



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 694

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 VARIOUS
TEACHING POSITIONS

Date : February 21, 2024

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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER III (SECONDARY GRADES)	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	LET/PBET/R.A.1080 (TEACHER)
Plantilla Item No.: OSEC-DECSB-TCH3-750762-2021 SG: 13 Monthly Salary: ₱ 31,320.00 No. of Vacancy/ies: 1				



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

Subject: SCIENCE

Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL

JOB SUMMARY:

- Applies mastery of content knowledge and its application across learning areas
- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
- Manages an environment conducive to learning
- Addresses learner diversity
- Implements and supervises curricular and co-curricular programs to support learning
- Monitors and evaluates learner progress and undertakes activities to improve learner performance
- Maintains updated records of learners' progress
- Counsels and guides learners
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
- Undertakes activities towards personal and professional growth
- Does related work

VACANCY	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER II	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant experience	LET/PBET/R.A.1080 (TEACHER)

Plantilla Item No.: OSEC-DECSB-TCH2-750428-2012

SG: 12

Monthly Salary: ₱ 29,165.00

No. of Vacancy/ies: 1

Place of Assignment: RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL

JOB SUMMARY:

- Applies mastery of content knowledge and its application across learning areas
- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
- Manages an environment conducive to learning
- Addresses learner diversity



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

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

- Implements and supervises curricular and co-curricular programs to support learning
- Monitors and evaluates learner progress and undertakes activities to improve learner performance
- Maintains updated records of learners' progress
- Counsels and guides learners
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
- Undertakes activities towards personal and professional growth
- Does related work

Qualified applicants to the **ABOVEMENTIONED POSITIONS** 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 its **RESPECTIVE SCHOOLS OR PLACE OF ASSIGNMENTS**.

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 three (3) rating period(s), 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/ChecklistOmnibusTeachingPromotion>*), **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) 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. 66, series of 2007 (see attached Annex A, Enclosure to DO. No. 66, s. 2007). 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 respective Schools is on **March 2, 2024**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

The deadline for the submission of the respective School Heads to the Schools Division Office is on **March 8, 2024**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
February 21, 2024 – March 2, 2024	Submission of application documents	Applicants School PSB School Head	Face-to-Face
March 4, 2024 – March 8, 2024	Submission of application documents together with School PSB's Summary of Assessment	School PSB School Head Records Section	Face-to-Face
March 11, 2024 – March 13, 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



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March 14, 2024 – March 27, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
April 1, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
April 2, 2024 – April 11, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
April 12, 2024	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 Office of Digos City
 RECORDS SECTION
 74-117291
 DATE: FEB 21 2024 TIME: 9:51 AM
 BY: *[Signature]*

OSDS/ADMIN /HR/dbc



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

CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

CRITERIA AND POINTS SYSTEM FOR JUNIOR AND PROMOTOR JOBS

NON-TEACHING POSITIONS

1. The assessment for Non-Teaching positions shall be based on the following criteria:

- Education, with and/or degrees relevant to the position to be filled, exceeding the minimum requirements for the position as defined in the CSC approved QP;
- Teaching hours relevant to the position to be filled, exceeding the minimum requirements for the position as defined in the CSC approved QP;
- Experience relevant to the position to be filled, exceeding the minimum requirements for the position as defined in the CSC approved QP; or
- Proficiency based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position as defined in the CSC approved QP.

2. The point system for evaluative assessment is detailed in Table 1. Points assigned to each criterion shall vary from one salary range to another, giving preference to the criteria that are more relevant to the position. The total points for each position shall be determined by the sum of the points for each criterion. The minimum number of points required for promotion is 100 points. The maximum number of points for promotion is 200 points. The minimum number of points for promotion is 100 points. The maximum number of points for promotion is 200 points.

