

## Republic of the Philippines

## Department of Education

DIGOS CITY DIVISION

## Office of the Schools Division Superintendent

### **DIVISION MEMORANDUM**

OSDS-2025- 07

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

April 02, 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		QUALI	FICATION ST	ANDARDS	
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
SCHOOL PRINCIPAL I (ELEMENTARY GRADES)	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

Plantilla Item No.: OSEC-DECSB-SP1-750203-2010

**SG**: 19



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

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

**Monthly Salary**: ₱ 56,390.00

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: <a href="https://bit.ly/ChecklistOmnibusVer2">https://bit.ly/ChecklistOmnibusVer2</a>), 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



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

submission of application documents. Please access this link: https://bit.ly/DepEdDCApply.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) does not exclude them from the pool of official applicants.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. No. 007**, **series of 2023** (see attached **Enclosure No. 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). 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
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



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

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

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. FRANCISQUETE
Assistant Schools Division Supering Indent

Officer-In-Charge

1805d Schools Division of Digos City

RECORDS SECTION

OSDS/ADMIN/HR/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 SCHOOL ADMINISTRATION POSITIONS

- $1.\,$  The assessment for School Administration positions shall be based on the following criteria:
- Received as units mad for degree relocated up the position to be fifted,
   Treated the term of the relocation of

- 2. The point system for evaluative assessment is detailed in Table 1. Table 1. Point System for Bonjustive Assessment: School Administ

Oetteria	Breshdown of Points
Education	10
Training	01
Кареневое	10
Performance	25
Outstanding Accomplisituents	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exant, BEI)	15
Total	100

Page 1 of 16

	Education		Training		Experien	801
Weight Allocation	Spervateurs from mignissus QII	Points	Incressouts from relationess (25	1	Interesses to Boar extenses Of	Pedarits
	10 or states forgements	10	10 or more interestants	10	10 or more foorwesterds	10
Education: 10 points	8-9 increments		6-9 Increments		8-0 locrements	•
Prainting: 10 points	6-7 Incretments		6-7 increments		6-7 increments	
Aspertance, 10 points	4-5 increments	*	4-5 increamnts	*	4-5 inermants	*

Vacunt position: School Principal I (Secondary School) - 80 19

Ondiffication (tendents per DCC opposition) CSC

Places and the CSC opposition of the CS

nent/Open Ranking System: Beptember 20, 3022

The date of HRMPSB aeses

a. Sussed on the minimum (38 of the position to be filled, the HRMF9B abail determine the baseline ived for computing the points for ETE using the increments Table as shown in Table 2.a, 2.b, and 2.c. The state of the s

Per purpose of destroining the benefits held of the Debastion and professional or prefessional or precisional or program that it is expensed or professional or program to the professional or program or precisional or program or precisional or program or precisional or program or processional o

After determining the baseline level, the RRAFBAB shall compute for the transmiss of the applicant Actual qualification beader on the abouthed documentary requirements. American that the to the difference between the applicant we many opinification from a fact the companioning actual maintain quasting 39 requirement of the patients to be filled.

tubelos for Computation of Polists per Oritorios

Rénestion, Training, and Enganismo (RTR). The points for RTR, corresponding to the applicant quantification exceeding to 68, shall be computed to the Bernement Table (Table 24, 20, 24, and the Ruine's for Computation of Namh for FIT (Ruine 2, 19) those qualifications that are prijents to the position to ee filest shall be given points.

