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Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 147

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 : ANNOUNCEMENT OF VACANT POSITION FOR HEAD TEACHER POSITION

Date : July 11, 2023

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

VACANCY	QUALIFICATION STANDARDS				
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
HEAD TEACHER V (Secondary Grades)	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 4 years; or Master Teacher for 3 years	LET/PBET/R.A.10 80 (Teacher)	N/A
Plantilla Item No.: OSEC-DECSB-HTEACH5-750001-2001 SG: 18					



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

Monthly Salary: ₱ 46,725.00

No. of Vacancy/ies: 1

Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL

JOB SUMMARY: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

VACANCY	QUALIFICATION STANDARDS				
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
HEAD TEACHER IV (Secondary Grades)	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 3 years; or Master Teacher for 2 years	LET/PBET/R.A.10 80 (Teacher)	N/A

Plantilla Item No.: OSEC-DECSB-HTEACH4-750006-2008

SG: 17

Monthly Salary: ₱ 43,030.00

No. of Vacancy/ies: 1

Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL

JOB SUMMARY: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

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 **DIGOS CITY NATIONAL HIGH SCHOOL**.

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:



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

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

- 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;
- i. 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
- l. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic google form upon submission of application documents. 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.

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. 3 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 memorandum will be posted in the DepEd Digos City website (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.



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The deadline for the submission of the applications for interested applicants shall be on **July 21, 2023**.

The deadline for the submission of the respective School Heads to the Schools Division Office shall be on **July 28, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
July 11, 2023 – July 21, 2023	Submission of application documents	Applicants District PSB PSDS	Face-to-Face
July 24, 2023 – July 28, 2023	Submission of application documents together with School PSB's Summary of Assessment	District PSB PSDS Records Section	Face-to-Face
July 31, 2023 – August 2, 2023	Forwarding the transmittal of all application documents to HRMO for pre-assessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to-Face
August 3, 2023 – August 16, 2023	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
August 17, 2023	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
August 18, 2023 – August 27, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
August 29, 2023	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	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.

JepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: 13 2023 TIME: 2:16
OSDS/ADMIN/HR/abc
BY: [Signature]

[Signature]
MELANIE P. ESTACIO, Ph.D, CESO VI
OIC – Schools Division Superintendent



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of 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			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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			
k. 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:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

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.



CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS

1. The assessment for School Administration positions shall be based on the following criteria:
 - a. Education, units and/or degree relevant to the position to be filled.
 - b. Training hours relevant to the position to be filled.
 - c. Experience as defined in the CSC-approved QOS, acquired after the last promotion, but within the five (5) year period, exceeding the minimum requirements as defined in the CSC-approved QOS.
 - d. Performance based on submitted performance rating covering one (1) year relevant to the position to be filled.
 - e. Outstanding accomplishments acquired after the last promotion.
 - f. Application of Learning and Development acquired after the last promotion, and
 - g. Potential measured using other evaluative statements.

2. The point system for evaluative assessment is detailed in Table 1.

Table 1. Point System for Evaluative Assessment: School Administration Positions

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
Total	100

Table 3. Rubric for Computation of Points for Education, Training, and Experience

Weight Allocation	Education	Training	Experience
25 points	10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
25 points	10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
25 points	10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
25 points	10 increments of 2 points	10 increments of 2 points	10 increments of 2 points

Illustrative example

- Vacant position: **School Principal (Secondary Schools) - RG 19**
- Qualification: **Master's degree** per CSC-approved QOS
 - Education: **Master's degree in Secondary Education, or Bachelor's degree**
 - Training: **40 hours of relevant training**
 - Experience: **Head Teacher for 1 year, or Master Teacher for 2 years, or Teacher for 3 years.**

The date of HRMSIS assessment/ Open Ranked System: **September 30, 2022**

- a. Based on the minimum QOS of the position to be filled, the HRMSIS shall determine the baseline level for computing the points for ETE, using the information Table as shown in Table 2.A, 2.B, 2.C, and 2.C.

Education	Training	Experience	Weight Allocation
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points	25
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points	25
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points	25
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points	25

- b. For purposes of determining the baseline level for Education, any professional or occupational units as may be required in the CSC-approved QOS shall be taken into account. The HRMSIS shall compute the baseline level for Education in the HRMSIS based on the applicant's actual qualification level and the corresponding level of the minimum (Baseline) QOS requirement of the position to be filled.

