



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 212

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : ANNOUNCEMENT OF VACANT POSITION FOR RELATED-
TEACHING POSITION

Date : June 14, 2024

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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
EDUCATION PROGRAM SUPERVISOR	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	LET/PBET/R.A.1080 (TEACHER)
Plantilla Item No.: OSEC-DECSB-EPSVR-750048-2010 OSEC-DECSB-EPSVR-750080-2014 SG: 22 Monthly Salary: ₱ 71,511.00 No. of Vacancy/ies: 2				



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

Subject: SCIENCE

EDUKASYON SA PAGPAPAKATAO

Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION

JOB SUMMARY:

- To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.
- To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.

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

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

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Rating;
- 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,;
- f. Photocopy of Certificate/s of Training;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
- h. Photocopy of latest appointment;
- 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;
- 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/ChecklistOmnibusVer2>*), **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: <https://bit.ly/DepEdDCApply>.

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. 4 to D.O. No. 007, s. 2023**). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

Original copy of documents must be presented during the conduct of evaluation of documents, thus, only those submitted documents will be given corresponding points.

The deadline for the submission of the applications for interested applicants to the Division Office – Records Section is on **June 24, 2024**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
June 14, 2024 – June 24, 2024	Submission of application documents	Applicants Records Personnel	Face-to-Face
June 25, 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
June 26, 2024 – July 10, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
July 11, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



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

July 11, 2024 – July 15, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
July 16, 2024 – July 17, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

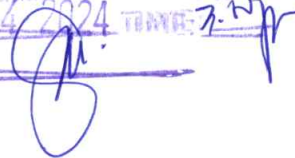
This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of the
Schools Division Superintendent



MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent,
Officer-In-Charge

Schools Division of Digos City
RECORDS SECTION
24-1276M
DATE: JUN 14 2024 TIME: 7:15P
BY: 

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			
c. Photocopy of valid and updated PRC License/ID			
d. Photocopy of Certificate of Eligibility/Report of Rating			
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			
f. Photocopy of Certificate/s of Training			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record			
h. Photocopy of latest appointment			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission			
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			
l. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			

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

CITIZENSHIP AND POINT SYSTEMS FOR BERING AND PROMOTION TO RELATED-TEACHING POSITIONS

- The assessment for related-teaching positions shall be based on the following criteria:
 - Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS.
 - Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years.
 - Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years.
 - Performance relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years.
 - Application of Education acquired after the last promotion; and
 - Potential for learning and development (L&D) acquired after the last promotion.
- The point system for evaluative assessment is detailed in Table 1. The point system shall vary based on the level and salary range of the position. Points assigned to each criterion shall vary from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled.

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

Criteria	Breakdown of Points			
	80-13.12	80-16.28	80-20 and above	80-24 and above
a. Education	10	10	10	10
b. Training	10	10	10	10
c. Experience	10	10	10	10
d. Performance	20	20	20	25
e. Outstanding	10	5	10	10
f. Application of Education	10	15	10	10
g. Potential for Learning and Development (L&D)	10	10	10	10
Total	100	100	100	100

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

Weight Allocation	Education		Training		Experience	
	Increments from 10 increments	Points	Increments from 10 increments	Points	Increments from 10 increments	Points
Education: 10 points	10	100	10	100	10	100
Training: 10 points	6	60	6	60	6	60
Experience: 10 points	4	40	4	40	4	40
Total	20	200	20	200	20	200

Illustrative example:
 Vocational position, Education Program Supervisor (M&P/SP) - 80-22
 Level and Salary Range: SC 16.25 (and) SC 27
 Qualification: Master's Degree in Education or other relevant Master's Degree
 Training: Degree with appropriate area of specialization
 Experience: 2 years as Principal or 2 years as Lead Teacher or 2 years as Master Teacher

The title of H&M/SP/AS/Assistant/Supervisor/Teacher/80-2022
 determine the baseline level for computing the points for ETE, using the increments table as shown in Table 2.a, 2.b, and 2.c.

Minimum Qualification for Appointment	Computation of Points	
	Education	Training
Master's Degree in Education or other relevant Master's Degree	10	10
4 years related teaching experience as a teacher	4	4
2 years as Principal or 2 years as Master Teacher	2	2
Total	16	16

For purposes of determining the baseline level for Education, any professional or specialization units, if there be any, as may be required in the CSC-approved QS in addition to non-education degree shall be degree plus 18 professional units in Education with appropriate major. Level 6 based on Table 2.a). Additional professional and specialization units shall not correspond to units (stands the completion of a Master's degree. b. After determining the baseline level, the H&M/SP/AS/Assistant/Supervisor/Teacher/80-2022 determine the difference between the minimum (baseline) QS requirements of the position to be filled.

Rubric for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the rubric in Table 3. Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.a. Incrementation Table - Education

Increment Level	From	To
1	0 hours	Less than 3 hours
2	3 hours	Less than 6 hours
3	6 hours	Less than 9 hours
4	9 hours	Less than 12 hours
5	12 hours	Less than 15 hours
6	15 hours	Less than 18 hours
7	18 hours	Less than 21 hours
8	21 hours	Less than 24 hours
9	24 hours	Less than 27 hours
10	27 hours	Less than 30 hours
11	30 hours	Less than 33 hours
12	33 hours	Less than 36 hours
13	36 hours	Less than 39 hours
14	39 hours	Less than 42 hours
15	42 hours	Less than 45 hours
16	45 hours	Less than 48 hours
17	48 hours	Less than 51 hours
18	51 hours	Less than 54 hours
19	54 hours	Less than 57 hours
20	57 hours	Less than 60 hours
21	60 hours	Less than 63 hours
22	63 hours	Less than 66 hours
23	66 hours	Less than 69 hours
24	69 hours	Less than 72 hours
25	72 hours	Less than 75 hours
26	75 hours	Less than 78 hours
27	78 hours	Less than 81 hours
28	81 hours	Less than 84 hours
29	84 hours	Less than 87 hours
30	87 hours	Less than 90 hours
31	90 hours	Less than 93 hours
32	93 hours	Less than 96 hours
33	96 hours	Less than 99 hours
34	99 hours	Less than 102 hours
35	102 hours	Less than 105 hours
36	105 hours	Less than 108 hours
37	108 hours	Less than 111 hours
38	111 hours	Less than 114 hours
39	114 hours	Less than 117 hours
40	117 hours	Less than 120 hours
41	120 hours	Less than 123 hours
42	123 hours	Less than 126 hours
43	126 hours	Less than 129 hours
44	129 hours	Less than 132 hours
45	132 hours	Less than 135 hours
46	135 hours	Less than 138 hours
47	138 hours	Less than 141 hours
48	141 hours	Less than 144 hours
49	144 hours	Less than 147 hours
50	147 hours	Less than 150 hours
51	150 hours	Less than 153 hours
52	153 hours	Less than 156 hours
53	156 hours	Less than 159 hours
54	159 hours	Less than 162 hours
55	162 hours	Less than 165 hours
56	165 hours	Less than 168 hours
57	168 hours	Less than 171 hours
58	171 hours	Less than 174 hours
59	174 hours	Less than 177 hours
60	177 hours	Less than 180 hours
61	180 hours	Less than 183 hours
62	183 hours	Less than 186 hours
63	186 hours	Less than 189 hours
64	189 hours	Less than 192 hours
65	192 hours	Less than 195 hours
66	195 hours	Less than 198 hours
67	198 hours	Less than 201 hours
68	201 hours	Less than 204 hours
69	204 hours	Less than 207 hours
70	207 hours	Less than 210 hours
71	210 hours	Less than 213 hours
72	213 hours	Less than 216 hours
73	216 hours	Less than 219 hours
74	219 hours	Less than 222 hours
75	222 hours	Less than 225 hours
76	225 hours	Less than 228 hours
77	228 hours	Less than 231 hours
78	231 hours	Less than 234 hours
79	234 hours	Less than 237 hours
80	237 hours	Less than 240 hours
81	240 hours	Less than 243 hours
82	243 hours	Less than 246 hours
83	246 hours	Less than 249 hours
84	249 hours	Less than 252 hours
85	252 hours	Less than 255 hours
86	255 hours	Less than 258 hours
87	258 hours	Less than 261 hours
88	261 hours	Less than 264 hours
89	264 hours	Less than 267 hours
90	267 hours	Less than 270 hours
91	270 hours	Less than 273 hours
92	273 hours	Less than 276 hours
93	276 hours	Less than 279 hours
94	279 hours	Less than 282 hours
95	282 hours	Less than 285 hours
96	285 hours	Less than 288 hours
97	288 hours	Less than 291 hours
98	291 hours	Less than 294 hours
99	294 hours	Less than 297 hours
100	297 hours	Less than 300 hours
101	300 hours	Less than 303 hours
102	303 hours	Less than 306 hours
103	306 hours	Less than 309 hours
104	309 hours	Less than 312 hours
105	312 hours	Less than 315 hours
106	315 hours	Less than 318 hours
107	318 hours	Less than 321 hours
108	321 hours	Less than 324 hours
109	324 hours	Less than 327 hours
110	327 hours	Less than 330 hours
111	330 hours	Less than 333 hours
112	333 hours	Less than 336 hours
113	336 hours	Less than 339 hours
114	339 hours	Less than 342 hours
115	342 hours	Less than 345 hours
116	345 hours	Less than 348 hours
117	348 hours	Less than 351 hours
118	351 hours	Less than 354 hours
119	354 hours	Less than 357 hours
120	357 hours	Less than 360 hours
121	360 hours	Less than 363 hours
122	363 hours	Less than 366 hours
123	366 hours	Less than 369 hours
124	369 hours	Less than 372 hours
125	372 hours	Less than 375 hours
126	375 hours	Less than 378 hours
127	378 hours	Less than 381 hours
128	381 hours	Less than 384 hours
129	384 hours	Less than 387 hours
130	387 hours	Less than 390 hours
131	390 hours	Less than 393 hours
132	393 hours	Less than 396 hours
133	396 hours	Less than 399 hours
134	399 hours	Less than 402 hours
135	402 hours	Less than 405 hours
136	405 hours	Less than 408 hours
137	408 hours	Less than 411 hours
138	411 hours	Less than 414 hours
139	414 hours	Less than 417 hours
140	417 hours	Less than 420 hours
141	420 hours	Less than 423 hours
142	423 hours	Less than 426 hours
143	426 hours	Less than 429 hours
144	429 hours	Less than 432 hours
145	432 hours	Less than 435 hours
146	435 hours	Less than 438 hours
147	438 hours	Less than 441 hours
148	441 hours	Less than 444 hours
149	444 hours	Less than 447 hours
150	447 hours	Less than 450 hours
151	450 hours	Less than 453 hours
152	453 hours	Less than 456 hours
153	456 hours	Less than 459 hours
154	459 hours	Less than 462 hours
155	462 hours	Less than 465 hours
156	465 hours	Less than 468 hours
157	468 hours	Less than 471 hours
158	471 hours	Less than 474 hours
159	474 hours	Less than 477 hours
160	477 hours	Less than 480 hours
161	480 hours	Less than 483 hours
162	483 hours	Less than 486 hours
163	486 hours	Less than 489 hours
164	489 hours	Less than 492 hours
165	492 hours	Less than 495 hours
166	495 hours	Less than 498 hours
167	498 hours	Less than 501 hours
168	501 hours	Less than 504 hours
169	504 hours	Less than 507 hours
170	507 hours	Less than 510 hours
171	510 hours	Less than 513 hours
172	513 hours	Less than 516 hours
173	516 hours	Less than 519 hours
174	519 hours	Less than 522 hours
175	522 hours	Less than 525 hours
176	525 hours	Less than 528 hours
177	528 hours	Less than 531 hours
178	531 hours	Less than 534 hours
179	534 hours	Less than 537 hours
180	537 hours	Less than 540 hours
181	540 hours	Less than 543 hours
182	543 hours	Less than 546 hours
183	546 hours	Less than 549 hours
184	549 hours	Less than 552 hours
185	552 hours	Less than 555 hours
186	555 hours	Less than 558 hours
187	558 hours	Less than 561 hours
188	561 hours	Less than 564 hours
189	564 hours	Less than 567 hours
190	567 hours	Less than 570 hours
191	570 hours	Less than 573 hours
192	573 hours	Less than 576 hours
193	576 hours	Less than 579 hours
194	579 hours	Less than 582 hours
195	582 hours	Less than 585 hours
196	585 hours	Less than 588 hours
197	588 hours	Less than 591 hours
198	591 hours	Less than 594 hours
199	594 hours	Less than 597 hours
200	597 hours	Less than 600 hours
201	600 hours	Less than 603 hours
202	603 hours	Less than 606 hours
203	606 hours	Less than 609 hours
204	609 hours	Less than 612 hours
205	612 hours	Less than 615 hours
206	615 hours	Less than 618 hours
207	618 hours	Less than 621 hours
208	621 hours	Less than 624 hours
209	624 hours	Less than 627 hours
210	627 hours	Less than 630 hours
211	630 hours	Less than 633 hours
212	633 hours	Less than 636 hours
213	636 hours	Less than 639 hours
214	639 hours	Less than 642 hours
215	642 hours	Less than 645 hours
216	645 hours	Less than 648 hours
217	648 hours	Less than 651 hours
218	651 hours	Less than 654 hours
219	654 hours	Less than 657 hours
220	657 hours	Less than 660 hours
221	660 hours	Less than 663 hours
222	663 hours	Less than 666 hours
223	666 hours	Less than 669 hours
224	669 hours	Less than 672 hours
225	672 hours	Less than 675 hours
226	675 hours	Less than 678 hours
227	678 hours	Less than 681 hours
228	681 hours	Less than 684 hours
229	684 hours	Less than 687 hours
230	687 hours	Less than 690 hours
231	690 hours	Less than 693 hours
232	693 hours	Less than 696 hours
233	696 hours	Less than 699 hours
234	699 hours	Less than 702 hours
235	702 hours	Less than 705 hours
236	705 hours	Less than 708 hours
237	708 hours	Less than 711 hours
238	711 hours	Less than 714 hours
239	714 hours	Less than 717 hours
240	717 hours	Less than 720 hours
241	720 hours	Less than 723 hours
242	723 hours	Less than 726 hours
243	726 hours	Less than 729 hours
244	729 hours	Less than 732 hours
245	732 hours	Less than 735 hours
246	735 hours	Less than 738 hours
247	738 hours	Less than 741 hours
248	741 hours	Less than 744 hours
249	744 hours	Less than 747 hours
250	747 hours	Less than 750 hours
251	750 hours	Less than 753 hours
252	753 hours	Less than 756 hours
253	756 hours	Less than 759 hours
254	759 hours	Less than 762 hours
255	762 hours	Less than 765 hours
256	765 hours	Less than 768 hours
257	768 hours	Less than 771 hours
258	771 hours	Less than 774 hours
259	774 hours	Less than 777 hours
260	777 hours	Less than 780 hours
261	780 hours	Less than 783 hours
262	783 hours	Less than 786 hours
263	786 hours	Less than 789 hours
264	789 hours	Less than 792 hours
265	792 hours	Less than 795 hours
266	795 hours	Less than 798 hours
267	798 hours	Less than 801 hours
268	801 hours	Less than 804 hours
269	804 hours	Less than 807 hours
270	807 hours	Less than 810 hours
271	810 hours	Less than 813 hours
272	813 hours	Less than 816 hours
273	816 hours	Less than 819 hours
274	819 hours	Less than 822 hours
275	822 hours	Less than 825 hours
276	825 hours	Less than 828 hours
277	828 hours	Less than 831 hours
278	831 hours	Less than 834 hours
279	834 hours	Less than 837 hours
280	837 hours	Less than 840 hours
281	840 hours	Less than 843 hours
282	843 hours	Less than 846 hours
283	846 hours	Less than 849 hours
284	849 hours	Less than 852 hours
285	852 hours	Less than 855 hours
286	855 hours	Less than 858 hours
287	858 hours	Less than 861 hours
288	861 hours	Less than 864 hours
289	864 hours	Less than 867 hours
290	867 hours</	

iii. Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) units and/or equivalent professional degree units/degrees in other non-law fields shall be considered as relevant to the position for which the applicant is applying for, provided that the units/degrees are relevant to the position that involve practice of profession covered by the rules governing the bar, subject to further discretionary guidelines as may be issued by the LEB.

iv. Relevant training hours earned from digital/virtual/online learning shall be considered as relevant to the position for which the applicant is applying for, provided in CSC Memorandum Circular (MC) No. 15, s. 2021 (General Guidelines on Digital/Online Learning in the Public Sector).

v. Relevant experience gained from part-time work of at least four (4) hours per day may be considered, provided that the appropriate documentation is submitted with details on the actual number of hours rendered, the purpose of the work, and the number of years of relevant experience submitted shall be transmitted to the CSC within the last rating period or the last rating period prior to the date of assessment, or screening, except for performance rating in an award search.

vi. The Department guidelines from abroad or outside the Philippines may be considered, provided that the applicant is currently employed, those documentary requirements written in languages other than English or Filipino shall be accompanied by a competent English translation.

vii. Applicants under Rule Part 1 to IV of the CSC OMB/MORRA shall submit proof of their citizenship, such as birth certificate, passport, experience qualifications and giving of points to RTE credentials.

viii. The Department shall be responsible for the assessment of their tasks, duties and responsibilities are carried out or established by the performance rating document or other means of verification. The performance rating shall be in the current or previous job or position that is relevant to the position to be filled, that the applicant is applying for, provided that the applicant is currently employed in the position for which the applicant is applying for.

ix. **Positions with experience requirement.** Applicants to positions that require experience shall submit proof of their experience in the current or previous job or position that is relevant to the position to be filled. Computation of points for performance shall be as follows:

Where:	Points
1. * = Highest Possible Pts in Available RPMS	20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24
2. * = Weight Allowance for Performance	20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24

Illustrative example:
 Applicant's Performance Rating: 4.50
 Weight Allowance: 20
 Total Points: 90

6.1. Internal applicants.

The performance rating received by internal applicants shall be the rating received from the current or previous position for which the applicant is applying for, provided in CSC Memorandum Circular (MC) No. 15, s. 2021 (General Guidelines on Digital/Online Learning in the Public Sector). The performance rating shall be in the current or previous position that is relevant to the position to be filled. The performance rating shall be in the current or previous position that is relevant to the position to be filled. The performance rating shall be in the current or previous position that is relevant to the position to be filled.

An official or employee who is on official leave or absence, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leaves, may be considered for promotion, in such cases, the performance rating received during the last rating period prior to the date of assessment shall be required.

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

6.2. External applicants.

For external applicants whose performance is measured using a five (5)-point performance rating scale, the midpoint value of the RPMS rating (Table 4) shall be used in the computation of the performance rating. The performance rating shall be supported with the Performance Evaluation Tool.

Table 4. Midpoint Value of the RPMS Rating

RPMS Rating Scale	Midpoint Value
Outstanding	4.75
Very Satisfactory	3.80
Satisfactory	2.95
Below Satisfactory	1.95
Below 1.99	0.75

Illustrative example:
 Applicant's Performance Rating: 4.50
 Weight Allowance: 20
 Total Points: 90

For external applicants whose performance is measured using other numerical or subjective rating systems with scales that are not aligned with the five (5)-point rating scale of the RPMS, the RPMS shall be converted to a five (5)-point rating scale of the RPMS. The corresponding points shall be computed based on the existing rubrics of the RPMS. The corresponding points shall be computed based on the existing rubrics of the RPMS. The corresponding points shall be computed based on the existing rubrics of the RPMS.

External applicants to vacant positions with experience requirement shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any position shall be considered in the absence of the applicable performance rating.

Positions with an experience requirement. Applicants to positions that do not require previous experience must submit the board examination or Career Service Eligibility ratings. Computation of points for performance shall be as follows:

Where:	Points
1. * = Highest Possible Pts in Available RPMS	20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24
2. * = Weight Allowance for Performance	20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24

The following MOVs and rubrics shall be used in determining points for Award and Recognition:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-matching a board certificate; or
- C. Certificate or any document showing TOSF Award.

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

6.2. Outstanding Employer Award. This shall apply to applicants with award and recognition, or those applying to positions with experience requirement.

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

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

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

The following MOVs and rubrics shall be used in determining points for Award and Recognition:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-matching a board certificate; or
- C. Certificate or any document showing TOSF Award.

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

6.2. Outstanding Employer Award. This shall apply to applicants with award and recognition, or those applying to positions with experience requirement.

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

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

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

The following MOVs and rubrics shall be used in determining points for Award and Recognition:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-matching a board certificate; or
- C. Certificate or any document showing TOSF Award.

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

6.2. Outstanding Employer Award. This shall apply to applicants with award and recognition, or those applying to positions with experience requirement.

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

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

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

The following MOVs and rubrics shall be used in determining points for Award and Recognition:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-matching a board certificate; or
- C. Certificate or any document showing TOSF Award.

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

6.2. Outstanding Employer Award. This shall apply to applicants with award and recognition, or those applying to positions with experience requirement.

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

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

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

The following MOVs and rubrics shall be used in determining points for Award and Recognition:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-matching a board certificate; or
- C. Certificate or any document showing TOSF Award.

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

6.2. Outstanding Employer Award. This shall apply to applicants with award and recognition, or those applying to positions with experience requirement.

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

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

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

The following MOVs and rubrics shall be used in determining points for Award and Recognition:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-matching a board certificate; or
- C. Certificate or any document showing TOSF Award.

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

6.2. Outstanding Employer Award. This shall apply to applicants with award and recognition, or those applying to positions with experience requirement.

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

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

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

The following MOVs and rubrics shall be used in determining points for Award and Recognition:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-matching a board certificate; or
- C. Certificate or any document showing TOSF Award.

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

6.2. Outstanding Employer Award. This shall apply to applicants with award and recognition, or those applying to positions with experience requirement.

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

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

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

The following MOVs and rubrics shall be used in determining points for Award and Recognition:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-matching a board certificate; or
- C. Certificate or any document showing TOSF Award.

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

6.2. Outstanding Employer Award. This shall apply to applicants with award and recognition, or those applying to positions with experience requirement.

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

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

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

The following MOVs and rubrics shall be used in determining points for Award and Recognition:

- A. Academic or inter-school award; or
- B. Certification or any document showing top-matching a board certificate; or
- C. Certificate or any document showing TOSF Award.

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

6.2. Outstanding Employer Award. This shall apply to applicants with award and recognition, or those applying to positions with experience requirement.

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

Component	Points
At least three (3) awards or TOSF Award or Top 10 in award search	2 points
At least one (1) award or TOSF Award	1 point

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

- Learning Facilitator in seminars, training programs, conferences, conventions, congress, forums, learning action cells (LAC) sessions, etc.
- Inservice/Memorandum/Invitation/Training Metric;
 - Certificate of Recognition/Merit/Commendation/Appreciation;
 - Slide deck/s used and/or Session guide/s.

Rubrics: (SQ 11-15 and SQ 24)

Applicant's Name	Level	Points	Remarks
ALL MOVs	Level 1	2 points	
Only A, B, S, C	Level 2	1 point	
Only A, B, S, C	Level 3	2 points	
Only A, B, S, C	Level 4	1 point	
Only A, B, S, C	Level 5	2 points	
Only A, B, S, C	Level 6	1 point	
Only A, B, S, C	Level 7	2 points	
Only A, B, S, C	Level 8	1 point	

- c. **NEAP Accredited Learning Facilitator.** This shall apply to applicants who are currently serving as Learning Facilitator by the National Educators Academy of the Philippines (NEAP).

- Measures of verification:
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
 - Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Rubrics:

MOVs	Points	Remarks
Accredited National Inservice	2 points	
Accredited National Trainer	1.5 points	
Accredited Regional Trainer	1 point	

7. **Application of Learning and Development (LAD).** Application of LAD is a proven measure of the knowledge gained from the human resource development (HRD) process, which includes the 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(a) of this Order shall apply.

- Measures of verification:
- Certificate of Training or Certification as any applicable LAD intervention acquired that is aligned with the Individual Development Plan (IDP). For external applicants, a certification or certificate of training or certification issued by the core tasks of the applicant in their current or previous position shall be required.
 - Learning (LAD) Impact Report, Project Report, or LAD Intervention Case/Attended, duly approved by the Head of Office/Supervisor/Manager, together with a General Certification that the LAD intervention was used/adopted by the office at the local level.
 - Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office at the local level.
 - Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOVs	Points	Remarks
ALL MOVs	5 points	
Only A, B, S, C	3 points	
Only A, B, S	2 points	
Only A, B	1 point	

Component

MOVs	Points	Remarks
MO 11-15	5 points	
MO 16-23	5 points	
MO 24	5 points	
MO 25	5 points	
MO 26	5 points	
MO 27	5 points	
MO 28	5 points	
MO 29	5 points	
MO 30	5 points	
MO 31	5 points	
MO 32	5 points	
MO 33	5 points	
MO 34	5 points	
MO 35	5 points	
MO 36	5 points	
MO 37	5 points	
MO 38	5 points	
MO 39	5 points	
MO 40	5 points	
MO 41	5 points	
MO 42	5 points	
MO 43	5 points	
MO 44	5 points	
MO 45	5 points	
MO 46	5 points	
MO 47	5 points	
MO 48	5 points	
MO 49	5 points	
MO 50	5 points	
MO 51	5 points	
MO 52	5 points	
MO 53	5 points	
MO 54	5 points	
MO 55	5 points	
MO 56	5 points	
MO 57	5 points	
MO 58	5 points	
MO 59	5 points	
MO 60	5 points	
MO 61	5 points	
MO 62	5 points	
MO 63	5 points	
MO 64	5 points	
MO 65	5 points	
MO 66	5 points	
MO 67	5 points	
MO 68	5 points	
MO 69	5 points	
MO 70	5 points	
MO 71	5 points	
MO 72	5 points	
MO 73	5 points	
MO 74	5 points	
MO 75	5 points	
MO 76	5 points	
MO 77	5 points	
MO 78	5 points	
MO 79	5 points	
MO 80	5 points	
MO 81	5 points	
MO 82	5 points	
MO 83	5 points	
MO 84	5 points	
MO 85	5 points	
MO 86	5 points	
MO 87	5 points	
MO 88	5 points	
MO 89	5 points	
MO 90	5 points	
MO 91	5 points	
MO 92	5 points	
MO 93	5 points	
MO 94	5 points	
MO 95	5 points	
MO 96	5 points	
MO 97	5 points	
MO 98	5 points	
MO 99	5 points	
MO 100	5 points	

- a. **Written Examination** refers to the standardized examination which assesses the knowledge and skills of the applicant. The test and evaluation rubrics appropriate to the position to be filled must be developed by subject matter experts as requested by the HR/PSG. Subject matter experts refer to

Illustrative example:
 Applicant Example: Applying for a Senior Education Program Specialist (SQ 19) in Department of Education (DOE) in Region III. The applicant has a Master's Degree in Education (MEd) and a Certificate in Instructional Design (CID) from the University of the Philippines (UP) and has submitted the following MOVs:

Outstanding Accomplishments	Points	Remarks
Outstanding Accomplishment: 2018 in DOE	2 points	Not ranked; MOV has been used in SQ 19
Outstanding Accomplishment: 2018 in DOE	1 point	Checked
Outstanding Accomplishment: 2018 in DOE	5 points	Checked
Outstanding Accomplishment: 2018 in DOE	1 point	Checked

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.

- a. **Positions with experience requirement.** Application of education in the contribution made by the applicant to their workplace as a result of their experience in the position to be filled. The application of education or intervention made by the applicant that is relevant and applicable 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 intervention is described as the intervention that is directly related to the position to be filled. An intervention is described to be applicable if it can be used in the operations of the functional unit based on its office mandates in the official functions or other orders for the creation of the functional unit.

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

Rubrics:

MOVs	Points	Remarks
ALL MOVs	5 points	
Only A, B, S, C	3 points	
Only A, B, S	2 points	
Only A, B	1 point	

Illustrative example:
 Applicant Example: Applying for a Senior Education Program Specialist (SQ 19) in Department of Education (DOE) in Region III. The applicant has a Master's Degree in Education (MEd) and a Certificate in Instructional Design (CID) from the University of the Philippines (UP) and has submitted the following MOVs:

Outstanding Accomplishments	Points	Remarks
Outstanding Accomplishment: 2018 in DOE	2 points	Not ranked; MOV has been used in SQ 19
Outstanding Accomplishment: 2018 in DOE	1 point	Checked
Outstanding Accomplishment: 2018 in DOE	5 points	Checked
Outstanding Accomplishment: 2018 in DOE	1 point	Checked

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.

- a. **Positions with experience requirement.** Application of education in the contribution made by the applicant to their workplace as a result of their experience in the position to be filled. The application of education or intervention made by the applicant that is relevant and applicable 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 intervention is described as the intervention that is directly related to the position to be filled. An intervention is described to be applicable if it can be used in the operations of the functional unit based on its office mandates in the official functions or other orders for the creation of the functional unit.

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

- Measures of verification:
- Action Plan approved by the Head of Office
 - Accomplishment Report verified by the Head of Office
 - Document at the HR/PSG/subject signed by the Head of Office

Rubrics: (SQ 11-15 and SQ 24)

MOVs	Points	Remarks
ALL MOVs	10 points	
Only A, B, S, C	5 points	
Only A, B, S	3 points	
Only A, B	1 point	

Positions with no experience requirement. Applicants to positions that do not require previous work experience must submit the OWA in the highest academic/grade level earned as evidenced by transcript of records, diploma, or certificate. Certificate of education must be on Higher Education (CHED) or other certifications. The HR/PSG must develop a system that translates the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

Where:
 X = OWA translated to percentage scale
 WA = 10 points for SQ 11-15 & SQ 24; 15 points for SQ 16-23 & SQ 27

Illustrative example:
 Applicant Example: Applying for a Senior Education Program Specialist (SQ 19) in Department of Education (DOE) in Region III. The applicant has a Master's Degree in Education (MEd) and a Certificate in Instructional Design (CID) from the University of the Philippines (UP) and has submitted the following MOVs:

by the applicant. The STAR approach draws focus on actual situations in which the applicant acted, the tasks 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 areas:

- Applicant. The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled. The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled. The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled.
- Characteristics or traits. It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being, self-awareness, self-management, self-development, self-motivation, Location Phi, and Organizational Phi.
- Other areas that may be identified by the HR/PSG.

The points allocated for BEI component (5 points) shall serve as the maximum or ceiling points that may be earned by an applicant. The points earned from the BEI component shall be added to the points earned from the HR/PSG to determine the appropriate rank relevant to the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BEI.

