



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	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>EDUCATION PROGRAM SUPERVISOR</b>	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
<b>Plantilla Item No.:</b> OSEC-DECSB-EPSVR-750049-2010 <b>SG:</b> 22 <b>Monthly Salary:</b> ₱ 71,511.00 <b>No. of Vacancy/ies:</b> 1 <b>Place of Assignment:</b> CURRICULUM IMPLEMENTATION DIVISION ( <i>LEARNING RESOURCE MANAGEMENT SYSTEM SECTION</i> )				



**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)
- 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](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



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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  
**RECEIVED**  
 22-111726  
 DATE: NOV 14 2023 TIME: 9:12 am  
 BY: *[Signature]*

OSDS/ADMIN / HR/dbc



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**CHECKLIST OF REQUIREMENTS**

**Annex C**

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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.



Internal Applicants	
Appointments Program: Specialized # - 20 14	
Adjusted Performance Rating scale for performance job	
Performance rating for the applicant	
$z = \text{RPM} - \text{min rating value (from rating scale)}$	
$\text{MOV} = 20$	
$\text{Final} = z + \text{MOV} = 20 + 18.20$	

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 HRMAPPs shall develop a conversion table for use in computing the MOVs to the corresponding points compatible to the existing rubrics of the RPMs.

External applicant/s to be seated, together with experience requirements, 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 case shall be considered as a disqualification. The applicant's performance shall be considered in the absence of the applicable performance rating.

**Finalists shall be required to submit the following positions that do not require previous experience and submit the following positions that do require previous experience:**

Means of verification:  
 A. Issuance or Memorandum showing the membership in NTWG or Committees;  
 B. Certificate of Participation or Attendance; and  
 C. Original/Adoption by the organization/hospital

**Rubrics:**

MOVs Submitted	Points
All A, B, C	3 points
Only A, B, C	4 points
Only A, B	2 points
Only A	1 point

$\text{Final} = z + \text{MOV} = 20 + 18.20$

Where:  
 z = Performance Rating  
 MOV = Weight Allocation for Performance  
 (20 points for SO 11-15, 30 16-23 and 20 27; 25 points for SO 24)

Internal Applicants	
Appointments Program: Specialized # - 20 14	
Adjusted Performance Rating scale for performance job	
Performance rating for the applicant	
$z = \text{RPM} - \text{min rating value (from rating scale)}$	
$\text{MOV} = 20$	
$\text{Final} = z + \text{MOV} = 20 + 18.20$	

For honor graduates covered by Presidential Decree (PD) 907 titled, "Granting Civil Service Eligibility to College Honor Graduates, as well as the members of their families who are honor graduates who were appointed under CSC Resolution No. 1302714, the following rubric shall apply:

b. Research and Innovation

- Means of verification:
  - Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
  - Certificate of participation in the research
  - Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
  - Publication of the research in a journal or journal of research or another school/office duly signed by the Head of Office
  - Proof of citation by other researchers whose study/research, which is based on unpublished work, is likewise approved by the authorized body of the concept developed in the research.

**Rubrics:**

MOVs Submitted	Points
All A, B, C, D	5 points
Only A, B, C	4 points
Only A, B, D	3 points
Only A, B	2 points
Only A	1 point

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 TWG or Committees.

Subject Matter Experts (SMEs) are individuals who have a high level of work relevant to the national level. This may include but not be limited to their theoretical and practical knowledge, skills, and experience to develop an output, or contribute to the development of a policy, program, or project, or to the formulation of laws, rules, and regulations. SMEs should be members of National TWG 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. Original/Adoption by the organization/hospital

**Rubrics:**

MOVs Submitted	Points
All A, B, C	2 points
Only A, B	1 point

d. Resource Sponsorship / 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 Trainee, Trainer, and/or

Internal Applicants	
Appointments Program: Specialized # - 20 14	
Adjusted Performance Rating scale for performance job	
Performance rating for the applicant	
$z = \text{RPM} - \text{min rating value (from rating scale)}$	
$\text{MOV} = 20$	
$\text{Final} = z + \text{MOV} = 20 + 18.20$	

For external applicants whose performance is measured using a five (5) point adjectival performance rating scale, the midpoint value of the RPMs rating table in equivalent to the adjectival rating shall be used as the minimum rating value in computing the MOVs to the corresponding points supported with the Performance Evaluation Tool.

