

10/5/2023



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 157

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 POSITIONS FOR VARIOUS NON-TEACHING POSITIONS

Date : July 28, 2023

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

VACANCY	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT II (Clerk IV)	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADAS2-750068-2014 SG: 8 Monthly Salary: ₱ 19,744.00 No. of Vacancy/ies: 1 Place of Assignment: OFFICE OF THE SCHOOLS DIVISION OFFICE JOB SUMMARY: To support accounting operations by filing documents; reconciling statements; running software programs.				



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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT II (Clerk IV)	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADAS2-750102-2017 SG: 8 Monthly Salary: ₱ 19,744.00 No. of Vacancy/ies: 1 Place of Assignment: ELEMENTARY EDUCATION JOB SUMMARY: To provide financial and administrative services to the school/s.				

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
MEDICAL OFFICER III	Doctor of Medicine	None required	None required	RA 1080
Plantilla Item No.: OSEC-DECSB-MDOF3-750006-2017 SG: 21 Monthly Salary: ₱ 63,997.00 No. of Vacancy/ies: 1 Place of Assignment: SCHOOL GOVERNANCE AND OPERATIONS DIVISION (HEALTH AND NUTRITION UNIT) JOB SUMMARY: To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.				

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 **DIVISION OFFICE – RECORDS SECTION**.

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;



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

- 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
- 1. 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.

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. 5 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.



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

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 **August 7, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
July 28, 2023 – August 7, 2023	Submission of application documents	Applicants Records Section	Face-to-Face
August 8, 2023 – August 10, 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 11, 2023 – August 25, 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 29, 2023	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
August 30, 2023 – September 8, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
September 11, 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.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JUL 28 2023 TIME: 9:22 AM

OSDS/ADMIN/HR/dbc

Melanie P. Estacio
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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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 NON-TEACHING PORTIONS

1. The assessment for Non-Teaching positions shall be based on the following criteria:
 - a. Education units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS.
 - b. Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years.
 - c. Qualification requirements as defined in the CSC-approved QS, relevant to the position to be filled.
 - 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 (LAD) required after the last promotion; and
 - g. Potential measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1. Points shall be assigned to each criterion based on the minimum qualification requirements to specific criteria that are more relevant to the position to be filled. As such, the General Services Positions, Higher premium is given to potential (15 points) and experience (15 points) for positions with a premium. For positions with a regular experience (15 points).

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

Criteria	Second Review	Third Review	Fourth Review	Final Review	OS 24 (OS/AS)	OS 24 (OS/AS)
a. Education	5	5	5	5	10	10
b. Training	5	5	10	5	5	5
c. Experience	20	20	20	15	15	15
d. Performance	10	20	20	20	20	20
e. Outstanding Accomplishments	5	10	10	10	10	10
f. Application of Learning and Development (LAD)	-	10	10	10	10	10
g. Potential (Written Test, BEI, Work Sample Test)	55	50	20	20	20	20
Total	100	100	100	100	100	100

