

## Republic of the Philippines

# Department of Education

DIGOS CITY DIVISION

## Office of the Schools Division Superintendent

# DIVISION MEMORANDUM OSDS-2024-\_\_094\_\_\_\_

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		QUALIFIC	CATION STANDA	ARDS
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)

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												
POSITION TITLE	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)

- 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: <a href="https://bit.ly/ChecklistOmnibusTeachingPromotion">https://bit.ly/ChecklistOmnibusTeachingPromotion</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



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

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: <a href="https://bit.ly/Deped-Digos-Application2">https://bit.ly/Deped-Digos-Application2</a>.

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 -	Submission of application	Applicants	Face-
March 2, 2024	documents	School PSB	to-Face
		School Head	
March 4, 2024 -	Submission of application	School PSB	Face-
March 8, 2024	documents together with	School Head	to-Face
	School PSB's Summary of	Records Section	
	Assessment		
March 11, 2024 -	Forwarding the transmittal	SDS Personnel	Face-
March 13, 2024	of all application documents	AO IV – HRMO II	to-Face
	to HRMO for pre-assessment	HRMPSB	
	of the documents	Secretariat	



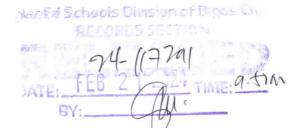
Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

March 14, 2024 -	Conduct of initial evaluation	AO IV – HRMO II	Face-
March 27, 2024	based on the CSC minimum	HRMPSB	to-Face
	Qualification Standards (QS)	Secretariat	
		HR personnel	
April 1, 2024	Issuance of letter for	HRMPSB	Online
	qualified and disqualified	Secretariat	86
	applicants		Face-
			to-Face
April 2, 2024 – April	Issuance of memorandum on	AO IV – HRMO II	Online
11, 2024	the conduct of written	SDS	
	examination, open		
	assessment, and interview of		
	applicants		
April 12, 2024	Conduct of written	HRMPSB	Face-
	examination, open	HRMPSB	to-Face
	assessment, and interview of	Secretariat	
	applicants		

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

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





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

	OF REQUIREMENTS		Annex
Jame of Applicant:	Application Code:		
Position Applied For:			
Office of the Position Applied For:			
Contact Number:			
Othnicity:			
Person with Disability: Yes ( ) No ( )			
olo Parent: Yes ( ) No ( )			
	Status of		ification
Basis Desumentary Bessies	Submission	To be filled-out by the Hi	RMO/HR Office/sub-committee)
Basic Documentary Requirement	(To be filled-out by the	Status of	
	applicant; Check if submitted)	Submission	Remarks
a. Letter of intent addressed to the Head of Office or highest		(Check if complied)	
human resource officer			
b. Duly accomplished Personal Data Sheet (PDS)			
(CS Form No. 212, Revised 2017) and Work Experience Shee	et, if		
applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable	e		
d. Photocopy of Certificate of Eligibility/Report of Rating, if			
applicable			
<ul> <li>Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including</li> </ul>	19		
completion of graduate and post-graduate units/degrees, if	15		
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 dead	line		
of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement o	n		
the Certification on the Authenticity and Veracity (CAV) of the	ne l		
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		<del>                                     </del>	
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 releve to the position to be filled	ant		
to the position to be inte			
Attested:			
Manager 1 Office			
Human Resource Management Officer			
OMNIBUS SV	WORN STATEMENT		
CERTIFICATION OF AUTHENTICITY AND VERACITY			
I hereby certify that all information above are true and corre		nowledge and belief, a	nd the documents
submitted herewith are original and/or certified true copies	tnereot.		
DAMA PRIVACU CONSTRUM			
DATA PRIVACY CONSENT  I hereby grant the Department of Education the right to colle	act and process my perso	nal information as etc	ated above for purpose
relevant to the recruitment, selection, and placement of pers		Parposo or	1
relevant to the recruitment, selection, and placement of pers laws, rules, and regulations being implemented by the Civil			
		W	notions of A 1
		Name and Sig	nature of Applicant
		_	nature of Applicant

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

Person Administering Oath

# CRITERIA AND POINT SYSTEM FOR HERING AND PROMOTION TO NON-TEACHING POSITIONS

sment for Non-Teaching positions shall be based on the following

a. Rémarkées units mal/or degree referents to the goaltion to be filled execución grit multimum qualificación requiercenta as definod in the CSC-approprio (de).