# Table 2.a. Increments Table - Education Range

	From	To
1	Class Mersel need 1979ts	Boomiery Levil Introdutes
0	Besserlary Grafitate	128
	Competed Junior High 6 Swid (& to 12)	Activ Ngs Reight Lavel Bitanties (K to 12)
	Service Fligh Bittooil Overlants (K to 13) Flash Gebral Orestance (Cat convicational	Loss thin 3 years of College
	Chesphand 2 years in Octoge	Lose than a bachair/s Dages but note than 2 years to College
	Bachdar's Dayre	Lower them 6 Laute exemple tremmeds the complecions of a Meeter's Degree
-	6 Uzille cernad tamente (16 coaptiritos of a Meetura Deura	Lobs Chain 9 Challs sathaul derivaries the encuplected of a Master's Degree
	4 Onlin surrond treateds the meriphetten of a Manter's Desiree	Loss than 12 Ordes spread towards the sampleday of a bester's Degree
	12 Updia estract towards the completion of	Law than 15 Units sprind temands the completion of a
10	18	Laws Den 18 Units served lawsubs the completion of a Nasture Dages
11	28 Onde served teaurible Ole completion of	Lans then 2: Units corner merces the completion of a headern Dourse.
12	21. Units oursed towards tips completion of	Laws - Stein, 24 Outsta element suements the oscopiestion of a Manten's Degree
12		Lates than 27 Units surrant trensats the completion of a
M	d toward	Less than is Units served treasits to completion of a
B		Lens than \$3 Ordis-commit towards the outerpletten of a
25	25 Onits system towards the completion of	Less than 36 Units second towards the onuppoisst of a
A	M Galts served towards the considering of	Loss Dac 39 Outle datued severale the completion of a
	n Measur's Degree	翻
3	59 Upits surroit towards the competitus of a Medium Decima	
11	42 Units sensed teesacht the rempletion of	Least Hazz Chaupters Aradossib: Begazzensesta szeuptered towarde the carecidetast of a Master's Degree
R	Occapion Assistatio Regularizamento completed	Lens Gaen wi emegrated Mander's Dayres
15	Mawter's Degite	Lean Outh 3 Usata e-proad tewards the estapletico of a Destartes
g	3 Units earned towards 15 s conglittes of	Loss than 6 Utiles syring tenants the congletten of a
R	6 Units earned towards the completion of	Less than 9 that's apried towards the competition of a.
ä	il Utuba saruesi sossulla Uje manpierien of	Loss than 12 Colts sprined towards the completion of a
R	12 Outs earned treamle (in comparison of	Loss than 15 Upta sersed sysambs the completion of a
R	16 Units earned temorries the complication of	Loss than 18 Units carnel terturie the completion of a
48	18 Units named towards the completion of	Loss than 21 Unito veryes insurands the magnetism of a
8	21 Units served towards the completion of	Less than 24 Onlys section through the completion of a
g		Lose Com. Conspiens Acedemia Requirements sampleded treasmis. The completion of a Devinterio
g	Conglisis Acedemic Stegatinatorisis emegiated towards a Doctorate	Lass their art enterded Destroyle
31	Opetweets	

Page 2 of 36

Page 3 of 16

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.

the positions with multiple QS requieszant for Esperience jeg. HT for 1 year.

AT for 2 year, TO for 2 year, Tander's 5 years, the Market is been all formity for referent experience with the Mighest inseressant by MRMPER shall formity for referent experience.

This shall be not exemined the final score of the applicant for the Raperience component.

Survenents feet, stitutum in handled (at hegibeness eating becomens this &e (Manufac)	Topic D.s. the commencement will be self of Applicated A.S. Bhaintine qualification of a square in Article Administration for all devel 43.	uries of horsoness for Applicas An Essentin quest active abol to sel by extremiting the relations (40 test filmed 1), from the applicact- soften less (seed 21), as Electrical before	Applicacy's Mee hand - Q2 hand + Jepremant 23 - 6 = 26 Ongventuits
L	31	iff	
Manufact Qualification of Agellunes A	Marker of Aris & Harupton panesty		

