

### Republic of the Philippines

### Department of Education

DIGOS CITY DIVISION

### Office of the Schools Division Superintendent

### **DIVISION MEMORANDUM**

OSDS-2025- 079

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

March 11, 2025

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		QUALIFICATI	ON STANDARI	os
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
EDUCATION PROGRAM SPECIALIST II	Bachelor's degree in Education or its equivalent	2 years experience in education, research development, implementation or other relevant experience	4 hours relevant training	PBET; Teacher Career Service (Professional); RA 1080; Appropriate Eligibility for Second Level Position

Plantilla Item No.: OSEC-DECSB-EPS2-750106-2014

**SG**: 16

**Monthly Salary**: ₱ 43,560.00

No. of Vacancy/ies: 1

Place of Assignment: SCHOOL GOVERNANCE AND OPERATIONS DIVISION

(SCHOOL MOBILIZATION AND NETWORKING)



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396

### JOB SUMMARY:

To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.

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 **DIVISON 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 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. 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 Division Office – Records Section is on **March 21, 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 11, 2025-	Submission of	Applicants	Face-to-
March 21, 2025	application documents	School PSB	Face
		School Head	
March 24, 2025	Submission of	School PSB	Face-to-
	application documents	School Head	Face
	together with School	Records Section	
	PSB's Summary of		
	Assessment		
March 25, 2025-	Forwarding the	SDS Personnel	Face-to-
April 07, 2025	transmittal of all	AO IV – HRMO II	Face
	application documents	HRMPSB	
	to HRMO for pre-	Secretariat	
	assessment of the		
	documents		
April 08, 2025	Conduct of initial	AO IV – HRMO II	Face-to-
	evaluation based on	HRMPSB	Face
	the CSC minimum	Secretariat	
	Qualification	HR personnel	
	Standards (QS)		0.11
April 10, 2025	Issuance of letter for	HRMPSB Secretariat	Online
	qualified and		& Face-
	disqualified applicants		to-Face



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April 10, 2025-April 14, 2025	Issuance of memorandum on the conduct of written	AO IV - HRMO II SDS	Online
	examination, open assessment, and		
	interview of applicants		
April 15, 2025-April	Conduct of written	HRMPSB	Face-to-
16, 2025	examination, open	HRMPSB Secretariat	Face
	assessment, and		
	interview of applicants		

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.

Digitally signed by Melanie P.

Estacio

Date: 2025.03.11 16:09:44

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MELANIE P. ESTACIO, PhD, CESO VI Schools Division Superintendent

RepEd Schools Division of Digos City

RECORDS SECTION

0325078472

OATE:

OSDS/ADMIN /HR/bpp



Telephone Nos.: (082) 553-8375; (082) 553-8396

# tre No. 4 to DepRd Order No. 007, s. 2023)

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

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

A. Releasation units and/or degree relevant to the position to be filled conceeding the multium qualifications requirements as defined in the GSC, superved QS;
 superved QS;
 In the position to be filled, exceeding the minimum building on relevant to the position to be filled, exceeding the minimum confidencies requirements as defined in the CSC approved QS, acquired a particular to the substitute in the filled providing the minimum confidence in the confidence of the minimum confidence in the current or previous both or particular confidence in the current or previous both or position or in its months performance in the current or previous both or position or its months providence in the current or previous both or position or its many position in the current or previous both or position or its many confidence in the current or previous both or contained many positions in the current or previous both or contained many positions in the current or previous both or contained to the contained of the current or previous both or contained to the current or previous both or current or previous both or contained to the current or previous both or contained to the current or previous both or current or previous both or contained to the current or previous both or current or current

2. The point system for evaluative assessment is detailed in Table 1. The point system shall way based on the level and salary range of the position. Points assigned to onch retrieva shall way from one salary range to another, girling premium to specific criteria that are more relevant to the position to be filled.

