

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 267

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

November 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 STANDA	ARDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
EDUCATION PROGRAM SUPERVISOR	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	LET/PBET/R.A.1080

Plantilla Item No.: OSEC-DECSB-EPSVR-750049-2010

SG: 22

Monthly Salary: ₱ 71,511.00

No. of Vacancy/ies: 1

Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION (LEARNING

RESOURCE MANAGEMENT SYSTEM SECTION)



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

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

JOB SUMMARY:
☐ To supervise the development, production and distribution of all types of learning resources (printed, digital, multi-media, etc.) for use in the schools division so as to increase access to varied quality learning resources by intended users (i.e. teaching and learning resources and professional development materials)
$\hfill \Box$ To improve delivery of the basic education curriculum.
☐ To provide technical assistance to the schools in the set-up, management, operations, and maintenance of their Learning Resource Centers.

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 **November 23, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
November 13,	Submission of application	Applicants	Face-to-
2023 – November 23, 2023	documents	Records Section	Face
November 24,	Forwarding the	SDS Personnel	Face-to-
2023 - November	transmittal of all	AO IV – HRMO II	Face
28, 2023	application documents to	HRMPSB	
	HRMO for pre-assessment	Secretariat	
	of the documents		
November 29,	Conduct of initial	AO IV – HRMO II	Face-to-
2023 - December	evaluation based on the	HRMPSB	Face
13, 2023	CSC minimum	Secretariat	
	Qualification Standards	HR Personnel	
D 1 11	(QS)	HDMDGD G	0.1
December 14,	Issuance of letter for	HRMPSB Secretariat	Online
2023	qualified and disqualified		& Face-
	applicants		to-Face



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December 15,	Issuance of memorandum	AO IV – HRMO II	Online
2023 - December	on the conduct of written	SDS	
24, 2023	examination, open		
	assessment, and		
	interview of applicants		
December 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 P. ESTACIO, Ph.D, CESO VI OIC – Schools Division Superintenglent

DECEMBER DEVISION OF DIGOS CITY
RECURDS SECTION

23- 11/274

DATE: NOV 14 2021 TIME: 7.22 an



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	CHECKLIST OF R	EQUIREMENTS		Annex C
	of Applicant:	Application Code:		
Position	Applied For:	-		
Office o	of the Position Applied For:t t Number:			
Religion				
Ethnici				
	with Disability: Yes () No ()			
5010 Pa	rent: Yes() No()			
NAME OF TAXABLE			Ver	ification
		Status of Submission		RMO/HR Office/sub-committee)
	Basic Documentary Requirement	(To be filled-out by the	Status of	
		applicant; Check if submitted)	Submission	Remarks
1-		спеск у зартива)	(Check if complied)	
	tter of intent addressed to the Head of Office or highest			
CONTRACTOR OF STREET	aly accomplished Personal Data Sheet (PDS)			
	S Form No. 212, Revised 2017) and Work Experience Sheet, if			
-	plicable			
-	otocopy of valid and updated PRC License/ID, if applicable			
	otocopy of Certificate of Eligibility/Report of Rating, if			
	plicable otocopy of scholastic/academic record such as but not			
	nited to Transcript of Records (TOR) and Diploma, including			
	mpletion of graduate and post-graduate units/degrees, if			
	ailable			
	otocopy of Certificate/s of Training, if applicable			
	notocopy of Certificate of Employment, Contract of Service, or			
	ally signed Service Record, whichever is/are applicable totocopy of latest appointment, if applicable			
	otocopy of the Performance Ratings in the last rating			
	riod(s) covering one (1) year performance prior to the deadline			
-	submission, if applicable			
	necklist of Requirements and Omnibus Sworn Statement on			
	e Certification on the Authenticity and Veracity (CAV) of the cuments submitted and Data Privacy Consent Form			
	her documents as may be required for comparative			
	sessment, such as but not limited to:			
1	eans of Verification (MOVs) showing Outstanding			
	complishments, Application of Education, and Application of			
	arning and Development reckoned from the date of last suance of appointment			
	notocopy of Performance Rating obtained from the relevant	- so-sellme textore		
wo	ork experience, if performance rating in Item (i) is not relevant			
to	the position to be filled			
Att	tested;			
2200				
-				
	Human Resource Management Officer			
	OMNIBUS SWOR	N STATEMENT		
CE	ERTIFICATION OF AUTHENTICITY AND VERACITY			
	nereby certify that all information above are true and correct, a		nowledge and belief, a	nd the documents
su	bmitted herewith are original and/or certified true copies there	eof.		
D.A	ATA PRIVACY CONSENT			
	hereby grant the Department of Education the right to collect a	nd process my perso	nal information as sta	ated above, for purposes
	levant to the recruitment, selection, and placement of personn			
lav	ws, rules, and regulations being implemented by the Civil Servi	ice Commission.		
			Name and Sig	nature of Applicant
Su	abscribed and sworn to before me this day of	, year		