Rubric for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QOS, shall be computed for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.A. Increments Table - Education

Increment Level	From	To
1	Elementary Level	Elementary Level (Elementary School Teacher)
2	Elementary Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
3	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
4	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
5	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
6	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
7	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
8	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
9	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
10	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
11	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
12	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
13	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
14	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
15	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
16	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
17	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
18	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
19	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
20	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
21	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
22	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
23	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
24	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
25	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
26	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
27	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
28	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
29	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
30	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
31	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)
32	High School Level	High School Level (High School Teacher, or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience or 18 months High School Level Experience)

Only qualifications that are relevant to the position to be filled and which exceed the minimum (Baseline) QOS requirement of the position shall be given corresponding points in the computation of increments.

For ETE (Table 3), the applicant's qualifications exceeding the minimum (Baseline) QOS requirement of the position to be filled shall be given points for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points. In determining the final score of the applicant for the Experience component.

Illustrative example:

Computation of increments based on actual Education qualification of Applicant A:

Education	Training	Experience
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points

Computation of increments based on actual Training qualification of Applicant A:

Education	Training	Experience
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points

Computation of increments based on actual Experience qualification of Applicant A:

Education	Training	Experience
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points

The HRMSIS shall compute the baseline level for Education, any professional or occupational units as may be required in the CSC-approved QOS shall be taken into account. The HRMSIS shall compute the baseline level for Education in the HRMSIS based on the applicant's actual qualification level and the corresponding level of the minimum (Baseline) QOS requirement of the position to be filled.

Table 2.B. Increments Table - Training

Increment Level	From	To
1	0 hours	Less than 10 hours
2	10 hours	Less than 20 hours
3	20 hours	Less than 30 hours
4	30 hours	Less than 40 hours
5	40 hours	Less than 50 hours
6	50 hours	Less than 60 hours
7	60 hours	Less than 70 hours
8	70 hours	Less than 80 hours
9	80 hours	Less than 90 hours
10	90 hours	Less than 100 hours
11	100 hours	Less than 110 hours
12	110 hours	Less than 120 hours
13	120 hours	Less than 130 hours
14	130 hours	Less than 140 hours
15	140 hours	Less than 150 hours
16	150 hours	Less than 160 hours
17	160 hours	Less than 170 hours
18	170 hours	Less than 180 hours
19	180 hours	Less than 190 hours
20	190 hours	Less than 200 hours
21	200 hours	Less than 210 hours
22	210 hours	Less than 220 hours
23	220 hours	Less than 230 hours
24	230 hours	Less than 240 hours
25	240 hours	Less than 250 hours
26	250 hours	Less than 260 hours
27	260 hours	Less than 270 hours
28	270 hours	Less than 280 hours
29	280 hours	Less than 290 hours
30	290 hours	Less than 300 hours

Table 2.C. Increments Table - Experience

Increment Level	From	To
1	0 years	Less than 1 year
2	1 year	Less than 2 years
3	2 years	Less than 3 years
4	3 years	Less than 4 years
5	4 years	Less than 5 years
6	5 years	Less than 6 years
7	6 years	Less than 7 years
8	7 years	Less than 8 years
9	8 years	Less than 9 years
10	9 years	Less than 10 years
11	10 years	Less than 11 years
12	11 years	Less than 12 years
13	12 years	Less than 13 years
14	13 years	Less than 14 years
15	14 years	Less than 15 years
16	15 years	Less than 16 years
17	16 years	Less than 17 years
18	17 years	Less than 18 years
19	18 years	Less than 19 years
20	19 years	Less than 20 years
21	20 years	Less than 21 years
22	21 years	Less than 22 years
23	22 years	Less than 23 years
24	23 years	Less than 24 years
25	24 years	Less than 25 years
26	25 years	Less than 26 years
27	26 years	Less than 27 years
28	27 years	Less than 28 years
29	28 years	Less than 29 years
30	29 years	Less than 30 years
31	30 years	Less than 31 years
32	31 years	Less than 32 years

After computing the number of increments from the minimum (Baseline) QOS requirement of the position to be filled, the HRMSIS shall compute the baseline level for Education, any professional or occupational units as may be required in the CSC-approved QOS shall be taken into account. The HRMSIS shall compute the baseline level for Education in the HRMSIS based on the applicant's actual qualification level and the corresponding level of the minimum (Baseline) QOS requirement of the position to be filled.

