



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2023- 285

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 : RE-ANNOUNCEMENT OF VACANT POSITION FOR RELATED-  
TEACHING POSITION

Date : November 13, 2023

This Office re-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
<b>SENIOR EDUCATION PROGRAM SPECIALIST</b>	Bachelor's degree in Education or it's equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	PBET/Teacher/RA 1080/Career Service (Professional); Appropriate Eligibility for Second Level Position
<b>Plantilla Item No.:</b> OSEC-DECSB-SREPS-750092-2014 <b>SG:</b> 19 <b>Monthly Salary:</b> ₱ 51,357.00				



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

**No. of Vacancy/ies:** 1

**Place of Assignment:** SCHOOL GOVERNANCE AND OPERATIONS DIVISION

**JOB SUMMARY:**

- To provide 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 lead 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](http://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 **November 23, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
November 13, 2023 – November 23, 2023	Submission of application documents	Applicants Records Section	Face-to-Face
November 24, 2023 – November 28, 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
November 29, 2023 – December 13, 2023	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
December 14, 2023	Issuance of letter for qualified and 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



December 15, 2023 – December 24, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
December 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  
**RELEASED**  
 20-111819  
 DATE: NOV 14 2023 TIME: 9:00a  
 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.



- The assessment for related-teaching positions shall be based on the following criteria:
  - Evaluation units and/or degree relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSC.
  - Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QRS, required for the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QRS for 11 years or 12 months performance in the current or previous job or position relevant to the position to be filled.
  - Performance ratings as defined in the CSC-approved QRS.
  - Application of Education acquired after the last promotion.
  - Application of Education and Development (EAD) acquired after the last promotion.
  - Performance ratings using other evaluative assessments.

2. The point system for evaluation assessment is defined 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 preference to specific criteria that are more relevant to the position to be filled.

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

Criteria	Bandwidth of Points		
	80-114.6	80-148.37	80-204
a. Education	10	10	10
b. Training	10	10	10
c. Experience	20	20	25
d. Performance	10	3	10
e. Outstanding	10	15	10
f. Application of Education	10	10	10
g. Application of EAD	20	20	15
h. Potential (Optimal Peak, 80% Weight, 100% Total)	100	100	100
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Table 3. Rubric for Completion of Points for Education, Training, and Experience**

Weighted Education	Education		Training		Experience	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Education: 12 points	12	12	10	10	10	10
Education: 10 points	10	10	8	8	8	8
Education: 8 points	8	8	6	6	6	6
Education: 6 points	6	6	4	4	4	4
Education: 4 points	4	4	2	2	2	2
Education: 2 points	2	2	0	0	0	0

**Relative example:**  
 Former position: **Education Program Supervisor (K-12) - 05-22**  
 Level and Salary Range: **80-18-20 and 80-27**  
 Qualifications: **Master's Degree in Education or other relevant Master's Degree**  
 Experience: **2 years of relevant teaching experience**  
 Training: **2 hours of relevant training**  
 The date of **2023/02/28** assessment/point tracking system: **September 30, 2022**

a. Based on the minimum QS of the position to be filled, the HRMS shall incrementally make an award in Table 2, a, b, and 2, c.

**Minimum requirement for QRS approval on Education Points**

Education	Training	Experience
12	10	10
10	8	8
8	6	6
6	4	4
4	2	2
2	0	0

For purposes of determining the baseline level for Education, any professional or experience units, where the unit may be required to be considered for promotion to a higher degree in Education, shall be considered equivalent to a Bachelor's degree in Education. A candidate's degree and 18 professional units in Education with appropriate major units taken to earn the equivalent Education degree (i.e., B.Ed., B.Ed., B.Ed.) shall not correspond to units towards the completion of a Master's degree.

b. After determining the baseline level, the HRMS shall compare for the increments of the applicant's actual qualifications based on the submitted information to the minimum QS of the position to be filled. The HRMS shall determine the applicant's actual qualification level and the corresponding level of the minimum (baseline) QS requirement of the position to be filled.

