Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

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

April 10, 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		QUALIFICAT	TION STANDAR	RDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
GUIDANCE COUNSELOR II	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)

Plantilla Item No.: OSEC-DECSB-GUIDC2-750135-2016

SG: 12

Monthly Salary: ₱ 32,245.00

No. of Vacancy/ies: 1

Place of Assignment: SENIOR HIGH SCHOOL IN DIGOS CITY

JOB SUMMARY:

- Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.

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

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

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, 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 complete performance in the current/latest position prior to the deadline of submission;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C or you may download the file on this link: (https://bit.ly/ChecklistOmnibusVer2), notarized by the authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and
- 1. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

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

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.



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

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 the Division Office-Records Section is on **April 20, 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 10, 2025-April 20, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
April 21, 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 22, 2025-May 06, 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 07, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face
May 07, 2025- May 11, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
May 13, 2025-May 14, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face



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This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired.

MELAJIE H ESTACIO, Ph.D, CESO VI Schools Division Superintendent

Depted Schools Division of Digos City
RECORDS SECTION

JATE: APR 10 2005 TIME: 1.12

OSDS/ADMIN/HR/bpp



	CHECKLIST OF R	EQUIREMENTS		
Nam	e of Applicant:	Application Code:		
	tion Applied For:			
	e of the Position Applied For:			
	tact Number:			
-	gion:			
	on with Disability: Yes () No ()			
	Parent: Yes () No ()			
		Status of		erification
	P P P	Submission		HRMO/HR Office/sub-committee)
	Basic Documentary Requirement	(To be filled-out by the applicant;	Status of Submission	Remarks
		Check if submitted)	(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		1	1
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			
h.	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			
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.	Screenshot of the automated e-mail response from the filled-up			
	DepEd Digos City Job Application Form			
	Attested:			
	Human Resource Management Officer			
	OMNIBUS SWOR	RN STATEMENT		
	CERTIFICATION OF AUTHENTICITY AND VERACITY			
	I hereby certify that all information above are true and correct, a		owledge and belief,	and the documents
	submitted herewith are original and/or certified true copies there	eoi.		
	DATA PRIVACY CONSENT			
	I hereby grant the Department of Education the right to collect a	and process my person	nal information as s	tated above, for purposes
	relevant to the recruitment, selection, and placement of personne	el of the Department a	nd for purposes of	compliance with the
	laws, rules, and regulations being implemented by the Civil Serv	rice Commission.		
			Name and S	ignature of Applicant
			manie and 3	O
	Subscribed and sworn to before me thisday of	, year		
		1		
			Person Administerir	ng Oath
		The second secon		

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO RELATED-TRACELING POSITIONS

1. The sases sment for related-traching positions shall be based on the following

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSC-
- issain price receivant to the position to be filled, exceeding the inclinium inflation or requirements as defined in the CGO-approved, Go, acquired the last promotion but within the last five (8) years; the second of the position to be filled, exceeding the minimum instances bearing to the public on the filled, exceeding the minimum instances bearing an extension as defined in the CGO-approved (Go not 1) year and to the position to be filled, and to the position of the filled, and to the position of the filled, and the promotion, the contract of the filled promotion, the contract of the filled promotion of the filled, and contract of the filled promotion.
- promotion; and Potential measured using other evaluative assessments

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

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

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theorn of Po	80 16-38 and 80-37	10	10	10	20	5	15	10	20	
into	80 94 (Chied)	10	10	10	25	10	10	10	15	186

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

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_	Years	10	~	10.	٠	bo
Experies	downwants bon- minimens Of	10 or more	6-0 Increments	6-7 focespectation	4-5 increpants	2-3 taceyout b-c
2	Distanta	10	-			**

Tacant position: Education Program Supervisor (SIAPES) = 80-82 evel and Salary Range: 90 16-23 and 50-27

Sallentinen Standerde per (GO-Gapresed, OS
Sallentinen: A Batteré à Payres et Bhandaire, or other relevant Masteré à
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Experience 12 quern de Produjet of 2 quern de Bhand Pencher et à payre en

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

Based on the minimum QS 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.

