



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 263

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	QUALIFICATION STANDARDS			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
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: <ul style="list-style-type: none"> 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



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

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



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

November 16, 2023 – November 25, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
November 27, 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.

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

Schools Division of Digos City
 RECORDS SECTION
RECEIVED
 21-1101901
 DATE: OCT 13 2023 TIME: 1:52 PM
 BY: *[Signature]*

OSDS/ADMIN / HR/dbc



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

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 ()

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

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

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

DATA PRIVACY CONSENT

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

 Name and Signature of Applicant

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.

Illustrative example:

Outstanding
 Administrative Program Specialist II - 402 16
 Performance rating of the applicant: Strong
 W.A. 30
 Points = 4,500 + 30 = 4,530

4.1. Internal applicants.

For performance rating purposes, internal applicants shall be the rating category for the purpose of the Performance Evaluation Form obtained from the applicant's current or previous position that is relevant to the Individual Performance Commitment and Review (IPCR) Form obtained from the applicant's current or previous position that is relevant to the position to which the applicant is applying. For purposes of the rating, the applicant shall be considered to have been in the position for the full rating period prior to the date of assessment or screening, except for positions where the applicant was in a vacant position for the rating period. For purposes of the rating, the applicant shall be considered to have been in the position for the full rating period prior to the date of assessment or screening, except for positions where the applicant was in a vacant position for the rating period. For purposes of the rating, the applicant shall be considered to have been in the position for the full rating period prior to the date of assessment or screening, except for positions where the applicant was in a vacant position for the rating period.

4.2. External applicants.

For external applicants whose performance is measured using a five (5) point performance rating system, the applicant's performance rating shall be converted to a performance rating for purposes of the Performance Evaluation Tool, as shown in the following table. The Certificate of Rating must be supported with the Performance Evaluation Tool.

RPMS Rating	Midpoint Value
Outstanding	4.75
Very Satisfactory	3.90
Satisfactory	3.05
Minimum Satisfactory	2.20
Unsatisfactory	1.35
Very Unsatisfactory	0.50

iii. Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (LLB) or Juris Doctor (J.D.) units and/or units equivalent to professional diploma or degree in other non-law fields shall be considered for purposes of giving points for the position to which the applicant is applying. For purposes of the rating, the applicant shall be considered to have been in the position for the full rating period prior to the date of assessment or screening, except for positions where the applicant was in a vacant position for the rating period. For purposes of the rating, the applicant shall be considered to have been in the position for the full rating period prior to the date of assessment or screening, except for positions where the applicant was in a vacant position for the rating period.

iv. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Order No. 11, s. 2019, regarding the recognition of Digital/Online Learning in the Public Sector. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Order No. 11, s. 2019, regarding the recognition of Digital/Online Learning in the Public Sector.

v. Relevant experience gained from abroad or outside the Philippines shall be considered for purposes of giving points for the position to which the applicant is applying. For purposes of the rating, the applicant shall be considered to have been in the position for the full rating period prior to the date of assessment or screening, except for positions where the applicant was in a vacant position for the rating period.

vi. Relevant Experience gained from abroad or outside the Philippines shall be considered for purposes of giving points for the position to which the applicant is applying. For purposes of the rating, the applicant shall be considered to have been in the position for the full rating period prior to the date of assessment or screening, except for positions where the applicant was in a vacant position for the rating period.

vii. Applicable provisions under Rule VIII Part 1 to IV of the CSC COMORHA (2019) shall be considered for purposes of giving points to BEE candidates. Experience qualifications and giving of points to BEE candidates.

4. Performance. Performance refers to the assessment of how tasks, duties and responsibilities are performed. Performance is measured by the performance rating document or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.

5. Positions with experience requirement. Applicants to positions that require a minimum of 11 years experience in the current and previous job position that is relevant to the position to be filled. Computation of points for performance shall be as follows:

Points/Performance	W.A. Performance
W.A. Performance Rating	W.A. Performance Rating
W.A. Weight Allocation for Performance	W.A. Weight Allocation for Performance
W.A. Points for 10-11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	W.A. Points for 10-11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

Applicants with work experience, who are applying to entry level positions shall be given a minimum of 11 years experience in the current and previous job or position that is relevant to the position to be filled. The computation stipulated in item 4a) shall apply.

5. Outstanding Accomplishments. Outstanding Accomplishments refer to the points awarded to applicants who have demonstrated exceptional performance in their current or previous job or position. These must be directly linked to the BSA of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through production, improved working conditions, and/or savings in government spending.

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

Component	Points/Performance
Awards and Recognition	3 points
Academic or Inter-School Awards	3 points
Outstanding Accomplishments in the Philippines (DAP)	3 points
Outstanding Accomplishments in the United States (U.S.)	3 points
Outstanding Accomplishments in the United Kingdom (U.K.)	3 points
Outstanding Accomplishments in the United States (U.S.)	3 points

The points awarded in Table 5 shall serve as the maximum or ceiling points that shall be used to determine the total points for Outstanding Accomplishments, but not to exceed the weight allocation for Outstanding Accomplishments as stipulated in Table 4. Points system for Outstanding Accomplishments for Public Printing (Outstanding Accomplishments) shall be given points.