Table 1. Point System for Evaluative Assessment: Related-Teaching Fositions

		P	g	P	a	9	27	ĝο	7	
and an inches		Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential (Written Test, BEZ, Work Sample Test)	Total
1000	80.11.16	10	10	10	20	10	10	10	20	100
A SE SOU WAS ASSESSED.	80 16-38 and 80-37	10	10	10	20	51	15	10	20	100
Annual	80 94 (Chiss)	10	10	10	25	10	10	10	15	100

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# Table 3. Rubrics for Computation of Points for Education, Training, and Experie

	morresente infliess.	Education: 10 points 6-7 Parining: 10 points 6-7 Expertence: 10 points 6-3 Expertence: 10 points 4-3							
	Secrements from	especial control of the control of t	8-9 byeressants	6-7 increments	4-5 Increments	2-3 (normolense			
	Petats	10			+	2			
-	Sparenaesta Sress	substitution of the state of th	8-9 increment's	6-7 increments	4-5 Incretaunts	2-3 incretients			
•	Points	10	œ	0.	٠	a)			
manufacture of Assessment	Incomments from	toorsteeds	6-9 increments	0-7 fatorecamonie	etinementi g-s	3-3 laorements			
	Polaste	10							

Vacont position: Education Program Supervisor (SAPES) – 80-22 Level and Sakry Range: SO 16-23 and SC 27

Conditionion Standards per Cisc-cuprented CS:

Billiandion: Malerier Dergres schoolston or other relacion Malerier's

Dergres 1995, specific area of percelatation.

Training: Brown of relacions training

Liquerierce: 2 pieces as Principle of 2 pieces as Beal Training to 2 pieces as Principle or 2 pieces as Principle or

Based on the minimum Q8 of the position to be filled, the HRMPSB shall determine the baseline level for computing the points for ETE using the incremental fields as shown in Table 2.s. 2.b, and 2.c. The date of HRMPSB assessment/Open Ranking System: September 30, 2022

Mintenn requirement per title spyrment. Gerenjementing jurist is same describeration statement per title sparten and the statement in the describeration statement per title statement in the describeration statement in the statement in the per title statement in the statement in the statement in the describeration of the statement in the statement in the statement in large statement in the statement in the statement in the statement per title statement in the statement in the statement in the statement describeration in the statement in the statement in the statement describeration in the statement in the statement in the statement describeration in the statement in the statement in the statement describeration in the statement in the statement in the statement describeration in the statement in the statement in the statement describeration in the statement in the statement in the statement describeration in the statement in the st

For purposed of determining the baseline level for Education, any probasional or preclaimation unity, if there he say, a may be required in the CBC-supproved (98 in addition to non-Education degree shall be considered equivalent on a flexibiosist of suppose shall be considered equivalent on a flexibiosist of suppose in Education (e.g. Bacchairi's degree just its production units in Education with appropriate major = lared (\*) Sanct of 1822 (\*). Additional professional and appeals alternal to the same of t

After determining the baseline level, the HRMPGS shall compare for the increments of the spikener's extra qualification shad on the attention documents or few spikener's extra qualification is the top the difference between the spikener's extra qualification return and the corresponding level or interpretable present actual qualification and the corresponding level or interpretable present actual qualification and the corresponding level or interpretable present actual qualification and on the position to be filled.

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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 Exprience (ag. 2) sears as Principal or 2 years as Head Teacher of 2 years as Meant Teacher). HEMPITS shall identify the relevant expretence with the highest issuement insurers. This shall be to basis in determining the final score of the applicant for the Expretence component.

Micentics Landquirty and Management	Zith-ceither, cited diports  The except per  Description augment for a  Des	Reported Agency in The Control of	Adjustice Qualification is
Applitanet's dates in et - Q8 lissel v have men f 28 - 23 v 8 inarraments	of horizonates, for Applicant A.V. Athetestein qualifications which has existing the maximum CB front (Lowel 20), for is the applicant to lease franks (M), as Bostrost At Author	3.4. Sk annegendig beet of Applicat A's Bilipelies quilification met for Customir depres it Education Leatership and Management). 8.	eramenta, from ostodanom for JoineStod; GB registromento uning Essenantate Stobb: 3.4 (Ottometica)

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Applicant's Trutching level - QIS level - Interested  # - St - B forestenants  # - St - B forest	The samples of Tennescotic for Applicate A.V. Tending qualifications shall be empirical by antisymbig the resistance (thin and funct by from the applicance gradient for hand funct fit, so Bastrate's below:	In the span of spatialistics, A they follower benefity a radial alignmentous and marked by and 24 hears relating to be beloved the similar tear to investigate plant and at the linearistic Progress alignments (MRTME parisities The plant extraoristics and writted by a state-description or obtainable to an element admisser, increase, the marked by a state-description or obtainable to the season of tears that the marked by the state-description of a state of the season of tears that the marked by them that does a little plant and the season of tears that the marked by them that does a little plant and the season of tears and the article of tears and the season of the season of the season of the season of of which of tears and the season of the season of the season of the deplaces, A NY shading supplements and the season of the season of the deplaces, A NY shading supplements are to sea the season of the season of the deplaces, A NY shading supplements and the season of the deplaces, A NY shading supplements are the season of th	The availables inversights obtained readons, which are expliced of the last providing that what is placed restaured from the date of HELEHOT seasoned put, about the constituted for the operating of four-most in.	Surveyments from relationary for Squesting QS requisivements under Systemments Trails 2.5 (Frederical)

