Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 220

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 NON-TEACHING

POSITION

Date

August 29, 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		QUALIFI	CATION STAI	NDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
ADMINISTRATIVE OFFICER II	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility		

Plantilla Item No.: OSEC-DECSB-ADOF2-750302-2020

SG: 11

Monthly Salary: ₱ 27,000.00

No. of Vacancy/ies: 1

Place of Assignment: ELEMENTARY EDUCATION

JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel

administration and property custodianship in the school.



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

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

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
- 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



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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.

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 **September 8, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
August 29, 2023 – September 8, 2023	Submission of application documents	Applicants Records Section	Face-to- Face
September 11, 2023 – September 13, 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
September 14, 2023 – September 27, 2023	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	HRMPSB Secretariat	Face-to- Face
September 28, 2023	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face
September 29, 2023 – October 8, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
October 9, 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.



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Widest dissemination of this Memorandum is earnestly desired.

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

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CECORDS SECTION

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OSDS/ADMIN/HR/dbc



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Annex C 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 () Verification Status of (To be filled-out by the HRMO/HR Office/sub-committee) Submission Basic Documentary Requirement (To be filled-out by the Status of applicant; Remarks Submission Check if submitted) (Check if complied) 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 Photocopy of valid and updated PRC License/ID, if applicable Photocopy of Certificate of Eligibility/Report of Rating, if applicable 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 f. Photocopy of Certificate/s of Training, if applicable Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable Photocopy of latest appointment, if applicable Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form 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 ___, year _ Subscribed and sworn to before me this ____ ___ day of ___

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 NON-TEACHING POSITIONS

The assessment for Non-Teaching positions shall be based on the following criteria:

- In Bibacation using malfor degree revents in the position to be filled, exceeding the minimum qualification requirements as defined in the CRC.

 Training locar referent to the position requirements as defined in the CRC adjustment and additional time CRC approved OS, acquired under the companion of the CRC.

 Repetitions of the position to be filled, seconding the minimum of adjustments and ending in the CRC approved OS, acquired and adjustments and ending in the CRC approved OS.

 Repetitions of reference and an adjustment in the filled, seconding the minimum of adjustments and ending in the CRC approved OS.

 To meable professionary on the CRC actuation of provincing cell (1) years of 21 meables preferences that governing out (1) years application of Learning and Development Patch Pacification of Applications of Learning and Development (LAM) notified after the last removalor.)

 In Application of Learning and Development (LAM) notified after the last formed in promotion; and prevention of Learning and Development (LAM) notified after the last formed in Presential measurements.)

- i. The point system for evaluative assessment is detailed in Table 1. Pubrish the post of each, externor shall very from one salary mage to another, giving mention to specific criteria that are more referent to the position to be filled. An effect of life critical that are more referent to the position to be filled. An effect of foreign specific persistants in the position of the filled and present in the position of the po

	Critoria		Broakdown	of Points	
		General	(Nen-General Services)	86 16-22 884 80 27	80 24 (Chlet)
d	Education	wo	2	2	10
0	Training	50	8	10	0
U	Experience	20	20	15	15
D	Performance	10	20	20	30
6	Outstanding Accomplishments	ıs	10	10	10
4	Application of Education		10	10	10
tiò	Application of L&D		10	10	10
d	Potential (Written Test, BEI, Work Sample Test)	88	30	20	30
	Total	100	100	100	100

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Table 3. Rubrics for Computation of Points for Educ

