



DEPARTMENT OF EDUCATION
OFFICE OF THE ASSISTANT SECRETARY
FOR GOVERNANCE AND OPERATIONS

MEMORANDUM
OM-GO-2016-GOA-_____

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
BLSS - School Health Division
All Employees Concerned

FROM:  JESUS L.R. MATEO
Assistant Secretary

SUBJECT: **ADDITIONAL GUIDELINES FOR SCHOOL HEALTH AND
NUTRITION UNITS IN IMPLEMENTING THE APPROVED
REVISED STAFFING PATTERN**

DATE: July 11, 2016

With the release of DepEd Order No. 40 s. 2016, entitled *Approval and Implementation of the Revised Rationalized Staffing Pattern for the School Health and Nutrition Units of the Department of Education*, these guidelines are issued to further provide clarity on the placement process and preparation of documentary requirements to the Department of Budget and Management (DBM).

This is to inform all DepEd field offices of the approved positions and allocation of items for the school health and nutrition units (SHN) of the regional and schools division offices.

The revised staffing pattern for the School Health and Nutrition Units in the regional and schools division offices that was approved by DBM on March 2016 shall supersede the staffing pattern in the approved rationalization plan in November 2013.

A. Regional Office

The School Health and Nutrition Unit in the regional office shall have the same staffing pattern, regardless of the size classification of the region. The unit shall have the following positions:

Position	SG	Quantity
Medical Officer IV	23	1
Dentist III	20	1
Nutritionist-Dietitian II	15	1
Total		3

B. Schools Division Office

The School Health and Nutrition Unit in the schools division office shall have the standard allocation per position depending on the size classification of the schools division office. The unit shall have the following positions:

Position	SG	Quantity			
		VL	L	M	S
Medical Officer III	21	1	1	1	1
Dentist II	17	11	7	2	1
Nurse II*	15	46	29	5	2
Total		58	37	8	4

**The Nurse II allocation is still pending approval from DBM. All requested documents were submitted to DBM already. However, the approval was not released before the transition period with their new administration. Nevertheless, all offices are still directed to prepare the documentary requirements for the Nurse II items to facilitate faster processing and evaluation with the DBM counterpart offices. Plantilla decisions and NOSCA's regarding the Nurse II items shall be released when the approval from DBM is issued.*

The additional guidelines on the placement process and preparation of documentary requirements are enclosed in the attached annexes to this memorandum.

1. Annex A: Copy of the DBM approval dated March 18, 2016
2. Annex B: Additional Guidelines on the Implementation of the Revised Staffing Pattern of the SHN Units

Please be reminded that submission of documentary requirements should be by region. Hence, the regional office secretariat should consolidate all documents from the regional office - proper and its schools division offices. All documents should be submitted to BHROD Organizational Effectiveness Division, DepEd Central Office, which in turn will submit the documents to the DBM Central Office. The pace of the evaluation and subsequent release of the NOSCA shall depend on the accuracy and completeness of the regional documents.

For clarifications or concerns, please contact Ms. Gail Ricafort of the Organization Effectiveness Division at (02) 633-5375 or tesa.ricafort@deped.gov.ph.

Please be guided accordingly.



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF BUDGET AND MANAGEMENT
 GEN. SOLANO ST., SAN MIGUEL, MANILA

MAR 18 2016

HON. BRO. ARMIN LUISTRO
Secretary
 Department of Education (DepEd)
 DepEd Complex, Meralco Ave.
 Pasig City

DEPARTMENT OF EDUCATION
 OFFICE OF THE SECRETARY
RECEIVED
 March 22, 2016
 CARRON Time: 8:51 am
 # 297267

Attention: **Undersecretary Rizalino D. Rivera**
 Co-Chairperson, Change Management Team (CMT)

Sir:

This has reference to the proposed revised staffing pattern (SP) of the DepEd for its *Health and Nutrition Units (HNUs)* in the different *Regional Offices (ROs)* and *Schools Division Offices (SDOs)*.