Computation of Increments based on actual Experience qualification of Applicant A

	Pearlar R (NUNSI), Pee James VIII, 8013 to James VIII, 8014	Aberiar Thyanar / (MECPEN) from Johnway S, 800 S to July 30, 8001	Master Presture & (SECVER) (From July 21, 8502 to pressure	Equations Qualification of Applicant A
The nutries of impression for Appliance A is appearing a polification shad to compact the settle entire the estimates of the seed Aunte (I) the spellmen's qualification level (Lovel 14), on Businessia below:	Table J.C. the corresponding band of Applicant A Virtualization on Strater Transier I and Atpater Francisco Strater Strater and A continuity in at Amend SA.	The country of apparent and the country of the coun	Only his experieus ensemble in the jumps of the jump they be indepented in the empty facilities of increases. Delicious importance shall be redicted from the sale of jump day of service.	Bureaucto Jean adabass to humbled the aquitosathe safet humpengle thibs it Digestions

v Thatathy lead - Qill trud = Inprenant 16 - 3 = 9 (narrentenda

# shries for Computation of Points per Criterion

nts Table - Training

8. Education, Yeshaliag, and Experience (ETE). The prioris for ETE, corresponding to the explicituding value (applicant's qualification exceeding the QS shall so computed using the Exercisest Public (Tablé 2a, 2.b, 2.c) and the Nations for Computation of Police for ETE (Table 3). Cuty those qualifications that we relevant to the position to foliate shall be given points.

# Table 2.a. Increments Table - Education

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	Completed 2 years, in Outlage	Less Dan a Byiodar's Dayre but more then 2
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	Mandar's Degree	of a Meeting County of the control
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n He co	24 Units cerved towards the completion of a Master's Degree	Laws Chair 27 Ordin regreed towards the assiglication of a Masser's Degree
14. 14	27 Units server to be completted of a Mader's Degree	Less than 30 Units saysed travelide the completion of a Madre's Degree
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D 666	59 Units sersed teaments for completion of a Manuar's Degree	Less that: 42 Octa served beyond the opeginden of a Master's Dugree
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20 Own	Complete Academic Requirements campleted towards a liberty & Degree	Less than in awarded Master's Degins
	Master's Digree	Less than 5 Statis surrout towards the compaction of a Dodanuale
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30 Out	Complete Australic Begal rements completed	Less than an awarded Deciments
	Detari)	

5
After computing the QS requirement, the shall be determined Education, Training.
number of increments from corresponding points earned using Table 3 (Rubrics for cand Experience).
the minimum (baseling by the applicant for ET Computation of Points for

Using the applicable rubrics 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:

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- Meeting the minimum (baneline) QS requirements for Education, Training, and Experience shall be given zero (0) points.
- The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:
- . 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 amend are nelevant to the position applied for, provided further, that the subjects completed are not duplicated.
- ii. Consistent with the provisions of the CSC ORADIRA, units and/or degrees of Decore of Methics from a CHEAD-recognision leastitude may be considered measure, units and/or degree for purposes of girting points, except for positions that involve junctice of profession covered by board sizes.

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

- A. issuance/Memorandum/Intribution/Trailining Matrix.

  B. Certificate of Beoognition/Metrit/Commendation/Appreciation:
  and deck/s used and/or Session guide/s.

  C. Side deck/s used and/or Session guide/s.

School/Municipality/District Speakerable	Division Level Spendership or littiner	pplicanta from achoris	Division Provincial City Level Speakerable	Regional Level Speakership or Higher	pylicants from schools division office	Regional Office Speakership	National Leval Speakership or Higher	phinants from regional office	Central Office Level Speakership	National Level Speakership or Higher	policents from central office	Local Office Level Speakership	Organisational Level Scenkership or Higher	plicants from external institution	BAAPT
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MEAP Accredited Learning Fucilitator. To who have been given astroditation as Learnin Educator Academy of the Philippinca (NEAP). This shall apply to applicants ming Facilitator by the National

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

1 point	ed Regional Trains	credit
1.5	ed National Trainer	島
볃	ed Nats	CE BOALS

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7. Application of Learning and Development (L&D). Application of L&D is a proven success of the learning gained from the furnan resource development (HED) interventions done; desended 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 the filled. The definition of relevant intervention, as stipulated in item (e)q of this Order shall apply.

