

Personnel Selection Board
Individual Evaluation Sheet – Teaching & Related Teaching Group
 (Criteria Based on DepED Order No. 66, s. 2007)

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

Position Applied for			
<input type="radio"/> Teacher II	<input type="radio"/> Education Supervisor I	<input type="radio"/> Chief Education Supervisor	<input type="radio"/> Guidance Counselor
<input type="radio"/> Teacher III	<input type="radio"/> Education Supervisor II	<input type="radio"/> Chief Educ. Program Specialist	<input type="radio"/> Guidance Coordinator
	<input type="radio"/> Education Supervisor III	<input type="radio"/> Senior Educ. Program Specialist	<input type="radio"/> Others, _____
		<input type="radio"/> Educ. Program Specialist I	
		<input type="radio"/> Educ. Program Specialist II	

Individual Evaluation Template				
CRITERIA	MAXIMUM POINTS	SCORING	DOCUMENT EVALUATION	POINTS
A. Performance Rating Performance rating for the last 3 rating periods should be at least Very Satisfactory.	35	Average of the numerical ratings multiplied by 35%		
B. Experience 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		
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	a. Outstanding Employee Award 4 b. Innovations 4 c. Research & Development Projects 4 d. Publication/Authorship 4 e. Consultant/Resource Speaker in Trainings/Seminars 4		
D. Education	25	• Complete Academic Requirements for Master's Degree 10 • Master's Degree 15 • Complete Academic Requirements for Doctoral Degree 20 • Doctoral Degree 25		
Training Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants	5	One points for every month of attendance but not to exceed five (5) points Participant 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 1 • Division Level 2 • Regional Level 3 Participant in one (1) training conducted for at least three (3) days not credited during the last promotions: • National Level 4 • International Level 5 Chair/Co-chair in a technical/planning committee: • District Level 1 • Division Level 2 • Regional Level 3 • National Level 4 • International Level 5		
E. Potential	5	1. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1		
F. Psycho-Social Attributes	5	a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		
			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