



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025- 077

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

Subject : ANNOUNCEMENT OF VACANT POSITION FOR SCHOOL PRINCIPAL POSITION

Date : March 06, 2025

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

VACANCY	QUALIFICATION STANDARDS				
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>SCHOOL PRINCIPAL I (ELEMENTARY GRADES)</b>	Bachelor's degree in Elementary Education (BEED); or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	LET/PBET/ R.A.1080 (Teacher)	National Qualifying Examination for School Heads (NQESH) Passer
<b>Plantilla Item No.:</b> OSEC-DECSB-SP1-750052-2014 <b>SG:</b> 19					



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

**No. of Vacancy/ies:** 1

**Place of Assignment:** ELEMENTARY EDUCATION

**JOB SUMMARY:** Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, 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
1. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

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



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**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. 3 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 **March 16, 2025**. 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
March 06, 2025- March 16, 2025	Submission of application documents	Applicants Records Section	Face-to-Face
March 17, 2025	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
March 18, 2025- March 31, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
April 01, 2025	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



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April 01, 2025- April 5, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
April 07, 2025-April 08, 2025	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*  
**MELANIE P. ESTACIO, PhD, CESO V**  
 Schools Division Superintendent

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
*No OIS*  
 DATE: MAR 06 2025 TIME: 2:26p  
 BY: *[Signature]*

OSDS/ADMIN / HR/bpp



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**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS**

1. The assessment for School Administration positions shall be based on the following criteria:

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- e. Outstanding Accomplishments acquired after the last promotion;
- f. Application of Education acquired after the last promotion;
- g. Application of Learning and Development acquired after the last promotion; and
- h. Potential measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1.

**Table 1. Point System for Evaluative Assessment: School Administration Positions**

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
<b>Total</b>	<b>100</b>

**Rubrics for Computation of Points per Criterion**

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Increments Table (Table 2.a, 2.b, 2.c) and the Rubrics 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	Range	To
1	Can Read and Write		Elementary Level Education
2	Elementary Graduate		Junior High School Level Education (K to 12) High School Level (K to 12)
3	Completed Junior High School (K to 12)		Senior High School Level Education (K to 12)
4	Junior High School Graduate (K to 12) High School Graduate (K to 12) Completed 2 years in College		Less than 2 years of College
5			Less than a Bachelor's Degree but more than 2 years in College
6	Bachelor's Degree		Less than 6 Units earned towards the completion of a Master's Degree
7	6 Units earned towards the completion of a Master's Degree		Less than 9 Units earned towards the completion of a Master's Degree
8	9 Units earned towards the completion of a Master's Degree		Less than 12 Units earned towards the completion of a Master's Degree
9	12 Units earned towards the completion of a Master's Degree		Less than 15 Units earned towards the completion of a Master's Degree
10	15 Units earned towards the completion of a Master's Degree		Less than 18 Units earned towards the completion of a Master's Degree
11	18 Units earned towards the completion of a Master's Degree		Less than 21 Units earned towards the completion of a Master's Degree
12	21 Units earned towards the completion of a Master's Degree		Less than 24 Units earned towards the completion of a Master's Degree
13	24 Units earned towards the completion of a Master's Degree		Less than 27 Units earned towards the completion of a Master's Degree
14	27 Units earned towards the completion of a Master's Degree		Less than 30 Units earned towards the completion of a Master's Degree
15	30 Units earned towards the completion of a Master's Degree		Less than 33 Units earned towards the completion of a Master's Degree
16	33 Units earned towards the completion of a Master's Degree		Less than 36 Units earned towards the completion of a Master's Degree
17	36 Units earned towards the completion of a Master's Degree		Less than 39 Units earned towards the completion of a Master's Degree
18	39 Units earned towards the completion of a Master's Degree		Less than 42 Units earned towards the completion of a Master's Degree
19	42 Units earned towards the completion of a Master's Degree		Less than Complete Academic Requirements completed towards the completion of a Master's Degree
20	Complete Academic Requirements completed towards a Master's Degree		Less than an awarded Master's Degree
21	Master's Degree		Less than 3 Units earned towards the completion of a Doctorate
22	3 Units earned towards the completion of a Doctorate		Less than 6 Units earned towards the completion of a Doctorate
23	6 Units earned towards the completion of a Doctorate		Less than 9 Units earned towards the completion of a Doctorate
24	9 Units earned towards the completion of a Doctorate		Less than 12 Units earned towards the completion of a Doctorate
25	12 Units earned towards the completion of a Doctorate		Less than 15 Units earned towards the completion of a Doctorate
26	15 Units earned towards the completion of a Doctorate		Less than 18 Units earned towards the completion of a Doctorate
27	18 Units earned towards the completion of a Doctorate		Less than 21 Units earned towards the completion of a Doctorate
28	21 Units earned towards the completion of a Doctorate		Less than 24 Units earned towards the completion of a Doctorate
29	24 Units earned towards the completion of a Doctorate		Less than Complete Academic Requirements completed towards the completion of a Doctorate
30	Complete Academic Requirements completed towards a Doctorate		Less than an awarded Doctorate
31	Doctorate		