Editional Bases	Manufacture Manufa
2 years as lived treating or 2 years as lived Teacher or 2 years as lived Teacher or 2 years as lived Teacher or 2 years as lived to the lived Teacher or 2 years as lived to the lived Teacher or 2 years as lived Teacher or 2 y	Program degenerator (MAPER) Martin's Supra in Manation or other relations character Degeneration with specify one of specification
Land & Sweet on Thirty Aut	Cared SI Disabel on Thirty dust

For purposes of determining the baseline level for Education, any probasional or specialization using it fames to some other probasional or specialization using it fames to some simple of required in the CEC-approved (26 in addition to some Education degree shall be considered expriments or is Bencharch degree in Education (i.e., Education) degree just its production units in Education with appropriate major views (i.e., Education) and its probasional control approximation of the control of the c

After determining the baseline level, the KRMPGB shall compute for the increments of the spinisers with a qualification based on the unturnities of comments of the spinisers with above and the fact to be difference between the spinisers with a qualification in the spinisers of the spinisers with a qualification in the spinisers of the position to be filled.

Only qualifications that are relevant to the position to be filled and which exceed the minimum (baseline) Q8 requirements of the position shall be given corresponding points in the computation of increments.

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	Applicant's Training lead - Qil lead a bayantary

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ubrics for Computation of Points per Criterion

Rénastère, Training, and Experience (ETTS, The joints for ETT,
corresponding to be applicantly qualifications exceeding the OS, shall be computed,
using the increments Table (Table 24, 23, 2.c) and the Nabrica for Computation of
Points for ETS (Table 3). Only those qualifications that are relevant to the position to
follow shall be given points.

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		proces to codings
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For positions with multiple QS requirement for Supprison (ag. 2) were as Principal or 2 years at lead Teacher - 2 years as shear Teacher; HRAPPES shall identify the relevant experience with the highest inserenced fearers. This shall be the basis in determining the final secret of the applicant for the Superience component.

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Teader If DELYES, Fem.	Table 3.1.C. The ammagnessing least of Applicant A village-time amough other or Whole Village to And Adulter Thanker 10th proper on the ministrative in the James 4.64.
one in Comm	The act, for all immunests for applicated is in dispersion to predict all the compating to produce the primeries of the anal of free five applicancy questions found (asset 14), on the desired below
	Applicant's Training lead - Gil lead a formerant

Table 2.b. Increments Table - Training Range

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

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

(A motomylami)	Administrat Trade	Maderita (Appen) 14 August to place to, an artist to place to, an artist to place to, and and artist to place to an artist of the artist o	Street of the separate	If hade evised for on hiddeline	is distinction. Disposes the	Date 3/ Named and designation									
the Applicant	manage ga	AND STREET	(party fracts	1	ì										
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- Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.
- The following general guidelines shall be observed in jiving corresponding points to relevant Education, Training, and Experience qualifications:
- Education units ani/or degrees in multiple or different majors may be given corresponding points on a cumulative basis, provided, that the units ani/or degrees amend are relevant to the position applied for, provided further, that the subjects completed are not duplicated.
- ii. Considerat with the provisions of the CSC ORAD/RA, utils and/or a degree of Dector of Medicine from a CPER2-roogained institution may be considered maneter's units and/or degree for purposes of giving points, except for positions that involve practice of probassion overed by board sizes.

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- Ill Considerat with Legal Estamation Beard (LESS) Besolution No. 406, a.

