

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-255

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 RELATED-

TEACHING POSITION

Date

September 3, 2024

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

VACANCY		QUALIFICA'	TION STANDAR	RDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
EDUCATION PROGRAM SUPERVISOR	Master's degree in Education or other relevant Master's degree with specific area of	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master	LET/PBET/R.A.1080 (TEACHER)
	area of specialization		Master Teacher	

Plantilla Item No.: OSEC-DECSB-EPSVR-750080-2014

OSEC-DECSB-EPSVR-750043-2010

SG: 22

Monthly Salary: ₱ 74,836.00

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
- 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



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

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 **September 13, 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
September 3, 2024 -	Submission of	Applicants	Face-to-
September 13, 2024	application documents	Records Personnel	Face
September 16, 2024	Forwarding the	SDS Personnel	Face-to-
	transmittal of all	AO IV – HRMO II	Face
	application documents	HRMPSB	
	to HRMO for pre-	Secretariat	
	assessment of the		
	documents		
September 17, 2024 –	Conduct of initial	AO IV – HRMO II	Face-to-
September 30, 2024	evaluation based on	HRMPSB	Face
	the CSC minimum	Secretariat	
	Qualification	HR personnel	
	Standards (QS)		
October 1, 2024	Issuance of letter for	HRMPSB Secretariat	Online
	qualified and		& Face-
	disqualified applicants		to-Face
October 1, 2024 –	Issuance of	AO IV – HRMO II	Online
October 5, 2024	memorandum on the	SDS	
	conduct of written		
	examination, open		



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

	assessment, and interview of applicants		
October 7, 2024 – October 8, 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.

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

PATE: SEP 03 20 TIME: MY



	CHECKLIST OF R	EQUIREMENTS		
	ne of Applicant:	Application Code:		
	tion Applied For:			
	ce of the Position Applied For:			
	tact Number:gion:			
	nicity:			
	on with Disability: Yes () No ()			
	Parent: Yes () No ()			
		Status of	Ve	erification
		Submission	(To be filled-out by the	HRMO/HR Office/sub-committee)
	Basic Documentary Requirement	(To be filled-out by the	Status of	
		applicant; Check if submitted)	Submission	Remarks
	I we first the last to a community of		(Check if complied)	
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			
	Discourse of the state of the s			
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		-	
٦.	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			
1.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			
	Attested:			
	Human Resource Management Officer			
	OMNIBUS SWOR	N STATEMENT		
	CERTIFICATION OF AUTHENTICITY AND VERACITY			
	I hereby certify that all information above are true and correct, a	nd of my personal kn	owledge and helief	and the documents
	submitted herewith are original and/or certified true copies there	of,	owieuge and benei,	and the documents
	The state of the s	A STATE OF THE STA		
	DATA PRIVACY CONSENT			
	I hereby grant the Department of Education the right to collect a	nd process my person	nal information as st	ated above, for purposes
	relevant to the recruitment, selection, and placement of personne		and for purposes of o	compliance with the
	laws, rules, and regulations being implemented by the Civil Serv	ice Commission.		
			Name and Si	gnature of Applicant
			una un	o
	Subscribed and sworn to before me thisday of	, year		
-				
		ı	Person Administerin	g Oath

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



CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO RELATED-TEACHING POSITIONS

The ussessment for related-teaching positions shall be based on the following criteria:

- Rabanatian units and/or degree relocant to the position to be filled, exceeding the mission equilibrations requirements as defined in the Cells, proposed QS:

 Tablang forms relevant to the position to be little, exceeding the entitamin qualification requirements as defined in the CSC-approved QS, acquired district are approximated as defined in the CSC-approved QS, acquired district are an inputation to the position to be follow, describing the relationship of the proposed QS;

 Terchinements based out substituted performance multip coveraging over 1) years of 12 morehin performance in the current or previous plot or position of 12 morehin performance in the current or previous plot or position of 12 morehin performance in the current or previous plot or position of 12 morehin performance in the current or previous plot or position of 12 morehin performance in the current of provious plot or position of 12 morehin performance in the current of previous plot or position of 12 morehin performance in the current of previous plot or position of 12 morehing of 12 morehing performance in the current of previous plot or position of 12 morehing performance in the current of previous plots of 12 morehing performance in the current of previous performance in the current of perfor
- 2. 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 seeke criterian shall wary 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 Asse

		a. Educe	b. Training	c. Exper	d. Perfor	e. Outse.	f. Applic	& Applie		IL POOR
Oliversia.		wion	Po.	innoc	Hance	anding aptishments	ation of Education	sation of L&D	tail (Written Test, Work Sample Test)	
-	80 13.18	10	01	10	20	10	10	10	26	100
	80 16-23 and 80-27	10	10	10	20	U	15	10	200	100
	(Chief)	10	10	10	25	10	10	10	16	100

