

# Republic of the Philippines

# Department of Education

DIGOS CITY DIVISION

## Office of the Schools Division Superintendent

# **DIVISION MEMORANDUM**

OSDS-2023-128

To

Assistant Schools Division Superintendent

Division Chiefs and Unit Heads Education Program Supervisors Public Schools District Supervisors

Public Elementary and Secondary School Heads Division Teaching and Non-Teaching Personnel

All Others Concerned

Subject:

RE-ANNOUNCEMENT OF VACANT POSITION FOR RELATED-

TEACHING POSITION

Date

June 27, 2023

This Office announces the acceptance of applications for related-teaching position in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY		QUALIFIC	ATION STANDAR	DS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
GUIDANCE COUNSELOR II	Master's Degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)

Plantilla Item No.: OSEC-DECSB-GUIDC2-750135-2016

SG: 12

Monthly Salary: ₱ 29,165.00 No. of Vacancy/ies: 1

Place of Assignment: SENIOR HIGH SCHOOL IN DIGOS CITY

JOB SUMMARY:

 To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396

sustainable programs and projects to enhance the delivery of quality basic education.

- To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.
- To assist districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC - SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **SENIOR HIGH SCHOOL IN DIGOS CITY**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one

   (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C or you may download the file on this link: https://bit.ly/ChecklistOmnibus), notarized by the authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and
- Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.



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Applicants are required to fill out the electronic google form upon documents. submission of application Please access this link: https://bit.ly/Deped-Digos-Application2.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) shall not warrant exclusion from the pool of official applicants.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to D.O. No. 007, series of 2023 (see attached Enclosure No. 4 to D.O. No. 007, s. 2023). A division memorandum will be issued for the names of the applicants who will qualify for the interview. Such DepEd Digos will be posted in the (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

Original copy of documents must be presented during the conduct of evaluation of documents, thus, only those submitted documents will be given corresponding points.

The deadline for the submission of the applications for interested applicants shall be on July 7, 2023.

The deadline for the submission of the respective School Heads to the Schools Division Office shall be on July 12, 2023.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
June 27, 2023 -	Submission of application	Applicants	Face-to-
July 7, 2023	documents	School PSB	Face
		School Heads	
July 10, 2023 -	Forwarding the	SDS Personnel	Face-to-
July 12, 2023	transmittal of all	AO IV – HRMO II	Face
	application documents to	HRMPSB	
	HRMO for pre-assessment	Secretariat	
	of the documents		
July 13, 2023 -	Conduct of initial	AO IV – HRMO II	Face-to-
July 27, 2023	evaluation based on the	HRMPSB	Face
	CSC minimum	Secretariat	
	Qualification Standards	HR personnel	
	(QS)		
July 28, 2023	Issuance of letter for	HRMPSB Secretariat	Online
54	disqualified applicants		& Face-
			to-Face



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July 31, 2023 – August 9, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	The state of the s	Online
August 10, 2023	Conduct of written examination, open assessment, and interview of applicants	The Design of Control	Face-to- Face

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

MELANIE P. ESTACIO, Ph.D, CESO VI OIC – Schools Division Superintement

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JepEd Schools Division of Digos City
RECORDS SECTION

DATE ...