 2019. Batchest of Less (LELS) or that Doors's (LEI) units auditdegree sorred from less exhests encogined or supervised by the LESs
 and, ills professorer regulatory agenties shall be considered as
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 positiona that involve practice of professions covered by the rutes
 agreeming the bar, anotytec to further clarificationy guidelines as may
 be instructed by the LESS.
- Relevant training hours earned from digital/virtual/cooline learning may be considered, subject to the conditions prescribed in CSC Memorantium (Christian MC), No. 3, s. 2021 [Grawni Guidelines on Digital/Orifine Learning in the Public Sector).
- Belieness cognitions gained from part-time works of at least four 19 hours per day may 16 conditional profitch, that the appropriate Certificate of Employment is submitted with details on the artisal number of thurst residence. He purposes of gloing points, the months aumber of their residence. He purposes of gloing points, the months or years of releast experience submitted shall its transmitted to the equivalent months or years of experience based on the CSC-required eight (8)-hour per day worksidey.
- in Belevani Experience gained from abroad or curside the Philippines in any be considered provided that the applicant submits a Certificat of Employment. These documentary requirements written in languages other than English or Piliptos shall be accompanied by a complete English translation.
- cable provisions under Rule VII Part 1 to IV of the CSC ORAOHRA apply in the appreciation of relevant Education, Training, and ferior qualifications and giving of points to ETF credentials.

Performance, Performancy refers to the assessment of how trails, dutties and numbilities are nerviced out or accomplished by the applicant as referenced by runner, exiting document or either means of verification. The performance rating pode in the current or performance position that is relevant to the position to the current or performance of girting points for performance. Postations with superioner requirements, Application to positions that require superioner, annual should listed performance similarly a correcting or (ii) 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:

x = Performance Botting

x = Performance Botting

is = Highest Possible PR in DapBd RPMS

is = Highest Possible PR in Performance

i(X) = Performa Pointsprejarment = x/S * WAprejarment

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Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on Qs. must school; to repetit the professional production and position of the professional consistency of the professional position. The comparation subjudiced in item (s) what lapply.

5. Outstanding Janossaphahments. Outstanding koossaphahments efter in melintrysa scanffiction of the spicious extension of the spicious extension of the spicious extension was allowered to the spicious objects of the spicious extension extension of the spicious extension extension of the spicious extension extension of the spicious extension ext

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

Table 5. Companents of Outstanding Accomplishments Congenent Polating detailed according to a state

Awards and Recognition	2 points
Research and Innovation	5 points
Subject Matter Expert / Membership in National Technical Working Groups (TWUs) or Committees	3 points
Resource Speakership / Learning Facilitation	2 points
NEAP Apprehited Learning Pacificator	2 points

The points allocation in Table 6 shall serve as the meximum or ceiling points that may be sound for each component. The points search from each component are combined to determine the treat points for Outstanding Accomplishments, but not to conced the registal allocation for Outstanding Accomplishments as stpatated in Table 1 (built System by Seabautive Assessment for Related-Teaching Positions).

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

- The details of each component of Outstanding Accomplishments, including the MOV's required and rabrics for giring points, are so follows:
- Awards and Recognition. This may refer to academic or inter-school swards, or outstanding employee awards.
- a. I. Academic or Inter-School Awards. This shall apply only to applicants with no or loss than one (1) year work experience (e.g., fresh graduates).

An official or employe who is on official leave of obserce. For rescors such as materiary leave, and so for forigin admiration principal grant or ordinary and substantial employed official serves, may be considered for promotion to such cases, a performance ratios in the sear rating period proof to the leave of obserce shall be required. However, as a mendatory regularment, the applicant shall also be required to solution a profession or may of a start from particles profession and of a start from particles profession and of a secondard or secretalities, except for promotion from that of second level entry positions where the required performance resting is as least Settleberrary (S). The performance using required for internal applicants shall be the mixing death from the Seattle-Based referenced series (SPCS) Space, p(SPCS) individual perfor Seattle-Based Internal Series (SPCS) Space polational from the applicants captrent or previous position that is relevant to the position to be filled. For external application whose performance is measured using a few (3)-level adjectivel performance setting such, the midprint value of the RNSP setting (Robe 4) equivalent to the adjectivel retiring shall be used as the applicative's performance rating (4). The Certification of Rating must be supported with the Performance Evaluation 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. a.1. Internal applicants. rassed = 4.886/8 * 20 = 17.494 RP969 Reting (feads Orienzelles) Orienzelles 1,000,1,000 Very Bucketary 5,000,1,499 Busketary 1,000,1,499 Busketary 1,000,1,499 Table 4. Midpoint Value of the RPMS Rating Midpolys Value 4.75
4.75
3.195
2.1965
1.1965
0.7495 Page 8 of 18