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

Horizontal level individual awards acquired from a thorough search process and Development Authority (NDA), Development Academy of the Philippines (DAP), DAP, or shall be given maximum points in Outstanding Accomplishments (i.e., for 15 points for 10-23 and 10-27, and 10 points for 10-11 and 10-24).

Illustrative example:

Outstanding
 Administrative Program Specialist II - 402 16
 Performance rating of the applicant: Strong
 W.A. 30
 Points = 4,500 + 30 = 4,530

For external applicants whose performance is measured using other numerical or non-numerical rating systems with scales that are not aligned with the Performance Evaluation Tool, the applicant's performance rating shall be converted to a performance rating for purposes of the Performance Evaluation Tool, as shown in the following table. The Certificate of Rating must be supported with the Performance Evaluation Tool.

Points/Performance	W.A. Performance
W.A. Performance Rating	W.A. Performance Rating
W.A. Weight Allocation for Performance	W.A. Weight Allocation for Performance
W.A. Points for 10-11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	W.A. Points for 10-11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

For hours graduated covered by Presidential Decree (PD) 907 titled, Foreign School Honor Graduate Eligibility (FSHORE) as stipulated under CSC Resolution No. 1302714, the following rubric shall apply

b. Research and Innovation

- Means of verification:
 - A. Proposal duly approved by the Head of Office or the designated research officer.
 - B. Accomplishment Report verified by the Head of Office.
 - C. Certification of utilization of the innovation or research, within the last 12 months.
 - D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office.
 - E. Whether published or unpublished, is likewise approved by the authorized body of the concept/s developed in the research.

Rating	Points/Performance
A, B, C, D, E	3 points
A, B, C, D, E	3 points
A, B, C, D, E	3 points
A, B, C, D, E	3 points
A, B, C, D, E	3 points

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

c. Subject Matter Expert / Membership in National Panels or Committees. This shall apply to applicants who have been chosen and requested to use their technical knowledge, skills, and experience to develop an output, or to participate in the development and/or validation of framework, models, policies, and learning materials. Subject matter expertise or membership in national panels or committees shall be given points, for relevant to the position being applied for in order to be given points.

Means of verification:

- A. Issuance or Memorandum showing the membership in NTWG
- B. Certificate of Participation or Attendance, and
- C. Output/Adoption by the organization (DepEd).

Rating	Points/Performance
A, B, C, D, E	3 points
A, B, C, D, E	3 points
A, B, C, D, E	3 points
A, B, C, D, E	3 points
A, B, C, D, E	3 points

d. Resource Specialization / Learning Facilitation. This shall apply to applicants who have been chosen and requested to use their technical knowledge, skills, and experience on specific subject matter/in. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or

Learning Facilitator in seminars, including programs, conferences, correction, congress, forums, learning action cell (LAC), seminars, etc.

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

- Inservice/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/Reply/Commendation/Appreciation; and
- Slide deck/s used and/or Session guide/s.

Rubrics:

Level of Verification	Points
Oratorical Level (Publicly or in House)	2 points
Appreciation Letter (Publicly or in House)	1 point
Appreciation Form (Publicly or in House)	2 points
Oratorical Level (Private)	2 points
Appreciation Letter (Private)	1 point
Appreciation Form (Private)	2 points
Appreciation Certificate (Publicly or in House)	2 points
Appreciation Certificate (Private)	1 point
Appreciation Letter (Publicly or in House)	2 points
Appreciation Letter (Private)	1 point
Appreciation Form (Publicly or in House)	2 points
Appreciation Form (Private)	1 point

7. **MOA 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).

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office.

Rubrics:

MOVs Indicated	Points
Accredited National Animator	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

8. **Application of Learning and Development (LAD)**. Application of LAD is an intervention done/intervened by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of LAD or intervention made by an applicant that is relevant and aligned to their position to be filled. The definition of relevant intervention is stipulated in item 8(d) of this Order which reads:

- Means of verification:
- Certificate of Training or Certification on any applicable LAD/Intervention. The intervention should be aligned with the functional unit to be filled. From ITR stating that the LAD intervention is aligned with the skill/competency of the applicant in their current or previous position.
 - Action Plan/Intervention Action Plan (IPAM)/Job Embedded Learning (JEL)/Impact Project (IP) approving the intervention from the Learning and Development (LAD) Unit, duly approved by the Head of Office;
 - Account/Log Intervention was used/adopted by the office at the local level;
 - Accomplishment Report together with a General Certification/Resolution (GC/Res) approving the intervention issued/adopted by a different office at the local/higher level.

Rubrics:

MOVs Indicated	Points
All MOVs	12 points
Only A, B, C	7 points
Only A, B, D	5 points
Only A, B, E	3 points

Rubrics:

Component	Points
Written Examination (IIR)	50/27
Written Examination (IIIR)	5 points
Behavioral Sample Interview (BSI)	5 points

9. **Written Examination** refers to the standardized examination which measures the knowledge, language proficiency, ability to present ideas and information, and reasoning skills of the applicant. The examination questions are relevant to the position to be filled and developed by subject matter experts as requested by the HRM/PS. Subject matter experts refer to

Illustrative example:

Applicant's name: **Wendell J. B. B. B.** Position: **Administrative Program Specialist (AS 18)** in accordance with **Order 27-16**. For the purpose of comparing his Outstanding Accomplishments to the minimum requirements.

