shall be considered** as performance rating in the reclassified position.



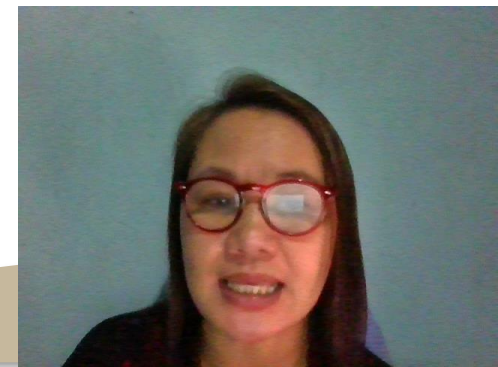
# Performance

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 be considered** for promotion; provided they submit a performance rating of at least VS in the last rating period prior to the leave of absence.



# Performance

For positions that **do not require previous experience**, performance may refer to academic achievements, board exam ratings, or similar measures, as may be indicated in the hiring guidelines.



# Outstanding Accomplishments

... **meritorious contributions** of applicants, such as ideas, inventions, or discoveries duly recognized by authorized body, which have direct link to the KRA of the applicant's current/previous position.

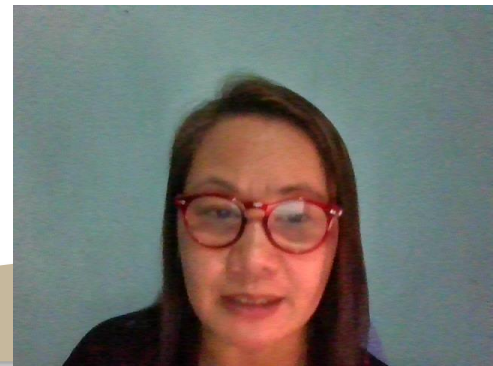
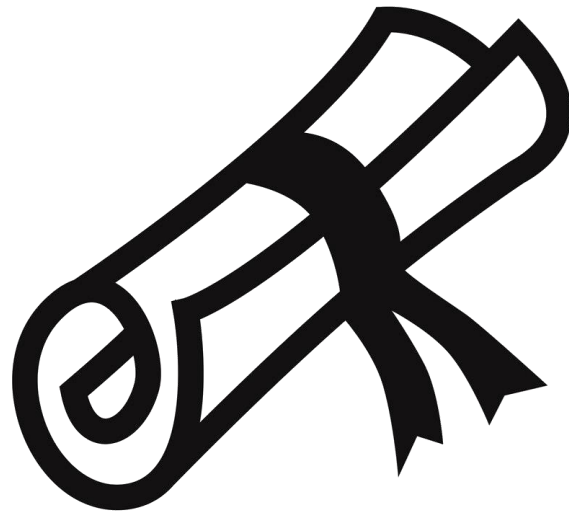


... must have led to positive results in the workplace through increased economy in operation, increased production and/or improved working standards.



# Education

...**formal or non-formal** academic, technical, or vocational studies that enable an applicant to successfully perform the duties and responsibilities.



# Application of Education

...the **contribution made** by an applicant to their workplace as a result of their learnings from their education. Points shall be given to an applicant who has **successfully applied the learnings** gained from any form of higher education gained.



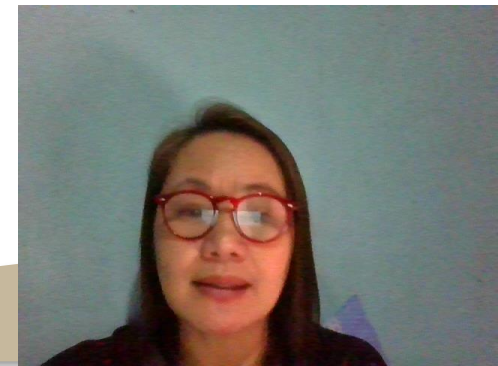
...must have led to significant positive results in the current or previous work.