1. Training house referent o the position to be filled, execución ple miliniamum qualificación requiercentes as defined in the CSC-approved (Qs. acquired after the last permotion to tre shint the last fire (s) symmetry of the position to be filled, execución ghe mininamum qualificacións requiercentes as defined in the CSC-approved (Qs. acquired and contrator of protection of the contrator of protection of the contrator of protection (s) position of a su notation performance filled protection (s) position of a su notation performance filled protection (s) position of the contrator of protection (s) position of the contrator of protection (s) position of the contrator of protection (s) protection of Learning and Developments (fabril) required after the last protection; and protection of the contrator of protection (s) protec

2. The point system for evaluative nasessmatt is detailed in Table 1, Points assigned to each critical shall may from one salary range to seacher, griden shall way from one salary range to seacher, griden permitten to specific criteris that see more relevant to the position to be filled. As said hyperferred [30] possible than the other orbitation state of position in Section and Experience [30] possible than the other orbitation state of positions [30] possible positions of 13 possible.

Table	
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Point	
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Evaluative	
Assessment	
Non-Teaching	
Positio	

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Criteria		Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential (Written Test, BEI, Work Sample Test)	
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of Poluts	80 10 22 80 27	GH.	10	15	20	10	10	10	20	
	80 34 (Caled	10	OR.	15	28	10	10	10	20	

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# Table 3. Rubrics for Computation of Points for Education, Training, and Experience

		Training: 5 points Experience: 15 points	Education: 10 points	1				Truining: 10 points Experience: 15 points	Education: 5 points					Training: S points Experience: 20 points	BG 1-9 [Box-General Bervices Positions Ethanistor: 5 points					Weight Affication				
4.5	6-7	8 increments	9 increments	increments	Bom Q0	increment to	increments	increments	systematical 6-18	increments	Brum Qd	torrements 0-1	increments	increments	increments	increments	boss Q6	1 increment	2 increspents	3 increments	4 increments	partial as o	Sees Q8	Education
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increments	increments	6-7	increments	increments increments	Beam Q8	increments	increments	tacrements	streements 6-8	sycamora or or	Same Oil	intrements	increases:	6-7 increments	increments	increments	from Q6	increments	4-5 Increments	6.7 Incomments	barrennests	thorements	bess Q6	Experience
w	0		E .	15	Politic	te		10	23	15	Pedate			5	16	20	7			15	ĕ	8	7	808

Vaconi position: Adminishrathee Assistant II (Disbursing Officer II) = BG 8 Level and Solony Range: SO 1-9 (Non-General Services)

ulification Standards per CSC-approved QS Education : Completion of 2 years in college Training : 4 hours of relevant training Experience : 1 year of relevant experience

October 03, 2022

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

After determining the baseline level, the HRMPGB shall compute for the increments of the applicant's schall qualifications haved on the submitted documentary requirements. Increment shall refer to the difference between the applicant's actual qualification forest and the corresponding level of the minimum (baseline) QS requirement of the position to be filled.

mly qualifications that are relevant to the position to be filled and which acceed the minimum (baseline) Q8 requirements of the position shall be iven corresponding points in the computation of increments.

Appellation of math adoptions (Politicary 24, 2014)	Displacedor 16 to 16, 2000) 18 Averal Testing Im- Greeke Semakting England (Assets 17 to 16, 2003)	24 mary management and 24	In house many or header	Computation of Increments		If units extract for a stream's dayes in Patitis administration.	Buddels's depart is Buddess Advandention	of displaying a
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3. Education, Training, and Experience (ETE). The points for ETE, reresponding to the applicant's qualifications exceeding the QS, shall be computed that the treowners to Table (Table 2.a., £5.), 24 and the Scatters for Computations (with the treowners to Table 2.a.) only the Carlos (Table 2.a.) and the Scatters for Computations (with the ETE) Table 2.a.) only these qualifications that are relevant to the position to find a data by given points. Table 2.s. Increments Table - Education

