

**[DEPED ORDER NO. 2, S. 2002, FEBRUARY 4,
2002, February 04, 2002]**

GUIDELINES ON THE HIRING OF PUBLIC SCHOOL TEACHERS

1. Attached herewith are the guidelines on the hiring of public school teachers for implementation by the Division Offices and elementary and secondary schools.
2. The Regional Offices are directed to oversee the recruitment, selection and appointment of public school teachers to ensure that the most qualified applicants are hired pursuant to these guidelines.

For immediate dissemination and strict compliance.

Adopted: 04 Feb. 2002

(SGD.) RAUL S. ROCO
Secretary

GUIDELINES ON THE HIRING OF TEACHERS

January 16-February 28, 2002

1. All school principals (principals, head teachers and teachers-in-charge) should submit to the schools division superintendent the duly certified data on the enrolment by grade/year and the number of teachers, categorized into nationally paid (i.e. with regular plantilla items) and locally paid.
2. The schools division superintendents shall prepare a list of schools needing additional teachers according to priority, one for elementary and another for the secondary level. The listing should be based on the Form 3 for SY 2001-2002.
3. The school principal accepts application letters of teacher applicants. The following documents should be submitted together with the application letter:
 - a) A photocopy of the LET/Teachers Board Rating and PRC registration/license
 - b) A photocopy of the transcript of records of his/her schooling
 - c) Service record, if one has teaching experience
 - d) Duly accomplished CS Form 212 in 2 copies with the latest 2" x 2" ID picture
4. Requests for transfers should also be submitted to the school principal of the school where the teacher wishes to be transferred.

5. The school principal shall create a committee of five to interview the teacher applicants within two days from receipt of their application letter. The composition of the committee to assist the principal in screening the candidates shall depend on the type of school as follows:

5.1 For central elementary schools and non-central elementary schools headed by either a principal or a head teacher, or teacher-in-charge committee of five shall be selected by the Principal from among the Grade Level Chairmen who are Master Teachers based on subject area concentrations, competence and visible creditable demonstrated capability.

5.2 For elementary schools with six teachers or less (i.e. with no school head), the district supervisor shall identify the committee of five to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five. The district supervisor shall perform the role of the school principal under these guidelines. He/she shall compile the applications submitted at the school level.

5.3 For secondary schools with existing department heads, the principal shall maintain the four department heads. The department head for Makabayan shall be selected from the other four department heads.

5.4 For secondary schools with no existing department heads, the school principal shall designate the members of the committee on the basis of qualifications and demonstrated creditable competence.

5.5 For schools with seven teachers or less, the school principal shall cluster the subjects and designate one department head per cluster such as Science and Math, English and Filipino, and Makabayan. The school principal shall head the committee. Alternatively, small schools shall be attached to the parent school with department heads.

Upon filing of their application letter, the applicants shall be informed of the day, time and place for the interview to spare the teacher applicants from making unnecessary trips back to the school to inquire about the interview schedule.

6. The school principal and at least one member of the school selection committee shall individually interview each applicant.

7. The ranking of the applicants without teaching experience shall be based on the following factors:

a. LET/Teachers Board Rating

b. Interview

30 points

c. Education

30 points

d. Work experience

10 points

NOTE: For the ranking of applicants with teaching experience, please refer to Annex A for the criteria, weights and the scoring system to be used.

The rating of each factor is as follows:

a. LET/Teachers Board Rating

30 points

A minimum of 15 points shall be given to a LET passer or one with a PRC special permit to teach. Additional points will be given on the basis of the LET/Teachers Board Rating as follows:

1) LET Rating

75 & 76 – 1 pt.

85 & 86 – 6 pts.

94 – 11 pts.

77 & 78 – 2 pts.

87 & 88 – 7 pts.

95 – 12 pts.

79 & 80 – 3 pts.

89 & 90 – 8 pts.

96 – 13 pts.

81 & 82 – 4 pts.

91 & 92 – 9 pts.

97 – 14 pts.

83 & 84 – 5 pts.

93 – 10 pts.

98 & 99 – 15 pts.

2) Teachers Board Rating

70 & 71 – 1 pt.

80 & 81 – 6 pts.

90 & 91 – 11 pts.

72 & 73 – 2 pts.

82 & 83 – 7 pts.

92 & 93 – 12 pts.

74&75 – 3 pts.

84 & 85 – 8 pts.