- A Continuate of Training or Continuation in any applicable (AD intervention sequented that is allegard with the individual Development Flam (DDF) for enternal applicants, a continuation from 188 antiga that the Ado Intervention is along with the core take of the applicant in their current or previous position acre take of the applicant in their current or previous position. B. Action Flam (Flam 1997) and their current or previous position in the Louis Intervention toous / intervention (FlaM). The is included to the Ado Intervention toous / intervention they approve with a Content Continuation (Incl.).

  The Content of the Ado Intervention was used/ adopted by a different of out to the Ado Intervention was used/ adopted by a different of the at the 1800 Intervention was used/ adopted by a different of the at the 1800 Intervention was used/ adopted by a different of the at the 1800 Intervention was used/ adopted by a different of the set of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a different of the 1800 Intervention was used/ adopted by a diffe

Relevant 10 points
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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 of the followings:

Component	tomes.	VOLUMBY .
	80 11-15 80 16-23 80 27	80 34
Written Examinations (WE)	5 points	5 points
Skills of Work Sample Tests (S/WST)	10 points	5 points
Behavioural Events Interview (SEI)	5 points	5 points

Written Examination refers to the standardized examination which measures the inovicelysis, language profidency, addity to present ideas, lodgment and leadership ability of the applicant. The zet and evaluation rubbies appropriate to the position to be filled must be developed by subject matter experts as requested by the H504F8B. Subject matter experts refer to

Pointness = x/100 \* WArms

individuals internal or external to the office where the vacancy exists, or to the Department, who have working knowledge of the specific competencies required by the position to be filled.

Where: x = Soone/ nating in written examination in percentage scale WA = Weight Allocation for <math>WB

Vacort poettier: Education Program Specialist II = 80 18 x = 85 WA = 5 Pointagen; = 35/100 \* 5 = 4.35

illadità er Work Sample Petr richt to the text that may be administrated to crealuse the application of shalls referent to the requirement of the position to the filled. The next and evaluation rubries amust be designed by subject matter caperts as requested by the IPBAPESS depending on the type of shalls text required by the position to be filled.

Pointagen = x/100 \* WAppens

9'3 = 01 , 001/92 m Unastra

Behavioured Beents Interview (BEE) refers to the conduct of direct inquiry with the applicant, locasing on their display of desired behaviour) or other subjected to specific instantants or conditions in their greens and/or current subjected to specific instantants or conditions in their process and/or current workplace. BEE is based on the principle that past behaviour predicts future performance. It uses the SEAR approach to walkfast webster the local principle conditions that are linked to the required competencies have been exhibited

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Applicant Ormoge is applying for a Bender Editrocition. Program Specialize (8'0-19) in Deglid Control Office. He is currently an Education Program Specialis II in 850 Queen City appointail in Colober 2016. For the purposes of computing his Outstanding Accompilationens, he autimitied the following MOYs:

Outenasting Accomplianments	Asservite and Recognitions Outstanding Employee Assert 2015 in INCR founglists MOV's submitted;	Outstanding Sniphyler Assent 2018 in SDO Queson Chy (complete MOVe submitted)	Interestation en Reseaureile Certificate d'Recognition au Leurving Facilitator on Reseaurch en Quality Assessment (e activit MCR Schools (complete MOVa submitteld)	Resource Speakership/Learning Pacifitation: Cartificate of Recognition as Resource Speaker on Education Assessment in September 2018 in
Poteste based on Rubric	2 points	I point	S paints	1 point
Remarks	Not credited; MOV has been used in the last prematen as RPS II	Credited	Owdflad	Credited

Applient Orway's Ostenering Beginne Annel in 2016, Baserin, and Baserin Speciments by the Control of the Control of the Control of the Control Speciments by the Control of the Control of

6. Application of Rhematics, Application of exhibition is the contribution make by an applicant to drive workpaice as a result of their familings from channing depends and the control and

"Auditions with experience regularement. Application of coloration is the contribution such as the applicant to that workplace as a result of the technique from their education degrees or units control, such as but not institute to supplied concepts, processes, and skills that are relevant so the position to be filled.