Among other proposals, the DepEd is requesting the *replacement of 238 Health Education and Promotion Officer (HEPO) items* in the SP of the different DepEd *ROs (16 HEPO III and 16 HEPO II positions)* and *SDOs (206 HEPO III items)* with *medical and allied medical positions (Medical Specialist, Dentist, Nurse and Nutrition-Dietitian items)* in view of the said need of the aforementioned offices for distinct competencies/expertise in the implementation of highly-specialized health and nutrition-related programs of the Department, as well as the creation of additional Nurse II items for the same, as follows:

❖ **ROs (For Large, Medium and Small ROs):**

FROM		TO	
Position Title/ Salary Grade (SG)	No. of Positions	Position Title/SG	No. of Positions
HEPO III/SG-18	1	Medical Specialist III/SG-24	1
HEPO II/SG-14	1	Dentist III/SG-20	1
		Nutrition-Dietitian II/SG-15	1
Total	2	Total	3

❖ **SDOs:**

FROM		TO	
Position Title/SG	No. of Positions	Position Title/SG	No. of Positions
Very Large SDOs			
HEPO III/SG-18	1	Medical Specialist III/SG-24	1
Dentist II/SG-17	11	Dentist II/SG-17	11
Nurse II/SG-15	11	Nurse II/SG-15	46
Total	23	Total	58
Large SDOs			
HEPO III/SG-18	1	Medical Specialist III/SG-24	1
Dentist II/SG-17	7	Dentist II/SG-17	7
Nurse II/SG-15	7	Nurse II/SG-15	29
Total	15	Total	37
Medium SDOs			
HEPO III/SG-18	1	Medical Specialist III/SG-24	1
Dentist II/SG-17	2	Dentist II/SG-17	2
Nurse II/SG-15	2	Nurse II/SG-15	9
Total	5	Total	12

FROM		TO	
Position Title/SG	No. of Positions	Position Title/SG	No. of Positions
Small SDOs			
HEPO III/SG-18	1	Medical Specialist III/SG-24	1
		Dentist II/SG-17	1
		Nurse II/SG-15	4
Total	1	Total	6

DepEd ROs:

In the evaluation of said DepEd request for its different ROs, we took into consideration the need of the Department for personnel who are both public health program managers and medical practitioners to handle the formulation of policies and programs on health and nutrition in the regional level, as well as in the monitoring of the implementation of the same.

In this regard, the **replacement** of subject two (2) HEPO items with the following **three (3) positions** in each of the DepEd RO **is considered:**

- **One (1) Medical Officer IV/SG-23;**
- **One (1) Dentist III/SG-20;** and
- **One (1) Nutritionist-Dietitian II/SG-15.**

DepEd SDOs:

With regard to the proposed replacement of HEPO items in the different SDOs, the following **are likewise considered** to ensure the smooth operations of the HNUs in DepEd SDOs relative to the implementation of various health and nutrition-related programs and projects, as well as the effective and efficient provision of necessary medical and dental services to school children:

For Very Large, Large, Medium and Small SDOs

- **Replacement** of one (1) HEPO III/SG-18 item with **one (1) Medical Officer III/SG-21 position for each SDO;** and

For Small SDOs

- **Provision** of **one (1) Dentist II** position for **Small SDOs.**

The details on the evaluation and action of this Department on the matter is shown in **Attachment A.**

Likewise, we have attached the revised SP for the DepEd ROs and SDOs (*except for the Nurse II items*) as **Attachments B-1 and B-2,** respectively.

In summary, the revised rationalized SP of the HNUs in the ROs and SDOs are as follows:

a. ROs (Large, Medium, and Small Classifications)

Position Title	SG	No. of Positions
Medical Officer IV	23	1
Dentist III	20	1
Nutrition-Dietitian II	15	1
Sub-Total		3
Total, ROs		<i>x 16 ROs</i>
		48

b. SDOs (Very Large, Large, Medium, and Small Classifications)

Particulars	Approved Positions		
	Medical Officer III/ SG-21	Dentist II/ SG-17	Total
Very Large SDOs			
Approved Number of Positions	1	11	12
Total Number of Very Large SDOs	4		
Total Number of Approved Positions	4	44	48
Large SDOs			
Approved Number of Positions	1	7	8
Total Number of Large SDOs	27		
Total Number of Approved Positions	27	189	216
Medium SDOs			
Approved Number of Positions	1	2	3
Total Number of Medium SDOs	131		
Total Number of Approved Positions	131	262	393
Small SDOs			
Approved Number of Positions	1	1	2
Total Number of Small SDOs	44		
Total Number of Approved Positions	44	44	88
Total Number of Approved Positions for All SDOs	206	539	745

Moreover, please note that as agreed upon with the Technical Working Group (TWG) of the DepEd CMT, the Department will be given a maximum of **two (2) months** from the approval of the herein staffing modifications to place its existing relevant positions in the revised SP for the HNUs of the different DepEd ROs and SDOs.