ats Table - Training

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	Less than an awarded Distorate	completed towards the sampletten of a Destarate	Less than Complete Aradomic Regulerments	Lasa than 24 Units earned sexurb the oxiginates	of a Distriction on companies	appropriate to go	Less flues 18 Unit's exceed features the exceptation	Less Saws 13 Visits espread betweets the sexujierison of a Dactorate	of a Daylands	a Djurkerste	of a Decision of	Less than 6 Units carried turnerth the cuspletion.	Lens than 3 Units carped issearch the completion of a Decorate	confice a course manner on one one	howards the recognisions of a Massey's Degree	Less than Oragine Australia Repairments completed	Laws thata 42 Units warned towards the completion	of a Marker's Degree	of a Manager's Degree	Less than 36 Units surped househ the ompletion	Lose than 33 Units surged towards the completion of a Markov's Degree	of a Master's Degree	of a Master's Degree	Loss than 27 Units carried trements dus conquictions	in the	of a Masser's Degree	Master's Degree	of a Mandor's Dagree	Loss than 15 (halts suggest towards the completion	Loss than 12 Units surrent towards the completion of a Master's Dagree	Less than 9 Visits surrord towards the completion of a Master's Dogree	Less than a Units serted tements the completion of a Measur's degree	Later Gate a Buildeley's Degree list more than 2 years in Octour	Later Steam 2 years of College	Better High Rateed Lets Sitteration (K is 12)	Joseph Vilgh Robert Level Edecuation (K to 12) High Indiana Level Kidd coardenabund	Elementary Level Editorities	70	

Region (Control of Control of Con

Administration state V North Visual Spalmore   Note occus of Applicat A, the minimal appoint plant of Stand Spalmore   Note of commencer Contact CA, 2012 is a long of commencer CA, 2012 is a long of the decourage OS, the companion is and of Applicate A Note Spalmore CA, 2013 is a long of the decourage OS.  2018	Appearance (Applicated Application Application (Application Application Applic	Computation of Increments based on actual Exper
or playmany J., \$000 the present are stad if movether. (Itsing Fights strictures greeffication (If power and	Many (pt requirements a fitting manual by fitted chall for unmakement to more shall be enthanned from the	ence qualification of Applia

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 Shabrica for Computation of Paints for Education, Training, and Experience).

thing the applicable nulners for the SO 1-9 (Ran-Canuns) Services) as abouse in Tuble 3 and beased on the number of increments somed by Applicant A, the computation of points for ETE is as follows:

up & superstant	Desired Desired	When the service of t
Appliforant A	Reportment	Advantacioni Advantación Advan
-	Athendisa	Brown on Path 2: for recovery for recovery
Fidels based on Its	I	Exponents  Read on Total 2 & for more property increments—  Exponents—  Exponents—  Symbolis of sections to the other total to the other total t
connected States	Same	I Impressed to Train of 4 to Community of 4 to C
Print amobile of		T plan

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:

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

Consistent with the previsions of the CSC ORAOHRA, 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

giving points, except for positions that involve practice of precycred by board laws.

- 10. Consistent with Legal Education Beard LEEB Renolution No. 406, a. 203, Subsection of Least, 31, or June Concert, LED, 11 units and/or degree attend from law schools recognision or supervised by the LEB and its predecessor subsidiency agreement about the considered as equivalent to prediscover united to the many and account united pages in other mon-law anotheria delegities for purpose of clining prints, carry the prediscover and the prediscover of their mon-law general delegities for the purpose of clining prints, carry the prediscover and the production of the product of problems which the confidence of the product of th
  - iv. Relevant training hours earned from digital/virtual/online learn may be considered, subject to the conditions prescribed in C Memorrandum Circular Ricq No. 3, s., 2021 / General Onidelines Digital/Ontine Learning in the Public Sector).
- v. Relevant experience guined from part-time works of and the right boars par die mei den den den der der der der der boarder of best in subjected. For standarder of piritig stallen or best number of best in subjected. For standarder of piritig stallen or best or years of relevant personnel or participated in the control explicitlent includes or years of experience based on the CSC-re-ciplist (B)-hour per day workship.
  - Relevant Experience gained from abroad or outside the Philippines any ic considerance provided that the applicant submits a Certificast for of Employment. Those documentary requirements written in against such that English or Filipino shall be accompanied by a complete English measitation.
- Applicable provisions under Rule VIII Part I to IV of the CSC ORACH shall apply in the appreciation of relevant Education, Training, a Experience qualifications and giving of points to ETE credentials.
  - 4. Performance Performance refers to the assessment of how testin, duties, a reportmance and continued and performance and performance and performance reformed performance relating document or other measure of reformance relating the the current or performance and performance relating the the current or performance and performance. The Effect shall be used the purposes of giving points for performance.