$\text{Final} = z + \text{MOV} = 20 + 18.20$

Where:  
 z = Performance Rating  
 MOV = Weight Allocation for Performance  
 (20 points for SO 11-15, 30 16-23 and 20 27; 25 points for SO 24)

RPMs Rating Scale	Midpoint Value
5-Excellent	4.75
4-Very Good	3.96
3-Good	3.17
2-Fair	2.38
1-Unsatisfactory	1.59
0-Best	0.795

Table 4. Midpoint Value of the RPMs Rating

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

- Means of verification:
  - Memorial or inter-school award; or
  - Certificate or any document showing top ranking a board or Commission; or
  - Certificate or any document showing "TOP" Award.

**Rubrics:**

MOVs Submitted	Points
All A, B, C	2 points
Only A, B	1 point

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

- Means of verification:
  - Any issuances, memorandum or document showing the Criteria for the Award; and
  - Certificate of Recognition/Merit.

Rubrics:

MOVs Submitted	Points
All A, B, C, D	2 points
Only A, B, C	1 point
Only A, B	1 point
Only A	1 point

For multiple awards received from the same award giving body and/or the highest level award shall be considered (e.g. NSCP earning coach at the division, regional, national level). Similarly, only the highest award shall be considered. Applicants submit multiple awards from different award giving bodies.

iii. Candidates with Special Education Needs (SEN) Resolution No. 455, 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 body shall be considered as academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules and regulations subject to further disciplinary guidelines as they 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 Adapt/Online Learning in the Public Sector).

v. Relevant experience gained from part-time work of at least four (4) years shall be considered in computing the MOVs to the corresponding points. Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the months and days of part-time work shall be converted to equivalent full-time work or 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. Relevant experience in occupations/languages other than English or Filipino shall be accompanied by a complete English translation.

f. Applicable provisions under Rule VIII Part IV of the CSC OROA/RRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to STL 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 any other supporting document that shall be used 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 job. Computation of points for performance shall be as follows:

Where:  
 z = Performance Rating  
 MOV = Weight Allocation for Performance  
 (20 points for SO 11-15, 30 16-23 and 20 27; 25 points for SO 24)

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 and previous job or position. The computation of points for performance shall apply.

5. Outstanding Accomplishments. Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, innovations, or discoveries which were duly recognized by an authorized body. These must have a direct link to the public service and be duly documented. Such accomplishments may have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.

Table 4 below enumerates the components of Outstanding Accomplishments and the corresponding minimum points for each component.

**Table 4. Components of Outstanding Accomplishments**

Component	Points
Awards and Recognition	2 points
Subject Matter Expert / Membership in National Technical Working Group (NTWG)	3 points
Resource Sponsorship / Learning Facilitation	2 points
NSCP Accredited Lateral Entrant	2 points

The points allocation in Table 4 shall serve as the maximum or ceiling points that may be earned for each component. The points earned from such component are to be added to the weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Qualitative Assessment for Related Training 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) Awards, National Police Development Center (NPDC) Deter, etc., shall be given maximum points in Outstanding Accomplishments (i.e. five (5) years for SO 16-23 and 30 16-23 and 20 27; and 10 points for SO 11-15 and SO 24).

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

6. Awards and Recognition. This may refer to academic or inter-school awards, or outstanding employee awards.

a. Academic or Inter-School Awards. This shall apply only to applicants with up to or less than one (1) year work experience (e.g. fresh graduate).