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

Enclosure No. 4 to Deplid Order No. 007, s. 2023)

CRITCHIA AND PCHYT SYSTEM FOR HIRING AND PROMOTION TO RELATED-TEACHING POSITIONS

The assessment for related-teaching positions shall be bused on the following

- an Reduction use may for digrer receivant to the popular to be fitted, exceeding the tractions qualifications requirescens as defined in the CoSC.

 Translang bours referent to the position to be fitted, exceeding the minimum of adjacents of the control of the minimum of adjacent to the requirements as defined in the CoSC adjacent CoSC acquired CoSC adjacent CoSC and the CoSC adjacent CoSC adjacent to the coding to be fitted, specified to the CoSC-approach (5).

 Replete and the cost of the cost of the CoSC-approach plots to the cost of the cost

- The point system for evaluative assessment is detailed in Tasle 1. The point system shall say based out the refu and substronge of the position. Points assigned to each effection shall vivay from one salary image to another, geiving premium is specific eriteria that are more relevant to the position to be filled.

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

		80 11:15	80 16-23 cast 80-27	80.34 (Chlef)
4	Education		10	10
à.i	Training		10	10
6	Experience	1	10	01
15	Performance		30	88
	Outstanding Accomplishments	10	102	10
1	Application of Education	10	15	10
1 10	Application of L&D	10	10	10
4	Potential (N BEI, Work 5	20	20	12
	Total	100	100	100

Page 1 of 18

	Educatio		Training		Experience	95
Weight Allocation,	Socrogenta from peto paren QII	Petinta	Internationals from	Polarie	Decression to fruits militation of	Polasta
	10 or more tistrements	10	10 et morn ascransate	100	15 or men.	30
Adhendine 10 sainti	8-9 Lacronamia	6	6-9 facryments	*	6-9 technismis	20
Frafrabig: 10 points	6-T ignresteavits	e	6-7 stuznannta	0	6-7 Intersents	4
Administration / U pages	4-5 Increments	*	4-5 increepants	*	4-5 Acreements	

Vocant pointine Education Program Supervisor (MAPER) - SG-22 Land and Salany Nange: SO 16:28 and SU 27

Master Teacher

Selecation.	CEC aggrees ands for whom (MAP) or in Education	Corresponding Aerel Assed on Increments Trable
healten	with specific and in specialisms	Lauri 27 (hound an 1904) 3 ag.
Popular	Blassic Metable crask 8	Lovel 2 (Inspect on Table 2.3)

For purpose of determining the baselies level for Education, a factor of the control of the Cont

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

	Educatio		Training		Experience	95
Weight Allocation	Sectogranta from polo polo polo polo polo polo polo po	Petints	Interesamenta finas estaturum QB	Polarie	Decression to fruits militation of	Polasta
	10 or more topy docum	10	10 ar murn andromento	N	13 or steer Instruments	30
Johnston 10 sainti	8-9 Lacrotaemts	6	6-9 Sacrysands	*	6-9 burnamis	20
Frahebig: 10 points	6-T ignressants	¢	6-T snamenests	0	6-7 Intersents	a
Augustanian Julyanan	4-5 Increserate	*	4-5 increepants	*	4-5 Acresents	
	2-3 recretebrata		2-3 increasents	n	2-3 decrements	3

inductive petr CSC approved QS	: Manter's Depree in Education or other relationt Master's	ur training	2 years as Principal or 2 years as Hood Teacher or 2 year
Qualification Str	Ethioation	Training	Experience