Thus, the specific staffing modifications to effect said revised approved SP for the HNUs of DepEd ROs and SDOs will be submitted by the DepEd to the Department of Budget and Management (DBM) **within the aforesaid two-month period** for the preparation and issuance of the necessary Notice of Organization, Staffing and Compensation Action for the purpose.

Creation of Nurse II Positions in DepEd SDOs

As regards the DepEd request for the increase in the number of Nurse II items for the SDOs, the Department represented that said positions would handle the provision of the necessary health services to elementary students in the DepEd-supervised schools, as well as to secondary students in schools which currently do not have such item.

In view of this, we have requested the DepEd to submit the data/information as regards the existing number of Nurse II items in the different SDOs vis-à-vis the number of learners in elementary and secondary schools that do not have subject position. Said data/information would determine the appropriate number of Nurse II items that would meet the ideal ratio of Nurse to students, which is **one (1) Nurse for every 5,000 students**, consistent with the DepEd's Revised School Health and Nutrition Service Manual.

However, the DepEd, in its letter to the DBM dated February 3, 2016, only provided the data on the number of students in the different public elementary schools. Per information from TWG of the DepEd CMT, it is still preparing the data on secondary students who will be served by the incumbents to the proposed Nurse II items.

In view of the foregoing and considering that subject DepEd proposal will entail the creation of **more than 1,000 Nurse II/SG-15 positions** for the 206 SDOs which will have an estimated total annual Personnel Services (PS) cost of about **P 500 million¹**, the DBM action on the same **will be covered in a separate action document.**

Very truly yours,

~~_____~~
FLORENCIO B. ABAD
Secretary



¹ A Nurse II item has an annual PS cost of **P 449,644.00**, consistent with the first tranche compensation adjustment of the revised salary structure per **Executive Order 201, s. 2016** and **DBM National Budget Circular No. 562, s. 2016.**

IMPLEMENTATION GUIDELINES

With the release of DepEd Order No. 40 s. 2016, these guidelines are issued to further provide clarity on the placement process and preparation of documentary requirements to the Department of Budget and Management (DBM).

I. IMPLEMENTATION ARRANGEMENTS

A. Implementation Teams

1. As stated in Section V of DO No. 40 s.2016, the School Health and Nutrition Placement Team (SHNPT) shall manage the implementation for the SHN group in the respective regional and schools division offices.

SHN PLACEMENT TEAM COMPOSITION	
REGIONAL OFFICE	SCHOOLS DIVISION OFFICE
<ul style="list-style-type: none"> ▪ Regional Director; ▪ Assistant Regional Director; ▪ Chief, Education Support Services Division; ▪ Chief, Human Resource Development Division; and ▪ President or authorized representative of the National Employees' Union 	<ul style="list-style-type: none"> ▪ Schools Division Superintendent; ▪ Assistant Schools Division Superintendent/s; ▪ Chief, School Governance and Operations Division; ▪ Authorized representative of the Human Resource Development Section/Unit; and ▪ President or authorized representative of the National Employees' Union

2. The SHNPT shall have the following responsibilities:
 - a. Ensure the proper implementation and application of the placement guidelines and processes for all concerned personnel;
 - b. Ensure the timely and complete submission of documentary requirements for the evaluation of DBM;
 - c. Serve as helpdesk for the concerned personnel to ensure that the right information are communicated at all times;
 - d. Address queries and clarifications regarding the implementation guidelines, and placement process and options for affected employees; and
 - e. Provide the Central Office, through the BHROD, with feedback, recommendations and reports that are necessary to resolve issues or improve the implementation processes;

3. The SHNPT shall be supported by the secretariat composed of one (1) Personnel Unit Representative and one (1) staff proficient in Microsoft Excel program. The secretariat shall have the following responsibilities:
 - a. Assist the placement team in preparing the needed inputs, documents and reports required for the submission of the placement decisions and DBM requirements;

- b. Serve as helpdesk and assist the placement team in handling queries and clarifications regarding: a) implementation guidelines, b) placement process and options for affected employees;
- c. Ensure the integrity, confidentiality and accuracy of data and information;
- d. Provide administrative support services to the activities of the placement team, such as but not limited to clerical, logistical, documentation and workshop management services;
- e. *For the RO Secretariat*, ensure completeness of regional documents(RO-proper and all SDOs) for submission to the Central Office

