



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

Office of the Schools Division Superintendent

April 20, 2023

DIVISION MEMORANDUM

NO. 0200, s. 2023

**GUIDELINES FOR EFFECTIVE SCHOOL-LEVEL
INITIAL EVALUATION PROCESS**

To: *Assistant Schools Division Superintendent*
Division Chief Supervisors
Education Program Supervisors/Coordinators
Acting/ Public Schools District Supervisors
Elementary and Secondary Schools Heads
All Others Concerned

1. This office would like to release the Guidelines for the School-Level Initial Evaluation Process as part of the division's ongoing recruitment and selection process. These guidelines have been carefully developed to ensure that the recruitment and selection process is transparent, fair, consistent and gives **Equal Employment Opportunity Principle (EEOP)** to all. No applicant shall be discriminated and/or denied access to opportunities for suitable employment. (see Annex A).
2. The field is also reminded of the school-level timetable.

Covered Dates	Activities
April 1, 2023	Opening of the EMS portal to accept online application.
April 1-30, 2023	Teaching Demonstration of teacher-applicants in the field.
April 1-30, 2023	Teacher Reflection (TRF) administration for teacher-applicants in the field.
April 30, 2023	Deadline of online application.
May 1-7, 2023	School-level initial evaluation.
May 8, 2023	Submission of Initial Evaluation Result through the EMS.

3. Immediate dissemination of and compliance with this Memorandum is desired.

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Schools Division Superintendent



GUIDELINES FOR EFFECTIVE SCHOOL-LEVEL INITIAL EVALUATION PROCESS

I. Rationale

This guideline is drafted in compliance with DepEd Order No. 7, 2023, titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education." Paragraph 27 of this order provides for the creation of sub-committees to assist in the initial evaluation process for completeness, authenticity, and veracity of application documents. As per this provision, the head of office may designate School Initial Evaluation Committees in schools to aid in the verification of application documents. This guideline aims to provide detailed guidance for the effective functioning of the School's Initial Evaluation Committees in schools.

II. Scope

The scope of this guideline is to provide detailed guidance for the effective functioning of the School Initial Evaluation Committees in schools, as provided for by Paragraph 27 of DepEd Order No. 7, 2023. This guideline outlines the roles and responsibilities of the committee members and the tasks to be executed by schools during the initial evaluation process. The guidelines are designed to ensure that the initial evaluation process is conducted fairly, objectively, and equitably, leading to the selection of the most suitable candidates for the Department of Education Bohol Division position.

III. Definition of Terms and Acronyms

- a. **Employment Management System (EMS)** is the DepEd Bohol Division's online platform for managing employment-related processes. Specifically, it is a Messenger-based system that serves as the main and only channel for submitting job applications. The EMS provides a user-friendly and efficient way of submitting and tracking applications, ensuring the recruitment process is transparent and fair.
- b. **School Initial Evaluation Committee (SIEC)** is a three-member committee at the school level, chaired by the School Head and composed of two (2) permanent members. The SIEC is responsible for conducting the initial evaluation of application documents submitted to the school. Additional members may be added to serve as consultants to assist in the verification of the completeness, authenticity, and veracity of application documents. The SIEC ensures that the evaluation process is conducted fairly, objectively, and equitably and that the most suitable candidates are recommended for the next phase of the selection process.
- c. **School-based Teaching Demonstration** refers to the process of allowing teacher-applicants to perform a demonstration of their teaching skills in an actual classroom setting in a school. The demonstration is recorded for the purpose of online application and is a requisite for successful application to teaching positions.



- d. **School-based Teacher Reflection Administration** refers to the process of conducting the Teacher Reflection Assessment in the school setting. This assessment is designed to help teachers reflect on their teaching practices, identify areas for improvement, and develop effective teaching strategies. The assessment is administered in a school-based setting, providing teachers with a supportive environment for reflection and growth.

IV. Responsibilities of the SIEC

a. Register to EMS

- The SIEC members (Chairpersons, Members, Learning Area Consultants, and School ICT Coordinators) should register to the Messenger-based Employment Management System (EMS). The EMS Staff Portal platform can be accessed through the web or through the Messenger app at m.me/SDOBoholHR and by tapping the Staff Portal menu option.
- The ICT Staff should coordinate with the District ICT Coordinator to get the registration approved.

b. Approve other members of the SIEC

- Once approved, the ICT Staff should approve the other members of the SIEC by tapping the Approve SIEC/CAC button in the EMS Staff Portal.

c. Review applications

- The SIEC Members are responsible for inspecting the completeness, veracity, and authenticity of the submitted applications via the EMS.
- If the application is incomplete, the SIEC members should inform the applicant to submit non-complied checklist items before the deadline whenever warranted.