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

Minimum Qual Deleganting	mps imment per CBC approved Uthopion Beaufayle for Proprint Supervisor (MAPIC)	Corresponding Leaved Adams on Increments Toble
position	Harmin Dayne in Education or other releasest Mastar's Daynes with sprovincerus in specialisation	Lauri 27 (Proceed are Thirtie 3 all
Popular	Britain milesald translig	Lovel 2 Proced on Table 2 ay
Opriense	2 percent do Alexal Transfer or	Sand Schunder Date Sup

b. After determining the baseline level, the HEMESB shall inempute for the transvensor of an explorative transplant and explorative behavior to documentary requirements. Assumed shall refer to the difference between the applicant's challenging the control of the difference between the applicant's challenging the production of the programment of the minimum flowering (3d 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.

Ver positions with multiple OS requirement for Experience (i.g. 2 years as Petrologia or 2 years as held reduce or 2 years a shador Theodorf, the HEMPS and identify the retevant coperience with the highest the means the severe the shall be the house to determining the final score of the applicant for the Experience component.

-	Using Solato 2 A, the more qualified based of Agalicate E.S. De-anima goalifestons 20 each current Job Teaments rigges in Efficient Annals play and Bringstowns is of Essent 20	The summer of trenscends for Applicant is 'n interestine gentl's others into the omnumer by could summy the minimum QV land planet 21 for a link applicant in gentlification bear facult (b), as therefuled intoxi-	Applitunt's Bibic level - Q1 level = horomorph 28 - 2.2 = 8 becentiments	Computation of Increments bassed on actual Training gualification of Applicant A:		(dead). The contrastion bears of the contrastion flowering last of one wife age of the last way. I want to the contrast of the contrastion flowering last of the contrastion of the cont	is an experiment of the 18 tests stilling an about interesticated to the about the abo	The number of harvestness for Applicant A.P. Draining qualifications night ten- ues compassed by authorating the intelligent tils hand flower (§ han night-flower): qualification lited (Leant 7), or the strated skales.	Applicant's Treshing bowl – QH based a Jachstonerd $P=B=B \text{ theoremeasure}$	Aleb: Aprileon (P) and providing an ABMS 2 Johnsony (, III' 19 The state of Hilffell is assessment (Spec Amilia) Egymen Dayroche 10, III39
Administry (molific gans of Age Serve A	Biochell's Roperton (Basellon	Menution and Speta 24 units sub- of Se a	Educative Leadership and Management	Sompulation of	Frenching Qualifornian of Applicancy A	St April heading on Abul April sain, and leading of December II is IX (001)	M. Aucra French, vs. Richory Etholike. Supporter 3-1 to 31, 2009. M. Senar 90-300 et. verholden enterhald gover or bolden enterhald gover or bolden enterhald gover or 62, 2016.	a huma mish ng un Egykhtina unak odmanan Pelengay Jil, 2013		

of day from A	garing harmoneats frield 24 physiotoxing
Sector Transcript 2 (MISSN) New Ardy 27, 0403 to.	As is times experience relinants to the position in the filled shall be one-defined in the competition of heteromics. Estimate equivalence stall be unknown from the state of first day of services.
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Anney CK. Milk	On usedoc of transpet to Applement A3 Especial specialists plus by on-basist by schrustrag the reviewer Q3 fand (plant 3) for the applement questionates had fated 25, st dispresed solves.
	Applicación Proteing Insei - QS lessi a provenen- 14 - 8 - 9 terrenciadas

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Rubrics for Computation of Points per Criterion

Table 2.b. Increments

Education, Twisting, and Experience (ETE). The points for ETE, corresponding to its spilotiff squalification successful glob, shall be computed using the interments Table (Table 2.4, 2.9, 2.4 and the Ruber's for Computation of Youke for FIT (Rube, 2.4, Only those qualifications that are refevent to the position to the Child shall be given points.