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

Balancaré briserosation is described as the intervention that is directly applicables to the intervention that is directly applicables to the intervention in whose spikes the property of the property of the property of the property of the intervention with issued or in other mendates in the official DepBil Office Functions or Office Orders for the creation of the functional until.

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by the applicant. The STAR appreach draws focus on social Bituations in which the applicant street; the Tsak/s that the applicant faced; the Actions that the applicant took, and the Results of those actions. The HEI may be used to assess the following areas:

- Ageliade. The BIS shall be used to easew the applicants protential or third capacity and ability to answare the database of the products on the ser more restancial in entures.

  If Characterisation or virule, it shall be used to gauge other releases.

  If Characterisation or virule, a shall be used to gauge other releases and accordances between the production of the state proteins. And there is an investigation and social well-being approach to release the applicants to be shall an applicants to the state of the sta

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:

A. Action Plan approved by the Head of Office.
 R. Accomplainment Report werified by the Head of Office.
 C. Certification of the utilization/adoption signed by the Head of Office.

MOVs Submitted Rubrica: (SG 11-15 and SG 24)

MON Schoolsed Reference Comments of the Statement of Language Comments o Rubrics: (SG 16-23 and SG 27) Polations
Reference
10 Lokuts
7 potents
5 points Not Referent 5 points 3 points 1 point

healthese with no superious requirement. Applicatio to positions that to not require previous work experience must exhault be ORA. In the light explaint pages level flowering as evidenced by Transcript of Rendy Confidence (1914) (Taplonal Physical Order from the Commission on Righer Standards (CHES.) or other collections. The HPMPSS must deretily a system that instantant the ORA, to a percentage scale, computation of plating for Application of Schools in Subservations.

Where: Paththypelmittes of phonology = \$\times 100 \cdot \text{Wheyelmittes of phonology} \\
\$ \times \text{OW}\$ is transmissed to preventingle socials
\$ \times \text{OW}\$ is transmissed to preventingle socials
\$ \times \text{W}\_1 \cdot \text{W}\_2 \text{W}\_3 \text

sitre example;

Tahandan = 82.78/100 \* 18 = 13.4198

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The polluta bloomed for REF companions (5 polars) shall grow be the mechanism of cellular polars and up the centred for an applicant. The polars component. The each area are commissive to determine the total polars the REF component. The FERMENER shall determine the appropriate areas relevant to the position to the control of REF component. The REF component is the polar shall determine the appropriate areas relevant to the position to the position to go difficilly and assign points to each area not exceeding the maximum or celling points to the REF.

- III. Consistent with Legal Education Basted (LaSi) Resolution No. 406, s.
  2019. Backsize of Lesa (LASI) or Limb Doorte (LAI) units and/or degree carried from law schools recognized or supersized by the LSS open per consistent regionary segment, soft to consistent a count of the regionary segment, soft to consistent a count of the regionary segment of girling points, except for positions that proper paracter of profession covered by the rules germinate (the beginner for paracter of profession covered by the rules germinate (the but, subject to further clarificatory galdelines as may be associally subject to a further clarificatory galdelines as may
- Relevant training hours earned from digital/virtual/colline learning may be considered, subject to the conditions prescribed in CSC Memoranchum (Circular MC) (No. 3, s. 2021 (General Guidelines on Digital/Ordine Learning in the Public Sector).
- Belieneas desprietore glored from part-draw work of at least four Houses par day may be considered profided, that the appropriate Certificate of Employment is substituted with details on the artisal number of than residence. How purposes of gloring points, the months or years of relevant experience absorbing and it transmitted to the cytheke of the control of the profit of the control of the control
- ii. Relevant Experience gained from abroad or outside the Philippines who considered provided that the applicant submits a Certificat of Employment. Those documentary requirements written in language other than English or Philpino shall be accompanied by a complete English translation.
- Applicable provisions under Rule VII 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 wasts, duties and responsibilities are carried out or accomplished by the applicant as enforced by performance until glocument or other means of welforston. The performance rating document or other means of welforston. The performance rating obtained in the current are previous job or position that is relevant to the position to tell find athail be used for purposes of giving points for performance. Positions with superisone registrement, Applicants to positions that require experience until attention that performance mittig is correctly one (1) year performance in the current and previous job or position that is relevant to the position to the filled. Computation of points for performance that lie as follows:

Wiffern: X = Performance Briting X = Performance Briting X = Performance XX = Pe Pointapagene summed at X/2 . My Dardocommicol

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Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on 98, must sabout large performance for single good (1) year performance in our course or previous job or position. The compilication subplakted in here 4(a) shall apply.

