

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 5+

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		QUALIFICA	ATION STANDAL	RDS
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-ADAS2-750068-2014

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 NUTRIRION UNIT)

JOB SUMMARY: To promote, protect and maintain the physical and mental wellbeing 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;



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- 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
- 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.



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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 -	Submission of application	Applicants	Face-to-
August 7, 2023	documents	Records Section	Face
August 8, 2023 -	Forwarding the	SDS Personnel	Face-to-
August 10, 2023	transmittal of all	AO IV – HRMO II	Face
	application documents to	HRMPSB	
	HRMO for pre-assessment of the documents	Secretariat	
August 11, 2023 -	Conduct of initial	AO IV – HRMO II	Face-to-
August 25, 2023	evaluation based on the	HRMPSB	Face
	CSC minimum	Secretariat	
	Qualification Standards (QS)	HR Personnel	
August 29, 2023	Issuance of letter for	HRMPSB Secretariat	Online
	disqualified applicants		& Face-
			to-Face
August 30, 2023 -	Issuance of memorandum	AO IV – HRMO II	Online
September 8,	on the conduct of written	SDS	
2023	examination, open		
	assessment, and interview		
	of applicants		
September 11,	Conduct of written	HRMPSB	Face-to-
2023	examination, open	HRMPSB Secretariat	Face
	assessment, and interview		
	of applicants		

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 MELANI

TACIO, Ph.D, CESO VI OIC - Schools Division Superintendent

OSDS/ADMIN / HR/dbc

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

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

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А			

Name of Applicant: ______ Application Code: ______ Position Applied For: _____ Office of the Position Applied For: _____ Contact Number:

CHECKLIST OF REQUIREMENTS

Ethnicity:				
Person with Disability:	Yes ()	No ()
Solo Parent: Yes ()	No ()		

Religion:

Basic Documentary Requirement a. Letter of intent addressed to the Head of Office or highest		Status of Submission		ification RMO/HR Office/sub-committee)
		(To be filled-out by the applicant; Check if submitted)	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
abscribed and sworn to before me this day of	, year

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.

Table 2.b. Increments Table - Training

Rénestien, Treining, aux Expréses (ETT). The points ist ETE, transpositiq to the applicant hamiltonien seconding to Shahl secongaries using the increments Table (Table 2.a., 2.b., 2.d. and the Basines for Comparation of the ETE of Conference of Conference qualifications that are relevant to the position to be find half by given points.

Rubrice for Computation of Points per Criterion

Table 2.s. increments Table - Education

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TRACHING POSITIONS

The assensement for Non-Teaching positions shall be based on the folic criteria:

- Reflections with said of degree relevant is not be position to be fulls, conceeding the ministure qualification requirements as defined in the CSL.
 Training Done relevant to the position to the fulls described the ministure qualification requirements and defined to the CSL-degreeded CSL-degreede 2.) The pain system for containive assessment is detailed to Table 1. 1 and analyzed to control criticis as having from one assistance to another, several to the position to be find the premision to perform the state for the results for the control criticis to the state of the control of

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

_	Criteria		Broakstown	• :	1
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10	. Training	10	6	10	*
0	Experience	20	20	1.5	15
4	. Performance	10	20	30	28
6	- Outstanding Accountialments	65	10	10	10
-	Application of Education	×	10	10	10
92	Application of LBD		10	10	10
-	. Potential (Written Test, 1992, Work Sample Test)	99	30	30	30
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	6-9	п	1 increment	-	2.0	

Parent position, **Administrative Assistant II (Dish** Jevel and Salary Range: 80 1-0 (New-Owneral Service

Based on the minimum QS of the position to be filted, the MBMPSB shall determine the baseline level for computing the points for ETE using the interments Table as shown in Table 2.s., 2.b, and 2.c.

Corresponding Lower Insend on Increments Table	Louis I (Named on Table 2 as Louis ? (Named on Table 2 by Louis 2 (Named on Table 2 a
	Completion of 7 passes to nullage 4 hours of retinemed indicate 1 part of retinemed requisiones
Minimum re Comity ADASI	100

After determining the baseline level, the IRBATSB shall compute for increments of the applicar's benefit and based on the submit documentary requirements. Accounted shall refer to the difference beautiful control to the submit of the compound shall qualification test and the corresponding level of intimizant (business) (St requirement of the position to be filted.

Only qualifications that are relevant to the position to be filted and which exceed the minimum (baseline) (28 requirements of the position shall be given corresponding points in the computation of increments.

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After computing the manber of increments from the uninanum (the QS requirement, the corresponding points started by the applicant's balled the determined using. Table 3 (Rubrics for Computation of Pte Ethanotton, Training, and Experience).