Salary Range and Weight Aflocation	Education	lon	Training	ye.	Experience	900
	Sangwaterate feare Q8	Points	feerenants from Q8	Points	Increments from Q6	Polaits
	5 or more increments	w.	5 or more thereshwats	W3	10 or flores increments	8
General Services Positions Education: Spoots	4 increments	•	4 introsessia	٠	6-4 increaments	ă
Philining: 5 points Experience: 20 points	3 increments		3 increments	in	6-7 foctoments	a
	2 instruments	eq	2 increments	cq	4-5 increments	w
	1 Intremedit	-	1 annualeral	-	2-3 intremests	*
	Spenants from Q8	Polists	frorements from Q8	Polists	Spennishments Spenn QB	Pelate
	10 or more sacrements	10	5 or sphre increments	se	10 or more increments	30
SG 1-9 (Non-General Beryless Posttions) Esbootion: 5 points	8-9 increments		4 indexements	4	8-9 increments	78
Producting: Specials	6-7 intrements	9	3 interments	0	6-7 increments	C4 970
	4.5 increments	æ	2 tracements	es	4.5 increments	*
	1-3 increasests		1 increment	-	2-3 investments	*
	Serements Sents OS	Polata	Increments from Q8	Polata	Increasents from QR	Pedaris
	10 or shore increments	10	5 or more increments	97	10 or sport	70
8G 10-22 and 8G 27 Education: 5 points	S./J		4 increaments		8-9 increments	22
Trusteting 10 poleda Exteriorne: 15 agenta	6-7 increments	0	3 increments		6-7 iversaments	8
	4-5 increments	e.	2 increase atta		4-5 increspents	4
	2-3 indominanta	97	1 ingrement	er.	2-3 increments	
	Increments from Q6	Points	Increments from Q8	Points	Secretarians	Politic
	10 or more incremote	30	5 moremente	100	10 or more secrements	13
869 24 Education: 10 points	9 increases		4 increments	*	6-9 (nervaneta)	22
Praining 5 points	S idemodernts.	4	3 socrements		6-7 increments	
anned or remander	6-7 increments	4	2 increments	CR	4-5 ancrements	0
	4-8	.0	1 increased		22	

Varont proxition: Administrative Assistant II (Disburning Officer II) – BG 8 Level and Sellary Range: SG 1-9 (Non-General Services)

ands per CSC-approved QS Completion of 2 years in college 4 bours of influence training	2 year of relevant experience
Ovalification Stand Education Training	Experience

Actober 03, 2022

tubrics for Computation of Points per Criterion

3. Education, Training, and Experience (FTE). The points for ETE, corresponding to the application's qualifications conventing BIO. (84, Mail for compared unsign the increments Table (Table 2, a, 12b, 3,4 and for Robin's for Computation of Points for Table 2, for these qualifications that are referent to the position to the filed shall by given points.

Table 2.b. Increments Table - Training
Increment - Range
Level - From To

Table 2.s. Increments Table - Education

Increment	30	Range
revel	Frem	To
-	Our Bread and Write	Bearentery Level Salomeines
4	Danierlany Orchiste	Jenne High Nehard Lord Mexicolous (Kin 14)
	Complexed Justine Highs School (X to 12)	Server 70gh littered Level Education 95 to 125
+	Besiev High School Graduate (K to 12) High Britand Graduate (OM controllan)	Laws Glass 2 power of Oxforgo
	Completed 2 years in College	Lans than a Buchelar's Degree but indee then 3 votes in College
	Bachelier's Degree	Lass Wath 6 Units surgid beneaths the completion
4	6 Units carred towards the complement of a	Less than 9 Units outsid towards the enaglished
	9 Unit's earned Countils The coupletion of a	fore than 13 Webs record towards the crasponen
6	12 Vesitis currant teams in complete of a Manney's Essense	Loss thats, 16 Only suffered be-seeds the completion of a Master's faceto.
N	15 Usaits nazzand tennands the vanaptenion of h	Lecto shads 18 Units satisfied township the craspiction
- 11	28 Units account towards the completion of a	Loss than 31 Ditts cornect towards the completion
13	25 Orgins standed towards the couplesium of a Meeter's former	Lone their St Units cuted treatment the completion of a Manney's Forest
2	294 Option externed towarder this completions of a	Loss them 27 Units azened bottsche the completion
2	27 Units samed through the completion of a	Leas than 30 Units owned covered the completion
13	20 Units partned investity for completion of a	Lean Frish All Polity sugmed freezight the completions
	Master's Degree	of a Maxim's Diges
	Mather's Dages	of a Master's Degree
1.3	56 Upites enemed transition the completion of A Meaning's Disease	Lens than JY Units earned traversh the completion of a Mather's Discon.
1	30 Units cornel teaments the crespletion of a	Loss than 43 Onto necess towards the completion
	42 Undita sacrand tamesche support Management tamesche report of a Management Teneral	Lotte than Conspicts Academic Dopplerseets completed tomories the remodeling of Markey Present
30	Caruphth, Academic Requirements coupling	Lotte than an eventied Mestor's Degree
211	Martine Degree	Lane Day & Units carried treastly the couplesian.
12	3 Units earned toeketh the conspiritor of a	Leas then 6 Usbs earthd terraries the completied
H	6. Only annual transits the canadistian of a	of a Danteries
	Declarate	a Doctories
T.	9 Units expant bisewise the ompletion of a Districtor	Acto Ment 12 Units contract township the conspletions of a Contracto
S.	F2 Outs entraed tressells the completion of s	Lens than 15 Units explud temends the cerupletion,
19	25 Olgits named tremonth, the completion of a	Lays this 18 Units common freezest the comparison
3.7	(iii Unefis deened issuescia the completion of a	Least their 21 Using earlied terrends the completion.
z	23 Usada sestent towards the consplaint of a	Lons state, 34 Union enriged someonis the completions
8	24 Unahla scatcook barrandin the completion of a	Loss their Complete Ambrido Requirements
90	Ostaplette Asadkasie Begannings-transplated seconds a Practicate	Lette Gars an amended Dottoware
18	Detambe	

