

**[ DEPED ORDER NO. 1, S. 2004, January 12, 2004 ]**

**REVISED GUIDELINES ON RECRUITMENT AND APPOINTMENT OR  
ASSIGNMENT OF PUBLIC SCHOOL TEACHERS INCLUDING THE  
ESTABLISHMENT OF A POOLING SCHEME**

1. For the information and guidance of all concerned, enclosed are the revised guidelines on recruitment and appointment or assignment of public school teachers including the establishment of a pooling scheme.
2. Immediate dissemination of and compliance with this Order is directed.

Adopted: 12 Jan. 2004

(SGD.) EDILBERTO C. DE JESUS  
*Secretary*

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**Revised Guidelines on Recruitment and Appointment or Assignment of  
Public School Teachers Including the Establishment of a Pooling Scheme**

**1.0  
Purpose**

These guidelines which are anchored on the school-based management policy under Republic Act 9155 are hereby issued to harmonize the DepED recruitment, selection and appointment or assignment procedures with the provisions of R.A. 8190, otherwise known as Localization Law, R.A. 4670 (The Magna Carta for Public School Teachers), R.A. 7836 (Philippine Teachers Professionalization Act of 1994) and P.D. 603 (The Child and Youth Welfare Code).

**2.0  
Coverage**

These guidelines shall apply to the appointment or assignment of Teacher 1 positions (SG10) in public elementary and secondary schools under the Department of Education.

Locally paid teachers whose salaries are drawn against the Special Education Fund (SEF) or the general fund of the local government units shall likewise be covered by these guidelines in the event that they apply for teaching positions in any of the public elementary or secondary schools.

### **3.0 Definition of Terms**

As used herein the following terms shall be understood to mean:

3.1 **Teacher-applicant** - refers to a person who possesses the appropriate license to teach and who meets the minimum requirements of the position.

3.2 **Teacher-transferee** refers to a public elementary and secondary school teacher who seeks to transfer or be reassigned from his/her present school assignment to another school where he/she is a bona fide resident for a period of at least six months prior to application.

3.3 **Bona fide resident** refers to a teacher who has resided in a particular barangay, municipality, city or province where the school is located for a period of at least six (6) months prior to application.

3.4 **Registry or pool of qualified teacher-applicants** refers to the list of qualified teacher-applicants as a result of a systematic selection, assessment and evaluation of the qualifications of the teacher-applicants based on the established criteria provided herein.

### **4.0 Policy Statements**

4.1 Teacher-applicants shall be categorized, as follows:

Category I. Those who belong to the upper ten (10) percent of LET/PBET passers with or without teaching experience in basic education.

Category II. All other LET/PBET passers with or without teaching experience in basic education

4.2 A systematic assessment of the qualifications of teacher-applicants shall be done based on the established criteria herein provided. The aforesaid assessment of teacher-applicants for inclusion in the registry or pool shall be done in the school every school year.

The results of such assessment and evaluation and their corresponding ranking shall be submitted to the division office and shall form part of the registry or pool of qualified teacher-applicants from which the Schools Division Superintendent shall select the most qualified teacher-applicants to fill existing vacancies by appointment or assignment, as the case may be.

4.3 Recruitment shall be the function of the school head and ranking shall be school-based. Hiring shall be done in the division offices.

4.4 A registry or pool of qualified teacher-applicants shall be established in every division office, which shall be valid for three (3) years. However, such registry shall be updated every school year. For this purpose, schools heads shall submit to the superintendents the list of new qualified teacher-applicants after the annual ranking which shall then be incorporated in the registry or pool previously listed teacher-applicants being maintained in the division offices.

Such registry or pool of qualified teacher-applicants shall contain the names, addresses, ranking and their preferred schools with their addresses for appointment or assignment.

4.5 Appointments shall first be made from the registry or pool of teachers applicants from category I before considering the registry of those in category II.