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

Means of verification:

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

Сеппроменя	Polstinandymu/betreberi
At least three (3) academic of inter-school awards or TOSP Award or Top 10 in Board/CS Eligibity Examination	2 points
At loast two (2) sendemic or inter-school swards	1 point

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

Means of verification:

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

	licestra from schools	itvision/Provincial/City Lovel Search	legionel Level Search or Higher	lienate from sobsels division office	agional Office Search	ational Level Search or Higher	densta from regions; office	entral Office Search	ational Level Search or Higher	Soante from central office	ocal Office Bearch	eganiastional Level Search or Higher	loants from external institution	Соверевені	
2 Points		1 point	3 points		I peint	2 points		I point	3 points		1 pelat	2 points		Polataone este Busters Jenet	

For multiple searchs received from the same search global body sately nearch condeptly that are conducted in section or progressive number, only the highest-level search shall be considered (e.g. 1982's winning conch at the dristion, regional, sational herell, Similarly, only the highest search shall be given points in cause where applicants submit multiple search from different neural dysing localies.

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Vaneré position: Relisoniton Program Speniatiot II – 80 14

Age and A Projection and Associate to the projection plan below the profession Associate Associate Association and Associate Applications with of the applicate Toron 1. - 1930 Subjects when fivery Antifebrory's epithetes to Professional Belling = 2.005 14. - 1930 Subjects when fivery Antifebrory's epithetes to Professional Belling = 2.005

8691 - 0E - 9/866'E - beren

For external applicants whose performance is measured using other numerical or edictivits single systems with scale that are part aligned with the fig. point study, sole of the 1994S, the HEMPSS shall develop a system that pursuants the performance rating to the corresponding points companishie to the easieting rubries of the RPMS.

Extranal applicant is to wasant positions with experience requirement shall submit preformance ratingly from current or previous most that is network to the position to the good from submission or performance ratingly for any reason gets a zero occur for Performance or thirder. No provip measure shall be considered in the absence of the ophicable performance rating.

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

Politificachimanos = x/100 * WAshermannel

Vacant Poelics: Ribsenthes Program Specialist II – 80 Id

Whates: r = Board Exam/CS Eligibility rating WA = Weight Albooston for Perfyrmance (20 points for SG 11:15, SG 16-93 and SG 27; 25 points for SG 24)

tive example:

- 82.76/300 * 30 - 16.86

For honor graduates covered by Presidential Decree (PD) 907 titled, Granting Caid Sarvice Englishity to College Honor Credulates, as well as the Foreign School Honor Graduate Englishity (PSSIGE) as atjusted under CSC Resolution No. 1302714, the following rubric shall apply:

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b. Research and Innovation

Means of verification:

- A. Proposal fully aggreed by the Stead of Office or the designated Research Consultate part 20 to 16 to 2017.

 R. Accomplishments Report verified by the Head of Office.

 C. Certification of utilisations of the immeration or research, within the about/office duly algoral by the Head of Office or control of endoption of the immeration or research by unother school/office duly algoral by the Head of Office or control of the Consultation of soften researchers (soften andly) research.

 F. Proof of chancing for our purplishment, is altered on payment by authorized body of the consepty of developed in the research.

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

Indipletal illustriar Expert / Hemshwerligh in Indicional TWEss or Commettees.

This shall apply to application who laws from chosen and requirent to to exceed to characteristic conjust, or other to-characteristic mortivates and expertence to develop an output, or work towards an outcome in the anticional relevil This amp Evolution but not imitted to the development and/or validation of framework, modela, politicis, and learning amentalsh. Shiption matter cognition or committening the National Wilds or Commission matth. Inverselv. The relevant to the publication of provide for in order to be given pointees.