Table 2.a. Increments Table - Education Range

nerement	WW.	Manga
Level	Prom	To
1	One Bank and Wells.	Ramontary Lond Education
2	Bermeskey Cendrate	Annier High School Loyd Education (K to Life
9	Charpes of Number 18gh School (K to 13)	Besider Male Beltood Liver 26thumber (F. to 13)
	Institut Eligh Fürfweit Lithelbate (K to 12) Fegh Milsoll Chrebiesto (Chl. curriculus)	Least then 2 years of Others
o	Occupiental 2 years in Oslings	Less then a Ru-bylev's Degree hat uses then 2
	Backeler's Copies	Lean-than & Unitio series (sweeps) the certainties of
4	6 their sensechments the comperior of a Maner's	Loss than 9 Units current towards the completions of
	9 Units carrow homesty the chapterion of a Master's.	Lens stan, 12 Unite eversit fressen the competition
	32 thigh exand wealed the magieties of a	of a Maei th Degree Lass than 15 Utala service reveards the completion
9	15 Theirs scenario teaments the crospletion of a	C. d. Man (2") Degree Loan Over 18 Dejas cerus tentardis the complexion
п	UN Unition existent famoural the consignering of a	Lons than 21 Units carried towards the citupleries.
13	21 Valle nutral temarity the completation of a	Leav Shate 24 Delte carried triwaris die onspiedes
38	24 Units enclosed teamints the chapters of a	Lone than 27 Units certief briesals die completess
14	27 (hills sorred bases/& the completion of a	Loss than 30 finite nation femants for consistion.
-	Notice Mentry Degree	of a Merita's Degree
	Mantech Depre	Action comes via Country Companies and Companies of a Manchin's Degree
16	All Chriss enzined kinemath libs certapholists of a Manney Degree	Lema Hoars 36 Unities outstall bearinfie the complession of a Mexico's Course
ii.	19 Julia custed translatis the completion of a Manufa Donne	Lone days 39 Uparts served theoryth the corresponde.
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13	42 Units estrind research the completion, of a	Lone these Completo Anethosis's Beguinneaute compartua
R	Compate Apaleon Represents conjusted	115
J.	Master's Degree	Less thes 3 Outh secsed passeds On coephrism of
a	6 Usalin sucrod towards the concletion of a Decimal of Utilits carried invested the completion of	Lose thich is that, evened treateds the completion of a Departmen
g	6 libba curred towards the completion of a	Lette fliets 0 Units capture jamients the completities of
z	8 - List's engoed tements the conspiction of a	Less Duen 12 Dr. As attends towards the completion
2	12 duits enemal transition the completion of a	Less than 15 Dr.in narrott terrurch ter compensat
8	35 Unite august somercle the complement of a	Lata thing 18 Units named linewide the completion
22	18. Units element observes the complement of a	Leas than 21 Dr.Ds carried invents the completion
8	21 Units satisf taments the completion of a	Lone Ones 34 Units request towards the countries.
R	24 Casta sarred someth line completion of a	Late than Chropiste Analasale Reguleusensa
98	Chrysley teaduate flugatements crasposed	Leve Other an extended Doctorale
100	The same of the sa	

the control of the co

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After computing the number of increments from the minimum [baseline] of Stephenest, the corresponding points carried by the applicant for ETE shall be determined using Table 3 (Rudnics for Computation of Plants for Education, Training, and Experience).

Using the applicable rubrice as shown in Tuble 3 and based on the rumber increments extract by Applicant A, the computation of poets for \$78 is as follows:

Total number of	State of Second	de printe
No passe	Paper	This country of the second of
Stant of Paintie	President	S forestinated that the state of the state o
Chergoda	-	Benning Comments Comments Co
		mujer Pasano Lab 1.1 (Str. Lab
Small Scotters of the Applicant	Preference	The principal of the pr
Silveni	Balantin	in possible figure the possib

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

The following general guidelines shall be observed in giving correspon points to relevan: Education, Training, and Experience qualifications.

Education units and/or degrees in multiple or different ma be given corresponding points on a cumulative basis provi-the units and/or degree earned are relevant to the position for; provided further, that the subjects completed are not du

Consistent with the provisions of the CSC ORAGIRO, units and/or
degrees of Choor of Medicine form a cliffactor-cognized institution
may be cansidered master's units and/or degree for purposes of
dwitt points, except for positions that involve practice of profession
covered by board laws.

