

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- D5

To :

Assistant Schools Division Superintendent

Division Chiefs and Unit Heads Education Program Supervisors Public Schools District Supervisors

Public Elementary and Secondary School Heads Division Teaching and Non-Teaching Personnel

All Others Concerned

Subject:

ANNOUNCEMENT OF VACANT POSITIONS FOR NON-TEACHING

POSITIONS

Date

April 02, 2025

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

VACANCY	QUALIFICATION STANDARDS									
POSITION TITLE	EDUCATION	TRAINING	EXPERIENC E	ELIGIBILITY						
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/Fir st Level Eligibility						

Piantilia Item No.: OSEC-DECSB-ADAS3-750321-2018

SG: 9

Monthly Salary: ₱23,226.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT JOB SUMMARY: This position shall provide assistance on the finance-related

functions in schools and to facilitate efficiency in SDO and school operations

such as accounting, budgeting, cash management, and payroll services, to ensure

efficient office operations.



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

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

VACANCY	QUALIFICATION STANDARDS									
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY						
ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility						

Plantilla Item No.: OSEC-DECSB-ADAS2-750069-2014

SG: 8

Monthly Salary: ₱21,448.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT **JOB SUMMARY**: This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

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:



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(<u>https://bit.ly/ChecklistOmnibusVer2</u>), 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.

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. 5 to D.O. No. 007**, **s. 2023**). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). 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 **April 12, 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
April 02, 2025-April 12, 2025	Submission of application documents	Applicants Records Section	Face-to- Face



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April 14, 2025	Forwarding the transmittal of all application documents to HRMO for preassessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to- Face
April 15, 2025-April 30, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to- Face
May 02, 2025	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face
May 02, 2025- May 06, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
May 07, 2025-May 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.

For and in the absence of the Schools Division Superintendent MELANIE P. ESTACIO, PhD, CESO VI

MARIA GENEVIEVE T. RESCISQUETE

Assistant Schools Division Sure interdent
Officer-In-Charge

RECORDS SECTION

MOR

OSDS/ADMIRATE/bpp

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

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

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

. The ass ment for Non-Teaching positions shall be based on the following

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-
- (OS:

 | OS:
 | Down referent to the position to be filled, exceeding the minimum industruments as defined in the CSC-approved QS, acquired last preconcient buy statish the last file (9) years; as the minimum case resears to the position to be filled, exceeding the minimum can resource that and defined in the CSC-approved. (8) over (1) years.
- asses based on administrative performance in monothly performance in the current or previous for or position to the position not either than the current or previous for or position to the position on the final personal control of the position of the final personal control of
- tial measured using other evaluative asse

2. The point system for evaluative assessment is detailed in Yabe 1. Petas: assigned to each offection shall way from one salary range to acceler, giring, premium to appealic ordered that are some relevant to the position to be filled, as each, for Control Services positions, higher permittion is given to Potential (55 polars) and Depresence (25 polars) from the other criteria. Semilarly, Oxel positions (65-44) give more Excus on previous Performance (20 polars), Potential (20 points), and Experience (15 points).

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

		P	gr	0	ρ.		10	de .	F	
Critoria		Education	Training	Experience	Performance	Accomplishments	Application of Education	Application of L&D	Fotuntial (Written Test, EEI, Work Sample Test)	Total
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	icaye) se se	10	ОП	15	28	ō	10	10	20	100

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

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Vocant position: Aufonintetrative Assistant II (Diebureing Officer II) = 80 8 Juvel and Salany Kunge: SG 1-9 (Non-General Services)

Qualification Standards per OSC-opproved QS
Solucation: Completion of 2 years in college
Prating: 4 hours of releasest trailing
Separience: 1 year of releasest separience

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abries for Computation of Polista per Criterios

3. Rénession, Training, and Experience (BTR). The points for STR, corrupporting to the applicants' qualifications executing the (s), shall be computed using the forecasters' the (Paids As). A pl and the State for the Computation of Points for Exp Paids (s), Conjugation of Points for Exp Paids (s), Conjugation of points for Exp Paids (s), Conjugation of points, to the point of the point of the Conjugation of the Conjugation of the Paids (s).

