



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 081

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 POSITIONS FOR SCHOOL
PRINCIPAL POSITIONS

Date : February 13, 2024

This Office announces the acceptance of applications for School Principal positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS				
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
SCHOOL PRINCIPAL I	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	LET/PBET/R.A.1080 (TEACHER)	National Qualifying Examination for School Heads (NQESH) Passer
Plantilla Item No.: OSEC-DECSB-SP1-750208-2010 OSEC-DECSB-SP1-750198-2010 OSEC-DECSB-SP1-750050-2014					
SG: 19					
Monthly Salary: ₱ 51,357.00					
No. of Vacancy/ies: 3					



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

Place of Assignment: ELEMENTARY EDUCATION

JOB SUMMARY: Sets, the mission, vision, goals, and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.

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 **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
- l. 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>.



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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) does not exclude them 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. 3 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 to the Division Office is on **February 23, 2024**. 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
February 13, 2024 – February 23, 2024	Submission of application documents	Applicants Records Section	Face-to-Face
February 26, 2024 – February 28, 2024	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
February 29, 2024 – March 13, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
March 14, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
March 15, 2024 – March 24, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online



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March 25, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face
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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.

M.P. Estacio
MELANIE P. ESTACIO, Ph.D, CESO VI
 OIC – Schools Division Superintendent

Schools Division of Digos City
 RECORDS SECTION
RECEIVED
24-116aw
 DATE: FEB 1 2024 TIME: 2:00pm
 BY: *[Signature]*



CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <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.

- i. Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis; provided, that the applicant must have completed all the requirements for the degree; provided further, that the subjects completed are not duplicated.
- ii. Consistent with the provisions of the CSC OROA/ORA units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of awarding points for positions that involve practice of profession covered by board laws.
- iii. Consistent with Legal Education Board (LEB) Resolution No. 408, a 2019, Bachelor of Laws (LLB) or Juris Doctor (JD) units and/or degree earned from law schools recognized or supervised by the LEB may be considered master's units and/or degree for purposes of awarding points for positions that involve practice of profession covered by board laws.
- iv. Relevant academic discipline for purposes of giving points, except for positions that require practice of profession covered by board laws, shall be determined by the board.
- v. Relevant academic discipline for purposes of giving points, except for positions that require practice of profession covered by board laws, shall be determined by the board.
- vi. Relevant academic discipline for purposes of giving points, except for positions that require practice of profession covered by board laws, shall be determined by the board.
- vii. Relevant academic discipline for purposes of giving points, except for positions that require practice of profession covered by board laws, shall be determined by the board.
- viii. Relevant academic discipline for purposes of giving points, except for positions that require practice of profession covered by board laws, shall be determined by the board.
- ix. Relevant academic discipline for purposes of giving points, except for positions that require practice of profession covered by board laws, shall be determined by the board.
- x. Relevant academic discipline for purposes of giving points, except for positions that require practice of profession covered by board laws, shall be determined by the board.

1. Applicable provisions under Rule VIII Part IV of the CSC OROA/ORA shall apply in the appreciation of relevant education, training, and experience qualifications and giving of points to EER candidates.

2. Performance. Performance refers to the year of awards, titles, and performance rating documents or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.

Table 5. Components of Outstanding Accomplishments

Component	Points/Maximum Score (per award)
Research and Innovation	4 points
Subject Matter Expert / Membership in National TWGs or Committees	3 points
Workshop Facilitator / Learning Facilitator	2 points
MOVE Awarded/Recognized	2 points

The points allocation in Table 5 shall serve as the maximum or ceiling points that shall be used for awarding points for Outstanding Accomplishments, but not cumulative to determine the total points for Outstanding Accomplishments, and not to exceed the maximum points or weight allocation for Outstanding Accomplishments (20 points).

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 awarding bodies, such as CSC, Metrobank, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), etc., shall be given maximum points in Outstanding Accomplishments (i.e., 10 points).

The details of such components of Outstanding Accomplishments, including the MOVEs required and rubrics for giving points, are as follows:

- a. **Awards and Recognitions.** This may refer to outstanding employee awards and/or awards as trainer/coach.
 - a.1. Outstanding Employee Award
 - A. Any issuance, memorandum or document showing the criteria for the award; and
 - B. Certificate of Recognition/Merit.

Means of verification: Issuance of awarding memorandum or document showing the criteria for the award; and Certificate of Recognition/Merit.