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(peak)	Annualis	to be the first of a ground of a first of a

Meeting the minimum (baseline) QS requirements for Education and Experience shall be given zero (0) points.

- The following general guidelines shall be observed in giving corresponts to relevant Education, Training, and Experience qualification
 - Education units and/or degrees in multiple or different majors be given corresponding points on a camulative basis, provided, the units and/or degrees earned are relevant to the position as for; provided further, that the subjects completed are not duplic
- Consistent with the provisions of the CSC ORAOHRA, units and/e degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes

III. Correlectiv with Lugal Education Board (LES) Resolution No. 40%, 2010; Parchelfor of Lew (LLS) or "Unit Correct (L1)) untils said object estreet from Like 1643 or "Unit Correct (L1) until as professions relatively with the considered of the Like 1644 or professions of decisions while the considered optimiser in sprefessional document units (degrees in other most) expension (the professional document units) degrees in other most positions that involve preactive of profession covered by the right personal covered by the right personal covered by the right between 50 miles of the search of the Like 1645.

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V. Referrate reportance gained from part-time work of at least blust. Outsides of a family over the state of the operator as including with class. In appropriate of the properties of the transmitted to represent the properties of the transmitted to equivalent months or years of experience based on the COS-count explainance in Copy of the properties of the properties

Applicable provishors under Rule VIII Part 1 to IV of the CSC ORAK shall apply in the approxisation of rehenent Relucation. Training, Experience qualifications and giving of points to ETE credentials.

4. Performance, Performance ribra to the assessment of low-walk, dispensional dispension and a control out or excomplished by the applicant as evid principal to the fulfill document on the meaning ribration of the performance of the fulfill document on previous plot or pusing ribration for the performance of the propose of getting points for performance.

Postitions with experience requirement, Applicants to positi require experience mass about lakes the professions or tuning's con-(1) was performance in the current and previous floor position relevant to the position to be illust. Computation of points for perfit shall be as follows:

Only those outstanding accomplishments acquired or carned after the promotion shall be ossistered eligible to be given points.

Neticonal Jeru Interhesia, a seasa, codited from a formutal, messa, processor genes by requisible result gives by requisible result gives before, such as OC, Metropolas, Medicula Econological Proceedings and Conference and Conference of the Philippines Decelogate, cit., shall be given maximum potents in Ostentaning of the Philippines (Per pl. points in Contental Services positions and 10 points for other group positions having grantly.

Asserds and Recognition. This may refer to citations or commer academic or inter-school awards, or outstanding employee awards

a.1. Citation or Caramendation. This shall apply only to applicant Beavices positions.

Number of Awards	Polistingsonson/later Believe Asset
W. Issuel Otree (3) academic or inter-achool weards or TOSP Award or Top 10 in Board /CS Eligibility Exemissation	4 points
At least two (2) academic or inter-school occurds	3 points
M least one (I) anademic or inter-school	2 paints

Outentrading Employee Auvard. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Polittipreferences " x/S " WAgrete

Where:

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WA - Wright Affocusion for Performance

(10 ports for Gerand Services, 20 points)

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70	X = 4,330 NA = 20
Speciment = 4.386/8 * 10 = 8.722	Politikpunumu = 4.336/3 - 30 = 17.424

The performance mittag required for internal applicants shall be the neit interfered from the feather shoot effectionance between press incidental Performance Commitment and Rockee (PCR) from adobted incident to the species of the post adobted to the application of the register of performance of the performance of t

However, as a transition yreprinenta, the spidiants shall also, be require to subtain a performance rating of at least tryp Substances (93) in the la-nsting perfold ports to the dise of assessment or extensity, except premisents from first to second level entry positions where the recent performances rating as it knows faithfeatures (9). The substances of the An official or engloss who is on afficial here of sheroes, for reasons as an institution lives, both of except performance, manifest, or except of CSC-authorised official bases, may be considered for the order closes, a performance may in the least retting period pines to the level absence while the retting of the period of the period of the per-sons, a performance may in the least retting period pines to the level absence while the retting of the period of the per-

The performance razing prior to the rechassification of the position for considered as performance rating in the reclassified position for p of promotion, if applicable.

For external applicants where performance is measured using a five (it and adjoicted performance mitting exactly, the middout value of the RSV milling Table 41 equivalent to the adjectives stating shall be used as it as adjectives it stating aball the used as it is adjectived by adjoictive by adjoining the performance white purple, it is not applicately application by adjoining the adjoining

Amende primer.

The details of each component of Outstanding Accomplishments, includ MOVs required and rubrics for giving points, are as follows:

Means of verification: Letter of Citation or Commendation from employer

Applicants with work experience, who are applying as entry beed position or positions with no experience requirement based on QS, mass with latest performance radiugly, covering one (1) year performance in stall apply.

