Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 203

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

October 13, 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	ATION STANDAR	DS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
GUIDANCE COUNSELOR II	Master's Degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)

Plantilla Item No.: OSEC-DECSB-GUIDC2-750135-2016

SG: 12

Monthly Salary: ₱ 29,165.00 No. of Vacancy/ies: 1

Place of Assignment: SENIOR HIGH SCHOOL IN DIGOS CITY

JOB SUMMARY:

 To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement



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

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

sustainable programs and projects to enhance the delivery of quality basic education.

- To assist in providing 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.
- To assist 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 **October 23, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
October 13, 2023	Submission of application	Applicants	Face-to-
– October 23, 2023	documents	Records Section	Face
October 24, 2023	Forwarding the	SDS Personnel	Face-to-
- October 26,	transmittal of all	AO IV – HRMO II	Face
2023	application documents to		
	HRMO for pre-assessment	Secretariat	
	of the documents		
October 27, 2023	Conduct of initial	AO IV – HRMO II	Face-to-
- November 14,	evaluation based on the		Face
2023	CSC minimum	Secretariat	
	Qualification Standards (QS)	HR Personnel	
November 15,	Issuance of letter for	HRMPSB Secretariat	Online
2023	disqualified applicants		& Face-
			to-Face



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November 16,	Issuance of memorandum	AO IV – HRMO II	Online
2023 - November	on the conduct of written	SDS	
25, 2023	examination, open		
	assessment, and interview		
	of applicants		
November 27,	Conduct of written	HRMPSB	Face-to-
2023	examination, open	HRMPSB Secretariat	Face
	assessment, and interview		
	of applicants		

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

Widest dissemination of this Memorandum is earnestly desired.

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

TA- 10199

DATE: DET 13 2023 TIME: Lity M



	CHECKLIST OF R	EQUIREMENTS		Annex
Nam		Application Code:		
Posit	ion Applied For:			Average and the second
Offic	e of the Position Applied For:			
	act Number:			
	icity:			
	on with Disability: Yes () No ()			
	Parent: Yes () No ()			
		Status of	The same of the sa	ification
		Submission	(To be filled-out by the Hi	RMO/HR Office/sub-committee
	Basic Documentary Requirement	(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if camplied)	Remarks
- 1	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 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.	available Photocopy of Certificate/s of Training, if applicable		-	
	Photocopy of Certificate/s of Training, if applicable Photocopy of Certificate of Employment, Contract of Service, or			
5.	duly signed Service Record, whichever is/are applicable			
1.	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			
	1			
	Attested:			
	Human Bassuma Managament Officer			
	Human Resource Management Officer			
	OMNIBUS SWOR	N 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 there	- A	nowledge and belief, a	nd the documents
	DAMA DRIVAGU GONGENIA			
	DATA PRIVACY CONSENT I hereby grant the Department of Education the right to collect a	nd process my perce	and information as at	ated above for numar
	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 Serv.	el of the Department		
			Norman and O'	notion of Alicent
			name and Sig	nature of Applicant

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

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

CRITERIA AND PCINT SYSTEM FOR HIGHG AND PROMOTION TO RELATED-TEACHING POSITIONS

- The assessment for related-leaching positions shall be based on the following orderia:
- a Reduction until of agree received to the opinion to follow executing the training and opinion and op

- The point system for evaluative assessment is detailed in Table 1. The point stream half way assed on the breat and salint range of the position. Featus assigned to each criterion shall way from one salary range to another, giving premium to syscille criteria that are none relevant to the position to be filled. Table 1. Point System for Evaluative Assessment: Related-Teaching Positions

Breakdown of Points

		80 11-15	80 16-23 said 80-27	80.24 (Chiles)
4	Education	30	10	
à	Training	10	10	
4	Experience	10	10	
벙	Performance	30	30	
ti .	Outstanding Accomplishments	10	8	
4	Application of Education	10	15	10
1 to	Application of L&D	10	10	0
di.	Potential (Written Test, BEI, Work Sognple Test)	20	20	15
	Total	100	100	100

Table 3. Rubrics for Computation of Polats for Education, Training, and Experience

