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,	documents	Records Section	Face
2023			
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	HR Personnel	
	(QS)		
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

DATE: DCT 13 2023 TIME: LOW



CHECKLIST OF RI	EQUIREMENTS		Annex
	Application Code:		
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hnicity:			
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lo Parent: Yes () No ()			
T			10.
	Status of	The second secon	ification RMO/HR Office/sub-committee)
Basic Documentary Requirement	Submission		CWO/ FIX Office/ Sub-committee)
Basic Bocumentary Requirement	(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
Letter of intent addressed to the Head of Office or highest			
human resource officer			
Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
Photocopy of valid and updated PRC License/ID, if applicable			
Photocopy of Certificate of Eligibility/Report of Rating, if			
applicable			
Photocopy of scholastic/academic record such as but not			
limited to Transcript of Records (TOR) and Diploma, including			
completion of graduate and post-graduate units/degrees, if			
available		-	
Photocopy of Certificate/s of Training, if applicable Photocopy of Certificate of Employment, Contract of Service, or			
Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
Photocopy of latest appointment, if applicable			
Photocopy of the Performance Ratings in the last rating			
period(s) covering one (1) year performance prior to the deadline			
of submission, if applicable			
Checklist of Requirements and Omnibus Sworn Statement on			
the Certification on the Authenticity and Veracity (CAV) of the			
documents submitted and Data Privacy Consent Form Other documents as may be required for comparative			
assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding			
Accomplishments, Application of Education, and Application of			
Learning and Development reckoned from the date of last			
issuance of appointment			
Photocopy of Performance Rating obtained from the relevant			
work experience, if performance rating in Item (i) is not relevant			
to the position to be filled			
Attested:			
Human Resource Management Officer			
OMNIBUS SWORI	U CTATEMENT		
OMNIBUS SWORL	SIAILMENI		
CERTIFICATION OF AUTHENTICITY AND VERACITY			
I hereby certify that all information above are true and correct, a	nd of my personal k	nowledge and belief, a	nd the documents
submitted herewith are original and/or certified true copies there	w A		and decodification
DATA PRIVACY CONSENT		WH	
I hereby grant the Department of Education the right to collect a			
relevant to the recruitment, selection, and placement of personne		and for purposes of	compliance with the
laws, rules, and regulations being implemented by the Civil Servi	ce Commission.		
		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 ____

- and Reduction usual conference and conference to the following the Reduction to the filter conference and conference and conference to the CoSC.

 b. Training toward conference and conference and collected in the CoSC, approved QS, acquired conference and conference to the conference and con

- 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 Position

	Critisaria	Bres	sakdown of Points	inte
		80 11.15	80 16-23 and 80-27	BO 24 (Chilef)
	Education	30	10	OI
á	Training	30	10	10
6	Experience	10	10	10
늉	Performance	30	30	32
	Outstanding Accomplishments	10	8	10
	Application of Education	10	15	10
	Application of L&D	10	10	0
d.	Potential (Written Test, BEI, Work Sognple Test)	20	20	10
	Total	100	100	100

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

	Education	ı	Training		Experien	95
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outer ranners of pentities	4-3 ligamments		-		4-5 .ocraments	
	2-3 recrossors		3-3 increasivity 3		2-3 decrements	2

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

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Master Tracher

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.

Constitution P.	Qualification Standards for MANESS Statement of the Standards for MANESS Standards for Standards	on Increments Toble
integral	Mazine's Depose to Edizabilio en sober eclasmic Master's Depos with specific orbit in specialismic	Gaust 27 Phased are Tubbs 3 of
Proteins	Britain referred triming	Local 2 (framed in Table 2.b)
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b. After determining the basedine level, the HBMEBB shall compute for the transversor of the pupilorary testing disallications beard on the administed identification requirements. Acrossor hash refer to the difference between the applicant's found qualification for each state for the properties of the minimum flowed flower of the properties of the position to be filled.

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. 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.

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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 Rharets for Companion of Young for TET (Table 2.d., 2.D., 2.d. and the Rharets for Companion of Year and the Perry point.

Table 2.a. Increments Table - Education

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After computing the number of increments from the minimum (baseline) (St requirement, the corresponding points earned by the applicant for ETE, shall be determined using Table 3 (Richers for Computation of Plates for Ethication, Training, and Experience)

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

The following general guidelines stall be observed in giving correspondents to relevant Education, Training, and Experience qualifications.

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

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.

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- 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, agentics shall by consistent as made in preference regulatory, agentics shall by consistent as examined parties and contract country for the consistent of products and preference or consistent as a positions that involve products of procession covered by the rules sporting the burn subject to further clarifociary guidelines as may be based by the LES.
- le. Reierant training hours earned from digital/virtual/online lear may be considered, subject to the conditions pracefibed in Memorandum Circular (Mc) 76. 3, s. 2021 (General Guicelin. Digital/Online Learning in the Public Sector).
- v. Referent caperines guiden from particular, used of a least four library bours per day may be considered, provided, that the agreeying Carliforne of Employment is similarlie and fortillars on the accurate an authority of the facility on the accurate of bours rendered for purposes of giving point, the most or years of redward reoperiors associated shall be transcentred to it equivalent months or years of caperiories based on the CR- required spirit (b) hour per day workstag.
 - 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 thaquages does the halt 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, clittle responsibilities are evident of at or accomplished by the specification are evidence performance rating document or other means of refinition. The performance obtained in the current or periods the or pealing his for periods the effect of the pealing the first shall be used for purposes of giving points for performance.