Means of verification:

- A. Issuance or Memorandum showing the membership in NTWO or Committees;
 B. Certificate of Farticipation or Attendance; and C. Output/Adoption by the organisation/DepEd

MOVe Stubents jed ALL NOVe Only A & B

Resource Speakerehty / Learning Realitation, This shall apply to applicately who have been requested and invited to share their innowindge and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or

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

A. Insuance/Memoration/forthation/Trikining Matrix.

B. Corrillions of Recognition/Metri/Commendation/Appreciation:
and decided deck/a used and/or Session guide/a.

Rubrics:

chool/Municipality/District Syenkership	Avision Level Spesskership or lighter	Sonota from solicols	Nyladon, Provincial City Level Speakership	legional Level Speakership or Higher	longly from schools division office	legional Office Speekership	automal Level Speakership or Higher	losata from regional office	entral Office Level Speakership	attonal Level Speakership or Figure	ionata from eastral office	ocal Office Level Speakership	Rushinstidesal Level Speakership of Higher	loants from external institution
) peint	a polipte		1 point	à pointa		l point	2 roints	The state of the s	peint	2 points) point	3 points	

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

Means of verification:

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

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

1 point	Accredited Regional Trainer
	d National Tra
2 points	Accredited National Assessor
Pointsone bereit te	MOVe Bulenitted

Application of Learning and Development (LAD), Application of LAD is a proven success of the learnings gained from the framan resolves development (HEG) interventions done jearningfolly the applicant which must have led to significant positive results in their current or previous work.

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

- A Correlations of Training or Correlation on any applicable L&D intervention a sculated that is aligned with the Individual Development Film (IDF); for exercise application, a correlation Drow 1156 entiring that the L&D intervention is aligned with the core values for application in their current or previous positions acre values from pipilotes in their current or previous positions acres for the pipilotes in the current of previous positions. Acres Film (Film), the curry Acres Film (Film), by the current for the current of t
- NOVa Substituted

Only A, B, & C	40064	3 90
ob A & B	5 politie	

Petential. 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 exhalical in nature. It may be measured through any or all of the following:

Composast	Pointigs	SHAND
	80 11-18 80 14-28	80 34
Written Examinations (WE)	5 points	5 point
Skills or Work Sample Tests (S/WIN)	10 points	5 point
Behavioural Dventa interview (BEI	5 points	5 point

Written Examination refers to the strandardized commination which measures the terrorizeday, leaguage profideror, addity to present lesse, judgment and leadership ability of the applicant. The tree and evaluation thinks appropriate to the position to be filled must be developed by subject matrice approx as expected, by the MEMPES. Mobile matrix experts at expected by the MEMPES. Mobile matrix experts define to

If the intervention made by the applicant does not miet the criteria to be Relazard, then said intervention shall be considered and be given corresponding points using the rubries for Not Relavard

Applicant Corcepe is applighty for a Benter Effection. Program alpendeliket (BE-19) in Deplit Countri Office. He is convexity on Bibacetion, Program Sponisted II in SDO Queeno City appointed in Chicker 2015. For the purpose of computing his Customisting Accomplishments, ha substituted the following MOTR:

Reseasors Spenifersklyj/Learnthyj Pacifikation: Cartificate of Recognition on Reviews Species on Education Assessment in September 2018 in Deptite INCR (complete MOVe subjetted)	Envenantion or Resourchy Devillate of Recognition so Learning Pacillator on Research on Quality Assessment in select NCR Schools (complete MOVe automitted)	Outstanding Employee Award 2018 in SDO Outstanding Employee MOVs authrolised	Asserds and Recognition Outsianding Beginning Award 2015 in NCR (somplete MOVa submitted)	Outstandbig Accomplializants
1 point	5 peinta	2 point	2 points	Potess bessed on Rubric
Ondited	Owdfied	Credited	Not credited; MOV has been used in the last premation as RPS II	Remarks