- Considerer eith Figal Enterior Bord Life Benedition No. 440, a. 2019, Bachelor of Lowe (LLR) (or "Unit Decire") [3]. Benedition No. 440, a. 2019, Bachelor of Lowe (LLR) (or "Unit Decire") [3]. Butte send of Gegen either Considerer of the and its professorar regulatory agencies shall be considered as expension (in presented or considered as a considered as a considered as a considered as a considered to present or present or considered as a considered in present or considered in present or considered in present or considered in the considered of profession coverer, by the rubes presented to the considered of profession coverer, by the rubes in be leasted by the Life.
 - iv. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in C9S Mentorandum Circular (MC) No. 3, a. 2021 (General Guidelines on Digital/Online Learning in the Public Secori.)
- Relevant appetience planed from part inserved or it leads from el-batos per eleg men ye condetend provided, that the approprial Corriflease of Etnoplanest is substituted with details on the actual number of noise rendered by propose of elegan plane, the monthly on years of others are operators and another and the transmitted to a cytum of others or operators are obtained as all the transmitted to a elight (3) hour per day worksity.
- vi, Relevant Experience altred from abroad or outside the Pullipprines turn ple considered provided that the applicant statistics of Criffician of Emphyment. Those documentary replacements written in integrages defer than English or Pilipino shall be accompanied by a complete Roglish translation.
- Applicable provisions under Rule VIII Part I to IV of the CSC ORAOHRA shall apply in the appreclation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.
- 4. Performance Performance refort in the assessment of how tasks cutties responsibilities are carried out or accomplished by the applicant as evidence optimizates rating doctament or other means of verfocision. The performance in obtained in the current on previous do no position than the reformance in obtained in the current on persistant of the position than it relevant to the position than the first partyces of sporing points for preformance.
 - Positions with acquerience requirement. Applicants to positions of require experience mast submit lasts performente raingle overring (1) year performance in the current and previous job or position than referent to the submittee to be filled. Computation of points for performantallal.

Wildens: x = PEGPOROMONE RAINED S = Lightest Anachische PEG to Day BJ 187MS WA - Wileglat Allocation (27 PeGPOROMONE) (20 points for 80 11-15, 80 16-33 and 80 27; 35 points for 80 34) Pointsperfermenced = X/5 * White

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Application with work experience, who are applying to entry level positions or positions with an experience requirement hashed on GS, mant submit latest performance rating/A covering one (1) year performance in the current or previous job or position. The computation stipulated in item 4(s) think apply.

S. Outstaading Accompliahment. Outstanding hoomplahments refer its mentiodease commissioners of an applicant, with as before interesting a discoveries which were day recognised by an attoined body. These must have in either like it for Nov of the page and a stationary of personal position. Contrasting incomplishments must lave the 10 positive mention to their working. Outstanding includency in operation, increasely production, improved working studiation, and/or switching in government sprending.

Table 5 below estumerates the components of Outstand the corresponding transforms points for each component.

Component	Polatificonswing Access Belazent
Awards and Recognition	2 points
Research and hinovation	5 points
Subject Matter Expert / Membership in National Technical Working Groups (TWGs) or Committees	3 points
Resource Speakership / Leutrung Facilitation	2 points
WRAP Accredited Learning Facilitator	2 points

The points allowation in Table 5 shall serve as the maximum or cell ag points and the cancel for each component. The points served for each component. The points serve flow the forms with companion countailors to the component of the companion for containing for companions and the companion of the containing the companions of the callouist production for the containing the companion of the containing production in Table 1 Plottin System for Evaluation Newscarreri for Plottine Technique Production

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

Necional lorel individual avenda acquired from a thorough reversi processes and given by requestion and city and policy and as 14%, sector and account which the fallings in Device Development Authority (PGDA), Persopament Authority (PGDA), Persop

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

Ausards and Recognishon. This may refer to academic or inter-school awards, or outstanding employee awards.

a.1. Arademic or Inter-School Auurds. This shall apply only to applicants with no or less than one (1) year work experience (e.g., fresh graduatos)

----- - 4.386/F * 20 = 17,424

Visionin Professor. Education Program Specialist II – 5G 16

a.1. Internal applicants.

