Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 171

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 RELATED-

TEACHING POSITION

Date

August 9, 2023

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

VACANCY		QUALIFIC	CATION STANDAR	RDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
SENIOR EDUCATION PROGRAM SPECIALIST	Bachelor's degree in Education or it's equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	PBET/Teacher/RA 1080/Career Service (Professional); Appropriate Eligibility for Second Level Position

Plantilla Item No.: OSEC-DECSB-SREPS-750092-2014

SG: 19

Monthly Salary: ₱ 51,357.00



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

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

No. of Vacancy/ies: 1 Place of Assignment: SCHOOL GOVERNANCE AND OPERATIONS DIVISION JOB SUMMARY:
☐ To provide technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.
$\hfill\Box$ To lead districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

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



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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. 4 to D.O. No. 007, s. 2023). A division memorandum will be issued for the names of the applicants who will qualify for the interview. Such 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.

The deadline for the submission of the applications for interested applicants shall be on **August 19, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
August 9, 2023 -	Submission of application	Applicants	Face-to-
August 19, 2023	documents	Records Section	Face
August 22, 2023 -	Forwarding the	SDS Personnel	Face-to-
August 24, 2023	transmittal of all	AO IV – HRMO II	Face
	application documents to	HRMPSB	
	HRMO for pre-assessment	Secretariat	
	of the documents		
August 25, 2023 -	Conduct of initial	AO IV – HRMO II	Face-to-
September 11,	evaluation based on the	HRMPSB	Face
2023	CSC minimum	Secretariat	
	Qualification Standards	HR Personnel	
	(QS)		
September 12,	Issuance of letter for	HRMPSB Secretariat	Online
2023	disqualified applicants		& Face-
	5500 San San		to-Face
September 13,	Issuance of memorandum	AO IV – HRMO II	Online
2023 - September	on the conduct of written	SDS	
22, 2023	examination, open		



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	assessment, and of applicants	interview		
September 25, 2023	Conduct of examination, assessment, and of applicants	open	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.

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

DepEd Schools Division of Digos City

DATE: AUG 1 0 2023 TIME: 1:25

CHECKLIST OF R	EQUIREMENTS		Annex
Name of Applicant: Position Applied For: Diffice of the Position Applied For: Contact Number: Religion: Ethnicity: Person with Disability: Yes () No ()	Application Code:		
Solo Parent: Yes () No ()			
	Status of	1	ification RMO/HR Office/sub-committee
Basic Documentary Requirement	Submission (To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
Letter of intent addressed to the Head of Office or highest human resource officer			
 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			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if			
available			
f. Photocopy of Certificate/s of Training, if applicable g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
 Photocopy of the Performance 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 SWOR	IN STATEMENT		
CERTIFICATION OF AUTHENTICITY AND VERACITY I hereby certify that all information above are true and correct, a submitted herewith are original and/or certified true copies then	and of my personal kr eof.	nowledge and belief, a	and the documents
DATA PRIVACY CONSENT I hereby grant the Department of Education the right to collect a relevant to the recruitment, selection, and placement of personn laws, rules, and regulations being implemented by the Civil Service.	nel of the Department		
		Name and Sig	nature of Applicant
Subscribed 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.

Person Administering Oath



CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO RELATED-TEACHING POSITIONS

The assessment for related-teaching positions shall be based on the following criteria:

An Education with analytic degret choracte in the position to be filled, encounting the minimar qualifications requirement as a chind of the CSS.

Training four reducent to the position to related, encounting the adjustment as a definite in the CSS degree (4), suggested (4), suggested to the control of th