	Education	8	Training		Experien	8
Weight Allocation	Monthernata fram.	Petists	Leconomienta fensa antakaruan Qli	Polate	Decreptorite fronts outstwiner Of	Pollst
	10 oy more. Escretarials	10	Nd or morn lannuments	10	LD or senter lingraments	10
Advocation 10 sesions	8-9 tucrossents	6	S-9 lastrysamts	40		
Trushing 10 points	6-7 ignetteents		6-7 increments		6-7: acrossmits	
Superprine: 20 posts	4-5 lippements		1.5 10		4-5 . g-crassents	
	2-3 represents	8		2	2-3 decrements	2

Rastrative example: Vacant position: Education Program Supervisor (MAPER) - SG-22 Level and Salary Nange: SG 16-25 and SG 27

nds par CSC apyround OS	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of referent training	2 years as Principal or 2 years as Head Teacher or 2 years as Matter Tracher
pp		**	
Qualification Sto.	Education	Thubidge	Experience

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

Charles Charles	Contribution requirements per CIEC approved Corresponding Leave Example Contribution Con	Corresponding Lend Again on Bicromente Toble
ivention	Manher's Depose in Edizoalisis or soher relecents Manter's Deposi- with spootfie ories in specialise/ther	Level 27 (hazed set Tuble 2 at)
Dragery	British related triming	Bisser's refused braiding Level 2 (huned on Table 2 ag
Opmister	2 pears 43 Principal re 2 pears 43 Mond Princher or	Same S Street on States S of

For THEORE of determinant in the heading head of a Education, and professional or pre-infantan unit, if fracte to arry as may be required in the CSC-apparent of State and the CSC and the CSC and the conditred organization is non-sideration feeting that the conditred organization is Education in the Education feeting Education's degree plan is professional unit in Education with appropriate major — level o based on Table 2.4). Additional proteinants and specialization until native is can the equativitie Education feeting in the production shall have correspond to units reposit this completion of Massary degree.

b. After determining the basedine level, the HBMEBB shall compute for the transversor of the pupilorary testing disallications beard on the administed decuneration requirements. Acrossor halfs free to the difference between the applicant's found qualification for each state from the profession from the minimum floorary floorarisation of the position to be filled.

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

We positions with multiple QS requirement for Experience (q.g. 2 years as Hericipal or 2 years a Meat Treatment, the HRMPSS shall identify an experience with the highest freement tearner—with the highest freement inserted inserted inserted inserted.

	A in asturation goods's estima a but he bit amed falmed 2 () from this appriment's all below.	V Kfat, livesi - QS lemel - incresseral 28 - 21 * 8 barresteadin	Computation of increments based on actual Training qualification of Applicant	to beneficial (il capalonimato Petro La (Crainballi La Colonia de Colonia) Area La Colonia de Colonia Area Leon III de Colonia Carall Jenni III delle el Salabira	in the and explained, the propagation is consistent as made in the control of the	A is framing qualifications about the Bissel given II, from the applicant's Labour.	$\label{eq:continuous} V(t) = V(t) = V(t) + V(t) +$	Md 2 Jonatory 5, 2016 Annibig Symme Spinosler 25, 2037
Unit Laws 28	The principe of presentate jobs applicate is a transitive gently action a test to nominate by analysingly the recognise (by and fident 11) from the applicant's printification it with face; (18), so there exist passes.	Applican's Educional - Q3 level - 3 29 - 21 = 8 tecreshoots	ments based on nettol Tr	Exercised print indicates to be betterfully equalstace in must be required the E. S.	It firs are of digitized, the first a toloring and makes the excellent and only only of the first a first and the	The mantion of represents I for Applicant A.v. Possible qualifications Assift to empassed by siddingsing the reference OB least green (I) from the Applicant's positionalism (seek (Leest 1)) on the strategy ballow.	Applicant's Testung lim 7 - 2 - 6 6	Male Applicate All total generalise an ADAG 2 January 4, 2014 The state of HEMFER Ashermeter/Open Joseph Rysmes Engineering 27, 2022
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of Assertant A	Muster Faanter 3 der 1970; pres. July 31, 5681 N.	Abunto Postabor (patentin) Presi Amaney 3, 2021/bi -Ally 30, 2017.	Standar II passitals from James of His Sisters	Account On Acco	

Page 5 of 18

Rubrics for Computation of Points per Criterion

Education, Twining, and Experience (FTE). The points for ETE, corresponding to the spicient's qualification exceeding the S, shall be computed visual the increments Table (Table 2.a. 2.b., 2.d. and the Rhares for Companion of Young for TET (Table 2.d., 2.D., 2.d. and the Rhares for Companion of Year and the Perry point.