d. Initially evaluate applications

- The SIEC Members should initially evaluate the Education (MA units), Training (hours), Experience (months), and Eligibility (PBET/LET/LEPT scores) based on valid accumulations.

e. Draft the IER Forms A and B

- The SIEC Members should draft the Initial Evaluation Result (IER) Form A and B and fill out the form appropriately.

f. Communicate to applicants the initial result

- The SIEC Chairperson should post the IER Form B on the school bulletin board and send the IER Letter Form A/B to the applicants.

g. Submit EIR Form A via EMS

- The ICT Staff should submit the chairperson-signed scanned copy of the EIR Form A to the EMS.

V. Initial Evaluation Process

a. Assessing Qualification

Teacher-applicants should be:

- Graduates of BEED/BSED or any Bachelor's degree plus 18 Professional Education units



- Professional teachers with a license (except for Senior HS applicants)

If the teacher-applicant has met all of the items above, he/she is deemed qualified; otherwise, he/she is deemed disqualified.

b. Cumulative Evaluation of Education

Teacher-applicants should be graduates of BEED/BSED or any Bachelor's degree plus 18 professional units, but they may also have earned Master's units (only indicate the relevant MA. All MAED programs, regardless of specialization, are valid).

On the IER Form A/B, you may indicate the following:

- *BEED*
- *BSED, 18 MA units*
- *BSA with 18 Professional Education units*

c. Cumulative Evaluation of Training

The requirement is none, but they may also have earned training hours (only training hours with a minimum of 3 hours and are relevant to teaching as well as computer-related or specialization) are acceptable.

On the IER Form A/B, you may indicate the following:

Workshop on Teaching Pedagogies (Jan 1-2) | 16 hours.

d. Cumulative Evaluation of Experience

The requirement is none, but they may also have earned experience months (only teaching experience as well as industry experience for Senior HS applicants) are acceptable.

On the IER Form A/B, you may indicate the following:

- *Saint Augustine Institute (June 2022-March 2023) | 9 months*
- *Bank of the Philippine Islands (June 2022-March 2023) | 9 months (for Senior HS Applicants)*

e. Evaluation of Eligibility

Must be a license holder (except Senior HS applicants). A certificate of Good Moral Standing issued by the PRC is acceptable as a replacement.

On the IER Form A/B, you may indicate the following:

- *PBET: 87.20*
- *LET: 90.00*

VI. School Tasks

a. Allowing teacher-applicants to conduct teaching demonstrations:

The School Head is responsible for allowing teacher-applicants (school applicants, non-school teaching applicants from other barangays or districts) to conduct a teaching demonstration based on the actual lessons as budgeted over the quarter and not made-up ones. The School Head, through the cooperating teacher assigned, should assign a schedule and topic for the demonstration, which should not exceed an hour. There should be no discrimination of wherever the teacher-applicant is coming from.



Important: The SIEC shall not observe nor assess the teaching demonstration.

Considering that the deadline for submission of the application and such requires the uploaded teaching demonstration video, this activity should be done ASAP before April 30, 2023.

b. Administering the Teacher Reflection Assessment:

The School Head is responsible for administering the Teacher Reflection Assessment to teacher-applicants (school applicants, non-school teaching applicants from other barangays or districts), irrespective of whether they have completed the teaching demonstration or not. The strategy for administering the assessment is left to the discretion of the School Head, provided the following guidelines are followed:

- Teacher-applicants will only be given a maximum of an hour to complete the assessment.
- Teacher-applicants will not be allowed to bring along with their gadgets or notes while taking the teacher reflection assessment.
- School Heads or their representatives should affix their signatures at the end of every answer (4 signatures per teacher-applicant).
- The school shall scan the answers and only provide the teacher-applicant with soft copies. Hard copies will be kept by the school.

Important: The SIEC shall not assess the accomplished teacher reflection form.

Considering that the deadline for submission of the application and such requires the uploaded accomplished teacher reflection form, this activity should be done ASAP before April 30, 2023.

VII. Templates, General FAQs, and War Room

a. Forms Repository

<https://tinyurl.com/4zeyxwht>

- RSA Forms- IER Forms A and B
- RSA Forms- IER letters A and B
- RSA Forms- TRF Sheet (for the TRF Administration)
- Recording- Virtual Orientation for School Initial Evaluation Committee
- PPT- Virtual Orientation for School Initial Evaluation Committee

b. General FAQ

<https://tinyurl.com/mr3xzw5r>

c. War Room (Telegram Group Chat for ICT Coordinators/Staff)

https://t.me/+q_jRmyA4i845MGE1

