



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 279

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 HEAD TEACHER POSITIONS

Date : September 20, 2023

This Office announces the acceptance of applications for Head Teacher positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
HEAD TEACHER III (SECONDARY GRADES)	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 2 years; or Teacher for 5 years	LET/PBET/R.A.1080 (Teacher)
Plantilla Item No.: OSEC-DECSB-HTEACH3-750386-1998 SG: 16 Monthly Salary: ₱ 39,672.00 No. of Vacancy/ies: 1 Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL				



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

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

VACANCY	QUALIFICATION STANDARDS			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
HEAD TEACHER I (SECONDARY GRADES)	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	Teacher-in-Charge for 1 year; or Teacher for 3 years	LET/PBET/R.A.1080 (Teacher)
<p>Plantilla Item No.: OSEC-DECSB-HTEACH1-750105-1998 \</p> <p>SG: 14</p> <p>Monthly Salary: ₱ 33,843.00</p> <p>No. of Vacancy/ies: 1</p> <p>Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL</p> <p>JOB SUMMARY: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.</p>				

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC – SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **DIGOS CITY NATIONAL HIGH SCHOOL**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- Letter of intent addressed to the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;



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- 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.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to D.O. No. 007, series of 2023 (see attached Enclosure No. 3 to D.O. No. 007, s. 2023). A division memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

Original copy of documents must be presented during the conduct of evaluation of documents, thus, only those submitted documents will be given corresponding points.

The deadline for the submission of the applications for interested applicants shall be on **September 30, 2023**.

The deadline for the submission of the respective School Heads to the Schools Division Office shall be on **October 5, 2023**.



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The proposed timeline of the selection process is as follows:


Date	Activities	Personnel Involved	Mode
September 20, 2023 – September 30, 2023	Submission of application documents	Applicants School PSB School Head	Face-to-Face
October 1, 2023 – October 5, 2023	Submission of application documents together with School PSB's Summary of Assessment	School PSB School Head Records Section	Face-to-Face
October 6, 2023 – October 10, 2023	Forwarding the transmittal of all application documents to HRMO for pre-assessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to-Face
October 11, 2023 – October 24, 2023	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
October 25, 2023	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
October 26, 2023 – November 4, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
November 6, 2023	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face


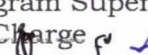
This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

22-108680
RELEASED
DATE: SEP 21 2023 TIME: 2:43 PM
BY: 


PETER JASON C. SENARILLOS
Senior Education Program Supervisor
Officer-In-Charge 

OSDS/ADMIN / HR/dbc



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CHECKLIST OF REQUIREMENTS

Annex C

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

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

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

DATA PRIVACY CONSENT

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

 Name and Signature of Applicant

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

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

- i. Researcher units and/or agencies in multiple or different countries may be given corresponding points on a cumulative basis, provided, that the units and/or degrees earned are relevant to the position applied for, provided further, that the subjects completed are not duplicated.
 - ii. Consistent with the provisions of the CSC ORO/OHRA, units and/or degrees of Doctor of Medicine from a CHEC-recognized institution may be given points, except for positions that involve practice of profession covered by board laws.
 - iii. Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (LLB) or Juris Doctor (JD) units and/or degrees earned from a CHEC-recognized institution may be given points, except for positions that involve practice of profession covered by board laws.
 - iv. Relevant training hours accrued from digital/virtual/online learning may be given points, provided that the training is relevant to the position applied for. (Refer to Memorandum Circular (MC) No. 3, s. 2021 General Guidelines on Digital/Online Learning in the Public Sector)
 - v. Relevant experience gained from part-time work of at least four (4) hours per day may be considered, provided, that the appropriate number of hours rendered is commensurate with the number of years of relevant experience submitted shall be transmuted to the number of hours per day worked.
 - vi. Relevant Experience gained from abroad, outside the Philippines may be given points, provided that the applicant submits Certificates of Employment. These documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.
 - vii. Experience qualifications and giving of points to FTE creditable.
4. **Performance.** Performance refers to the assessment of how tasks, duties and responsibilities are carried out or accomplished by the applicant as evidenced by performance rating document or other means of verification. The performance rating document or other means of verification shall be submitted to the position to be filled shall be used for purposes of giving points for performance.