Table 2.a. Increments Table - Education

Town		
- N N +	From	To
n n v	One Basis and Wete	Basenstary Level Education
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+	Osesphirith Duesker High Selbool (5. to 3.3)	Beylor PASE Bellood Level Miscardem (E to 13)
	Pressor 19th fulfered Unishaste (K to 12) High Bollack Oradisate (Old connectine)	Less than 2 years of Others
	Completed 2 years in College	Lean then a Medydia's Degree but ween than 3
	Sectionary Degree	Care-than 6 Units certain temests the craptetion of a Mester's Dages
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9 0 19	Firstle esertion towards the temperature of a Measur's	Long than 12 basis named recently the comprehen
,	12 that's exerned sumarifie the completions of a	of a Made of Legano Less than 15 Units strond towards the completion
10	15 Theirs account towards the completion of a	Loss Very 18 Units served treastle the conglection
11	of Units commit towards the completion of a	Loss than 21 Units carried treated the completion
13	21 (heta nated females the completion of a	Long thes. 24 Units earlied Donards the coupleties.
18	24 Units engrand remards the competition of a	Less than 27 thate corner towards the completion.
14	TV Units contact feathful the completion of a	Less than IX Units surrant trainants the completion.
18	Matter's Degree 51 Units numbel Lewsells the completion of a	Lose than 33 Unite samed treepals the counterfers
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	of Ones service transport dis resignation of a Measur's Degree	Low flast 49 Units earlied beareds the reseptions of a Mexic's Supper
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92	Owegists rundered Separation, ests can pleted	the And
131	Marin's Degree	Lenn these 3 Units sector's treasels the configurates of
a De	3 Usits sectod towards the crespinion of a Declarate Usitive exped towards the completion of	Loss than 6 Units served meaning the completion of a Distance
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	compares spicional magneticine con parent towards a Dackstale.	From Action of a designation of the Control and

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Page 2 of 18

After computing the number of increments from the minimum (baseline) QS requirement, the corresponding points carned by the applicant for ETE, shall be determined using Table 3 (Rubnics for Computation of Plains for Education, Training, and Experience)

Using the applicable rubries as shown in Table 3 and based on the number sistements earned by Applicant A, the computation of points for ETR is as follows:

models for more	-	to bapping
arm hadedan	Experience	Theorements Today
	Treatment	Discounting of the property of
Decreesed.	Edwardien	Based on Bas
	Sperious .	mine 7 inches of 9.1% Will present and 7 inches of 10 inc
	Property	T if we contain the contain th
	-	State of the state

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

The following general guidelines skall be observed in giving correspon points to relevant Etheration, Training, and Experience qualifications:

Education units and/or degrees in multiple or different majors me be given corresponding points on a cumulative basis, provided, the the units and/or degrees earned are relevant to the position applied to; provided further, that the subjects completed are not duplicate to; provided further, that the subjects completed are not duplicate.

Consistent, with the provisions of the CSC ORAGIBA, units and/or
degrees of Cooper of Medicine from a URED-coughted institution
may be considered master's tubts and/or degree for purposes of
going politics, except for positions that involve practice of profession
covered by board laws.