Table 3.a. Ingrements Table - Education

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Table 2.b, Increments Table - Training

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a. 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 increments Table as shown in Table 2.a, 2.b, and 2.c.

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After determining the baseline level, the FRAVESS shall compute for the increments of the applicant's actual qualifications based on the submitted tocumentary requirements, howevers shall not 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.

/ qualifications that are relevant to the position to be filled and which sed the minimum (baseline) QS requirements of the position abail be n corresponding points in the computation of increments.

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ation of Increments based on actual Training qualification of Applicant A

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After computing the number of increments from the minimum (baseline) (26 requirement, the corresponding points earned by the applicant for ETS shall be determined using Table 3 (Bubries for Computation of Points for Schucation, Training, and Experience).

sistrative anample:

Using the applicable nutrical for the SG 1-9 Plan-Cameral Sandaes; an abour in Table 3 and based on the number of incomerate earned by Applicant A, the computation of points for TTE is as follows:

Promotion Engineer Engineer	Attacellas Relatey Synyteses	Figlis & ARTS Probility pub
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ndejer dejen Damen demanni demanni E mits urred je Roser dejen Frais destamate,	Alexandra .	1

- d. Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.
- The following general guide/ines abail be observed in glving corresponding points to relevant Education, Training, and Experience qualifications:
- L. 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 amond are relevant to the position applied for provided further, that the subjects completed are not duplicated.
- ii. Consistent with the provisions of the CSC ORACHRA, units and/or degrees of Doctor of Medicine from a CHED-recognised institution may be considered master's units and/or degree for purposes of

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- III. Considerar with Legal Education Beard (LSB) Rendriton So. 405, s.
 2019, Sachaler of Lesaw (LLSB) or Just Dozon (LDJ) units and/or
 degree cannot from the relocal encouplancy or supervised by the LEB
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 spectrating the lar, subject to further clarificatory guidelines as may
 be invested by the LSBs.
- Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSD idenomatium Circular (MC) No. 3, s. 2021 [General Guidelines on Digital/Online Learning in the Public Sector].
- Eclienas tempérana gained from partiturs werk of at leak four Hours yet dey may be considered, profeded, chat the appropriate Certificate of Employment is automated with cleatis on the examinament of fourar residence, the suppose of giving points, the months or years of trement experience statistical shall be renominated to the equivalent months or years of experience based on the CSC-required eight 169-bour per day workshay.
- Endwant Experience galand from abroad or entaide the Philippines may be considered provided that the applicant submits a Certificate of Employment. Those documentary requirements written in languages other then English or Pripino shall be accompanied by a complete English remaistation.
- 4. Performance: Performance refers to the sessenatural chare table, (tables, and responsibilities are contracted out or accomplished by the applicant as referenced by performance reliaing document or other means of verification. The performance reliaing obtained to the current or procedu, job or position that is relevant to the position to be fined shall be used for purposes of giving points at performance. Applicable provisions under Rule VIII Part I to IV of the CSC ORACHEA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.
- Positions with experience regularement. Applicants to positions than require experience must submit latest performance minute to reversity occ. (1) year performance in the current and previous job or position that is relevant to the position to be filled. Computation of points for performance shall be as follows:

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Palatapaprasse; = 82.79/100 * 10 = 4,378	85 = 10 885 = 10	Administration Adds III - 800 8 [Sensord Strylans]
Polodispagnessan w 83.75/100 * 30 = 10.68	a = 40,75 (CS Ethyddifly resting) 97A = 20	Weater position: Administrative Associates II (Disharaby Officer II) – 80 8 (Offer groups of positions/Salary Orados)

For honor graduates covered by Presidential Decree (PD) 907 titled, Grunting Civil Service Eligibility to College Honor Graduates, the following rubric shall apply.

Cum La	Kegpa Cua	The westerner
	١	editeri e
16 polots	19 points	Applied OF

Applicants with work expetience, who are applying to entry level positions or positions with no expetience requirement based on QS, must submit latest performance in the mistriple operating one (1) year performance in the current or previous job or position. The computation estpulsated in item (4) shall apply.

"Optetending Assemplishments. Outstacking Accomplishments refer to introduce contributions of an applicant, such as lidea, irrections, of discoveries where distributions of the explanate by an authorised obly. These must have aftered into 100 Mes. of the applicant's current or provious position. Outstanding amplitudents must have fed to positive results in tube workplace through search in operation, increased production, improved working standarth, and/or again for protrained in positions.