The performance ming required for internal applicants shall be the nating intervel to from the beautist based Performance Management System (FPAS) individual Performance Camminisment and Review (IPAS) Form obtained from the applicants current or previous position that is relevant to the openion to be filled.

Newere, as a mandatory requirement, the applicant shall sho be required to valued; a performance ming of at least Very Standarony (VS) to be last using period prior to the dat of measurement or screening, except for straining period prior to the dat of measurement or screening, except for performance wings as least Statisticity (S).

but official or rapicos, who is on delical person distance, for reasons such as materialy leve, local or design echicalists, training grain, or obtaining a delical between may be considered for promotion. In stable cesses, a performance many in the last maining partial partie to the lever of abstract shall be required.

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

a.2. External applicants.

for external applicants whose performance is assessment using a five (5)— and adjusted performance rating scale, the midgloofn value of the RPMS state (Table 4) equivalent to the adjectival arring shall be used as the opplicants, benchmarks shall be the Certificance of Rating must be supported with the Performance Scalabalton Tool.

Table 4. Midpoint Value of the RPMS Rating

Midpotat Value	4.75	3.	2.995		0.7495
RPMS Rating Scale	Outstanding 4,500-5,000	Very Satisfactory 3,500-4,499	Satisfactory 2.500-3.499	Unantistactory 1,500-2,499	Poer

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

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

At least three (3) endemic or inter-school 2 points awards or (729 Award or 729 10 in Board (28 Ed-light) Estimatesion (1 point At least two (2) scaledness writer-school 1 point (1 point 2) academic or inter-school 1 point	Component	Polisticanismostales Spins &
(2) wadernic or inter-school	tiree (3) academic or inter r TOSP Award or Top 10	2 points
	(2) wadernic or inter-school	1 point

a.2. Outstanding Braplayee Aucout. This shall apply is applicants with previous work experience, or those applying to positions with experience requirement.

- Any issuance, memorandum or for the Search; and
 Certificate of Recognition/Merit.

Companent	Politifique nating four-years.
Applicants from external institution	
Organizational Level Search or Higher	2 points
Local Office Search	1 point
licants from central office	
National Level Search or Higher	2 points
Antral Office Search	1 point
licants from regional office	
National Level Scarch or Higher	2 points
Regional Office Search	point
licants from schools division office	
degional Level Search or Higher	2 points
Division/ Proviscial/City Level Search	l point
Beauts from sobools	
Division Level Search or Higher	2 points
School/Municipality/Diatrict Level Search	Looint

For multiple worth recorded from the some search giving leady and/or search contegory that are conditioned in parts or progressive numers, only the highest leady search all the some search of the contegor of the division, regional, national fixed, Similarly, only the highest search at the digital printing to cases where applicants subbanic multiple search should different search should be cases where applicants subbanic multiple search from different search should be content to the content of the content shall be

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Adjective Performance Builty Scale in the previous job. Below Expectation; Nends Ingressment, Good, Strang, Sales &

****** * 3.995,8 * 20 + 15.98

For external applicative whose performance is measured taking other numerical or adjectivel rating systems with scale take are not aligned with the five [5]-point nume scale of the 19748, the 1818/1958 shall develop a system that runsamize the performance rating to the corresponding points companies to the exhibit publics of the FPMS.

when a popular to the use and positions with experience; requirement shall when the training the processor of the popular to the position to be fined, the manufaction of preformance whitely the most not be position to be fined, the submission of performance while the training the area were the Performance criticals. No proxy measure shall be considered in the absence of the applicable performance mitting.