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Based on the minimum QS of the position to be filled, the HRMPSB shall determine the baseline level for compating the points for ETE using the increments Table as shown in Table 2.a, 2.b, and 2.c.

ADAR	Pleation Blandards for If Olabershu Officer III	en Increments Teble
	Completion of 7 person	Level & Committee Thible 2-as
Sweeze	4 America of reference tradestra	Level 1 (furner on Table 2 to
Continue	2 visus of reference destroclassics	Lough & thesael on Tools 2.4

the determining the headrier level, the TRAPTSB shall compute for the increment of the applicant's serial qualifications had on the shalling forcements of the applicant's serial qualifications had on the shalling discussments regimentally becomes highlication between discussions and qualification and the stand for corresponding level of the minimum (headries) of requirement of the position to be liked.

Only qualifications that are relevant to the position to be filled and which exceed the minimum (baseline) (§8 requirements of the position shall be given corresponding points in the computation of increments.

processing of processing and a processing of the	Computation of Increments based on actual Training qualification of Applie	Extrements from colorane ter hand said got reportements. The unstalless count of the colorane terminal and the colorane te	A fine was which property of a property of a property of a fine was the property of a fine a property of a propert	the number of temperature (or Appliant A.) Transle, quantities that the consistency has assistantly the adolescen (Ol traci James II) from the systems Fit specification to that had have II, the Perceital Induse.	Applicant's Tristely linet - Q5 lead - burement
of defining a included special included special frames administration of self-core Jose American	Computation of Incre	Transley (buildings) Applicant A 31 mag fraunty or buildings proposess, Johnsoy 27 to 36, 2011	antenning on canoning on canoning and canoning and canoning and canoning and the property of t	A special collection of the second of the se	

Incomments from settings of translass Of regularisate many leavements frate & a Bureriand	Only those experiency relevant to the problem to be your abush and the examinant is the designation of temperatures to detected asymptotic shall be existent. From the state of first this or precise.	In the ansi of Applicant A, the intended equations philades yi, 3000 is postered that of extensionary Commer Ci, 2002 in I gain; such involves Unite Takes As fit is the equation of and of Applicant A is depression qualification of persons in exactles in at large 8.	The housest of humanisticals also also for Expending specifications and as- semplesting collected for expension (12 and direct it) that the cop-fee 47 and freely feel and feel of feel by an flustrated beauti	Applicant's Publish less! - Old less! - porrement
Experience Qualification of Applicant A	Alternation Associated Jon Johnson J. 2019 to prosent	Administration of Administration of plants of the plants of the person o		

After computing the number of increments from the minimum (baselin QS requirement, the corresponding points earned by the applicant for ES shall be determined using Table 3. (Ribrica for Computation of Points). Education, Training, and Experience).

Using the applicable rubries for the SO J-9 (Nin-General Servicia) as shown in Table and based on the runther of increments earned by Applicant A, the compatition of print for ETE is as follows:

38 preside	
Shronott	Final or Valid 3 for Comment 1. For
- investment	Result in West 2. A control of the state of
	Shaint to Panig 3. The most contraction of the most c
	Amended Con- January 3, 1920 to Any 9, 2019
Printer sent of	in the helps of th
Sarbier) ages	or Denserous Attentionalists or March Anterior Attentionalists Attentionalists
	France training administrates a formaction of formaction

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 corresponding to relevant Education, Training, and Experience qualifications

Education units and/or degrees in multiple or different majors be given corresponding points on a emulabrite basis, provided the units and/or degrees earned are referent to the position as for; provided further, that the subjects completed are not dupile.

Consistent with the provisions of the CSC ORAOHRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of

glying points, except for positions that involve practice of proceed by board laws.

