



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 244

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 : RE-ANNOUNCEMENT OF VACANT POSITION FOR NON-TEACHING POSITION

Date : August 14, 2024

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

VACANCY	QUALIFICATION STANDARDS			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
<b>ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)</b>	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility

**Plantilla Item No.:** OSEC-DECSB-ADOF4-750025-2004 ✓  
**SG:** 15  
**Monthly Salary:** ₱ 38,413.00 ✓  
**No. of Vacancy/ies:** 1 ✓  
**Place of Assignment:** DIGOS CITY NATIONAL HIGH SCHOOL ✓  
**JOB SUMMARY:** To supervise the team that will provide the school with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement , security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the school towards enabling schools and learning centers provide accessible and quality and basic education.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC - SCHOOLS**



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

**DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to **DIGOS CITY NATIONAL HIGH SCHOOL**.

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/ChecklistOmnibus>*), **notarized by the authorized official**; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and
- l. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

**Applicants are required to fill out the electronic google form upon submission of application documents. Please access this link: <https://bit.ly/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.



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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. 5 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](http://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 Digos City National High School is on **August 24, 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 School Head to the Schools Division Office – Records Section is on **September 2, 2024**.

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

Date	Activities	Personnel Involved	Mode
August 14, 2024 – August 24, 2024	Submission of application documents	Applicants School PSB School Head	Face-to-Face
August 27, 2024 – September 2, 2024	Submission of application documents together with School PSB's Summary of Assessment	School PSB School Head Records Section	Face-to-Face
September 3, 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
September 4, 2024 – September 17, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
September 18, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face




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September 18, 2024 – September 22, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
September 23, 2024 – September 24, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

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

Widest dissemination of this Memorandum is earnestly desired.

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

Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 DATE: AUG 14 2024 TIME: 4:22 am  
 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

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

- 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.
  - Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QG, excepted requirements relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QG; or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - Applicability of Education acquired after the last promotion;
  - Applicability of Learning and Development (L&D) acquired after the last promotion, Potential associated using other evaluative assessments.
- The weight points for each criterion is detailed in Table 1. 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. As an example, for General (20 points) than other criteria. Similarly, Chief positions (80-24) give 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	Breakdown of Points			
	General Services (20 points)	Chief Positions (80-24)	Senior Chief Positions (80-20)	Chief Positions (80-24)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Potential (Written Test, Interview, etc.)	5	20	20	10
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Guidelines for Completion of Points per Criterion**

3. Education, Training, and Experience (ETE). The points for ETE, computed using the minimum qualification requirements as defined in the CSC, using the Increments Table (Table 2.a, 2.b, 2.c) and the metrics for Computation of Points 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 Certificate	Elementary Level (Minimum)
2	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
3	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
4	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
5	Elementary Certificate	Elementary Level (Minimum)
6	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
7	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
8	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
9	Elementary Certificate	Elementary Level (Minimum)
10	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
11	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
12	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
13	Elementary Certificate	Elementary Level (Minimum)
14	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
15	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
16	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
17	Elementary Certificate	Elementary Level (Minimum)
18	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
19	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
20	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
21	Elementary Certificate	Elementary Level (Minimum)
22	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
23	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
24	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
25	Elementary Certificate	Elementary Level (Minimum)
26	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
27	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
28	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
29	Elementary Certificate	Elementary Level (Minimum)
30	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
31	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
32	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
33	Elementary Certificate	Elementary Level (Minimum)
34	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
35	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
36	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
37	Elementary Certificate	Elementary Level (Minimum)
38	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
39	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
40	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
41	Elementary Certificate	Elementary Level (Minimum)
42	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
43	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
44	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
45	Elementary Certificate	Elementary Level (Minimum)
46	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
47	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
48	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
49	Elementary Certificate	Elementary Level (Minimum)
50	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
51	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
52	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
53	Elementary Certificate	Elementary Level (Minimum)
54	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
55	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
56	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
57	Elementary Certificate	Elementary Level (Minimum)
58	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
59	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
60	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
61	Elementary Certificate	Elementary Level (Minimum)
62	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
63	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
64	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
65	Elementary Certificate	Elementary Level (Minimum)
66	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
67	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
68	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
69	Elementary Certificate	Elementary Level (Minimum)
70	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
71	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
72	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
73	Elementary Certificate	Elementary Level (Minimum)
74	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
75	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
76	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
77	Elementary Certificate	Elementary Level (Minimum)
78	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
79	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
80	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
81	Elementary Certificate	Elementary Level (Minimum)
82	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
83	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
84	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
85	Elementary Certificate	Elementary Level (Minimum)
86	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
87	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
88	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
89	Elementary Certificate	Elementary Level (Minimum)
90	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
91	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
92	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
93	Elementary Certificate	Elementary Level (Minimum)
94	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
95	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
96	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)
97	Elementary Certificate	Elementary Level (Minimum)
98	Completed Grade High School (11 or 12)	Junior High School Level (Minimum 11 or 12)
99	Completed Grade High School (11 or 12) with Honors	Senior High School Level (Minimum 11 or 12)
100	Completed Grade High School (11 or 12) with Honors and a Degree in Education	Completed Grade High School (11 or 12)