DV

OSDS/ADMIN / HR/dbc



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CHECKLIST O	OF REQUIREMENTS
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	CHECKLIST OF R	EQUIREMENTS		
	ne of Applicant:	Application Code:		
	tion Applied For:			
	ce of the Position Applied For:			
	tact Number:gion:			
	nicity:			
	on with Disability: Yes ( ) No ( )			
	Parent: Yes ( ) No ( )			
		Status of	the comment of the second of t	ification
	De la Decembra De la constitución	Submission	(To be filled-out by the H.	RMO/HR Office/sub-committee)
	Basic Documentary Requirement	(To be filled-out by the applicant;	Status of	
		Check if submitted)	Submission (Check if complied)	Remarks
_	Letter of intent addressed to the Head of Office or highest		(спекк у сотрава)	
1.	human resource officer			
5.	Duly accomplished Personal Data Sheet (PDS)			
	(CS Form No. 212, Revised 2017) and Work Experience Sheet, if			
	applicable			
2.	Photocopy of valid and updated PRC License/ID, if applicable			
	Photocopy of Certificate of Eligibility/Report of Rating, if			
_	applicable Production of the latest and the latest			
	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including			
	completion of graduate and post-graduate units/degrees, if			
	available			
	Photocopy of Certificate/s of Training, if applicable			
ζ.	Photocopy of Certificate of Employment, Contract of Service, or			
_	duly signed Service Record, whichever is/are applicable			
_	Photocopy of latest appointment, if applicable			
	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline			
	of submission, if applicable			
	Checklist of Requirements and Omnibus Sworn Statement on			
	the Certification on the Authenticity and Veracity (CAV) of the			
	documents submitted and Data Privacy Consent Form			
ζ.	Other documents as may be required for comparative			
_	assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of			
	Learning and Development reckoned from the date of last			
	issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant			
	work experience, if performance rating in Item (i) is not relevant			
_	to the position to be filled			
	Attested:			
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	Human Resource Management Officer			
	OMNIBUS SWOR	N CTATEMENT		
	OMNIBUS SWOK	N SIAILMENI		
	CERTIFICATION OF AUTHENTICITY AND VERACITY			
	I hereby certify that all information above are true and correct, a	and of my personal kr	nowledge and belief, a	and the documents
	submitted herewith are original and/or certified true copies there	eof.	,	
	DATA PRIVACY CONSENT			
	I hereby grant the Department of Education the right to collect a			
	relevant to the recruitment, selection, and placement of personn		and for purposes of	compliance with the
	laws, rules, and regulations being implemented by the Civil Serv	ice Commission.		
			Name and Sig	nature of Applicant
	Subscribed and sworn to before me this day of	, year		
			Person Administering	Oath
		the same of the sa	THE RESERVE AND ASSESSMENT OF A SAME	The second of th

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

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ed Level galismegravisch homorygen (KD) ong kamperingen anuncielli edut steuenavisch no vel absekunstit matsaulitzung Based on the unintum QS of the position to be fibed, the WeMFSB shall deform the the baseline level for computing the points for ETE using the increase extransents fishes as shown in Table 2.8, 2.b, and 2.c.

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table 3. Hubrics for Computation of Points for Education, Training, and Experience

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recording the uniform qualifications requirements at defined in the CBC.

\*\*Present Experiment of the CBC and the Education units and/or degree relevant to the position to be filled, scoending the minimum qualifications requirements as defined in the CSC-anroved OS:

Table 1. Point System for Evaluative Assessment: Related-Teaching Positions

2. The point system for resultative assessments in detailed in Table 1. The point system shall saw from on the Fords and salary range of the position, Pointle analysis to enoth orfering after the more relevant to the position to be filled.

h. Potential measured using other evaluative neassantala.

The naecastract for related-teaching positions shall be based on the following

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO

(Enclosure No. 4 to DopEd Order No. 007, s. 2023)

G Application of L&D is. Potential (Written Tost, Perf. Work Sample Trat) Telesi

Outstanding Accomplishments Application of Educ

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Rubrics for Computation of Points per Criterion

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Computation of herements besed on actual Training graphicalism of Applicant A:

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Only qualifications that are relevant to the position to be filled and which exected the minimum (baseline)  $Q\theta$  requirements of the position shall be given corresponding points in the computation of increments.

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ment Level Brucks Table 2.a. Increments Table - Education

giving points, cacept for positions that tirone practice of profession

Page 6 of 18

II. Consistent with the provisions of the CSC ORACHEA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered usaster's units and/or degree for purposes of Education units and/or edgress in multiple or different insigns may be given corresponding points on a cumulative basis applied the units and/or degrees earned are relevant to the pasition applied for units and/or degrees earned are routhered are not duplicated.