Posttions with no experience requirement. Applicants to positions do not reporter previous experience must submit the board examinant Carcer Service Edgibility ratings. Computation of points for perform shall be as follows:

Pointsperfermance = x/100 * WAper

Wester:
A. * Board East / CS Bisphelig valley
M.A. = Weight Allocation for Performance
(20 points for 80 11-15, S0 16-23 and S0 27; 25 points for 80 24)

******* * \$2.75/200 * 30 * 16.55 Vecent Pressor: Education Progress Specialist II - 319 16

For honor graduates covered by Presidential Decree (PD) 907 titled, Ornering-Oid Service Eighblity to College Honor Touchares, as well as the Euregin School Honor Graduate Eighblity (PSHOE) as stipulated under CSC Resolution No. 1302/714, the following ruthic shall apply.

b. Research and Innovation

- A. Proposal daily agraved by the Bland of Oton or the designated Research Committee per DO No. 16, a 2017 to a control of the Bland of different and a Accompliatorer Report and the March 19 by the Bland of the Certification of utilitation of the innovation or research, within the subsidiorities of the innovation or research within a moderate school-office day, support by the March 19 by the Marc

MOVs Submitted	Politication (Beases)
L.B. Cok D	5 points
, B, C & E	5 points
Ondy A. B & C	4 points
Only A & B	3 points
Only A	2 points

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

Studyest Matter Report / Manuherally in National TWGs or Committed
This study is applicated to the Committee of the Indicated Perceival Perceival Committee of the Committee of the Indicated Perceival Perceival Committee of Indicated the Committee of Indicated the Committee of Indicated Indicat

- - MOVis Submitted Pointwess ALL MOVs 3 points 3 points Only A & B 2 points

d. Resource Speakership / Learning Pacititation. This shall apply to applicants with have been requested and furties to abase their chericuloga and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or

certaing Facilitator in sentiaurs, training programs, conferen ouvention, congress, forums, learning action cells (LAC) sessions, etc.

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

A. Jassance/Memorandum/Invitation/Training Metrix, B. Certifinet of Recognition/Metri/Commondation/Aug c. Stude deck/n used and/or Sension guide/s.

Adjusted from extrevel institution from extrevel institution from extrevel institution of the configuration of the

NEAP Accredited Learning Facilitator. This shall apply to applicat who have been given accreditation as Learning Facilitator by the Nation Educator Academy of the Philippines (NEAP).

A. Certificate of Recognition as Learning Facilitator issued by NRAP Regional Office.

S. Certificate of Recognition as Learning Facilitator Issued by NSAP Central Office.

MOVe Selected Polskinst terror nesses Accredited National American 2 points Accredited National Trusteer 1.5 points Accredited Selected Trusteer 1.5 points

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7. Application of Learning and Development (LAD). Application of LAD is a prevent success of the Learning guident from the human resource Gerelopment (HGD) interventions door, distracted by the applicant which must have led to alguifform positive results in their carrent or previous work.

Higher premium shall be given to no application of IAD or incoveration made I the applicant that is relevant and applicable to the position to be filled. The definitio of relevant intervention as actipulated in Item 6(a) of this Order shall apply.

A Confined of Thesing or Confined on any applicable IAO intervention appared that is aligned with the includent care of the external applicables, a certification from IR shaint gain that the IAO intervention is aligned with the case that a first application in their carrier is repointed with the case that a first application in their carrier is repointed and the case of the c

D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a differen office at the local/higher level

5OVa Submitted	Polatanes	settless of 3400
	181	Not Referrent
	10 points	5 posinity
8.60	7 points	3 prints
AAR	Specials	1 count

8. Potential. Potential refers to the capacity and stolity of an applicant a sessume the drifter 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.

and a second	FURIERS	Pepealtor)	
	80 11-15 80 16-23 80 27		
ritten Baaniqations (VP)	5 points	5 printed	
calls or Work Seanple Prete (S/WST)	10 points	5 points	
avioural Events Interview (DEI)	5 points	S points	

a. Written Exemination refers to the standardized comination which innearing the Barowielde, language professors, altitly to present lotes, Judgment and innextrating shalling of the applicant. The lost and evaluation rularin appropriate to the position of edition must be derivated by a subject mainter experts an requested by the HMMSSL subject mainter superior refer to

individuals internal or external to the office where the vacanny exists, or to the Department, who have working knowledge of the specific competencies reprieted by the position to be filted.

