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Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 315

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

Subject : ANNOUNCEMENT OF VACANT POSITIONS FOR NON-TEACHING POSITIONS

Date : October 7, 2024

This Office 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 ASSISTANT III (SENIOR BOOKKEEPER)</b>	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility
<b>Plantilla Item No.:</b> OSEC-DECSB-ADAS3-750150-2014 <b>SG:</b> 9 <b>Monthly Salary:</b> ₱ 22,219.00 <b>No. of Vacancy/ies:</b> 1 <b>Place of Assignment:</b> OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT <b>JOB SUMMARY:</b> To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.				



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

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 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



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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. 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 Division Office – Records Section is on **October 17, 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
October 7, 2024 – October 17, 2024	Submission of application documents	Applicants Records Section	Face-to-Face
October 18, 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
October 21, 2024 – November 4, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
November 5, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
November 5, 2024 – November 9, 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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November 11, 2024 – November 12, 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.

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

Schools Division of Digos City  
RECORDS SECTION  
**RECEIVED**  
N-70216  
DATE: OCT 07 2024 TIME: 2:47  
BY: *[Signature]*

OSDS/ADMIN / HR/dbc



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**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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMD/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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.

**CRITERIA AND POINT SYSTEM FOR MERIT AND PROMOTION TO NON-TEACHING POSITIONS**

- The assessment for Non Teaching positions shall be based on the following criteria:
  - Minimum skills and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC approved QS;
  - Minimum years of relevant experience to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired 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;
  - Applicants with relevant training and development (TD) acquired after the last promotion; and
  - Potential measured using other evaluative measures.

The point system for evaluative assessment is detailed in Table 1. Points assigned to each criterion shall vary from one salary range to another, giving more weight to the criteria relevant to the position to be filled. For General Services positions, higher potential is given to Potential (55 points) and Experience (20 points) than the other criteria. Similarly, Civil positions (50-24) give more weight to Potential (60 points), Potential (20 points), and Experience (15 points).

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

Criteria	Breakdown of Points			
	0-19	20-29	30-39	40-49
A. Education	5	5	5	10
B. Experience	5	5	5	10
C. Performance	20	20	15	15
D. Outstanding Accomplishments	5	10	10	10
E. Training and Development	5	5	10	10
F. Potential (Written Test, IQ Test, Work Sample Test)	55	20	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

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

Education and Training Ranges	Education		Training		Experience	
	Incremental Level	Points	Incremental Level	Points	Incremental Level	Points
0-19 (0-19 and 20-29)	1	5	1	5	1	5
	2	10	2	10	2	10
	3	15	3	15	3	15
	4	20	4	20	4	20
20-29 (30-39)	1	10	1	10	1	10
	2	15	2	15	2	15
	3	20	3	20	3	20
	4	25	4	25	4	25
30-39 (40-49)	1	15	1	15	1	15
	2	20	2	20	2	20
	3	25	3	25	3	25
	4	30	4	30	4	30
40-49 (50-59)	1	20	1	20	1	20
	2	25	2	25	2	25
	3	30	3	30	3	30
	4	35	4	35	4	35

**Illustrative example:**  
 Vacant position: Administrative Assistant II (Administrative Officer II) - 001  
 Level and Salary Range: 001 1 or 001 (Non-Teaching Position)  
 Qualification: Graduate per CSC-approved QS  
 Experience: 1 year of relevant training  
 The date of HRM/PSB assessment/Open Ranking System: October 03, 2023

