



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

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Office of the Schools Division  
Superintendent

August 11, 2021

**DIVISION MEMORANDUM**

No. 663, s. 2021

**RANKING OF APPLICANTS FOR TEACHER II AND TEACHER III FOR  
SCHOOL YEAR 2021-2022**

To: : Assistant Schools Division Superintendent  
OIC- Assistant Schools Division Superintendent  
Chiefs of CID & SGOD  
PSDSs/Acting PSDSs  
Public Elementary & Secondary School Heads  
All Other Concerned

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1. This Office would like to announce the ranking of qualified applicants for promotion to Teacher II and Teacher III for the incoming School Year 2021-2022.
2. **The School Heads are required to inform ALL QUALIFIED PERMANENT TEACHERS to apply for Teacher II and Teacher III positions** and to be ready with their documents.
3. For reclassification of an item to the next higher position, an approved Equivalent Record Form (ERF) is a requirement to support the application.
4. For Teacher II and Teacher III reclassification, a rank list is not requirement for ERF application.
5. The qualifications needed for a candidates to be considered for the Teacher II and Teacher III positions as follows:

Position Applied	Minimum Qualification		Ranking Committee
	Natural Vacancy per D.O. No. 66, s. 2007	Reclassification	
Teacher II Salary Grade 12 (Elem./Sec.)	<ul style="list-style-type: none"> <li>- BEED/BSED or its equivalent</li> <li>- LET/PBET</li> <li>- 3 yrs. experience</li> </ul>	<ul style="list-style-type: none"> <li>- LET/PBET</li> <li>- at least 3 yrs. or more teaching exp. plus 20 M.A. units</li> <li>- 9 yrs. teaching exp. plus 18 M.A. units</li> </ul> <p>(ranking not required)</p>	<p><b>For Elem:</b></p> <p>Chairman : PSDS/ Acting PSDS Members: 4 school Heads</p> <p><b>For Secondary:</b></p> <p>Chairman: School Head Members : 4 MTs/best performing teachers</p>
Teacher III Salary Grade 13	<ul style="list-style-type: none"> <li>- BEED/BSED or its equivalent</li> <li>- LET/PBET</li> <li>- More than 3 yrs. experience</li> </ul>	<ul style="list-style-type: none"> <li>- LET/PBET</li> <li>- at least 3 yrs. or more teaching exp. with CAR or M.A.graduate</li> <li>- 20 years teaching exp. with 20 or more M.A. units</li> </ul> <p>(ranking not required)</p>	<p><b>For Elem:</b></p> <p>Chairman : PSDS/ Acting PSDS Members: 4 school Heads</p> <p><b>For Secondary:</b></p> <p>Chairman: School Head Members : 4 MTs/best performing teachers</p>

6. The ranking criteria for Teacher II and Teacher III are as follows ( see attached enclosure I for details):

Performance	-	35 points
Experience	-	5 points
Outstanding Accomplishment	-	20 points
Education	-	25 points
Training	-	5 points
Potential	-	5 points
Psycho-social attributes	-	<u>5 points</u>
<b>TOTAL</b>		<b>100 points</b>

7. The schedule of activities relative to the ranking of Teacher II and Teacher III as follows:

August 11-17, 2021	-	Submission of pertinent documents to the Ranking Committee
August 18-24, 2021	-	Ranking of Applicants
August 25-31, 2021	-	Submission of ranklist to the Division Office and for SDS approval

8. Immediate and wide dissemination of this memorandum is desired.

  
**BIANITO A. DAGATAN, EdD, CESO V**  
 Schools Division Superintendent

DETERMINANT/FACTORS OF PERFORMANCE FOR TEACHING AND RELATED TEACHING  
(Except School Heads)

Name of Applicants: \_\_\_\_\_ Position Applied: \_\_\_\_\_

CRITERIA	POINTS EQUIVALENT	POINTS EARNED	REMARKS
<b>A. Performance Rating</b> Performance Rating for the last 3 rating periods should be at least Very Satisfactory.	35 Average of the numerical ratings multiplied by 35 %		
<b>B. Experience</b> Experience must be relevant to the duties and functions of the position to be filled.	5 Every year given a point but not to exceed five (5) points		
<b>C. Outstanding Accomplishments (Meritorious Accomplishments)</b>  a. Outstanding Employee Award b. Innovations c. Research & Development Projects d. Publication/Authorship e. Consultant/Resource Speaker in Trainings/Seminars	(20)  4 4 4 4 4		
<b>D. Education</b>  <ul style="list-style-type: none"> <li>• Complete Academic Requirements for Master's Degree</li> <li>• Master's Degree</li> <li>• Complete Academic Requirements for Doctoral Degree</li> <li>• Doctoral Degree</li> </ul>	(25)  10 15 20 25		
<b>E. Training</b>  Participants in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants Participate in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions  <ul style="list-style-type: none"> <li>• District Level</li> <li>• Division Level</li> <li>• Regional Level</li> </ul> Participate in one (1) training conducted for at least three (3) days not credited during the last promotions  <ul style="list-style-type: none"> <li>• National Level</li> <li>• International Level</li> </ul> Chair/Co-Chair in a technical/planning committee  <ul style="list-style-type: none"> <li>• District Level</li> <li>• Division Level</li> <li>• Regional Level</li> <li>• National Level</li> <li>• International Level</li> </ul>	(5)  One (1) point for every month of attendance but not exceed five (5) points  1 2 3  4 5  1 2 3 4 5		
<b>F. Potential</b> 1. Communication Skills 2. Ability to Present Ideas 3. Alertness 4. Judgment 5. Leadership Ability	(5) 1 1 1 1 1		
<b>G. Psycho-social attributes</b> a. Human Relations b. Decisiveness c. Stress Tolerance	(5) 2 2 1		