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

Increment Level	From	Range	To
1	0 hours	Less than 8 hours	
2	8 hours	Less than 16 hours	
3	16 hours	Less than 24 hours	
4	24 hours	Less than 32 hours	
5	32 hours	Less than 40 hours	
6	40 hours	Less than 48 hours	
7	48 hours	Less than 56 hours	
8	56 hours	Less than 64 hours	
9	64 hours	Less than 72 hours	
10	72 hours	Less than 80 hours	
11	80 hours	Less than 88 hours	
12	88 hours	Less than 96 hours	
13	96 hours	Less than 104 hours	
14	104 hours	Less than 112 hours	
15	112 hours	Less than 120 hours	
16	120 hours	Less than 128 hours	
17	128 hours	Less than 136 hours	
18	136 hours	Less than 144 hours	
19	144 hours	Less than 152 hours	
20	152 hours	Less than 160 hours	
21	160 hours	Less than 168 hours	
22	168 hours	Less than 176 hours	
23	176 hours	Less than 184 hours	
24	184 hours	Less than 192 hours	
25	192 hours	Less than 200 hours	
26	200 hours	Less than 208 hours	
27	208 hours	Less than 216 hours	
28	216 hours	Less than 224 hours	
29	224 hours	Less than 232 hours	
30	232 hours	Less than 240 hours	
31	240 hours	or more	

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

Increment Level	From	Range	To
1	None	Less than 6 months	
2	6 months	Less than 1 year	
3	1 year	Less than 1 year 6 months	
4	1 year 6 months	Less than 2 years	
5	2 years	Less than 2 years 6 months	
6	2 years 6 months	Less than 3 years	
7	3 years	Less than 3 years 6 months	
8	3 years 6 months	Less than 4 years	
9	4 years	Less than 4 years 6 months	
10	4 years 6 months	Less than 5 years	
11	5 years	Less than 5 years 6 months	
12	5 years 6 months	Less than 6 years	
13	6 years	Less than 6 years 6 months	
14	6 years 6 months	Less than 7 years	
15	7 years	Less than 7 years 6 months	
16	7 years 6 months	Less than 8 years	
17	8 years	Less than 8 years 6 months	
18	8 years 6 months	Less than 9 years	
19	9 years	Less than 9 years 6 months	
20	9 years 6 months	Less than 10 years	
21	10 years	Less than 10 years 6 months	
22	10 years 6 months	Less than 11 years	
23	11 years	Less than 11 years 6 months	
24	11 years 6 months	Less than 12 years	
25	12 years	Less than 12 years 6 months	
26	12 years 6 months	Less than 13 years	
27	13 years	Less than 13 years 6 months	
28	13 years 6 months	Less than 14 years	
29	14 years	Less than 14 years 6 months	
30	14 years 6 months	Less than 15 years	
31	15 years	or more	

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

Weight Allocation	Education		Training		Experience	
	Increments from minimum QS	Points	Increments from minimum QS	Points	Increments from minimum QS	Points
Education: 10 points	10 or more increments	10	10 or more increments	10	10 or more increments	10
Training: 10 points	8-9 increments	8	8-9 increments	8	8-9 increments	8
Experience: 10 points	6-7 increments	6	6-7 increments	6	6-7 increments	6
	4-5 increments	4	4-5 increments	4	4-5 increments	4
	2-3 increments	2	2-3 increments	2	2-3 increments	2

Illustrative example:

Vacant position: **School Principal I (Secondary School) - SG 19**

Qualification Standards per CSC-approved QS

- Education : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units
- Training : 40 hours of relevant training
- Experience : Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years.