Page 1 of 18

Table 3. Rubrics for Computation of Points for Education, Testsing, and Expe

Walshi Allacation	Davonpg	100	MUTHURALL		Experie
Definitions to Bank	Sacrassenta Srum schennen GS	Petate	Becomments from Minimum In QB	Policity	delinearing day
	TO US SHOW	10	ABOT UNION A	70	Application of the same of the
Echiandos: 10 nativas	4) temperature (s-9		9-0 layorasepte	×	\$10 SERVICE BY B
Training: 10 points	6-7 incomments	>	\$.7 incommunité	0	6-7 (suprement)
Automote 10 bosses	4-5 Incressents	a	4.5 thorpeople	٠	4-5 payaments
	2-5 Introduserts	N	J-3 incretancis	v	3-3 (autrament)

Vacant position: Education Program Supervisor (MAPES) – 80-23 Level and Salary Range: SO 16-23 and SO 27

- Based on the minimum QS of the position to be filled, the HRMPSB shall determine the baseline level for computing the points for ETE using the interements Table as shown in Table 2.a. 2.b, and 2.c.

Property Experience	Ricomos	Minimum part
E have related validing Typics so Friedrick or System on Libert Printer or Later on Bisser Printer	Migrach, Repent in Behandier er unher edgeuer Afman's Engest sath specific area of specialisators.	requirement per GBD-approced Affection Standards for Arogram Department (MAPES)
Level & Street on Table 2.3	Smell IV (healt) on Fubbuil of	Currequaditig Level Squed on Berrosen to Tedate

Ber purposed of determining the hashine iron for Education, any professional or repositionation units; of terms to hars, an any leveration of the professional or repositionation units; of terms to have a hard personal of the considered expurience to a flanchard or larger to inflammation (e.g. Bauchard) of degree plan 18 professional units in Education with appropriate subject levels to hased on Tables 2.0 h. Additional professional and appendictment of the control of hased or Tables 2.0 h. Additional professional and hased to figure counts about to each of substantial professional and shaded to substantial professional and substantial su

b. After determining the baseline level, the HRMPSR shall conquite for the increments of the applicant's account qualifications haved on the substituted documentary requirements, herework shall refer to the difference between the applicant's account invalidation in evel and the corresponding level of the minimum (baseline) QS requirement of the position to be filled.

٠,.

8. Education, Yeslading, and Experience (ETE). The points for ETE, corresponding in the applicant's qualifications recording the U.S. Scale to computed using the bocontexts Table (Table 2.a, 2.b, 2.q and the Rubrics for Compittation of Yeslad for ETE (Table 3). Only those qualifications that are referent to the position to fellow shall be girnt points.

Table 2.s. increments Table - Education

From I continue to the continu

Page 2 of 18

Only qualifications that are relevant to the position to be filled and which exceed the minimum (baseline) (\$8 requirements of the position shall be given corresponding points in the computation of increments.

positions with multiple QB requirement for Logardence (a.g. 2 years as legisl of 2 years as frond Teacher or 2 years as Macker Teacher), the 1978 that I density the relevant experience with the highwat we want to coursed. This shall be the brain in determining the final score as upplicant for the Experience compounts.