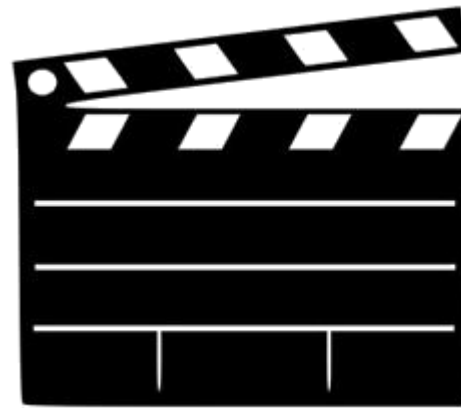
# Learning and Development (L&D)

...formal or non-formal training courses and human resource development (HRD) interventions, such as but not limited to coaching, mentoring, job rotation, seminars, or workshop, that are part of the applicant's **individual development plan/career development plan**, or are **aligned to his/her current tasks and functions**.

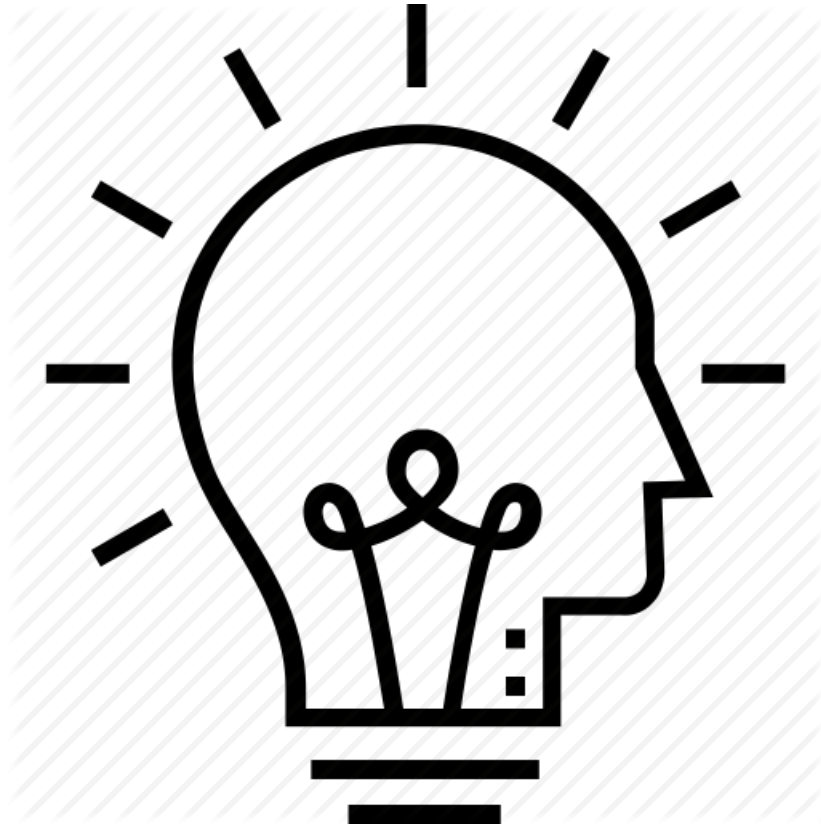


# Application of L&D

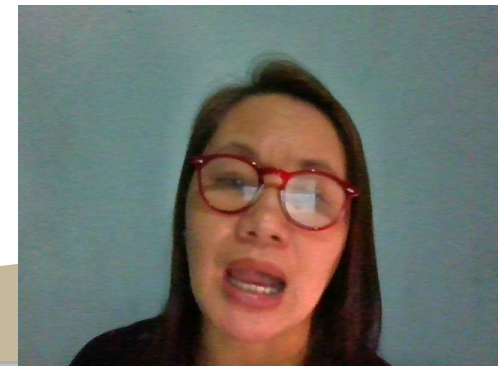
...a **proven success** of the learnings gained from the HRD interventions done/attended which must have led to **significant positive results** in the applicant's current or previous work.



# Potential



...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.