Positions with acperiance reguleraneal. Applicants to positions the regule experience most submit lasted performance straigle acception of 10 year performance in the current and previous plu or position than elevant to be elevant to be filted. Computation of pairts for performantally the as follows:

Welvers: x. x. Pelytromore Rotting S. x. s. Regiert Anashab Pit to Day Ed 199485 W.A. Weight Allocation for Performance (20 paints for 50.11-15, 50.16-23 and 50.27; 25 points for 50.34) Pointspy Jermanny " X/5 " Whyteger

before the work experience, who are applying to entry level position or positions with no experience requirement based on QS, must shan latest performance validg/a covering one (1) your performance in a shall apply. 3. Ostekandige Aecompliamenta. Oststumining foromphilments in meltidosia contribution of an applicant vala is felicial investigation and an exploration of an applicant vala is felicial in the programment of contribution of principal positions of the Parkers of the programment of contribution of principal positions of contribution in the programment of the programment o

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

Table 8. Components of Oststanding Accomplishments

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The points allocation in Table 5 shall serve as the maximum or celling young to started from each records on the beautiff from each component. The points search from each records commissive to determine the total points for Outscholding Association for contential for the veight indication for Outstanding, Association for Montanding, Association for Montanding Association for the additional for Outstanding, Association from the Association for Relation Foreign gives in fairly Technic Space for Evaluative Association for Political Scientific Section (Section 1997).

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

Neuceal Irect individual search acquired from a thorough search prices for proposite search singlets, with as GCV, activities, in Europia, Eustralia Coreoparati, authority NEDA, bevelopment in various of the "Hittprian Coreoparati, car, saill by Petra application probes for Coreoparation growing home for a fine of the Coreoparation of the Core

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

- Awerds and Recognition. This may refer to acadenic or inter-awards, or outstanding employee awards.
- a.). Academic or frier-School Auards. This shall apply only to applicant with no or less than one (1) year work experience (e.g., fresh graduates)

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 or second to second point or second to second the performance or second to second point or second to second the second the second to second the second to second the second

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 lever of absence shall be required.

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

For external applicants whose performance is measured using a five (5) and adjective liberal examination are not the RPMS matter (Table 4 equivalent to five adjective) arming (Table 4 equivalent to five adjective) arming shall the used as for subjective with the Performance value, for The Certificate of Batting must be supported with the Performance Sealandton flood.

Table 4. Midpoint Value of the RPMS Rating

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

The following MOVs and rubrics shall be used in determining points fi

- A. Academic or inter-actional award; or B. Oerfiledium or any document showing top notching a Exemination; or C. Certificate or any document showing TOSP Award.

Component	Point Standamic futes Seland Assets
lenst three (3) academic or inter-school sards or TOSP Award or Top 10 in sard/CS Eligibity Examination	2 points
At least two (2) scudemic or inter-school	tolog f

a.2. Outstanding Employee Award. This shall apply to applic previous work experience, or those applying to positions with requirement.

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

B. Certificate of Recognition/Merit.

Component Applicants from acternal institution	Pointing tenteral legitory desail
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
from r	
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/Proviscial/City (.evel 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 bother.

Page 11 of 18

Websit position Reheather Prepram Specialist II - 30 16

****** * 3.995/8 * 20 = 16.98

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 Eighbilty ratings. Computation of points for perform shall be as follows:

Pointsprefermency = x/100 * WAprejer

Wilners x. - Berald Bann CS Biglishin, rathey WA - Weight Alecates for Performance (20 points for 83 11-15, SO 16-23 and SU 27; 25 points for 8G 34)

Pressure = \$2.75/200 * 20 = 16.55

For honor graduates covered by Presidential Decree (FD) 907 titled, Ornerby Crit Service Elgibility to Cellege Honor Graduates, as well as the Foreign School Honor Graduate 'sighbility (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. According homeline per Perfol. 18, 3, 30, 40 of Office R. According homeline per Perfol. 18, 30, 40 of Office C. Certification of ultimation of the increasing or relevant within the school/filled duly the grid by the Head of Office and Confidence of the increasing or research by another school/filled object by their researchs in the according to the computation of the increasing beautiful or research by whether published or undulished, in these responsed by authorities of the concept/s developed in the research.

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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 Matter Report, Manuscheide Hartmater Forder of Countries and Early for applicants and the fact thereof and respective to the effection in the countries and expectation to the developed, and the next exercise to the developed, and the next exercise to the developed and the side of the

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

Poln	3 poir	O merinda
MOV's Submitted	ALL MOVs	Cooks & B. 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/Memorantism/Invitation/Training Metrix:
 B. Certificate of Recognition/Metrit/Commendation/Appr and
 and
 C. Silder dexk/s used and/or Session guide/s.

Ruberior:

Lord	Polerbinsons Assessed County Torith siles
Applicants from enternal institution	
Organizational Level Byeakership or Higher	2 ceints
Local Office Level Streakorship	1 point
Applicants from central office	
National Lovel Speakership or Higher	2 points
Central Office Level Speakership	3 polar.
Applicants from regional office	
National Level Speatership or Higher	2 points
Regional Office Speakership	1 podrt
Agrilonate from schools divinton office	
Regional Level Speniorehip or Higher	2 points
Division / Provincial / City Level Speakership	1 point
Applicants from subonis	
Division Level Speakership or Higher	2 points

NGAP Accredited Learning Facilitator. This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Acsidemy 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 Balmattian Application of obsention is the contribution made of an applicant to the workshore as it result of their horizonthe observation between the application and application and application and application of the additional agents are application as the application of the application of the application and and their application are also application and an additional position and application application application and application application application and application applica

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Positions usith experience requirement. Application of retrosation is the
contributions made by the applicant to bothe verificine as a result of their
learnings from their education degrees or usits earned, such as but not
limited to applied concepts, processes, and skills that are relevant to the
position to be filled.