Outstanding Accomplishments	Points
Administrative Program Specialist (AS 18) in accordance with Order 27-16 (10 points)	2 points
Outstanding Accomplishment (OAC) in accordance with Order 27-16 (10 points)	1 point
Outstanding Accomplishment (OAC) in accordance with Order 27-16 (10 points)	3 points
Outstanding Accomplishment (OAC) in accordance with Order 27-16 (10 points)	1 point

Applicant's name: **Wendell J. B. B. B.** Position: **Administrative Program Specialist (AS 18)** in accordance with **Order 27-16**. For the purpose of comparing his Outstanding Accomplishments to the minimum requirements.

6. **Application of Education**. Application of education in the contribution made by an applicant to their workplace as a result of their learning from education and training. Higher premium shall be given to an application of education that is relevant and aligned to their position to be filled. The definition of relevant education is stipulated in item 6(d) of this Order which reads:

- Relevant education refers to the applicant's learning or professional development that has led to significant contributions made by the applicant to their organization as a result of their learning from their education degrees or units earned, such as but not limited to applied concepts, processes, 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 aligned to their position to be filled;
- Relevant intervention is described as the intervention that is directly applicable to the functional unit where the position is to be filled. An intervention is relevant if it is directly applicable to the functional unit where the position is to be filled. The definition of relevant intervention is stipulated in item 6(d) of this Order which reads:

Individuals internal or external to the office where the vacancy exists, or to the organization, who have the knowledge of the specific competencies required by the position to be filled.

Rubrics:

MOVs Indicated	Points
All MOVs	12 points
Only A, B, C	7 points
Only A, B, D	5 points
Only A, B, E	3 points

b. **Skills or Work Sample Test** refers to the test that may be administered to applicants to determine their ability to perform the essential functions of the position to be filled. The test may be administered by the HRM/PS depending on the type of skills test required by the position to be filled.

Rubrics:

MOVs Indicated	Points
All MOVs	12 points
Only A, B, C	7 points
Only A, B, D	5 points
Only A, B, E	3 points

Illustrative example:

Component	Points
Written Examination (IIR)	50/27
Written Examination (IIIR)	5 points
Behavioral Sample Interview (BSI)	5 points

Relevant education refers to the applicant's learning or professional development that has led to significant contributions made by the applicant to their organization as a result of their learning from their education degrees or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The definition of relevant education is stipulated in item 6(d) of this Order which reads:

Higher premium shall be given to an application of education or intervention made by the applicant that is relevant and aligned to their position to be filled. The definition of relevant education is stipulated in item 6(d) of this Order which reads:

If the intervention made by the applicant does not meet the criteria to be filled, the applicant shall be considered not qualified and be given corresponding points using the rubrics for the relevant MOVs.

Means of verification:

- Action Plan approved by the Head of Office;
- Certificate of Recognition/Reply/Commendation/Appreciation; and
- Certificate of the utilization/adoption signed by the Head of Office.

Rubrics: (SC 11-15 and SC 2-4)

MOVs Indicated	Points
All MOVs	12 points
Only A, B, C	7 points
Only A, B, D	5 points
Only A, B, E	3 points

b. **Potential** refers to the applicant's ability to perform the essential functions of the position to be filled. The potential is determined based on the applicant's educational background, work experience, and other relevant factors. Higher premium shall be given to an application of potential that is relevant and aligned to their position to be filled. The definition of relevant potential is stipulated in item 6(d) of this Order which reads:

Higher premium shall be given to an application of potential that is relevant and aligned to their position to be filled. The definition of relevant potential is stipulated in item 6(d) of this Order which reads:

Rubrics: (SC 11-15 and SC 2-4)

MOVs Indicated	Points
All MOVs	12 points
Only A, B, C	7 points
Only A, B, D	5 points
Only A, B, E	3 points

Illustrative example:

Component	Points
Written Examination (IIR)	50/27
Written Examination (IIIR)	5 points
Behavioral Sample Interview (BSI)	5 points

by the applicant. The STAR approach draws focus on actual situations in which the applicant used the skill/s that the applicant used; the Actions taken to address the situation; the Results of those actions. The STAR may be used to assess the following areas:

- Applicability: The STAR shall be used to assess the applicant's knowledge and ability to perform the essential functions of the position to be filled and those higher positions that are more technical in nature.
- Relevance: The STAR shall be used to assess the applicant's knowledge and ability to perform the essential functions of the position to be filled and those higher positions that are more technical in nature.
- Other areas that may be identified by the HRM/PS.

The points allocated for the STAR approach for each area shall be the maximum points that may be earned by an applicant. The points earned from each area are cumulative to determine the total points for STAR component. The total points for STAR component shall be used to determine the applicant's rank and to determine the applicant's position to be filled and rank points to each area used in determining the maximum or ceiling point for STAR.