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

Education	Training	Experiences																																																						
<table border="1"> <tr> <th>Minimum Requirement</th> <th>Points</th> <th>Maximum Points</th> </tr> <tr> <td>1 year</td> <td>1</td> <td>1</td> </tr> <tr> <td>2 years</td> <td>2</td> <td>2</td> </tr> <tr> <td>3 years</td> <td>3</td> <td>3</td> </tr> <tr> <td>4 years</td> <td>4</td> <td>4</td> </tr> <tr> <td>5 years</td> <td>5</td> <td>5</td> </tr> </table>	Minimum Requirement	Points	Maximum Points	1 year	1	1	2 years	2	2	3 years	3	3	4 years	4	4	5 years	5	5	<table border="1"> <tr> <th>Minimum Requirement</th> <th>Points</th> <th>Maximum Points</th> </tr> <tr> <td>1 year</td> <td>1</td> <td>1</td> </tr> <tr> <td>2 years</td> <td>2</td> <td>2</td> </tr> <tr> <td>3 years</td> <td>3</td> <td>3</td> </tr> <tr> <td>4 years</td> <td>4</td> <td>4</td> </tr> <tr> <td>5 years</td> <td>5</td> <td>5</td> </tr> </table>	Minimum Requirement	Points	Maximum Points	1 year	1	1	2 years	2	2	3 years	3	3	4 years	4	4	5 years	5	5	<table border="1"> <tr> <th>Minimum Requirement</th> <th>Points</th> <th>Maximum Points</th> </tr> <tr> <td>1 year</td> <td>1</td> <td>1</td> </tr> <tr> <td>2 years</td> <td>2</td> <td>2</td> </tr> <tr> <td>3 years</td> <td>3</td> <td>3</td> </tr> <tr> <td>4 years</td> <td>4</td> <td>4</td> </tr> <tr> <td>5 years</td> <td>5</td> <td>5</td> </tr> </table>	Minimum Requirement	Points	Maximum Points	1 year	1	1	2 years	2	2	3 years	3	3	4 years	4	4	5 years	5	5
Minimum Requirement	Points	Maximum Points																																																						
1 year	1	1																																																						
2 years	2	2																																																						
3 years	3	3																																																						
4 years	4	4																																																						
5 years	5	5																																																						
Minimum Requirement	Points	Maximum Points																																																						
1 year	1	1																																																						
2 years	2	2																																																						
3 years	3	3																																																						
4 years	4	4																																																						
5 years	5	5																																																						
Minimum Requirement	Points	Maximum Points																																																						
1 year	1	1																																																						
2 years	2	2																																																						
3 years	3	3																																																						
4 years	4	4																																																						
5 years	5	5																																																						

Rubricative example:
 Direct position, Administrative Assistant IV (Subcategory Officer IV - 80 - 80)
 Level and Salary Range: 80-109 (Non-Seasonal Service)
 Qualification Requirements per CSC-approved QS:
 Education : Completion of 2 years in college
 Experience : 1 year of relevant experience
 The rate of (HR/2023) assessment/ Open Position System, October 03, 2023