The date of HRMPSS assessment/ Open Ranking System: **September 30, 2022**

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

Minimum requirement per CSC-approved Qualification Standards for School Principal I (Secondary School) - SG 19	Corresponding Level based on Increments Table
Education : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units or 40 hours relevant training	Level 6 (Based on Table 2.a)
Training : Head Teacher for 1 year, or Teacher-in-Charge for 2 years, or Master Teacher for 2 years, or Teacher for 5 years.	Level 5 (Based on Table 2.b)
	Level 3 for HT and MT
	Level 11 for Teacher (Based on Table 2.c)

For purposes of determining the baseline level for Education, any professional or specialization units as may be required in the CSC-approved QS in addition to non-Education degree shall be considered equivalent to a Bachelor's degree in Education (e.g. Bachelor's degree plus 18 professional units in Education with appropriate major = Level 6 based on Table 2.a). Additional professional and specialization units taken to earn the equivalent Education degree (i.e., BEEd, BSEd) shall not correspond to units towards the completion of a Master's degree.

b. After determining the baseline level, the HRMPSS shall compute for the increments of the applicant's actual qualifications based on the submitted documentary requirements. Increment shall refer to the difference between the applicant's actual qualification level and the corresponding level of the minimum (baseline) QS requirement of the position to be filled.

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

For positions with multiple QS requirement for Experience (e.g. HT for 1 year, MT for 2 years, TIC for 2 years, Teacher for 5 years), the HRMPSB shall identify the relevant experience with the highest increment incurred. This shall be the basis in determining the final score of the applicant for the Experience component.

**Illustrative example:**

**Computation of Increments based on actual Education qualification of Applicant A:**

Education Qualification of Applicant A	Increments from minimum for baseline QS requirements using increments Table 2-a (Education)
Master of Arts in Education (MAEd)	Using Table 2-a, the corresponding level of Applicant A's Education qualification (Master's degree in Public Administration) is of level 23.  The number of increments for Applicant A's Education qualifications shall be computed by subtracting the minimum QS level (level 19) from the applicant's qualification level (level 23), as illustrated below:  Applicant's Actual Level - QS Level = Increment 23 - 19 = 4 Increments

**Computation of Increments based on actual Training qualification of Applicant A:**

Training Qualification of Applicant A	Increments from minimum for baseline QS requirements using increments Table 2-b (Training)
PLS/LEAD for School Heads, May 2006 to May 2011, 60 hrs	The cumulative hours of the relevant training (LAD), when an applicant after the said practice and within the last 5 years, is not considered for the computing of increments.
Capacity-Building Program for Teachers and School Heads organized by HRM, March 1-2, 2007, 40 hrs	In the case of Applicant A, of training/LAD interventions declared in his/her considered position in the School Privileged position, likewise, the "National Assembly of Education, Health & Trade: Leading in the Time of Industry" will not be overlaid for the computation of increments above 5 years unless more than 5 years from the date of HRMPSB Assessment. Applicant A's cumulative hours of relevant training/LAD shall be 102 hours. Using Table 2-b, the corresponding level of Applicant A's Training qualification (102 hours) is of level 20.
Division Training on the Conduct of Research (March 7-12, 2009) 10 hours	The number of increments for Applicant A's Training qualifications shall be computed by subtracting the minimum QS level (level 19) from the applicant's qualification level (level 20), as illustrated below:  Applicant's Training Level - QS Level = Increment 20 - 19 = 1 Increment
Division Staff of HRMPSB for Teachers (March 15-16, 2010) 16 hours	
National Assembly of Education, Health & Trade: Leading in the Time of Industry (September 25-27, 2012) 24 hours	Note: Applicant A's last promotion is Head Teacher II (December 20, 2013). The date of HRMPSB assessment (Open Rank) is September 20, 2023.