**Table 2.a. Increments Table - Training**

Incremental Level	From	To
1	0 hours	Less than 6 hours
2	6 hours	Less than 12 hours
3	12 hours	Less than 18 hours
4	18 hours	Less than 24 hours
5	24 hours	Less than 30 hours
6	30 hours	Less than 36 hours
7	36 hours	Less than 42 hours
8	42 hours	Less than 48 hours
9	48 hours	Less than 54 hours
10	54 hours	Less than 60 hours
11	60 hours	Less than 66 hours
12	66 hours	Less than 72 hours
13	72 hours	Less than 78 hours
14	78 hours	Less than 84 hours
15	84 hours	Less than 90 hours
16	90 hours	Less than 96 hours
17	96 hours	Less than 102 hours
18	102 hours	Less than 108 hours
19	108 hours	Less than 114 hours
20	114 hours	Less than 120 hours
21	120 hours	Less than 126 hours
22	126 hours	Less than 132 hours
23	132 hours	Less than 138 hours
24	138 hours	Less than 144 hours
25	144 hours	Less than 150 hours
26	150 hours	Less than 156 hours
27	156 hours	Less than 162 hours
28	162 hours	Less than 168 hours
29	168 hours	Less than 174 hours
30	174 hours	Less than 180 hours
31	180 hours	Less than 186 hours
32	186 hours	Less than 192 hours
33	192 hours	Less than 198 hours
34	198 hours	Less than 204 hours
35	204 hours	Less than 210 hours
36	210 hours	Less than 216 hours
37	216 hours	Less than 222 hours
38	222 hours	Less than 228 hours
39	228 hours	Less than 234 hours
40	234 hours	Less than 240 hours
41	240 hours	Less than 246 hours
42	246 hours	Less than 252 hours
43	252 hours	Less than 258 hours
44	258 hours	Less than 264 hours
45	264 hours	Less than 270 hours
46	270 hours	Less than 276 hours
47	276 hours	Less than 282 hours
48	282 hours	Less than 288 hours
49	288 hours	Less than 294 hours
50	294 hours	Less than 300 hours
51	300 hours	Less than 306 hours
52	306 hours	Less than 312 hours
53	312 hours	Less than 318 hours
54	318 hours	Less than 324 hours
55	324 hours	Less than 330 hours
56	330 hours	Less than 336 hours
57	336 hours	Less than 342 hours
58	342 hours	Less than 348 hours
59	348 hours	Less than 354 hours
60	354 hours	Less than 360 hours
61	360 hours	Less than 366 hours
62	366 hours	Less than 372 hours
63	372 hours	Less than 378 hours
64	378 hours	Less than 384 hours
65	384 hours	Less than 390 hours
66	390 hours	Less than 396 hours
67	396 hours	Less than 402 hours
68	402 hours	Less than 408 hours
69	408 hours	Less than 414 hours
70	414 hours	Less than 420 hours
71	420 hours	Less than 426 hours
72	426 hours	Less than 432 hours
73	432 hours	Less than 438 hours
74	438 hours	Less than 444 hours
75	444 hours	Less than 450 hours
76	450 hours	Less than 456 hours
77	456 hours	Less than 462 hours
78	462 hours	Less than 468 hours
79	468 hours	Less than 474 hours
80	474 hours	Less than 480 hours
81	480 hours	Less than 486 hours
82	486 hours	Less than 492 hours
83	492 hours	Less than 498 hours
84	498 hours	Less than 504 hours
85	504 hours	Less than 510 hours
86	510 hours	Less than 516 hours
87	516 hours	Less than 522 hours
88	522 hours	Less than 528 hours
89	528 hours	Less than 534 hours
90	534 hours	Less than 540 hours
91	540 hours	Less than 546 hours
92	546 hours	Less than 552 hours
93	552 hours	Less than 558 hours
94	558 hours	Less than 564 hours
95	564 hours	Less than 570 hours
96	570 hours	Less than 576 hours
97	576 hours	Less than 582 hours
98	582 hours	Less than 588 hours
99	588 hours	Less than 594 hours
100	594 hours	Less than 600 hours