The point system for evaluative assessment is detailed in Table 1. The point team that way absord on the twent eather mange of the position. Points assigned to each criterion shall way from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled. Table 1. Point System for Evaluative Assessment: Related-Teaching Positions

a Enteration b. Training c. Experience d. Performance A Performance A conglishments A conglishments A conglishment of Enteration A conglishment of Enteration B A performance of Calvaction B A performance of LAGO B A Perfor	Brend	REGOVETS OF POS	mts
Ethioaston Training Training Experience Experience Arefernation Outerardiay Accomplishments Application of Eshoch Free Manager Free Manager	80 11-18	80 16-23 and 80-27	SG 24 Chief)
b. Training c. Experience d. Performance A Performance A Coongilabracia A Coongilabracia f. Application of Education f. Application of Education for Application of LAD BET, Work Entangle Test) BET, Work Entangle Test)	10	10	10
c. Experience - Outstanding - Outstanding - Outstanding - Accounting - Application of Education - Application of Education - Application of L&D - Operatal Wirthern Test, - BEI, Work (Sample Test)	10	10	10
d. Performance Outstanding Accomplishments f. Application of Education g. Application of U.O.D. g. Application of U.O. BEI, Work Sample Test)	10	10	10
e. Outetunding Accompilahments f. Application of Education g. Application of Education f. Application of LobO D. Potential (Written Test, BET, Work Sample Test,	30	30	32
f. Application of Education g. Application of L&D h. Potential (Written Test, BEI, Work Sample Test)	10	8	10
6. Application of L&D h. Potential (Written Test, BEI, Work Sample Test)	10	15	10
h. Potential (Written Test, BEI, Work Sample Test)	10	10	10
	30	30	10
Total	100	100	100

etion, Training, and Experience

	Educatio		Treining		Experien	8
Weight Allocation	Inerposessita from minimum QB	Pojeta	Assessments from minimum Off	Polsts	lacronants from	Ž,
	JD or anters speciments	01	10 ar more imprehebba	91	20 or store abovements	0
Billowiffor: 70 points	8-9 incresords		6-0 increments	**	8-9 increasests	E
Transmit: 10 points	6-7 sacrements	ø	6-7 increments.	*	4-7 appression's	10
Augustenico: 10 pennis	4-5 increments	,	4-5 increments	+	4-5 any ements	
	2-3 socraments	8	2-3 terroments	25	2-3 sagrementa	

Baztrative example: Vocart position. Education Program Supervisor (IAAPEH) = 80.22 Level and Solary Range: S0.16-23 and S6.27

is per CSC approved QS inter's Degree in Education or other relevant Massier's	grees with specific area of specialization beans of resisent traville upons as Principal or 2 years as Head Teacher or 2 years as ster Teacher
don.	2000
Qualification Stor Education	Traising Experience

The dide of HRMPSB in

Based on the annimum QS of the position to be filted, the HEMPSB shall determine the baseline level for compating the points for ETE using the Interements Table as shown in Table 2.a,2.b, and 2.c.

Program Singwersker (MA2DR) Vincen's Depos or Ethoroton or John reduced Minsen's Dagree	Cause 33 Sharest as Subte 7 or
HOST SPECIFIC direct of April militarities	
Friend Transfer Francis	James 2 Beauth on Toda 2.50
2 peers on Principal or 2 peers on front Trustury or	Send 5 (humbles) and Table 2 of

For propose of determining the therebies the effect Extension, and publishment or co-shakmen until, if never be any as my determining the required in the CSS-opposition of the Sister of the state of the considerer organishment to a factorist degree plant by generational manifolding to most featurement and publishment of the factorist degree in Extensions for Extendible major effects of based on Table 2.3). Additional professionals and speculiarisms until nature to control extension for the control of the state of the st

After decombining the baseline level, the HRMPSB shall compute for the parameters of the applicant's states of applicants as absent on the published documentary requirements, increment shall refer to the difference between the applicant's activities and applications of the position to be flict, minimum floating (36 requirement of the position to be flict).

Subrice for Computation of Points per Criterion

Education, Treislang, and Experience (ETE). The points for ETE, corresponding the applicative qualifications excreding the (St. Mail be computed visible the interners halle (Table 2 at, 2b, 2) et and the Rubries for Computation of Voints for ETE (Rubbe 2), (Only Bone qualifications that are referent to the position to the final beginn points.