- Consistent with Legal Extension Reseal List Reseasions No. 405, a. 2019, Backelor of Lews (LLS) (or Alvais Decicus), but this made of degree canned from less estables recognised on supervised by the LES and in preferences regulatory, agencies shall by consistent as made in preference regulatory, agencies shall by consistent as examined parties and contract country for the consistent of production of preference or consistent and parties and preference or consistent and parties and preference or consistent and are produced as a procession covered by the rules governing the but rulefor to further clarifociary guidelines as may be issued by the LES.
- le. Reierant training hours earned from digital/virtual/online lear may be considered, subject to the conditions prescribed in Memorandum Circular (Mc) 76. 3, s. 2021 (General Guicielin. Digital/Online Learning in the Public Sector).
- v. Referent caperines guiden from particular, word of a least four library bours per day may be considered, provided, that the agreeying Carliforne of Employment is submitted and features on the accurate an universe of grings point on the accurate of bours rendered for purposes of grings point, the most or years of redward reoperiors and matter day and or the point of the providence and on the CR- required on the CR- required to the board or the CR- required to the board on the CR- required to the providence of the providence of the providence of the cape of the providence of th
 - vi. Relevant Experience glated from laread or unide the Pullippines may be considered provided that the applicant submits a Cheffician of Employment. Those documentary requirements written in induspace doct the lan English or Flighton shall be accompanied by a compare Rigglast translation.
 - Applicable provisions under Rule VIII Part 1 to 10 of the CSC CRAOHRA 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 tasks, cuties responsibilities are evented out on accomplished by the supplient as eventen performance rating document to other means of welfortion. The performance robustics in the current or persons how or position that is referred to the fifther about the task of perpansion or position that is referred to the position that he fifther shall be used for purposes of going points for performance.
 - Positions with apperlance requirement. Applicants to positions the require expérience mus valand latest perferances redigals occiting of (1) year préferance in the current and previous plu or position that relevant to the position to be filled. Computation of paties for performant shall be as follows:

Whene:
A. : Reformance Rating of Day Ed. (1994)
S. : Reform Anables RV to Day Ed. (1994)
W.A. : Weight Allocation for Performance
(20 paints for 50.11-15, 50.16-23 and 50.27; 25 points for 50.94) Pointspy Jermanny " X/5 " Whyteger

Applications with work operations, when an applying to entry level position or or positions with no experience requirement based on QS, must whom latest performance in talking one (I) your performance in the current or previous job or position. The computation attipulated in them 44 should apply.

Table 5 below enumerates the components of Octstand e corresponding nextmum points for each component.

Table 8. Components of Oststanding Accomplishments

Angels and Evocation

Neight and Evocation

Separate and Intervalent

Subject Nature Depart / Membership in

Neight Chaire Notes (Cross PCVC)

Subject Nature Depart / Membership in

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Subject N

The points allocation is Table 5 shall serve as the maximum or celling pointing between the parameter of from seast, roungement of the conference of the con

Neuceal Irect individual eventh acquired from a thorough search prices for propulse levent fighting following sectors of the control of the flattenial Sectors for requirement authority NEDA. Development is sudery of the Pullippina Creeking of the sudery of the Pullippina point is a sudery of the magnitude point in the Creeking of the Control of the

Only those outstanding accomplishments acquired or earned after the promoden shall be considered eligible to be given polats.

The details of each component of Outstanding Accomptions required and rabrics for giving points, are us follows:

- Awards and Bacognitton. This may refer to academic or inter-awards, or outstanding employee awards.
- a.1. Academic or Inter-School Auunits. This shall apply only to applicant with no or less than one (1) year work experience (e.g., fresh graduales)

Pointsingwares = 4.356/S * 20 = 17.424

a.1. Internal applicants.

referred from using replace (for internal applicates shall be the infinite derived from the Personance Systems of Management Systems (PMS) Individual Reformance Communitorial and Review (IPCR) From Outlander the applicants current or previous position that is referent to the position to be filled.

Awever, as a mandator requirement. Us applicant shall also be require to statistic a present a second to statistic and the second to statistic a prefer to the second point between or secretified except perturbation from the to second point entry to second the second to second the performance or second to second point of the performance reting in at least Socialization of 30 solitions where the requirement entities in at least Socialization of 30.

An official or rapployer who is on official leave of absence, for reasons such a matering bear, local or foreign schaamble, intaining grant, or other COS-authorized official leaves, may be considered for premotion in static and a performed raining in the last mining period print to the leave of absence shall be required.

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

For external application whose performance is measured using a five (5)— level adjected performance meing seals, the midgoists waite of the 1879ks rating (Table 4) equivalent to 10's adjectival meing shall be used as for applicantly speriorance rehing (s. 11" Certificate of Rating must be applicated with the Performance Swithsiden Tool.

Table 4. Midpoint Value of the RPMS Rating

Midpoint Value		3.995	2.995	1.995	0.7495
RPMS, Rating Scale	Outstanding 4,500-5,000	Very Satisfactory 3,500-4,499			Phoer Tables 1 480

The following MOVs and rubrics shall be used in determining points for awards and Recognition.

