

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-

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 SCHOOL

PRINCIPAL POSITION

Date

April 28, 2025

This Office re-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 SCHOOL PRINCIPAL I	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
	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-SP1-750204-2010

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 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



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 **May 08, 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 28, 2025-May 08, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
May 9, 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
May 13, 2025-May 26, 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 27, 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 27, 2025- May 31, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
June 02, 2025 - June 03, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face

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.

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

RECORDS SECTION

DATE: APR 2812025 TIME: 9.17

OSDS/ADMIN/HR/bpp







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

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

- Releasates units and/or degree reforms to the position to be filled executing the minimum requirements as defined in the CNS-opposed QS.

 Training fours release to the position to be filled, executing the minimum requirements as defined in the CNS-opposed QS, soughted shet the hast requirements as defined in the CNS-opposed QS, soughted shet the hast production that within this last the QS years flued, conceiling the minimum requirements as defined in the CNS-opposed QS, soughted shet the last conceiling the minimum of the position of the contract or personal year of 12 monitor personal performance in the current or personal year of 12 monitor of the position to be fined:

 Overteening decomplishments accordant and promotion:
 Application of terming and Development and position after the last promotion and searching and Development and equation dater the last promotion.
- promotion; and promotion are supported using other evaluative assessments.
- The point system for evaluative assessment is detailed in Table 1.

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

h. Potential (Wr		g. Application of	f. Application of	e. Quistanding.	d. Performance	c. Experience	b. Treining	n. Education	
	itten Koun, EEH	Learning and Development		zerte		the contract of the contract o			Critteria
	15		10		25				Breakdown of Points

Page 1 of 16

-	at dotaeenty agliess.	points vitts proints					
Educatio	etrements from stiedessm (6	O or more	o invirontests	-7 foctedants	-5 incremetats	2-3 incomments	
ā	Pelata	10	-	۵	٠	9	
Trainin	Increasests from Ininimum Q5	10 or more	8-9 increments	6.7 Incredents	4-3 lecentrists	2-3 leasessands	
•	Points	15	ce	٥		24	
Experies	Inconstants from a saludarano QN	tipoperation of the control of the c	8-9 ipprespects	6-7 ingrements	4-5 hopements	2-3 fracewords	
90	Petata	10	w	0	a.	b	

Vacant position: School Principal I (Secondary School) - SQ 19

Dadification Canadrida per CSC capacitad (3)

Education III Standard Augura Associatory Education; or Bathelin's diagram do Associatory Education; or Bathelin's delivers of influence of influence or Bathelin's Augura of influence or influence or Bathelin Standard (4)

Education Standard (4) Species or Speci

nt/Open Rouking Syntom: September 20, 2022

Based on the minimum Q8 of the position to be filled, the HRMPSB shall determine the beselue level for computing the points for ETE using the increments Table as shown in Table 2.a. 2.b, and 2.c.

AL MARKET ARRESTS SANKE A
ar teamed o meer

New purposes of determining the baseline level for Education, any professional or necolalization utalities any like required in the CGP-approved CSB in addition to non-reducation degree shall be consistented equivalent to a lanchester's degree in Education's degree pair to list missessional units in Education with appropriate major - Level 6 heard on Table 2a1, Additional potentional and specialization units in better to sem the equivalent Education degree Le. IEEEA, IEEEA, and into correspond to utalities weath the completed of the March of Segment of Segment.

After determining the baseline level, the HRM/RSB shall compute for the lacrements of the applicant's serial qualifications based on the substitted documents y requirements. Moreover, that if refer to the difference between the applicant's serial qualification (red and the corresponding need of the patient on beeffield, of yellow the substitution to be filed.

ation of Points per Critorion

Table 2.5. Increments Table - Training

nants Tuble - Enperience

Bangs
To
Lee dan A hour

Less than 64 hours Less than 77 hours Less than 90 hours

Company

Com

3. Education, Trabating, and Experience (PETS). The potent for ETS, corresponding to the applicant's qualification's exceeding the QS, shall be compared using the footners to fisher faith 2.a., Ju. 2.a.; and the Salaries for Companishes of Potents for ETS (Table 3). Only these qualifications that are relevant to the position to be fitted shall be given points.