Table 2.b. Increments Tuble - Training locrement Range

Table 2.a. Increments Table - Education Range

merement	Ra	Kange
Level	From	To
	Cite Brash and Write.	Sementary Lovel Schwatten
en.	Hirtendony Graduans	Auster High Johnst Level Education (K to 1.2)
0	Osseptive Austor High School (It to 12)	flerider High fethods Lovel Education (If to 12)
	Session right ticked Uninbase (K to 12) 1948 Biller Credints Codynate (OH surrostand	Loss than 2 years of Chillege
a	Conspicted 2 years in Culture	Less Plats a Backeller's Dogree has speen than 3
	Bucheler's Degree	Loren Heart & United, secreted Exemple Day complement of a Markette Tourse.
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	9 Units earned towards the couple job of a Master's Determ	Less than 12 that's service towards the completion of a Manney's Direc-
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31	24 Mais current terrescial straight on an Masser Masser Straight on the Company Country Country	Lans thank 20' bulbs coursel framewith the completions of a Mander's Research
z	27 Causta earliad rymands the completion of a	and their 20 Union control tentents the companion.
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R	Complete Academic Perplements completed	opergelend benefile the completing of a Doctorate Lass that an emistable Doctorate
-	Constant a Marianta	

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Only qualifications that are relevant to the position to be filled and which exceed the minimum (baseline) Q8 requirements of the position shall be given corresponding points in the computation of increments.

For positions with multiple QS requirement for Reportence (g.g., 2 years as recomplency of years as Head Tender of 2 years as Master Tenderfu. the HRATOR sail identify the relevant experience with the highest tenderseal tenever. This shall be the best in observability for final soors of the applicant for the Experience component.

il repairements national	Security and distributions of the security of	to from the applicate?	Intermeta	althretion of Applicant	Angelvennink Markey overprint offer the test date of HEAPLIA corner.	interpretation tout The A backward of the Archaelist of the Archa	alliation chat in 3,500 the applicant's	
Surveyants, Print attabases (of Assestant (3) regalements saling foreyments Trade & a (Maleusting	Umby State Sa, the contriperating lister of Agricust A is determine quartic stress. For eath current, for Demonster degree in Orbestice Leadership and Albrequincess, is at James 289.	The entition of cancersons in Agriculta is instructive qualification and his computed by calculating the molecula (c) ford flored (i) from the applicactive qualification treat flored (by an eligibidate below.	Applicant's filter level - CG level + Increment 39 - 81 = 8 increments	Computation of Increments based on actual Training qualification of Applicant	Exercised proprietation to be suffered by requirements. The contribute to the personnel to the ability of requirements. The contribute to the personnel to the ability of the contribute of the personnel to the ability of the contribute to the ability of the personnel to the pers	It fits conditionable of the c	The remoter of here made for appearable is a framing quality openity open on a particular to any population of the continues (3) to be found in from the copulation qualification and claim fig. on the entand detine.	
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Applicant's Transley free (- CD love - horses)

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7 - 3 - 4 fearwants

7 - 3 - 4 fearwants

7 - 3 - 6 fearwants

7 - 3 - 6 fearwants

7 - 1 - 6 fearwants

7

After computing the number of increments from the minimum foaseline) of sergularization, the corresponding points earned by the applicant for ETE shall be determined using Table 3 (Rudrics for Computation of Points for Education, Pratting, and Esperimen).

Using the applicable rubrice as shown in Toble 3 and bused on the member transments exmed by Applicant A, the computation of pents for ETEs is as follows:

Petel manher of	and and annual	g baries
Parent on	Bapertener	Distribution Massie or Missie a 4.0 4.0 1.0 1.0 1.0 1.0 1.0 1.0
ation of Polisis	Preliateg	Personness and Autorities of the Autorities of t
Company	Edmention	Emission of Total or
	Superionee	New York Conference of the Conference of
Overfilt nation of the Applicant	Tradaling	or incinional and a section of the control of the c
Ownellin	Education	in the service of the

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

The following general guidelines shall be observed in giving corresp points to relevant Education, Training, and Experience qualification

Education units and/or degrees in multiple or different mujor be given corresponding polities on a cumulative basis, provided the units and/or degrees earned are referant to the position as for, provided further, that the subjects completed are not duplic

Consistent with the provisions of the CSC ORACHEA, units and/of degrees of Doctor of Medicine from a CHERO-recognized, institution may be considered mater's units and/or degree for purposes of group points, except for positions that involve practice of profession covered by beard laws.