The following general guidelines stall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:

Meeting the minimum (baseline) QS requirements for Education. Training, and Esperience shall be given zero [0] points.

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Alver computing the number of increments from the minimum (baseline) QS requirement, the corresponding points earned by the applicant for ETE abuil be determined using Table 3 (Subrices for Computation of Pairsts for Education, Training, unit Experience).

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offereng Table 2.6. Increments Table - Training Table 3.6. Increments Table - Experience

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- III. Competence with Ling allocation the Act of Processing Act of Act of
  - Pr. Referant training hours estraed from digital/virtual/online ient may be considered, subject to the conditions prescribed in Menorandum Citedine (Mc) No. 3, s. 2021 (General Galdeline Digital/Outline Jeconing in the Public Sector).
    - Relevant exporience guited from part-time work of at least though yet day by the considerance provided, that the day continued of furthering they suppose of giving parties the common of the parties of the considerance of giving parties the common of the parties of the constituted shall be transmitted to the constitution of the constitution shall be transmitted explosions mention or years of experience based on the CSCs, eight (8)-hour per day workfalte.
- Relevant Experience gained from abroad or outside the Philippe inny be countered provided than the applicant stronties of extile of Employment. Those documentary requirements withen impugues other than English or Philipino shall be accompanied complete English translation.
  - Applicable provisions under Rule VIII Part I to IV of the CSC ORAGI shall apply in the appreciation of relevant Extocation, Training, Experience qualifications and giving of points to ETE credentials.

4. Performance, Performance refers to the assessment of how tasks, duties assessment and the service committed for the explanate as evidence performance related occurated or other means of verification. The performance related to the control of the other means of verification. The performance represents or previous for or position for the position shall be used for purposes of giving position for performance.

a. Avettions with expertence requirement Applicants to positions
(I) year policinates to the current and previous job or position therefore the proposition to the current and previous job or position the relevant to the position to be filled. Computation of points for performable be as follows:

Pointsprejermanog " X/S \* WA, Perfermance

Where:

\*\* Performance Rating
5 = Righten Freshler (in Deptit IPMS)
5 = Righten Freshler (in Deptit IPMS)
6 = Right Allacotion (in Performance
70 points for 80: 11-15, 80: 16-30 and 80: 37, 25 points for 80: 34)

Applicants with work experience, who are applying to extry when posts to positions with no experience volutioned based on (QR turns in larvet performance with age) of coming out [1] year performance in the comparison of [1] year performance in the comparison of [1] year performance in what apply. Ontstanding Accomplishments. Justanting Accomplishments a restrictions controllment of an oppicars, such a beside strengton, or the when were the prospared by an authorised body. These must have a discri-te IAMA of the applicants, current or previous position. Outs a recomplishment must have bed to positive results in their workform, fulfactory in openum increased portaction, imported working standards, strangs in government speciality.

Table 5 below enumerates the components of Outstanding Accomplist corresponding maximum points for each component.

Table 3. Components of Outstanding Accomplishments

Component	POSSESSION AND PROPERTY OF STREET PROPERTY OF STREET
Awards and Receiptation	2 points
Heavards and Insevadors	5 points
Subject Matter Excert / Nembership m National Technical Working Groups (TS/Gs)	3 postra
or Compliting	
Resource Spreader thip / Learning Facilitation	2 pater's
AND AND A SECOND OF SECOND SEC	O mediation

The points allocation in Table 5 shall serve as the maximum or ceiling points and served for each compensar. The points search from each remponent causalisms to determine the load points for Outstanding Accomplishments, in in execut the weight allocation for Outstanding Accomplishments, as requal Table 1 (Paint System for Establisher Assessment for Related Treaning Pradming

Only those outstanding accomplishments acquired or earned after the remotion shall be considered eligible to be given points.