Table 2.s. Inorsinents Table - Education

DEPLEM	A CONTRACTOR OF THE PARTY OF TH	Carrie Control
1 000	Proci	To Statement Level Edwards
*	Bassanus Conduse	Firster High Senari Lave Secretary II to 12
*	Continued States Miles Related pR to fail	Application of the force of the second present of the spiritual of the spiritual of the second of th
,	Secret Rub Select Dephase If the 12 High School Onchant post consciution Connected I serve in Colum	Constant pres of College
	Surfision 's Degree	Less there is Citally received therearth throughoughsting
*	6 Chair satted massets the semigretisal of a Rasmath Dagran	been story will also extend to account for some photoes.
•	W Chillia wathqui tumonim the compartion of a Micellath Couton	JOHN OTHER TO ADMINISTRATION TO STREET, The read placement of the
*	13 Maile survey tomores the assuperiors of a Ministry's Degree	Come of core L5 Costes married towards this consightants of 4
8	13 Outle section houghts the conglicten of a Norwell Searce	Common Charles of Charles of Common C
116	LA Dailta corrust frauty-fre (la roumpte line of L MacKo's Engosa	being these \$1 their connections of the connection of the second to the
99	28 Unite corrued trace 45 th recompled too at a Manager's Degree	Sees Chess 24 thinks contend towards the for assegnation of a
	34 Optio serned unustantia the completion of a Manincia Trapres	form then 32 Golfe monet wasers the conglicter of a Waser's Degree
2	27 Stoke carried countrie the companion of a Madeign's Sugres.	Sees Barn 10 Valle sommakins and o'd o straggle decide.
10	Jir collete interbet overledd ti'ig newegantach o'i e lifeaeten'n Zingsen	A.M. Mag 12 Perlin survey between the strychester of a Number Digme.
ě	ad Stolie numeri innavets the integlinism of a Meader's Legime	Less, Dran. 3th TripPs contents insteamin that terraphrists of a Manyer's Creates
27	In State of Carlotte Company of the Company of the Carlotte Carlot	James Marce 355 Whichs segment represents the contradiction of the Missister's Congress
ď	39 You'll warriers several a the accordinates of a Mathe 's Diagray	Jean Stan-42 Philiomappel specific Fire surphistor ethic Newton Degree
9	62 lead to outcome in majority in page to the control of the contr	Com then Christers Inalients Baguineconts caragitated transcole the omigitation of a blastoch Dager.
R	Consists devoluce allegatements consistends specific at the entry Degray	Lets that an excepted History Sugar
z	Bayer's firgin	Loss than 3 Collin conved swearfs (for completite-of a Document
×	-b Chellu media-d contact of a checological as-col-	Linest Month & Chilles research topsearch (Linescoppless to all s.
E	 Chellu rattivell signmente clicuquesyttecies; et a Shesta nate 	Less than 9 Culty exceed Proceeds Sandage effort of a Obsparent
×	P Circle everyold compattly the veryglection off it Sucremon	Comp (Barn LS Chica server) hastards the everybecter of a Description
2.9	13 Capital england community the assembly about the p. Characterists	Carse than 1.5 Cubbs assume the under this ensughe set of a Charter size
38	LA Charts exercised controveds, this opportunities, of a Dawlerson	fares them will Units rescent beautiful the energiatelyte of a
N	19 Clubs reened treated the pezglitzist of a Desgritzia	Lets than the traffic consists fewereds the completents of a Destinator
¥	3d Outly regions towards the energiption of a Directorian	Great Chain 274 Greats concrete hand to the companion of the Designation
U	\$6. Disability reservoid improved to the resemble COTA (s.f. in Devictor Color	LAB that Despite harbest backers.
36	Coppetitis Avadusaic Steepinistantia spetate (a) openicia a Dachizare	Turks, Plant, air septurbat Dicolorenty
36	Method	The party of the by a deal of the party of the ball of

Pags 2 of 16

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

For positions with multiple Q8 requirement for Experience (e.g., HT for 1 was, MT for 2 years, TC for 2 years, Tc for 2 years, Tc for 2 years, Techner for 5 years, the HBMRS shall identify the retenute experience with the shallows happened expenses the search. This shall be the basis in determining the final score of the applicant for the Experience

Creating Quadrination of Specimen A. Specimen A. School State of America Creation (Inc.) and American (Inc.) and Ameri	Computation of Incr			Managhan Quart Decision of Applicates a Marry of June 1, Discourse (BARIL)	
Pursionals para substance or families of impression of the company	enserits haved on actual Praining qualification of Applicant A :	Applicated is Black least - QUI head or Procedure's \$\frac{1}{2}\frac{1}{2} \cdot \times \text{The learning region}.	Personal de la companya del companya del companya de la companya del companya del companya de la companya de la companya de la companya de la companya del comp	The entering plant with the weak to made had gift impositionant with a finite plant plant that has followed by They White It is the manusching mode plant plant to the content of Manuschington in the bid absorbed to the constraint of Manuschington in the bid absorbed to the constraint of	