Menors Ramed Publicandsonners
Danger Care Lands 30 points
Magne Care Lands 19 points
Care Lands 19 points
Care Lands

3. Outstanding Accomplishments. Outstanding Accomplishments in mirritorious controlled and the Backs investions, or his mirritorious controlled and the Backs and addressed body. These must have altered the recognish by an addressed body. These must have altered the RAM of the applicators, current or present positions. Outstanding something the property of the applications are altered for the public results being a present the workloss of efficiency in operating standards.

Table 5 below enumerates the components of Outstanding Accor z corresponding maxinum points for each component.

Table 6. Casapanests of Outstanding Accomplishments

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Repeated and lengthered
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Repeated Adde

Number of Citations	Polithicaman
r more letters of citation	4 points
ra of cristian	3 roint
(1) letter of citation,	2

a.2. Academic or Inter-School Ausoria. This shall apply only is applicant, with no or less than one (1) year work experience (e.g., freth graduates). The following MOVe and rubries shall be used in determining points forwards and Recognition.

A. Arademic or inter-school sward; or due Philipines (TOSE) Award; or B. Ter Outstanding Students of the Philipines (TOSE) Award; or C. Ceriffontion or any document that the applicant belongs for L. Ceriffontion or any document that the applicant belongs for L. Top 10 in the Board or Civil Service Rigibility Essentination.

Table 4. Midpoint Value of the RFMS Rating S Rating Scale Midpoint Value

District Country of the Country of t	4.73	-	2.995	3.996	0.7496
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bilitrinal applicate, to viscate positions with experience requirement she shall not be provided by the position to the first of the position to the filled flow alternative or first flow the position to the filled flow alternative or first flow flow alternative or first flow flow alternative or flow for present to be considered in the absence of the applicable performance rating. Positions with no experience requiencent. Applicate to positions to do not requience most submitted the board readminated of correct services Explicitly mings, Fox Correct Services Destinant that have been been as the proposition of the correct services positions that any highest solutions by any other than the Correct Services have been serviced by the services position for the services of the transmitted for NON, on a procuming so, Computation of Joint for performance shall be an informer.

Points, regression = x/100 * WApperper

n new State State (CS State of the State of CHA Prosesses and to percentage scale WA = Weight Allocation for Performance (10 points for General Servicus, 20 points for Other Orcups of Pentitions/State

Any issuance, memorandum or document showing the Crite for the Search: and
 Certistate of Recognition/Ment.

Panel	Polishmone in Section Section
Applicants from external institution	
Organisarianal Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Lavel Search or Higher	4 points
Regional Office Search	2 points
Applicants from schools division office	
Regional Level Search or Higher	4 points
Division/Provincial/City Level Bearch	2 points
Applicants from schools	
Division Level Sourch or Higher	4 points
The state of the s	

For multiple awards received from the same award giving body award calculory that are controlled in which or progressive mul-tic which are the constitution of the same of the same of the division, repeated level; Standardy, only the highest oward given points in cases where applicants submit multiple award different award giving bodies.

An applicant to a General Services position who has presente Clatiford /Commendation and/or Outstanding Employee Awa given points based on either Caregave a.1 (Chation or Comm Caacgooy a.3 (Outstanding Employee Award), whichever is light

b. Research and Innovation

For collaborative resourch studies/innovation, the total points shall divided by the number of authors/researchers indicated in a copyright page.

in flags, district goard, financissing in situation ITVS or Comment.

This shall stayin to applicates who have been chosen and required their christical knowledge, shills, and extendent to develop an outwork newards no nationen in the rational level. This may binklack by
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position, and parming materials, Subject namer experience or numbers
INTMA or Committee most, however, its retenut to the position
papilod for in order to be green prices.

A. Insuance or Memorandum showing the member of Committee.

B. Ortuffnate of Participation or Attendance, and C. Ontpul, Adoption by the organisation, DepE4.
Rubries. ALL MOVs Behavitted Politicson
ALL MOVs 3 points
Onty, A. & B. 2 points

Means of vertification (All listed MOVs shall be subtraited)

lond	Publish Agreement Speakwater of Territory Parkinshine
Aggliosate from external institution	
Organizational Level Speakership or Higher	2 1990%
Local Office Level Spirakership	I point
Applicants from central office	
National Lovel Spendorship or Higher	2 points
Central Office Level Speakership	1 paint

Points application of infrastring " x/100 " WAying

Viscont position.