Profession by Carlichhold among weight of free phoneigh weight process piers present models man giving bolish, such as OSC, Marchousk, Medicinal Econ-portion of the profession of the procession of the Profession of the Professi

Asserds and Recognition. This may refer to academic or inter awards, or outsignaling employee awards.

a.) Avadomic or Inter-School Awards. This shall supply only to applicant with no or less than one [1] year work experience [e.g., firsh graduates

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performance unique question del remain application shall be the derived from the fraction that the desired from the desired between the problem (PPRS) and the desired for the performance Committeent and Roceien (PRS) Form obtained from the application to the filled.

However, as a mandatory requirement, the applicant shall also be required to submit a performance ranks of a lesse Very Statisherary (VS) in the rating period prior to the date of assessment or servening, more personation from the to exceed feel every spations where the requirements a statis is at least Southieroup (S).

An official or employer who is on official leave of absence, for reasons such an attentity each case of some acceleration of other CSC-suthorized official leaves, may be considered the promotion. In such case, a performance along in the last reting period piezo to the leave of absence shall be required.

The performance rating prior to the reclassification of the position is considered as performance rating in the reclassified position for pa of promotion, if applicable.

For external applicants whose performance is measured using a fee (5) and adjointly elementer may deal, the influent value of the FFMS intensity flate 4 equivates to the algebras ming shall be used as the manual and adjoint performance range, IV The Certificates of Stating must be supported with the Performance Evaluation Ford.

Table 4. Midpoint Value of the RPMS Rating

Midpoint 4.75 4.75 3.993 2.994 1.998
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The following MOVs and rubries shall be used in determining points wearts and Exceptilian.

A. Academic or Inter-school award; or B. Certification or any document showing top-metring a Box Boxmination; or C. Certificate or any document aboveing TOSP Award.

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Outstanting Buployee Aueral. This shall apply to applicant previous work experience, or those applying to positions with experequirement.

feates of verification:

A. Any issuance, memorandum or document showing the C.
for the Search; and

B. Crrifficate of Recognizion/Merit.

Component	Pointsgoasonous business devest
Applicants from external institution	
Organizational Level Search or Higher	2 points
Local Office Search	1 point
Applicants from central office	
National Level Search or Higher	2 points
Central Office Search	1 point
Applicants from regional office	
National Level Search or Higher	2 points
Regional Office Search	1 point
Applicants from schools division office	
Regional Level Search or Higher	2 points
Division/Provincial/City Lovel Search	I point
Applicants from schools	
Division Level Search or Higher	2 noints

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For external applicatins whose performance is measured taking other numerical on adjectived intaing systems with axials that are not allapsed with the five [2]-point mutig socie of the 1874S, the 1834S93 thail revenoy a system that transmission the performance mings to the corresponding points companies to the existing rubries of the 1874S9.

External applicant/A to vacant positions with capeciance requirement shall be used to provide the content of previous work has be referred to the position to be filled More addression of performance studies for any time pages as one of the More addression of performance studies for any be considered in the absence of the applicable performance tuiting.

b. Positions with no experience requirement. Applicants is positions to do not require previous experience must submit the board examination Career Service Eligibility ratings. Computation of points for performas shall be as follows:

Pointspupermans = .c/100 \* WApupermans

Withers:
s - Speed Errort CS Englishing rating
s - Speed Errort CS Englishing rating
WA + Weight Allocation for Performance
DA points for 90 11.15, SO 14-53 and SO 37-53 points for SO 34-9

Petitisch man = E2.76/109 + 20 = 16.58

For bonor graduates covered by Presidential Decree (PD) 907 titled, Consider Coll Served-EgigMay, to College Prione Constants, as well as the Peregin School Home Circlame Eligibility (PSHQB) as etgolated under CSC Resolution No. 1302714, the Eilbwing ribric shall apply.

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For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.

Ondigote Mattier Rogert / Members/de in Antionnial TWDs or Committi
This shall apply to supplicants with Perrice for locars and expanded to
ment fearnths as calculosed in the indicated level. This may feature for
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indicate appeal for the cortic to be given policies.