Polnthumar Lemmy Peeting	2 points	1.5 points	1 point
Ve Submitted	National Assessor	ted National Trainer	Regional Trainer
MO	Accredited	Accredited	tocredited

Application of Learning and Development (LAD). Application of LaD is a preventances of the fearning patient from the human resource careforgenest HRO intercentions done/littered by the applicant which must have led to significant positive resolus in their carrent or previous work.

Higher premium shall be given to an application of L&D or increendion made I the repulsator that is referred that speciation to be filted. The definition of referred that speciation is districted in a significant in the second of the contraction in suppliated in Iran delig of this Order shall apply.

Menns of verification:

- A Cartificate of Thinting to Cartification are not applicable IACI intervention acquired that is aliqued with the individual Development Final Pily for external applicants, a cartification in the III is assisted that the LAD intervention is aligned with the rich will be a of the applicant in their current is previous position on the Thinting Action Passiliance of the Cartin Passiliance Cartin Car

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belle A & B. R.		Looks

8. Potential. Potential refers to the capacity and shilly of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that we man: rechnical in nature, it may be measured through any or all roth failtowing.

Mather)		5 projects	5 points 5 points	
Polation	80 11-15 80 16-23 80 27		10 points 5 points	
Component		Written Beamlyations (WE)	Skills or Work Sample Tests (5/WST) Behavioural Events interview (905)	

Written Zeaminetten refers to the standardized countration which instances the Zeaminetten beas and seasonable, haspass profescors, supplying profescors, pully to prepare the seasonable or other supplies. The seasonable or supplies that the supplies of the pupilion. The seasonable or supplies that the supplies of the pupilion to the Clan man or other copers, as well and the the Seasonable of the supplies of the

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

Points;un = x,700 * WA;mu

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core/ruting in written examination in percentage Weight Allocation for WE			8 Specialist II - 36 16
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b. Abelite or Work Sample Treat relets to the test that may be administered to combine the application of Addits between to the requirement of the position to be filled. The test and evaluation takes must be designed by adjoint analysis must be designed by adjoint analysis and the sample of the HRMSH depending on the type of addits test required by the justified to be filled.

Pointium = 35/100 * 5 = 4.25

(Londo)	scale points for SO 24)
Pointages = x/100 * WAs	Where: x = Scored vising in the S/WST in percentage scale WA = Weight Allocation for S/WST (10 points for S0.11:15, SC 16-33, SO 27: 5 points for

		10 = 8.5	1
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inherienter parts between design prices to the condust of direct (total) with the mplicion, forward or their display of desired behaviourly a but whicher of the problem, the problem of the problem direct current with problem of the problem of the problem of the problem of the workplace. (If it is based out the principle that past behaviour prottes fature performance. It uses the STM approach to whicher weeklers the leve behaviours that are lined to the "seguind considerable have been challed."

If the intervention made by the applicant does not meet the criteria to be Relations, their said intervention shall be considered and be given corresponding points taing the rubries for Net Relevant

Applicant Christipe is signifying for a denter didensation Program algeotectian (80.19) in the design of the currently an Education Program Specialist II in SQD Chainen City, appointed in Corbest 2.01 or the purpose of compacting the Cartesianshing Assumptionwenth for submittation for polytocopy MCVI's.

Assumits and Benegaritteer: Oststanding Brydoper Award 2015 is MCP. (osmplete MCNs subritteet) Outstanding Accomplishments

- A. Action Plan approved by the Head of Office
 B. Accomplishment Report verified by the Head of Office
 C. Certification of the utilization/adoption signed by the ItOffice.
- Rubrics: (90 11-15 and SG 24)

	A DISSESSED A	other of Messellows
	Rederount	Not Relayant
ALL MOVs	10 points	Spelate
Only A & B	7 points	3 points
Only A	5 points	1 point
MOVe Submitted	Poletanon	other of Streettest
	Referant	Not Relevent
ALL MOVs	15 points	9 points
Only A & B	12 paints	6 peints

Postitions with no acquirence requirement. Applicants to positions that do not require preforts use of persistence rate also fill the UNA in the highest material/games level carried as evidenced by Tomestrip of the Seconda-Content of the Commission on Highest Schwission (CMETRO) or other confidences. The Highest Schwission (CHETRO) or other confidences. The Highest Statement has transmissed the CMA, on a preventage well-computation of points for the picture for the Computation of points for the Processing and Computation of points for the Principles of the Computation of points for the Principles and Computation of points for the Principles and Computation of points for the Principles and Computation of points for Application of Principles and Computation of points for Application of Principles and Computation of Principles and Comput

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)

meters = x/100 * WALL

nittion. n Program Appecialise II – 20 I 6		Stratus of Disputery = \$2.75/100 * 15 = 12.4125
Vacent position. Education Prog	x = 82,75 WA = 35	Potntspiprimen

Refensat Intervention is described as the intervention that is directly applicable that channels were the position applied for is ledged. An intervention is described to be applicable if it can be used in the report of the channels of the channels of the proposition of the channels of the channels are reported to be applied to the channels of the functional units.