Rubrics for Completion of Points per Criteria

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed based on ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

**Table 2a. Assessment Table - Education**

Incremental Level	From	Range	To
1	0	0-10	10
2	10	10-20	20
3	20	20-30	30
4	30	30-40	40
5	40	40-50	50
6	50	50-60	60
7	60	60-70	70
8	70	70-80	80
9	80	80-90	90
10	90	90-100	100

Only qualifications that are relevant to the position to be filled and which exceed the minimum QS shall be given points. Points shall be given corresponding points in the completion of increments.

Per position with multiple QS requirement for Experience (e.g. 2 years as Principal or 5 years as Head Teacher or 2 years as Master Teacher), the HRMS shall identify the relevant experience with the highest level of the applicant for determining the final score.

**Relative example:**  
 Completion of Assessment based on related Education experience of Applicant A

Applicant's Qualification	Minimum Requirement	Points
10 years as a Head Teacher	2 years as a Head Teacher	10
5 years as a Master Teacher	2 years as a Master Teacher	10
2 years as a Principal	2 years as a Principal	10

Completion of Assessment based on related Training experience of Applicant A

Applicant's Qualification	Minimum Requirement	Points
2 hours of relevant training	2 hours of relevant training	10
1 hour of relevant training	2 hours of relevant training	0

Completion of Assessment based on related Experience experience of Applicant A

Applicant's Qualification	Minimum Requirement	Points
10 years of relevant experience	10 years of relevant experience	10
5 years of relevant experience	10 years of relevant experience	0

Completion of Assessment based on related Experience experience of Applicant A

Applicant's Qualification	Minimum Requirement	Points
10 years of relevant experience	10 years of relevant experience	10
5 years of relevant experience	10 years of relevant experience	0

Completion of Assessment based on related Experience experience of Applicant A

Applicant's Qualification	Minimum Requirement	Points
10 years of relevant experience	10 years of relevant experience	10
5 years of relevant experience	10 years of relevant experience	0

**Table 2b. Assessment Table - Training**

Incremental Level	From	Range	To
1	0	0-10	10
2	10	10-20	20
3	20	20-30	30
4	30	30-40	40
5	40	40-50	50
6	50	50-60	60
7	60	60-70	70
8	70	70-80	80
9	80	80-90	90
10	90	90-100	100

After comparing the number of increments from the minimum (baseline) QS, the applicant's actual qualification level shall be determined using Table 3. Rubric for Completion of Points for Education, Training, and Experience.

**Relative example:**  
 Using the applicable rubric as shown in Table 2 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:

Applicant's Qualification	Minimum Requirement	Points
10 years as a Head Teacher	2 years as a Head Teacher	10
5 years as a Master Teacher	2 years as a Master Teacher	10
2 years as a Principal	2 years as a Principal	10

Completion of the applicant's

Applicant's Qualification	Minimum Requirement	Points
2 hours of relevant training	2 hours of relevant training	10
1 hour of relevant training	2 hours of relevant training	0

Completion of the applicant's

Applicant's Qualification	Minimum Requirement	Points
10 years of relevant experience	10 years of relevant experience	10
5 years of relevant experience	10 years of relevant experience	0

Completion of the applicant's

Applicant's Qualification	Minimum Requirement	Points
10 years of relevant experience	10 years of relevant experience	10
5 years of relevant experience	10 years of relevant experience	0

4. Meeting the minimum baseline QS requirement for Education, Training, and Experience shall be given points for ETE in an award.

The criteria general guidelines shall be observed in giving corresponding points to an Education, Training, and Experience award.

Education units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC. Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QRS, required for the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QRS for 11 years or 12 months performance in the current or previous job or position relevant to the position to be filled.

Performance ratings as defined in the CSC-approved QRS.

Application of Education acquired after the last promotion.

Application of Education and Development (EAD) acquired after the last promotion.

Performance ratings using other evaluative assessments.