- 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):
- Issuance/Memoandum/Resolution/Training Matrix;
  - Certificate of Recognition/Merit/Commendation/Approval;
  - Use check/s used and/or Session guide/s.

Level	Points	Weight Allocation for MO
Applicants from external institutions	1 point	10%
Level 1 (L1) - Level 2 (L2)	2 points	20%
Level 3 (L3) - Level 4 (L4)	3 points	30%
Level 5 (L5) - Level 6 (L6)	4 points	40%
Level 7 (L7) - Level 8 (L8)	5 points	50%
Level 9 (L9) - Level 10 (L10)	6 points	60%
Level 11 (L11) - Level 12 (L12)	7 points	70%
Level 13 (L13) - Level 14 (L14)	8 points	80%
Level 15 (L15) - Level 16 (L16)	9 points	90%
Level 17 (L17) - Level 18 (L18)	10 points	100%

- c. **NSRF Accredited Learning Facilitator.** This shall apply to applicants who have been given recognition as Learning Facilitator by the National Education Council of the Philippines (NEC).

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NEC;
- Certificate of Recognition as Learning Facilitator issued by NSRF Central Office.

Rubrics:

MOVs	Points	Weight Allocation for MO
Accredited National Trainer	1.5 points	15%
Accredited Regional Trainer	1 point	10%

7. **Application of Learning and Development (LAD).** Application of LAD is a proven success of the knowledge gained from the human resource development (HRD) process which will lead to significant positive results in their current or previous work.
- Higher premium shall be given to an application of LAD or incorporation 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) of this Order shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable LAD Intervention acquired that is aligned with the Individual Development Plan (IDP) for external applicants, a certification or certificate of the applicant in their current or previous position shall be required;
- Learning (LEL) Impact Action Plan (IMAP)/Job Embedded LAD Intervention (JELI) Impact Project applying the Learning from the LAD Intervention (LAD) Intervention (LAD) Intervention, duly approved by the Head of Office;
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office at the higher level;
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOVs	Points	Weight Allocation for MO
ALL MOVs	10 points	100%
Only A, B, C	5 points	50%
Only A, B	3 points	30%
Only A	1 point	10%

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	Weight Allocation for MO
Written Examination (WE)	50-115	50-55%
Skills or Work Sample Tests (S/WST)	50-25	5-10%
Behavioral Interview (BI)	10 points	5 points
Behavioral Interview (BI)	5 points	5 points

9. **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 process shall be designed to measure the applicant's ability to perform the major duties and responsibilities of the position to be filled. Subject matter experts (SME) or subject experts as requested by the HMRPSI. Subject matter experts (SME) to

Illustrative example:

Applicant: *Example of an applicant for a Senior Education Program Specialist (SE 19) in the Department of Education (DOED) - Division Office (DO) - Marikina City. The applicant is currently an Education Program Specialist in the DOED - Marikina City. He submitted the following MOVs:*

Outstanding Accomplishments	Points	Weight Allocation for MO
Awarded and Recognized as Outstanding Education Program Specialist (SE 19) in the Department of Education (DOED) - Marikina City.	2 points	20%
Outstanding Teacher Award (OTA) in the Department of Education (DOED) - Marikina City.	1 point	10%
Outstanding Teacher Award (OTA) in the Department of Education (DOED) - Marikina City.	5 points	50%
Outstanding Teacher Award (OTA) in the Department of Education (DOED) - Marikina City.	1 point	10%

Applicant: *Example of an applicant for a Senior Education Program Specialist (SE 19) in the Department of Education (DOED) - Division Office (DO) - Marikina City. The applicant is currently an Education Program Specialist in the DOED - Marikina City. He submitted the following MOVs:*

- Application of Education. Application of education is the contribution made by the applicant to their workplace as a result of their learning and development. The application of education must have led to significant positive results in the applicant's current or previous work.

- Potential with experience requirement. Application of education is the contribution made by the applicant to their workplace as a result of their learning and development. The application of education must have led to significant positive results in the applicant's current or previous work.

