



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

Office of the Schools Division Superintendent

May 24, 2021

DIVISION MEMORANDUM


NO. 183, s. 2021

**DEPED SYSTEM OF RANKING POSITIONS (SRP) CONSULTATION WORKSHOP**

To: Assistant Schools Division Superintendent

Chief, CID and SGOD  
Administrative Officer V  
HRMO and HRD Officers  
All Others Concerned

1. DepEd, through the Bureau of Human Resource and Organizational Development (BHROD), is set to conduct a series of consolidation workshops with Human Resource Management Officers (HRMOs) and Human Resource Development (HRD) representatives on June 2 to 4 for the Mindanao Cluster.
2. The three-day consultation workshop aims to gather, consolidate, and finalize the existing System of Ranking Positions (SRP) of the agency. Its focus will be on the (a) orientation of HRMOs and HRD Officers in the development of the Agency/division SRP, (b) revisiting the CO, RO, and SDO organizational structure and staffing pattern for 1<sup>st</sup> and 2<sup>nd</sup> level positions, and (c) finalization of an Agency SRP for submission to the CSC.
3. The following are directed to represent the division in this consultation workshop:  
Alicia E. Anghay - ASDS  
Anna Mae M. Atillo - HRMO II  
Karen Rose A. Serrania - Senior Education Specialist (HRD)
4. Participants are requested to perform the following prework activities:
  - a. Read and review the CSC Guidelines in the attached Preparation of a System of Ranking Positions
  - b. Prepare the following plantilla-related documents:
    - (1) Updated Division PSIPOP as of April 30, 2021
    - (2) List of Authorized Positions under your respective office and implementing units
5. Identified participants are advised to confirm your attendance to Mr. Amiel Bryan Esperanza through the official HRDD email address: [bhrod\\_hrdd@deped.gov.ph](mailto:bhrod_hrdd@deped.gov.ph) or telephone number: (02) 8470-6630. Please indicate your name, position title, and division.
6. The Division fully implements the Equal Opportunity Principle in all its activities without regard to sex, color, religion, race, ethnicity, sexual orientation, gender identity, social/economic status, position, physical condition, political affiliation, or any other non-job specific characteristic.
7. For guidance and compliance.

  
OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
Officer-In-Charge *MA*



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## 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:

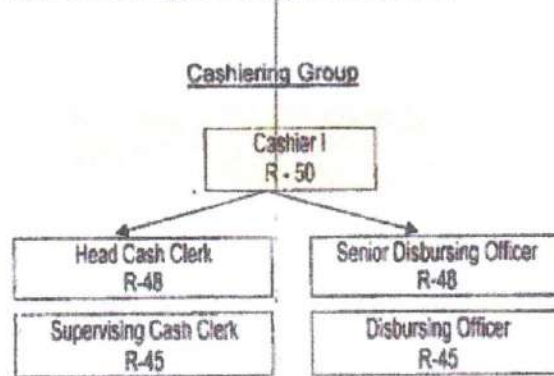


Figure 2

- 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.