- iii. Consistent with legal Education Board (LEB) Resolution No. 406, s. 2021, the degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules promulgated by the Board of Professional Regulation, which shall be treated by the LEB.
- iv. Relevant training begins earned from digital/skills/coding training Memorandum Circular (MC) No. 3, s. 2021 (eLearn) Guidelines on Digital/Online Learning in the Public Service.
- v. Relevant experience gained from part-time work of at least four (4) hours per week for a minimum of one (1) year shall be considered as relevant experience for purposes of giving points, the number of hours worked. For purposes of giving points, the months of 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 from the employer in the Philippines or in a country whose language other than English or Filipino shall be accompanied by a complete English translation.
- vii. Applicable provisions under Rule VIII Part 1 to IV of the CSC (CRA/HRHA) shall apply to 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 the quality of work produced and the results achieved. Performance shall be based on 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 or more in the current or previous job or position that is relevant to the position to be filled. Completion of points for performance shall be as follows:

Where:	Points/Performance	Points/Performance
A = Performance Rating	5	3 points
B = Weight Allocation for Performance	10	2 points
(20 points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24)		

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (RPM/S) in the 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 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 illness, pregnancy, or other reasons, shall 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 of the position shall be considered as performance rating to 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 RPM/S rating (Table 4) equivalent to the adjectival rating shall be used as the performance rating for purposes of giving points for performance. This shall be supported with the Performance Evaluation Tool.

Table 4. Midpoint Value of the RPM/S Rating

RPM/S Rating Scale	Midpoint Value
Very Satisfactory (VS)	4.75
Satisfactory (S)	3.905
Very Satisfactory (VS)	3.055
Very Satisfactory (VS)	2.205
Very Satisfactory (VS)	1.355
Very Satisfactory (VS)	0.505

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

For internal applicants whose performance is measured using other numerical or adjectival performance rating scales, the RPM/S shall convert the five (5)-point rating scale of the RPM/S, the HRM/S shall convert a system that translates the performance rating to the corresponding points compatible to the rating criteria of the RPM/S.

Applicants to vacant positions with experience requirement shall be required to submit a performance rating/s for any reason 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. **Career Service Eligibility Ratings.** Applicants to positions that require career service eligibility ratings. Completion of points for performance shall be as follows:

Points/Performance = 5/100 \* WA<sub>Performance</sub>

Where:  
 WA = Weight Allocation for Career Service Eligibility Rating  
 WA = Weight Allocation for Performance  
 (20 points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24)

**Illustrative example:**  
 Career Service Eligibility Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points/Performance = 5/100 \* 10 = 0.5

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

For collaborative research studies/inventions, the total points shall be the number of authors/inventors indicated in the copyright notice.

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 professional organizations, subject matter expertise or membership in professional organizations, in 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/Dept/Div

Rubric:

MOVA Submitted	Points/Performance
All MOVA's	3 points
Only A & B	2 points

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

For collaborative research studies/inventions, the total points shall be the number of authors/inventors indicated in the copyright notice.

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 professional organizations, subject matter expertise or membership in professional organizations, in relevant to the position being applied for in order to be given points.

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

Rubric:

MOVA Submitted	Points/Performance
All MOVA's	3 points
Only A & B	2 points

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

For collaborative research studies/inventions, the total points shall be the number of authors/inventors indicated in the copyright notice.

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 professional organizations, subject matter expertise or membership in professional organizations, in relevant to the position being applied for in order to be given points.

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

Rubric:

MOVA Submitted	Points/Performance
All MOVA's	3 points
Only A & B	2 points

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

For collaborative research studies/inventions, the total points shall be the number of authors/inventors indicated in the copyright notice.

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 professional organizations, subject matter expertise or membership in professional organizations, in relevant to the position being applied for in order to be given points.

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

Rubric:

MOVA Submitted	Points/Performance
All MOVA's	3 points
Only A & B	2 points

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

For collaborative research studies/inventions, the total points shall be the number of authors/inventors indicated in the copyright notice.