Computation of Increments based on actual Training qualification of Applicant Ac

of technical Colors and applied of the factor of the facto	ship (.) ACP themselving daily least in Adh 700 and Adhesing I persion to Anomary, Only "Straighter France Leading to the Place of photomy" will now Transposite to the Place of photomy" of a Transposite to the Straighter of the agreement of The Anomary of the Straighter bursts of Place of the Straighter of the agreement of the Place of the Straighter of the agreement of the agreement of the Place of the Straighter of the agreement of the agreement of the straighter of the agreement of the straighter of	differenties, (7 file house), is at Justell 20 there (.) In Theodelly qualifies, place a shall be mann CP based (steek E.) Fort, For applicant by mann CP based (steek E.) Fort, For applicant by	Ng Sayal - GG Sasal » Increased = 2-6 Sacrements	is final funding it througher 66, 8818 (Sen. Strating Angaendery 60, 3882)
The description bears of the release had presiption and subtle the had unsurencept, whall he maniform?	A titrate of Against A. of residence of the state of the second of the s	hard of Applicant A's Theiring too the marries of terremore for Applications of the relationship file with	Applicant's Trafes	Mate Applicate A's had presented the duto of AMMONE assessment
RECEIPTS DV SANS Sendy, Bry Philos (N. 488), 1874s.	Capacidity Jahling Program for Teachers and Bahad Jibada separabed by XGM2, Allows 1-5, 3901, 40 Ms.	Skieke Publique, file Ondate of Samenti Encentee 7-10, 2000 62 innet	Chesin, Rollant of 1995. SNett for Treatment August 10-14, 20115; 16 Anner	Steiners Assembly of Steamler, Shall S to Trust Leading to the Tree of Southern's Stepment St. 27, 2017) Schoons

Seating Parameter From refolment for buseflast QF on pleases.	space Only like an experience refused in the predicts in of these and the own the every cheffer, of have maken, delevant experience abuilt be pathone, above (1) yet day of servine.	1. The use of Agelland A, the releast Agentumbs on the jellening The flower of Agelland A flow chapsed BL, 2019 in present A man framework IP from chapsed BL, 2019 in present A man framework press growth OB, 2010 in ship Ib, Ib, A sectional A studies	DANG Eight, E.s., sin assemptionably Send of Applicant A's Reprintment and adopting an Stand Franchis (30 pages ond if executing in as down Et.)	The number of hermonical for Appliant A's Reportions gualifications interested by materials of the restricting the relations (QS hand of 2 year on libral fluid fluid for the forest free for agricultural septimization tend (America) 16, on States and but in Jones for agricultural septimization and fluid fl	Applicant's Apperience load - Q5 load = Agreemo
Reportered Death	Alenat Thursdow III (A. St., 2019 to peasent)	State Shedwer (1986)			