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- Consistent with Legal Relation Toward Legal Reposition to, et.g., 2019, Rachester of Legal Legal Legal Legal Reposition to the configuration of the Consistent Library of the LESI and it is predocesser regulatory agencies shall be considered as and it is predocesser regulatory agencies shall be considered as scaled in Consistent Legal Legal
 - Relevant training hours earned from digital/virtual/online ienre may be considered, subject to the conditions prescribed in C Memoratdum Circuler (Mc) No. 3t. a 2021. (General Guidelines Digital/Chilme Jecrumy in the Public Sector).
- v. Relevant exportance gained from part time work of at least for configuration of the configuration of the department of the appropriate and manifered from treadered. For purposes of grining spirits, the named of burns treadered. For purposes of grining spirits, the named of them treadered. For purposes of grining spirits, the named of the purposes of grining spirits and configuration member of present of specific purposes. The eight (Bi-hour per day workships)
- Reheaut Experience gained from abroad or outside the frailipp may be considered periodical that the applicant straints of Criffic of Employment. These documentary requirements written inspirates other them English or Filipton shall be accompanied in complete English translation.
 - Applicable provisions under Rule VIII Part I to IV of the CSC ORAOJRN shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.
- 4. Performance, Performance refers to the assessment of how trasks, duties postulatificate are consequent as evidence performance returned or other research and to perform the registrant as evidence portionance returned occurrent or other means of evidencian. The reformance that are also that the performance of performance to the postular the filter shall be used for purpose of giving potate for performance to the postular that the performance of giving potate for performance or the postular performance.
 - Positions with asparlance requirement. Applicants to positions termine experience rates, teachers (1) year performance in the current and previous job or position that retevent to the position to be filled. Computation of points for performance shall be as follows:

x = Performance Rithing
5 = Highwat Possible RPMS
(A ** Weight Macarian for Performance
(20 points for 80 11-15, 80 16-33 and 80 27; 25 points for 80 24) Points; refermence " X/5" WA, refer

Octocoulding Accomplanated Cottenting Accomplishments refer 1st estimated and a supplied of an application and as their intentions or discovering which were dispressipated by an adordered lossy. These must have a direct last which were dispressipated by an adordered lossy. These must have a direct last accomplishments must have let 0 papelor returning a problem of the accomplishments must have let 0 papelor returning in their weekplace of the accomplishments must have let 0 papelor returning in their weekplace of the accomplishment of the problem of the properties Applicants with work experience, who are applying to eatry level position with two experience architectures are designed on QB, insuit such inset performance analogy covering one (1) year performance in a training the comparability of the second of the performance in the work of the performance of

Table 5 below enumerates the components of Outstand he corresponding maximum points for each component.

Table 3. Components of Outstanding Accomplishments

Accompanies

Accomplishment Projection

Accomplishment Projection

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Benevich and Benevich

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The points albeatar in Table 5 shall serve as the marinum or celling point may be carried for each component. The points enacted from each component causings were to determine the load points for Ontamaha, Accomplanerum, no execut the weight indication for the redget individual and completely assumption of the weight indication for the redget individual and the redget individual

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

Neicami feer indivitual seaaris acquired from a toanough search process an ignat for requisits and climing bodies, action a CCC, Metrodonia, Rationale Rosson Development Authority, REDA, Development Audating of the Philippines (DAD Depth., Cet., and the given assatismin policies to Orientandine Accomplishments of the E. policies for 80 10-52 and 90 27, and 10 policies for 95 1-15 and 90 29).

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

America and Recognition. This may refer to academic or inter-awards, or ourstanding employee awards.

a.1. Academic or Inter-School Austrols. This shall apply only to applican with no or less than one (i) year work experience (e.g., fresh graduates

a. 1. Internal applicants.

mens - 4.356/5 - 20 - 17.424

The performance rating required for internal applicants shall be the rating started from the Results based Performance Management System (PPMS) intended that the control of the control of the Committeent and Review (PICE) Form obtained from the upplicant's current or previous position that is relevant to the openion of the file.