- - Iv. Relevant 'staining bours earned from digital/ertual/online bears use by considered, subject to the conditions prescribed in elementation Chrotine (McD, No. 3, a. 2021 (General Oxiderline Digital/Oxiline Learning in the Public Sector).
- Relevant experience gained from part-time work of at least housing per day by e considering provided, that the top Cardinare of Implement is submitted with details on Cardinare of Implement in submitted with details, on the Card of Cheese considerer primated of gain Reviews, the explaination months of respect concerning and explaination months or years of experience based on the CSC, eight (8) I naw por day workfalty.
 - Relevant Experience gained from abroad or outside the Phâli, many be considered provided that the agileant submire a Cert many declarated provided that the agileant submires a Cert and Employment. These documentary requirements with singulary active than Sugilary or Plighto shall be accompanie complete English translation.
- Applicable provisions under Rule VIII Part I to IV of the CSC ORAC shall apply in the appreciation of relevant Education, Training, Experience qualifications and giving of points to ETE crediminals.
- Performance, Performance refers to the assessment of how toaks, duth responsibilities are control of as a companied by the applicant as referent performance rating document or other means of evidication. The performance oblatical in the current or periods also or position that is relevant to the post of Millor shall be used for purposes of giving points for performance.
 - Positions with experience requirement. Applicants to position require contentual heat profices are requirements entancies of (1) year performance in the current and previous job or position relevant to the position to be filled. Computation of points for perfet shall be as follows:

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The state of the s	Month position: Adelphiatratise Assistant E (Relaturating Officer II - 50 8 (Other groups of positions) Salesy Or	x = 82.75 (CS Blackslay resing) WA = 20
100	Vauvel Perdient Administration Able 29 - IND (Denoral Services)	a = 82.75 formay WA = 10

For honor graduates covered by Presidential Decree (PD) 907 titled. Granting Ciel Service Eighblity to College Honor Graduates, the followbay rubric shall apply.

PedelSprajanens = \$2,78/100 * 10 = 8,278

-	20 points	19 00	18 counts
Honors Barned	Summa Cum Laude	Magna Cum Leodo	Cham Lander

Applicants with work experience, who are applying to entry ived positions on operation to operation with many nation in the performance rathers, coverage one (1) year performance in the intermediate of the computation subjusted in Rem 44 shall apply.

5 Outstading Accomplishments. Outstanding Accomplishments references commissions confined at a spiritual and as a spiritual and a spiritual and a spiritual as a spiritual and a spiritual and a spiritual and a spiritual as a spiritual as the RNA of the applicates of the spiritual and a spiritual as a spiritual as the spiritual as a spiritual as a

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

Contoonent	Point thousands the statement
Awards and Becognition	4 points
Research and Innovation	4 roints
Subject Matter Expert / Membership in National Technical Working Groups (TWGs)	p in 3 pointe
or Committees	The second secon

The points allocation in Table 5 shall serve as the maximum or celling points may be centred for each, component. The points astern for each component cumulative to determine the total points for Outstanding Accomplishments: but to exceed the weight allocation for Outstanding Accomplishments as supplated Table 1 (Plant Species for Swillautre Assessment for Non-Teaching (Volitions) REAP Accredited Learning Facilitation 2 points
WEAP Accredited Learning Facilitation 2 points

Whare:
x = Performine Rating in Depild RPMS
5 = Highest Possible PR in Depild RPMS
WA = Weight Allocation for Performance
(10 yearth Jor Omental Services; 20 yearth

Viscous Premiers. Administrative Adde VI - 300 6 (Connent Services) x = 4.356	Victors (Administration) Administration of the Commission of (Medium reverse (I)—80 B (Administration) Options (II)—80 B (Administration) Options (II)—80 B x = 4.355
WA = 10	MOA = 20
Patentanone = 4,354/8 * 10 = 8,712	PointSpronume = 4.256/S - 20 = 17.424

The performance rating required for internal applicants shall be the rating the conformation of the property of the performance Management System (FPAS) conformational Performance Commitment and Reverse (FPCR) From arbained the applicant's current or previous job or position that is relevant to be position to be filled.

disserver, as a mandetory repairement, the applicant shall also be requi-instituted a performance rading of a lessi Very Statisfactory (VS) in the is study ported prior to the date of assessment or screening, occupil, which is the constitute of the constitute of the control positions where the requir-performance uting, as keast Statisfactory (S).