Kange	To	Lase than 5 menths	Less them I year	Leas than 1 year & settlife	Loss than 9 years	Coss than 9 praces	Ame than 3 years	Lase Den; 3 years 6 mendine	Lase flast 4 years	Lass than 4 years 6 meetin	Less than 5 years	Less than 5 years 6 contribe	Lass than 6 years	Loss Stato 6 years 6 meeting	Loss then 7 years	Less than 7 years 5 seasths	Lass Gans 8 years	Lass Swor & yesters & countline	Lass Own 9 years	Less Gres 9 years 6 months	Leets than 10 years	Lean thein 10 years 6 spenths	Lone One 11 years	Lean dran 11 years 6 seemen	Leas don 12 years	Less than 12 years 6 sureths	Least Open 18 years	Less then 13 years 6 mende	Less than 14 years	Less than 14 years 6 spostler	Lens than 15 years	AMEL IN
	Prom	Naze	6 speedbe	1 just	1 year	2 years	S years 6 months	2 years	a years	4 years	6 years	1 page	S pears	6 years	6 years	7 years	7 years 6 months	6 years	d years 6 mention	g hear	9 years	10 years	S meantly	11 years,	4 spends	12 years	fi patert,	13 years,	13 years,	34 years,	14 years 6 spectha	15 years
Increment	Ferral	-	2		,			-	9		R	11	2	13	X.	2	91	61	2	61	R	T.	12	22	Z	R	R		a	R	S	10
Range	To	Lass than 5 hears	Late than 26 hears,	Less Cars 24 Srcon	Less Dan 32 hours	Lape Gats 40 hours	Less then 49 hours	Lase than 05 board	Late that 64 hours	Lass Start 73 hount	Law Data St tuting	Leve than 86 latury	Less then 06 hours	Loss than 104 hours	Less Guet 112 bytes	Lake than 130 house	Lors that: 128 hours	Loss that 136 heres	Lone Chen. 144 bours	Lates then 172 house	Lates than 160 loops	Less than 166 hours	Lase that 175 bours	Lane than 164 bruth	Logs Gan. 192 towns	Lasa Oper, 200 Sansin	Lase then 20e Series	Lens that 216 tangs	Less than 204 has/n	Lass than 252 hours	Lase Oyen 240 hours	or there
al	From	O lincors	8 Noors	16 Satura	24 hours	20 lunes	40 hause	46 hours	26 bases	64 bruns	79 bruns	emed 06	88 bours	96 hours	104 hours	Till banks	130 hears	126 bears	136 bates	144 hours	150 hours	160 laura	168 beens	170 beuns	154 bears	192 beens	200 laskers	308 beens	216 bours	224 henry	252 bours	940 bours
Increment	Lavel	-	3	1		8		-			10	11	- 1	13	14	13	16	- 13	13	136	8	18	GI .	R	K	R	8	a	8	20	26	N.

The control of the co Applicant's Reperience letel - 26 letel = Jureanen 19 - 11 = 8 forenessembs After computing the mumber of increments from the intrimum (baseline) (Sp requirement, the corresponding points earned by the applicant for ETE shall be determined using Table 3 (Bazhrica for Computation of Falms for Entertaint, Tutting, and Experience).

## Illustrative example:

Uning the applicable nubrics for the 30hool Administration as shown in Table 3 and blasted on the number of bursensets served by Applicant 4, the computation of potos for its less of others.

party level of		and the
Section of Persons	Barrisons	Internetion of the control of the co
Nata based on he vate in 200 hadron	France	Account of the control of the contro
Companies of	Mande	A financial of the control of the co
Water	Sporters	And the second s
Qualification of the Againstot A	Controls	A CONTRACTOR OF THE CONTRACTOR
Owner	Discontin	American (MAT)

- Meeting the minimum (baseline) QS requirements for Education, Training and Experience shall be given setto (0) points.
- The following general guidelines shall be observed in glying corresponding points to referent Education, Training, and Experience qualifications:

Page 6 of 16

- Schoesion 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 embed are relevant to the position applied for, provided further, that the subjects completed are not duplicated.
- Consistent with the provisions of the CSC ORACHEA, units said/or degrees of Doctor of Modelan from a CHED-recognized institution degree of Doctor of Modelan from a CHED-recognized institution considered master's units and/or degree for purposes of girtup points, except for positions that involve junctice of protession covered by band lases.
- III. Comisions with Legal Education Board (LSS) Bresolution No. 405, s. 2019, Bunches of Lown (LS) or Junta Doors (LD) untils and/or 2019, Bunches of Lown (LS) or Junta Doors (LD) untils and/or 2019, Bunches of supported by the LSS of Lower and the section's requirement of supported by the LSS of Lower Board (LS) and the Committee of LSS of LS
- Reiewast training bours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular PAC No. 3, s. 2021 [General Guidelines on Digital/Online Learning in the Public Sector).
- 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. Relevant Experience galand from abroad or avaide the Philippiaes may be considered provided that the applicacy submits a Certifican of Employment. Those documentary requirements written in inequages other than English or Filipino shall be accompanied by a complete English translation.