4.6 The pertinent provisions of R.A. No. 8190, R.A. No. 4670, R.A. No. 7836 and P.D. 603 shall be taken into consideration in the inclusion in the registry or pool of teacher-applicants and in the recruitment, selection and appointment of qualified teacher-applicants.

## **5.0 Procedural Guidelines**

5.1 The school head shall create a committee of five to interview the teacher-applicants and screen the documents relative to their applications. The composition of the committee to assist the school head shall depend on the types of schools, as follows:

5.1.1 For central elementary schools and non-central elementary schools, the committee of five shall be selected by the school head from among the Grade Level Chairman and Subject Area Specialists, preferably the Master Teachers, based on competence and demonstrated capability.

5.1.2 For elementary or secondary schools with six teachers or less, clusters of these schools shall be constituted. The Schools Division Superintendent shall identify the committee of five to take charge of the screening of applicants and shall designate a lead school head to chair the committee.

5.1.3 For secondary schools, the school head shall form a committee of five consisting of department heads of the five learning areas, namely: English, Science, Math, Filipino and Makabayan. Applicants for annex schools shall apply in the parent school.

5.2 A teacher who wants to transfer to a public elementary or secondary school located in his/her place of residence may send a written application and the necessary documents, including the certification of the place of residence to the school head concerned, who shall verify and certify the correctness and authenticity of the documents submitted.

The school head concerned shall, in turn, forward the application to the committee constituted to interview and screen teacher-applicants for inclusion in the registry or pool.

5.3 Applicants who are not in the service as public elementary or secondary school teachers shall apply to the school heads of the public elementary or secondary schools located in their places of residence. The school head concerned shall verify and certify the correctness and authenticity of the documents submitted and shall, in turn, forward the applications to the committee created to interview and screen teacher-applicants for possible inclusion to the registry of pool.

5.4 The school head and the committee of five shall sit en banc to interview and rate the individual teacher- applicants in each of the two categories.

5.5 The result of the assessment and corresponding ranking of the teacher-applicants shall be submitted by the school head concerned to the Schools Division Superintendent. who shall include their names in the registry or pool of qualified teacher-applicants for appointment or assignment.

5.6 A registry or pool of qualified teacher-applicants in each of the two categories for every elementary school and another registry of pool of qualified teacher-applicants for every secondary school shall be established in every division office, which shall be valid for three (3) years.

5.7 The Schools Division Superintendent shall furnish the Regional Director copies of the registry or pool of qualified teacher-applicants.

## **6.0**

### **Selection Schedule**

The annual schedule for assessment/selection process for inclusion in the registry or

pool of qualified applicants shall be as follows:

January 15 to March 15	Filing of applications
March 16-31	Interview of applicants
April 1-15	Ranking of applicants
April 16-30	-Submission of rank list to SDS - Rank list shall be posted in conspicuous places

The following documents shall be submitted:

- CSC Form 212 in two copies with the latest 2 x 2 ID picture;
- Authenticated copies of LET/PBET rating and PRC registration/license;
- Authenticated copy of baccalaureate transcript of records with computed weighted rating;
- If with teaching experience, copy of the service record, performance rating and clearance;
- Sworn certification from the Barangay Chairman confirming that teacher-applicant is a bona fide resident of the barangay; and
- Certificate of specialized training, if any.

The applicant has to assume full responsibility as to the correctness and authenticity of the documents submitted.

## **7.0**

### **Criteria for Assessment of Applicants and the Determination of their Respective Ranking**

The assessment of applicants and the determination of their ranking in the two categories shall be based on the following factors:

#### **Category I**

a. Education	40 pts.
b. Interview	30 pts.
c. Teaching Experience	20 pts.
d. Specialized Training/Skills	10 pts.
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Total	100 pts.

The list of duly accredited schools by level is found in "Annex B". Accredited schools may likewise be accessed in the website [www.deped.gov.ph](http://www.deped.gov.ph).