

# Republic of the Philippines

# Department of Education

DIGOS CITY DIVISION

# Office of the Schools Division Superintendent

## **DIVISION MEMORANDUM**

OSDS-2023- 297

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 17, 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		QUALIFIC	ATION STANDAR	DS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
GUIDANCE COUNSELOR II	Master's Degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)

Plantilla Item No.: OSEC-DECSB-GUIDC2-750135-2016

SG: 12

Monthly Salary: ₱ 29,165.00

No. of Vacancy/ies: 1

Place of Assignment: SENIOR HIGH SCHOOL IN DIGOS CITY

JOB SUMMARY:

• To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement



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

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

sustainable programs and projects to enhance the delivery of quality basic education.

- To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.
- To assist districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC – SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **DIVISION OFFICE – RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one
   (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C or you may download the file on this link: <a href="https://bit.ly/ChecklistOmnibus">https://bit.ly/ChecklistOmnibus</a>), 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



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 27, 2023**. You may submit to the guard during weekends and holiday.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
November 17,	Submission of application	Applicants	Face-to-
2023 – November 27, 2023	documents	Records Personnel	Face
November 28,	Forwarding the	SDS Personnel	Face-to-
2023 - November	transmittal of all	AO IV – HRMO II	Face
30, 2023	application documents to	HRMPSB	
	HRMO for pre-assessment	Secretariat	
L.	of the documents		
December 1, 2023	Conduct of initial	AO IV – HRMO II	Face-to-
- December 15,	evaluation based on the	HRMPSB	Face
2023	CSC minimum	Secretariat	
	Qualification Standards (QS)	HR personnel	
December 18,	Issuance of letter for	HRMPSB Secretariat	Online
2023	qualified and disqualified		& Face-
	applicants		to-Face



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December 19,	Issuance of memorandum	AO IV – HRMO II	Online
2023 - December	on the conduct of written	SDS	
28, 2023	examination, open		
	assessment, and		
	interview of applicants		
December 29,	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.

For and in the absence of the Schools Division Superintendent

SOLLIE B. OLIVER, JD, MATE

Chief – School Governance and Operations Division
Officer-In-Charge

Devil Schools Division of Digos City

RECORDS SECTION

BY: JW.

OSDS/ADMIN/HR/dbc



	CHECKLIST OF R	EQUIREMENTS		Annex
an	e of Applicant:	Application Code:		
osi	tion Applied For:			NAME OF TAXABLE PARTY.
	ee of the Position Applied For:			
	tact Number:			
	nicity:			
	on with Disability: Yes ( ) No ( )			
olo	Parent: Yes ( ) No ( )			
		Status of	Ver	rification
		Submission	(To be filled-out by the H	RMO/HR Office/sub-committee)
	Basic Documentary Requirement	(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
	Letter of intent addressed to the Head of Office or highest			
-	human resource officer Duly accomplished Personal Data Sheet (PDS)			
-	(CS Form No. 212, Revised 2017) and Work Experience Sheet, if			
	applicable			
	Photocopy of valid and updated PRC License/ID, if applicable			
	Photocopy of Certificate of Eligibility/Report of Rating, if			
-	applicable			
	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including			
	completion of graduate and post-graduate units/degrees, if			
	available			
	Photocopy of Certificate/s of Training, if applicable			
	Photocopy of Certificate of Employment, Contract of Service, or			
_	duly signed Service Record, whichever is/are applicable Photocopy of latest appointment, if applicable			
	Photocopy of the Performance Ratings in the last rating			
	period(s) covering one (1) year performance prior to the deadline			
	of submission, if applicable			
	Checklist of Requirements and Omnibus Sworn Statement on			
	the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
	Other documents as may be required for comparative			
	assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding			
	Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last			
	issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant			
	work experience, if performance rating in Item (i) is not relevant to the position to be filled			
	Attested:			
	Human Resource Management Officer			
	OMNIBUS SWOR	N SIAILMENI		
	CERTIFICATION OF AUTHENTICITY AND VERACITY	and of manager 11	normadas sud t-1/-0	and the decree
	I hereby certify that all information above are true and correct, a submitted herewith are original and/or certified true copies there		nowledge and belief, a	and the documents
	DATA PRIVACY CONSENT			
	I hereby grant the Department of Education the right to collect a relevant to the recruitment, selection, and placement of personn laws, rules, and regulations being implemented by the Civil Serv	el of the Department		
			Name and Sig	gnature of Applicant
	Subscribed and sworn to before me this day of	, year		
				6.1
			Person Administering	Cath

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.