**Table 3. Metric for Completion of Points for Education, Training, and Experience**

Salary Range and Position	Education		Training		Experience	
	Minimum Points	Maximum Points	Minimum Points	Maximum Points	Minimum Points	Maximum Points
General Services Positions Training: 5 points Experience: 20 points	4 increments	4	4 increments	4	10 increments	20
	3 increments	3	3 increments	3	10 increments	18
	2 increments	2	2 increments	2	10 increments	16
	1 increment	1	1 increment	1	10 increments	14
80-15 (Non-General Services Positions) Education: 2 points Training: 5 points Experience: 20 points	4 increments	4	4 increments	4	10 increments	20
	3 increments	3	3 increments	3	10 increments	18
	2 increments	2	2 increments	2	10 increments	16
	1 increment	1	1 increment	1	10 increments	14
80-15 (SD and SD 1P) Education: 10 points Training: 10 points Experience: 15 points	4 increments	4	4 increments	4	10 increments	20
	3 increments	3	3 increments	3	10 increments	18
	2 increments	2	2 increments	2	10 increments	16
	1 increment	1	1 increment	1	10 increments	14
80-24 Education: 10 points Training: 5 points Experience: 15 points	4 increments	4	4 increments	4	10 increments	20
	3 increments	3	3 increments	3	10 increments	18
	2 increments	2	2 increments	2	10 increments	16
	1 increment	1	1 increment	1	10 increments	14

**Illustrative example:**  
 Vacant position: Administration Assistant II (Planning Officer II) - 80-8  
 Vacant Salary Range: 80-15 (Non-General Services)  
 Qualification Requirements: 5 years of relevant training  
 Ongoing Requirements: 5 years of relevant experience  
 Training : 4 hours of relevant training  
 Experience : 1 year of relevant experience  
 The date of HRMPSIS assessment/Open Ranking System: October 01, 2023