- a.2. Outstanding Employer Award
 - A. Any issuance, memorandum or document showing the criteria for the award; and
 - B. Certificate of Recognition/Merit.

Means of verification: Issuance of awarding memorandum or document showing the criteria for the award; and Certificate of Recognition/Merit.

Applicants from external positions	Points/Maximum Score (per award)
Outstanding Level Search or Higher	4 points
Applicants from external office	3 points
National Level Search or Higher	2 points
Applicants from Regional office	2 points
National Level Search or Higher	2 points
Applicants from sub-office/division office	2 points
Division Level Search or Higher	2 points

Points/Maximum Score (per award)
2 - Performance Rating
1 - Performance Rating
WA - Weight Allocation for Performance
(25 points)

Illustrative example:
 Award Points:
 2 - Performance Rating
 1 - Performance Rating
 WA - Weight Allocation for Performance
 (25 points)
 Performance = 2.0000 x 25 = 50.00
 Performance = 4.0000 x 25 = 100.00

Internal applicants.
 The performance rating required for internal applicants shall be the rating derived from the Results-based Performance Management System (RPMMS) from the applicant's current or previous job or position that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to submit a copy of the performance rating from the applicant's current or previous job or position that is relevant to the position to be filled, except for promotion from first to second level entry positions where the required performance rating is at least Satisfactory (S).

An official or employee who is an official leavee of absence, for reasons such as CSC-authorized official leaves, may be considered for promotion. In such cases, a performance rating in the last rating period prior to the leave of absence shall be required.

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

External applicants.
 For external applicants whose performance is measured using a five (5)-level adjectival performance rating scale, the midpoint value of the RPMS rating (Table 4) equivalent to the adjectival rating shall be used as the performance rating for purposes of awarding points for performance.

For multiple awards received from the same awarding body and/or from different awarding bodies, only the highest award shall be considered for awarding points. Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different awarding bodies.

Research and Innovation
 Means of verification:
 A. Any issuance or memorandum designating the applicant as a trainer/coach; and
 B. Certificate of Recognition/Appreciation/Activity as Trainer/Coach of a Winning Contestant/Event/Activity.

Applicants from sub-office
 Division Level Search or Higher: 1 point
 School/Regional/Division Level Search: 2 points

a.2. Awards as Trainer/Coach. This refers to awards gained by applicants as trainer/coach in any academic or non-academic competitions/tournaments.
 Means of verification:
 A. Any issuance or memorandum designating the applicant as a trainer/coach; and
 B. Certificate of Recognition/Appreciation/Activity as Trainer/Coach of a Winning Contestant/Event/Activity.

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

MOVEs
 Awarded/Recognized:
 2 points

Applicants from external positions
 Division Level Search or Higher: 1 point
 School/Regional/Division Level Search: 2 points

Applicants from external office
 National Level Search or Higher: 2 points
 Appointments from Regional office: 2 points

Applicants from Regional office
 National Level Search or Higher: 2 points
 Appointments from sub-office/division office: 2 points

Applicants from sub-office/division office
 Division Level Search or Higher: 2 points
 Appointments from sub-office/division office: 2 points

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 Division Level Search or Higher: 1 point
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Applicants from external office
 National Level Search or Higher: 2 points
 Appointments from Regional office: 2 points

Applicants from Regional office
 National Level Search or Higher: 2 points
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Applicants from sub-office/division office
 Division Level Search or Higher: 2 points
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 Appointments from Regional office: 2 points

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 National Level Search or Higher: 2 points
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Applicants from Regional office
 National Level Search or Higher: 2 points
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Applicants from sub-office/division office
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Applicants from external office
 National Level Search or Higher: 2 points
 Appointments from Regional office: 2 points

Applicants from Regional office
 National Level Search or Higher: 2 points
 Appointments from sub-office/division office: 2 points

Applicants from sub-office/division office
 Division Level Search or Higher: 2 points
 Appointments from sub-office/division office: 2 points

Table 4. Midpoint Value of the RPMS Rating

RPMS Rating Grade	Midpoint Value
Outstanding	4.75
Very Satisfactory	3.80
Satisfactory	2.90
Not Satisfactory	1.95
Below 1.95	0.95

Illustrative example:
 Award Points:
 2 - Performance Rating
 1 - Performance Rating
 WA - Weight Allocation for Performance
 (25 points)
 Performance = 2.0000 x 25 = 50.00
 Performance = 4.0000 x 25 = 100.00

Internal applicants.
 The performance rating required for internal applicants shall be the rating derived from the Results-based Performance Management System (RPMMS) from the applicant's current or previous job or position that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to submit a copy of the performance rating from the applicant's current or previous job or position that is relevant to the position to be filled, except for promotion from first to second level entry positions where the required performance rating is at least Satisfactory (S).