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

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

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSC anoroyed CS:

- spiproved (Sc.

  Training from retwent to the position to be filled, exceeding the minimum qualification requirements as defined in the CSG-approved QR, acquired after the last promotion true utilities to least feel sprains;

  Experience reterior to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSG-approved QR.

  A Performance hased on submitted performance minit generica; one (1) years or 12 morths performance in the current or previous job or position or 12 morths performance in the current or previous job or position or the position to make a experience of the hist promotion;

  Out set (so the publication of affective for the last promotion;

  Application of Instraing and Development (IADI) acquired after the last promotion;

  Application of Instraing and Development (IADI) acquired after the last
- promotion; and

  b. Petential measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1. The point system shall way based on the level and salary range of the position. Points assigned to each criterian shall vary from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled.

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

Page 1 of 18

Talenda allination	Education	8	Training		Experience	8
reaght allocation	Magazinatura Gill Makadantura Gill	Dwints	Incressment's from Pol	Polaris	minimas Q8	T-
	10 or more	100	(distributed)	10	TO or seem	10
School Control	8-9 increments	9	6-9 leparaments	*	S-9 surements	m
Indiateg 10 points	6-7 ignessants	2	6-7 structuations to		6-7 ipressents 6	
electronic contracted	4-5 lugrenments		4-S (sorreguets		4 4-5 acrements	
	3-3 introduction	10	2-3 increments	N.	2 2-3 (a)(2)(4)(6)(1)	N

ing System: September 30, 2022

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

a three sal	defined 5 feature and forestipular and 2 featured of the feature and forestipular and forestipular and forestipular and forestipular and forestipular and feature	Billiacerthan Program Superrolans (MAPSI)  Bassin's Depose in Elemente et  Bassin's Depose in Elemente et  Bassin's Depose in Elemente et  Bassin's Depose in Elemente  Bassin's Depose in Ele
	of 2 Designed on Table 2.	27 (hue ad an Yelde

For purposes of determining the leastine level for Education, any professional or specialization units, if there is any, as may be required in the CSC-upproved, QS in solution to use-Sourasion degree shall be considered optowhere for a Bachesion's agree in Biocutation (e.g. Bacheloth's degree pita. 18 professional units in Education with appropriate support a level of backed in Table 2.3th Additional professional and expenditurion units shown to some professional expensional control and an analysis of the solution degree (i.e., 1922, 1932). Its least in the completion of advanced and professional and solution and professional and solution and professional and solution and professional and solution and an advanced and an advanced solution and advanced solutions.

Weight Allocation	Education Inconserva Jean salutanum QII 10 or more	Prolints	Training Lecepenants from artelepum 98 10 or more		Pelate	Emperient Points In crements from minimum QS 1D arrange
	Society and a second	10	Approximately		10	10 ID ar soore
Behronikon: 10 peiertii		9	8-9 liperaturate	Mts	ets &	6.8 9
nutrating: 10 points	6-7 ignressants	2	6-7 increases	8		6 6.7
o Januaria	4-5 luarements		4-5 innevenants	÷		
	2-3 introduction	10	2-3 increments	27.75	N.	

Vacant position: **Education Program Supervisor (MAPEH) – SG-22** Level and Salary Range: SG-16-23 and SG-17

All Bourton Standards per CSC-approved QS Banachen : Mattere V. Dopper in Blancachen or other relevant Mester's Entracten : Lourge with specific were of questilization Tribing : 8 hours of reference tribunding in the company of the company Experience : 2 genera on Perceptul or 2 genera as Heisel Feas her or 2 genera on Matter Coucher

Ministran regri entent jury CBC approved. Curresponding letted bised.
Qualification Standards for on Increments Yeb in

The second secon	Scattline Programs Supervision (EASPED)  Receive Supervision Receives (EASPED)  See School Supervision (Easpervision or School St.)  See School Supervision (EASPER)  See School Supervision (EASPER)  See School Supervision (EASPER)  See School Supervision (EASPER)
	end yn Yelde 5 aj

After determining the baseliter level, the HBMISSB shall compute for the torremonts of the applicant's actual qualifications based on the submitted of community rapid months horizontary shall rich to be different to between the applicant's actual qualification to be different to between the applicant's actual qualification to level and the corresponding feed of the minimum financial of 26 requirement of the political to be filtrat.