5. Outskaading Assemplishsperita. Outstading Jocomplishtmont rifer to meriterious contributions of an applicant, such as falsa, incredizes, or defender which were duly recognised by an applicated body. These must have a cred take the Bullat of the applicant's current or previous position Constantials to Bullat of the applicant's current or previous position Constantials the Bullat of the applicant's current or previous position contribution accomplishinates must have led to positive results in butter weighted through efficiency to operation, increased production, improved working sansiarch, and/or savings in preventures a possible.

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

4. Pardismanae e Performance refers to the assessment of low white, duties, and repositibilities are considered, by the exceedabled by the applicant as excluded only be performance using document or other exceedable of reformation from performance using obscuring our previous place products that it referent to the position to be filled shall be used for purposes of girting points for performance.

Component	Points cytetielles demnificiere
Awards and Recognition	7 points
Research and Innovation	4 points
Subject Matter Expert / Menibership in National Technical Working Groups (TWGs) or Committees	3 points
Resource Speakership / Lesyning Pacilitation	2 points
NEAP Accredited Learning Pacilitator	2 points

The potina allocation in Table 8 shall serve as the maximum or celling points that may be entracted for each component. The points serond for one each component are cumulative to determine the total points for Constanding Accompishments; but not to exceed the maximum points or weight allocation for Contending Accompishments as explained in Table 1 (Front System for Brailmainte Assessment for System Assessment for System Assessment

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

schonal level indisidual asserds acquired from a thorough search process and in by reputable award giving hodies, such as CSC, Metrobank, National Scoromic elopanent Authority (PREDA), Development Academy of the Philipphase (DA) ifd., etc., shall be given maximum points in Outstanding Accomplishments (i.e.

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

- Assurds and Recognition. This may refer to outstanding employee awards and/or awards as tminer/coach.

- a.1. Outstanding Employee Austrd
  Means of verification:
   A. Any Issaudop, meanstandium or document showing the Criteria
   B. for the Sourch; and Bosophilon/Merft.

Titalahan / Despinolal / City Laural Garant	Regional Level Search or Higher	Applicants from schools division office	Regional Office Search	National Level Search or Higher	Applicants from regional office	Cettral Office Search	National Level Search or Higher	Applicants from contral office	Local Office Search	Organizational Level Search or Higher	Applicants from external fastitution	Lorel
') rolete	4 points		3 points	4 points		2 points	4 points		2 points	4 points		Polate outs pading Surject whereb

Page 10 of 16

An official or employee who is on official leave of obsence, for reasons such os maternily stare, local or foreign exhibitantly, training grant, or other or Shapitantided official deven, may be considered to promotion in an official cases, a performance antig in the last rating period pate to the same of observe shall be required. lisperer, as a standary registrement, the spicious hall also be required to submit a performance using of at least Very Standardery VRS in the standard rating period prior to the date of assessment or exempting shall be required, except the promotion from first to ascord here curry positions where the required performance rating is at least Standardery (S). For external applicants whose performance is measured using a fee (5)-level adjectival performance noting each, the indipolary value of the RPMS string (Table 4) equivalent to the adjectival nitting shall be used as the applicant's performance reiting (4). The Certificate of Rating must be supported with the Performance Swalustion Tool. 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. The performance rating required for internal applicants shall be the rating derived from the Results-Blasch Performance Management Systems (RPMS) individual Performance. Commitment and Speries (RPCS) form obtained from the applicant's ourment or previous job or position that is relevant to the position to be filled. Internal applicants. Pointapustrmaned = x/S \* WApreturnated

Visional publisms
Behalpel Fredinger I. 480 19
Behalpel Fredinger I. 480 10
Behalpel Fredinger I. 480 10
Behalpel Fredinger II and God Behalpel Behalpel
Behalpel Behalpel II and Behalpel Behalpel
Behalpel Behalpel
Fredinger II and Behalpel
Behalp

ferman = 3.998/8 \* 55 = 19.978

s example:

209465 Sarking Bondo
Outstracking
4.500.5.000
Very Sandackory
3.500.4499
Sandackory
2.000.3.499
Unmathickory
1.000.2.499
Prop
Below 1.499
Below 1.499

Table 4. Midpoint Value of the RPMS Rating

For external applicants whose preferences is measured using other numerical or adjective intellige presents with scales that are not aligned with the five (B-points reting using of the 1994s, the HOMPSS shall develop a system that remanules the preferences rating to the corresponding points companish to the existing subrices of the RPMS.