- Potential with experience requirement. Application of education is the contribution made by the applicant to their workplace as a result of their learning and development. The application of education must have led to significant positive results in the applicant's current or previous work.

- Potential with experience requirement. Application of education is the contribution made by the applicant to their workplace as a result of their learning and development. The application of education must have led to significant positive results in the applicant's current or previous work.

- 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.

MOVs	Points	Weight Allocation for MO
ALL MOVs	10 points	100%
Only A, B, C	5 points	50%
Only A, B	3 points	30%
Only A	1 point	10%

Illustrative example:

MOVs	Points	Weight Allocation for MO
ALL MOVs	10 points	100%
Only A, B, C	5 points	50%
Only A, B	3 points	30%
Only A	1 point	10%

10. **Skills or Work Sample Tests** 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 (SME) or subject experts as requested by the HMRPSI. Subject matter experts (SME) to

MOVs	Points	Weight Allocation for MO
ALL MOVs	10 points	100%
Only A, B, C	5 points	50%
Only A, B	3 points	30%
Only A	1 point	10%

Illustrative example:

MOVs	Points	Weight Allocation for MO
ALL MOVs	10 points	100%
Only A, B, C	5 points	50%
Only A, B	3 points	30%
Only A	1 point	10%

11. **Behavioral Interview (BI)** refers to the conduct of direct inquiry with the applicant, focusing on the display of desired behaviors when performing the major duties and responsibilities of the position to be filled. The test and evaluation process shall be designed to measure the applicant's ability to perform the major duties and responsibilities of the position to be filled. Subject matter experts (SME) or subject experts as requested by the HMRPSI. Subject matter experts (SME) to

- If the intervention made by the applicant does not meet the criteria to be followed, there shall be no intervention shall be considered and be given corresponding points using the rubrics for the relevant

Means of verification:

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

Rubrics: (SD 11-15 and SD 24)

MOVs	Points	Weight Allocation for MO
ALL MOVs	10 points	100%
Only A, B, C	5 points	50%
Only A, B	3 points	30%
Only A	1 point	10%

Rubrics: (SD 16-23 and SD 27)

MOVs	Points	Weight Allocation for MO
ALL MOVs	10 points	100%
Only A, B, C	5 points	50%
Only A, B	3 points	30%
Only A	1 point	10%

12. **Potential with no experience requirement.** Applicant to positions that require no experience requirement shall be given the highest number of points based on the highest academic/grade level earned as evidenced by Transcript of Records/Certificate of Graduation/Special Order from the Commission on Higher Education (CHED) or other relevant documents. The applicant's development a system that transmits the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

Where:	Points	Weight Allocation for MO
A = CHA Transmitted to percentage scale	10 points	100%
WA = High Allocation for degree of education	10 points	100%
MA = High Allocation for degree of education	10 points	100%
LA = High Allocation for degree of education	10 points	100%

Illustrative example:

MOVs	Points	Weight Allocation for MO
ALL MOVs	10 points	100%
Only A, B, C	5 points	50%
Only A, B	3 points	30%
Only A	1 point	10%

13. **Potential with no experience requirement.** Applicant to positions that require no experience requirement shall be given the highest number of points based on the highest academic/grade level earned as evidenced by Transcript of Records/Certificate of Graduation/Special Order from the Commission on Higher Education (CHED) or other relevant documents. The applicant's development a system that transmits the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

Where:	Points	Weight Allocation for MO
A = CHA Transmitted to percentage scale	10 points	100%
WA = High Allocation for degree of education	10 points	100%
MA = High Allocation for degree of education	10 points	100%
LA = High Allocation for degree of education	10 points	100%

Illustrative example:

MOVs	Points	Weight Allocation for MO
ALL MOVs	10 points	100%
Only A, B, C	5 points	50%
Only A, B	3 points	30%
Only A	1 point	10%