The RD / SDS should establish their respective School Health and Nutrition Placement Team (SHNPT) per RO and SDO. Each member should know and understand the following documents:

- a. DepEd Order No. 40 s.2016 and No. 49 s.2014;
- b. This complete memorandum on the supplementary implementation guidelines;
- c. **Baseline Plantilla Database** to be presented by the SHNPT secretariat

B. Implementation Time Table

STEPS	DURATION / DATES	POINT
Orientation of Employees (per RO-proper and SDO) <i>May conduct small group discussions or one-on-one dialogues to address specific concerns</i>	0.5 day	Lead: RD / SDS Support: SHNPT
Deadline of submission of reply forms	3-5 days after orientation	Lead: Secretariat
Updating of Database entries based on reply forms	0.5 day	Lead: Secretariat
SHNPT Meetings on the Placement of Personnel <i>May include reiterative clarifications with concerned personnel and/or heads of recipient offices</i>	0.5 - 2 days	Lead: SHNPT Support: Secretariat
Feedback to Employees on the Placement Results	0.5 day	Lead: RD / SDS Support: SHNPT
Preparation of Comparative Matrix and Annexes	0.5 - 1 day	Lead: Secretariat
RO-proper: Deadline of submission to CO (signed by the RD) <i>*printed and MS Excel copies</i>		Lead: Secretariat
SDO: Deadline of submission to the Regional Office (signed by the SDS) <i>*printed and MS Excel copies</i>		Lead: Secretariat
RO: Submission of consolidated SDO requirements to CO (signed by the RD)	July 29, 2016	Lead: Secretariat
Total		

II. STATUS OF AND ACTIONS ON PLANTILLA ITEMS

The approval of the revised staffing pattern for the School Health and Nutrition (SHN) Units entails certain plantilla actions to be taken on the existing items of the SHN units in the regional and schools division offices. However, the final plantilla actions may also be changed depending on whether the said item is currently filled or vacant.

As a general rule, all plantilla items shall be accounted for in their “mother units”, regardless if the incumbents have been deployed or detailed to another unit/office.

A. Status of Plantilla Items

There are three (3) possible statuses for each existing plantilla item as an effect of the approved staffing pattern for the SHN units:

1. **RETAIN** - The position is included in the approved staffing pattern and the number of plantilla items is less than or equal to the allocation in the approved staffing pattern. All personnel holding plantilla items with this status shall remain in their current positions and continue to hold on to their plantilla items;
2. **MERGE** - The position is reflected in the approved staffing pattern. However, the number of **filled** plantilla items is greater than the allocation in the approved staffing pattern. This is indicated as: <existing no.> M <approved no.>. For example, there are two (2) existing items that are filled up but only one (1) item is included in the approval. This will be reflected as 2M1 to indicate that there are two incumbents that will vie for the lone item in the approved staffing pattern. The incumbents will go through the placement process to determine the final actions to be taken on the plantilla items they are holding.
3. **ABOLISH** - The position is not reflected in the approved staffing pattern or the number of **vacant** plantilla items exceed the allocation in the approved staffing pattern;

*The SHNPT Secretariat or the Personnel Representative should update the SHN plantilla as of **June 15, 2016**. This will be the baseline document for placement of personnel.*

- a. The reference document is the submission last March 2016 to the Office of Undersecretary for Governance and Operations. Please indicate additional updates on retirement, resignation, promotions and other movements since the last cut-off date (Feb 29, 2016).*
- b. Beside each existing plantilla item, update the column on Actions on Items / RP Status based on the SHN staffing pattern approved by DBM for your office.*

Please see examples after the next section.

B. Actions on Plantilla Items

The action to be taken on each plantilla item shall be based from the status of plantilla items and decisions of incumbent personnel. If the item is vacant, the status of the plantilla item shall be the final action to be followed. If the item is

currently filled up, the final plantilla action shall be determined based on the results of the placement process. The placement process shall be discussed in detail in the next section.

The final plantilla actions shall be reflected in the comparative matrix to be submitted to the Department of Budget and Management (DBM). This document will be the basis for the Notice of Organization, Staffing and Compensation Action (NOSCA) to be issued by DBM.