# Evaluative Assessment: Techniques / Strategies

- Document review
- Behavioral Events Interview (BEI)
- Written Exam
- Skills / Work Sample Test
- Ethics-oriented and Personality Development Test



# Behavioral Events Interview



...**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.

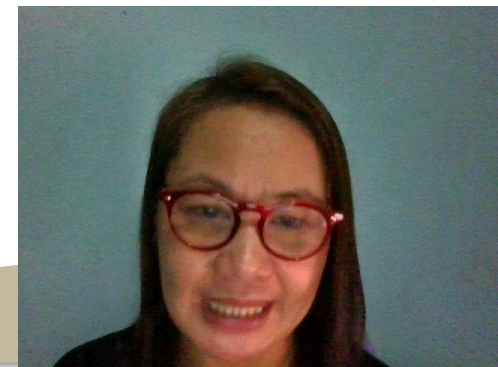
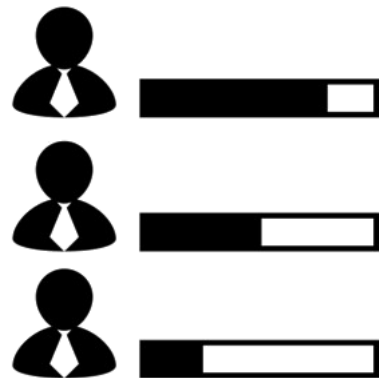
...may be used to assess **potential, characteristics** or **traits**, and **fitness**



# Comparative Assessment Results (CAR)

The HRMPSB shall **prepare and submit** to the appointing officer/authority a CAR of all candidates using a template provided.

...must be **ranked from highest to lowest** based on total scores obtained by the candidates for appointment.



# Comparative Assessment Results (CAR)

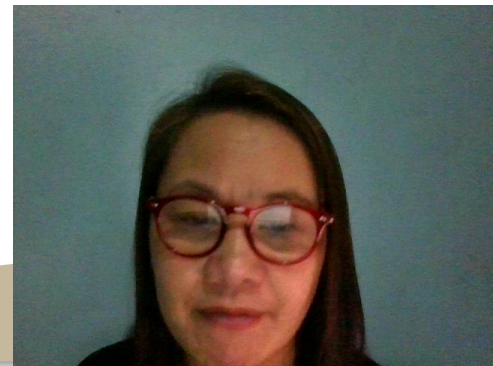
For **multiple vacancies of the same position title**, the HRMPSB shall determine and highlight the total number of top-ranking candidates in the CAR/CAR-RQA, computed by multiplying the number of vacant plantilla items by a factor of five (5) as follows:

**Total number of top-ranking candidates = number of vacant items x 5**



## 2 Types of CAR

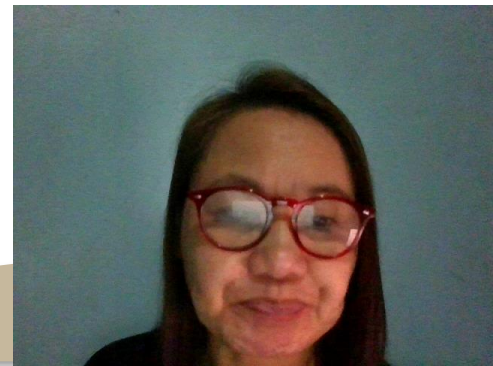
- **CAR** of all candidates
- **CAR-RQA** for teacher applicants, which contains only those who have **met the cut-off score** as specified in the hiring guidelines; valid only for one school year.





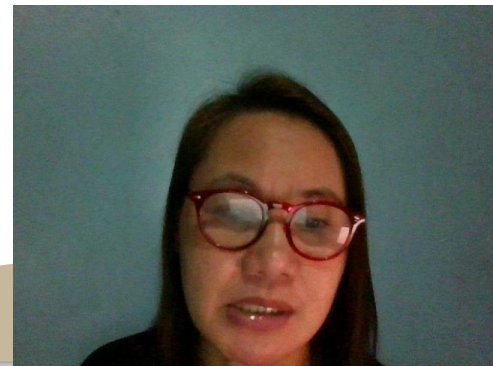
# CAR-RQA

- CAR-RQA prepared for a specific SY is valid for the entire SY.
- It shall be utilized in filling up of positions that are created or vacated within the school year; provided, that the HRMPSB shall reconvene to deliberate.
- In the event that all the applicants in the CAR-RQA are already appointed and there are still vacant positions, another CAR-RQA must be established.