Table 5. Components of Outstanding Accomplishments

Component	Points/Maximum Points
Awards and Honors	4 points
Research and Innovation	4 points
Books, Technical Publications, and Technical Working Groups (TWGs) or Committees	3 points
NSRP Accredited Learning Facilitator	2 points

The points allocated in Table 5 shall serve as the maximum possible points that may be given for each component. The points are not cumulative to determine the total points for Outstanding Accomplishments, but not to exceed the maximum points or weight allocation for Outstanding Accomplishments (10 points).

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

National level individual awards, such as a thorough search process and given by reputable award giving bodies, such as CSC, Meritocracy, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), and others, shall be given maximum points in Outstanding Accomplishments (1-10 points).

The details of each component of Outstanding Accomplishments, including the MCO's required and rubrics for giving points, are as follows:

- a. **Awards and Honors.** This may refer to outstanding employee awards and/or awards as trainer/coach.
 - a.1. Outstanding Employee Award

Means of verification:

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

Rubric:

Level	Points/Maximum Points
National Level Search or Higher	4 points
Regional Level Search or Higher	3 points
Division Level Search or Higher	2 points
National Level Search or Higher	4 points
Regional Level Search or Higher	3 points
Division Level Search or Higher	2 points

Where:
 5 = Highest Awarding Body in the Field
 4 = Highest Awarding Body in the Field
 3 = Highest Awarding Body in the Field
 2 = Highest Awarding Body in the Field
 1 = Highest Awarding Body in the Field

Illustrative example:
 National Level Search or Higher
 Regional Level Search or Higher
 Division Level Search or Higher

Performance rating (5 = Outstanding, 4 = Very Good, 3 = Good, 2 = Fair, 1 = Needs Improvement)

For external applicants whose performance is measured using a five (5)-point rating scale, the applicant's current or previous job or position that is relevant to the position to be filled.

In an assessment process, the applicant shall also be required to submit a performance rating of at least Very Good (VG) in the last rating period prior to the date of assessment or screening shall be required, except for promotion from first to second level entry positions where the applicant is a former incumbent of the position.

All official or regular units in an official line of service, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leaves, may be considered for promotion. In such cases, the applicant's performance rating in the last rating period prior to the leave of absence shall be required.

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

External applicants.
 For external applicants whose performance is measured using a five (5)-point rating scale, the applicant's current or previous job or position that is relevant to the position to be filled. The Certificate of Rating must be supported with the Performance Evaluation Tool.

Applicants from schools.
 Division Level Search or Higher
 School/Ministry/Divide/Level Search

a.2. **Awards as Trainer/Coach.** This refers to awards gained by applicants as a trainer/coach in any academic or non-academic competitions/activities.

Means of verification:
 A. Any issuance or memorandum designating the applicant as a trainer/coach; and
 B. Certificate of Recognition/Appreciation as Trainer/Coach of a Training Consultant/Trainer/Activity.

Rubric:
 Champion or Highest Honor in the National Level
 Champion or Highest Honor in the Regional Level
 Champion or Highest Honor in the Division/Department Level

For multiple awards received from the same award giving body and/or award category (an award received in series or progressively manner, only one award shall be considered for purposes of giving points). The award shall be given points in cases where applicants submit multiple awards from different award giving bodies.

Research and Innovation
 A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
 B. Accomplishment Report verified by the Head of Office
 C. The school/office duly signed by the Head of Office
 D. Certification of adoption of the innovation or research by the Head of Office
 E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body of the concept) is developed in the research.

Rubric:
 A, B, C, D, E
 Only A, B, C
 Only A, B, E
 Only A

Points/Maximum Points
 4 points
 3 points
 2 points
 1 point

Table 4. Midpoint Value of the RPMS Rating

RPMS Rating Scale	Midpoint Value
Very Outstanding	4.75
Outstanding	3.999
Very Good	2.999
Good	1.999
Needs Improvement	0.999

Illustrative example:
 National Level Search or Higher
 Regional Level Search or Higher
 Division Level Search or Higher

Performance rating (5 = Outstanding, 4 = Very Good, 3 = Good, 2 = Fair, 1 = Needs Improvement)

For external applicants whose performance is measured using a five (5)-point rating scale, the applicant's current or previous job or position that is relevant to the position to be filled.