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the (%, shall be compared using the increments) their (Table 2. In 2. Ly and not be deliver for Computation of Volume for FIG Place 9, Only those qualifications that are relevant to the position to the fined shall be given points.

# Table 2.a. Increments Table - Education Range

A STATE OF THE STA

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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.

conditions with multiple QS requirement for Experience (a.g. 2 years as ipplin or 2 years as Head Tencher or 2 years as Manter Teacher). He 1998 shill identify the referent experience with the highest meet beenred. This shall be the basis in determining the final score explicion for the Experience component.

	3 News a military on Signification capit or frances of the wanty 24, 2012	34 Autre melleng en beskulve Elberjäm. Steptember 14 is 16, 1938) 36 Autre Smithing en enrichtlens entretrated opten er boodharten (Oktober 20) 16 23, 2016)	Presenting Qualiformities of Application of Application of State S	Computation of incr	Educative Localizating and Management	Athenythe and Epocks  Fr votes autual fire  Destroys digram in	Edwarden Square to	of depthrase A
Applitumet's Tenthing Seect - Ort found + Instrument P - 2 + S foorwandeds	The seather of transment (or Appliance is a Printing qualiforations at of the magnetic fly self-transment) for Arghenic cost to see Served (2,7ms ntr, appliance) or positionary itself (8 cost No. architect leakers).	In the part of spigment. A first here is transpare and an interesting and in the part of t	Informatió ples indicione no lementa (de impalamente la misma de la misma de la misma de la misma Na institute stare y tife extendi ferente, univer de experie qui rive fur promites de unitad no está partes antidos de unitado de la misma de estado de la misma de la misma desta de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de la misma de estado de la misma de la misma de la misma de estado de la misma de la misma de la misma de estado de la misma de la misma de la misma de estado de la misma de la misma de la misma de estado de la misma de la misma de la misma de estado de la misma de la misma de estado de la misma de la misma de la misma de estado de la	Computation of increments based on actual Training qualification of $Applicant A$ :	Applituse's Educ level - QS level - Borrennest  39 - 31 - 6 borresteads	The season of prevential for Applical AV Monettes profile ratios a bet to map on the participant of the format of the participant of the participa	Umig rijaki Za, die seuropealing basel of applicate it is Distantino geolificiam. Dis aucht semend in Deservice degree in Distantin Looke day and distinguisment is of Josef. 28	caring framewaters Trials 2.a (Milacelling)

of Increments based on actual Experience qualification of Applicant A No. dynamic A's set prevailes an ADM Literary 6, 2016 Pre-dute of HEMELY executives (Open Josethy Byssen: Expression 10, 2014)

		Standard III (MEDIS) (See Jame)top 10, 1617 to Jamesey 01, MET 6	Janes Frantes (parent) Pres January 3, 2001 in July 34, 2001	Muster Flusher & Bar King Jran Joly &L 1883 N. present	of materials to
Applicanc's Promon level - Qli Seed - Incommen	The stadder of previouslit for Applicated AV Dispersional positive littles shad he evaluated that independing this releasest OSI foreign (burker). The application's quintification hand placed 3/s; est distance at eaters.	Paids 2., the amongonating basis of Applicant 5's Egyptimes qualifysisten on Massar Systems (Act) display Practice 2's personal 8 southelps of specific 14.	The control of Spinsters of the Control of Spinsters of S	the impostation of interpretation distinued superiorest shall be entirened from the date of the day of service	Annualist or man attenuate Rich

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

Using the applicable rubrics as alsown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for 518 is as follows:

Qualification of	Education Tres	As of the section of	Appendix verify t, epoly		filter for the perfect of		24 Junes	IN water connect for the dealers	th Schooling September 1	DONE N. Designations	No. of Lot, Lot, Lot, Lot, Lot, Lot, Lot, Lot,																
the Applicant	day Japaniana	4	th could July 31, 9001				ž	Appropriate and	è																		
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States of Pedate States Trakes a	Treatment	S Symplested S	Bused on	Tubbe &	4.5	4 Fredmenton	4 points	600 W 309		A premitty,	satereds the	Of seminated	A contra p. P.	spinouss	Boroma		A transfells.	P Grade	At per second	the bandeness	of 10 polies. offered for	Pussing					
Depart on	-	2 Incomments	Based on	Table 2	2	a speriment	il pubets	(40 pt 1909)		V permephility,	entrantis the	ndumum Q8	of Speed on	Minter	Deschare		V menuth.	g Hanne	Jo and admend	testingerma Apr	of 10 paints	Sometimes					
Satal repuder of	Mile St. Samuel	20 pededa																									

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

The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:

Exheation units and/or degrees in multiple or different majors may the given corresponding points on a cumulative basis; provided, that the units and/or degrees earned are referent to the position applied for, provided further, that the subjects completed are not duplicated.

Consistent with the provisions of the CSC ORADIBA, units and/or degrees of Doctor of Methins from a CHEAD-recognized institution may be considered master's units and/or degree for purposes of Myrian, position, except for positions that involve practice of profession overent by board lens.

- iii. Considerer with logal factories from Acid Resolution 80 +400, a. Off), Burcher of Lawre (LEI) or Auris Dorce (JD) tunts made of other control from the resolution required by the LEI and its predecender regulatory agreed a supervised by the LEI and the predecender regulatory agreed shall be considered as leaded in the control for leaders of the control for positions that involve practice of predesicn covered to the factories of predesicn covered to the factories for small by the LEI and the control for the control for small or the LEI and the control for the co
  - iv. Relevant training hours earned from digital/virtual/online lean may be considered, subject to the conditions prescribed in Memorandum Circular (MC) No. 3, a. 2021 (General Guidelin Digital/Online Learning in the Public Sector).
- v. Relevant experience gained from pant-time work of at least for house yet of or you'd. Considered provided, fast the approximation and provided from the approximation of the provident for propose of giving pairs, the a number of from reviewed. We propose of giving pairs, the experience of the provident from the copyridence administration fluid in transmitted eight (8) hour part of operations based on the CPC experience.
  - vi. Relevant Experience gained from ahroad or outside the Philips may be considered provided than the applicant standars a Certific of Engloyenerit. Those documentary requirements written or induspages of the than English or Philipson shall be accompanied complete English translation.
- Applicable provisions under Rule VIII Part 1 to IV of the CSC CRAO shall apply to the appreciation of relevant Education, Training, Reperience qualifications and giving of points to ETE credentials.
- 4. Preformance: Performance refers to the assessment of how tasks, cit responsibilities are cented out or excomplished by the applicant as evide performance ning decrement or other means of evificiation. The performance integer decrement or other means of evificiation. The performance in our person of giving points for performance.
  - Positions with separatones requirement. Applicants to position require experiments must submit lasest performance multiple a cover-(ii) year performance in the current and previous job or position that the set follows:

Pointspripromotos = x/5 \* Whyterman

Applicants with work experience, who are applying to entry level positions to a coordinate and a coordinate requirement beach on QS, marts submit latest performance visings, occuring one (1) year performance in the arteries or previous sols or position. The computation subpillated in them 4st study, Detacteding the completions of an applicant controlled in the Completion of an applicant under the controlled on the con

Table 5 below crumerates the components of Outstanding Accomplishm the corresponding tossimum points for each component.