The list of plantilla actions that should only be reflected in the Comparative Matrix are:

1. **RETAIN** - This action is given to the plantilla items with retained status and plantilla items of incumbents that were placed in regular positions for passing the placement criteria within the allocated no. of items;
2. **CO-TERMINOUS WITH THE INCUMBENT (CTI)** - Concerned personnel whose plantilla items were tagged to be abolished or did not pass the placement criteria but chose to remain in government service shall have their plantilla items converted from regular to CTI status.
 - a. This means that the appointment is co-existent with the appointee and the position shall be deemed automatically abolished after the resignation, separation or termination of the services of the incumbent;
 - b. The employee shall not suffer any diminution in pay, except for certain allowances that used to be given corresponding to the performance of specific functions which would no longer form part of their new functions. This means that the concerned personnel will hold their position and rank level with full rights to benefits and mandatory allowances (bonus, cost of living allowance, loyalty pay, clothing allowance) but not those allowed in their previous position by virtue of their functions e.g. RATA;
3. **TRANSFER** -
4. **ABOLISH** - This action is given to the vacant plantilla items with abolished status and plantilla items vacated by incumbents that were placed in regular positions for passing the placement process;
5. **CREATE** - new plantilla items that will be requested for creation if the number of existing items is less than the number of items in the approved staffing pattern, or the position is included in the approved staffing pattern but it does not currently exist in the plantilla of the concerned office;

The following examples illustrate the relationship between the status of the plantilla item and the plantilla action that will be taken based on the results of the placement process.

Example 1: SDO A has an existing one (1) item for Medical Officer III. In the approved staffing pattern, each SDO has an allocation of one (1) Medical Officer III item. Hence,

the plantilla item, whether filled or vacant, will be kept or retained in the plantilla of SDO A.

Example 2: SDO B has an existing one (1) item for Dentist II. In the approved staffing pattern, SDO B has an allocation of two (2) Dentist II items. Hence, the plantilla item will be kept or retained in the plantilla of SDO B. An additional one (1) item will also be created for SDO B to meet its' allocation.

Example 3: SDO C has an existing three (3) items for Nurse II, where two (2) items are currently filled up and one (1) item is vacant. In the approved staffing pattern, SDO C has an allocation of two (2) Nurse II items. Hence, the 2 filled plantilla items will be kept or retained in the plantilla of SDO C to meet its' allocation. The vacant item, which is in excess of the allocation, will be abolished.

Example 4: RO A has two (2) existing items for Nutritionist-Dietitian II, where both items are currently filled up. In the approved staffing pattern, each RO has an allocation of only one (1) Nutritionist-Dietitian II item. Hence, the two (2) filled plantilla items shall be declared as 2M1.

Example 5: SDO D has two (2) existing items for Dental Aide, where one (1) is currently filled and the other one is vacant. In the approved staffing pattern, the SDO does not have allocation for the said position. Hence, the initial RP status of the plantilla items will be for abolition.

In the database, these examples will be reflected as follows:

ORG UNIT	POSITION TITLE	ITEM NUMBER	SG	NO. OF POSITIONS			RP Status	Staffing Action*	NAME OF INCUMBENT
				Filled	Unfilled	Total			
Example 1: SDO A	Medical Officer III	OSEC-DECSB-MDOF3-420051-2010	21	1	0	1	Retain	Retain	Employee A
Example 2: SDO B	Dentist II	OSEC-DECSB-DENT2-420093-1998	17	0	1	1	Retain	Retain	Vacant
Example 3: SDO C	Nurse II	OSEC-DECSB-NURS2-420091-2010	15	1	0	1	Retain	Retain	Employee B
	Nurse II	OSEC-DECSB-NURS2-420092-2010	15	1	0	1	Retain	Retain	Employee C
	Nurse II	OSEC-DECSB-NURS2-420093-2010	15	0	1	1	Abolish	Abolish	Vacant
Example 4: RO A	Nutritionist-Dietitian II	OSEC-DECSB-ND2-510004-1998	15	1	0	1	2M1	Retain	Employee D
	Nutritionist-Dietitian II	OSEC-DECSB-ND2-510003-1998	15	1	0	1	2M1	CTI	Employee E
Example 5: SDO D	Dental Aide	OSEC-DECSB-DTA-420120-1998	4	1	0	1	Abolish	CTI	Employee F
	Dental Aide	OSEC-DECSB-DTA-420120-1998	4	0	1	1	Abolish	Abolish	Vacant

III. PLACEMENT PROCESS FOR PERSONNEL

The SHNPT should orient all concerned SHN Personnel in the office about the DepEd RP implementation:

- a. Background
- b. Presence and Role of SHNPT
- c. Implications of the RP to the Plantilla ITEMS
- d. OPTIONS of Affected Personnel

SHNPTs at each level should be visible and active especially during the "thinking time" of employees. **One-on-one dialogues or small group discussions** are highly encouraged.

