



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**

Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

**Office of the Curriculum and Implementation Division**

Capitol Area, Dumaguete City

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February 14, 2018

Division Memorandum

No. 105 s, 2018

**PROCESSES AND PROCEDURES IN RANKING APPLICANTS FOR TEACHER II, III,  
MASTER TEACHER POSITIONS including TRANSFEREES**

To : Chiefs, CID & SGOD  
Division Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/District In-Charge  
Public Elementary & Secondary School Administrators

1. Consistent with the guiding principles of the National Competency Based Standards for School Heads (NCBS-SH) specifically item 1.D. on Building High Performance Teams, School Heads are mandated to provide opportunities for growth and development of members as team players.

2. With this, all public elementary and secondary school heads are strongly encouraged to follow a cycle of ranking all teachers regardless of whether items are available or not in a particular school year.

| Positions            | Schedule | Submission to the Division Office | Legal Bases  |
|----------------------|----------|-----------------------------------|--|
| Teacher II & III     | March    | Every last day of June            | DepEd Order No. 66, s. 2007  |
| Transferee           | March    | Every last day of June            | DepEd Order No. 22, s. 2013<br>Division Memo. No. 209, s. 2015<br>Division Memo. No. 518, s. 2015  |
| Master Teacher I, II | April    | Every last day of July            | DepEd Order No. 57, s. 1997<br>DepEd Order No. 70, s. 1988<br>DepEd Order No. 1, s. 1985<br>DepEd Order No. 62, s. 1983<br>MEC Order No. 10, s. 1979 |

3. The role of the School Screening Committee is to peruse and appraise the documents submitted by the teacher applicants.

4. The PSDS as the head of the District Ranking Committee (refer to Div. Memo. No. 209, s. 2015) shall take the lead in conducting the interview using the Behavioral Events Interview (BEI) technique for the Potential, Psychological Attributes and Personality Traits of teacher applicants.

5. Teachers applying for transfer to another school shall be advised to address their application for transfer to the Principal of the school where they want to transfer through their Public Schools District Supervisors. Likewise, the PSDS shall endorse the application letter to the Division Office.

6. For wide dissemination.

**SALUSTIANO T. JIMENEZ, CESO VI**  
**OIC-Assistant Regional Director**  
**Concurrent Schools Division Superintendent**

14 FEB 2018