

Personnel Selection Board
Individual Evaluation Sheet
 (Criteria Based on DepED Order No. 42, s. 2007)

Name of Applicant : _____ Present Position: _____
 School/Station : _____ District: _____

Position Applied for: HT I HT II HT III P I P II P III P IV

Qualifications (For Principal 1 Applicants)

NQESH Results		Experience	
	Supporting Document/s	Must have an experience of at least 5 years in aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III	Supporting Document/s
Date/Year Taken:		Years Experience: _____	
Numerical Rating:			
Descriptive Rating:			

Individual Evaluation Template

CRITERIA	MAXIMUM POINTS	SCORING	DOCUMENT EVALUATION	POINTS												
Performance	30	Average Numerical Rating for the last 3 rating periods. <table style="margin-left: 20px; border: none;"> <tr> <td style="text-align: right;">Numerical Rating</td> <td style="text-align: right;">Points</td> </tr> <tr> <td>9.4 – 10</td> <td>30</td> </tr> <tr> <td>8.7 – 9.3</td> <td>25</td> </tr> <tr> <td>8.0 – 8.6</td> <td>20</td> </tr> <tr> <td>7.3 – 7.9</td> <td>15</td> </tr> <tr> <td>6.6 – 7.2</td> <td>10</td> </tr> </table>	Numerical Rating	Points	9.4 – 10	30	8.7 – 9.3	25	8.0 – 8.6	20	7.3 – 7.9	15	6.6 – 7.2	10		
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9.4 – 10	30															
8.7 – 9.3	25															
8.0 – 8.6	20															
7.3 – 7.9	15															
6.6 – 7.2	10															
Experience	10	Experience must be relevant to the duties and functions of the positions to be filled, with every year given a point but not to exceed ten (10) points. Every month of service in excess of one year shall be given corresponding points. Example: 1 yr. & 5 mos. 1 5/12 = 1.4 points 5 yrs & 11 mos. 5 11/12 = 5.9 points														
Outstanding Accomplishments	30	a. Outstanding Employee Award (5 points) Awardee in the school - 1 pt. Nomination in the division/awardee in the district - 2 pts. Nomination in the region/awardee in the division - 3 pts. Nomination in the Department/awardee in the region - 4 pts. National awardee - 5 pts.														
		b. Innovations (5 points) Innovative work plan properly documented, approved by Immediate chief and attested by authorized regional/division official: 1. Conceptualized - 1 pt. 2. Started the implementation - 2 pts. 3. Fully implemented in the school - 3 pts. 4. Adopted in the district - 4 pts. 5. Adopted in the division - 5 pts.														
		c. Research and Developments Projects (10 points) Action research conducted in the school level - 6 pts. Action research conducted in the district level - 8 pts. Action research conducted in the division level - 10 pts.														
		d. Publication/Authorship (5 points) Articles published in a journal/newspaper/magazine of wide circulation - 2 pts. (per article but not to exceed 4 pts.) Co-authorship of a book - 4 pts. (shall be divided by the number of authors) Sole authorship of a book - 5 pts.														
		e. Consultant/Resource Speaker in Trainings/Seminars Workshops/Symposia (5 points) District level - 1 pt. Division level - 2 pts. Regional level - 3 pts. National level - 4 pts. International level - 5 pts.														
Education & Training	20	a. Education (10 points) Complete Academic Requirements for Master's Degree - 6 pts. Master's Degree - 7 pts. Complete Academic Requirements for Doctoral Degree - 9 pts. Doctoral Degree - 10 pts.														
		b. Training (10 points) Participant in a specialized training - 10 pts e.g. Scholarship Programs, Short Courses, Study Grants shall be given one (1) for every month of attendance but not to exceed ten (10) points. Participants in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions: District Level - 2 pts. Division Level - 4 pts. Regional Level - 6 pts.														
		Participant in one (1) training conducted for at least three (3) days not credited during the last promotions: National Level - 8 pts. International Level - 10 pts.														

		Chair/Co-chair in a technical/planning committee District Level - 2 pts. Division Level - 4 pts. Regional Level - 6 pts. National Level - 8 pts. International Level - 10 pts.		
Potential	5			
Psychological Attributes & Personality Traits	5			
			TOTAL	
			RANK	

This is to certify that this individual evaluation sheet was presented to me by the Division Personnel Selection Board during the conference of applicants to the stated position on _____ at the Office of the Assistant Schools Division Superintendent, DepED, Schools Division of Cebu City.

My signature below signifies my concurrence to the evaluation results as presented.

Division Personnel Selection Board

DANILO G. GUDELOSAO, Ed.D.
OIC – Asst. Schools Division Superintendent
Chairman

_____ Member

_____ Member