An official or employee who is on official leave of absence, for reasons such as materially leave, and or foreign exchanges, and or foreign as CSC-authorited official leaves, may be considered for promotion in such cases, a performance until gin the last mitting period prior to the leave of absence shall be required.

(Reserve, as a sanddatoy requirement, the applicant shall also be required to submit a performance rating of at least Very Statisfactory (St) in the rating period pater to the date of assessment or secretting, except rating period pater to the called the end of the positions where the representation from first to second else eithig periodical part of the state Statisfactory (8).

The performance rating required for internal applicants shall be the rating referred from the Persistin-Stated reformance burgarent (Sparsin [RN] individual Performance Commitment and Newiew (IPCR) from obtain the distribution of the commitment and Newiew (IPCR) from obtain the applicant to current or previous job or position that is referent the position to be filled.

memory = 4.386/5 - 10 - 8.712

Vacuut Peatiers
Administration Able V7 - 80 d
(Ceneral Services)

The performance rating prior to the reclassification of the position shall I considered as performance rating in the reclassified position for purpos of premotion, if applicable.

a. Positions with experience regulement. Applicants to positions the require experience usus should likes performance restings covering on [1] year performance in the current and persons plot or position that retenues to the position to be filled. Computation of points for performance shall be as follows:

Venoral positions Afterstant II (Bisherning Officer II) = 80 8 (Other groups of positions/ Salary Orales)	a = 42.75 (CS Shpibility rosing) WA = 20	.275 Peterbana - 82,75/150 - 20 - 16.55
Venezi Pessigne Administration Adds III - 800.3 (Ornerol Services)	x = 82.75 (OWA)	Peleistranome = 82,73/100 - 10 - 8.273

For honor graduates covered by Presidential Decree (PD) 907 titled. Oranting Cloff Service Eligibility to College Honor Oradiates, the following rubric shall apply:

Polatic purposes	30	19 points	1 minutes
Henors Entred	Cum Laud	Migra Oun	Over 1 mide

Applicants with work experience, who are applying to entry level position or publishes also capelled requirement experiences are most substantial performance multiple sovering one (1) year performance in all about proposition. The computation subplained in hem 44 shaft strypt.

Orbitabeller, Controller Controller, Contr

Table 5 below enumerates the components of Outstanding Acco the corresponding maximum points for each component.

Table 5. Components of Outstanding Accomplis

Commonset	Bolatta
The state of the s	TARREST AND THE PERSON
Awards and Recognition	4 points
Research and Innovation	4 points
Subject Matter Expert / Membership in National Technical Working Groups (TWGs)	3 points
Denouse Secalerable / Learning Pacification	O societe

The points allocation in Table 5 shall serve as the maximum or celling points it may be terred for each component. To points aware from each component commission to its owners of the component of to exceed the weight allocation for Universities to Selection for Originating Assemblements but to exceed the weight admission for the component of the control of the Assemblement and Table 1 point System for Powlauthe Assessment for Non-Teaching Powlations.

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

National Periodical series would for worker for an incoming series because the Periodical series of the Periodical series of Series below. Series of Conference and Periodical Series of Periodical Periodical Periodical Periodical Series of the Philippine Depths of cit., shall be given maximum presistant in Ontanding Accordinghaments for [6] spoint for General Services positions and 10 peints for other group positionic sharp gradie.