And official or employee who is on official leave of absence, for researce is an amerity leave, local of fortige arbitrarillar, intuiting grant, or of considered of authorized official leaves, may be considered for promotion. In a considered, performance single in the less institute period prior to the least institute period prior to the least institute period prior to the least

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

a.2. External applicants

For external applicants whose performance is measured using a five (5)-feed addictival performance rating existe, the midgoint washe of the RNAS maning fibble 4) equivalent to the adjectival mining shall be used as the emphasine the performance when the AT Certificials of Barting must be supported with the Performance Rebulantion Tool.

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

National level individual search acquired from a thorough search increa-given by required search giving levels, such as 20.5 keriochank, haltonal Exo Develorment, Authority (ETA), Develorment Andersoy of the Philippiens 1995s, et.,, sall be given succinum points in Oststanding Accomplishment free (5) gootnis for Osternal Services positions and 10 points for other gov position/salary grade).

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

 Assurds and Recognition. This may refer to cliations or commen academic or inter-school awards, or outstanding employee swards. a.1. Citation or Canmendation. This shall apply only to apply General Services positions.

Number of Citations	Pointnomen
3) or more letters of citation	4 points
ers of cristion	3 points
ther of citation	2 roints

a.2. Academic or Inter-School Ausuria. This shall apply only 15 applicants with no or less than one (1) year work experience (e.g., firsh graduates) The following MOVs and rubties shall be used in determining points for Neurits and Recognition.

Number of Awards	Point Standsum/Inter School Assets
ast three (3) scadercic or inter-school ds or TOSP Award or Top 10 in d/CS Ettightlity Etomination	4 points
ast two (2) scademic or inter-school	3 points
nat one (1) academic or inter-school	2 rounts

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

Table 4. Midpoint Value of the RPMS Rating

ing Scale Midneint Value			ci		Poor
RPMS Rati	Outstar 4.500-5	Very Setta	Satisfor 2.500-3	Unsettlef 1.500-2	Poo

Vacont position Administration Asstations II (Dishursing Officer II) – 86 & Other amops of positions/Solary Grades)

week = 3.993/6 * 20 = 15.98

For external applicants whose performance is measured uning other married are allocated a land go serious with sades that the race sidged with the fee (5)-point wing seas of the RNAS, the RRMSRS stall develop a land that the serious serious serious serious serious serious to the serious serious serious serious serious serious serious companable to the extenting furthers of the RNAS. Destron a spilicut) to two and positions with experience requirement shall submit by performent applicable to the profession to be filled five administrate of performance analysis for extrement or the position to be filled five administrate of performance analysis for our or the position to be filled five administrate of performance and performance and the position of performance of perform the performance of performance and the position for considered in the absence of the opplicable performance performs.

Positions with no appreciance requirement. Applicate to position that is not require previous experience must alknother board examination or Carect Service is grindly surings, for Green Services positions that do not have the galanty surings, for Green Services positions that do not have the galanty application of Carecta Weights (NWI) in the highest another, pande beet careed shall be required. The RESPISE must be discovery in Service that the service of the RESPISE must be discovery in Service that the service of the RESPISE must be comparation of points for performance that the absolute

Pointsperjements " 30100 " WAprefer

Vinters: 2 – Board Stoard (28 Blighthligh ratha) OHA transmused to percentage scale WA = Weight Alboardon for Performation (10 points for Ceneral Sendens; 20 points for Other Orayan of Positiocus/Salary Grad

Any Issuance, memorandum or document showing the Criteria for the Search; and
 Certificate of Pecognition/Merit.

Level	Pointmontoning Section Section
Applicants from external institution	The state of the s
Organisational Level Search or Higher	4 points
Local Office Sourch	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	The second secon
Rogional Level Scurch or Higher	4 points
Division/Provincial/City Level Search	2 points
Applicants from schools	The state of the s
Division Level Search or Higher	4 points
School/Municipality/District Level Search	2 noints

For multiple sworth received from the same swent price; both wavent category that are conducted in sortes or progressive mans the highest-test of wavent shall be considered (e.g. RNS witnum; con-ditionion, regional, national level; Strandardy, only they have a spirity potata in cases where applicants aubmit multiple swent different sworth giving hodies.

An applicant to a General Services position who has presented Letter/s Clatifor(Doomnetadkon and/or Outstanding Employee Awart, shall given points based on either Category a.1 (Citadion or Commendation) Category a.3 (Outstanding Employee Award), whichever is higher.