J Investment of the American Statement of the American St. 191-19	A store messy in archelo phoretin Algorium with 14, and Algorium messy in archelina potatralia in ca, atom messy in in ca, atom	Proteining quantiferation of department of Je source bearing on mean augmentum, and freshming pleasuring 27 to (A. 2003)	amputation of her	Bitagitin Leaforty and Shauprinesi	Prints aprovides	Saustini	Minerity qualification of applicans a
The makers of planetessing for Applicant in Virtuality an Application and Vis- sery-and by patienting and planet and planet (bytes in a school or year- quarity time in a Committee of the Commit	A District of Engines I. It is first an individual problem or and interpretation of the control	Manimum plane desidence for handled (II requirements Manimum plane desidence for handled (II requirements Manimum plane) Manimum plane desidence for handle proprieta (II) Manimum plane desidence for sidence for the part of Michigan community and the condition for the animals of handled Animum plane The community and the condition for the animals of handled The community and the condition for the animals of handled The community and the condition for the animals of handled The community and the condition for the animals of handled The community and the condition for the animals of handled The community and the condition of the animals of handled The community and the condition of the animals of the condition of the		Applicately cell applicately filter bred = Q5 bred = feetsteen standowky cell applicately 2	The condition of amounts (c., for high hord (c) between a partition from what to wave out they assumed up the reference (by the dished like) from the application and frequency to the partition of the foreign and others.	Wittey State Zer, Krysenengyarding Bourt of Zigolynin A. in Binancian gastinary state. If a set a serial fire State out-August in Manualta. Society by each thirty want for an extending want.	Summanute Sous administra for historisting (SS orgadoscents) and g Sous-monde States La Shibumbag

s bused on actual Departurace gualification of Applicant A

	Dractor of partition from Armony 60, 767,5 to Armony 61, 2016	Minatio Theorem / SMAPTING Steps Jamestry 3, 2016 to Judy JM, Seatt	Messer Promise ZyM 6/90/9 non-hop htt vitiri so promeri	of Applicant A
The provides of resources for Appeleises as a Repairment production which we completely of resources and the completely obtained to the completely of the co	entie 27, die ammittanfrig Verei of Applitant A's Expelients, qualification en Museer Yeatene (and Majar Pentler II ja jeuer and Smaadhel is of Expel Ed.	A common of adjustment of the Member of the Common of the	Verice grander of Europeands. Referent Experience of all Screethood Services. No. 15. Associated analysis of the submed condense films on 1 1994 S. All 25.	International physicanolisms for installing (in injective sense of the control of

 After computing the number of increments from the minimum (naseline) (Se requirement, the corresponding journs cannot by the appliance for ETE shall be determined using Table 3 (faithers for Computation of Paints for Education, Training, and Experience). 			
	Edwarton, Training, and Experience).	onding points carned by the applicate table 3 (Rubrics for Computation of	ements from

Using the applicable rubrics as shown in Table 3 and Isased on the number of encuenents surrent by Applicant A. the computation of peints for ETE is as follows:

User and Control of Co	A Committee of Com	A Committee of Com	Character of the control of the cont	7	and and the Age		Congress of the Congress of th	State of Petrals Section Table A	And the same	
Victorial del Territorio del Territo	Value visual de la Princesca de l'Antonio de	** Auguriania (har) (har	Page 18 - Page 1	Estimation	Supposed	1	Admedica	Personal	assessment	
Agenties	Indicated and Automatical States of the Stat	A A A A A A A A A A	Company of Waller Company of W	Chamber Comm	Newsonian or	ZAVERIAN	STANDSCOM P.	Shakkani p	2 Bullwardels	
De 2007 P. Basan Phalan Go. 4.4 De 2007 P. Basan Phalan bermanist in bermanist in the control of the c	Section Sect	Production of the control of the con	Name of the control o	maken, epop	Spinish and	passada passada	Elignosi des Tuthi d'	Based at	Brassf ex.	
The charge pathology of the ch	Transfer in the community of the communi	Package Pack	I marantan i mangla i marantan i	Charles and	to Agenta	Magar Thusban	63	1		
The contraction of the contract of the contrac	The non-relating America, it is parties a special for the control of the delta of the control of the c	To short railway 1 America 2. B price v. For an Amazina America 2. B price v. For Adaption and America 2. B price v. For Adaption and America 2. Spring v. For Adaption 2.	La communitation of the commun	Table 1		1.000 pt 9.000 pt 1000	indrawation of	Bermunde -	4 Agentstack	
Per exhauster 2016 to 202 part of 1/3 foot of 3/3 part	Type with installation of Pipi to Arthy price of 200 foot of 200 price of 2	The exchange of the Section of the S	when the property of the prope		Becatter to the st	To Samuelly	a patrey	o parter	d paters	
14 2629 American Vigolatina Vigolatina Vigolatina Vigolatina V	In principle of the pri	Syndrater is the Syndrater A Syndrater B S	STORE STORE A SERVICE A SE	Children street /Sr	Member 1	W MARY	See At 108	for \$1.00	BH V 168	
	Alth unmannering CD submaterial	relationer (2) supposed (4) of Basser's of A house of Demons to relation	I desired (i) seeken (i) seeken (i) fell fellow (i) fell fellow (ii) fell fellow (ii) fellow (iii) fellow (iiii) fellow (iii) fellow (iii) fellow (iii) fellow (iii) fellow (i	The Apparator	Rest Sc		V Sampled.	v presidity.	y amayth.	
of a house of	Anthony An		Vagalvard A. stand out of paids out of the managemen of 10 poises shared for Transby tes				(Service) on plan			
or second	Annes and		same of points out of the recommend of 10 points out of 10 points of 1				Muster's	V.Sunidelity	Valency A	
d & house of subsect of training or training or training or training or training or training day.	carri tapatrani A	V Satisfields	to person out of the next of t				Chipron until	to theirs	g rhadto	
of & house of reference beauting Vagationers & reason of	cari balany cari Maphyret.d sh rapus d	Magazinane A	ton of PO pedant otherwood for A Trumbing them				the albeds	Pare ment	A new consol	
of 6 house of stelement of the stellar of the ste	Triality Triali	Magalitated & states of publish out of publish out of the publish out	d to ready				ghousbacture	of to present	of 20 Judets	
of 6 hours of sideness of thistory thistory the points out of the management of the	to beauty to the same of the	Vapilitant A mana d paints out of the maximum of 10 points					A pare-timbre	The same	Townson.	
of d house of streams of streams of transport of a stream of the stream of the stream of 10 points of the stream o	the final state of the state of 10 points of the state of	Vagalitated & eastern of paints over of the maximum of 10 person othernal for	out of the out-frame of				samue à pubble	-	-	
of d house of streams of streams of the stream of the stream of the stream of the stream of 100 points of the stream of the stre	tar framing out Uppleweld the rains of of the rains of of the rains the of 10 poles the firming for themory then	Vagalitated A states of periods out of the excellence of 10 periods of the translation of the period for thread for threading					out of the			

Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.

Educates

- The following general guidelines stall be observed in giving corresponding points to relevant Editoration, Training, and Experience qualifications:
- Education units and/or degrees in multiple or different radjors may be given corresponding points on a cumulative basis, provided, that the units and/or degrees carned are relevant to the position applied for, previded further, that the subjects completed are not duplicated.
- ii. Consistent with the previsions of the CSC OBACHEA, units and/or degrees of Declar of Medicine from a CHED-recognized institution may be consistend master's units and/or degree for purposes of the purposes of the purpose of t

Page 6 of 18

- iii. Considerate with Legal Education Thand LEGII Streaktion No. 40%, s. 2019, Stackbole of legal education Than Contract LEGII units and/or depre samed from the aboods recognized on supervised by the LEGI and its preference regulatory separately saids the considered as an education of patients for decreases and legit greates, not cause for perfection of the decreases and legit greates, not cause for perfection for the preference parts of the preference of the decreases and the preference of the decreases and the preference of the decreases of the decreases and the preference of the decreases of the decreases as many to decrease which the decreases of the decrease of the decreases of the decrease of the decrease of the decrease of the decrease of the decreases of the decrease of the decr
- Relevant training boars earned from digital/virtual/online tearning may be considered, subject to the conditions prescribed in CSC Memorantum Circular (MC), No. 3, a, 2021 (General Guidelines on Digital/Online Learning in the Pubble Sector).
- lealercant empérience gloised from particine work of alt least four (4) hours per day may be considered, provided, des the oppropriate Certificate of Expolymente is substituted with details on the excusion annualer of thours mendered, for purposes of grinding points, the months or years of emperience based on the CEC requirement months or years of experience based on the CEC required eight (8)-hours per deep reduced that the contribution of t
- Applicable provisions under Rule VII Part I to IV of the CSC ORAGHRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials. Beherunt Experience gained from shroad or outside the Philippines may be considered provided that the applicant submiss a Cordinate of Employment. These documentary requirements written in languages other than Drighth or Phiptim shall be accompanied by a complete Explicit turnolation.
- 4. Purfermance, Perfermance refers to the assessment of frew sake, clitics and oppositualistics are carried out or accompliated by the pugishars as referred to femousce mains document are other means of verification. The performance rating document or other means of verification. The performance rating basined is the current or performance position that a relevant to the position at the present of the performance of giving points for performance.
- Paultians arch superionne requirement. Applicants to positions that require operione must suited insect performance until gli severing one. [1] year performance in the courrent and previous job or position that is referent to the position to be filled. Computation of points for performance shall be us follows:

x = Performance Briting 5 = Highest Possible RP in Depitol RPHS 5 = Highest Allocation for Performation (20 points for SO 11-16, SO 16-23 and SO 27; 25 points for SO 24) Pointapustament = x/5 * WAssestrament

Busnote Respect Respond Profesting-streament Respond Cynt Laudet 20 points Maggar Cynt Laudet 12 points Care, Laudet 18 points

Applicants with work experience, who are applying to entry level position or positions with no experience requirement based on \$50, many subject airest performance intelligis, to every large one [1] near performance in the airest or previous job or position. The computation adaptated in item (a) abull upply:

5. Oudstanding Aemogalishments (Distunting Aemogalishments refer to the program of the progra

Table 5 below enumerates the components of Outstanding Accompilatusents corresponding meximum points for each component.

Table 6. Components of Outstanding Accomplishments Component Awayth and Propagation Awayth and Propagation Bossess and Interpreted 5 points Specials

The prints allocation to Table 5 shall were as the maximum or celling trainst to may be emitted for each component. The points extraol from each companion at translation to determine the total points for Chartenating Accompletements, tast to record are weight allocation for Outstanding Accompletements as explained Table 1 (both, System, for Evaluative Assessment for Related Touching Positions).

Only those outstanding acromplishments acquired or surned after the fast rometion shall be considered eligible to be given points.

National Level tradebalant werette sogilard from a theoretic werette processe and given by requirable research gloting before, sociales and social Sectionals, National Kozonnik Development, Authority (1823A), Development Australia of the Philippiane (DAF), Development, Authority (1823A), Development in Occuminating Accomplishments in E. (first lay points for 80 for 20 and 80 for, and 10 points for 80 for 11-15 and 80 for 94.)

The details of cach component of Outstanding Accompliatments, including the MOVs required and rubries for giving points, are as follows:

- Assurets and Recognition. This may roler to academic or inter-school awards, or ourstanding employee awards.
- a. I. Academic or Inter-School Awards. This shall apply only to applicants with no or less than one (1) year work experience [e.g., fresh graduates].

ustrative example: Varant Problem: Etherantes Program Specialist 21 - 59 16 Padrilly represent = 4.355/3 + 20 = 17.434

a.1. Internal applicants.

The prifectaneous ruting required for internal applicants shall be the ming derived from the famility-Based Performance Manageness System (1974) Similar Methods is reformance Commitment and Sowiese (1970) Sym obtained from the applicants current or professors position date in sevent to the positions of Effect.

The professors current or professors position date in sevent to the positions of Effect.

The professors of the committee of the desired to the committee of th

An official or employee who is, on official here of sharmon, for reasons such as memorally levels, not on fereign scholarship, brailing grant, or other as memorally entered official lawes, may be considered for possession, in such cases, a performance nature, at the last surinks, period prior to the lowes of shecman shall be required.

The performance rating prior to the reclassification of the joselion shall be considered as preformance may in the reclassified position for purposes of persons, it applies made in the reclassified position for purposes of persons, it applies made in the reclassified position for purposes of persons, it applies made in the reclassified position for purposes of persons.

For external applications whose performance is measured using a fire [5]level adjectivel performance mittig such, the midpoint watur of the Rupel intelligible of equivalent to the adjection rating shall be used as the applicant's performance rating (4.) The Certificate of Stating must be supported with the Serformance Smalustion Tool:

Table 4. Midpoint Value of the RPMS Reting RPMS Rating Scale Midpoint Value

	1.500-2,499	2.500-3.499	Very flatinfactory 3,500-4,499	A 300-5,000	MANUAL BUILDS OF STATES
0 7495	1,995	2.995	3.905	4.75	Anthe Millerin

The following MOVs and rubries shall be used in determining points for Awards and Recognition.