However, as a naturdatory requirement, the applicant shall also be required but a partial applicant and a partial state of the partial period in the state of the

An official or employee who is on official leave of absence, for reasons such a maternity sees, wend or freezing schooling grant, or other maternity sees, a word or freezing to exclosing a constitution of the sees, and the desired of the sees, and the constitution in season and the sees as performent making in the last entiting period prize to the leave of absence shall be required.

The performance rating prior to the reclassification of the position shall be considered as performance rating to the reclassified position for purpose of premotion, if applicable.

a.2. External applicants.

For external applicants whose performance is measured using a five (5)-fever algiesteral performance multing soils, the madginin value of the EPMS maning Table 44 equivalent to the adjectival multing shall be used as the applicantly performance entity (4). The Certificate oil Setting must be supported with the Performance Evaluation Tool.

Table 4. Midpoint Value of the RPMS Reting

Midpoint Value	4.75	3.998	2.995	1.965	0.7495
RPMS Rating Scale	Outstanding	Very Satisfactory	3atisfactory	Unstatisfactory	Poor
	4,500-5,000	3,500-4,499	2.500-3.499	1,300-2,499	Below 1490

The following MOVs and rubtics shall be used in determining points forwards and Recognition.

A. Academiti or inter-actional award; or B. Certificultion or any document showing top-notching a Beam Examination; or Control of the Control of Co. Certificate or any document showing TOSP Award.

Component	Polint Standards (Solve School
At least three (3) scalernic or inter-achaol awards or TOSP Award or Top 10 in Board (OS Effedball to Exemplesson	2 points
At least two (2) academic or inter-school	1 point

Outstanding Bequiogew Award. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

A. Any issuance, memorandum or of for the Search; and
 B. Certificate of Recognition/Merit.

Component	P. G.I.H. College and the Conference of the Land of th
pplicants from external institution	
Organizational Level Seurch or Higher	2 points
	1 point
pplicants from sentral office	
National Level Search or Higher	2 points
Central Office Search	1 point
National Level Search or Higher	2 points
Regional Office Search	1 point
pplicants from schools division office	
Regional Level Search or Higher	2 points
Division/Provincial/City Level Search	1 point
oplicants from schools	
Division Lovel Search or Higher	2 points
The second secon	

cumitiple swarter scroles from the same swarter glitting body and/or swart category that are conditioned in acrise or progressive number, only the distribution for swart shall be considered (e.g. 8/85 verning consider at the division, regional, nathroad level.) Strainford could be the other points in cases where applicants subout multiples sward shall be different swarter giving bodies.

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Natural position: Editerative Vergenne Speedeslabs II - 80 3 56 Alghenst Performance Deltay State in the president job. Delta in Spectation, Meetile Improvements Grout, Edenig Rinks Markel

ow nating of the applicant Strong

Persons = 3.994/5 - 20 = 15.98

For external applicants whose performance is measured using other mercal or subfected rating systems with scales that are not aligned with the first popul rating scale of the 18Ms, the 118MsHB shall develop a second region of the 18Ms of the 18Ms of the 18Ms of the 18MsHB shall develop a companable to the stating utdate of the 19Ms.

Staternal applicant/s to vacant positions with experience requirement sha much performance entitly follow content or previous work that is referred to the position to be filled Non-scholaskian of performance mustly, is for an time type at one work for Performance Cultonia, to proxy measure sha be considered in the absence of the applicable performance miting.

Posttons with no experience reguirement. Applicants to positions do not require provious experience must submit the board examinatic Career Service Elighbility ratings. Computation of points for perform shall be as follows:

Pointspronusses = X/100 * WApagern

Illustrative example:

* 82.75/200 * 20 * 16.55

For honor graduates covered by Presidential Decree (RD) 907 titled, Orening Oils Service Eligibility to College Prieor Graduate, as well as the Porrige School Honor Graduate Eligibility (PSHGE) as signilated under CSC Resolution No. 1302714, the following rubric shall apply.

b. Research and Innovation

A Proposal aid the agraved by the Histoa of Ordic or the designated the According Countries per TO No. No. 40 of Ordic or the According the According to the According the According to the According the According to the Accordin

MOVs Submitted Politikassemins/men
A B, C B, R
A B, C B, R
Coloria
Only, A, B, B, C
Societa
Only