Using the applicable rubric for the School Administration as shown in Table 2, and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:

Illustrative example:

Using the applicable rubric for the School Administration as shown in Table 2, and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:

Education	Training	Experience
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points
10 increments of 2 points	10 increments of 2 points	10 increments of 2 points

d. Meeting the minimum (Baseline) QOS requirements for Education, Training, and Experience shall be given zero (0) points.

e. The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications.

Points/Requirement = 40% * WA/Requirement

Requirement	Points
1. Performance Rating	40
2. Degree	40
3. WA - Weight Allowance for Performance	20
4. Other	0
Total	100

Illustrative example:

Requirement 1: 40/100 = 0.4
Requirement 2: 40/100 = 0.4
Requirement 3: 20/100 = 0.2
Requirement 4: 0/100 = 0.0
Total: 1.0

Internal applicants.

The performance rating required for internal applicants shall be the rating derived from the Results Based Performance Management System (RPMMS) during the rating period prior to the date of announcement or screening shall be required, except for promotion from first to second level entry positions where the required performance rating is at least satisfactory (3).

An official employee on leave for more than 180 calendar days for reasons such as military service, parental leave, or other substantial reasons shall be considered for promotion. In such cases, a performance rating in the last rating period prior to the leave of absence shall be used for the reclassification of the position. If the employee was promoted during the leave, the performance rating of the position shall be considered as performance rating in the reclassified position for purposes of promotion, if applicable.

External applicants.

For external applicants whose performance is measured using a five (5)-level adjectival performance rating scale, the midpoint value of the RPMMS (3) shall be required for promotion. The Certificate of Rating must be supported with the Performance Evaluation Tool.

- I. Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis; provided, that the applicant must have earned the degree(s) for which the points are being awarded. For example, if an applicant has earned a Bachelor's degree in Business Administration and a Master's degree in Education, the applicant may be awarded points for both degrees.
- II. Consistent with the provisions of the CSC OMOA/IRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of promotion. The position that involves practice of professions covered by board laws.
- III. Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2015, Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB may be considered master's units and/or degree for purposes of promotion. The position that involves practice of professions covered by board laws.

- IV. Consistent with the provisions of the CSC OMOA/IRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of promotion. The position that involves practice of professions covered by board laws.
- V. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Order (MOR) No. 17, s. 2017 (Revised Guidelines on Digital/Online Learning in the Public Sector).

- VI. Relevant experience gained from at least four (4) hours per day may be considered; provided, that the appropriate Certificate of Employment is submitted with details on the actual experience. The experience must be directly related to the position or years of relevant experience submitted shall be translated to the equivalent months or years of experience based on the CSC required eight (8)-hour per day workday.
- VII. Relevant experience gained from abroad or outside the Philippines may be considered, subject to the conditions prescribed in CSC Memorandum Order (MOR) No. 17, s. 2017 (Revised Guidelines on Digital/Online Learning in the Public Sector). Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.

- VIII. Experience gained from abroad or outside the Philippines may be considered, subject to the conditions prescribed in CSC Memorandum Order (MOR) No. 17, s. 2017 (Revised Guidelines on Digital/Online Learning in the Public Sector). Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.

- IX. Relevant experience gained from abroad or outside the Philippines may be considered, subject to the conditions prescribed in CSC Memorandum Order (MOR) No. 17, s. 2017 (Revised Guidelines on Digital/Online Learning in the Public Sector). Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.

- X. Relevant experience gained from abroad or outside the Philippines may be considered, subject to the conditions prescribed in CSC Memorandum Order (MOR) No. 17, s. 2017 (Revised Guidelines on Digital/Online Learning in the Public Sector). Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion, if applicable.

Table 5. Components of Outstanding Accomplishments

Category	Points
Awards and Honors	4 points
Research and Innovation	4 points
Professional Development/Workshops (P/Ws)	3 points
Commitment to the Profession	2 points
NAP Awarded/Learning Facilitation	2 points
Other	2 points

The points allocation in Table 5 shall serve as the minimum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Outstanding Accomplishments, but not exceeding the total points for Outstanding Accomplishments as stipulated in Table 1 (P/RM System for Evaluative Assessment for School Administration Positions).

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

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, Metrobank, National Economic Development Authority (NEDA), National Science and Technology Development Authority (NSTA), etc., shall be given maximum points in Outstanding Accomplishments (i.e. 10 points).