Research and Innovation

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

Subject Matter Expert / Membershy in Antonia TWOs or Committe This shall apply to applicate with Interest coloring and requested to the contrast is converted with interest of the state of the coloring and requested to accept contrast in converted with interest of the state of thirds and limited to the development; and/or without coloring and species, and bearing satients, Subject matter expertise or markets and Wifflet or Committees may be used.

A. Insusance or Memorandum showing the membrahip in NTV or Committee; extending the membranes in Period or October of Period or October (C. Output/Adoption by the organization) Depth.

MOVe Submitted Pointsings
All MOVs 3 points
Onty A & B 2 points

source appeabarship / Learning Pacification. This shall apply places with obser beet required and mitted to share their browde of acretite on specific subject materials. This may include applies to exect as & Reseave Explorite. Reseave Person. Theiries, and vering Pacificate in sections, intuining programs, conference remains, compare, forums, intenting programs, conference remains, compare, forums, intenting action cells (ACI; sessions, etc.

Means of verification (All listed MOVs shall be subtritted);

A. issuance/Menorandum/invtation/Training Matrix.

B. Certificate of Recognition/Merit/Commends:ion/Appur.

C. Sitde dock/s used and/or Session guide/s.

Level	Polithameron fauthware, Lerwing Builtissies
Applicants from external institution	The second secon
Organizational Level Speakerably or Higher	2 Points
	1 point
National Level Spenikership or Higher	2 poleta
Central Office Level Speakership	2 point
THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SE	64 mmg

Points syptication of Education $= \kappa/100^{\circ}$ Whyse Where:
- a CWA transmused to perventingle state factorism
WA = Weight Allocation, for Application of Education
(10 points for Other Groups of Positions/Salary Grades)

Viscont position.

Administrative Assistant II (Disbursing Officer II) - 80 8
(Other prosps of positions/ Selary Grades)

of Brinssient * 82.75/100 * 10 = 8.275

7. Application of Learning and Development (LAD). Application of LAD is proports asserts of the learning spinted from the human resource development (Hi therrestions done) interfaced by the applicant which must have led to significon positive results in their current or previous work.

Higher premium shall be given to an application of LAD or intervention mail c applicant that is relevant and applicable to the position to be filled. The defini-relevant intervention as stipulated in Item 6(s) of this Order shall apply.

A Certificate of Thinhing the Certification are to spiglished LAD.

Development Fam III for external against any opplished LAD interaction of many that the LAD interactions a certification of core tife sturing that the LAD interaction is alligored with the roce tife sturing that the LAD interaction is alligored with the roce time and interaction that the LAD interaction of the core is allowed to the control of LAD interaction done) in Proper supplying the interaction done) in Proper coopier the eneming from the LAD interaction done) interaction done) in the Core of Chronic Conference of the Chronic Chronic was an adult disapprent by the difference of the LAD interaction was a used/adapted by a difference of the lowest Allager Feed.

MOVs Submitted	Pointhas	illustion of Lab.
	Reterant	Ket Relevant
ALL MOVe	10 points	5 polists
Only A. B. a.C.	7 points	3 points
Oals A & B	5 position	1 toint

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Applicants from explosed effects. Secured and the secure of the secure o

Application of Laboration, Application of closurion in the coemfriction mark by an applicant to their variabless are sential of their learning from higher extension by an applicant to their variabless are sential of their learning from higher extension to the control of their control of their properties of their properties, applicant with the properties of the properties of their pro

a Positions with experience requirement. Application of education is the contributions made by the topication to their weighter eas a result of that learnings from their education degree or units entered, such as but not limited to applied concepts, processes, and soldis that are retenuit to the position to be filled.

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

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 rubries for Not Relevant.

Means of verification:

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

Relevant intervention is described as the intervention that is direct applicable to the functional unit where the position applied for is longer. An intervention is described to be copposition to describe the described on the direct of the form of the 10 begins of the functional unit belief on its effects amounteen in the direct of the function of office orders for the creation of the function unit.

NEAP Accredited Learning Facilitator. This shall apply to applic who have been given accreditation as Learning Facilitator by the Nat Educator Academy of the Philippines (NEAP).