6. Application of Education, Application of exhauston is the contribution naticity and applicant to other workplace as a result of their identiting from chauston despries and units control, such as but not institute to applied concepts, processes, and sixtle that are released to the position to be filled, being shall be green to an applicant two has ancoentably applied the terminap gained from said higher relucation must not deeply a central from population or desiration must have led to update the population or desiration must have led to update the population or desiration must have led to update the population or desiration must have led to update the population or desiration must have led to update the population or desiration must have led to update the population or desiration must have led to update the population or desiration must have led to update the population or desiration must have led to update the population or desiration must have led to update the population of the population or desiration and the population of the population or desiration must have led to update the population of the popu

Pealtiene staté experience requirement. Application of obtochion is the contributions state by the applicant to that workplace as a result of other included as the contribution state of the contribution despect on this workplace, such as but not limited to applied concepts, processes, and adia, that are relevant to the position to or filled.

Where: x = GWA transmuted to percentage socie WA = Wieght Alboration for Application of Education WA = Wieght Alboration for Application of Education (10 points for SO 11-15 & SO 24; 15 points for SO 16-23 & SO 27)

Politificantium of Spiroting " X/100 " Whispplication of Inducations

Pacificas with an experience regularement, Application to positions that do not requise previous work experience must saturate the URA, in the highest anxietable prate level earmed an ordernoral by "measuring of Records (Cardificate of QNA Uniformal Special Order from the Commission on Righer Education (CREV) or other certification. The HEMPERS must cherely a system that transmissed the QNA to a percentage value Computation of points for Applications of Education shall be as Silvers:

Rubries: (SG 16-23 and SG 27)

Rubrics: (SG 11-15 and SG 24)

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

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.

Subseased interpretation is charactered on the interpretation that is directly applicable to the functional until street the position applied for its indeptd, An intervention is detectibed to be applicable if it can be used in the operations of the functional until based on the other amendates in the official Deptd Office Functions or Office Orders for the creation of the functional unit.

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 = 8 core/ rating in uniters examination in percentage scale WA = Weight Albocation for WB Pointspess = x/100 * WApes

x = 85 WA = 5 Pointingsy = 88/100 * 6 = 4.25 Vacart poetfor: Braceston Program Specialist II - 80 16

Saletts or Work dismplor Peat refers to the test that may be administered to revaluate the application of skills reverse to the requirement of the periodica to be filled. The test and evaluation rubrics must be designed by subject antirer capture as requested by the HRMFSB depending on the type of skills test required by the positions to be filled.

x = Secret/ruthig in the S/WST in percentage scale
WA = Weight Allocation for S/WST
[10 points for S0 11-15, SG 16-89, SG 27; 5 points for SG 24] Pointing " x/100 * Whyant

Pointingener; = \$8/100 - 10 = \$.8

anhantement devents between gold refers to the conduct of offerst toquity with the applicant. Somiting on their display of desired behaviors's even subjected to specific sebanism or conditions in their persons and/or current workplace. Bill is beaute on the principle that past behavior periods that on the principle that past behavior periods that conduct the principle of the period on operated have been debided to be required components have been debided behaviors that are thought to the key behaviours that are thought to the required components have been debided to the required components and the best are the required to the required components the same beautiful to the required to the required components the required to the required to the required that the required to the required that the required to the required that the required to t

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atta 4 Statem = 82.74/100 * 15 = 13.4135

by the applicant. The SYAR approach draws focus on setual Situations in which the applicant exact, the Tank/s that the applicant facet, the Actions that the applicant sock, and the Besults of those actions. The BIX may be used to assess the following areas:

- Aptionic. The BES shall be used to seems the spylicant's prientful or their copicity and adulty to estimate the duties of the positions to the filled and chose higher positions that are more epitinical in nature. Characteristics or minist, it shall be used to page other relevant aspects such as the applicant's psychological and coals well-bring. Process: It shall serve as an enemue to estimate an opplicant's 400 Feb. Octor or work that may be identified by the HEMPESS.

The posture allocated for 1921 component is Spationi shall serve by the meximum or ceiling points that an only be estand by an applicant. The posture served for each area are cumulative to determine the tool points for 1921 component. The HRAPSH shall determine the appropriate areas referent to the postulot no still believe to the continuous continuo