External applicant /s to weast positions with experience requirement shall submit prefermance menting it from a product were don't in relevant to the submit position to the first two-exhibitation of performance mining it for any reason person are representative for any core for prefermance criterian. No prosy measure shall be considered in the absence of the applicable performance rating.

p Housts from acheola
Division Level Search or Higher
School / Municipality / District Level Search

a.2. Awards as Trainer/Coach. This refers to awards gained by applicants as trainer/coach in any scademic or non-scademic competitions/activities. Means of verification:

and placed latticer Report / Januarierida ja Manticand TWEs or Committees.
This shall apply to application who have found chosen and reportance of the chart technical introviesings, shalls, and experience to derively an output, or work towards an outcome, the the actional level. This says included but not illustrated to the development and/or walldation of fluorements, models, policies, and learning searchise. Subject unatter expertise or consideration in the VPMGs or Committees much, however, be referent to the position being applied for in order to be giften patients.

A. Isautance/Memorandum showing the membership in NTWG or Committees;

Contribute of Participation or Attendance; and C. Output/Adoption by the organisation/Dep#d.

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

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

2 points	hampion or Highest Placer in the Regional Level
3 points	hampion or Highest Placer in the National Level

For multiple search received from the same search gloing body and/or search endaggry that are conducted to action or progressive munter, only the higher-level assert shall be considered (e.g. 189°C winning couch at the christon, regional, authoral, level) stitulated, only the higher-search also live given points in cases where oppleants submit multiple searchs from different newed gloing bodies.

# Research and Innovation

# Means of verification:

- A. Proposal they approved by the issued of Other or the designated in Control of the Control of the Property of the Issued of Other Cortifications of utilizations of the innervation or research, within the school/offine duly algorid by the Head of Other the school/offine duly algorid by the Head of Other D. Cortification of adoption of the innovation or research by aucotion school/office duly algorid by the Head of Other D. Ford of distance by other researchine jelones study/research, white the published or unpublished, in illustrate approved by authorized bodyl of the concept, if developed in the research.

Ondo A	Only A & B	Only A, B&C	A.B.C&E	A.B.C&D	Pettirging sAOM
1 point	2 Soints	3 points	4 Doints	4 points	Public of Principles Charges of French

MOVe Submitted
ALL MOVe
Only A 68B

Reseaved (speaker-skip / Learning / Instillation, 'Thi shall triply to applicates who have been requested and intrited to share their borrelengts and expertise on specific quidpet matter/s, 'This may include applicates who served as a Resource Speaker, Resource Person, 'Entheir, and/or Learning Facilitator in seminars, tunining programs, conferences, convention, congress, fortuna, learning extent code (July) seasons, etc. Means of verification (All latest MOVs shall be substituted):

A. issuance / Memoranchum/ Invitation/ Triation; Mastrix

B. Certificate of Secognition/ Martin/Commendation/Appreciation:

C. Stde deck/s used and/or Session paids/s.

Page 11 of 16

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

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

  B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Accredited Regional	<b>locredited Nations</b>	eccredited Nationa	DAME
d Trainer	d Trainer	1 Appendix	
1 point	1.5 paints	2 peints	POSSECROTAR Learning Passer

Applicant Chico is applying for a Polocil Principal I (80-15) satish SDO Bagado CRy. He is carrently a Masser Tracher I is Bagado CRy Rational Righ School appointed in October 2013. For the purpose of comparities this Custatanding Accomplishments, he ephodised the following MCVer.