Where: x= Scoro/reting in written examination in percentage WA= Weight Allocation for WBPointspan = x/100 * WApray

ram Specialist II - BG 16		30 - 8 - 9 00
Vacare position. Education Prog	X = 85 WA = 5	Budgeton in 867

Settifs or Work Remaple Twest reters to the test that may be administered to evaluate the application of skills retented to the requirement of the position to the filled. The feet and evaluation radies must be designed by subject matter experts as requested by the IRRMSB deponding on the type of skills trest requerted by the position to be filled.

Where:
x = Score/scling in the S/WST in percentage ecole:
WA = Veright Allocation for S/WST
(10 perins for S0.11:15, S0.16-33, S0.27; 5 points for S0.24) Pointhung = x/100 * WAggurn

100	
0: - VA	

Betherieved rights between gard retes to technical self-state of all and self-state of the self-state

Applicent Omings is supplying for a Bender Edinestien Program appreciated (90.19) in Taylof Germa Ciffer, life is currently an information Program Specialist if in SGO Quation City appointed in October 2016. For the purpose of comparing his Outsterning Assemplatements, In submission for planting 87019s.

Outstanding Accomplishments	Points based on Rubric	HENDAD Hemarks
evards and Beogsttten: staturaling Erphyser Award 2015 in MCR omplets ACVs subsatted	2 points	Not credited, MOV has been used in the list presodies
Wastanding Employee Award 2018 in SDO Secon City (complete MOVs submitted)	2 point	Chvilland
ut evertion or Research: High continue on Amelian de Learning Faailuater on everont on Quality Assessment in neiect PICR chools (complete MIY) automitted)	5 points	Oroffled
tesource Specificarkity/Learning Facilitation Afficate of Recognition as Remarco Specificar of chootion Assessment to September 2015 in refid RCR (complete #07% submitted)	2 peting	Credited

Application Compared to Management (Perspective Manag

distribution and configuration application of consiston in the confirmation made by an applicant to other forms of the confirmation of the consiston of the confirmation of the confirmati

a. Positions with experience requirement. Applicables of education is the contributions under by the application to other versions as a result of take learnings from their education degrees or units corneis, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled.

Belevant intervention is described as the intervention that is directly supplicable in the Antonional universe the position applied for in face. As universe the contemplated in face in face of the contemplate is described to several to the opposition of the contemplate in the contemplate in the contemplate in the contemplate in the contemplate is described in the contemplate in the functional unit. 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.

by the applicant. The STAR approach draws focus on acrual filtuations in which the applicant study is Task's that the applicant faced; the Actions that the applicant look; and the Results of those actions. The BEI may be used to assess the following areas:

Agenda, The IRE hall be used to seem at no speciarly posted to their opportly and allege to assume the dutting of the posteons to filled and their lighter posteons that are recreated in studies. If, Ornecontained or make, it shall be used to gauge other relevant approximation or make, it shall be used to gauge other relevant approximation or make, it shall be used to see the seement of the see

The potent highest of BH compount is pointy shall serve be the maximum or calling points are also as a constant of the points of

If the intervention mode by the applicant doze not neet the criteria to be medicard, then said intervention shall be considered, and be given corresponding points using the rubries for five featurer.

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

Rubrica: (SG 11-15 and SG 24)

		retina of Memoriani
	Relevant	Not Relavant
NUL MOVs	10 podrats	5 points
Only A & B	7 points	3 swints
Only A	5 points	I pount
MOVs Submitted	Polatisyn	Other of Silvernissis
	Relevant	Rot Relevent
ALL MOVs.	15 points	9 hoints
Anh A & B	12 roints	6 cointa
	A	The same of the sa

Publican little an experience repetiments, Applicant to prolificate units of the contract previous work experiences, Applicant to prolificate units and evidence of the Transcript of highest reducing/plane for enems as evidence of the Transcript of the Description of Highest Experience (1990) provided profession (1990) to the Commission of the Commissio

Politikippitusten of Releasting a X/100 * WAyapi

Whene:
x = CHLV transacted to persentings exule
XA = Weight Albestien for Application of Balacation
(10 points for 80 11-15 & 80 24, 15 points for 80 10-53 & 80127)

Vacont position: Education Program Speelatter II - 4G 16

Polistingsprinceins of Bispersins; = 82.75/100 * 15 = 12.4125

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