**Computation of Increments based on actual Experience qualification of Applicant A:**

Experience Qualification of Applicant A	Increments from minimum for baseline QS requirements using increments Table 2-c (Experience)
Head Teacher II (August 01, 2013 to present)	Only those experience relevant to the position to be filled shall be considered in the computation of increments. Relevant experience shall be relevant from the date of first date of service.  In the case of Applicant A, the relevant experience are the following: a. Head Teacher III (from August 01, 2013 to present) = 2,0002 hrs (1.0001) b. Head Teacher I (from March 06, 2010 to July 31, 2013) = 7 years and 1.0001 hrs  Using Table 2-c, the corresponding level of Applicant A's Experience qualification (relevant to Head Teacher I) is of level 21, as illustrated below:  The number of increments for Applicant A's Experience qualifications shall be computed by subtracting the minimum QS level of 1 year as Head Teacher level 19 from the applicant's qualification level (level 21), as illustrated below:  Applicant's Experience Level - QS Level = Increment 21 - 19 = 2 Increments

Teacher III (March 23, 2010 to March 04, 2013)	Teacher I to III (from September 10, 2003 to March 01, 2010) in Education 2.0001
Using Table 2-c, the corresponding level of Applicant A's Experience qualification (relevant to Teacher I, II, and III) is of level 23.	
Teacher III (March 23, 2010 to March 04, 2013)	The number of increments for Applicant A's Experience qualifications shall be computed by subtracting the minimum QS level of Teacher for 3 years (level 19) from the applicant's qualification level (level 23), as illustrated below:  Applicant's Experience Level - QS Level = Increment 23 - 19 = 4 Increments

c. After computing the number of increments from the minimum (baseline) QS requirement, the corresponding points earned by the applicant for ETE shall be determined using Table 3 (Rubrics for Computation of Points for Education, Training, and Experience).

**Illustrative example:**

Using the applicable rubrics for the School Administration as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:

Qualification of the applicant a			Computation of Points based on Incremental Level Table 4, ETE Rubric			Total number of points for ETE
Education	Training	Experience	Education	Training	Experience	
Teacher's degree in Secondary Education	PLS/LEAD for School Heads, May 2006 to May 2011, 60 hrs	Head Teacher II (September 25, 2013 to present)	25 increments	4 increments	19 increments	50 points
Teacher's degree in Education (MAEd)	Capacity-Building Program for Teachers and School Heads organized by HRM, March 1-2, 2007, 40 hrs	Head Teacher I (from March 06, 2010 to July 31, 2013)	19 or more increments = 30 points (not of 10)	Based on Table 2-10 or more increments = 10 points (not of 10)	19 increments for 107 experience and 4 increments for Teaching experience	
	Division Training on the Conduct of Research (March 7-12, 2009) 10 hours	Head Teacher III (from August 01, 2013 to present)	30 points (not of 10)	Applicant A exceeds the minimum QS of 4 hours relevant training	Applicant A exceeds the minimum QS of 4 hours relevant training	
	Division Staff of HRMPSB for Teachers (March 15-16, 2010) 16 hours	Head Teacher II (from September 10, 2003 to March 01, 2010)	10 or more increments = 10 points (not of 10)	Applicant A exceeds the minimum QS of 4 hours relevant training	Applicant A exceeds the minimum QS of 4 hours relevant training	
	National Assembly of Education, Health & Trade: Leading in the Time of Industry (September 25-27, 2012) 24 hours	Head Teacher I (from March 06, 2010 to July 31, 2013)	10 or more increments = 10 points (not of 10)	Applicant A exceeds the minimum QS of 4 hours relevant training	Applicant A exceeds the minimum QS of 4 hours relevant training	

- i. Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis; provided, that the units and/or degrees earned are relevant to the position applied for; provided further, that the subjects completed are not duplicated.
  - ii. Consistent with the provisions of the CSC ORAOHRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of giving points, except for positions that involve practice of profession covered by board laws.
  - iii. Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (L.L.B.) or Juris Doctor (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as equivalent to professional doctorate units/degrees in other non-law academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules governing the bar, subject to further clarificatory guidelines as may be issued by the LEB.
  - iv. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular (MC) No. 3, s. 2021 (General Guidelines on Digital/Online Learning in the Public Sector).
  - v. Relevant experience gained from part-time work of at least four (4) hours per day may be considered; provided, that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the months or years of relevant experience submitted shall be transmuted to the 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 may be considered provided that the applicant submits a Certificate of Employment. Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.
- f. Applicable provisions under Rule VIII Part I to IV of the CSC ORAOHRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.