The details of each component of Outstanding Accomplishments, including the MOVs required and criteria for giving points, are as follows:

a. Awards and Recognition. This may refer to outstanding employee awards and/or awards as a trainer/coach.

a.1. Outstanding Employee Award

Means of verification:

- A. Any issuance, memorandum or document showing the Criteria for the Award; and
- B. Certificate of Recognition/MOR.

Criteria:

Level	Points
Local Office Search	4 points
Regional Office Search	3 points
National Office Search	2 points
Other	2 points

Applicant must submit the following documents:

MOVs Submitted	Points
A, B, C, D, E	4 points
A, B, C, D, E	3 points
A, B, C, D, E	2 points
Other	2 points

Table 4. Midpoint Value of the RPMMS Rating

RPMMS Rating	Midpoint Value
Outstanding	4.75
Very Satisfactory	3.90
Satisfactory	3.05
Satisfactory	2.20
Satisfactory	1.35
Satisfactory	0.50

Illustrative example:

Requirement 1: 40/100 = 0.4
Requirement 2: 40/100 = 0.4
Requirement 3: 20/100 = 0.2
Requirement 4: 0/100 = 0.0
Total: 1.0

The external applicants whose performance is measured using other numerical or adjectival rating systems with scales that are not aligned with the five (5)-point rating scale of the RPMMS, the applicant shall develop a comparable rating to the existing rubric of the RPMMS.

External applicant(s) to vacant positions with experience requirements shall submit performance rating/s from previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason shall be considered in the absence of the applicable performance rating.

Outstanding Accomplishments. Outstanding Accomplishments refer to those accomplishments that are exceptional and meritorious. These must be directly related to the RDA of the applicant's current or previous position. Outstanding Accomplishments include, but are not limited to, significant contributions to the efficiency in operation, increased production, improved working standards, and/or savings in government spending.

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

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

Subject Matter Expert / Membership in National TWG or Committee. This refers to an individual who has extensive knowledge and experience in a particular work towards an outcome in the national level. This may include but not limited to, the development of policies, standards, and learning materials. Subject matter expertise or membership in TWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

- A. Issuance/Memorandum showing the membership in TWG or Committees;
- B. Participation in Attendance and Output/Adoption by the organization/Deptd.

Criteria:

MOVs Submitted	Points
All MOVs	2 points
Only A, B, C	2 points

Resource Specialization / Learning Facilitation. This shall apply to applicants who have been required and invited to share their knowledge and expertise on specialized subjects in the areas of training, instruction, and/or Learning Facilitation in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC) sessions, etc.

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

- A. Issuance/Memorandum/Invitation/Training Matrix;
- B. Certificate of Recognition/MOR/Commencement/Agreement;
- C. Slide deck/s used and/or Session Guide/s.

Criteria:

Level	Points
Local Office Search	4 points
Regional Office Search	3 points
National Office Search	2 points
Other	2 points

Applicant must submit the following documents:

MOVs Submitted	Points
A, B, C, D, E	4 points
A, B, C, D, E	3 points
A, B, C, D, E	2 points
Other	2 points

6. **NEAP Accredited Learning Facilitator.** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educators Academy of the Philippines (NEAP).

- Means of verification:
- A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office.
 - B. NEAP Current Office.

Rubrics:

Level	Points/Weight/Learning Indicator
Accredited Learning Facilitator	3.5 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant Chen is applying for a School Principal (SP) under SSC Region VII. He is currently a Master Teacher (MT) under a Regional Office (RO) agreement on October 2015. He has a certificate of recognition as Learning Facilitator (LF) issued by NEAP Regional Office on August 2015.

Qualification	Points	Weight	Illustrative Example
Academic and Background	2 points	Not creditable due to non-availability of requirement	Master Teacher (MT) under the RO's endorsement
Professional Competency	2 points	Credited	3 years (360) hours of continuing education for 2015
Research and Publications	1 point	Credited	2015 Research Paper on "Improving Teacher Performance"
Leadership and Management	1 point	Credited	2015 Certificate of Recognition as Learning Facilitator

Applicant Chen gets a total of 5 points for the Academic and Professional Competency. His total score is 10 points in the Written Examination. He is qualified for the position of School Principal (SP) under the RO's endorsement.

6. **Application of Additional.** Application of education in the contribution made by the applicant shall be given due consideration. Points shall be given to an applicant who has demonstrated exceptional performance in the field of education and skills that are relevant to the position to be filled. Points shall be given to an applicant who has demonstrated exceptional performance in the field of education and skills that are relevant to the position to be filled. The application of education must have had a significant positive results in the applicant's current or previous work.