Outetondby Accomplishments	Amerika estal Benegratékana Gutstarnding Emplogre Awerda 2017 in Baguio Mational High Schwol (no MOVa ephretisa)	Whining Cooch (14 Price Photojournalism) in 2015 RSPC (complete MOVs autentitied)	Whening Cooch (Let Price Sayasus) in 2015 Distaion Edulatesyon on Pagospolinatoo Chiebrustion scort/lete MCVs authoritied	Resource Speakership/Learstip Pacifikations Certificate of Recognition as Resource Speaker in 2018 Division Training on Broadpasting
Points Insted on Rubrio	2 points	2 points	2 point	I point
Name of the Party	Not credited due to non-substitution of required MOVs	Credited	Oradited	Ovedbed

Applicant Chibo gets three (3) points for his Assorts on Trainer/Chools cornect to 3015 and 2016, and one (1) point for his Requires Speciationship is 3018. However, were (6) or no point is given to under Chattending Serlapings-Austral due to recombinations of the required MOVs. Chico gets a statel of four (4) points in Chattending Accompilationsmits.

6. Application of Education, Application of circuston is the contribution material to an explicate to that matchine as a result of their bearings from that characteristic capture (a or units earned, such as but, and initied in applied concepts, processes, and addits that are referent to the position to the filled. Vetas shall be given to an applicant with has exceeded by a position from the processes and patient with a filled concentrating application of education units or degree (a seried. The application of education units have led to applied and position results in the applicant for current or provious work.

Page 13 of 16

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.

Pointage - /165/2009 - 10 = 8.26 Vocari position: School Principal I – SQ 19

promotion and apprintment to higher school principal positions, the MFSB or explore matter experts as may be requested by the HRMFSB il develop a written examination which shall be the basis for scoring the general co Written (Saumination (5 points).

Paintagwa = 85/200 \* 5 = 4.25 x = 85 (secon from the SDO-developed written exam) TI = 100 WA = 5 Pacent position: Behavit Privotpal II - 80 90

An elemental Standard Marcha Materials (SER) prices to the conduct of direct inquity with the standard proposition intustion or conductions in their proclema are then subjected to problem intustions or conductions in their proclema are then current workplaces. Bill in based on the principle dust past behaviour predicts future performance. It mass the SFAR approach to wildout whether the key behaviour that are linded to the required componention have been conducted by the applicaturit. The SFAR approach draws focus on acrual certificies by the applicaturit. The SFAR approach draws focus on acrual for the principles are executed by the problems of the principles are executed by the problems of the standard principles.

- Apsitude. The 1891 shall be rund to assess the applicant's potential or their expectly and shall be rund to assess the applicant's bycontain to be fitted and those higher positions to that are more technical in uniture. Characteristics or small, it shall be used to pumpe other relevant, assessed as such as the applicant's hope-badged and social social-scriptions applicant's applicant's one and werenite or evaluate are applicant's about Plancial and the state of the sta

The points allocated for IEE component is proised for early lavel and it ) points for higher positions) shall be the maximum or ceiling points that may be entailed to the maximum or ceiling points that may be entailed to be an applicant. The points somed from each area are cumulative to determine the total points for BES component. The IEEE/BESS shall determine the points areas relevant to the points no be filled and assign points to each area not exceeding the maximum or certaling points for IEEE.

Highir 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 despressions is described as the interreption that is directly applicable to the functional unit shows the position applied for is longer, As intervention is described to be applicable if it can be used in the operations of the functional unit wased on its office mandates in the official Jupida Ciffice Functions or Office Orders for the creation of the functional units.

If the intervention made by the applicant does not meet the criteria to be Reissons, for the said intervention shall be considered and be given corresponding points using the plottes for Ref Reissons.