4. **Performance.** Performance refers to the assessment of how tasks, duties, and responsibilities are carried out or accomplished by the applicant as evidenced by 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.

$$Points_{Performance} = x/S * WA_{Performance}$$

Where:  
 $x$  = Performance Rating  
 $S$  = Highest Possible PR in DepEd RPMS  
 $WA$  = Weight Allocation for Performance (25 points)

**Illustrative example:**

Vacant Position:  
**School Principal I - SG 19**  
 $x = 4.500$   
 $WA = 25$   
 $Points_{Performance} = 4.500/5 * 25 = 21.75$

**a. Internal applicants.**

The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (RPMS) Individual Performance Commitment and Review (IPCR) Form obtained from the applicant's current or previous job or position 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 shall be required, except for promotion from first to second level entry positions where the required performance rating is at least Satisfactory (S).

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 official leaves, may be considered for promotion. In such cases, a performance rating in the last rating period prior to the leave of absence shall be required.

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

**b. External applicants.**

For external applicants whose performance is measured using a five (5)-level adjectival performance rating scale, the midpoint value of the RPMS rating (Table 4) equivalent to the adjectival rating shall be used as the applicant's performance rating (x). The Certificate of Rating must be supported with the Performance Evaluation Tool.

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

RPMS Rating Scale	Midpoint Value
Outstanding 4.500-5.000	4.75
Very Satisfactory 3.500-4.499	3.995
Satisfactory 2.500-3.499	2.995
Unsatisfactory 1.500-2.499	1.995
Poor Below 1.499	0.7495

*Illustrative example:*

<p><b>Vacant position:</b>  <b>School Principal I - SG 19</b>                  Adjectival Performance Rating Scale in the previous job:                  Below Expectation, Needs Improvement, Good, Strong Role Model</p> <p>Performance rating of the applicant: <i>Strong</i></p> <p><math>x = \text{RPMS midpoint value (Very Satisfactory) equivalent to Performance Rating} = 3.995</math>  <math>WA = 25</math></p> <p><math>\text{Points} = 3.995 \times 25 = 99.875</math></p>
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For external applicants whose performance is measured using other numerical or adjectival rating systems with scales that are not aligned with the five (5)-point rating scale of the RPMS, the HRMPSB shall develop a system that transmits the performance rating to the corresponding points comparable to the existing rubrics of the RPMS.

External applicant/s to vacant positions with experience requirement shall submit performance rating/s from previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for Performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

**5. Outstanding Accomplishments.** Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.

Table 5 below enumerates the components of Outstanding Accomplishments and the corresponding maximum points for each component.

**Table 5. Components of Outstanding Accomplishments**

Component	Points (Outstanding Accomplishment)
Awards and Recognition	7 points
Research and Innovation	4 points
Subject Matter Expert / Membership in National Technical Working Groups (TWGs) or Committees	3 points
Resource Speakership / Learning Facilitation	2 points
NEAP Accredited Learning Facilitator	2 points

The points allocation in Table 5 shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Outstanding Accomplishments; but not to exceed the maximum points or weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Evaluative Assessment for School Administration Positions).

Only those outstanding accomplishments acquired or earned after the last promotion shall be considered eligible to be given points.

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, Metrobank, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd, etc., shall be given maximum points in Outstanding Accomplishments (i.e. 10 points).