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

 Assurds and Recognition. This may refer to citations or commen academic or inter-school awards, or outstanding employee awards. a.1. Citation or Commendation. This shall apply only to applic General Services positions.

of chatien 4 points of chatien 5 points of chatien 5 points	Number of Citations Pelatsicas, Joseph Catalon 4 point letters of citation 3 point letters of citation 3 point letter of citation 2 point letter of citation 2 point	1			
Of citation	Number of Citations or more letters of citation tters of citation ther of citation	Pointson	4 point	3 point	2 cuint
	Fumber or more let tters of citat	Stations	of citation		

a.2. Academic or Inter-School Auserde. This shall apply only to applic with no or less than one (1) year work caperience (e.g., fresh gradius The following MOV's and rubrics aball be used in determining points Awards and Recognition.

A. Academic or inter-achool award; or B. Ter Outstanding Students of the Philippines (TOSP) Award; C. Certification or any document that the applicant belongs to Top 10 in the Board or Civil Service Eligibility Examination.

award sor TOSP Award or Top 10 in awards or TOSP Award or Top 10 in Top 10 in the Chart two (2) academic for the chart two (3) academic or inter-exhool 3 points awards	Number of Awards	Point Schmitzeds (bets fallend decond
I) seademic or in	I least three (3) academic or inter-school wards or TOSP Award or Top 10 in oard /CS Eligbility Examination	4 points
	I) seademic or in	3 points

a.3. Outstanding Employee Aucard. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Pointspropresses = x/8 \* WAfreshresses

due				
Midpoint Va	4.78	3.995	2.995	1.995
RFMIS Rating Scale	Outstanding 4.500-5.000	Very Satisfactory 3 500-4.499	Satisfactory 2.500-3.499	Unsettafactory 1.600-2.409
	RPMS Rating Scale Midpoint Value	Boale Midpel	Beale Midpel	Boale Midges

0.7495

- 3.995/5 · 20 - 34.98

External applicant/a to waxant positions with experience requirement shall be such performer entitigg. Into current or previous work that is referent to the position to be filled. Not admission of performance rathing in to the position to be filled. Not admission of performance might in the considered in the absence of the applicable performance rathing. For external applicants whose performance is measured using other numerical or adjective intuity systems with scales that are not aligned with the five [5]-point smite scale of the FPMS, the HRMF9B shall develop a system that transmitted the performance strategor or support or companies to the contraponding points companies to the exaking rubers of the RPMS.

b. Positions with no experience requirement, Applicants to positions that 0s and require provide a cyclinic must assist the band reasonablestics of a series forwise Eligibility ratings. For deceased Services positions that do not have Eligibility requirement. Lee Centure Weighted Armage (1994) in the highest exaction by pages the service for the remort shall be required. The Heiserfor must develop a specime for the remort shall be required. The Heiserfor must computation of points for performance the Carlo A. or a procuringer scale computation of points for performance and the set afforms.

Pointsqueperment " X/100 " WArmite

Where:
x = Board Escan/CS Eligibility noting/OWA trunsmusted to percentage s
WA = Weight Allocation for Performance
(10 points for General Services, 20 points for Other Groups of Positions.

Means of verification:

A. Any issuance, memorandum or document showing the Criteria for the Search; and B. Certificate of Recognition/Merit.

Lovel	Points overseing September dead
Applicants from external institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 noists
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	
Applicants from schools division office	
Regional Level Search or Higher	
Division/Provincial/City Level Search	2 points
applicants from schools	
Division Level Search or Higher	4 noints
Rehard Mindahallin (Notein Town) Beand	

For milling smeath profession must be smeared giving look) and/or and/or

An applicant to a General Services position who has presented Letter/s Clathorl/Commendation and/or Outstanding Employer Award, shall given points based on either Category a.1 (Citation or Commendation) Category a.3 (Outstanding Employer Award), whichever is higher.

b. Research and Innovation

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

subject Batters Engary, Chimische Olde, particulari 1978 et Coment Tributal din de de l'acceptation de la Persona de la Charles de l'Articulari de l'acceptation de l'acceptati

A. Issuance of Memorandum showing the memba or Committee;

B. Certificate of Participation or Attendance; and
C. Output/Adoption by the organization/DepEd.

MOVVe Bulbmitteed Pulminum ALL MOVe 3 points Only A & B 2 points

Pinesaren gelendebet / Lernerly Breitlieden. This shill style opplienen who have been requested and tentred in share their browder of opplienen who have been requested and tentred in says disch such contract in may include applien who served as a Resource Speaker, Resource Person, Trailor, and Learning Pedialtor in seatherman, relating programs, conference convention, congress, formus, learning genglams, conference convention, congress, formus, learning section risks [1/2] seasons, etc.