Higher premium shall be given in an application of education or intervention made by the applicant that is relevant and applicable to the position to be filled.

Additional intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is considered additional if it is directly applicable to the functional unit where the position applied for is lodged. An intervention is based on the office mandate in the official DepEd Order, Bureau Order, or Department Order.

If the intervention made by the applicant does not meet the criteria to be Additional, then said intervention shall be considered and not given corresponding points using the rubric for Additional.

- Means of verification:
- A. Action Plan approved by the Head of Office.
 - B. Accomplishment Report verified by the Head of Office.
 - C. Certification of the utilization/adoption signed by the Head of Office.

Rubrics:

MOVA	Points/Weight/ Learning Indicator
MOVA 1	3 points
MOVA 2	1 point

7. **Application of Learning and Development (LAD).** Application of LAD is a proven success of the learning pulled from the human resource development (HRD) process. The LAD process is a process that involves the use of various HRD tools and techniques to develop the knowledge, skills, and attitude (KSA) of the individual to meet the positive results in their current or previous work.

Higher premium shall be given to an application of LAD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in item 6 of this Order shall apply.

Means of verification:

- A. Certificate of Training or Certification on any applicable LAD Intervention provided that is aligned with the individual Development Plan (IDP); for external applicants, a certification or certificate issued by the organization which must have not in significant time shall be required.
- B. Learning Log/ Impact Report/ Action Plan (BEAP/Job Embedded Learning Log) Impact Report applying the learning from the LAD Intervention done/attended, duly approved by the Head of Office.
- C. Accomplishment Report together with a General Certification that the LAD Intervention was used/adopted by the office as the best practice.

D. Accomplishment Report together with a General Certification that the LAD Intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOVA	Points/Weight/ Learning Indicator
MOVA 1	3 points
MOVA 2	1 point

8. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component	Points/Weight	Learning Indicator
Written Examination (WE)	10 points	10 points
Behavioral Events Interview (BEI)	5 points	5 points
Application to Higher Level School Position	5 points	5 points
Other and Higher School Rank	5 points	5 points
Total	25 points	25 points

9. **Written Examination** refers to the standardized examination which judges the applicant's knowledge and skills. The test and evaluation criteria appropriate to the school administration positions must be used in the written examination. The test shall be designed by a panel of experts to refer to individuals internal or external to the school where the vacancy exists, or to the Department, those who have working knowledge of the specific competencies required by the position to be filled.

Potential = 4/72 = 5.5%

Notes:
 * Score/rating in written examination is percentage score
 ** - Total number of test items or highest possible score
 *** - Weight Allocation for WE

For the purpose of hiring and appointment to entry-level school principal positions, the applicant's score in the Principal's Test / National Qualifying Examination for School Heads (NQHESI) or a similar standardized examination administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).

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The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test result shall only mean no score under the Written Examination component.

Illustrative example:

General position
School Principal I - 400 18
Number of Positions Available
18
Number of Applicants
400
Passing = 18/400 = 4.5%

For promotion and appointment to higher school principal positions, the HRM/PS or subject matter experts may be required by the HRM/PS to develop a written examination which shall be the basis for scoring the component on Written Examination (10 points).

Illustrative example:

General position
School Principal I - 400 20
Number of Positions Available
20
Number of Applicants
400
Passing = 20/400 = 5%

10. **Behavioral Events Interview (BEI)** refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviors when performing the essential functions of the position to be filled in their current workplace. BEI is based on the principle that past behavior predicts future performance. It uses the STAR approach to validate whether the applicant has demonstrated the desired behaviors and skills that are exhibited by the applicant. The STAR approach drives focus on actual situations in which the applicant acted; the Task/A that the applicant performed; the Situation/S in which the applicant acted; and the Results of those actions. The BEI may be used to assess the following areas:

- i. Applicant's ability to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.
- ii. Change in the applicant's mind-set that is needed to address the current situation.
- iii. Applicant's ability to analyze the situation and identify the root cause of the problem.
- iv. Applicant's ability and willingness to assume an applicant's job.

Other areas may be identified by the HRM/PS.

The points allocated for BEI component (15 points) for entry-level shall be used by an applicant. The points earned from each area are cumulative to determine the total points for BEI component. The HRM/PS shall determine the maximum and ceiling points for BEI component. The maximum points in each area not exceeding the maximum or ceiling points for BEI.