Table 2.4. Increments Table - Education

Increment Level	From Range	To Range
1	1-5 years	5-10 years
2	5-10 years	10-15 years
3	10-15 years	15-20 years
4	15-20 years	20-25 years
5	20-25 years	25-30 years
6	25-30 years	30-35 years
7	30-35 years	35-40 years
8	35-40 years	40-45 years
9	40-45 years	45-50 years
10	45-50 years	50-55 years
11	50-55 years	55-60 years
12	55-60 years	60-65 years
13	60-65 years	65-70 years
14	65-70 years	70-75 years
15	70-75 years	75-80 years
16	75-80 years	80-85 years
17	80-85 years	85-90 years
18	85-90 years	90-95 years
19	90-95 years	95-100 years
20	95-100 years	100-105 years
21	100-105 years	105-110 years
22	105-110 years	110-115 years
23	110-115 years	115-120 years
24	115-120 years	120-125 years
25	120-125 years	125-130 years
26	125-130 years	130-135 years
27	130-135 years	135-140 years
28	135-140 years	140-145 years
29	140-145 years	145-150 years
30	145-150 years	150-155 years
31	150-155 years	155-160 years
32	155-160 years	160-165 years
33	160-165 years	165-170 years
34	165-170 years	170-175 years
35	170-175 years	175-180 years
36	175-180 years	180-185 years
37	180-185 years	185-190 years
38	185-190 years	190-195 years
39	190-195 years	195-200 years
40	195-200 years	200-205 years
41	200-205 years	205-210 years
42	205-210 years	210-215 years
43	210-215 years	215-220 years
44	215-220 years	220-225 years
45	220-225 years	225-230 years
46	225-230 years	230-235 years
47	230-235 years	235-240 years
48	235-240 years	240-245 years
49	240-245 years	245-250 years
50	245-250 years	250-255 years
51	250-255 years	255-260 years
52	255-260 years	260-265 years
53	260-265 years	265-270 years
54	265-270 years	270-275 years
55	270-275 years	275-280 years
56	275-280 years	280-285 years
57	280-285 years	285-290 years
58	285-290 years	290-295 years
59	290-295 years	295-300 years
60	295-300 years	300-305 years
61	300-305 years	305-310 years
62	305-310 years	310-315 years
63	310-315 years	315-320 years
64	315-320 years	320-325 years
65	320-325 years	325-330 years
66	325-330 years	330-335 years
67	330-335 years	335-340 years
68	335-340 years	340-345 years
69	340-345 years	345-350 years
70	345-350 years	350-355 years
71	350-355 years	355-360 years
72	355-360 years	360-365 years
73	360-365 years	365-370 years
74	365-370 years	370-375 years
75	370-375 years	375-380 years
76	375-380 years	380-385 years
77	380-385 years	385-390 years
78	385-390 years	390-395 years
79	390-395 years	395-400 years
80	395-400 years	400-405 years
81	400-405 years	405-410 years
82	405-410 years	410-415 years
83	410-415 years	415-420 years
84	415-420 years	420-425 years
85	420-425 years	425-430 years
86	425-430 years	430-435 years
87	430-435 years	435-440 years
88	435-440 years	440-445 years
89	440-445 years	445-450 years
90	445-450 years	450-455 years
91	450-455 years	455-460 years
92	455-460 years	460-465 years
93	460-465 years	465-470 years
94	465-470 years	470-475 years
95	470-475 years	475-480 years
96	475-480 years	480-485 years
97	480-485 years	485-490 years
98	485-490 years	490-495 years
99	490-495 years	495-500 years
100	495-500 years	500-505 years
101	500-505 years	505-510 years
102	505-510 years	510-515 years
103	510-515 years	515-520 years
104	515-520 years	520-525 years
105	520-525 years	525-530 years
106	525-530 years	530-535 years
107	530-535 years	535-540 years
108	535-540 years	540-545 years
109	540-545 years	545-550 years
110	545-550 years	550-555 years
111	550-555 years	555-560 years
112	555-560 years	560-565 years
113	560-565 years	565-570 years
114	565-570 years	570-575 years
115	570-575 years	575-580 years
116	575-580 years	580-585 years
117	580-585 years	585-590 years
118	585-590 years	590-595 years
119	590-595 years	595-600 years
120	595-600 years	600-605 years
121	600-605 years	605-610 years
122	605-610 years	610-615 years
123	610-615 years	615-620 years
124	615-620 years	620-625 years
125	620-625 years	625-630 years
126	625-630 years	630-635 years
127	630-635 years	635-640 years
128	635-640 years	640-645 years
129	640-645 years	645-650 years
130	645-650 years	650-655 years
131	650-655 years	655-660 years
132	655-660 years	660-665 years
133	660-665 years	665-670 years
134	665-670 years	670-675 years
135	670-675 years	675-680 years
136	675-680 years	680-685 years
137	680-685 years	685-690 years
138	685-690 years	690-695 years
139	690-695 years	695-700 years
140	695-700 years	700-705 years
141	700-705 years	705-710 years
142	705-710 years	710-715 years
143	710-715 years	715-720 years
144	715-720 years	720-725 years
145	720-725 years	725-730 years
146	725-730 years	730-735 years
147	730-735 years	735-740 years
148	735-740 years	740-745 years
149	740-745 years	745-750 years
150	745-750 years	750-755 years
151	750-755 years	755-760 years
152	755-760 years	760-765 years
153	760-765 years	765-770 years
154	765-770 years	770-775 years
155	770-775 years	775-780 years
156	775-780 years	780-785 years
157	780-785 years	785-790 years
158	785-790 years	790-795 years
159	790-795 years	795-800 years
160	795-800 years	800-805 years
161	800-805 years	805-810 years
162	805-810 years	810-815 years
163	810-815 years	815-820 years
164	815-820 years	820-825 years
165	820-825 years	825-830 years
166	825-830 years	830-835 years
167	830-835 years	835-840 years
168	835-840 years	840-845 years
169	840-845 years	845-850 years
170	845-850 years	850-855 years
171	850-855 years	855-860 years
172	855-860 years	860-865 years
173	860-865 years	865-870 years
174	865-870 years	870-875 years
175	870-875 years	875-880 years
176	875-880 years	880-885 years
177	880-885 years	885-890 years
178	885-890 years	890-895 years
179	890-895 years	895-900 years
180	895-900 years	900-905 years
181	900-905 years	905-910 years
182	905-910 years	910-915 years
183	910-915 years	915-920 years
184	915-920 years	920-925 years
185	920-925 years	925-930 years
186	925-930 years	930-935 years
187	930-935 years	935-940 years
188	935-940 years	940-945 years
189	940-945 years	945-950 years
190	945-950 years	950-955 years
191	950-955 years	955-960 years
192	955-960 years	960-965 years
193	960-965 years	965-970 years
194	965-970 years	970-975 years
195	970-975 years	975-980 years
196	975-980 years	980-985 years
197	980-985 years	985-990 years
198	985-990 years	990-995 years
199	990-995 years	995-1000 years
200	995-1000 years	1000-1005 years
201	1000-1005 years	1005-1010 years
202	1005-1010 years	1010-1015 years
203	1010-1015 years	1015-1020 years
204	1015-1020 years	1020-1025 years
205	1020-1025 years	1025-1030 years
206	1025-1030 years	1030-1035 years
207	1030-1035 years	1035-1040 years
208	1035-1040 years	1040-1045 years
209	1040-1045 years	1045-1050 years
210	1045-1050 years	1050-1055 years
211	1050-1055 years	1055-1060 years
212	1055-1060 years	1060-1065 years
213	1060-1065 years	1065-1070 years
214	1065-1070 years	1070-1075 years
215	1070-1075 years	1075-1080 years
216	1075-1080 years	1080-1085 years
217	1080-1085 years	1085-1090 years
218	1085-1090 years	1090-1095 years
219	1090-1095 years	1095-1100 years
220	1095-1100 years	1100-1105 years
221	1100-1105 years	1105-1110 years
222	1105-1110 years	1110-1115 years
223	1110-1115 years	1115-1120 years
224	1115-1120 years	1120-1125 years
225	1120-1125 years	1125-1130 years
226	1125-1130 years	1130-1135 years
227	1130-1135 years	1135-1140 years
228	1135-1140 years	1140-1145 years
229	1140-1145 years	1145-1150 years
230	1145-1150 years	1150-1155 years
231</		