Table 1. Point System for Evaluative Assessment - Non-Teaching Positions

Criteria	Number of Points			
	0-10	11-20	21-30	31-40
a. Education	5	5	5	10
b. Teaching	5	5	10	5
c. Experience	20	10	20	20
d. Proficiency	5	10	10	10
e. Application of QP	-	10	10	10
f. Other	55	20	20	20
TOTAL	100	100	100	200

Table 2a. Increments Table - Education

Increment	Year	Range	Points
1	1	10000 - 10500	100
2	2	10500 - 11000	110
3	3	11000 - 11500	120
4	4	11500 - 12000	130
5	5	12000 - 12500	140
6	6	12500 - 13000	150
7	7	13000 - 13500	160
8	8	13500 - 14000	170
9	9	14000 - 14500	180
10	10	14500 - 15000	190
11	11	15000 - 15500	200
12	12	15500 - 16000	210
13	13	16000 - 16500	220
14	14	16500 - 17000	230
15	15	17000 - 17500	240
16	16	17500 - 18000	250
17	17	18000 - 18500	260
18	18	18500 - 19000	270
19	19	19000 - 19500	280
20	20	19500 - 20000	290
21	21	20000 - 20500	300
22	22	20500 - 21000	310
23	23	21000 - 21500	320
24	24	21500 - 22000	330
25	25	22000 - 22500	340
26	26	22500 - 23000	350
27	27	23000 - 23500	360
28	28	23500 - 24000	370
29	29	24000 - 24500	380
30	30	24500 - 25000	390
31	31	25000 - 25500	400
32	32	25500 - 26000	410
33	33	26000 - 26500	420
34	34	26500 - 27000	430
35	35	27000 - 27500	440
36	36	27500 - 28000	450
37	37	28000 - 28500	460
38	38	28500 - 29000	470
39	39	29000 - 29500	480
40	40	29500 - 30000	490
41	41	30000 - 30500	500
42	42	30500 - 31000	510
43	43	31000 - 31500	520
44	44	31500 - 32000	530
45	45	32000 - 32500	540
46	46	32500 - 33000	550
47	47	33000 - 33500	560
48	48	33500 - 34000	570
49	49	34000 - 34500	580
50	50	34500 - 35000	590
51	51	35000 - 35500	600
52	52	35500 - 36000	610
53	53	36000 - 36500	620
54	54	36500 - 37000	630
55	55	37000 - 37500	640
56	56	37500 - 38000	650
57	57	38000 - 38500	660
58	58	38500 - 39000	670
59	59	39000 - 39500	680
60	60	39500 - 40000	690
61	61	40000 - 40500	700
62	62	40500 - 41000	710
63	63	41000 - 41500	720
64	64	41500 - 42000	730
65	65	42000 - 42500	740
66	66	42500 - 43000	750
67	67	43000 - 43500	760
68	68	43500 - 44000	770
69	69	44000 - 44500	780
70	70	44500 - 45000	790
71	71	45000 - 45500	800
72	72	45500 - 46000	810
73	73	46000 - 46500	820
74	74	46500 - 47000	830
75	75	47000 - 47500	840
76	76	47500 - 48000	850
77	77	48000 - 48500	860
78	78	48500 - 49000	870
79	79	49000 - 49500	880
80	80	49500 - 50000	890
81	81	50000 - 50500	900
82	82	50500 - 51000	910
83	83	51000 - 51500	920
84	84	51500 - 52000	930
85	85	52000 - 52500	940
86	86	52500 - 53000	950
87	87	53000 - 53500	960
88	88	53500 - 54000	970
89	89	54000 - 54500	980
90	90	54500 - 55000	990
91	91	55000 - 55500	1000
92	92	55500 - 56000	1010
93	93	56000 - 56500	1020
94	94	56500 - 57000	1030
95	95	57000 - 57500	1040
96	96	57500 - 58000	1050
97	97	58000 - 58500	1060
98	98	58500 - 59000	1070
99	99	59000 - 59500	1080
100	100	59500 - 60000	1090
101	101	60000 - 60500	1100
102	102	60500 - 61000	1110
103	103	61000 - 61500	1120
104	104	61500 - 62000	1130
105	105	62000 - 62500	1140
106	106	62500 - 63000	1150
107	107	63000 - 63500	1160
108	108	63500 - 64000	1170
109	109	64000 - 64500	1180
110	110	64500 - 65000	1190
111	111	65000 - 65500	1200
112	112	65500 - 66000	1210
113	113	66000 - 66500	1220
114	114	66500 - 67000	1230
115	115	67000 - 67500	1240