In an assessment process, the applicant shall also be required to submit a performance rating of at least Very Good (VG) in the last rating period prior to the date of assessment or screening shall be required, except for promotion from first to second level entry positions where the applicant is a former incumbent of the position.

All official or regular units in an official line of service, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leaves, may be considered for promotion. In such cases, the applicant's performance rating in the last rating period prior to the leave of absence shall be required.

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

Outstanding Accomplishments. Outstanding Accomplishments refer to which were only recognized by an authorized body. These must have a direct link to the applicant's current or previous position. Outstanding Accomplishments may include but not limited to: Outstanding performance in operation, increased production, improved working standards, and/or efficiency in government spending.

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

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

Subject Matter Expert / Membership in National TWGs or Committees.
 This shall apply to applicants who have been chosen and required to use their expertise in the field of their specialization to provide technical work towards an outcome in the national level. This may include but not limited to the development, and/or validation of framework, models, guidelines, and/or policies, and/or participation in national level TWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:
 A. Issuance/Memorandum showing the membership in TWG or Committees.
 B. Certificate of Participation or Attendance and
 C. Output/Adoption by the organization/DepEd.

Rubric:
 MCO's Issuance
 Only A, B, C
 Only A, B
 Only A

Points/Maximum Points
 3 points
 2 points
 1 point

Resource Speciality / Learning Facilitation. This shall apply to applicants who served as a Resource Speaker, Resource Person, Trainer, and/or Resource Person in a seminar, workshop, training, conference, convention, congress, forums, learning action cells (LAC) sessions, etc.

Means of verification (All listed MCO's shall be submitted):
 A. Issuance/Memorandum/Resolution/Printing/Merit,
 and;
 B. Certificate of Recognition/Merit/Commendation/Appreciation;
 and;
 C. Slide deck/s used and/or Session guide/s.

Rubric:
 National Level Search or Higher
 Regional Level Search or Higher
 Division Level Search or Higher

Level	Points/Maximum Points
National Level Search or Higher	2 points
Regional Level Search or Higher	1 point
Division Level Search or Higher	2 points
National Level Search or Higher	2 points
Regional Level Search or Higher	1 point
Division Level Search or Higher	2 points
Regional Level Search or Higher	1 point
Division Level Search or Higher	2 points
Regional Level Search or Higher	1 point

c. **NEAF Accredited Learning Facilitator.** This shall apply to applicants who have been given the certification as Learning Facilitator by the National Education Accrediting and the Philosophy (NEAF).

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NEAF.
- Certificate of Recognition as Learning Facilitator issued by NEAF Central Office.

Rubric:

Level	Points	Maximum Points
Accredited National Trainer	1.5 points	3 points
Accredited Regional Trainer	1 point	1 point

Illustrative example:

Applicant Chan is applying for a School Principal / P-19 job with SDO Region City. He is given a score of 24 points in the Written Examination. His score in the Interview is 20 points. His total score is 44 points. He is ranked 10th out of 100 applicants. He is recommended for the position.

Component	Points	Maximum Points
Qualifications	2 points	2 points
Written Examination	24 points	24 points
Interview	20 points	20 points
Total	46 points	46 points

Applicant Chan gets 100% (24 points) for his Certificate of Recognition as Learning Facilitator issued in 2015 and 100% (20 points) for his Certificate of Recognition as Learning Facilitator issued in 2015. He is given a score of 24 points in the Written Examination. His score in the Interview is 20 points. His total score is 44 points. He is ranked 10th out of 100 applicants. He is recommended for the position.

Chan gets a total of 44 points in his Written Examination.

6. **Application of Interview.** Application of education is the contribution made by the applicant to the position to be filled. Points shall be given to an applicant based on the degree of his/her contribution to the position. The application of education will be in the form of an education unit or degree is earned. The application of education must have led to significant positive results in the applicant's current or previous work.