Table 5. Components of Outstanding Acc

Component	PointSparishing Accomplishments
unda and Recognition	2 points
sement and hypovation	5 points
bject Matter Expert / Membernhip in tional Technical Working Groups (TWGs) Committees	3 poi
source Speakership / Learning Facilitation	2 pounts
AP Accredited Learning Facilitator	2 points

The parts allocation in Table 5 shall serve as the maximum or ording parits it may be caused for each of nonspecient. The paries acreed from each rotation-companion companion to executable to determine the total paries for Orientation, forcomplatements, and to execute the readilg indication for readily indication for the companion for the companion of the readily indication for the readily indication for the readily allocation for the readily allocation for the readily allocation for the readily allocation for partial partial partials. That is plant 3 years for Evaluative Assessment for relative 7 readily produced to

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

Neissaal Irec! individual search acquired from a thorough search process a form by requality search of the ground showed Search Development Authority (NEDA). Development Anderson of the Pittighens (NE) of the Company of the Company of the Company of the Pittighens (NE) of the Company of the

The details of each component of Outsbucking Accomplishments, including MOVa regulred and robries for giving points, are as follows:

- Assurds and Recognition. This may refer to scadenic or inter-awards, or outstanding employee awards.
- a.). Academio or later-School Auards. This shall apply only to applicants with no or less than one (1) year work experience (e.g., fresh gradualtes)

may - 4.386/5 \* 20 = 77.424

The performance retuing required for internal applicants shall be the rest derived from the Remonance London and entered from the Remonance Commitment and Review (RTAR) from obtain from the applicant's current or previous position that is relevant to:

Deserve, as a mandator presidence, the applicant has the black to residence to authoric period price to the deserved of a material se performance rating of at least food Standards (PR) to the date of promotion from list to accord level entry positions where the credited promotion from list to accord level entry positions where the credited An official or entailed standards (S).

An official or entailed are least faithfunkers (S).

An official or entailed when the condition are considered for the condition and the condition of the condition of the condition of the condition and the condition of the condition of

The performance rating prior to the reclassification of the position shall considered as preference multiple in the reclassified position for purron of promotion, if applicable.

a.2. External applicants.

For external applicants whose performance is answarred using a five (§), and adoptivel performance many each, the middlent each of the PPMs inside (Table 4) equivalent to the significant many shall be used as for supplicantly performance value, in The Certificant of Status, must be supported with the Performance Seatustion Foot.

# Table 4. Midpoint Value of the RPMS Rating RPMS Rating Scale Midnoint Value

4.75	3.995	2.995	1.995	0.7495
Outstanding 4,500-8,000	Very Sadiefactory 3,500-4,499			

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

A. Academic or inter-actional award; or B. Cerfification or any document showing top notching a E-Esaminarion; or Experiment ahowing TOSP Award.

Politi literdessate/falso-fitherd Ampell	2 points	l poir
Cssuponent	chool	At least two (2) scademic or inter-school

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

igher igher office earth	Component	Politingstending Employee Asset
b 8 6	loants from external institution	
office	rganizational Level Search or Higher	2 points
office	cal Office Search	1 point
office earth	icants from central office	
office earch	ational Level Search or Higher	2 points
office earth	entral Office Search	I point
office earth	leants from regional office	
office	ational Level Search or Higher	2 points
office	spond Office Search	1 point
earch	tom schools	
earch	agonal Level Search or Higher	2 points
	wision/Provincial/City Level Search	1 point
Applicants from schools	leants from schools	
Division Level Search or Hudser 2 pc	waiton Level Search or Higher	2 points

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Vacant position. Education Program Specialist 31 – 36 16

PointSportmones \* 3.995/5 \* 20 × 16.98

For external applicants whose performance is measured using other numerical or adjective unitarily systems with soothe back are not alligated with the five [5] point nums goals of the FDMS, the HRAPSB shall develop a system that transmiss the performance rating to the corresponding points companied to the existing rubers of the FDMS.

External applicant/s to vacant positions with experience requirement als making preformers entitigly from correct or process, work that is refer-ted the position to be filled. We submission of performance manuge is not been one of the contract of the contract of the contract of the become gits a core of the Performance entitled. No proxy measure at the considered in the absence of the applicabile performance rating.

Positions with no experience regutrement. Applicants to positions do not require previous experience must submit the board examinant Carrest Service Eligibility ratings. Computation of points for perform shall be as follows:

Where: x = Bornd Econs/CS Bilgholdy sating WA = Weight Allecution for Performance (20 prints for 90 11-15, SO 16-22 and SO 27); 25 points for SO 24) Pointsperjemens; = x/100 \* WAper

Vector's Peakers: Education Progress Specialists II - 30 16

For honor graduates covered by Presidential Dectre (FD) 907 titled, Charaftey Clas Service 2504billy to College Honor Graduates, as well as the Ferreign School Honor Graduate Enightality (PSHOE), as stipulated under CSC Resolution No. 1302714, the following ruides shall apply.