Means of verification (All listed MOVs shall be submitted)

A. Issuance/Memorandum/Invlintion/Training Matrix B. Certificate of Recognition/Ment/Commendation/Ag C. Slide deck/a used and/or Session guide/a. Rutrico.

Jerus Jerus

POINTS|agellusten of Schooting = X/100 \* WAppy Whener:
- GWA transmutted to percentage acode
WA = Weight Allocation for Application of Education
(10 paints for Other Groups of Positional Salary Grader

Vacant position: Assistant II (Disbureting Officer II) – 80 8 (Other groups of positions/Selary Grades) mates of Phinastery = \$2.75/100 \* 10 = 8.275 Appliestion of Learning and Development (LAB), Application of LAD proven staceose of the learnings gained from the himms resource development (Bi increasing about a fitting of the applicant which must have led to signific positive results in their carrent or previous work.

Higher premium shall be given to an application of L&D or intervention made the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in Item 6(4) of this Order shall apply.

A Contribute of Principa or Contribution on any applicable LAD intervention sequence that is aligned with the informal Development Paul (1997) for currand applicants, or evolutionation from 106 stating that the LAD intervention is aligned with the critical or extra soft was often propriated in their countries approach that the countries appeared in their countries appeared to the countries appeared to the countries appeared to the countries appeared to the countries and the countries for the LAD intervention of the countries of the proposed by the Briefold of LAD intervention of the countries of the proposed by the Briefold of LAD intervention of the countries of the proposed to the properties of the countries of the countries

C. Accomplainment Report ugether with a General Certification and that the Lad. Intervention was used, independently the unfailed in D. Accomplainment Report together with a General Certification that the Ladb intervention was used/adopted by a different office at the local/influentle was used/adopted by a different office at the local/influentle

Mr76's Subsentated	Polestea	climation of talk
	Referent	Not Relevant
ALL MOVe	10 points	S pokuta
Mr A. R. A. C.	7 points	3 points
bel. A & B	& rounts	1 point

2 points 1 point 2 point 2 points 2 points 2 points 2 points
--

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

A. Certificate of Recognition as Learning Pacilitator issued by NAP Pegional Office
NEAP Regional Office
NEAP Central Office as Learning Pacilitator issued by NEAP Central Office

Rubrics:

Accredited National Assessor 2 points
Accredited National Trainer 1 5 points
Accredited Regional Trainer 1 point

Applicant Apple is applified for an Administrative Assistant II (Daburseley Officer II) position in SEOV bytes of CIII, See here prevented as Administrative Assistant I in Angust 2015 in the same SEO. For the purpose of computing her Cutshandfing Accomplishments, who malmitted the following MOYE:

JR1074D Remarks	Not credited; MOV has been used in the last pressodon as ADAS!	Creditori	Not credited due to non-endmission of required MOVs	Orafilled
Polinte Jumel on Ruderic	2 podeda	4 points	1 point	2 pooled
Outsiunding Accomplishments	Apenydie and Recognistrated 2013 in SDO Vigam Outsteamfing Englosyer Ansand 2013 in SDO Vigam Only fromplete MOVe submitted)	Outstanding Engelopee Award 2016 in Region I complete MCVs submitted;	Bessiunce Bpsechenthly/Learnshy Practitisetten: Certificate of Recognition as Learning Practitiser in 2018 Amenal Budget Conference in 200 Vigen City (declared in the portfolio; no MOV submitted)	Cartifluste of Recognition as Learning Fuolitator in 2017 Annual Budget Conference in SDO Vigen City (sprig-lets MCVs exbritted.)