A. Certificate of Recognition na Learning Facilitator issued NAAP Pegoand Office RAAP Pegoand Office B. Certificate of Recognition as Learning Facilitator issued NEAP Central Office

Lovell Pointisemer Pointisemer Journel
Accredited Mational Trainer
Is point
Accredited Segional Trainer
Is point

Applicant Apple is applying for an Administrative Assistant II (Balauraing Officer II, positions in SIDV Vigoria City, Silve Host Been premoted as Administrative Assistant I is Aspest 2015 in the states SIOL, For the primpose of computing for Outstanding Accomplishments, and authentified the following MCNe:

Ostatanding Accomplishments	Points based on Rubric	REMPS3
Awards and Recognitions Cutetanding Stupiates Award 2013 in SDO Vigon CNy (complete MOV): extentithed	2 points	Not credited, MOV- has been used in the isst promotion as ADAR?
Outstanding Employee Award 2016 in Region I	a potetta	Credited
Research Speakershipt/Learstong Fuel Blanten to Correlpose of Renogeliation is Learning Suddless of Renogeliator in 2018 Annual Budget Conference in SIOV Sygan City (declared in the partfollo; no MOV automitted)	1 point	Not credited due to non-submission of required NOTI's
Certiflaste of Recognition as Learning Panilitator in 2017 Avnani Budget Cerference in SDO Vigan	2 point	Ovullied

Potential. Potential refers to the capacity and ability of an applicant to
positions that are more technical in nature. It may be measured through any or all
of the following:

Verient Exercisation (N. Companie)
Silica Werk Steries (N. Companie)
Silica Werk Steries (N. Companie)
The case to above measure as non applicable to applicable to great special special popularity to applicable to great special special popularity to applicable to applicable to applicable to applicable to applicable to descriptions to description and applicable to applicable to

on Weltern Eucological refirs to the valuabilities consistential recentures the lanestidge, language prefixings, sality to person hydronova and indentity align of the Act and evaluation and subsequent of the patient on the links that the receipted in market before good and an experiment of the Hillsdiff, salider under experiment individual instraint or ceremial to the office where the value of the section of the office where the value of the section of the office where the value of the regulation of the profit of the profit of the specific competition of the position to the filter alies and the specific competition of the position to the filter alies and the profit of the specific competition of the position to the filter alies and the profit of the specific competition and the profit of the specific competition and the profit of the specific competition to the profit of the specific competition to the profit of the specific competition of the position to the filter alies and the profit of the specific competition of the profit of the specific competition of the profit of the specific competition of the profit of the specific or the

Where: x = Soron/ruting in unitarn enomination in percentage P W. = Wiegel Allocation for WZ (5 points for Other Groups of Poenency Salary Grades) Pointayers = X/100 * WAyers

Pointhyes; - 85/100 * 5 - 4.25

Skills or Work Sample Test rifers to the test that may be administed routine revolute the replacation to the trequirement of a position to be 'Index, The rest and evaluation rathers must be designed appeared matter centres as requested by the HRSHESS depending on the of a skiller test required by the position to be falled.

Wheter x = Scoot nating in the St/WST is percentage acode x = Scoot nating in the St/WST is percentage acode WA = Weight Allscoots for St/WST | 10 joints jor Other Groups of Philitiphia / Solary, Gradies). Points; = k/100 * WAs,west

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Vacant position: Administrative Asstructure II (Discursing Officer II) – 80.8 (Other groups of positions) Solary Graden) x = 85; WA = 5 Pointhing = 88/100 * 10 = 8.5 C. Rehandeurs! Resets Natureless (REG) refers to the conduct of direct inquiry many that deptydrates handless, but and extraction that the extraction that the conduction to the reset of the season in the principle that has believed in the cloth that wereplace. But is lessed on the principle that has believed in the cloth that were being Neil Statistical Publication That Achieves are precise that which the large Debrievers that are limited to the required novelecturist that we have been challed by the opplicator. Per STAN approach forwer focus on acrual Residues in which the applicant steed, the Exciton that the Agricult reduct the STAN approach for the proplement found and the proplement for the Exciton the form of the applicant steed, the TEST may be taken to applicant product the Conduction across the Relations across the transfer and those actions. The TEST may be taken to accompanied to those actions.

Agented The Bit and be voted to sease the ageleant by Date capecity and Julius to assume the dates of the position for the capecity and Julius to assume the dates of the position for the position and that are more trachined in 10. Oursecreties or trains it shall be used to gauge offer an appetent such as the applicants probabled and reciall we flowers it shall serve as an averance to evaluate an applied in 11. Location Bit, and Organizational Principles. The Characteristics is also become the properties of the position o

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