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 professional organizations, subject matter expertise or membership in professional organizations, in relevant to the position being applied for in order to be given points.

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

Rubric:

MOVA Submitted	Points/Performance
All MOVA's	3 points
Only A & B	2 points

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

For collaborative research studies/inventions, the total points shall be the number of authors/inventors indicated in the copyright notice.

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 professional organizations, subject matter expertise or membership in professional organizations, in relevant to the position being applied for in order to be given points.

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

Rubric:

MOVA Submitted	Points/Performance
All MOVA's	3 points
Only A & B	2 points

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

For collaborative research studies/inventions, the total points shall be the number of authors/inventors indicated in the copyright notice.

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 professional organizations, subject matter expertise or membership in professional organizations, in relevant to the position being applied for in order to be given points.

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

Rubric:

MOVA Submitted	Points/Performance
All MOVA's	3 points
Only A & B	2 points

**Illustrative example:**  
 Applicant's Performance Rating = 80 14  
 Weight Allocation for Performance = 10  
 Points for 80 11-15, 80 16-23 and 80 27; 25 points for 80 24

For collaborative research studies/inventions, the total points shall be the number of authors/inventors indicated in the copyright notice.

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 professional organizations, subject matter expertise or membership in professional organizations, in relevant to the position being applied for in order to be given points.

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

Rubric:

MOVA Submitted	Points/Performance
All MOVA's	3 points
Only A & B	2 points

**Learning Facilitator** in seminars, including programs, conferences, convention, congress, forums, learning action cells (LAC), sessions, etc.

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

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

Rubrics:

Level	MOVs	Points
Advanced	Organization/Level/Recognizable or Follow-up	5 points
Intermediate	Organization/Level/Recognizable or Follow-up	3 points
Basic	Organization/Level/Recognizable or Follow-up	2 points
Apprentice	Organization/Level/Recognizable or Follow-up	1 point
Apprentice	Organization/Level/Recognizable or Follow-up	1 point
Apprentice	Organization/Level/Recognizable or Follow-up	1 point
Apprentice	Organization/Level/Recognizable or Follow-up	1 point
Apprentice	Organization/Level/Recognizable or Follow-up	1 point
Apprentice	Organization/Level/Recognizable or Follow-up	1 point

**MOA Accredited Learning Facilitator.** This shall apply to applicants who are currently employed by the National Educators Academy of the Philippines (NEAP).

Means of verification:

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

Rubrics:

MOVs	Points
Accredited National Trainer	2 points
Accredited Regional Trainer	1 point

**7. Application of Learning and Development (LAD).** Application of LAD is a proven success of the learnings gained from the business resource development (BRD) intervention which must have led to significant positive results in their current or previous work.

Higher positions shall be given preference in LAD interventions made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention is stipulated in Item 6(a) of this order-shall apply.

Means of verification:

- Certificate of Recognition or Commendation in any applicable LAD intervention required that is aligned with the individual development plan (IDP); for external applicants, a certification from HR or the department in their current or previous position shall be required;
- Action Plan/Inventory Action Plan (IPAP)/Job Embedded Learning (JEL) Report/ LAD intervention done/attended/duly approved by the Head of Office;
- That the LAD intervention was used/adopted by the office at the local level;
- That the LAD intervention was used/adopted by the office at the office at the local/higher level.

Rubrics:

MOVs	Points
MOA Accredited Learning Facilitator	5 points
MOA Accredited Learning Facilitator	3 points
MOA Accredited Learning Facilitator	1 point

**8. Potential.** Potential refers to the capacity and ability of an applicant to perform the functions and responsibilities of the position to be filled. It may be measured through any or all of the following:

Component	Points
MOA Accredited Learning Facilitator	5 points
MOA Accredited Learning Facilitator	3 points
MOA Accredited Learning Facilitator	1 point