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For multiple awards received from the same awarding body and/or from different awarding bodies, only the highest award shall be considered for awarding points. Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different awarding bodies.

Research and Innovation
 Means of verification:
 A. Any issuance or memorandum designating the applicant as a trainer/coach; and
 B. Certificate of Recognition/Appreciation/Activity as Trainer/Coach of a Winning Contestant/Event/Activity.

Means of verification:
 A. Issuance/Memorandum showing the membership in NVTWG or Committees;
 B. Certificate of Participation or Attendance; and
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MOVEs
 Awarded/Recognized:
 2 points

Applicants from external positions
 Division Level Search or Higher: 1 point
 School/Regional/Division Level Search: 2 points

a.2. Awards as Trainer/Coach. This refers to awards gained by applicants as trainer/coach in any academic or non-academic competitions/tournaments.
 Means of verification:
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Means of verification:
 A. Issuance/Memorandum showing the membership in NVTWG or Committees;
 B. Certificate of Participation or Attendance; and
 C. Output/Adoption by the organization/institution.

MOVEs
 Awarded/Recognized:
 2 points

Applicants from external positions
 Division Level Search or Higher: 1 point
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Applicants from external office
 National Level Search or Higher: 2 points
 Appointments from Regional office: 2 points

Applicants from Regional office
 National Level Search or Higher: 2 points
 Appointments from sub-office/division office: 2 points

Applicants from sub-office/division office
 Division Level Search or Higher: 2 points
 Appointments from sub-office/division office: 2 points

Applicants from external positions
 Division Level Search or Higher: 1 point
 School/Regional/Division Level Search: 2 points

Applicants from external office
 National Level Search or Higher: 2 points
 Appointments from Regional office: 2 points

Applicants from Regional office
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 National Level Search or Higher: 2 points
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 Division Level Search or Higher: 2 points
 Appointments from sub-office/division office: 2 points

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 School/Regional/Division Level Search: 2 points

Applicants from external office
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 Appointments from Regional office: 2 points

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 National Level Search or Higher: 2 points
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Applicants from external office
 National Level Search or Higher: 2 points
 Appointments from Regional office: 2 points

Applicants from Regional office
 National Level Search or Higher: 2 points
 Appointments from sub-office/division office: 2 points

Applicants from sub-office/division office
 Division Level Search or Higher: 2 points
 Appointments from sub-office/division office: 2 points

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

- Means of verification:
- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - NEAP Regional Office within an Learning Facilitator listed by NEAP Central Office

Rubrics:

Level	Point Range of correct responses	Weight
Accredited National Trainer	1.5 points	1 point
Accredited Regional Trainer	1 point	1 point

Illustrative example:

Applicant chose to apply for a School Principal / 2012-19 within SDO Region City. He is currently a Master Teacher (a Region City Regional High School organized in October 2013. He has been given accreditation as Learning Facilitator by NEAP Regional Office.

Qualifying Accomplishments	Points in Rubric	IRMP/PSB Items
Accredited and Accredited National Trainer (2012-19)	2 points	Not considered due to non-compliance of required IRMP/PSB
Accredited National Trainer (2012-19)	2 points	Credited
Accredited Regional Trainer (2012-19)	1 point	Credited

Applicant chose to apply for a School Principal / 2012-19 within SDO Region City. He is currently a Master Teacher (a Region City Regional High School organized in October 2013. He has been given accreditation as Learning Facilitator by NEAP Regional Office.

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

Relevant intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is relevant if it is directly applicable to the functional unit where the position applied for is lodged. An intervention is based on its office mandates in the official DepEd Order, Function or Office Order for the creation of the functional unit.

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

Means of verification:

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Accomplishment of the intervention/adoption signed by the Head of Office

Rubrics:

IRMP/PSB Item	Points	Weight
ALL IRMP/PSB	10 points	5 points
ONE A	5 points	1 point

7. **Application of Learning and Development (LAD).** Application of LAD is a proven success of the learnings gained from the human resource development (HRD) intervention plan (IP). For external applicants, a certification of LAD is required. For internal applicants, a certification of LAD is required. For internal applicants, a certification of LAD is required. For internal applicants, a certification of LAD is required.