- Meuns of werificulture:

 A. Acadomic or inter-actiond award; or

 D. Certification: or any obcursest: aboving top-not-hing a Baurd

 C. Certification or any document aboving TOSP Award.

1 point	t least two (2) soudemic or inter-school
	t least three (3) academic or inter-school seards or TOSP Award or Top 10 m loard/CS Thylbilly Evaralnation
Points and description of the found	Component

6.2 Outstanding Employee Award. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Any issuance, memorandum or docu-for the Search; and
 Certificate of Recognition/Merit.

2 8 8 9 8 9 E 8 8 E	2 polars 1 polars 2 polars 1 polars 2 polars 1 polars 1 polars 1 polars
Sourch	2 points
Search	1 point
ž	
Regional Level Search or Higher	2 perts
Division/Provincial/City Level Bearch	1 point
Applicants from schools	
School Municipality/District Level Search	2 potata

for mainfold ensurits received from the state smart gloring body and/or award category that are conducted in series or progressive mature, only the highest level award shall be considered for, NSCP winning conch as the shrinken, regional, satisfound level; Similarly, only the higherte word shall be given points in cause where a policiants saltmit multiple awards from different award gloring localities.

Vasial profiles

Chandle profiles

Appared by Appared appared for a to 8 a

Appared by Appared appared for a to 8 a

Appared by Appared by Appared for a to 8 a

Appared by Appared for a to 9 a

Appa binispep-wary = 2.984/8 - 20 = 16.98

For external applicants whose performance is measured taking other manerical of adjective Indian systems with availe at law are of alligated with the fine (St-point rating scale of the RPMS, the HRMPSH shall develop a special that transmission by performance rating to the corresponding points comparable to the constitution through on the RPMS.

Sarenal applicant, to veasat positions with exprience requirement shall submit performance entirity, from current or precious week that is refreshed to the position to be filled. Non-submission of performance ratiogs, for any reason give a zero sever for Performance criterion. No proxy measure shall be considered in the obserce of the applicable performance rating.

Pagitions set in a superfesse regularisated. Applicants to positions that do not require experience must suited the hour communities or Career Service Englishing ratings. Computation of points for performance shall be as follows:

Where: = Ebard Recon/ CS Blighbilly puting WA - Weight Allocation for Performance 100 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24) Polistaperformance = x/100 * WAperformance

Publishmenine = 82.75/100 - 30 = 16.65

For honor graduates covered by Presidential Dourse (PD) 907 titled. Granting John Sernes Elighbilly to College Honor Graduates, as well as the Foreign School Honor Graduate Stilghbilly 1981987; as simulated under CSC Residution No. 1302714, the following rubric shall apply

Research and Innovation

- Menua of verification:

 A. Proposal ship suppressed by the Head of Office or the riexignated Remarked, Committies per Exp Bo, 1.6, s. 2017

 B. Accomplishment Report verified by the Head of Office.

 C. Certification of utilization of the innovation or research, within the actional office only agent by the Head of Office.

 D. Certification of adoption of the innovation of research by the Standard of Office and Committee of Standard by the Read of Office and Committee of Standard by the Read of Office and Committee of Standard by the Read of Office and Committee of Standard by the Read of Office and Committee of Standard by the Read of Office and Committee of Standard Brown of Standard Brow

Only A	Only A & B	Only A, B & C	A, B, CAE	A, B, C & D	MOV# Submitted
2 points	3 Points	4 points	5 points	5 points	Poist thousestee/tieserste

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

Subject States Expert / Membrably in Matteau Terfer or Committees.
This shall apply to application who have been chosen and requested to the other technical throriedge, skills, and experience to develop on output, or work termina is noticeance in the national level. This may brightle but not or limited to the development and/or validation of floatework, models, policies, and learning intention. So believe must, towers, and learning intention, Sobject muster captriduce or mathership in the Mational 'Phys or Committees untel, however, its information to the position, and the position of the committee of the commi

A issuance or Menorandum showing the membership in NTWG or Committees; of Participation or Attendance; and C. Output/Adoption by the organization/Dept2d

MOVe Submitted Points, and ALL MOVe 3 points Craly A & B 2 points

Basource Spanisership / Lourning Fucilitation. This shall apply to applicants with three been requested and invited to share their knowledge and expertus on specific subject matter/s. This may include applicants who served as a Resource Speaker: Resource Person, Trainer, and/or