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

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by the applicant. The STAR approach draws focus on actual filtuations in which the applicant andst, the Table's that the applicant faced; the Actions that the applicant tooks and the Results of those actions. The BEI may be used to assess the following areas:

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(Enclosure No. 4 to DepEd Order No. 007, s. 2023)

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

- 1. The assessment for related-teaching positions shall be based on the following criteria:
 - a. Education units and/or degree relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSCapproved QS;
 - b. **Training** hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
 - c. **Experience** relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
 - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
 - e. Outstanding Accomplishments acquired after the last promotion;
 - f. **Application of Education** acquired after the last promotion;
 - g. Application of Learning and Development (L&D) acquired after the last promotion; and
 - h. Potential measured using other evaluative assessments.
- 2. The point system for evaluative assessment is detailed in Table 1. The point system shall vary based on the level and salary range of the position. Points assigned to each criterion shall vary from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled.

Table 1. Point System for Evaluative Assessment: Related-Teaching Positions

Criteria	Breakdown of Points			
	SG 11-15	SG 16-23 and SG-27	SG 24 (Chief)	
a. Education	10	10	10	
b. Training	10	10	10	
c. Experience	10	10	10	
d. Performance	20	20	25	
e. Outstanding Accomplishments	10	5	10	
f. Application of Education	10	15	10	
g. Application of L&D	10	10	10	
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15	
Total	100	100	100	

Rubrics for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Increments Table (Table 2.a, 2.b, 2.c) and the Rubrics for Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.a. Increments Table - Education

Increment			
Level	From	То	
1	Can Read and Write	Elementary Level Education	
2	Elementary Graduate Junior High School Level Education High School Level (Old curricul		
3	Completed Junior High School (K to 12)	Senior High School Level Education (K to 12)	
4	Senior High School Graduate (K to 12) High School Graduate (Old curriculum) Less than 2 years of College		
5	Completed 2 years in College	Less than a Bachelor's Degree but more than 2 years in College	
6	Bachelor's Degree	Less than 6 Units earned towards the completion of a Master's Degree	
7	6 Units earned towards the completion of a Master's Degree	Less than 9 Units earned towards the completion of a Master's Degree	
8	9 Units earned towards the completion of a Master's Degree	Less than 12 Units earned towards the completion of a Master's Degree	
9	12 Units earned towards the completion of a Master's Degree	Less than 15 Units earned towards the completion of a Master's Degree	
10	15 Units earned towards the completion of a Master's Degree	Less than 18 Units earned towards the completion of a Master's Degree	
11	18 Units earned towards the completion of a Master's Degree	Less than 21 Units earned towards the completion of a Master's Degree	
12	21 Units earned towards the completion of a Less than 24 Units earned towards the Master's Degree of a Master's Degree		
13	24 Units earned towards the completion of a Master's Degree	Less than 27 Units earned towards the completion of a Master's Degree	
14	27 Units earned towards the completion of a Master's Degree	Less than 30 Units earned towards the completion of a Master's Degree	
15	30 Units earned towards the completion of a Master's Degree	Less than 33 Units earned towards the completion of a Master's Degree	
16	33 Units earned towards the completion of a Master's Degree	Less than 36 Units earned towards the completion of a Master's Degree	
17	36 Units earned towards the completion of a Master's Degree	Less than 39 Units earned towards the completion of a Master's Degree	
18	39 Units earned towards the completion of a Master's Degree	Less than 42 Units earned towards the completion of a Master's Degree	
19	42 Units earned towards the completion of a Master's Degree	Less than Complete Academic Requirements complete towards the completion of a Master's Degree	
20	Complete Academic Requirements completed towards a Master's Degree	Less than an awarded Master's Degree	
21	Master's Degree	Less than 3 Units earned towards the completion of a Doctorate	
22	3 Units earned towards the completion of a Doctorate3 Units earned towards the completion of a Doctorate	Less than 6 Units earned towards the completion of a Doctorate	
23	6 Units earned towards the completion of a Doctorate	Less than 9 Units earned towards the completion of a Doctorate	
24	9 Units earned towards the completion of a Doctorate	Less than 12 Units earned towards the completion of a Doctorate	
25	12 Units earned towards the completion of a Doctorate	Less than 15 Units earned towards the completion of a Doctorate	
26	15 Units earned towards the completion of a Doctorate	Less than 18 Units earned towards the completion of a Doctorate	
27	18 Units earned towards the completion of a Doctorate	Less than 21 Units earned towards the completion of a Doctorate	
28	21 Units earned towards the completion of a Doctorate	Less than 24 Units earned towards the completion of a Doctorate	
29	24 Units earned towards the completion of a Doctorate	Less than Complete Academic Requirements completed towards the completion of a Doctorate	
30	Complete Academic Requirements completed towards a Doctorate	Less than an awarded Doctorate	
31	Doctorate		

Table 2.b. Increments Table – Training

Table 2.c. Increments Table – Experience

ncrement	Range		
Level	From	То	
1	0 hours	Less than 8 hours	
2	8 hours	Less than 16 hours	
3	16 hours	Less than 24 hours	
4	24 hours	Less than 32 hours	
5	32 hours	Less than 40 hours	
6	40 hours	Less than 48 hours	
7	48 hours	Less than 56 hours	
8	56 hours	Less than 64 hours	
9	64 hours	Less than 72 hours	
10	72 hours	Less than 80 hours	
11	80 hours	Less than 88 hours	
12	88 hours	Less than 96 hours	
13	96 hours	Less than 104 hours	
14	104 hours	Less than 112 hours	
15	112 hours Less than 1		
16	120 hours	Less than 128 hours	
17	128 hours Less than 136		
18	136 hours	Less than 144 hours	
19	144 hours	Less than 152 hours	
20	152 hours	Less than 160 hour	
21	160 hours	Less than 168 hours	
22	168 hours	Less than 176 hours	
23	176 hours	Less than 184 hours	
24	184 hours	Less than 192 hours	
25	192 hours	Less than 200 hours	
26	200 hours	Less than 208 hours	
27	208 hours	Less than 216 hours	
28	216 hours	Less than 224 hours	
29	224 hours	Less than 232 hours	
		Less than 240 hours	
30 232 hours		and the same and t	