A. Issuance or Memoritation showing the membership in NTWO R. or efformations; relations of Membranes and C. Output/Adoption by the organization/Depth Rabins:

MCV's Submitted Publicymus
ALL MCVs 3 points
Only A & B 2 points

# Learning Pacilitator in seminars, training programs, conference convention, congress, forums, learning action cells (LAC) sessions, etc.

# Means of verification (All listed MOVs shall be submitted):

A. Isstuance/Memorandum/Invitation/Training Matrix;
B. Creitfizate of Recognition/Metric Commendation/App.
C. Shide check/s usech and/or Session guide/s.

No. of the Park	Will Shibers are Aprobable County People
Applicants from external tratitudies	
Organitizational Lensi fignahorship or Higher	St polinta
Local Office Level Sceatnership	1 (week
Applicants from control office.	
Mattersal Level Speakership or Higher	2 points
Central Office Level Senatorratio	1 todat
Applicants from regional office	
National Level Speakership or Higher	2 paints
Regional Office Southership	1 point
Applicants from schools division office	
Respond Level Steakheathip or Higher	2 polesta
Division / Provincial (City Level Speakership	I point
Applicants from achords	
Distance Level Speakments or History	Z poleta
The second secon	A TOTAL

NEAP Accredited Learning Pacificator. This shall apply to applicate who have been given occurdination as Learning Facilitator by the Nation Educator Academy of the Philippines (NEAP).

A. Certificate of Recognition as Learning Facilitator - MIAP Regional Office B. Certificate of Recognition as Learning Facilitator - NGAP Central Office

We Sebmitted Netional Assessor	
Setional Trainer	1.5 points
Supposed Trainer	1 point

7. Application of Learning and Development (L&B). Application of L&D is not recurs success of the tearning spined from the human resource ceretopment (HKR interpretations done) givened by the applicant which must have led to significant positive results in their current of previous work.

Higher permitten shall be given to an application of Jadi or increvention made to the applicant that is reviewed and applicable to the position to te filted. The definition the applicant pains a region as algorithms in term doily or thus orest what apply.

- A Cortilate of Training or Contributed in the internation acquired to the authority of very general method acquired to the authority of very fine and the designation to the authority of very fine and the fact that the fact internation is adjusted with the fact that the fact internation is adjusted which we can make of the application that current or previously position and the fact that internation when the fact that the fact that internation was acquired to the fact of the fact that the fact that internation was acquired to the fact of the fact that the fact that internation was acquired to the fact that the fact that internation was according to the fact of the fact that the fact that internation was according to the fact of the fact that the fact that internation was used independing a different fact in the fact the prevention was used independing the fact of all the fact that the fact that there is the fact that the fact that there is not the fact that the fact that the fact that the fact that there is the fact that th

Potential. Potential refers to the capacity and shillty of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that our more technical in rature. It may be measured through any or all of the following.

and the same of	RG 24	5 points	5 posets	S. Basheta
Polatispes	80 11-15 80 16-23 80 27	5 points	10 points	Susileta
Component		Cotten Examistrions (VR)	Multin or World Startythe Tests (8/WST)	behavioral Euseria Interwiest (RES)

Written Zeaminution refers to the standardized continuation which measures the Examinution, imaging supprehensively by presents Mans, Johanness and Insacrable solding of the applicant. The tree and evaluation rulates appropriate to the position to define many the developed by willows matter experts an equatorial by the HilbSPM. Subject months are requested by the HilbSPM. Subject months experts an equatorial by

individuals internal or external to the office where the vacancy exists, or to the Department, who have working knowledge of the apecific competerwise replaced by the position to be filled.