Higher premium shall be given to an application of LAD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in item 6 of this Order shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable LAD Intervention Plan (IP); for external applicants, a certification of LAD is required. For internal applicants, a certification of LAD is required.
- Learning (LAD) Impact Project applying the learnings from the LAD intervention done/attended, 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 local level.

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

Rubrics:

IRMP/PSB Item	Points	Weight
ALL IRMP/PSB	10 points	5 points
ONE A, B, C, D	7 points	3 points
ONE A, B	5 points	1 point

8. **Relevant IRMP/PSB** refers to the capacity and ability of an applicant to assume the status and responsibilities of the position to be filled, and applicant to demonstrate the specific competencies required by the position to be filled.

Component	Points/Response	Weight
Written Examination (WE)	10 points	5 points
Behavioral Events Interview (BEI)	5 points	5 points

9. **Written Examination** refers to the standardized examination which judges and leadership ability of the applicant. The test and evaluation criteria appropriate to the school administration positions must be used. For internal applicants, the test and evaluation criteria must be based on the specific competencies required by the position to be filled. For external applicants, the test and evaluation criteria must be based on the specific competencies required by the position to be filled.

IRMP/PSB Item	Points	Weight
ALL IRMP/PSB	10 points	5 points
ONE A, B, C, D	7 points	3 points
ONE A, B	5 points	1 point

For the purpose of hiring and appointment to higher school administrative positions, the applicant's score in the Principal's Test / National Qualifying Examination for School Heads (NQE/SH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).

Higher premium shall be given to an application of LAD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in item 6 of this Order shall apply.

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

Relevant intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is relevant if it is directly applicable to the functional unit where the position applied for is lodged. An intervention is based on its office mandates in the official DepEd Order, Function or Office Order for the creation of the functional unit.

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

Means of verification:

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Accomplishment of the intervention/adoption signed by the Head of Office

Rubrics:

IRMP/PSB Item	Points	Weight
ALL IRMP/PSB	10 points	5 points
ONE A	5 points	1 point

7. **Application of Learning and Development (LAD).** Application of LAD is a proven success of the learnings gained from the human resource development (HRD) intervention plan (IP). For external applicants, a certification of LAD is required. For internal applicants, a certification of LAD is required. For internal applicants, a certification of LAD is required.

Higher premium shall be given to an application of LAD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in item 6 of this Order shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable LAD Intervention Plan (IP); for external applicants, a certification of LAD is required. For internal applicants, a certification of LAD is required.
- Learning (LAD) Impact Project applying the learnings from the LAD intervention done/attended, 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 local level.

The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test result shall only mean no score under the Written Examination component.

Illustrative example:

IRMP/PSB Item	Points	Weight
ALL IRMP/PSB	10 points	5 points
ONE A, B, C, D	7 points	3 points
ONE A, B	5 points	1 point

For promotion and appointment to higher school administrative positions, the IRMP/PSB or subject matter experts as may be required by the IRMP/PSB shall develop a written examination which shall be the basis for scoring the component on Written Examination (10 points).

Illustrative example:

IRMP/PSB Item	Points	Weight
ALL IRMP/PSB	10 points	5 points
ONE A, B, C, D	7 points	3 points
ONE A, B	5 points	1 point

8. **Behavioral Events Interview (BEI)** refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when performing the functions of the position to be filled. The BEI is based on the current mandate. BEI is based on the principle that past behavior predicts future performance. It uses the STAR approach to validate whether the applicant's responses are based on actual experiences. The STAR approach requires the applicant to describe a situation in which the applicant acted; the Task/s that the applicant faced; the Actions that the applicant took; and the Results of those actions. The BEI may be used to assess the following:

- Applicant: The BEI shall be used to assess the applicant's potential or ability to perform the functions of the position to be filled and those higher positions that are more technical in nature.
- Characteristics or traits: It shall be used to gauge other relevant characteristics or traits of the applicant.
- Fit: It shall serve as an avenue to evaluate an applicant's job fit, Location Fit, and Organizational Fit.
- Other areas that may be identified by the IRMP/PSB.

The points allocated for BEI component (5 points for entry level and 10 points for higher positions) shall be used to determine the total points earned by an applicant. The points earned from each area are cumulative to determine the total points for BEI component. The IRMP/PSB shall determine the total points for BEI component. The IRMP/PSB shall determine the total points for BEI component. The IRMP/PSB shall determine the total points for BEI component.