



Republic of the Philippines
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City



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(035) 225 2376 / 225 2838 / 422 5283

May 12, 2016

DIVISION MEMORANDUM

No. 304, s. 2016

**2016 DIVISION RANKING FOR PROMOTION TO
PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) POSITION**

TO: *All EPSs/Division Coordinators,
PSDSs/Districts In-Charge, Central School Principals;
Elementary and Secondary School Principals;
Head Teachers and Master Teachers*

- 1) This is to inform the field that this Office is now accepting application for promotion to Public Schools District Supervisors (PSDS) Position based on the new Qualification Standards in conformity with DepEd Order No. 26, s. 2016 entitled "*Revised Qualification Standards (QS) for the Position of Public Schools District Supervision*", viz.:

Education:	Master's Degree of other Relevant Master's Degree
Experience:	Five years cumulative experience in instructional supervision and school management (Master Teacher, Head Teacher or Principals)
Training:	16 hours relevant trainings; and
Eligibility:	RA 1080 (Teacher)

- 2) Interested applicants are advised to submit to the Division Promotion and Selection Board (PSB) a written application in a properly labeled folder together with the following documents:

- CSC Form 212 (Revised 2005 with 2x2 ID Picture;
- Performance Rating (for at least 3 rating periods);
- Transcript Reports with S.O. for MA Graduates
- Updated Service Records;
- Certificate of Outstanding and Meritorious Accomplishments, and
- Certificate Trainings attended (not credited during the last promotion)

- 3) The criteria for ranking is based in DepEd Order No. 66, s. 2007:

• Performance (Last 3 rating periods)	- 35%
• Experience (Relevant to the position applied)	- 5%
• Meritorious & Outstanding Accomplishments	- 20%
• Education (at least complete MA)	- 25%
• Training (not credited during last promotion)	- 5%
• Psycho-social Attributes	- 5%
• Potential	- 5%



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- 4) Should a qualified applicant be considered for promotion, the following additional documents are required for the issuance of Promotional Advice:
 - a) *Certificate of Implementation for NGP pursuant to EO No. 26*
 - b) *Certification, issued by Div. Accountant - no unliquidated CAs*
 - c) *Certification, issued by Cashier - compliance of required clearances*
- 5) ***Preference is given to 2015 PSDS applicants whose promotional appointments were disapproved (on appeal) by the CSC due to experience requirements set forth in the 1997 Revised Qualification Standards (QS) for PSDS positions.***
- 6) The deadline for submission of application documents and the schedule of panel interview will be on Friday, ***May 27, 2016 from 9:00 A.M. to 5:00 P.M.***
- 7) **Item 2.a. of R.M. No. 147, s. 2011 states "The life span of the Rank list is one year only, from June 1 of the current year and terminates on May 31 of the following year"** Hence, the Official Results of 2016 Ranking for Promotion to PSDS Position shall be the basis for promotion to cover the period of the 2016 ranking cycle, i.e. from June 1, 2016 to May 31, 2017.
- 8) Immediate and wide dissemination of the content of this Memorandum is desired.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge

References:

- DO No. 26, s. 2016
- DO No. 50, s. 2014
- DO No. 66, s. 2007
- RM No. 147, s. 2011