A Proposal duby approved by the kined of Office on the designated Received Management of the RN by the RN

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

Budget after Expert (Thembership to Riskinson 1 1700 or Chem Thei shall gapt to spell-sens that her been test to their t

# Means of verification:

A Issuance or Memorandum showing the memb or Committees;
B. Certificate of Perticipation or Attendance; and C. Output/Adoption by the organization/DepBed

MEOVy Submitted Pointsvess ALL MOVs 3 points Only A & B 2 pounts

Resource Spenkership / Leurning Facilitation. This shall apply to applicants who have been requested and fortied to share their knowledge and experience on specific subject matter)s. This may include applicants who served as at Resource Speaker, Resource Person, Trainers, and/or

Learning Facilinnor in seminars, training programs, conferent convention, congress, forums, learning action cells (LAC):sessions, etc. Means of vertification (All tisted MOVs shall be submitted):

A. Issuance/Memorandum/Invitation/Thaining Metrix:
B. Certificate of Recognition/Metri/Commendation/App.
and
C. Silde deck/n userd and/or Seesion guide/s.
Rubrico.

plicants from external institution	
4	
CRESHINGREDON LAVIN TIJ PRAMPTENT OF PREJORF	2 toints
Local Office Level Sconforwhip	1 point
plicants from central office	
Stational Lovel Spesiterably or Higher	2 yearst a
Central Office Level Bireshmethic	1 polor.
officants from regional office	
National Level Speakership or Higher	2 points
Regional Office Sperkeruhip	1 potent
silcants from scheels division office	
Resjoind Level Speakership or Higher	2 polents
Division / Provincial / City Level Speakership	1 point
plicants from subocis	
Division Level Speakership or Higher	2 roints

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

A. Certificate of Recognition as Learning Paclitator issued by NiAP Regional Office.

H. Certificate of Recognition as Learning Facilitator leasued by NIAP Central Office.

Pointsunte Leaving Pestantes	2 points	1.5 points	1 moint
MOVe Submitted	lational Assessor	redited Rational Truiner	saddled Bestonal Trainer

Page 13 of 18

7. Application of Learning and Development (L&D). Application of L&D interpretables of the learnings spined from the human resource Gerelognized (Hinterentians done) (utravied by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of IAD or intervention mad the applicant that is relovant and applicable to the position to be filled. The defin of relevant intervention as attpulated in Hem 6(a) of this Order shall apply.

A Cortificate of Thinking or Cortification is not applicable (AD) intervention appared that is alloged with the inclinitial Development Final Diffs for external applications, a certification from III is staining that the LaD intervention is aligned with the rise in III is staining that the LaD intervention is aligned with the rise in the State of the application in their current opinion of the Final Cortification of the Cortification of the Cortification of the Cortification of their cortification of the such cortification was used/adopted by a different office at the such production was used/adopted by a different office at the such production was used/adopted by a different office at the such production was used/adopted by a different office at the cortification of the such production was used/adopted by a different office at the such production was used/adopted by a different office at the such production was used/adopted by a different office at the such production was used at the contribution of the such production was used at the contribution of the such production of the cortical cortical or cortical account of the such production of the cortical cortical or cortical account of the cortical cortical or cortical account of the cortical cortical or cortical account of the cortical cortical or co

	Application of Militin	
	Polats	olette
Aubacs	MOVa Bubsettted	MOV.