Increment	Range			
Level	From	То		
1.	None	Less than 6 months		
2	6 months	Less than 1 year		
-3	1 year	Less than 1 year 6 months		
4.	l year 6 months	Less than 2 years		
5	2 years	Less than 2 years 6 months		
6	2 years 6 months	Less than 3 years		
7	3 years	Less than 3 years 6 months		
8	3 years 6 months	Less than 4 years		
9	4 years	Less than 4 years 6 months		
10	4 years 6 months	Less than 5 years		
11	5 years	Less than 5 years 6 months		
12	5 years 6 months	Less than 6 years		
13	6 years Less than 6 6 month			
14	6 years 6 months	Less than 7 years		
15	7 years	Less than 7 years 6 months		
16	7 years 6 months	Less than 8 years		
17	8 years	Less than 8 years 6 months		
18	8 years 6 months	Less than 9 years		
19	9 years	Less than 9 years 6 months		
20	9 years 6 months	Less than 10 years		
21	10 years	Less than 10 years 6 months		
22	10 years 6 months	Less than 11 years		
23	11 years	Less than 11 years 6 months		
24	11 years 6 months	Less than 12 years		
25	12 years	Less than 12 years 6 months		
26	12 years 6 months	Less than 13 years		
27	13 years	Less than 13 years 6 months		
28	13 years 6 months	Less than 14 years		
29	14 years	Less than 14 years 6 months		
30	14 years 6 months	Less than 15 years		
31	15 years	or more		

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

	Education		Training		Experience	
Weight Allocation	Increments from minimum QS	Points	Increments from minimum QS	Points	Increments from minimum QS	Point
Education: 10 points Training: 10 points Experience: 10 points	10 or more increments	10	10 or more increments	10	10 or more increments	10
	8-9 increments	8	8-9 increments	8	8-9 increments	8
	6-7 increments	6	6-7 increments	6	6-7 increments	6
	4-5 increments	4	4-5 increments	4	4-5 increments	4
	2-3 increments	2	2-3 increments	2	2-3 increments	2

Illustrative example:

Vacant position: **Education Program Supervisor (MAPEH) – SG-22** Level and Salary Range: SG 16-23 and SG 27

Qualification Standards per CSC-approved QS

Education : Master's Degree in Education or other relevant Master's

Degree with specific area of specialization

Training : 8 hours of relevant training

Experience : 2 years as Principal or 2 years as Head Teacher or 2 years as

Master Teacher

The date of HRMPSB assessment/Open Ranking System: September 30, 2022

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

Qua	requirement per CSC-approved lification Standards for . Program Supervisor (MAPEH)	Corresponding Level based on Increments Table
Education	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	Level 21 (based on Table 2.a)
Training 8 hours relevant training		Level 2 (based on Table 2.b)
2 years as Principal or Experience 2 years as Head Teacher or 2 years as Master Teacher		Level 5 (based on Table 2.c)

For purposes of determining the baseline level for Education, any professional or specialization units, if there be any, as may be required in the CSC-approved QS in addition to non-Education degree shall be considered equivalent to a Bachelor's degree in Education (e.g. Bachelor's degree plus 18 professional units in Education with appropriate major = Level 6 based on Table 2.a). Additional professional and specialization units taken to earn the equivalent Education degree (i.e., BEEd, BSEd) shall not correspond to units towards the completion of a Master's degree.

b. After determining the baseline level, the HRMPSB shall compute for the increments of the applicant's actual qualifications based on the submitted documentary requirements. *Increment* shall refer to the difference between the applicant's actual qualification level and the corresponding level of the minimum (baseline) QS requirement 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.

For positions with multiple QS requirement for Experience (e.g. 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher), the HRMPSB shall identify the relevant experience with the highest increment incurred. This shall be the basis in determining the final score of the applicant for the Experience component.

Illustrative example:

Computation of increments based on actual Education qualification of Applicant A:

Education Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using increments Table 2.a (Education)		
Bachelor's degree in	Using Table 2.a, the corresponding level of Applicant A's Education qualification (24 units earned for Doctorate degree in Education Leadership and Management		
Eddiation	is at Level 29.		
Master's degree in Physical			
Education and Sports	The number of increments for Applicant A's Education qualifications shall be computed by subtracting the minimum QS level (Level 21) from the applicant's		
24 units earned for a	qualification level (Level 29), as illustrated below:		
Doctorate degree in			
Education Leadership and	Applicant's Educ level - QS level = Increment		
Management	29 - 21 = 8 increments		

Computation of Increments based on actual Training qualification of Applicant A:

Training Qualification of Applicant A	f Increments from minimum (or baseline) QS requirements using Increments Table 2.b (Training)		
24 hours training on school supervision and leadership [January 27 to 29, 2021]	The cumulative hours of the relevant training, which are acquired after the last promotion but within the last 5 years reckoned from the date of HRMPSB assessment, shall be considered for the counting of Increments.		
24 hours training on Inclusive Education [September 16 to 18, 2020] 16 hours training on curriculum contextualization	In the case of Applicant A, the 24 hours training on school supervision and leadership and 24 hours training on Inclusive Education are considered relevant to the Education Program Supervisor (MAPEH) position. The 16 hours training on curriculum contextualization or localization are deemed relevant; however, not credited for computation of increments since it was earned more than 5 years reckoned from the date of HRMPSB assessment. Applicant A's cumulative hours		
or localization [October 20 to 22, 2015]	of relevant training shall be 48 hours. Using Table 2.b, the corresponding level of Applicant A's Training qualification (48 hours) is at Level 7 .		
8 hours training on liquidation cash advances [February 28, 2013]	The number of increments for Applicant A's Training qualifications shall be computed by subtracting the minimum QS level (Level 2) from the applicant's qualification level (Level 7), as illustrated below:		
	Applicant's Training level – QS level = Increment 7 – 2 = 5 increments		
	Note: Applicant A's last promotion as ADAS I: January 3, 2016 The date of HRMPSB assessment/Open Ranking System: September 30, 2022		

$Computation\ of\ Increments\ based\ on\ actual\ Experience\ qualification\ of\ Applicant\ A:$

Experience Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.c (Experience)		
Master Teacher II (MAPEH) from July 31, 2021 to present	Only those experience relevant to the position to be filled shall be considered in the computation of increments. Relevant experience shall be reckoned from the date of first day of service.		
Master Teacher I (MAPEH) from January 3, 2016 to July 30, 2021 Teacher III (MAPEH) from	In the case of Applicant A, the relevant experience (January 3, 2016 to July 30, 2021 as Master Teacher I for MAPEH and July 31, 2021 to present (late of assessment: September 30, 2022) as Master Teacher II for MAPEH) is 6 years and 8 months. The experience as Teacher III is not deemed relevant to the Education Program Supervisor (MAPEH) position per CSC-approved QS. Using Table 2.c, the corresponding level of Applicant A's Experience qualification as		
January 02, 2013 to January 02, 2016	Master Teacher I and Master Teacher II (6 years and 8 months) is at Level 14. The number of increments for Applicant A's Experience qualifications shall be computed by subtracting the minimum QS level (Level 5) from the applicant's qualification level (Level 14), as illustrated below:		
	Applicant's Training level – QS level = Increment 14 - 5 = 9 increments		

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

Illustrative example:

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

			Computation of Points based on Incremental Scales Table & ETE Rubrics			Total number of points for ETE
Education	Training	Experience	Education	Training	Experience	
Bachelor's degree in Education	24 hours training on school	Master Teacher II (MAPEH) from	8 increments	5 increments	9 increments	20 points
Master's degree in Physical Education and Sports 24 units earned for a Doctorate degree in Education Leadership and Management	supervision and leadership (January 27 to 29, 2021) 24 hours training on Inclusive Education (September 16 to 18, 2020)	July 31, 2021 to present Master Teacher I (MAPEH) from January 3, 2016 to July 30, 2021	Based on Table 3: 8-9 increments = 8 points (out of 10) *Applicant A exceeds the minimum QS of Master's Degree in Education or other relevant Master's Degree with specific area of specialization *Applicant A earns 8 points out of the maximum of 10 points allotted for Education	Based on Table 3: 4-5 increments = 4 points (out of 10) *Applicant A exceeds the minimum QS of 8 hours of relevant training *Applicant A earns 4 points out of the maximum of 10 points allotted for Training	Based on Table 3: 8-9 increments = 8 points (out of 10) *Applicant A exceeds the minimum QS of 2 years as Master Teacher *Applicant A earns 8 points out of the maximum of 10 points allotted for Experience	

- d. Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.
- e. The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:
 - Education units and/or degrees in multiple or different majors 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 ORAOHRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of giving 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 (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as equivalent to professional doctorate units/degrees in other non-law academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules governing the bar, subject to further clarificatory guidelines as may be issued by the LEB.
- iv. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC 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 Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the months or years of relevant experience submitted shall be transmuted to the equivalent months or years of experience based on the CSC-required eight (8)-hour per day workday.
- vi. Relevant Experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment. Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.
- f. Applicable provisions under Rule VIII Part I to IV of the CSC ORAOHRA 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, 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 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.
 - a. **Positions with experience requirement.** Applicants to positions that require experience must submit latest performance rating/s covering one (1) year performance in the current and previous job or position that is relevant to the position to be filled. Computation of points for performance shall be as follows:

$Points_{(Performance)} = x/5 * WA_{(Performance)}$

Where:

x = Performance Rating

5 = Highest Possible PR in DepEd RPMS

WA = Weight Allocation for Performance

(20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24)

Illustrative example:

Vacant Position:

Education Program Specialist II - SG 16

x = 4.356 WA = 20

Points(Performance) = 4.356/5 * 20 = 17.424

a.1. Internal applicants.

The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (RPMS) Individual Performance Commitment and Review (IPCR) Form obtained from the applicant's current or previous position that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening, except for promotion from first to second level entry positions where the required performance rating is at least Satisfactory (S).

An official or employee who is on official leave of absence, 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, a 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.

a.2. External applicants.

For external applicants whose performance is measured using a five (5)-level adjectival performance rating scale, the midpoint value of the RPMS rating (Table 4) equivalent to the adjectival rating shall be used as the applicant's performance rating (x). The Certificate of Rating must be supported with the Performance Evaluation Tool.