116	116	67500 - 68000	1250
117	117	68000 - 68500	1260
118	118	68500 - 69000	1270
119	119	69000 - 69500	1280
120	120	69500 - 70000	1290
121	121	70000 - 70500	1300
122	122	70500 - 71000	1310
123	123	71000 - 71500	1320
124	124	71500 - 72000	1330
125	125	72000 - 72500	1340
126	126	72500 - 73000	1350
127	127	73000 - 73500	1360
128	128	73500 - 74000	1370
129	129	74000 - 74500	1380
130	130	74500 - 75000	1390
131	131	75000 - 75500	1400
132	132	75500 - 76000	1410
133	133	76000 - 76500	1420
134	134	76500 - 77000	1430
135	135	77000 - 77500	1440
136	136	77500 - 78000	1450
137	137	78000 - 78500	1460
138	138	78500 - 79000	1470
139	139	79000 - 79500	1480
140	140	79500 - 80000	1490
141	141	80000 - 80500	1500
142	142	80500 - 81000	1510
143	143	81000 - 81500	1520
144	144	81500 - 82000	1530
145	145	82000 - 82500	1540
146	146	82500 - 83000	1550
147	147	83000 - 83500	1560
148	148	83500 - 84000	1570
149	149	84000 - 84500	1580
150	150	84500 - 85000	1590
151	151	85000 - 85500	1600
152	152	85500 - 86000	1610
153	153	86000 - 86500	1620
154	154	86500 - 87000	1630
155	155	87000 - 87500	1640
156	156	87500 - 88000	1650
157	157	88000 - 88500	1660
158	158	88500 - 89000	1670
159	159	89000 - 89500	1680
160	160	89500 - 90000	1690
161	161	90000 - 90500	1700
162	162	90500 - 91000	1710
163	163	91000 - 91500	1720
164	164	91500 - 92000	1730
165	165	92000 - 92500	1740
166	166	92500 - 93000	1750
167	167	93000 - 93500	1760
168	168	93500 - 94000	1770
169	169	94000 - 94500	1780
170	170	94500 - 95000	1790
171	171	95000 - 95500	1800
172	172	95500 - 96000	1810
173	173	96000 - 96500	1820
174	174	96500 - 97000	1830
175	175	97000 - 97500	1840
176	176	97500 - 98000	1850
177	177	98000 - 98500	1860
178	178	98500 - 99000	1870
179	179	99000 - 99500	1880
180	180	99500 - 100000	1890
181	181	100000 - 100500	1900
182	182	100500 - 101000	1910
183	183	101000 - 101500	1920
184	184	101500 - 102000	1930
185	185	102000 - 102500	1940
186	186	102500 - 103000	1950
187	187	103000 - 103500	1960
188	188	103500 - 104000	1970
189	189	104000 - 104500	1980
190	190	104500 - 105000	1990
191	191	105000 - 105500	2000
192	192	105500 - 106000	2010
193	193	106000 - 106500	2020
194	194	106500 - 107000	2030
195	195	107000 - 107500	2040
196	196	107500 - 108000	2050
197	197	108000 - 108500	2060
198	198	108500 - 109000	2070
199	199	109000 - 109500	2080
200	200	109500 - 110000	2090
201	201	110000 - 110500	2100
202	202	110500 - 111000	2110
203	203	111000 - 111500	2120
204	204	111500 - 112000	2130
205	205	112000 - 112500	2140
206	206	112500 - 113000	2150
207	207	113000 - 113500	2160
208	208	113500 - 114000	2170
209	209	114000 - 114500	2180
210	210	114500 - 115000	2190
211	211	115000 - 115500	2200
212	212	115500 - 116000	2210
213	213	116000 - 116500	2220
214	214	116500 - 117000	2230

Applicant from Regional Office	Points
Regional Office (Rural)	2 points
Regional Office (Urban)	1 point
Regional Office (Metro Manila)	0 points
Division Office (Luzon)	2 points
Division Office (Visayas)	1 point
Division Office (Mindanao)	0 points
Other A	1 point

6. **MAAP Accredited Learning Facilitator.** This shall apply to applicants who are MAAP Accredited Learning Facilitator by the National Education Academy of the Philippines (NEAP).

