



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



26 May 2021

**Regional Memorandum**

**ATTENDEES TO CONSULTATION WORKSHOP ON DEPED SYSTEM OF RANKING POSITION**

**To Schools Division Superintendents**

1. In reference to DM- PHROD-2021-0396 on DepEd System of Ranking Positions (SRP) Consultation workshop, this Office requests each School Division Office to send 3 representatives from Human Resource Merit Promotion and Selection Board (HRMPSB) to attend the workshop on June 23 - 25, 2021 through online platform.
2. The activity will focus on the:
  - a. orientation of HRMOs and HRDD Officers in the development of the System of Ranking Position (SRP)
  - b. revisiting the CO, RO and SDO organizational structure and staffing pattern of 1<sup>st</sup> and 2<sup>nd</sup> level positions.
  - c. finalization of SRP for submission to Civil Service and its field offices.
3. All participants are requested to do the following pre-work activities:
  - a. Read and review the CSC Guidelines in the preparation of System of Ranking Positions. Please refer to attached Annex A : Guidelines in the Preparation of System Ranking Position.
  - b. Prepare the following plantilla-related documents:
    1. Updated Personal Service Itemization and Plantilla Personnel (PSIPOP) as of 30 April 2021 of your assigned office and implementing units under the SDO, if any and cull out the permanent 1<sup>st</sup> and 2<sup>nd</sup> level position only
    2. List of Authorized Positions under your respective office and implementing units



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4. Please submit the name of SDO participants through this link <https://bit.ly/SRPWORKSHOP> on or before June 3, 2021.
5. Immediate dissemination of this Memorandum is desired

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director 

hrrd/jnu

## ANNEX A

### GUIDELINES IN THE PREPARATION OF A SYSTEM OF RANKING POSITIONS (SRP)

In order to establish and maintain a uniform and consistent system of ranking positions in all government agencies, the following guidelines and procedures shall be followed:

#### 1.0 Scope

The ranking system shall include all positions in the Department/Bureau/Agency as well as those positions in the regional and field offices classified under the first and second levels of the open career service whether filled or vacant.

The following positions should not be in the ranking system:

- 1.1 Closed career positions which include those of faculty and academic staff of state colleges and universities together with scientific and technical positions in scientific or research institutions;
- 1.2 Positions in the Career Executive Service and other positions of career officers who are appointed by the President;
- 1.3 Positions of commissioned officers and enlisted men of the Armed Forces of the Philippines;
- 1.4 Permanent laborer positions; and
- 1.5 Positions in the non-career service such as contractual, emergency and seasonal personnel.

#### 2.0 Documents Required

In preparing the system of ranking positions, the following documents are needed as references:

- 2.1 The organizational and functional chart of the Department/Bureau/Agency showing all the offices and other organizational units therein; and
- 2.2 Position Allocation List and/or staffing pattern of the Department/Bureau/Agency indicating all positions.

#### 3.0 Procedure in Ranking Positions

- 3.1 The ranking system shall have the following captions:

##### Ranking of Positions

Position to be filled	Location	Salary Grade	Position's next-in-rank	Location	Salary Grade

Figure 1

- 3.2 Group the positions according to their respective occupation. Functionally-related occupational groupings should be clustered.

Example: All positions in the Accounting, Budgeting, Cashiering and Financial may be grouped together.

- 3.3 Rank the positions, not the officers and employees occupying them. Forget the qualifications of the incumbents.

- 3.4 Determine which positions are next-in-rank to another considering the hierarchical arrangement of the position taking into account the organizational structure, as reflected in the approved organizational chart.

Example:

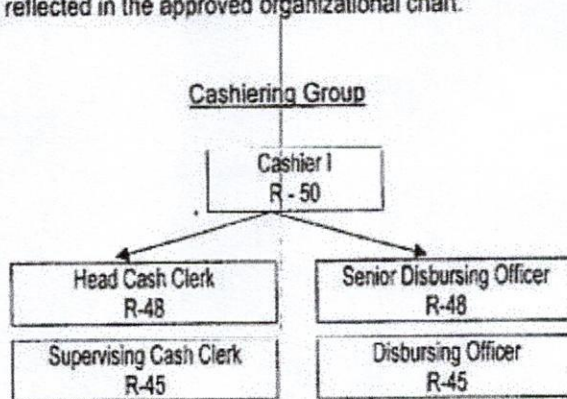


Figure 2

- 3.4.1 The Head Cash Clerk and Senior Disbursing Officer positions are next-in-rank to the Cashier I position since they are the next lower positions to the Cashier I position in the organization's hierarchy.

- 3.4.2 Do not rank the Senior Disbursing Officer position together with Disbursing Officer position next to the Cashier I position because the Senior Disbursing Officer is a senior position to Disbursing Officer.

Junior and senior positions should not be ranked together next to another position.

- 3.5 Determine positions in other organizational groups which are functionally-related to that where the position belongs and which are more or less in the same level in the hierarchy.