Table 4. Midpoint Value of the RPMS Rating

RPMS Rating Scale	Midpoint Value
Outstanding 4.500-5.000	4.75
Very Satisfactory 3.500-4.499	3.995
Satisfactory 2.500-3.499	2.995
Unsatisfactory 1.500-2.499	1.995
Poor Below 1.499	0.7495

Illustrative example:

Vacant position:

Education Program Specialist II - SG 16

Adjectival Performance Rating Scale in the previous job: Below Expectation; Needs Improvement; Good; Strong; Role Model

Performance rating of the applicant: Strong

x = RPMS midpoint value (Very Satisfactory) equivalent to Performance Rating = 3.995 WA = 20

 $Points_{(Performance)} = 3.995/5 * 20 = 15.98$

For external applicants whose performance is measured using other numerical or adjectival rating systems with scales that are not aligned with the five (5)-point rating scale of the RPMS, the HRMPSB shall develop a system that transmutes the performance rating to the corresponding points comparable to the existing rubrics of the RPMS.

External applicant/s to vacant positions with experience requirement shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for Performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

b. Positions with no experience requirement. Applicants to positions that do not require previous experience must submit the board examination or Career Service Eligibility ratings. Computation of points for performance shall be as follows:

$Points_{(Performance)} = x/100 * WA_{(Performance)}$

Where:

x = Board Exam/CS Eligibility rating WA = Weight Allocation for Performance (20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24)

Illustrative example:

Vacant Position:

Education Program Specialist II – SG 16

x = 82.75 WA = 20

Points(Performance) = 82.75/100 * 20 = 16.55

For honor graduates covered by Presidential Decree (PD) 907 titled, *Granting Civil Service Eligibility to College Honor Graduates*, as well as the Foreign School Honor Graduate Eligibility (FSHGE) as stipulated under CSC Resolution No. 1302714, the following rubric shall apply.

Honors Earned	Points(Performance)
Summa Cum Laude	20 points
Magna Cum Laude	19 points
Cum Laude	18 points

Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on QS, must submit latest performance rating/s covering one (1) year performance in the current or previous job or position. The computation stipulated in Item 4(a) shall apply.

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.

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

Table 5. Components of Outstanding Accomplishments

Component	Points(Outstanding Accomplishments)
Awards and Recognition	2 points
Research and Innovation	5 points
Subject Matter Expert / Membership in	3 points
National Technical Working Groups (TWGs)	
or Committees	
Resource Speakership / Learning Facilitation	2 points
NEAP Accredited Learning Facilitator	2 points

The points allocation in Table 5 shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Outstanding Accomplishments; but not to exceed the weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Evaluative Assessment for Related-Teaching Positions).

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

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, Metrobank, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd, etc., shall be given maximum points in Outstanding Accomplishments (i.e. five (5) points for SG 16-23 and SG 27, and 10 points for SG 11-15 and SG 24).

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

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

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

Means of verification:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-notching a Board Examination; or
- C. Certificate or any document showing TOSP Award.

Rubrics:

Component	Points(Academic/Inter-School Award)
At least three (3) academic or inter-school	2 points
awards or TOSP Award or Top 10 in	
Board/CS Eligibility Examination	
At least two (2) academic or inter-school	1 point
awards	

a.2. Outstanding Employee Award. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Means of verification:

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

Rubrics:

Component	Points(Outstanding Employee Award)
Applicants from external 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	1 point
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 award category that are conducted in series or progressive manner, only the highest-level award shall be considered (e.g. NSCP winning coach at the division, regional, national level). Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies.

b. Research and Innovation

Means of verification:

- 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. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- D. Certification of adoption of the innovation or research by another school/office duly signed 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/s developed in the research.

Rubrics:

MOVs Submitted	Points(Innovation/Research)
A, B, C & D	5 points
A, B, C & E	5 points
Only A, B & C	4 points
Only A & B	3 points
Only A	2 points

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

c. Subject Matter Expert / Membership in National TWGs 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 work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies, and learning materials. Subject matter expertise or membership in National TWGs or Committees must, however, be 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 or Committees;
- B. Certificate of Participation or Attendance; and
- C. Output/Adoption by the organization/DepEd

Rubrics:

MOVs Submitted	Points(SME)
ALL MOVs	3 points
Only A & B	2 points

d. Resource Speakership / Learning Facilitation. This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC) sessions, etc.

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

- A. Issuance/Memorandum/Invitation/Training Matrix;
- B. Certificate of Recognition/Merit/Commendation/Appreciation; and
- C. Slide deck/s used and/or Session guide/s.

Rubrics:

Level	Points(Resource Speakershlp/Learning Facilitation)
Applicants from external institution	
Organizational Level Speakership or Higher	2 points
Local Office Level Speakership	1 point
Applicants from central office	
National Level Speakership or Higher	2 points
Central Office Level Speakership	1 point
Applicants from regional office	
National Level Speakership or Higher	2 points
Regional Office Speakership	1 point
Applicants from schools division office	
Regional Level Speakership or Higher	2 points
Division/Provincial/City Level Speakership	1 point
Applicants from schools	
Division Level Speakership or Higher	2 points
School/Municipality/District Speakership	1 point

e. **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).

Means of verification:

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

Rubrics:

MOVs Submitted	Points(NEAP Learning Facilitator)
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant Orange is applying for a **Senior Education Program Specialist (SG-19)** in DepEd Central Office. He is currently an Education Program Specialist II in SDO Quezon City appointed in October 2016. For the purpose of computing his Outstanding Accomplishments, he submitted the following MOVs:

Outstanding Accomplishments	Points based on Rubric	HRMPSB Remarks
Awards and Recognition: Outstanding Employee Award 2015 in NCR (complete MOVs submitted)	2 points	Not credited; MOV has been used in the last promotion as EPS II
Outstanding Employee Award 2018 in SDO Quezon City (complete MOVs submitted)	1 point	Credited
Innovation or Research: Certificate of Recognition as Learning Facilitator on Research on Quality Assessment in select NCR Schools (complete MOVs submitted)	5 points	Credited
Resource Speakership/Learning Facilitation: Certificate of Recognition as Resource Speaker on Education Assessment in September 2018 in DepEd NCR (complete MOVs submitted)	1 point	Credited

Applicant Orange's Outstanding Employee Award in 2018, Research, and Resource Speakership have all been considered by the HRMPSB with a total score of seven (7) points. However, since Orange is applying for Senior EPS (SG-19), the maximum points of five (5) allotted for Outstanding Accomplishments shall be given to Orange. Also, zero (0) or no point is given to Orange under Awards and Recognition on her Outstanding Employee Award last 2015 since the award was earned and credited in her last promotion.