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

Table 6. Components of Outstanding Accomplishments Poles this electrodyst Arrests (i describe

corndited Learning Pacifitator	or Speakership / Learning Facilitation	t Matter Expert / Membership in d Tooltnical Working Groups (TWGs) mittes	sh and Innevetion	and recognizion
2 polota	2 points	3 pointe	4 pysints	4 petata

The points allocation in Table 6 shall serve as the maximum or celling points that may be earned for each component, the points sected from each component are cumulation to observable through points for Obstantial Recompilations in the control the weight allocation for Obstantial Recompilations as explained to exceed the weight allocation for Obstantial Recompilations as explained in Table 1 (Point System for Prolutions Assessment for Non-Eaching Nonlinear).

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Pointsputermann = x/5 = WApudermann

Myrim: x = Neformance Bushing x = Neformance Bushing 5 = Highwat Readed: RP in: Dupida RIPAIS KK, = Weighot Allocation for Performance (10 points) for General Services; 20 points for Ciber Groups of Peaktons/Salory, Orades; (10 points) for General Services; 20 points for Ciber Groups of Peaktons/Salory, Orades;

Vaccet Position: Authorization Adds VI - 80 6 (Comput Servicing) Petritoputrusses = 4.386/6 + 10 = 4.729

The performance rating required for internal applicants abail for the rating derived from the Results-Based Ferformance Management Systems (RPMS) included an Performance Commitment and Review (RPCS) Form obtained from the applicant's current or previous job or position that is retirent to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to submit a preformance witing of a best Very Selabericoty (VS) in the last rating period prior to the date of assessment or screening, except for premotion from first to second level entry positions where the required priformance rating is at least Satisfactory (S).

An official or employee who is on official lower of absence, for reasons such an assertably lower, both or friends scholarship, tracining grant, or other CPC-authorized official lowers, may be considered for promotion, in such cases, a performance mang in the last rating period prior to the lower observes shall be required.

performance rating prior to the reclassification of the position shall be idered as performance miting in the reclassified position for purposes vanotion, if applicable.

Figs external applicants whose performance is measured using a fire (§)-level adjectival performance rating easis, the midpain value of the BPMS rating (Table 4) quiprishent to the adjectival rating shall be used as the applicant's performance rating (pl. The Certificate of Sating must be supported with the Performance Parallation Tool.

Where:

4 - Borel Roam/CS Riighbilly reting/GWA brownsted to percentage eachs

43 - Weight Allocation for Performance

(10 points/or Oseand Services; 20 points für Other Groups of Psationa/Stilany Grades)

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Pointsperjamence = x/100 * WAperpresence

partitions with an experience regularement. Applicants to positions that to service projects of content exists the breat constantion or Course toward subjection of content exists. The breat constantion or Course toward subjection of course to content of course toward have subjective prostroment, the Constanting the project of the project have subject to content of project correct and the required. The projecting must develop a system that uncommutes the OWA to a proceedings scale. Computation of points for performance shall be as follows:

Extracal applicant? so vecant positions with experience requirement shall salmin performance retails a force course of professions are writted as force in the position to be fliet, then automission of performance rating a for easy reason gets a zero socie for Performance coloriers. No proor peasure shall be considered in the absence of the applicable performance rating to considered in the absence of the applicable performance.

For external applicatus whose performance is measured using other numerical or selection sailing system swith socies that are not sligated with the fire (3)-point nating scale of the 1894S, the IRRAFSS shall chemicy a system that transmisse the performance reliagi to the corresponding points ompanishe to the exchange ribbins of the 1894S.

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

National level individual sewards acquired from a thorough search process and given by regulable seward glinds bodies, such as OSC, Metrobank, National Economical Development Authority (EUDA), Development Authority of the Philippione (DAPA), Depola, etc., shall be given mandratum points in Ottstandding Accomplishments (i.e. five (i) points for Centernal Services positions and 10 points as or other groups of position / salary gradej.