Applicants from regional office	3 points
Regional Level (University or Higher)	3 points
Applicant from Manila/Regional Office	1 point
Applicant from Manila/Regional Office	1 point
Applicant from Manila/Regional Office	1 point
Applicant from Manila/Regional Office	1 point
Applicant from Manila/Regional Office	1 point
Applicant from Manila/Regional Office	1 point
Applicant from Manila/Regional Office	1 point
Applicant from Manila/Regional Office	1 point

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

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NSAP Regional Office
- NSAP Central Office

Rubric:

Level	Points
Accredited Learning Facilitator	3 points
Accredited Regional Trainer	1 point
Accredited Regional Trainer	1 point
Accredited Regional Trainer	1 point

Illustrative example:

Applicant Apply in Region 10, Administration Assistant 2 (Disability Officer 2) August 2012 in the same ISO. For the purpose of computing for Outstanding Accomplishments, the applicant has following BCRs:

Outstanding Accomplishments	Points	Weighted Points
Accredited Learning Facilitator	3 points	Not weighted. 30% for 3 points
Accredited Regional Trainer	1 point	4 points
Accredited Regional Trainer	1 point	4 points
Accredited Regional Trainer	1 point	4 points
Accredited Regional Trainer	1 point	4 points
Accredited Regional Trainer	1 point	4 points
Accredited Regional Trainer	1 point	4 points
Accredited Regional Trainer	1 point	4 points
Accredited Regional Trainer	1 point	4 points
Accredited Regional Trainer	1 point	4 points