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

and about the state of parties of the state of the state of committees. This shall mpyl to applications the I tow those as the object of output that their technical bease-flee, while and reprinces to decipy on output on work towards an outcome; in the indicate level. This may include the infinite of the object per and an output of the o

A. Issuance or Memorandum showing the m or Cammitteen.

B. Certificate of Participation or Attendance;
C. Output/Adoption by the organisation/Deg

MOV's Submitted Pointsean
ALL MOVe 3 points
Only A & S 2 points

Resource Speakership / Learning Facilitation. This shall apply to applicants who have been requested and invited to share their brownedge and expertise on speake subject neaters. This may include applicants who served as a Resource Speaker; Resource Person, Trainer, and/or

Means of verification (All listed MOV's shall be submitted):

A. Issuamore/Memorandum/Invitation/Training Martic;
B. Certificate of Recognition/Merit/Commendation/App.
and
C. Stide deck/s used and/or Session guide/s.

Level	Politicanner speakerts Deserte Pestrates
Applicants from external metitution	
Organizational Level Synakorship or Higher	2 points
Local Office Level Scenkovship	1 court
Applicants from central office	
National Level Speaklership or Higher	2 points
Central Office Level Speakership	1 point
Ap-Boarts from regional office	
National Level Speakership or Higher	2 points
Regional Office Speakerahip	I point.
Applicants from schools division office	
Restocal Level Spenioreship or Higher	2 points
Divinion / Provincial / City Level Speakership	1 point
Applicants from achocle	
Division Level Speakership or Higher	2 colects
The state of the s	

NEAP 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).

A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office.
 R Certificate of Recognition as Learning Facilitator issued by NIAP Central Office.

Politic fighter searing feel liebed	2 points	1.5 points	1 point
MOVe Submitted	Accredited National Amensor	stional Trainer	Accredited Regional Trainer

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7. Application of kearing and Development (IdaD). Application of IdaD is a more stoome of the learning spined from the human resource development (HID) merevations done farmed by the applicant which must have led to algulficant positive results in their current or previous work.

Higher premium shail be given to an application of L&D or intervention made the applicant that is relevants and applications to the profit or to the first the applicant of the research of the control of the control startestion as attributed in Item 661 of this Order shail apply.

Means of verification:

- A Cortificate of Vinding to Contractions was spikeled, i.e.d.
 Intervention acquired the is singled with the introduced
 Development Plan (1917) for external applications, a certification
 than 1818 and the application is singled with the
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MOV's Submittind		promise of LAD!
	Redevent	Not Relevant
We	10 psends	0.00
	7 polota	3 3918,017
Only A & B	5 peints	Louisi

Potential. Potential refers to the capacity and ability of an applicant to positions that or user technical linear of the position to be filled, and those higher positions that our users technical in nature. It may be measured through any or all of the following:

		5 points	\$ possits	
Joseph My	80 11-15 80 16-23 80 27	5 roints	10 coints	5 points
Component		Writes Examinations (WE)	(S/WST)	Behavioural Events Interview (BEI)

a Written Examination refer to the standardized communion which measure the knowledge intaging profespore, along high to prevent idea, buildness and profespore, and the set more declarated in the set of the final set of the control of the supplicant. The test one destained nutries appropriate to the position to be final sense before deep to support interpret by the PRISINSE, Subject matter repress to requested by the PRISINSE, Subject matter supers to the professor.

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Acpticard Orange is upplying for a dender Education Program appearhable (1903-19) in Linghil Central Office: the carrently as Education Program Spendalist for 2DO Quesses City, appointed in October 150 For the purpose of comparing his Octoberidity Anomalphilaments. The authoritied for Affairsag AROYS.