The details of each component of Gutstanding Accomplishments, including the MOV's required and rubrics for giving points, are as follows:

Averes and ascognition. This may refer to citations or commendations scademic or inter-school awards, or outstanding employee awards.

a.1. Offsition or Communication. This shall apply only to applicants for Openent Services youthens.

Means of verification: Letter of Citation or Commendation from previous employer $% \left(\mathbf{r}_{i}\right) =\mathbf{r}_{i}$

the (1) letter of citation	wo (2) letters of citation	hree (3) or more letters of	Managed of Call
	3 points	itation 4 points	attinas Pointagaije

a.2. Academic or Inter-School Assords. This shall apply only to applicants with no or less than one (1) year work experience (e.g., fresh graduates). The following MV9s and rubrics shall be used in determining points for Awards and Recognition.

A. Academic or inter-school award; or
 Ten Outstanding Students of the Philippines (TOSP) Award; or
 C. Certification or any document that the applicant belongs to the
 Top 10 in the Board or Civil Service Eligibility Examination.

t least two (2) academic or inter-sphool 3 po	k least three (3) scadessic or inter-school 4 pc swards or TOSP Award or Top 10 is loated/CS SAphility Examination	Rumber of Awards Points, and see	
inte	inty	to be seed on	

a.3. Outstanding Employee Award. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

 A. Ary issuance, nemorandum or document of the Search; and
 Certificate of Recognition/Merit. showing the Criteria

Applicants from external institution Organizational Level Search of Higher	Polatinguarasing Super
Local Office Search	2 points
Applicants from central office	and the second s
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 рошта
Regional Office Search	2 points
Applicants from sphouls division office	
Regional Level Search or Higher	4 points
Division/Provincial/City Levyl Search	2 points
Applicants from schools	
Division Level Sourch or Higher	4 points
School Municipality District Level Search	2 names

For multiple search received from the state search giving body scalute search category that are conducted in action or mysteria munter, only the highest-seat search shall be considered less \$100°C virtuing coach at the deviation, regional, authoral levels (statistics, only the highest search shall be to different points in cases where applicants automit multiple searchs from different next of \$40°C virtuing coaches.

An applicant to a General Services position who has presented Letter/s of Cutotion/Commendation and/or Outstanding Employee Award, shall be given points based on offer Centegory a. [Outstand or Commendation) or Category a.3 (Outstanding Employee Award), whichever is higher.

Research and Innovation

Means of verification:

- Preposal day approved by the lead of Office or the designated its consultation per 200 at 1, bit 200 of Office and of Office or certification of utilization of the innovation or research, within the school/office days agend by the fised of Office D. Certification or despotson of the innovation or research by autitor action/office day agend by the Hoad of Office b. Froof of designation by other researchers (whose monthly/presents to the innovation of the other days and the innovation of the other days are the other days and the consumption of the concept's forestiment in the research.

 The other days are the transmission of the concept's forestiment in the research.

Value of the RPHS Rating

RIPHIII Backing Steads
Outstanding
1.000-1.000
Very Sedelineary
Sedelineary

Viscor parities

Amendments automate 8 (Balancing) (Olive 8) – 60 8

Amendment of pointers (State) (Initial State)

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Potrdga_terman = 5.995/8 * 20 = 16,98

Page 12 of 18

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

devid Bester Septer / Membershijk in Netheaut 1990 er Chemetiessen stell apply to uppdamme meb dere beze nobeste ind requirected to use technical inverbeign, salita, and experience to exceed pan squipt, or ke towards an outcode in the national serve. This may industriab but not to the development mad/or waldenton of framework, modela, took to the development mad/or waldenton of framework, modela, took to the development mad/or waldenton of framework, modela, took to the development mad/or waldenton of framework, modela took of the development made of the sevent control to the position bring to the model to be given publish.

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

MOV's Belonitated Point news
ALL MOV's 3 points
Only A & B 2 points

seaves agestimentally / Learnings Practitistisms, This shall imply to blooms who have been requested and invited to share that transvinding in caparatise on spozific subject matter/s. This may include applicants o served as a feature Spoaker, Resource Penan, Triataric, and/or matter, Statistisms, the scholars, training programs, condensess, section, complexes, boxums, learning section cash IACL sections, etc. Means of verifloation (All listed MOVs shall be submitted):

A. Issuance/Memorrandum/Invitation/Training Matrix;
 B. Certificate of Recognition/Merit/Commendation/Appreciation;
 C. Side deck/s used and/or Session guide/s.