**Table 2.b. Increments Table - Experience**

Incremental Level	From	To
1	0 years	Less than 1 year
2	1 year	Less than 2 years
3	2 years	Less than 3 years
4	3 years	Less than 4 years
5	4 years	Less than 5 years
6	5 years	Less than 6 years
7	6 years	Less than 7 years
8	7 years	Less than 8 years
9	8 years	Less than 9 years
10	9 years	Less than 10 years
11	10 years	Less than 11 years
12	11 years	Less than 12 years
13	12 years	Less than 13 years
14	13 years	Less than 14 years
15	14 years	Less than 15 years
16	15 years	Less than 16 years
17	16 years	Less than 17 years
18	17 years	Less than 18 years
19	18 years	Less than 19 years
20	19 years	Less than 20 years
21	20 years	Less than 21 years
22	21 years	Less than 22 years
23	22 years	Less than 23 years
24	23 years	Less than 24 years
25	24 years	Less than 25 years
26	25 years	Less than 26 years
27	26 years	Less than 27 years
28	27 years	Less than 28 years
29	28 years	Less than 29 years
30	29 years	Less than 30 years
31	30 years	Less than 31 years
32	31 years	Less than 32 years
33	32 years	Less than 33 years
34	33 years	Less than 34 years
35	34 years	Less than 35 years
36	35 years	Less than 36 years
37	36 years	Less than 37 years
38	37 years	Less than 38 years
39	38 years	Less than 39 years
40	39 years	Less than 40 years
41	40 years	Less than 41 years
42	41 years	Less than 42 years
43	42 years	Less than 43 years
44	43 years	Less than 44 years
45	44 years	Less than 45 years
46	45 years	Less than 46 years
47	46 years	Less than 47 years
48	47 years	Less than 48 years
49	48 years	Less than 49 years
50	49 years	Less than 50 years
51	50 years	Less than 51 years
52	51 years	Less than 52 years
53	52 years	Less than 53 years
54	53 years	Less than 54 years
55	54 years	Less than 55 years
56	55 years	Less than 56 years
57	56 years	Less than 57 years
58	57 years	Less than 58 years
59	58 years	Less than 59 years
60	59 years	Less than 60 years
61	60 years	Less than 61 years
62	61 years	Less than 62 years
63	62 years	Less than 63 years
64	63 years	Less than 64 years
65	64 years	Less than 65 years
66	65 years	Less than 66 years
67	66 years	Less than 67 years
68	67 years	Less than 68 years
69	68 years	Less than 69 years
70	69 years	Less than 70 years
71	70 years	Less than 71 years
72	71 years	Less than 72 years
73	72 years	Less than 73 years
74	73 years	Less than 74 years
75	74 years	Less than 75 years
76	75 years	Less than 76 years
77	76 years	Less than 77 years
78	77 years	Less than 78 years
79	78 years	Less than 79 years
80	79 years	Less than 80 years
81	80 years	Less than 81 years
82	81 years	Less than 82 years
83	82 years	Less than 83 years
84	83 years	Less than 84 years
85	84 years	Less than 85 years
86	85 years	Less than 86 years
87	86 years	Less than 87 years
88	87 years	Less than 88 years
89	88 years	Less than 89 years
90	89 years	Less than 90 years
91	90 years	Less than 91 years
92	91 years	Less than 92 years
93	92 years	Less than 93 years
94	93 years	Less than 94 years
95	94 years	Less than 95 years
96	95 years	Less than 96 years
97	96 years	Less than 97 years
98	97 years	Less than 98 years
99	98 years	Less than 99 years
100	99 years	Less than 100 years

Computation of increments based on actual Experience qualifications of Applicant A:

Incremental Level	From	To
1	0 years	Less than 1 year
2	1 year	Less than 2 years
3	2 years	Less than 3 years
4	3 years	Less than 4 years
5	4 years	Less than 5 years
6	5 years	Less than 6 years
7	6 years	Less than 7 years
8	7 years	Less than 8 years
9	8 years	Less than 9 years
10	9 years	Less than 10 years
11	10 years	Less than 11 years
12	11 years	Less than 12 years
13	12 years	Less than 13 years
14	13 years	Less than 14 years
15	14 years	Less than 15 years
16	15 years	Less than 16 years
17	16 years	Less than 17 years
18	17 years	Less than 18 years
19	18 years	Less than 19 years
20	19 years	Less than 20 years
21	20 years	Less than 21 years
22	21 years	Less than 22 years
23	22 years	Less than 23 years
24	23 years	Less than 24 years
25	24 years	Less than 25 years
26	25 years	Less than 26 years
27	26 years	Less than 27 years
28	27 years	Less than 28 years
29	28 years	Less than 29 years
30	29 years	Less than 30 years
31	30 years	Less than 31 years
32	31 years	Less than 32 years
33	32 years	Less than 33 years
34	33 years	Less than 34 years
35	34 years	Less than 35 years
36	35 years	Less than 36 years
37	36 years	Less than 37 years
38	37 years	Less than 38 years
39	38 years	Less than 39 years
40	39 years	Less than 40 years
41	40 years	Less than 41 years
42	41 years	Less than 42 years
43	42 years	Less than 43 years
44	43 years	Less than 44 years
45	44 years	Less than 45 years
46	45 years	Less than 46 years
47	46 years	Less than 47 years
48	47 years	Less than 48 years
49	48 years	Less than 49 years
50	49 years	Less than 50 years
51	50 years	Less than 51 years
52	51 years	Less than 52 years
53	52 years	Less than 53 years
54	53 years	Less than 54 years
55	54 years	Less than 55 years
56	55 years	Less than 56 years
57	56 years	Less than 57 years
58	57 years	Less than 58 years
59	58 years	Less than 59 years
60	59 years	Less than 60 years
61	60 years	Less than 61 years
62	61 years	Less than 62 years
63	62 years	Less than 63 years
64	63 years	Less than 64 years
65	64 years	Less than 65 years
66	65 years	Less than 66 years
67	66 years	Less than 67 years
68	67 years	Less than 68 years
69	68 years	Less than 69 years
70	69 years	Less than 70 years
71	70 years	Less than 71 years
72	71 years	Less than 72 years
73	72 years	Less than 73 years
74	73 years	Less than 74 years
75	74 years	Less than 75 years
76	75 years	Less than 76 years
77	76 years	Less than 77 years
78	77 years	Less than 78 years
79	78 years	Less than 79 years
80	79 years	Less than 80 years
81	80 years	Less than 81 years
82	81 years	Less than 82 years
83	82 years	Less than 83 years
84	83 years	Less than 84 years
85	84 years	Less than 85 years
86	85 years	Less than 86 years
87	86 years	Less than 87 years
88	87 years	Less than 88 years
89	88 years	Less than 89 years
90	89 years	Less than 90 years
91	90 years	Less than 91 years
92	91 years	Less than 92 years
93	92 years	Less than 93 years
94	93 years	Less than 94 years
95	94 years	Less than 95 years
96	95 years	Less than 96 years
97	96 years	Less than 97 years
98	97 years	Less than 98 years
99	98 years	Less than 99 years
100	99 years	Less than 100 years

After computing the number of increments from the minimum (

- giving points, except for positions that involve practice of profession covered by board laws.
- ii. Consistent with Legal Education Board (LEB) Resolution No. 406, a 2019, Bachelor of Laws (LLB) or Juris Doctor (JD) units not/ or degree earned from law schools recognized or supervised by the LEB shall be considered as equivalent to the units/degrees in other non-law academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by board laws governing the bar, subject to further certification guidelines as may be limited by the LEB.
  - iv. Relevant training hours earned from digital/ virtual/ online learning may be considered, subject to the conditions presented in CSC Memorandum Order No. 17, s. 2017 (General Guidelines on Digital/Online Learning for Public Service).
  - v. Relevant experience gained from part-time work of at least five (5) hours per day may be considered, provided that the appropriate Certificate of Employment is submitted with details on the actual dates of employment, the nature of the work, and the number of equivalent months or years of experience based on the CSC-required eight (8)-hour per day workday.
  - vi. Relevant experience gained from abroad or outside the Philippines shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points in the creditability.
  4. Performance. Performance refers to the assessment of how tasks, duties, and performance rating document or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.
  5. Positions with experience requirement. Applicants to positions that require previous experience in the current and previous job or position that is relevant to the position to be filled. Computation of points for performance shall be as follows:

**Points/Experience =  $\frac{4}{5} \times \frac{W}{W+Performance}$**

Where:  
 W = Work Experience Rating  
 Performance = Performance Rating

Illustrative examples:  
 1.  $\frac{4}{5} \times \frac{3}{3+4} = 0.57$   
 2.  $\frac{4}{5} \times \frac{5}{5+4} = 0.89$   
 3.  $\frac{4}{5} \times \frac{7}{7+4} = 1.18$

**Points/Performance =  $\frac{4}{5} \times \frac{W}{W+Performance}$**

Where:  
 W = Work Experience Rating  
 Performance = Performance Rating

Illustrative examples:  
 1.  $\frac{4}{5} \times \frac{3}{3+4} = 0.57$   
 2.  $\frac{4}{5} \times \frac{5}{5+4} = 0.89$   
 3.  $\frac{4}{5} \times \frac{7}{7+4} = 1.18$

- a.1. **Internal applicants.**

Internal applicants who are currently employed by the government shall be given priority in the selection process. The performance rating shall be the primary consideration in the selection process. The performance rating shall be based on the most recent performance rating or points that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening, except for positions that require a minimum of 12 months of service in the last rating period prior to the date of assessment or screening.