Component	Polint's Academic/Inter-Britard Asserts
At least three (3) academic or inter-achool awards or TOSP Award or Top 10 in Board/CS Eligibility Examination	2 points
At least two (2) seademic or inter-school awards	1 point

Outstanding Brypleyee Award. This shall apply in applic previous work: experience, or those applying to positions with e requirement.

- A. Any issuance, memorandum or document alrowing the Criteria for the Search, and.

 B. Certificate of Recognition/Merit.

Component	Pointinguaments Inglyy beari
Applicants from acternal institution	
Organizational Level Search or Higher	2 points
Local Office Search	1 point
Applicants from central office	
National Level Search or Higher	2 points
Central Office Search	I potat
Applicants from regional office	
National Level Search or Higher	2 points
Regional Office Search	1 point
Applicants from schools division office	
Regional Level Search or Higher	2 points
Division/Provincial/City Level Search	1 point
Applicants from schools	
Division Level Search or Higher	2 points
School/Municipality/District Level Search	1 point

For multiple awards received from the same award giving body and/or the highest level can set all the transfer of the 30°F per entra grounds at the division regional autional level. Similarly, only the highest securit shall be given profits in cases where spylicants subtant in multiple swards have different sward giving bottles.

Page 11 of 18

Vincent position. Reheation Program Specialist II ~30 16

Personne = 3,995/8 - 20 = 15,98

For external applicants whose performance is measured tasing other immercial or adjective attack greatest with scales that are not allighted with the thre [3] point mining scale of the RPMS, the RRAPSB shall develop a system that transmitted the performance rating to the corresponding points companied to the exhibition of the RPMS. the remaining the second positions with experience requirement at a substitute of the second position around a production what it is refer-ted by publican the filled Mechanishskan of performance satings for the second of the second of the second second of the second second of the second second that is not accorded to the absence of the applicable performance ratings.

Positions with no experience requirement. Applicants to positions do not require previous experience must submit the board examinants Carers Service Eligibility ratings. Computation of points for perform shall be as follows:

Pointsprefermency = x/100 * WAprejer

Where:
x = Secural Exam/CS Blighbilly nithing
MA = Weight Allecution for Performance
(20 points for SQ 11-15, SQ 16-23 and SQ 29; 25 points for SQ 24)

Pressure = \$2.75/200 * 20 = 16.55

For honor graduates covered by Presidential Decree (FD) 907 titled, Ornerby Crit Service Elgiblity to Cellege Honor Graduates, as well as the Foreign School Honor Graduate 'sighblity (FSHGE), as sighulated under CSC Resolution No. 1302714, the following rubric shall apply

b. Research and Innovation

- A Proposal duly approved by the Boal of Office or the designated
 R. Accomplantamenter per Perf 18, 18, 20, 40 of Office
 R. Accomplantament of the International of Office
 C. Certification of ultimation of the Internation or relevant within
 the school/office duly under by the Head of Office
 C. Octtification of adaption of the Internation or research within
 D. Certification of adaption of the Internation or research by
 a mother school/office duly ingland by the Back of Office
 E. Proof of chalco by other researches whose classify research,
 whether published or unpublished, is indexer supported by
 authorized body of the courcept/s developed in the research.

the state	
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For collaborative research attales/innovations, the total points to divided by the number of authors/researchers indicated in copyright page.

Confident Matters Report, Manuscheide House, and Manusch 1990, or Count This shall study to applicates the lates there there is not reported that rectional knowledge, addits, and experient to develop an out work to the developed, addits, and experient to the developed and the and resident freel. This may include limited to the development and/or wildstude not flammored. publics, and learning materials, Subject matter experient or marine belief to the development of the property.

Means of verification:

A. Issuance or Memorandum showing the membership in NTWG
 or Committees,
 or Committees
 Certificate of Participation or Attendance; and
 c. Output/Adoption by the organization/DepEd

Polnthesen	3 points	2 resints
uhmitted	ALL MOVs	Control & R. R.

Resource Spenkership / Leurning Facilitation. This shall apply to applicants who have been requested and invited to share their knowledge experience on specific subject matterly. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or

Cerring Pacilitator in semitars, training programs, conferences convention, congress, forums, Iterring action cells (LAC):sessions, etc.