Pointhpaystruttes of Education = x/100 * Whiteholder of Education

Administra * 82.78/100 * 10 = 8.275

premium shall be given, to an application of L&D or intervention made by sunt that is relevant and applicable to the position to be filled. The definition if intervention as stipulaized in Item 6(a) of this Order shall apply.

Radgergant 10 points 7 points 5 points

Vocant position: Administrative Assistant II (Blabareing Officer II) – 80 b (Other groups of positions/Solary Grades)

Appliestion of Learning and Development (LAD). Application of LAD is a n success of the learning grinod from the human resource development (HRD) enthons done/ sittended by the applicant which must have led to significant we results in their current or provious work.

- A Contilization of Trainising or Contilization do any applicable L&D intervention accounted that it as aligned with the thirdwical intervention accounted that it as aligned with the thirdwical Development Nam (DP); for contrast application, a certification from 144 sating that the L&D intervention is aligned with the core states of the applicant in Doble current or previous position according to the Contrast of the Action Fand, (DEAA), A)—b). The contrast of the Contrast of

épplisent Apple is applybly for on Administrative Aselectet II (Dicharsky Officer II) toutisten in SDP Organ CDs. She has been promoted on Administrative Assistant I be fuguat 2015 or the saines SDD. For the purpose of comprising her Outstanding focumpita/heemts, also authenticed the foliousing MDVs: Level
Accredited National Assessor
Accredited National Trainer
Accredited Regional Trainer A. Certificate of Recognition as Learning Facilitator issued by NEAF Regional Office
B. Certificate of Recognition as Learning Facilitator issued by NEAF Central Office

8. Perbantial. 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:

ona, the ora				
e the above measures are not applicable; , the HRMPSB may design other evaluath ste and specific for them in order to sases se celling points (55 points) set in Table 1.	Behavioural Events Interview (BEE	Sidile or Work Semple Tests (S/WST)	Written Exeminations (VS)	Componint
to applicants to General re assessment strategies a their potential, provide	5 points	10 points	5 points	Pointly trains
Services that are ed that it				

Written Emminetier (riter to the standardised commission which measures the knowledge, language professor, solidly to present dense, loughanest and knowledge and the exposition. The test and emission rather appropriate to the positions to be filled must be developed by subject matter express as required by the HEMPER. Subject matter experts riter to individual internal or external to the individual internal or expert riter to the Department, who have working towardings of the specific comprehension required by the busilism to be filled. Pointhum = x/100 * WApra

x = Scare/rating in unitien examination in percentage acole
WA = Weight Allocation for WE
(5 points for Other Groups of Positions/ Salony Orades)

Vocant position: Administration Assistant II (Disbureing Officer II) - 80 8 (Other groups of positions)/Salary Orusins)

Bailtie er Wark Semple Wast zien to the test that may be administred to embase the application of addit network to the opportunition to the position on be Illust. The test and specialization pricing must be designed by assigned matter expents as requested by the HRMFRS despitation on the type of administration between the proposal of the position to be Illust.

x = Score/rating in the S/WST in percentage ocale
WA = Weight Allocation for S/WST
110 points for Other Oroquia of Postions/Salary Grades Pointeres = x/100 * WAsses

Bloomte breat med shad office National Level Byochemistic or Hydrer Regional Office Speakership Bloomte Steam enhanced drivings offices Regional Error (Speakership or Hydrer Driving Phresimal Co. Level Byochemistic Homeste Steam enhanced Unional Level Speakership or Hydrer Unional Level Speakership or Hydrer Unional Level Speakership or Hydrer Unional Abraid-polity; District Synakership 2 points 2 points 2 points 2 points

MEAP 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).