The details of each component of Outstanding Accomplishments, including the MOVs required and rubrics for giving points, are as follows:

a. **Awards and Recognition.** This may refer to outstanding employee awards and/or awards as trainer/coach.

a.1. **Outstanding Employee Award**

Means of verification:

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

Rubrics:

Level	Points (Outstanding Employee Award)
<b>Applicants from external institution</b>	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
<b>Applicants from central office</b>	
National Level Search or Higher	4 points
Central Office Search	2 points
<b>Applicants from regional office</b>	
National Level Search or Higher	4 points
Regional Office Search	2 points
<b>Applicants from schools division office</b>	
Regional Level Search or Higher	4 points
Division/Provincial/City Level Search	2 points

Applicants from schools	
Division Level Search or Higher	4 points
School/Municipality/District Level Search	2 points

a.2. **Awards as Trainer/Coach.** This refers to awards gained by applicants as trainer/coach in any academic or non-academic competitions/activities.

Means of verification:

- A. Any issuance or memorandum designating the applicant as trainer/coach; and
- B. Certificate of Recognition/Appreciation as Trainer/Coach of a Winning Contestant/Event/Activity.

Rubrics:

Level	Points (Trainer/Coach Award)
Champion or Highest Placer in the National Level	3 points
Champion or Highest Placer in the Regional Level	2 points
Champion or Highest Placer in the Division/Provincial Level	1 point

For multiple awards received from the same award giving body and/or award category that are conducted in series or progressive manner, only the highest-level award shall be considered (e.g. NSPC winning coach at the division, regional, national level). Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies.

b. **Research and Innovation**

Means of verification:

- A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.

Rubrics:

MOVs Submitted	Points (Research/Innovation)
A, B, C & D	4 points
A, B, C & E	4 points
Only A, B & C	3 points
Only A & B	2 points
Only A	1 point

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

c. **Subject Matter Expert / Membership in National TWGs or Committees.** This shall apply to applicants who have been chosen and requested to use their technical knowledge, skills, and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies, and learning materials. Subject matter expertise or membership in NTWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

- A. Issuance/Memorandum showing the membership in NTWG or Committees;
- B. Certificate of Participation or Attendance; and
- C. Output/Adoption by the organization/DepEd.

Rubrics:

MOVs Submitted	Points (SME/NTWG/Comm.)
ALL MOVs	3 points
Only A & B	2 points

d. **Resource Speakership / Learning Facilitation.** This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or 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/Memorandum/Invitation/Training Matrix;
- B. Certificate of Recognition/Merit/Commendation/Appreciation; and;
- C. Slide deck/s used and/or Session guide/s.

Rubrics:

Level	Points (Resource Speakership/Learning Facilitation)
<b>Applicants from external institution</b>	
Organizational Level Speakership or Higher	2 points
Local Office Level Speakership	1 point
<b>Applicants from central office</b>	
National Level Speakership or Higher	2 points
Central Office Level Speakership	1 point
<b>Applicants from regional office</b>	
National Level Speakership or Higher	2 points
Regional Office Speakership	1 point
<b>Applicants from schools division office</b>	
Regional Level Speakership or Higher	2 points
Division/Provincial/City Level Speakership	1 point
<b>Applicants from schools</b>	
Division Level Speakership or Higher	2 points
School/Municipality/District Speakership	1 point

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

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Rubrics:

Level	Points/NEAP Learning Facilitator
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant Chico is applying for a School Principal I (SG-19) within SDO Baguio City. He is currently a Master Teacher I in Baguio City National High School appointed in October 2013. For the purpose of computing his Outstanding Accomplishments, he submitted the following MOVs:

Outstanding Accomplishments	Points based on Rubric	HRMPSB Remarks
<b>Awards and Recognitions:</b> Outstanding Employee Awards 2017 in Baguio National High School (no MOVs submitted)	2 points	Not credited due to non-submission of required MOVs
Winning Coach (1 <sup>st</sup> Prize Photography) in 2015 RSPC (complete MOVs submitted)	2 points	Credited
Winning Coach (1 <sup>st</sup> Prize Singsay) in 2016 Division Education on Pagpagkatas Celebration (complete MOVs submitted)	1 point	Credited
<b>Resource Speakership/Learning Facilitation:</b> Certificate of Recognition as Resource Speaker in 2018 Division Training on Broadcasting (complete MOVs submitted)	1 point	Credited

Applicant Chico gets three (3) points for his Awards as Trainer/Coach earned in 2015 and 2016, and one (1) point for his Resource Speakership in 2018. However, zero (0) or no point is given to under Outstanding Employee Award due to non-submission of the required MOVs. Chico gets a total of four (4) points in Outstanding Accomplishments.