Administrative de statunt II (Diabursing Officer II - 80 8
(Other prosps of positions) Salary Grafins

on of School on | \$2.75/160 * 10 = 8.278

Pointhyau = x/100 * WAque

x = 85 WA = 5 Petethyen = 85/100 * 5 = 4.35

A Contribute of Thinking or Confidentia and any organization LAD incrementation assessment that is adjagent with the theirbordian Development Plan (1914) for external adjagent with the theirbordian Development on a silicon with the cure of their and the registerious in badic current or periodical syndromial to the current or periodical syndromial and adjacent or periodical syndromial to the current of the current of their and the current of the current of their and their adjacent of the current of their adjacent of their and their adjacent to under the terminal form the LAD intervention done) their current of their at the local fibror trapitor with a Operatol Conflictation that the LAD intervention was used/adjacent by a different order of the LAD intervention was used/adjacent by a different order of the LAD intervention was used/adjacent of a different order of the LAD intervention was used/adjacent of a different order or at the food/adjacent order or and the current of the current order or at the food/adjacent order.

Higher premium shall be given to an application of IAD or intervention main the applicant that is relevant and applicable to the position to be filled. The definit of relevant intervention as stipulated in Item 64st of this Order shall apply. Application of Learning and Development (LAD), Application of LAD)
proven access of the learning patient form the human resource development if
interventions done (standed by the applicant which must have led to slightly
positive results in their current or previous work.

regulations from regions along regions along regions along the property of the

NEAP Accretized Learning Facilitator, This shall apply to app who have been given accreditation as Learning Facilitator by the N Educator Academy of the Philippines (NEAP).

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

Relevant inservention is described as the intervention that is a supplicable to the functional unit veter the position applied by it. An intervention is described to be applied for it can be used upon a supervision of the functional unit has done of the functional unit has done must be placed on the document of the function of other for the creation of the function of other for the creation of the function.

Pusitions with asperience requirement Application of clutanion in the contributions and by the supplicant to their valuels or as settled if the startings from their clutation degrees or units entrod, such as but a limited to applications, processes, and stills that are retenant to position to be filled.

Application of Relatestian Application of extension in the contribution made by an applicant to their evergines as a restrict of their featuring from their extension by the applicant to their evergines as a restrict of their featuring from their extension and their deposit a restrict in the application of their extension to the properties of their application of their application to their application of their application application application application applica

A. Certificate of Recognition as Learning Pacilitator hause, NAAP Peepond Office B. Certificate of Recognition as Learning Pacilitator tensor NEAP Central Office

Accreditari National Assessor 2 points
2 points
Accreditari National Trainer 1 5 points
Accreditari Rhiganal Trainer 1 points
I points

Applicant Apple is applying for an Adeministrative Assistant II (Deliunising Officer position in SDD Space Clay, the Assi Beer, premoted as Administrative Assistant I Aspect 2013 in the same IDCA. For the purpose of companies has Chaisman Accomplishments, she sather interest the plasmatic IDCVs.

If the intervention made by the applicant does not meet the criteria to be Relevent, then said intervention shall be considered and be given corresponding points using the rubries for No Relevant.

A. Action Plan approved by the Head of Office B. Accomplainment Report verified by the Head of Office C. Certification of the utilisation/adoption algued by the Office

Vescost position; Advantatoration Assistant II (Diabureling Officer 10 - 80 8 (Other groups of positions) failury Oradon) x = 85; WA = 5 Pointing = 85/100 * 10 = 8.5 physicistical Executabilistics and per first to the control of direct inquiry with the applicant, focusing on their display of closived behavior of which the applicant, focusing on their display of closived behavior of current workshare. But is based on the principle that pain behaviour protects thur workshare. But is based on the principle that pain behaviour protects thur workshare. But is based on the principle that pain behaviour protects thur workshare. But is based on the principle that are limited to the required compensate that level positional transitions are the first protection. The compensation is the preparation of the organization of the protection of the

Approach The Bill shall be used to assess the applicant's post finded and these lighter posteriors to the author feminal in finder and these posteriors that are more relational in I. Characteristics or rinals. It shall be used to gauge other appetes such as perplicating be used to gauge other in. The state of the applicant probabilistic and residue of the control of the probabilistic or posterior in applica-tion. London for and Organization of Principles of the Principles of the applicant properties of the properties of the Characteristics and organization of Principles of the properties of the principles of the pri

8. Powestal. Pogeraial refers to the capacity and ability of an applicant a sessure the duties and responsibilities of the position to be filled, and those higher position to be filled, and those higher of the following.

Witten Exact Companies (Palabeanes)
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on Wiften Exemination refers to the standardist exeminate interaction the control property of the property in the property of the property of

Where:
x = Sown/rating in unitare ensembation in percentage s
W.n. Weight Absocation for WE
is points for Omyps of Presional Salary Creates)

Skills or Work Sample Test ivers to the test that may be admind to revalue the supplication of skills relevant to the requirement position to be falled. The test and evaluation rubris manife of each superconnected by the IRMESS depending on a requirement by the IRMESS depending on it of skills test required by the Eposition to be filted.