Oxidetanding Accomplishments Assards and Beografitions Oxidetanding Employee Navard 2013 in SDO Vijun	Potess hused on Bubrio	Not cred
Assentes eras secognistoma Outstanding Employee Ausurd 2013 in SDO Vigun City (complete MOV» autimitted)	2 points	Not oredited; A has been used the least promo as ADAS I
Outstanding Employee Award 3016 in Region I onerclede MOVe materalited:	4 points	Creed
Bewarron Bywalterektykfastreling Featfilations Certificate of Recognition as Learning Featfilator in 2018 Annual Budget Conference in SEO Vigor. City (declared in the portfolio; nr. MOV automitted)	I point	Not cred to non-eu of require
Certificate of Recognition as Learning Fueditator in 2017 Assaud Budget Conference in SDO Vigun. City (consolints MTV's subhedited)	I point	0

4-85; WA-5 Vacanti position: Administrative Assistant II (Biskparatng Qfficer II) — 80 8 (Other groups of positions/Solony Grades)

Pointeurs = 84/100 * 10 = 8,8

eith the applicant Sensite Subersées pilling riches to the conduct of direct trapity eith the applicant Sociation on their display of distribution Absolvour is when subjected to appelle installation or conditions in their provious and/or current workplace. Bits is heard on the principle that past schedurely products fature performance. It uses the STAR (Bituation-Plank-Arction-Restabl) approach for validate whether the key behinyworth that our listed to the required compensates have been exhibited by the applicant. The STAR approach draws Section on actual Restables in which the application tood; the Stark of an at the exploiting faced, the actions that the applicate tood; and the Restable of the action, the Bott may be tuned to assess the following across.

- I Apellosed The BIST shall be used to season the applicately operated or their capacity and ability to assume the capital country to filled and those higher positions that are more reclambed in nature.

 In Chromoderation or crists. It shall be used to gauge other relevant a species such as the applicant's psychologist and social well-being. He present it had sever as an internation to evaluate an applicant's viole for the country of the control of the country of the

The points allocated for BEI component (5 points) shall be the maximum or earliest points that make the control of an objective the component from the point of the control of the contr

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. esifetaes atth apperlessos regularement. Application of etizaction is the prilitations made by the applicant to their workplace as a result of the princips from their ectivation degrees or units earned, such as but not silbed to applied concepts, processes, and sidils that are referent to the silben to be filled.

Relayment interventions in closections as the intervention that is directly applicable to the functional unit where the position applied for it odged. In intervention is closection to positions of the used in the operations of the functional unit inseed on its offers amondment in the official begind office Paractions or Office Orders for the creation of the functional begind office.

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

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

CHECULICE OF B	OHIDEMENTS		Annex
CHECKLIST OF RI	EQUIREMENTS		
ame of Applicant:	Application Code:		
fice of the Position Applied For:			
ontact Number:			
eligion:			
hnicity:			
rson with Disability: Yes () No ()			
lo Parent: Yes () No ()			
		Von	ification
	Status of		RMO/HR Office/sub-committee)
Basic Documentary Requirement	Submission (To be filled-out by the	Status of	
Control of the Contro	applicant;	Submission	Remarks
	Check if submitted)	(Check if complied)	
Letter of intent addressed to the Head of Office or highest			
human resource officer			
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			
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			
Photocopy of Certificate of Employment, Contract of Service, or			MINION AND AND AND AND AND AND AND AND AND AN
duly signed Service Record			
Photocopy of latest appointment			
Photocopy of the Performance Ratings in the last rating			
period(s) covering one (1) year performance prior to the deadline of submission		1	
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			
. 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			
Screenshot of the automated e-mail response from the filled-up			
DepEd Digos City Job Application Form			
Attested:			
Human Resource Management Officer			
OMNIBUS SWORM	N STATEMENT		
CORPORATION OF AUGUSTATION AND ADDRAGOMY			
CERTIFICATION OF AUTHENTICITY AND VERACITY		1-1 1 1-1/-6	
I hereby certify that all information above are true and correct, are submitted herewith are original and/or certified true copies there		owledge and belier, ar	id the documents
Submitted herewith are original and/or certified true copies theret			
DATA PRIVACY CONSENT			
I hereby grant the Department of Education the right to collect ar	nd process my nerson	al information as stat	ted above, for purposes
relevant to the recruitment, selection, and placement of personnel			
laws, rules, and regulations being implemented by the Civil Service		on the tensor of the	• · · · · · · · · · · · · · · · · · · ·
		Manager and O	actives of Avellenet
		Name and Sign	nature of Applicant

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.

Person Administering Oath