6. **Application of Education.** Application of education is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learnings gained from said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.

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

**Relevant intervention** is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is described to be *applicable* if it can be used in the operations of the functional unit based on its office mandates in the official DepEd Office Functions or Office Orders for the creation of the functional unit.

If the intervention made by the applicant does not meet the criteria to be *Relevant*, then said intervention shall be considered and be given corresponding points using the rubrics for *Not Relevant*.

Means of verification:

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the utilization/adoption signed by the Head of Office

Rubrics:

MOVs Submitted	Points/Applicable or Not Applicable	
	Relevant	Not Relevant
ALL MOVs	10 points	5 points
Only A & B	7 points	3 points
Only A	5 points	1 point

7. **Application of Learning and Development (L&D).** Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of L&D or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of *relevant intervention* as stipulated in Item 6 of this Order shall apply.

Means of verification

- Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;

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D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOVs Submitted	Points/Applicable or Not	
	Relevant	Not Relevant
ALL MOVs	10 points	5 points
Only A, B, & C	7 points	3 points
Only A & B	5 points	1 point

8. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component	Points/position	
	Appointment to Entry Level School Principal positions (SP I, SSP I, ASP II)	Appointment to Other and Higher School Head positions
Written Examinations (WE)	10 points	5 points
Behavioural Events Interview (BEI)	5 points	10 points

a. **Written Examination** refers to the standardized examination which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation rubrics appropriate to the school administration positions must be developed by subject matter experts as requested by the HRMPSB. Subject matter experts refer to individuals internal or external to the school where the vacancy exists, or to the Department, those who have working knowledge of the specific competencies required by the position to be filled.

$$Points_{WE} = x/TI * WA_{WE}$$

Where:

$x$  = Score/rating in written examination in percentage scale  
 $TI$  = Total number of test items or highest possible score  
 $WA$  = Weight Allocation for WE

For the purpose of hiring and appointment to **entry-level school principal positions**<sup>1</sup>, the applicant's score in the Principal's Test / National Qualifying Examination for School Heads (NQESH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).

<sup>1</sup>Entry-level school principal positions include School Principal I (SP I), Special School Principal I (SSP I) in Elementary, Junior High School, and Senior High School levels, including Assistant School Principal II (ASP II).

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The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test result shall only mean no score under the Written Examination component.

Illustrative example:

Vacant position:  
**School Principal I - SG 19**

$$x = 165 \text{ (Principal's Test numerical score)}$$

$$TI = 200$$

$$WA = 10$$

$$Points_{WE} = (165/200) * 10 = 8.25$$

For promotion and appointment to **higher school principal positions**, the HRMPSB or subject matter experts as may be requested by the HRMPSB shall develop a written examination which shall be the basis for scoring the component on Written Examination (5 points).

Illustrative example:

Vacant position:  
**School Principal II - SG 20**

$$x = 85 \text{ (score from the SDO-developed written exam)}$$

$$TI = 100$$

$$WA = 5$$

$$Points_{WE} = 85/100 * 5 = 4.25$$

b. **Behavioural Events Interview (BEI)** refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviour/s when subjected to specific situations or conditions in their previous and/or current workplace. BEI is based on the principle that past behaviour predicts future performance. It uses the STAR approach to validate whether the key behaviours that are linked to the required competencies have been exhibited by the applicant. The STAR approach draws focus on actual situations in which the applicant acted; the Task/s that the applicant faced; the Actions that the applicant took; and the Results of those actions. The BEI may be used to assess the following areas:

- Aptitude.** The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.
- Characteristics or traits.** It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
- Fitness.** It shall serve as an avenue to evaluate an applicant's Job Fit, Location Fit, and Organizational Fit.
- Other areas that may be identified by the HRMPSB.**

The points allocated for BEI component (5 points for entry level and 10 points for higher positions) shall be the maximum or ceiling points that may be earned by an applicant. The points earned from each area are cumulative to determine the total points for BEI component. The HRMPSB shall determine the appropriate areas relevant to the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BEI.

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**CHECKLIST OF REQUIREMENTS**

*Annex C*

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 HRMO/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.