**a. Written Examination** refers to the standardized examination which assesses the knowledge, skills, and ability to perform the functions and responsibilities of the position to be filled. It shall be developed by subject matter experts as requested by the HRMPSB. Subject matter experts refer to

**Illustrative example:**

Applicant's response to applying for a position in the HRMPSB Program Specialist (PS) is as follows:

Outstanding Accomplishments	Points	Remarks
Outstanding Employee Award 2013 in NCR	2 points	Not checked. MOV is not used in the EPB
Outstanding Employee Award 2013 in NCR	1 point	Checked
Outstanding Employee Award 2013 in NCR	5 points	Checked
Outstanding Employee Award 2013 in NCR	1 point	Checked

**6. Application of Education.** Application of education in the workplace must be by an applicant in their workplace as a result of their knowledge from education degree/s and unit earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. 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 contribution made by the applicant to their workplace as a result of their education. It may be measured through any or all of the following:

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 position to be filled. An intervention is described as applicable if it can be used in the operations of the functional unit based on its office mandates in the official functions and Office Orders for the creation of the functional unit.

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.

Rubrics:

MOVs	Points
MOA Accredited Learning Facilitator	5 points
MOA Accredited Learning Facilitator	3 points
MOA Accredited Learning Facilitator	1 point

**b. Skills or Work Sample Test** refers to the test that may be administered to assess the applicant's capacity and ability to perform the functions and responsibilities 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.

Rubrics:

MOVs	Points
MOA Accredited Learning Facilitator	5 points
MOA Accredited Learning Facilitator	3 points
MOA Accredited Learning Facilitator	1 point

**Illustrative example:**

Component	Points
MOA Accredited Learning Facilitator	5 points
MOA Accredited Learning Facilitator	3 points
MOA Accredited Learning Facilitator	1 point

**Illustrative example:**

Applicant's response to applying for a position in the HRMPSB Program Specialist (PS) is as follows:

If the intervention made by the applicant does not meet the criteria to be considered, the corresponding points using the rubrics for the placement:

Means of verification:

- Action Plan approved by the Head of Office
- Certificate of Recognition/Merit/Commendation/Appreciation
- Certification of the unit/department/signatory by the Head of Office

Rubrics: (SG 11-15 and SG 24)

MOVs	Points
MOA Accredited Learning Facilitator	5 points
MOA Accredited Learning Facilitator	3 points
MOA Accredited Learning Facilitator	1 point

Rubrics: (SG 16-23 and SG 27)

MOVs	Points
MOA Accredited Learning Facilitator	5 points
MOA Accredited Learning Facilitator	3 points
MOA Accredited Learning Facilitator	1 point

**b. Positions with no experience requirement.** Applicants in positions that do not require previous work experience must submit the OWA to the highest academic/grade level earned as evidenced by Transcript of Records (TOR) or other official documents from the HR Commission on Higher Education (CHED) or other certifying agency. The HR Commission develop a system that transmits the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

Formula:  $\frac{\text{Points} \times (\text{Percentage of Education} - 47/100) \times \text{Weighted Points}}{\text{Total Points}}$

Where:  $X = \text{OWA Transmitted to Percentage Scale}$

MOA Accredited Learning Facilitator = 5 points

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

Illustrative example:

MOVs	Points
MOA Accredited Learning Facilitator	5 points
MOA Accredited Learning Facilitator	3 points
MOA Accredited Learning Facilitator	1 point

by the applicant. The EPB approach draws focus on actual situations in which the applicant was involved in the intervention that led to significant positive results in their current or previous work.

**1. Aptitude.** The BEI shall be used to assess the applicant's potential or capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature. Other areas that may be identified by the HRMPSB:

- Other areas that may be identified by the HRMPSB.
- Other areas that may be identified by the HRMPSB.
- Other areas that may be identified by the HRMPSB.
- Other areas that may be identified by the HRMPSB.

The points allocated for BEI component (2 points) shall serve as 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 total points earned shall be compared to the position to be filled and assign points to each area not exceeding the maximum of ceiling points for BEI.