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

Illustrative example:

Written Examination	Points	Maximum Points
Selected Principal I - 80 18	18 points	18 points
2 = 186 (Principals' Test manual entry)	18 points	18 points
WA - 2 - 10	18 points	18 points
Points = (186/200) * 10 = 9.3	18 points	18 points

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

Illustrative example:

Written Examination	Points	Maximum Points
Selected Principal II - 80 20	20 points	20 points
2 = 160 (Principals' Test manual entry)	20 points	20 points
WA - 2 - 10	20 points	20 points
Points = (160/200) * 10 = 8	20 points	20 points

7. **Behavioral Results Behaviors (BRB)** refers to the number of direct reports with the applicant, focusing on their display of desired behaviors/a when subjected to specific situations or conditions in their previous and/or current positions. The applicant's BRB should be used to predict future performance. It uses the STAR approach to validate whether the key behaviors that are linked to the required competencies have been demonstrated in the applicant's previous positions. The applicant should identify the key behaviors that are linked to the required competencies and list them in the form of a list. The applicant should also identify the key behaviors that are linked to the required competencies and list them in the form of a list. The applicant should identify the key behaviors that are linked to the required competencies and list them in the form of a list.

- Applicants: The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled. The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled. The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled.
- Characteristics or traits: It shall be used to judge other relevant aspects such as the applicant's psychological and social well-being, physical fitness, and organizational fit.
- Other areas that may be identified by the HRM/PSB.

The points allocated for BEI component: 15 Points for entry level and 10 points for higher positions) shall be the maximum or ceiling points that may be earned for the BEI component. The HRM/PSB shall determine the total points for BEI component. The HRM/PSB shall determine the total points for BEI component. The HRM/PSB shall determine the total points for BEI component. The HRM/PSB shall determine the total points for BEI component.

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

Behavioral Interventions is described as the intervention that is directly applicable to the position to be filled. The applicant's Behavioral Interventions shall be described to be applicable if it can be used in the performance of the functional unit for the creation of the functional unit.

If the intervention made by the applicant does not meet the criteria to be relevant, then the applicant's Behavioral Interventions shall be considered and be given corresponding points using the rubric for the intervention.

Means of verification:

- Action Plan approved by the Head of Office
- Approval from the Head of Office
- Continuation of the utilization/adoption signed by the Head of Office

Rubric:

Means of Verification	Points	Maximum Points
ALL MEANS	17 points	17 points
ONE MEANS	9 points	9 points
NO MEANS	0 points	0 points

7. **Application of Learning and Development (LAD).** Application of LAD is a learning and development intervention that is directly applicable to the position to be filled. The applicant's Learning and Development Interventions shall be described to be applicable if it can be used in the performance of the functional unit for the creation of the functional unit.

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

Means of verification:

- Certificate of Training or Certification on any applicable LAD intervention required that is aligned with the individual's current or previous position from HR stating that the LAD intervention is aligned with the current or previous position.
- Action Plan/Intervention Plan (IPI) / Impact Report/Job Embedded Learning (JEL) / Impact Report/Action Plan (RAP)/Job Embedded Learning (JEL) / Impact Report/Action Plan (RAP)/Job Embedded Learning (JEL) / Impact Report/Action Plan (RAP) approved by the Head of Office.
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the officer at the local level.

D. **Accomplishment Report** together with a General Certification that the LAD intervention was used/adopted by a direct report of the Head of Office.

Rubric:

Means of Verification	Points	Maximum Points
ALL MEANS	10 points	10 points
ONE MEANS	5 points	5 points
NO MEANS	0 points	0 points

8. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher than the position to be filled. It may be measured through any or all of the following:

Component	Points	Maximum Points
Written Examination (WE)	10 points	10 points
Departmental Written Interview (DWI)	5 points	5 points
Interview	5 points	5 points
Total	20 points	20 points

9. **Written Examination** refers to the standardized examination which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation instrument shall be developed by the HRM/PSB. The test and evaluation instrument shall be developed by subject matter experts as requested by the HRM/PSB. Subject matter experts refer to individuals internal or external to the school where the test and evaluation instrument is developed. The test and evaluation instrument shall measure the specific competencies required by the position to be filled.

Component	Points	Maximum Points
Written Examination (WE)	10 points	10 points
Departmental Written Interview (DWI)	5 points	5 points
Interview	5 points	5 points
Total	20 points	20 points

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

Notes:
 * = Score/rating in written examination in percentage scale
 ** = This number of test items or highest possible score
 *** = Sample/Questionnaire for PE