# Comparative Assessment Results (CAR)

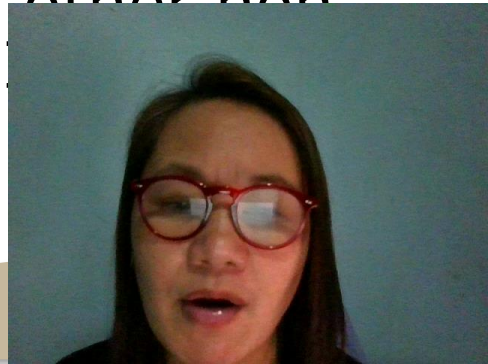
A copy of the CAR/CAR-RQA, in **alphabetical order**, shall be posted in at least 3 conspicuous places for a period of at least **10 calendar days**, indicating the date of posting.





# Important Note

- All **qualified** applicants shall be subject to the comparative assessment by the HRMPSB, EXCEPT:
  - Substitute appointment
  - Reappointment (change to permanent status) of provisional or temporary personnel
  - Appointments of casual, contractual, coterminous, and other non-career positions identified under Sec. 9, Subtitle A, Title 5, Chapter 2, Subchapter 1, EO 292.





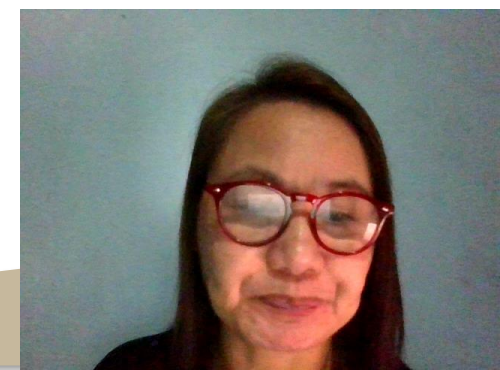
# Important Note

- The deliberation of the HRMPSB shall **not be made earlier than 10 calendar days** from the date of publication and posting.
- **Open Ranking System**
  - all applicants scheduled for evaluation of documents are present to witness the actual evaluation
  - applicants' scores are publicly disclosed
  - applicants confirm their individual results



# Appointment

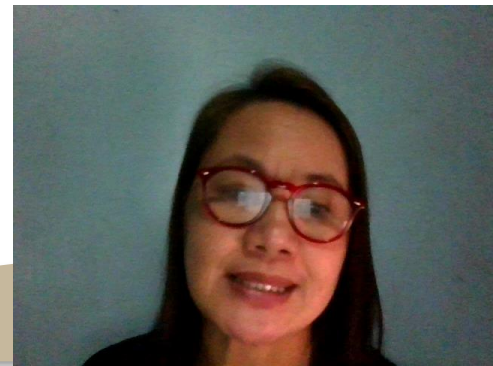
<b>Governance Level</b>	<b>Appointing Officer/Authority</b>
Central Office	Secretary
Regional Office	Regional Director
Schools Division Office	Schools Division Superintendent
School	Schools Division Superintendent



# Appointment



The appointing officer/authority shall be guided by the CAR/CAR-RQA, and in the exercise of **sound discretion**, select, insofar as practicable, the candidate deemed **most qualified** for appointment from among the **top 5 or less** per vacant position.