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

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion, if applicable.
- a.2. **External applicants.**

For external applicants whose performance is measured using a five (5)-level subjective performance rating scale, the midpoint value of the VS rating (Table 4) equivalent to the subjective rating shall be used as the basis for computation of points for performance. The computation of points for performance shall be as follows:

**Table 4. Midpoint Value of the VS Rating**

VS Rating	Midpoint Value
Very Satisfactory	4.75
Satisfactory	3.96
Good	3.17
Very Good	2.38
Excellent	1.59

Illustrative example:  
 Performance = 3.96  
 Points/Performance =  $\frac{4}{5} \times \frac{3.96}{3.96+4} = 0.94$

- b. **Positions with no experience requirement.** Applicants to positions that do not require previous experience must submit the board communication or other means of verification of the applicant's performance rating in the last rating period prior to the date of assessment or screening, except for positions that require a minimum of 12 months of service in the last rating period prior to the date of assessment or screening.

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

**Points/Performance =  $\frac{4}{5} \times \frac{W}{W+Performance}$**

Where:  
 W = Work Experience Rating  
 Performance = Performance Rating

Illustrative examples:  
 1.  $\frac{4}{5} \times \frac{3}{3+4} = 0.57$   
 2.  $\frac{4}{5} \times \frac{5}{5+4} = 0.89$   
 3.  $\frac{4}{5} \times \frac{7}{7+4} = 1.18$

- Means of verification:**
- A. Any document, memorandum or document showing the Criteria for the position to be filled.
  - B. Certificate of Recognition/Merit.
- Rubric:**
- | Level                                 | Points/Performance |
|---------------------------------------|--------------------|
| Organizational Level Search or Higher | 4 points           |
| National Level Search or Higher       | 3 points           |
| Regional Level Search or Higher       | 2 points           |
| Division Level Search or Higher       | 1 point            |
| Subdivision Level Search or Higher    | 0.5 points         |

**Table 5. Components of Outstanding Accomplishments**

Criteria	Points/Performance
Research and Innovation	4 points
Teaching and Learning	3 points
Community Service	2 points
Professional Development	2 points
Leadership	2 points
Other	2 points

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to the exceptional achievements of an applicant in the current or previous position which were duly recognized by an authorized body. These must have a direct link to the RDA of the applicant's current or previous position. Outstanding Accomplishments shall be considered in the selection process in the following manner:
  - a. **Research and Innovation.** Research and Innovation refer to the development of new products, services, or processes, or the improvement of existing products, services, or processes, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem.
  - b. **Teaching and Learning.** Teaching and Learning refer to the development of new teaching materials, or the improvement of existing teaching materials, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem.
  - c. **Community Service.** Community Service refer to the development of new community service projects, or the improvement of existing community service projects, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem.
  - d. **Professional Development.** Professional Development refer to the development of new professional development programs, or the improvement of existing professional development programs, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem.
  - e. **Leadership.** Leadership refer to the development of new leadership programs, or the improvement of existing leadership programs, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem.
  - f. **Other.** Other refer to the development of new other programs, or the improvement of existing other programs, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem, or the application of scientific knowledge to solve a problem.

**Table 6. Components of Outstanding Accomplishments**

Criteria	Points/Performance
Research and Innovation	4 points
Teaching and Learning	3 points
Community Service	2 points
Professional Development	2 points
Leadership	2 points
Other	2 points

- Means of verification:**
- A. Any document, memorandum or document showing the Criteria for the position to be filled.
  - B. Certificate of Recognition/Merit.
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Other	2 points

- a.1. **Citation or Commendation.** This may refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.
- a.2. **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). The following MOVA and rubrics shall be used in determining points for awards and recognition.

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