 Potential. Potential refers to the capacity and stallity of an applicant: assurer be duties and responsibilities of the position to be filed, and those high positions that are more reclarical in nature. It may be meneured through any or at if the following. Only A. B. A. C. 10 points 5 points
Conly A. B. A. C. 50 points 3 points
Conly A. B. B. C. 10 points 5 points 1, points

Written Examination refers to the standardized continuation which unsware the Example, language professors, allog to present ideas, judgment and landership ability of the applicant. The test and evaluation rularis appropriate to the position to we filled must be developed by a subject most appropriate to the position for will form making any any expension of the HMMFSL Subject mainer expension of the HMMFSL Subject mainer expensive feet in 

Mater) 8G 24

Component

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

Where: x = Score/ruting in written examination in percentage s WA = Weight Allocation for WE Points;m1 = 2/100 \* WA;m2

Vacant position: Education Program Specialist II - 96 16 X = 85 WA = 5 Pointingery = 385/100 \* 5 = 4.25 Skills or Work Sample Test reters to the test that may be administrated evaluate for application of skills retented to the requirement of the position or the formal manual transfers must be designed by subject nan experts as requested by the HRMHSB depending on the type of skills required by the position to be filled.

Withern:

« — Soran/ using in the SLHECT in percentage scale

RN — Weight Allocation for SC WEST

(10 paints for SO 11-15, SO 16-24, SO 27; 5 points for SO 24) Pointque = x/100 \* WAgnery

Pointsquires - 88/100 \* 10 = 8.5

all absortionist pages to because the condition of the discourage of all absortionist pages to be condition of the condition

Applicant Chrisqe is espitying for a deniter Education Program agreeisher (80.19) in Daylot Correst Office. He is currently an Education Program Specialists if in NOV Queben City, appainted in October 10. For the purpose of computing his Outstanning Assumptionments, the submitted the Adolesced MOVI.

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

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

Rubrios: (8G 11-15 and SG 24)

принциприя в принципри в принциприя в принципри в принц	Based on Rubric	Aemarks
Answards and Recognitions 2015 in NCR Consplete MCVA subrutted)	2 points	Not credited: MOV has been used in the list premotion as EPS II
Outstanding Regulagine Assund 2018 in SDO Osseon Citi, (complete MOVs maleuities)	2 potne	Credited
Innevestion or Research: Perelficate of Recognition as Learning Facilitator on Research or Quality Assessment to suched WCR Schools (complete ACV's submitted)	5 points	Ovelland
Resource Spoutzership/Learning Facilitation: Carlifoute of Recognition as Researce Speaker on Education, Assessment to Espelanchee 2016 in Tradit New Seconds additional and the Comment	2 point	Desilied

Against Change's Contradig Englager, Section ( $\pi = 20.3$ ) Research and Research of Contradig Data ( $\pi = 20.3$ ) Research ( $\pi = 20.3$ 

6. Application of Balmattian Application of education is the contribution made in an applicant to the workshot as it required to the forming from education and a highly and the workshot as it required to the forming from education and a fall in the interior of education and interior control in the source of the property approach and a source of the source of the property of the control of the location good and and application when or degret is earted. The application of education when or degret is earted. The application of education made is the interior of previous work.

Positions with no experience requirement. Application to positions
do not require perfolis with experience thank almit the CBM, integrate scheduler (pitche level carried) as existenced by Transcript
Revently Cardister of Oxfort, Oxfortan Special Order tone Her Committee
Revently Cardister of Oxfort (Oxfortan Special Oxfort tone Her Committee) and the Cardister of Oxfort (Oxfortan Special Oxfort tone Her Riddles)
develope a Steman that TRES or other certifications. The Riddles)
Computation of points for Application of Education that the about

Rubrics: (3G 16-23 and 3G 27)

Where:

« a GWA transmitted to percentage scale

WA = Weight Albectation for Application of Education

[10 points for 80 11-15 & 80 24; 15 points for 80 16-23 & 80 27]

Points systems of nomentary a X/100 \* WALAge

Prediction selfs specimer requirement, Application of education is the contributions made by the applicant to their workplace as a result of their learnings from their education degrees or unite entered, such as his nor limited to applied concepts, processes, and skills that use relevant to the position to be filled.

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

Relensed intervention is described as the intervention that is directly applicable to the further than the return the problems opplied for its most of an intervention is described to be applicable into the four the form to the problems of the problems of the problems of the problems of the further for the creation of the functional unit.

PotntSpyrpmen of Interesting = 82,75/100 \* 15 = 12,4125

Violent position: Education Program Speedatist II - 80 16

by the applicant. The STAR approach draws focus on actual filtuations in which the applicant acted; the Taisk's that the applicant faced; the defining that the applicant look; and the Results of those actions. The BEI may be used to assess the following areas: