



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 225

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 : July 18, 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 Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION JOB SUMMARY:				



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

- 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
- l. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic google form upon



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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 **July 28, 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
July 18, 2024 – July 28, 2024	Submission of application documents	Applicants Records Personnel	Face-to-Face
July 29, 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
July 30, 2024 – August 12, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
August 13, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
August 13, 2024 – August 17, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online



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August 19, 2024 – August 20, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face
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This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D, CESO VI
 OIC - Schools Division Superintendent

DepEd Schools Division of Digos Cit
 RECORDS SECTION
RELEASED
M-124510
 DATE: JUL 23 2024 TIME: 4:32
 BY: *[Signature]*



CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission (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

- The assessment for Non-Teaching positions shall be based on the following criteria:
 - Education units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS.
 - Qualification requirements as defined in the CSC-approved QS, required after the last promotion but within the last five (5) years.
 - Performance based on submitted performance rating covering one (1) year relevant to the position to be filled.
 - Outstanding Accomplishments acquired after the last promotion; promotion; and
 - Potential measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1. Points shall be assigned to specific criteria that are more relevant to the position to be filled. A premium for General Services positions, higher premium is given to Potential (55 points) experience more focus on previous performance (20 points), Potential (20 points), and Experience (15 points).

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

Criteria	General Services (Non-Teaching)	Teaching	Points
A. Education	5	5	10
B. Training	5	5	10
C. Experience	20	20	15
D. Performance	10	20	20
E. Outstanding Accomplishments	5	10	10
F. Application of Education	-	10	10
G. Application of LAD	-	10	10
H. Potential (Written Test, IBEW, Work Sample Test)	55	20	20
TOTAL	100	100	100

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

Salary Range and Position	Education	Training	Experience
General Services Positions Training: 2 points Experience: 20 points	1 increment	1 increment	1 increment
	2 increments	2 increments	2 increments
	3 increments	3 increments	3 increments
	4 increments	4 increments	4 increments
80-10 (Non-General Services Positions) Education: 5 points Training: 2 points Experience: 20 points	1 increment	1 increment	1 increment
	2 increments	2 increments	2 increments
	3 increments	3 increments	3 increments
	4 increments	4 increments	4 increments
80-10 and 80-17 Education: 5 points Training: 2 points Experience: 20 points	1 increment	1 increment	1 increment
	2 increments	2 increments	2 increments
	3 increments	3 increments	3 increments
	4 increments	4 increments	4 increments
80-34 Education: 10 points Training: 5 points Experience: 15 points	1 increment	1 increment	1 increment
	2 increments	2 increments	2 increments
	3 increments	3 increments	3 increments
	4 increments	4 increments	4 increments

Illustrative example:
 Using the applicable rubric for the 80-10 (Non-General Services) as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:
 Education: 5 points
 Training: 2 points
 Experience: 20 points
Total: 27 points

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

Table 2.a. Increments Table - Education

Increment Level	From	To
1	Elementary Teacher	Elementary Teacher
2	High School Teacher	High School Teacher
3	College Professor	College Professor
4	PhD	PhD
5	Master's Degree	Master's Degree
6	Bachelor's Degree	Bachelor's Degree
7	High School Diploma	High School Diploma
8	High School Graduate	High School Graduate
9	High School Graduate	High School Graduate
10	High School Graduate	High School Graduate
11	High School Graduate	High School Graduate
12	High School Graduate	High School Graduate
13	High School Graduate	High School Graduate
14	High School Graduate	High School Graduate
15	High School Graduate	High School Graduate
16	High School Graduate	High School Graduate
17	High School Graduate	High School Graduate
18	High School Graduate	High School Graduate
19	High School Graduate	High School Graduate
20	High School Graduate	High School Graduate
21	High School Graduate	High School Graduate
22	High School Graduate	High School Graduate
23	High School Graduate	High School Graduate
24	High School Graduate	High School Graduate
25	High School Graduate	High School Graduate
26	High School Graduate	High School Graduate
27	High School Graduate	High School Graduate
28	High School Graduate	High School Graduate
29	High School Graduate	High School Graduate
30	High School Graduate	High School Graduate
31	High School Graduate	High School Graduate
32	High School Graduate	High School Graduate
33	High School Graduate	High School Graduate
34	High School Graduate	High School Graduate
35	High School Graduate	High School Graduate
36	High School Graduate	High School Graduate
37	High School Graduate	High School Graduate
38	High School Graduate	High School Graduate
39	High School Graduate	High School Graduate
40	High School Graduate	High School Graduate
41	High School Graduate	High School Graduate
42	High School Graduate	High School Graduate
43	High School Graduate	High School Graduate
44	High School Graduate	High School Graduate
45	High School Graduate	High School Graduate
46	High School Graduate	High School Graduate
47	High School Graduate	High School Graduate
48	High School Graduate	High School Graduate
49	High School Graduate	High School Graduate
50	High School Graduate	High School Graduate
51	High School Graduate	High School Graduate
52	High School Graduate	High School Graduate
53	High School Graduate	High School Graduate
54	High School Graduate	High School Graduate
55	High School Graduate	High School Graduate
56	High School Graduate	High School Graduate
57	High School Graduate	High School Graduate
58	High School Graduate	High School Graduate
59	High School Graduate	High School Graduate
60	High School Graduate	High School Graduate
61	High School Graduate	High School Graduate
62	High School Graduate	High School Graduate
63	High School Graduate	High School Graduate
64	High School Graduate	High School Graduate
65	High School Graduate	High School Graduate
66	High School Graduate	High School Graduate
67	High School Graduate	High School Graduate
68	High School Graduate	High School Graduate
69	High School Graduate	High School Graduate
70	High School Graduate	High School Graduate
71	High School Graduate	High School Graduate
72	High School Graduate	High School Graduate
73	High School Graduate	High School Graduate
74	High School Graduate	High School Graduate
75	High School Graduate	High School Graduate
76	High School Graduate	High School Graduate
77	High School Graduate	High School Graduate
78	High School Graduate	High School Graduate
79	High School Graduate	High School Graduate
80	High School Graduate	High School Graduate
81	High School Graduate	High School Graduate
82	High School Graduate	High School Graduate
83	High School Graduate	High School Graduate
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85	High School Graduate	High School Graduate
86	High School Graduate	High School Graduate
87	High School Graduate	High School Graduate
88	High School Graduate	High School Graduate
89	High School Graduate	High School Graduate
90	High School Graduate	High School Graduate
91	High School Graduate	High School Graduate
92	High School Graduate	High School Graduate
93	High School Graduate	High School Graduate
94	High School Graduate	High School Graduate
95	High School Graduate	High School Graduate
96	High School Graduate	High School Graduate
97	High School Graduate	High School Graduate
98	High School Graduate	High School Graduate
99	High School Graduate	High School Graduate
100	High School Graduate	High School Graduate

a. Based on the minimum QS of the position to be filled, the HRM/PSB shall compute the increments of the applicant's actual qualifications based on the submitted qualifications earned. The corresponding points for each qualification shall be computed using the increments table as shown in Table 2.a. The total number of points for ETE using the increments table is as shown in Table 2.a. The total number of points for ETE using the increments table is as shown in Table 2.a.

Minimum Qualification	Actual Qualification	Points
Elementary Teacher	Elementary Teacher	0
High School Teacher	High School Teacher	5
College Professor	College Professor	10
PhD	PhD	15
Master's Degree	Master's Degree	20
Bachelor's Degree	Bachelor's Degree	25
High School Diploma	High School Diploma	30
High School Graduate	High School Graduate	35
High School Graduate	High School Graduate	40
High School Graduate	High School Graduate	45
High School Graduate	High School Graduate	50
High School Graduate	High School Graduate	55
High School Graduate	High School Graduate	60
High School Graduate	High School Graduate	65
High School Graduate	High School Graduate	70
High School Graduate	High School Graduate	75
High School Graduate	High School Graduate	80
High School Graduate	High School Graduate	85
High School Graduate	High School Graduate	90
High School Graduate	High School Graduate	95
High School Graduate	High School Graduate	100

b. After determining the baseline level, the HRM/PSB shall compute for the increments of the applicant's actual qualifications based on the submitted qualifications earned. The corresponding points for each qualification shall be computed using the increments table as shown in Table 2.a. The total number of points for ETE using the increments table is as shown in Table 2.a. The total number of points for ETE using the increments table is as shown in Table 2.a.

Minimum Qualification	Actual Qualification	Points
Elementary Teacher	Elementary Teacher	0
High School Teacher	High School Teacher	5
College Professor	College Professor	10
PhD	PhD	15
Master's Degree	Master's Degree	20
Bachelor's Degree	Bachelor's Degree	25
High School Diploma	High School Diploma	30
High School Graduate	High School Graduate	35
High School Graduate	High School Graduate	40
High School Graduate	High School Graduate	45
High School Graduate	High School Graduate	50
High School Graduate	High School Graduate	55
High School Graduate	High School Graduate	60
High School Graduate	High School Graduate	65
High School Graduate	High School Graduate	70
High School Graduate	High School Graduate	75
High School Graduate	High School Graduate	80
High School Graduate	High School Graduate	85
High School Graduate	High School Graduate	90
High School Graduate	High School Graduate	95
High School Graduate	High School Graduate	100

Illustrative example:
 Using the applicable rubric for the 80-10 (Non-General Services) as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:
 Education: 5 points
 Training: 2 points
 Experience: 20 points
Total: 27 points

Illustrative example:
 Using the applicable rubric for the 80-10 (Non-General Services) as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:
 Education: 5 points
 Training: 2 points
 Experience: 20 points
Total: 27 points

Table 2.b. Increments Table - Training

Increment Level	From	To
1	1 course	Learn from 1 course
2	2 courses	Learn from 2 courses
3	3 courses	Learn from 3 courses
4	4 courses	Learn from 4 courses
5	5 courses	Learn from 5 courses
6	6 courses	Learn from 6 courses
7	7 courses	Learn from 7 courses
8	8 courses	Learn from 8 courses
9	9 courses	Learn from 9 courses
10	10 courses	Learn from 10 courses
11	11 courses	Learn from 11 courses
12	12 courses	Learn from 12 courses
13	13 courses	Learn from 13 courses
14	14 courses	Learn from 14 courses
15	15 courses	Learn from 15 courses
16	16 courses	Learn from 16 courses
17	17 courses	Learn from 17 courses
18	18 courses	Learn from 18 courses
19	19 courses	Learn from 19 courses
20	20 courses	Learn from 20 courses
21	21 courses	Learn from 21 courses
22	22 courses	Learn from 22 courses
23	23 courses	Learn from 23 courses
24	24 courses	Learn from 24 courses
25	25 courses	Learn from 25 courses
26	26 courses	Learn from 26 courses
27	27 courses	Learn from 27 courses
28	28 courses	Learn from 28 courses
29	29 courses	Learn from 29 courses
30	30 courses	Learn from 30 courses
31	31 courses	Learn from 31 courses
32	32 courses	Learn from 32 courses
33	33 courses	Learn from 33 courses
34	34 courses	Learn from 34 courses
35	35 courses	Learn from 35 courses
36	36 courses	Learn from 36 courses
37	37 courses	Learn from 37 courses
38	38 courses	Learn from 38 courses
39	39 courses	Learn from 39 courses
40	40 courses	Learn from 40 courses
41	41 courses	Learn from 41 courses
42	42 courses	Learn from 42 courses
43	43 courses	Learn from 43 courses
44	44 courses	Learn from 44 courses
45	45 courses	Learn from 45 courses
46	46 courses	Learn from 46 courses
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67	67 courses	Learn from 67 courses
68	68 courses	Learn from 68 courses
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70	70 courses	Learn from 70 courses
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90	90 courses	Learn from 90 courses
91	91 courses	Learn from 91 courses
92	92 courses	Learn from 92 courses
93	93 courses	Learn from 93 courses
94	94 courses	Learn from 94 courses
95	95 courses	Learn from 95 courses
96	96 courses	Learn from 96 courses
97	97 courses	Learn from 97 courses
98	98 courses	Learn from 98 courses
99	99 courses	Learn from 99 courses
100	100 courses	Learn from 100 courses

Table 2.c. Basis for Computation of Points for Education, Training, and Experience

Minimum Qualification	Actual Qualification	Points
Elementary Teacher	Elementary Teacher	0
High School Teacher	High School Teacher	5
College Professor	College Professor	10
PhD	PhD	15
Master's Degree	Master's Degree	20
Bachelor's Degree	Bachelor's Degree	25
High School Diploma	High School Diploma	30
High School Graduate	High School Graduate	35
High School Graduate	High School Graduate	40
High School Graduate	High School Graduate	45
High School Graduate	High School Graduate	50
High School Graduate	High School Graduate	55
High School Graduate	High School Graduate	60
High School Graduate	High School Graduate	65
High School Graduate	High School Graduate	70
High School Graduate	High School Graduate	75
High School Graduate	High School Graduate	80
High School Graduate	High School Graduate	85
High School Graduate	High School Graduate	90
High School Graduate	High School Graduate	95
High School Graduate	High School Graduate	100

Illustrative example:
 Using the applicable rubric for the 80-10 (Non-General Services) as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:
 Education: 5 points
 Training: 2 points
 Experience: 20 points
Total: 27 points

Illustrative example:
 Using the applicable rubric for the 80-10 (Non-General Services) as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:
 Education: 5 points
 Training: 2 points
 Experience: 20 points
Total: 27 points

Illustrative example:
 Using the applicable rubric for the 80-10 (Non-General Services) as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:
 Education: 5 points
 Training: 2 points
 Experience: 20 points
Total: 27 points