Outstanding Accomplishments	Petets bused on Rubric	Apparente
Assurate and Recognitions of Assurate Acceptance (Assurate Acceptance) (Assurate ACC) and antifered (Assurate ACC) and antifered (Assurate ACC) and antifered (ASSURATE ACC) and ACCEPTANCE (ASSURATE ACCEPTANCE) (ASSURATE	2 points	Not craditied; MOV Aus been used in the had promotion as EPS II
Outsidanding Breykopine Award 2018 to SDO Oweson City (complete MOVs submitted)	I point	Chedited
Innovation or Research Certificate of Positiotor on Certificate of Society of the Security Facilitator on Research or Ocality desenantent in acte of RCR Schools (complete ACPs submitted)	5 points	Ovedheed
Resource Speakership/Learning Freitinstion: Carlifonts of Recognition as Resource Speaker on Education Assessment in Systember 2018 in Partial Way Complete MAN, admissed	2 point	Credited

Application Community. Occasion of English Eng

- Application of Industries, Application of industries in the contribution made by an applicant to their weekplace is a result of their bearings the net-to-stand by an applicant to their weekplace is a result of their bearings from extension by an application of their bearings of their bearings from the observations of their bearings and their section application who have recoverable applied the feature plant about the first plant of the feature plant and their seeks that their plant application who they apply that their plant application of their plants of their plants and their plants are positively current.

a. Postitions with asperience requirement. Application of obsculon is the contributions made by the application their workpectic was result of their learnings from their education degrees or units entrois, such as but not lumined to applied concepts, processes, and soldis that are referent to the position to be filled. Higher premium shall be given to an application of education or intervention nade by the applicant that is relevant and applicable to the position to be filled.

Relevant intervention is described as the intervention that is directly applicable the American where the positiones to applicate in the functional universe the positiones applicate to the form of an intervention is described to be applicable if it can be used in the Exploid Collection of the Collection of the Collection of the Innexistant unit.

individuals internal or external to the office where the wacazey exists, or to the Department, who have working knowledge of the specific competencies required by the position to be filled.

Pointhymu = x/100 * WAquu

wamination 'n percentage i WE		9.16		
x some ruting in unitien examinati WA = Weight Allocation for WE	example:	Vacant position:	x = 85 WA = 5	Pointness = 85/100 * 5 = 4.25
	20			

Skills or Work Sample Test refers to the test that may be administered to contained the application of safils belowing to the requirement of the position to the requirement of the position to the filed. The west and evaluation traders must be designed by adjoint matter experts a required to the HRMSH depending on the type of skills test required by the position for filling.

distayes = x/100 * WAgeress	De S/ WST in persentage acole states for S/ WST 1-15, SG 16-29, Sc points for SO 24)
Point	Where: x = Score/ruting in the WA = Weight Allocation (10 points for SO 11-15

scation Program Specialist II - 30 16	= 30
Educa	20 × 7M

Absordation Electro Benefine (Electric Intelligent Control Intelligent Intelligent Control Intelligent Intelligent Control Intelligent C

If the intervention made by the applicant does not meet the exterts to be Releasnt, then said intervention shall be considered and be given corresponding points using the rubries for for Relevant

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

Rubrics: (SO 11-15 and SO 24)

MICAN INTRIBUTED OF	Pointscore	other of Manufacture
	Relevant	Not Relevant
J. MOVs	10 points	5 todays
nby A & B	7 roints	3 roints
nh A	8-points	1 Codest
MOVe Submitted.	Polintaing	ribs of Sheadist.
The second secon	Relevant	Not Relevant
L MOV.	15 points	9 points
Culv A & B	12 points	6 peints
4	- Charleston	The section of

b. Postitions with no experience requirement. Applicants to positions that the out require proclets what deperference must absult the OWN in the lightest assembling that the visit and the process of the control as evidenced by Themsechy of the Control as evidenced by Themsechy of the Control as evidenced by Themsechy of the Control of the Control

in of Subscription; $\pi_{X/X00}$ * $WA_{(Aggs)}$

Where:
A = GWA transmitted to percentage scale
WA = Weight Alteration, for Application of Education
(10 points for SG 11-15 & SG 24, 15 points for SG 16-23 & SG 27)

mins of Industrial = 82,75/100 * 15 = 12.4125

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by the applicant. The STAR approach draws focus on actual filtransions in which the applicant stock; the Tusk's that the applicant facet, the Actions that the applicant sook and the Results of those actions. The BEI may be used to assess the following serves:

- Applicate. The Bit hald be used to assess the applicant's potential or filled self-or the Bit and Bit