MOVs Submitted	Points
A, B, C, D, E	4 points
A, B, C, D, E	3 points
A, B, C, D, E	2 points
A, B, C, D, E	1 point
A, B, C, D, E	1 point
A, B, C, D, E	1 point
A, B, C, D, E	1 point
A, B, C, D, E	1 point
A, B, C, D, E	1 point

For collaborative research studies/innovation, 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 Committees.

This shall apply to applicants who have been chosen and required to use their expertise in the field of their specialization to provide technical assistance and/or consultation to the national level. This may include but not limited to: development and/or validation of framework, models, tools, instruments, and/or materials; and/or participation in the development of TWG or Committees work, however, be relevant to the position being applied for in order to be given points.

Means of verification:

- Invitation or Memorandum showing the membership in TWG or Committees;
- Circular/Participation or Attendance; and
- Circular/Assignment by the organization/Dept.

Rubric:

MOVs Submitted	Points
A, B, C, D, E	2 points
A, B, C, D, E	2 points
A, B, C, D, E	2 points
A, B, C, D, E	2 points

4. **Resource Specialship / Learning Facilitation.** This shall apply to applicants who have been required and have been successful in providing technical assistance and/or consultation to the national level. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, conventions, congress, forums, starting on an oral (LAD) presentation, etc.

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

- Invitation/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/Mem/Commendation/Appreciation;
- Slide Deck/ a hand out/ or citation gallery.

Rubric:

Applicants from selected institutions	Points
University Level (University or Higher)	2 points
University Level (University or Higher)	1 point
Applicants from various offices	1 point
Applicants from various offices	1 point
Applicants from various offices	1 point
Applicants from various offices	1 point
Applicants from various offices	1 point
Applicants from various offices	1 point
Applicants from various offices	1 point
Applicants from various offices	1 point

Points/Achievements of Interviewee = 4/100 = WA/Achievements of Interviewee
Where:
WA = Weighted Average for Applicants of Education
(10 points for Other Group of Professional Salary Grade)
WA = 10
WA = 10
Points/Achievements of Interviewee = 42.79/100 = 42.79%

Illustrative example:

Applicant position: **Administrative Assistant 2 (Disability Officer 2) - 4018**
 Other group of professional salary grade: **4018**
 WA = 10
 WA = 10
 Points/Achievements of Interviewee = 42.79/100 = 42.79%

7. **Application of Learning and Development (LAD).** Application of LAD is a process of applying the learning gained from the human resource development (HRD) intervention to the work environment. This may include but not limited to: significant 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 is stipulated in item 10) of this Order shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable LAD intervention acquired by the applicant within the last 12 months from HR stating that the LAD intervention is aligned with the core tasks of the applicant in their current or previous position
- Activity Plan/Entry Action Plan (RAP)/Job Embedded Learning (JEL) Impact Project applying the learning from the intervention done/attended. (Only approved by the Head of Office)
- Accomplishment Report together with a General Certification from the Head of Office (LAD Intervention was used) adopted by the office in the local level.
- Accomplishment Report together with a General Certification from the Head of Office (LAD Intervention was used) adopted by a different office at the local/region level.

Rubric:

MOVs Submitted	Points
All MOVs	10 points
A, B, C, D, E	5 points
A, B, C, D, E	3 points
A, B, C, D, E	1 point

6. **Application of Education.** Application of education in the contribution made by an applicant to their workplace as a result of their learning from higher education is a process of applying the learning gained from the human resource development (HRD) intervention to the work environment. This may include but not limited to: significant positive results in their current or previous work.

Higher premium shall be given to an application of education for which the applicant has acquired a degree or certificate or diploma or license or other credential that is relevant to the position to be filled.