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

A. leavance/Memorantium/Invitation/Training Metrix:
 B. Certificate of Recognition/Metrit/Commendation/Appr and
 and
 C. Silder dexk/s used and/or Session guide/s.

Ruberior:

Land	Polisibaneous Assessed describe Testing
Applicants from enternal institution	
Organizational Level Speakership or Higher	2 ceitste
Local Office Level Streakorship	1 point
Applicants from central office	
National Level Speakership or Higher	2 points
Central Office Level Speakership	3 polar.
Applicants from regional office	
National Level Breakership or Higher	2 points
Regional Office Speakernhip	1 podrt
Asylicants from schools division office	
Regional Level Speniorethip or Higher	2 points
Division / Provincial / City Level Speakership	1 point
Applicants from subosis	
Division Level Specialiship or Higher	2 points

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 NRAP Regional Office.

B. Certificate of Recognition as Learning Facilitator issued by NRAP Certain Office.

Application of Education. Application of chroation is the contribution made in applicant to their workings are in result of their farming from extension. Reperty I and tunis central, such as four not limited to applied concepts, processes, and faith that are results in the processes to be littled, that shall be given to an applicant when the successfully applied the fearings galaced from such lighter than the processes of the processes of the processes of the such lighter and the processes of the p

Appliant Comparison Committee Repaired Section 100 (1) (Section 10) (

Contracting paging A charged 21 in 1000 1 parts
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Positions with experience requirement. Application of retucation is the
contributions made by the applicant to other workshore as a result of their
hearings from their education degree or units cerned, such as hit sor,
limited to applied concepts, processers, and skills that are relevant to the
position to be filled.

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.

Polistment Leaving Pasking	2 points	1.5 points	1 point
MOVe Submitted	Accredited National Assessor	Accredited National Trainer	Accredited Regional Trainer

Application of Learning and Development (LAD), Application of LAD is a prevent success of the facturing painted from the human resource development (HQD) thierermines done/ultravied by the applicant which must have led to significant positive resoluts in their carrent or previous work.

Higher premium shall be given to an aquication of L&D or invarention made it the arpaicant that is relevant and applicable to the position to be filled. The definition of relevant intervention an attinuated in liven 6(a) of this Order shall apply.

Means of verification:

- A Cortilogue of Thinking or Cortilogues or say applicable McContestedion acquired that is aligned with the individual Development Final Diffy the certain applicant, as critification the IR staining that the Lab Intervention is aligned with the time IR staining that the Lab Intervention is aligned with the rice of the Lab Intervention is aligned with the time IR Action Paul Post or Section 1990 and the Cortilogues of the Intervention design interded, table approved by the Red of Obs. Cortilogues of the Intervention design interded and approved by the Red of Obs. Intervention design interded and account Cortilogues (and the Intervention Report together with a Corteral Cortilogues of the Intervention Report together with a Corteral Cortilogues of the Intervention Report together with a Corteral Cortilogues of the Intervention Intervention Report together with a Corteral Cortilogues of the Los Intervention was used/independ by a different office at the Red Intervention was used/independ by a different office at the Evolutilities red

MOVa Bubestitted	Polastaca	Appropriate of Appropriate
	Redorant	Not Relevent
	almost of	5 prelates
A.C.	7 golnes	3 pm
	5 rolette	Julea I

8. Potential. Potential refers to the capacity and stallity of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more nechnical in nature. It may be measured through any or all of the following.

Component	Polaties	Metastral!
	80 11-15 80 16-23 80 27	8G 34
Vritten Beamigations (WE)	5 points	5 perints
Bulls or Work Semple Tests 15/WST)	10 points	5 points
Jehavioural Events Interview (DEI)	5 points	S points

a. Pritten Examination reless 1: the atanhatitud countination which anasture the Expendige, language professory, sally 2 present ideas, indepent and landership salling 71 the applicant. The test and evaluate runts supprayers to the position for the final meter developed by a public instruction of the position for the final professor in the interest experts are required for the IREMESE, Solver nature regions are required for the IREMESE, Solver nature regions are required for the IREMESE.

individuals internal or external to the office where the vacancy exists, or to the repartment, who have varieting innowhedge of the specific competencies required by the position to be filtice.