Means of verification:

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

Rubric:

Level	Points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant who is applying for an Administrative Assistant II (Observing Officer II) position in BDO West City. She has been promoted as Administrative Assistant I in the same office in 2012. She has also been promoted as Administrative Assistant I in the same office in 2013. She has also been promoted as Administrative Assistant I in the same office in 2014. She has also been promoted as Administrative Assistant I in the same office in 2015.

Qualifying Accomplishments	Points
Accredited National Trainer (2012 to 2015) in BDO West City (Promoted to MAAP Accredited National Trainer)	2 points
Accredited Regional Trainer (2013 to 2015) in BDO West City (Promoted to MAAP Accredited Regional Trainer)	1 point
Outstanding Employee Award 2016 in Region I	4 points
Certificate of Appreciation as Learning Facilitator in MAAP (Issued for her participation in MAAP subject matter expert training)	1 point
Certificate of Appreciation as Learning Facilitator in MAAP (Issued for her participation in MAAP subject matter expert training)	1 point

Applicant who gets 14 points for the Outstanding Employee Award received in 2016 and one (1) point for her Learning Facilitator in 2017. Her total score is 15 points. She has also been promoted as Administrative Assistant I in the same office in 2012. She has also been promoted as Administrative Assistant I in the same office in 2013. She has also been promoted as Administrative Assistant I in the same office in 2014. She has also been promoted as Administrative Assistant I in the same office in 2015.

MOVs Submitted	Points
A, B, C, D	4 points
A, B, C, B	4 points
A, B, C, A, B	3 points
Other A, B, C	2 points
Other A	1 point

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

7. **Subject Matter Expert / Membership in National RWG or Commission on Education.** This shall apply to applicants who have been recognized and recognized to use their technical knowledge, skills, and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the following: subject matter expert in the field of science, technology, policy, and learning materials. Subject matter expertise or membership in RWGs or Commissions must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

- Issuance or Memorandum showing the membership in RWG or Commission on Education.
- Participation or Attendance; and
- Output/Adoption by the organization/DepEd.

Rubric:

MOVs Submitted	Points
All MOVs	3 points
Other A, B, B	2 points

Illustrative example:

Applicant who has been recognized as Subject Matter Expert in the field of science, technology, policy, and learning materials. She has also been recognized as Subject Matter Expert in the field of science, technology, policy, and learning materials. She has also been recognized as Subject Matter Expert in the field of science, technology, policy, and learning materials.

Qualifying Accomplishments	Points
Subject Matter Expert in the field of science, technology, policy, and learning materials (2012 to 2015)	3 points
Subject Matter Expert in the field of science, technology, policy, and learning materials (2013 to 2015)	2 points
Subject Matter Expert in the field of science, technology, policy, and learning materials (2014 to 2015)	1 point

Applicant who gets 6 points for her Subject Matter Expert in 2012 and one (1) point for her Subject Matter Expert in 2013. Her total score is 7 points. She has also been recognized as Subject Matter Expert in the field of science, technology, policy, and learning materials. She has also been recognized as Subject Matter Expert in the field of science, technology, policy, and learning materials.

MOVs Submitted	Points
All MOVs	10 points
Other A, B, B	8 points
Other A, B, C	5 points

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 than the position to be filled. It may be measured through any of the following:

Means of verification:

- Written Examinations (BE);
- Interviews (Type B (W));
- Behavioral Profile (BP);
- Other group of positions/ Salary Grades.