Relevant intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is described to be applicable if it can be used in the functional unit where the position is to be filled. The HRDPSM of the DepEd Office Functions or Office Orders for the creation of the functional unit.

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

Means of verification:

- Action Plan approved by the Head of Office
- Accomplishment Report written by the Head of Office
- Accomplishment of the intervention/assignment signed by the Head of Office

Rubric:

MOVs Submitted	Points
All MOVs	3 points
A, B, C, D, E	1 point
A, B, C, D, E	1 point
A, B, C, D, E	1 point

7. **Positions with an experience requirement.** Applicants to positions that do not require previous work experience must submit the OWA in the highest competency/grade level earned as evaluated by the Bureau/Regional Office/DepEd Office Functions/Office Orders. The HRDPSM must develop a system that translates the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

Illustrative example:
 Applicant position: **Administrative Assistant 2 (Disability Officer 2) - 4018**
 Other group of professional salary grade: **4018**
 WA = 85
 WA = 85
 Points/Achievements of Interviewee = 85/100 = 85%

8. **Portfolio.** Portfolio refers to the capacity and ability of an applicant to demonstrate his/her skills and competencies in the field of his/her position that are more technical in nature. It may be measured through any or all of the following:

Component	Points
Written Examination (WE)	10 points
Interview (I)	10 points
Behavioral Terms Interview (BTI)	10 points
Portfolio (P)	10 points

In case the above parameters are not applicable to applicants in General Services positions, the HRDPSM shall determine the appropriate parameters to be used. The HRDPSM shall determine the appropriate and specific form in order to assess their potential, provided that it follows the rating points (25 points) set in Table 1.

9. **Written Examination.** Written Examination refers to the standardized examination which assesses the knowledge, language proficiency, ability to present ideas, and other skills and competencies required for the position to be filled. The HRDPSM shall determine the appropriate and specific form in order to assess their potential, provided that it follows the rating points (25 points) set in Table 1.

10. **Written Examination.** Written Examination refers to the standardized examination which assesses the knowledge, language proficiency, ability to present ideas, and other skills and competencies required for the position to be filled. The HRDPSM shall determine the appropriate and specific form in order to assess their potential, provided that it follows the rating points (25 points) set in Table 1.

11. **Written Examination.** Written Examination refers to the standardized examination which assesses the knowledge, language proficiency, ability to present ideas, and other skills and competencies required for the position to be filled. The HRDPSM shall determine the appropriate and specific form in order to assess their potential, provided that it follows the rating points (25 points) set in Table 1.

12. **Written Examination.** Written Examination refers to the standardized examination which assesses the knowledge, language proficiency, ability to present ideas, and other skills and competencies required for the position to be filled. The HRDPSM shall determine the appropriate and specific form in order to assess their potential, provided that it follows the rating points (25 points) set in Table 1.

13. **Written Examination.** Written Examination refers to the standardized examination which assesses the knowledge, language proficiency, ability to present ideas, and other skills and competencies required for the position to be filled. The HRDPSM shall determine the appropriate and specific form in order to assess their potential, provided that it follows the rating points (25 points) set in Table 1.

14. **Written Examination.** Written Examination refers to the standardized examination which assesses the knowledge, language proficiency, ability to present ideas, and other skills and competencies required for the position to be filled. The HRDPSM shall determine the appropriate and specific form in order to assess their potential, provided that it follows the rating points (25 points) set in Table 1.

15. **Written Examination.** Written Examination refers to the standardized examination which assesses the knowledge, language proficiency, ability to present ideas, and other skills and competencies required for the position to be filled. The HRDPSM shall determine the appropriate and specific form in order to assess their potential, provided that it follows the rating points (25 points) set in Table 1.

16. **Written Examination.** Written Examination refers to the standardized examination which assesses the knowledge, language proficiency, ability to present ideas, and other skills and competencies required for the position to be filled. The HRDPSM shall determine the appropriate and specific form in order to assess their potential, provided that it follows the rating points (25 points) set in Table 1.