**Table 2.b. Increments Table - Training**

Increment Level	From	To	Range
1	15 hours	Learn about 15 hours	Learn about 1 year
2	30 hours	Learn about 30 hours	Learn about 2 years
3	45 hours	Learn about 45 hours	Learn about 3 years
4	60 hours	Learn about 60 hours	Learn about 4 years
5	75 hours	Learn about 75 hours	Learn about 5 years
6	90 hours	Learn about 90 hours	Learn about 6 years
7	105 hours	Learn about 105 hours	Learn about 7 years
8	120 hours	Learn about 120 hours	Learn about 8 years
9	135 hours	Learn about 135 hours	Learn about 9 years
10	150 hours	Learn about 150 hours	Learn about 10 years
11	165 hours	Learn about 165 hours	Learn about 11 years
12	180 hours	Learn about 180 hours	Learn about 12 years
13	195 hours	Learn about 195 hours	Learn about 13 years
14	210 hours	Learn about 210 hours	Learn about 14 years
15	225 hours	Learn about 225 hours	Learn about 15 years
16	240 hours	Learn about 240 hours	Learn about 16 years
17	255 hours	Learn about 255 hours	Learn about 17 years
18	270 hours	Learn about 270 hours	Learn about 18 years
19	285 hours	Learn about 285 hours	Learn about 19 years
20	300 hours	Learn about 300 hours	Learn about 20 years
21	315 hours	Learn about 315 hours	Learn about 21 years
22	330 hours	Learn about 330 hours	Learn about 22 years
23	345 hours	Learn about 345 hours	Learn about 23 years
24	360 hours	Learn about 360 hours	Learn about 24 years
25	375 hours	Learn about 375 hours	Learn about 25 years
26	390 hours	Learn about 390 hours	Learn about 26 years
27	405 hours	Learn about 405 hours	Learn about 27 years
28	420 hours	Learn about 420 hours	Learn about 28 years
29	435 hours	Learn about 435 hours	Learn about 29 years
30	450 hours	Learn about 450 hours	Learn about 30 years
31	465 hours	Learn about 465 hours	Learn about 31 years
32	480 hours	Learn about 480 hours	Learn about 32 years
33	495 hours	Learn about 495 hours	Learn about 33 years
34	510 hours	Learn about 510 hours	Learn about 34 years
35	525 hours	Learn about 525 hours	Learn about 35 years
36	540 hours	Learn about 540 hours	Learn about 36 years
37	555 hours	Learn about 555 hours	Learn about 37 years
38	570 hours	Learn about 570 hours	Learn about 38 years
39	585 hours	Learn about 585 hours	Learn about 39 years
40	600 hours	Learn about 600 hours	Learn about 40 years
41	615 hours	Learn about 615 hours	Learn about 41 years
42	630 hours	Learn about 630 hours	Learn about 42 years
43	645 hours	Learn about 645 hours	Learn about 43 years
44	660 hours	Learn about 660 hours	Learn about 44 years
45	675 hours	Learn about 675 hours	Learn about 45 years
46	690 hours	Learn about 690 hours	Learn about 46 years
47	705 hours	Learn about 705 hours	Learn about 47 years
48	720 hours	Learn about 720 hours	Learn about 48 years
49	735 hours	Learn about 735 hours	Learn about 49 years
50	750 hours	Learn about 750 hours	Learn about 50 years

**Table 2.c. Increments Table - Experience**

Increment Level	From	To	Range
1	1 year	Learn about 1 year	Learn about 1 year
2	2 years	Learn about 2 years	Learn about 2 years
3	3 years	Learn about 3 years	Learn about 3 years
4	4 years	Learn about 4 years	Learn about 4 years
5	5 years	Learn about 5 years	Learn about 5 years
6	6 years	Learn about 6 years	Learn about 6 years
7	7 years	Learn about 7 years	Learn about 7 years
8	8 years	Learn about 8 years	Learn about 8 years
9	9 years	Learn about 9 years	Learn about 9 years
10	10 years	Learn about 10 years	Learn about 10 years
11	11 years	Learn about 11 years	Learn about 11 years
12	12 years	Learn about 12 years	Learn about 12 years
13	13 years	Learn about 13 years	Learn about 13 years
14	14 years	Learn about 14 years	Learn about 14 years
15	15 years	Learn about 15 years	Learn about 15 years
16	16 years	Learn about 16 years	Learn about 16 years
17	17 years	Learn about 17 years	Learn about 17 years
18	18 years	Learn about 18 years	Learn about 18 years
19	19 years	Learn about 19 years	Learn about 19 years
20	20 years	Learn about 20 years	Learn about 20 years
21	21 years	Learn about 21 years	Learn about 21 years
22	22 years	Learn about 22 years	Learn about 22 years
23	23 years	Learn about 23 years	Learn about 23 years
24	24 years	Learn about 24 years	Learn about 24 years
25	25 years	Learn about 25 years	Learn about 25 years
26	26 years	Learn about 26 years	Learn about 26 years
27	27 years	Learn about 27 years	Learn about 27 years
28	28 years	Learn about 28 years	Learn about 28 years
29	29 years	Learn about 29 years	Learn about 29 years
30	30 years	Learn about 30 years	Learn about 30 years
31	31 years	Learn about 31 years	Learn about 31 years
32	32 years	Learn about 32 years	Learn about 32 years
33	33 years	Learn about 33 years	Learn about 33 years
34	34 years	Learn about 34 years	Learn about 34 years
35	35 years	Learn about 35 years	Learn about 35 years
36	36 years	Learn about 36 years	Learn about 36 years
37	37 years	Learn about 37 years	Learn about 37 years
38	38 years	Learn about 38 years	Learn about 38 years
39	39 years		