Means of verification: A. Action Plan approved by the Head of Office

B. Accamplishment Report verified by the Head of Office
C. Certification, of the utilization/adoption signed by the Head of Office

tolog I	5 points	Only A
3 points	7 points	Only A & B
6 points	10 points	ALL MOVA
Not Balan	Medavnat	
an of Belleville	San Menters	MACHINED BACKE

7. Application of Learning and Development (LAD), Application of LAD is a proven success of the learnings glinted from the human resource development (HRD) interventions done/astended by the applicant which must have led to significant positive results in their current of previous work.

Higher permium shall be given to an application of IAD or intervention made by the applicant that is relevant and applicable on the position to te filled. The definition of reisount intervention as stipulated in item 6 of this Order shall apply.

- A Certificate of Training of Certification on any applicable (AD intervention equipment due to allapset) with the Individual Development Flam (1974 for entermal application, a certification from His statige that the LAD intervention is aliqued with the form His entire that the contract of previous position of the applicant in their current or previous position and the statige for the first product of the formula (FEA) formula (FEA) for the formula (FEA) for the formula (FEA) for the first of the first for the first of LAD intervention done) stratected, with a sporout by the finant of C. Accomplishment Report together with a Certain Certification that the LAD intervention was used/adopted by the cells on the

Page 14 of 15

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

Only A, B, & C Only A & B Referent Set Referent
10 points S points
7 points
5 points
1 points
1 points
1 points

 Preferabled. Petential 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: Written Examinations (WE) Behaviousal Events Interview (BEI) Pedatispienies
Appelationes to Appelationes to Sixy Area Sahool Other and Migher Principles (SIX) ASP III and another and Might Six Operation Special State of Special Special

Writing Summination refers to the standardized contribution which measures the knowledge, incipaging professors, skilling to present ideas, buggarent and isodernship shilling of the applicant. The test and estimation rubbies appropriate to the school administration politicans must be developed by subject matrice experts are required by the HEMPERS, Subject matrice operate near to redefine on contract to the Section Section for watering states, or to the Department. Doise who have weeking knowledging of the specified complements and the section to be filled. Pointquis = x/27 \* WAyes

Where: × = Soom/ruting in uritten examination in percentage ecole 71 = Total runiber of test liense or highest possible score WA = Weight Albocation for WE

For the purpose of Infring and appointment to entery-level school pelantipal positionest. Due to Principals Test. / National positionest, the applicant's some in the Principals' Test. / National Country (Examination for School Heads (NQ-DSH) or a strifter standardised examination nationally administered to Propiet shall be the basis for exercing the component on Written Examination (10 points).

'Eniry' iemā utbod principal pastūma indizde Subvat Privalpal I (SP 1), lipusiai Buhasi Principa' I (SSP 1), in Ekstuntary, Justier Vigit Dylavd, and Sezier Figh Subvat levik, includīng Asalošant Inthosf Principal II (ASP 2).

Page 15 of 16

	CHECKLIST OF R	REQUIREMENTS		Annex C
Pos Offi Con	ne of Applicant: ition Applied For: ce of the Position Applied For: tact Number: gion:	Application Code:		
Pers	nicity: on with Disability: Yes ( ) No ( ) Parent: Yes ( ) No ( )			
		Status of Submission	the same of the sa	ification RMO/HR Office/sub-committee)
	Basic Documentary Requirement	(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	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			
	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			
	Photocopy of latest appointment Photocopy of the Performance Ratings in the last rating			
1.	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			1
1.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			
	Attested:			
	Human Resource Management Officer	·		
	OMNIBUS SWOR	N STATEMENT		
	CERTIFICATION OF AUTHENTICITY AND VERACITY			
	I hereby certify that all information above are true and correct, a submitted herewith are original and/or certified true copies there		owledge and belief, an	d the documents
	DATA PRIVACY CONSENT  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	of the Department a		
			Name and Sign	ature of Applicant
	Subscribed and sworn to before me thisday of	, year	io ana digi	
_				

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