5. Outstanding Assemplahaments, Ourstanding Accomplahaments refer to mentations contribution of an applicate, such as lefest, immentions, at deleceries which were duly recognized by an authorized body. These must have a detect link to the 1994 of the applicant's current or previous position. Outstanding accomplainments must have to go positive results in their workplace through ecomplainments must have to go positive results in their workplace through ecomplainments must be prouting.

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

## Orangement Pointsoners 2 points Table 5. Components of Outstanding Accompilabin

Research sad Ingervation	5 points
Subject Matter Expert / Membership in National Technical Working Groups (TWGs) or Committees	3 points
Resource Speakership / Learning Facilitation	2 points
NEAP Appredited Learning Pacilitator	2 points

The youths allocation for Table 8 shall serve as the maximum or celling potent shat, may be served for each component. The points served from each component are cumulative to determine the total points for Outstanding Accomplishments, but not to consend the weight indeed to the served to the consistency for composition for Contended to Produce of the contended to the composition for Contended to Produced Tracking Positions).

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

National level individual wavels acquired from a thorough search process and given by reputable search gifting bottles, such as CCA, Merobank, Noticotal Socionalic Development, Authority (REAL), Development, Anabetry of the Philipptene (DAF), Deputable search search of the Philipptene (DAF), Deputable sea, shall be given mearinum potama in Custasadring Accomplishment (Left, fire [5] points for 90 16-53 and 90 27, and 10 points for 90 11-15 and 90 24.

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

- Assurds and Recognition. This may refer to academic or inter-school swards, or outstanding employee awards.
- a.1. 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).

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a. I. Internal applicants.

The performance staing equitted for internal applicates shall be the rating derived from the flexal shade Performance Management Sparse (1920) individual Performance Commitment and Speiner (1923) Form obtained from the applicant's agreemt or previous 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 straig of as these Very Sestimentry (VSI) in the straing period prior to the date of assessment or secretting, except for promotion from first, to second level entry positions where the required performance resting is at least Sestimentry (S).

An official or employee who is on official near of absence, for reasons such as maternity lows, lood or foreign exhaustist, training grant, or other CSC-unithorized official lesses, may be considered for promotion in such cases, a professionary ming in the less military period piers to the lawer of absence that it required in the less military period piers to the lawer of absence that it required in the less military period piers to the lawer of

External applicant/ so wearst positions with experience requirement shall submit performance misting/s from current or persons work that is nelevant to the position to be filled. Non-submission of performance misting/s for a leaves or to the position and performance misting/s for my reason gits a zero some for Performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

Positions with no experience requirement. Applicants to positions that do not require previous experience must attent the board estamination or Curren Service Eligibility ratings. Computation of points for performance shall be as follows:

Polistapujo munanj = x/100 \* WApujo njemenj

For external applicants whose performance is measured using other numerical or ediction study governas with scale that are post aligned with the fire (B-point using scale of the 1994S, the HEMPSS shall derelps a system that measures the performance using to the corresponding points comparable to the coising rubries of the NPMS.

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 (3)-lored adjection performance using acade, the mulpions value of the RNPs unting (Thole 4) equivalent to the adjection rating shall be used as the applicants' performance using 64. The Certificate of Rating must be supported with the Performance Swalustion Tool.

# Table 4. Midpoint Value of the RPMS Rating

Bolony 1,499	Uttawdefactory 1.500-2,499	2.500-3,499	Very Satisfactory 3.500-4,499	Outstanding 4.500-5.000	Actually Theretains and the
0.7495	1.995	2,996	3.995	4.75	Andrea A widow Property

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

Means of verification:

A-Academic os inter-school award; or
 Certification or any document showing top-notching a Board
 Certification or any document showing TCSP Award.
 C. Certificate or any document showing TCSP Award.