Pointsqua = x,700 * WAquu

uere: Score/ rating in written examination in percentage scale = Weight Allocation for WE	the second statement of the second se	The state of the s
Where: x = Score WA = We		example:

b. Belific or Work Bample Twest refers to the test that may be administered to evaluate the application of skills releast to the requirement of the position to feel. The test and evaluation takers must be designed by subject matter experts an excussed by the HRM-Bill depending on the type of skills trest required by the presention to be filled.

Pointagung = x/100 * WAgewery	harve: Socret/valing in the S/WST in percentage ecole 4 = Weight Allocation for S/WST 5 points for S0.11-15, 5/G.16-33, SO.27; 5 points for SO.24)
	Where X = Sca WA = V

	8.5	
	. 10 -	
	- 85/10	
NA - 10	Pointsquare, 2	

inherienter parts between design prices to the condust of direct (total) with the mplicion, feorating or their displaying of desired behaviourly a bina whilehead to applicable, delathing or conditions in this previous and/or current workplace. Bill be based out the principle that pass behaviour proteins hazars performance. It was the STM approach to white weekther the level performance in the sea the STM approach to submission that the level behaviours that are linked to the "seguind considerative have been emillated."

If the intervention made by the applicant does not meet the criteria to be Released, ther; said interventions shall be considered, and be given corresponding points using the rubries for feet feet feet feet.

Applicant Christye is supplying for a denter distocution. Program algorishidat (80.19) in Tablish Cormin Cipples (No. e currently an Education Program Specialist II in SEO Challen City, appointed in Corbist's 2016. For the purpose of coopputing the Cutatomising Assumptionwests, he submitted the places of MCV's:

Assurds and Recognitten: Oststanding Baylopre Avand 2015 is NCP. (ostsplete MCVs subsidied) Outstanding Accomplishments

A. Action Plan approved by the Head of Office
B. Accomplishment Report verified by the Head of Office
C. Certification of the utilisation/adoption signed by the ItOffice.

Rubrics: (90 11-15 and SG 24) MOVe Bubmittod

IL MOVs	1000	HOL MAJEVE
	10 points	5 points
mly A & R	7 points	3 perints
ndy A	5 points	1 Print
Rubrics: (8G 16-23 and 8G 27)	3 and 3G 27)	
MOVe Submitted	Polettenge	Girles of Dissertion
	Referant	Not Rolevan
JAL MOVs	15 coints	9 points
Only A & B	12 paints	6 peints
mle A	9 ocinte	3 counts

Postitions with no aquations requirement. Applicants to positions that do not require preforts were operations consistent administration preforts were operations consistently inches are reduced by Timescript of Records. Postinistical of UNAT (Informational Constitutional Postical Commission on Regions for the Constitutions of the Constitution of Postinis for Computation of Postinis for Application (Patrication Relations of Postinis for Application of Postinis for Applicatio

x = GWA transmated to percentage scale
WA = Weight Albection for Application of Education
(10 points for SG 11-15 & SG 24, 15 points for SO 16-29 & SG 27)

Gron. Program Specialist II - 8G 16		and the same of th
Vacant position Patrick	x = 82.75 WA = 35	

discount derreaction is described as the interaction that is directly explosicable to the functions of unit where the position applied for its longest, and attentionals in described to be specified by it can be used to the operations of the functional unit based out in earlier of the functional unit based out in earlier and entire the other interactions of the functional or Office, Orders for the creation of the functional unit.

Page 14 of 18

by the applicant. The STAR approach draws focus on actual Situations in which the applicant actod, the Task's that the applicant faced; the Actions that the applicant fools; and the Retulis of those actions. The BEI may be used to assess the following areas.

- Agrande. The IRR shall be used to assess the applicant's potential or filled south court, and calling town tone after confined more filled south other lighter protections that are remote confined south an appetra in the Third and the applicant that are two to gauge offer relevant angence to suit, it is shall be used to gauge offers relevant angence to suit as the applicant proceedings and suits of the applicant and social well-being. III. Stress, It shall serve as an eventue to evenluste an applicant's Job Fig. Location Ry. and Organization Ry.

 1. Continue Ry. and Organizations Ry.