Page 12 of 1

Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC) sessions, etc. Means of verification (All listed MOVs shall be submitted):

A. issuance/Memorantum/devisation/Training Marric.
 B. Certificate of Recognition/Merit/Commendation/Appreciation, C. Said edech/s used and/or Bession gation/s.
 Ruserics:

Applicate from strend interest and produced from the control of th
--

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

- A. Certificate of Recognition as Learning Facilitator Issued by NRAP Regional Office
 B. Certificate of Recognition as Learning Pacilitator Issued by NRAP Central Office

pal Trainer	edited National Trainer	d National Assessor	MOVA Bubinitted
1 point	I.5 points	2 points	Profestionary Lawrence Profestation

Page 13 of 18

Application of Learning and Development (L&D). Application of L&D is a proven success of the learnings gained from the human resource development (HED) innerventions desar/attambed by the applicant which must have led to significant poetice results in their current or previous work.

premhan shall be given to an application of LAD or intervention made to and that is relevant arel applicable to the position to be filled. The definition tintervention as stipulated in hem 6(a) of this Order shall apply.

- A Certificate of Training or Certification or any spin-tuble July interviews a quantity that is adapted with the Unificational Development Fund 1915; for centernal spinforms is certification from 181 uniting that the LAD Intervention is subject with the certification of the proposed part to the LAD Intervention is subject with the center lateral properties of the proposed properties of the properties of the center of the form the LAD Intervention does (without body affected but prepriet the late of CAD Intervention does) affected on the center of the cente

management of the last		Contract of the second
	Belovant	Not Relevad
ALI MOVs	30 polasts	distribut 6
	7 points	
Only A & B	5 polesto	taked t

Potential. Potential refers to the expacity and ability of an applicant to assume the chibis and responsibilities of the position to be filed, and those higher positions that are more technical in nature. It may be measured through any or all of the following.

Behavioural Events interview (BEI)	Skills or Work Sattiffe Tests (5/WST)	Writers Salembastions (WE)		Component
5 Foigts	10 points	5 jointe	80 11-16 80 16-23 80 27	CHEST
5 points	5 points	S points	80 24	processor.

Whiten Essenination refers to the standardized commission which measures the consideration, standard the commission of the measures the instruction, solidy of the applicant. The test und consistent to be position to be filled matrix to developed by subject matter experts as requested by the TROWESS. Subject matter experts are refer to

, , , , ,

Applicati Orange in applying for a Senter Education Program Specialist 199-199 in Dupild Control Offic. He is convently on Fabration Program Specialist II in 350 Conson City appointed in Cooline 2016. For the purpose of computing his Contenting Accomplishments ha submitted the following MCV's:

Outstanding Assemptiohasents ands and Secondition search and Secondition searching Replayer Award 2015 in RCS upole of MOVe submitted	Points beard on Buirte 2 points	7 1 1
erte MCVv mullentilleud andärgi länglägise Ausard 2018 in SDO	i petit	the hat prom on EPE II
no position of Reasonable refilocate of Recognition on Locarcing Facilitation on secrets or Quality discoverents in select NCR hools (composite MCN's audientified)	5 points	Cradiled
noszrai Egonterrekigelkourning Fuzillindbos: rifficale of Pavoguidan uz konsurre Speaker on Nezatin, Assamment is Suptenber 2016 is, pild N.T. Scampines MOVE automiter 3	1 point	Credited

Application Christoph's Contensation Staphings (Assect in 2016, Stansock, and Jameson Spredicture). The contensation of the Assect States (Assect States) and States (Assect States) an

6. Application of Behandles Application of obtaining in the contribution make by an applicant to other evolvable set a result of their camping from characters, and the set of adjusted to the setween to the position to be filled, returns about the period of application with the setween's to the positions to filled, returns about larger or adjusted to the object of tended. The application of debastion must have for its adjusted to public results in the application of control or periods work.

Positions with segurinous requirement, application of education is the conditionation and the process of the propient to their vertication as result of their learnings from their education degrees or under cented, such as but not busided to applied concepts, processes, and skills that are relevant to the position to be filled.