8. Potential. Potential refers to the capacity and ability of an applicant to positions that cuttes and responsibilities of the position to be filled, and those higher positions that are more inchnical in nature. It may be measured through any or all of the following:

				stal Services	gies that are	vided that It		
Pointagn-teamen	5 points	10 points	5 roints	applicants to Gene	assessment strates	their potential, pro-		
Component	Written Examinations (WE)	Skills or Work Sample Tests (8/WST)	Behavioural Events Interview (SEI)	se the above measures are not applicable to	s, the HRMPSB may design other evaluative	appropriate and specific for them in order to assess their potential, provided that it	he celling points (55 points) set in Table 1.	
				In cas	position	appropr	Tollows	

on Welster parameterist evites to the standardistic axisation which measures the knowledge, longuage profession, shilly to present kines profession, shilly to present kines profession and selectively being of the application. The rest and co-bassion profession upon final master described as nequested by the IRBMERS, ladder nature appears refer individuals internal or external to the older where the wastern either individuals internal or external to the older where the wastern established to the appearation of the Department, who have weighting insuleding to the specific competencies required by the position to be filled.

Pointhjun = x/100 \* WAmp

Bustrative example:

Pointique - 85/100 - 5 - 4.25

skells or Work Sample 7 set refers to the test that may be administrated ventuals the application of ability referent to the requirement of the positions to be filled. The test and evaluation rubrics must be designed by position to be filled. The test and evaluation rubrics must be designed by the position must require in expensed by the IRBATESI depending on the type of skills test required by the position to let filled.

Where:

- Soow/ nating in the S/WST in percentage scole
WA = Weight Allocation for S/WST

(10 points for Other Groups of Positions/ Salary Grades) Pointsqua = x/100 \* WAquun

Applasation of Behaviories, Application of explosition in the contribution made by an applicant to their overlations as a result of their bearings from Apple extension by an applicant to their overlations as a result of their bearings from Apple extensions of processes, and their overlations of their processes, applicant with has successfully applied the kearings gained from and a laboration turils or deeper's search. The application for detailed in the successfully applied the search application and applicant to their overlation for the procession of the company is according to the search of the procession of the company is application for their overlation must be applicant positive results in the application's carried on the procession of the company of the procession of the procession of the company of the procession of th

Destines with experience requirement. Application of education is the
contributions made by the application to their verificines as a result of their
learnings from their education degrees or units earned, such as but not
limited to applied concepts, processes, and skifts that are referent to the
position to be filled.

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 betweentien is described as the interventien that is directly applicable to the Amodeian unit where the position applied for its Amples Am Interventien in described to be applicable it if can be used in the operations of the functional unit based on its offer mandates in the directly in the place of the Amodeian of the functional unit based on the other for the creation of the functional unit based on the other 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:

A. Action Plan approved by the Head of Office
B. Accomplishment Report werflect by the Head of Office
C. Certification of the utilisation/adoption signed by the Head of
Office

Previous and management and previous the properties to positions that do not require previous work experiences must subtain the OWA in the thighest administration of the previous work experiences must subtain the OWA in the thighest administration of the previous special content of previous special previous special content of prefer the previous special content of the previous specia

Voccort position: Adventates results Anderstant II (Bishuruting Officer II) – 8G 8 (Other groups of positional Salary Grades) x = 85; WA = 5 Peletines; = 85/100 \* 10 = 8.5 C. Behavisium Beneta Interview (BER) retires to the conclust of direct inquiry and adjoined to profit the state of conclusion to the procession and for the workpace. But its bands on the principle that peak behaviour practice that workpace. But it hands on the principle that peak behaviour practice that will depend to the the EVEN for the process. The compensation has been endithed by the applicant, the EVEN approach drawn focus on extrast Biratalion in which the applicant sacred the EVEN approach drawn goldonia. The EVEN approach that we applicant laced to the EVEN approach drawn goldonia the applicant sacred the EVEN approach drawn from EVEN approach and the Regional sacred to the EVEN approach that we applicant laced to the EVEN approach and the applicant laced to the EVEN approach and the Regional sacred to the EVEN approach and the EVEN applicant laced to the EVEN applicant laced

Approach The BER hald were to assess the trapicious's potential or Approach and App

potent about the transfer of the Googness of the Constitution of celling points that may be earned by an applicant. The points accurate arroad from the forest sort sort cummer for the constitution of celling points for their constitution of celling points for the celling points of t