Rubric:

MOVs Submitted	Points
All MOVs	10 points
Other A, B, B	8 points
Other A, B, C	5 points

Illustrative example:

Applicant who gets 10 points for her Outstanding Employee Award received in 2016 and one (1) point for her Learning Facilitator in 2017. Her total score is 11 points. She has also been promoted as Administrative Assistant I in the same office in 2012. She has also been promoted as Administrative Assistant I in the same office in 2013. She has also been promoted as Administrative Assistant I in the same office in 2014. She has also been promoted as Administrative Assistant I in the same office in 2015.

Qualifying Accomplishments	Points
Outstanding Employee Award 2016 in Region I	10 points
Certificate of Appreciation as Learning Facilitator in MAAP (Issued for her participation in MAAP subject matter expert training)	1 point

Applicant who gets 10 points for her Outstanding Employee Award received in 2016 and one (1) point for her Learning Facilitator in 2017. Her total score is 11 points. She has also been promoted as Administrative Assistant I in the same office in 2012. She has also been promoted as Administrative Assistant I in the same office in 2013. She has also been promoted as Administrative Assistant I in the same office in 2014. She has also been promoted as Administrative Assistant I in the same office in 2015.

9. **Application of Education.** Application of education is the contribution made by the applicant towards the position to be filled. It may be measured through any of the following:

Means of verification:

- Accreditation Report verified by the Head of Office;
- Accreditation Report verified by the Head of Office;
- Certification of the utilization/adoption signed by the Head of Office.

Rubric:

MOVs Submitted	Points
All MOVs	10 points
Other A, B, B	7 points
Other A, B, C	3 points

Illustrative example:

Applicant who gets 10 points for her Outstanding Employee Award received in 2016 and one (1) point for her Learning Facilitator in 2017. Her total score is 11 points. She has also been promoted as Administrative Assistant I in the same office in 2012. She has also been promoted as Administrative Assistant I in the same office in 2013. She has also been promoted as Administrative Assistant I in the same office in 2014. She has also been promoted as Administrative Assistant I in the same office in 2015.

Qualifying Accomplishments	Points
Outstanding Employee Award 2016 in Region I	10 points
Certificate of Appreciation as Learning Facilitator in MAAP (Issued for her participation in MAAP subject matter expert training)	1 point

Applicant who gets 10 points for her Outstanding Employee Award received in 2016 and one (1) point for her Learning Facilitator in 2017. Her total score is 11 points. She has also been promoted as Administrative Assistant I in the same office in 2012. She has also been promoted as Administrative Assistant I in the same office in 2013. She has also been promoted as Administrative Assistant I in the same office in 2014. She has also been promoted as Administrative Assistant I in the same office in 2015.

10. **Application of Experience.** Application of experience is the contribution made by the applicant towards the position to be filled. It may be measured through any of the following:

Means of verification:

- Accreditation Report verified by the Head of Office;
- Accreditation Report verified by the Head of Office;
- Certification of the utilization/adoption signed by the Head of Office.

Rubric:

MOVs Submitted	Points
All MOVs	10 points
Other A, B, B	7 points
Other A, B, C	3 points

Illustrative example:

Applicant who gets 10 points for her Outstanding Employee Award received in 2016 and one (1) point for her Learning Facilitator in 2017. Her total score is 11 points. She has also been promoted as Administrative Assistant I in the same office in 2012. She has also been promoted as Administrative Assistant I in the same office in 2013. She has also been promoted as Administrative Assistant I in the same office in 2014. She has also been promoted as Administrative Assistant I in the same office in 2015.

Qualifying Accomplishments	Points
Outstanding Employee Award 2016 in Region I	10 points
Certificate of Appreciation as Learning Facilitator in MAAP (Issued for her participation in MAAP subject matter expert training)	1 point

Applicant who gets 10 points for her Outstanding Employee Award received in 2016 and one (1) point for her Learning Facilitator in 2017. Her total score is 11 points. She has also been promoted as Administrative Assistant I in the same office in 2012. She has also been promoted as Administrative Assistant I in the same office in 2013. She has also been promoted as Administrative Assistant I in the same office in 2014. She has also been promoted as Administrative Assistant I in the same office in 2015.