# Pointsyms = x/100 \* WA<sub>emp</sub>

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**Bátila or Work Sample Test** refers to the test that may be administered because the application of stalls research of the postilist to be followed to the postilist to be followed to the postilist to be followed to the followed to be followed by the Ridderson refers to require to be followed by the Ridderson depending on the type of additing required by the postiling on the type of additing required by the postiling to the Ridderson depending on the type of additing the postiling to the Ridderson depending to the Ridderson depending to the postiling to the Ridderson depending to the region of the Ridderson depending to the region of the Ridderson depending to the region of the Ridderson depending to the Ridderson

Wheren: Score/rating is the 25 WST in percentage acide
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algebrates and present hardware RERII princip to conduct of direct tog either the applicant, forwards on their integrity of desired behaviors, to with the applicant, forwards on their integrity of desired behaviors, to with the applicant, forwards on their integrity of the applicant of the winds of a lasted on the perceipted that past behaviors reducted in performance. It cases the TRIA approach to will their whether the performance in use the TRIA approach to will their whether the performance in the set in the TRIA approach to will the whether the performance in the set in the TRIA approach to will the whether the performance and the performance of the performance of

if the intervention made by the applicant does not meet the externa to be Relevant, then sald intervention shall be considered and be given corresponding pulnts taking the ratheres for Net Relevant

Applicati Oringa is applying for a finisher Enhanceban Program, figureshed (195.) (i) Adolf Control (Spec II) of a currently on Encouring Program Sequencial Entities (200 Queener), applicable in Confercy (2016 Par the program of comparing the Contenting Annuagilabrance is admiritant the pulsa sing ASTVs.

Assurate and Recognistion: Oxidesulfing Englisher Assert 2015 to MCR incognists MCNs exchrilited) Outstanding Accomplishments

A. Action Plan approved by the Hend of Office.
B. Accomplishment Report verified by the Hend of Office.
C. Certification of the utilization/adoption signed by the Hend of Office.

MOVe Submitted	Potetram	Observed Namedical
	Relevant	Not Relevant
ALL MOVe	10 points.	5 toonta
ndy A fa B	7 polists	Steamle
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MOVe Submitted	Potntenania	On of Designa
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Austinous with no experience requirement. Applicants to positions it do not require procious with experience must tabilities of WMA in induces acceptable to the experience must tabilities by Themsory on William Computer (September 1995) and the Commission of the experience of the Computer of the Commission of General Procious September 1995.
 Computation of points for Application of Edizantics shall be as follows:

Where Polithy, amount of paramon,  $n \times J(D0 \times WA_{\rm specimens of rhousing} \times n = OM Constrained to perventing a scale We a Weight Allowing for the Specimen of Education of Polithy and Constrained Specimen (Constrained Specimens) (Constrained Spe$ 

2 = 42.75 NA = 15 Peterthysphanin y has may = 82.74/100 \* 15 = 12.4128

Relevant tetervention is described as the interention that is direct applicable to the function unit where the potention applied firs is ledge An intervention in described to be applicable if it can be used in in Expert Office and the Company of the Company of

Highes premium stad be given to an application of erhoration intervention made by the applicant that is relevant and applicable to position to be filled,

Positions with experience requirement, Application of obtasion is contributions made by the applicant to their workspace as a result of learnings from their education algores or units canned, such as lost lumine to applied concepts, processes, and skills that are relevant to position to be filted.

6. Application of Education. Application of relocation is the contribution in the supplication of relocation is the contribution of the supplication of the supplic

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by the applicant. The STAR approach draws focus on artual filtuations in which the applicant acted; the Task's that the applicant forcit, the Action that the applicant book and the Results of those actions. The BEI may be used to assess the following arrass:

- Againean the against and against a particularly paid their crapetry and adulty to assume their their their crapetry and adulty to assume their their their and filled their positions that are none to obtained. In our case, the crape of their their

The points allocated for BES component (5 points) shall sown be the: or cellify glottle that may be extend by my populatin. The posts so each area for compalative to devented by my hopping, my Reselves Hostelville shall determine the appropriate mean relevant to the post filled and assign points to each area not exceeding the maximum points for BEL.