- 6. **Application of Education.** Application of education is the contribution made by an applicant to their workplace as a result of their learnings from education degree/s and units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learnings gained from said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.
 - a. **Positions with experience requirement.** Application of education is the contributions made by the applicant to their workplace as a result of their learnings 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 applicable to the position to be filled.

Relevant intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is described to be *applicable* if it can be used in the operations of the functional unit based on its office mandates in the official DepEd Office Functions or Office Orders for the creation of the functional unit.

If the intervention made by the applicant does not meet the criteria to be *Relevant*, then said intervention shall be considered and be given corresponding points using the rubrics for *Not Relevant*

Means of verification:

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

Rubrics: (SG 11-15 and SG 24)

MOVs Submitted	Points(Application of Education)		
	Relevant	Not Relevant	
ALL MOVs	10 points	5 points	
Only A & B	7 points	3 points	
Only A	5 points	1 point	

Rubrics: (SG 16-23 and SG 27)

MOVs Submitted	Points(Application of Education)	
	Relevant	Not Relevant
ALL MOVs	15 points	9 points
Only A & B	12 points	6 points
Only A	9 points	3 points

b. **Positions with no experience requirement.** Applicants to positions that do not require previous work experience must submit the GWA in the highest academic/grade level earned as evidenced by Transcript of Records/Certificate of GWA/Diploma/Special Order from the Commission on Higher Education (CHED) or other certifications. The HRMPSB must develop a system that transmutes the GWA to a percentage scale. Computation of points for Application of Education shall be as follows:

 $Points_{(Application of Education)} = x/100 * WA_{(Application of Education)}$

Where:

x = GWA transmuted to percentage scale

WA = Weight Allocation for Application of Education

(10 points for SG 11-15 & SG 24; 15 points for SG 16-23 & SG 27)

Illustrative example:

Vacant position:

Education Program Specialist II - SG 16

x = 82.75WA = 15

Points(Application of Education) = 82.75/100 * 15 = 12.4125

7. **Application of Learning and Development (L&D).** Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended 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 L&D or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of *relevant intervention* as stipulated in Item 6(a) of this Order shall apply.

Means of verification:

- A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- B. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;
- D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOVs Submitted	Points(Application of LaD)	
	Relevant	Not Relevant
ALL MOVs	10 points	5 points
Only A, B, & C	7 points	3 points
Only A & B	5 points	1 point

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 positions that are more technical in nature. It may be measured through any or all of the following:

Component	Points(Potential)	
	SG 11-15 SG 16-23 SG 27	SG 24
Written Examinations (WE)	5 points	5 points
Skills or Work Sample Tests (S/WST)	10 points	5 points
Behavioural Events Interview (BEI)	5 points	5 points

a. **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 rubrics appropriate to the position to be filled must be developed by subject matter experts as requested by the HRMPSB. Subject matter experts refer to

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

$$Points_{(WE)} = x/100 * WA_{(WE)}$$

Where:

x = Score/rating in written examination in percentage scale WA = Weight Allocation for WE

Illustrative example:

Vacant position:

Education Program Specialist II - SG 16

x = 85WA = 5

 $Points_{(WE)} = 85/100 * 5 = 4.25$

b. **Skills or Work Sample Test** refers to the test that may be administered to evaluate the application of skills relevant to the requirement of the position to be filled. The test and evaluation rubrics must be designed by subject matter experts as requested by the HRMPSB depending on the type of skills test required by the position to be filled.

$$Points_{(WE)} = x/100 * WA_{(S/WST)}$$

Where:

x = Score/rating in the S/WST in percentage scale WA = Weight Allocation for S/WST (10 points for SG 11-15, SG 16-23, SG 27; 5 points for SG 24)

Illustrative example:

Vacant position:

Education Program Specialist II - SG 16

x = 85WA = 10

 $Points_{(S/WST)} = 85/100 * 10 = 8.5$

Behavioural Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviour/s when subjected to specific situations or conditions in their previous and/or current workplace. BEI is based on the principle that past behaviour predicts future performance. It uses the STAR approach to validate whether the key behaviours that are linked to the required competencies have been exhibited

by the applicant. The STAR approach draws focus on actual Situations in which the applicant acted; the Task/s that the applicant faced; the Actions that the applicant took; and the Results of those actions. The BEI may be used to assess the following areas:

- i. Aptitude. 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 and those higher positions that are more technical in nature.
- ii. *Characteristics or traits.* It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
- iii. Fitness. It shall serve as an avenue to evaluate an applicant's Job Fit, Location Fit, and Organizational Fit.
- iv. Other areas that may be identified by the HRMPSB.

The points allocated for BEI component (5 points) shall serve be the maximum or ceiling points that may be earned by an applicant. The points earned from each area are cumulative to determine the total points for BEI component. The HRMPSB shall determine the appropriate areas relevant to the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BEI.