As part of the RatPlan implementation for the School Health and Nutrition Units of the regional and schools division offices, DepEd needs to determine what will happen to the existing plantilla items and incumbent personnel who may be affected by the implementation.

To account for all personnel and plantilla items, all concerned school health and nutrition personnel will go through the placement process as part of the RatPlan implementation. This will ensure that their security of tenure is protected and that they continue to receive their salaries while the other assistance initiatives are being done.

Based on the status of the plantilla items, the incumbent personnel shall be categorized as:

- **Unaffected personnel.** This is the status of the holder of a plantilla item that is retained in the revised rationalized staffing pattern (RSP). Hence, all personnel with this status shall remain in their current positions.
- **Affected personnel.** All personnel deemed affected are those whose plantilla items are considered merged or abolished. Affected personnel shall be given priority in the placement process to ensure their appropriate placement and assignment.

The affected School Health and Nutrition Personnel will decide whether to remain in their current office or request to be transferred to another office where their services may be needed.

OPTIONS	PERSONNEL ACTIONS
REMAIN in current assigned office	If an employee chooses any of these two (2) options, s/he will go through the placement process of the respective office. Evaluation by the placement team will result in either of the following: <ol style="list-style-type: none"> a. If employee meets the placement criteria within the provided allocation for the position, employee is PLACED to a regular position; b. If employee does not meet the placement criteria, item of the employee will be converted from regular to CTI status
Request for TRANSFER to another office	

A. Major provisions for placement

1. The Regional Director / Schools Division Superintendent, with the SHN placement team, should ensure that all SHN personnel are informed of the guidelines and processes.
2. Placement shall only be allowed to the exactly same position based on the allocated number of plantilla items for the schools division. The incumbents should also meet the 85 passing rate of the criteria stipulated in the placement guidelines.
3. Priority of placement shall be given to the incumbents within the schools division office before accommodating placement requests from the other DepEd offices.

B. Placement Criteria

Placement of personnel to meet the allocation of items per position shall abide by the following criteria:

REFERENCE DOCUMENTS	CRITERIA	VALUE										
<ul style="list-style-type: none"> ▪ Updated Personnel Data Sheet (PDS) ▪ Service records ▪ CSC QS 2007 	<p>1. Relevance of academic preparation and / or recent trainings</p> <p><i>Descriptor: The candidate meets all the QS required of the comparable position. He / she had RELEVANT trainings that will positively influence his/her performance of the functions in the comparable position.</i></p>	15										
<ul style="list-style-type: none"> ▪ Record of work experiences as indicated in the PDS ▪ Records of other assignments / designations (<i>may have been concurrently performed with the regular position</i>) ▪ Submitted curriculum vitae if required by management) ▪ If available, the job design provides the list of required skills and key result areas 	<p>2. Technical Competence required by the functions</p> <p><i>Descriptor: The candidate meets all the knowledge and skills required of the comparable position. The purpose of the rating is to determine the extent that the candidate will be able to perform the functions of the job because he/she has the appropriate aptitude and competence for it. This is gauged by all/any of the following:</i></p> <ul style="list-style-type: none"> ▪ 20 points : Previous / current job experience/s indicating that the candidate understands the functions of the future job and has the required technical skills to perform well in the ▪ 20 points : Relevant outputs to the future job developed by the candidate him/herself ▪ 15 points : Any other relevant meritorious accomplishments related to the future job 	55										
<ul style="list-style-type: none"> ▪ Records of any complaints or disciplinary actions ▪ Submitted curriculum vitae (if required) ▪ If available, the job design provides the list of required skills and key result areas 	<p>3. Psychosocial Attributes and personality traits</p> <p><i>Descriptor: The candidate meets the basic workplace attitudes and the traits required in the performance of the job. To rate the candidate, please be guided by the distribution of points per type of position being rated:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Criteria</th> <th style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td><i>Honesty and Integrity</i></td> <td style="text-align: center;">4</td> </tr> <tr> <td><i>High Motivation</i></td> <td style="text-align: center;">3</td> </tr> <tr> <td><i>Potential: Self-Management & Personal Effectiveness</i></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">▪ Communication Skills</td> <td style="text-align: center;">2</td> </tr> </tbody> </table>	Criteria	Points	<i>Honesty and Integrity</i>	4	<i>High Motivation</i>	3	<i>Potential: Self-Management & Personal Effectiveness</i>		▪ Communication Skills	2	30
Criteria	Points											
<i>Honesty and Integrity</i>	4											
<i>High Motivation</i>	3											
<i>Potential: Self-Management & Personal Effectiveness</i>												
▪ Communication Skills	2											