# Appointment

For teacher positions, the appointing officer/authority may select from the candidates in the CAR-RQA who are ranked below the top five (5) or less per vacant position when the appointment falls within the purview of the following exemptions:

1. RA 8190 "Localization Law", including applicant who taught as Local School Board (LSB)-hired teacher, KVT or substitute teacher for at least one year
2. Other pertinent laws, national policies, and agreements entered into by DepEd (e.g. DSWD-4Ps Beneficiaries, DOLE-SPIMS, DOST-SEI Scholars)
3. Top-ranking candidates who do not possess the necessary learning area specialization (e.g., Kindergarten; Math, Science, and other subject areas for Secondary level) required by the position to be filled, or all the top-ranking candidates who possess the necessary learning area specialization required by the position to be filled have already appointed and there are still vacant positions to be filled.



# Background Investigation (BI)

...the conduct of **verification** of applicant's credentials, behavior, and previous performance, if any, by validating information and records, and contacting the applicant's identified reference persons.





# Appointment



Duly approved appointments shall be announced through the posting of a **Notice of Appointments Issued (NAI)** in the bulletin boards and through other modes for **at least 15 calendar days** after the issuance.





# Important Note

- The appointing officer/authority may appoint a candidate who is ranked higher in the CAR/CAR-RQA than the candidate who is next-in-rank to the vacant position.
- Only a qualified next-in-rank official or employee included in the CAR/CAR-RQA may file a protest against an appointment made in favor of another candidate who does not meet the minimum qualification.





# Important Note

- Vacancies resulting from promotion shall not be filled up until the promotional appointments have been approved/validated by the CSC except:
  - *Those conferred with the PRIME-HRM Bronze/Silver/Gold award*
  - *Teaching positions pursuant to CSC Resolution No. 1800582 dated 13 June 2018*
- **Quantum leap** - Any promotional appointment to a position exceeding three (3) SGs higher is prohibited; except when the promotional appointment falls within the purview of the exceptions stated in the ORAOHRA.





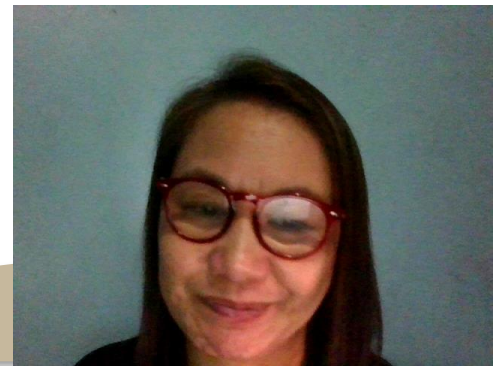
# Important Note

- Promotion within six (6) months prior to compulsory retirement shall not be allowed unless otherwise provided by law.
- The pendency of an administrative case against any employee shall not be a bar to promotion.



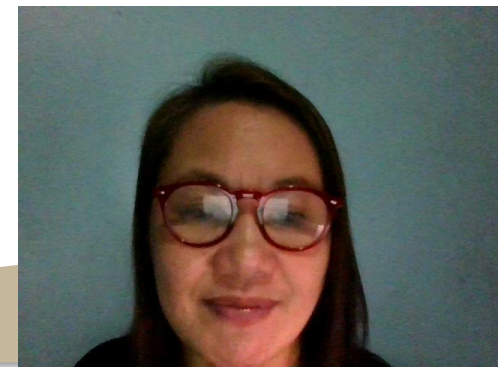
# Probationary Period

Original appointments with permanent status shall undergo **probationary period**. The duration of the probationary period shall be generally **6 months to one (1) year** (ORAOHRA).



# Probationary Period

Teachers who, prior to issuance of permanent appointments, have acquired **adequate training and professional preparation** in any school recognized by the government, and possess the appropriate civil service eligibility are **exempted** from probationary period (RA 4670).





# Important Note

A **notation** that the appointee is under probation for a specified period shall be indicated in the appointment issued.



# Probationary Period

The **performance evaluation** during the probationary period shall follow the process defined in RPMS guidelines.





# EFFECTIVITY

Per DM 041, s. 2022

In light of the transitory activities [...], the implementation of the DepEd MSP shall commence on **September 01, 2022.**

All vacant positions that are published and posted starting September 01, 2022 shall be governed by the new MSP and Omnibus Guidelines on Recruitment, Selection, and Appointment (RSA).