Higher premium whall be given to an application of education or intervention made by the applicant that is relevant and applicable to the position to be filled.

Reference intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is absolute of a functional unit where the position implied for is absolute of a functional wife is described to be applicable if it can be used in the operations at the functional void is used on its office mandates in the ordinal Depisit Office Punctional or Office Orders for the creation of the functional unit.

Page 14 of 18

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

Where: $x = \operatorname{Scene, rating in written automination in percentage scale \\ WA = \operatorname{Weight Aliceation for WE}$ Pointages = x/100 * WAges

Vacuut position: Edwontion Program Specialist II - 80 16

Mattia or Work Sample Test refers to the test that may be administered to evaluate the application of shifts referred to the requirement of the position to the filled. The test and revaluation rubrics must be designed by subject matter capture as requested by the HRMFSB depending on the type of skills test reglated by the position to be filled. Where: = Scord values in the 50/1927 in percentupe scale 14A = Weight Alliscation for 50 1927 (10 paints for 50 11-15, 50 16-21, 50 27; 5 points for 50 34) Pointapus = x/100 * WAppurp

industriental fluenta futeratus (IRES) culture to the conduct of cluster topolar, with the implement, futerang on their clustery of clustered between subjected to specific situations on conditional in that previous and/or custrent workposes. Bit is based on the principle has the past behaviour predicts future more previous and to the principle has completents to be recommended to the required completents that we find not to the required completents that we find the large behaviours that are finded to the required completents that we find the requirement of the required completents and the requirement of the

If the intervention made by the applicant does not meet the criteria to be Referent, then self intervention shall be considered and be given corresponding points using the rubrics for Net Relevant

A. Action Plan approved by the Head of Office
 R. Accumplatinensi Report verified by the Head of Office
 C. Corsification of the utilization/adoption apped by the Head of Office

Rubrica: (SG 11-15 and SO 24)

MOVe introduced Peterset.

Medicant
Visit

Onli, A & B 12 joints Out A & 9 joints	MOVe Subsectioned Pole-tenseryes References	Rubrics: (SG 16-23 and SG 27)	Onto A Spoints	Only A & B	
6 points 3 points	an of Streether. Not Reservant		3 gelat	3 jounts	

Positions with an experience requirement. Applicants to positions that to not require previous work experience must suitable the OPIX, in the highest academic position work experience must suitable the OPIX, in the highest academic position level entend as evidenced by Transcript of Records/ Confinence of OPIX (bigloom/dyposid Code from the Commission on Eighte Manufacile (USES) or eight extraction Code from the Commission on Eighte Manufacile (USES) or eight extractionation for Model Position of Aprillation of Application of Experience (USES) or eight ex

Where:

**You've Transmided to porturnage wattle

** GWA transmided to porturnage wattle

**WA:= Weight Allocation for Application of Bibacution

WA:= Weight Allocation for SQ 11-15 to SQ 24; 15 points for SQ 16-23 to SG 27]

[10] points for SQ 11-15 to SQ 24; 15 points for SQ 16-23 to SG 27] Potestappination of Schwessey " N/100 " WAyaphindim of Schwesserj

Cabresia; = 82.75/100 * 15 - 12.4128

Page 15 of 18

by the upplicant. The STAR upprough draws focus on actual Strussions in which the applicant acod; the Task's a that the applicant facod; the Actions that the applicant back, and the Results of those actions. The BEI may be used to ansess the fellowing urous:

- Aplander. The IRSI shall be used to assess the applicant's protected or that expecting and shally to assente the duther of the positions are for That and fore higher positions that are more teatment in nature. Chamateristical or foods. It shall be used to for pulse other referents apprets such as the applicant's pepticalegical and social well-longs. Prosent it shall never us an secure for orabulate an applicant's Job Pri. Chamater Nr. and Chamateristics and the IRSI and I

The points allowed for BEI composes (F point) shall were in the sundamm or change points and any by we remot by the appoint at The points arend from cocha und are commission to determine the found points for BEI composent. The HEIMING shall determine the troug points for BEI composent. The HEIMING shall determine the trapportate areas relevant to the population to be the BEIMING shall determine the appropriate man elevant to the population in the most action of BEIMING shall determine the appropriate parts for BEIMING shall possible to each area and exceeding the maximum or ceiling points for BEIMING.

Page 17 of 18