REFERENCE DOCUMENTS	CRITERIA	VALUE
	▪ Ability to present ideas	3
	▪ Alertness	2
	▪ Judgment	2
	▪ Leadership ability	3
	<i>Psychosocial attributes:</i>	
	▪ Human Relations	3
	▪ Decisiveness	3
	▪ Stress tolerance	2
	<i>Work Standards</i>	3

C. Placement Process

1. Based from the discussions with the concerned personnel, the SHNPT secretariat shall prepare the following:
 - a. Actions on items and personnel that reflect the preferences of the incumbents;
 - b. List of candidates for placement per position and their supporting documents, if any;
 - c. Templates to be accomplished by the SHNPT;
2. The SHNPT shall review the actions on items and the list of candidates.
3. Each candidate should be rated according to the placement criteria. **The suitable candidate/s for placement should have attained a rating of 85 or higher.**
 - a. If employee meets the placement criteria within the provided allocation for the position, employee is PLACED to a regular position included in the revised staffing pattern;
 - b. If employee is in excess of the allocation, item of the employee will be CONVERTED from regular to CTI status.
4. The SHNPT at each level shall discuss the placement recommendations with the concerned personnel for feedback.
5. The SHNPT with the RD/SDS shall finalize the placements of all personnel. The RD/SDS shall sign the document that reflects the final decisions on placement. This shall be the basis for completing the entries in the Comparative Matrix and Annexes.

For RO and SDO: The SHNPT Secretariat has to update the plantilla database as a result of the placement process and the decisions of employees.

For RO: Aside from managing the RO plantilla database, the RO secretariat should regularly monitor the SDOs during the placement process to check the status of items and possible available placements for other affected personnel in the nearby schools division offices.

IV. APPEALS MECHANISM

The mechanism for appeals shall follow the provisions stipulated in Rule IX of the Implementing Rules and Regulations of EO 366 s.2004.

The respective SHNPTs shall address appeals and complaints raised at their level. The SHNPTs should document all appeals and their resolutions and submit these to the Organization Effectiveness Division of the BHROD in Central Office.

In the event that the concerned personnel is not satisfied with the decision of the SHNPT at their level, s/he may further appeal to the next higher office for a resolution to the raised concern or issue.

V. SUBMISSION REQUIREMENTS

A. Documentary Requirements

1. The main output of the implementation is the Comparative Matrix (CMx) of the Existing and New Staffing Pattern. This document enumerates the plantilla actions to be taken based on the approved staffing pattern. The Comparative Matrix is the basis for the NOSCA.
2. Each RO-proper and SDO shall prepare the following documents:
 - a. Comparative Matrix and Annexes
 - Annex A: Items to be Abolished
 - Annex B: Items to be Created
 - Annex C: Items on CTI Status
 - Annex D: Items to be Transferred
 - b. MS excel and scanned signed copies
3. Standard templates for the documents shall be provided by the Central Office.

B. Data Consolidation and Submission

1. Each schools division office shall submit their complete set of documents to the regional office.
2. The regional SHNPT secretariat shall validate and check the SDO outputs for completeness and accuracy.
3. The regional office shall submit the consolidated documents to the Central Office, BHROD-Organization Effectiveness Division. The submission shall include the ff.:
 - a. Transmittal signed by Regional Director;
 - b. Regional summary of Annexes A-D;
 - c. Attachments: complete set of documents per RO-proper and SDO;
 - d. MS excel and scanned signed copies.
4. BHROD-OED shall validate and check the regional submission for completeness and accuracy before submitting the documentary requirements to DBM Central Office.