



Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No: 2024	
Date: 19 APR 2024	By: [Signature]
RELEASED	

April 19, 2024

**DIVISION MEMORANDUM**  
NO. 233 s. 2024

**GUIDELINES IN THE CONDUCT OF DISTRICT SIMULTANEOUS  
CAREER POSITION ASSESSMENT (DiSCPA)**

TO: **Division Human Resource Merit Promotion and Selection Board**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**Administrative Officers II in School Districts Others Concerned**  
**This Schools Division**

1. The Division of Zamboanga Del Norte under its Reform Agenda No. 2, to Modernize, Automate, and Improve Delivery of Service thru the **D4D** (**D**ecentralization, **D**evolution, **D**elegation, and **D**eputization) issues the Guidelines in the Conduct of the District Simultaneous Career Position Assessment (DiSCPA).
2. This guidelines is set to harmonize, prioritize, and fast track the filling-up items in the Schools Division through recruitment, placement and appointment to the different career positions.
3. The DiSCPA adheres to the Equal Employment Opportunity Principle (EEOP), thus there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA Rule IX, Sec. 83). To include applicants who are differently abled and solo parent.
4. In support of the Reform Agenda No. 2 – **D4D**, the District and School Ranking committees are to follow and observe the general principles enclosed in this Division Memorandum as follows; (link for enclosure [depedzn.net/link/DiSCPA2024](https://depedzn.net/link/DiSCPA2024) )
  - a. Guidelines in the Conduct of District Simultaneous Career Position Assessment (DiSCPA) – **Enclosure No. 1**
  - b. Scoring Template for;
    - School Principal I-IV, Assistant Principal I-II and HT I-VI for Natural Vacancy – **Enclosure No. 2**
    - School Head Position for Reclassification – **Enclosure No. 3**
    - Teachers II and III Position for Natural Vacancy – **Enclosure No. 4**
    - Master Teacher I to IV Position for Natural and Reclass. – **Enclosure No. 5**
  - c. Initial Evaluation and Comparative Assessment Sheets – **Enclosure No. 6**
  - d. Qualification Standards – **Enclosure No. 7**



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5. This policy is formulated based on the provisions stipulated in the following issuances:
  - a. DO No. 7, s 2023 - Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
  - b. DO No. 39, s. 2007 – Modified Qualification Standards for the Positions of Head Teachers and Principals.
  - c. DO No. 66, s. 2007 – Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-teaching Positions.
  - d. DO No. 97, s. 2011, Revised Guidelines on the Allocation and Reclassification of School Head Positions.
  - e. MEC No. 10, s. 1979, Implementing Rules and Regulations for the System of Career Progression for Public School Teachers.
  - f. MEC No. 29, s. 1979, Clarification on Guidelines for Implementing the Career Progression System (Master Teacher Program).
6. To ensure smooth implementation of the DiSCPA, the SDO-HRMPSB will lead in the conduct of Orientation activity and Capability Training to District Ranking Committees for Elementary and School Ranking Committee for Secondary together with select Administrative Officer II of the Districts and schools.
7. This Policy shall take effect 10 days after the capacity building of all personnel involved in the process.

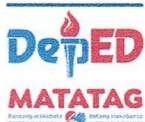
**ROY C. TUBALLA, EMD, JD, CESO VI**  
Schools Division Superintendent

References:

D.O. 19, s. 2022

D.O. 07, s. 2023

RSPI-Handbook of the DepEd



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