At least two (2) scadernic or inter-school awards	At least three (3) academic or inter-school assurds or TOSP Award or Top 10 in Board / CS Eligibility Examination	Содровня
) point	2 points	Political Analyzate/heter Subset Sweet)

a.2. Outstanding Employee Award, provious work experience, or those requirement. This shall apply to applicants with applying to positions with experience

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

Means of verification:

Applienant from automat hydroller (1994)

Applienant from automat hydroller (1994)

Organizational Lovel Stand to Halpher (1994)

Applienant from automatic from the Halpher (1994)

Applienant from Standard (1994)

Applienant from Standard (1994)

Applienant from Applienant (1994)

Applienant from Applienant (1994)

Applienant from Standard (1994)

For multiple search received from the same search gloting body and/or search undergory that, are conducted in actions or prognesses manner, only the highest-level search shall be considered (e.g. 1852° winning conclus at the division, regional, instance level). Similarly, only the highest search shall be given points in cases where applicants submit multiple searchs from different search dying bodies.

rative example:

x = Board Exam/ CS Blighbilly rathy WA = Weight Allocation for Performance (20 points for SO 11-15, SO 16-93 and SO 27; 25 points for SO 24)

Aussid Profiles: Indusediest Program Specialist II – 40 16

For honor graduates corrected by Presidential Decree (PD) 907 titled, Craming Carl Sarvice Eligibility to College Honor Oraclatics, as well as the Foreign School Honor Graduate Eligibility (PSHSE) as stipulated under CSC Resolution No. 1302714, the following rubric shall apply

Research and Innovation

Means of verification:

A Proposal duly approved by the Hend of Office or the designated in Research Committee per DO No. 16, a 2017 of Office.

Research Controllation of Unitariation of the Innovation or research, within the school/office duly algorid by the Head of Office in the School of Controllation of adoption of the Innovation or research within D. Certification of adoption of the Innovation or research by D. Front of channing for other researchers (whose school/research, Front of channing for other researchers) (whose school/research by the Controllation of the Controllation of the Controllation of the Controllation of the Research of Proposed in the research by authorized body) of the controllation of the Research of the Controllation of the Research of the Controllation of the Research of the Research



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

ankjeet läister Ropert / Hembenshelp in Abtional TPRe or Committees.
This shall apply to application who have found chosen dut requised to true their technical knowledge, shalls, and experience to develop an output, or work research an outpour in the authorial heef This and plantable to pre-limited to the development and/or wideless of functionist, models, builder, and-learning amendade, builder matter coupline or undershelp in the plantable to pre-limited to the development of the state of the state of continents of the plantable to the planta

Means of vertileation:

A. Iasuance or Memoriantum abowing the memberahip in NTWO or Committees;
 Continue of methods and Atlantance; and B. Certificate of fracticipation or Atlantance; and C. Output /Adoption by the organisation/DepEd

MOVe Bubushtied
ALL MOVe
Only A & B

Basource Speakership / Learning Facilitation. This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject mater/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or

				Annex
	CHECKLIST OF R	EQUIREMENTS		
Nan	ne of Applicant:	Application Code:		
	tion Applied For:	•		
	ce of the Position Applied For:			
	tact Number: gion:			
	nicity:			
	on with Disability: Yes ( ) No ( )			
Solo	Parent: Yes ( ) No ( )			
			V	ification
		Status of	1	RMO/HR Office/sub-committee)
	Basic Documentary Requirement	Submission (To be filled-out by the	Status of	
		applicant;	Submission	Remarks
		Check if submitted)	(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 Photocopy of valid and updated PRC License/ID			
	Photocopy of Certificate of Eligibility/Report of Rating			
L.L.	i notocopy of certainate of balgiointy/ 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			
_	Photocopy of Certificate/s of Training			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record		}	
1.	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		i i	
	the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k.			<del>                                     </del>	
rx.	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	<u> </u>		
	A			
	Attested:			
	Human Resource Management Officer			
	OMNIBUS SWOR	N STATEMENT		
	OMMIDOS SWOK	W. OACLAMININA		
	CERTIFICATION OF AUTHENTICITY AND VERACITY			
	I hereby certify that all information above are true and correct, a submitted herewith are original and/or certified true copies there		owledge and belief, ar	nd the documents
	DATA PRIVACY CONSENT	Y	1 :- 6	
	I hereby grant the Department of Education the right to collect a relevant to the recruitment, selection, and placement of personne laws, rules, and regulations being implemented by the Civil Serv	el of the Department a	nal information as stated and for purposes of co	ted above, for purposes mpliance with the

	Name and Signature of Applicant
Subscribed and sworn to before me thisday 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.