Selfe il anno	dis basser like a mala	n of the mount
Agustronia' in Thintering Senso' - Unii Annab e Presisconaret 20 - 10 n 2 d Sammunianska	The manufact of the color of the first all produces in the first of the difficulty we want to come of the first of the color of the col	to the Colophistic and the State of the State of State of the Colombia State of the State of

Takan kamangil Makangtangkan di Kanangtangkan persasa sa masi berber 16 desember 86 milat di Takan San Malatangkan di Kanangtangkan di Kanangt

Christin, Nasery Project in Assenting of Ohad Dhade expediently 1980, Brack etc., 1991, 19 24a

			acute segui, sustr	Angestonica (publificadian of Angelonica A. (Institution M. Pragas) III, DATA symmetry
Application Constituted and the book of baconing	The combine of the recent of the significant of Voltage classic great (The fives in Antal Information) of the company of the significant of the company of t	Our p Shife 3 v. On merhyamatry sunsy' dystines a "v Coversor-evidentes university on himsi Immire (20) yourself 3 ve sivy b or head 20.	In the control of products of products operations to the following of the control of the products of the control of the contro	reveneste pera estableno, a pri savelland (di repatimentale). The distribution of the

Page 3 of 16

The best of Linear FL ACT or a transporting more of gapties of a spanish supplies and transporting more of gapties of a spanish supplies and produce of the produce of the

Transfer JS (Black AL 1990) r. Presider (to IS) free September JS, 2008 to Shouth SS, 2011 or seather JS, 2012 in Superior seat is smaller.

After computing the number of increments from the minimum [baseline] (26 requirement, the corresponding prints earned by the applicant for ETE stall the determined using Table 3 (Fasheles for Computation of Frients for Bitaction, Training, and Experience).

draing the applicable rathriss for the Setrool Administration as shown in Table 3 sections of the number of transverse control by Applicant A, the computation of points for ETS is as follows:

Qualification of the Applicant & Companyon	Statemen Statione Squarement Schooling	Accordance (Section of Control of
of Points board on Sur Point is \$10,000	1	Al horsestale Read or Phile N 20 or man horsestal to price of and dy 10 Aspectal or description Aspectal Aspectal
termonal finds	Appelance	To Foremody. Nat. 19 Terrimody for HF Terrimody for HF Terrimody for HF Terrimody for HF Terrimody
Name assessment		39 pales

- 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 giving corresponding points to relevant Education, Training, and Experience qualifications:

- eation units aud/or degrees in multiple or different majors may were corresponding points on a cumulative basis, provided, the units and/or degrees exanced are relevant to the position applied provided further, that the subjects completed are not duplicated.
- Consistent with the provisions of the CSC ORACHEA, units and/or algues of Davice of Medicale from a CHETH-recognized Institution may be unsalided asserts units and/or degree for purpose of the first points, eacyl fit post
- Considered with legal Education Board (LERS freesition No. 406, s. 2019, Bachzier of Lews (LLR) or Julia Dearer (LD) unta undice.

 Agree cannot from one relocion recognizario en approvised by the LERS

 equivatura for synthetical discourse untally degree to index more an

 equivatura for synthetical discourse untally degree to index more less

 experiment disciplines for purposes of giving points, ecopy for

 positions that involve puratice of profession covered by the rules
 geovernitud the bur, subject to further clarificatory giudelines as may

 be instell by the LERS.
- Relevant training bours samed from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandium Circular (MC) No. 3, a, 2021 (Senoral Geddalines on Digital/Online Learning in the Public Sector).
- Roberent Experience galand from abound or outside the Philippites may be considered provided that the opplicare submit as Certificate of Employment. Those documentary requirements written in suspanges offer than English or Philiptes shall be incompassed by a complete English immission. Biocheant conference guined form part-time work of at least four (1) bours per day must be considered, provided, that the appropriate Certificate of Staphsyment is unlocalized with details no the extant market of those reviewed for purposes of giving points, the months to years of referent experiences quintified shall be transmissed to the quintilizate months or years of experience based on the CSC-required gibt (8)-boar per day workshap.
- Applicable provisions under Rule VIII Part I to IV of the CSC ORAOJIRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE troditatiols.
- 4. Purdirenament, Performation rotte in this satestiment of how tasks, datuk, and verybashibilisen are custred and or consistential performance performance retiring to hardward in the position of the production of the position to be finded attail to used for purposes of girting points for performance.

Table 5. Components of Outstanding Accomplishmouts

Resource Speakership / Learning Facilitation	or Committees	Netional Technical Working Groups (TWGs)	Subject Matter Expert / Memborship in	the and Impoyation	Awards and Recognition	Manodana
2 points	Section of the Particular Section Sect		3 points	4 Points	7 polata	Name of the Parish Parish Persons and Pers

The points absorbed in Table 5 shall serve as the maximum or ceiling point that ay be cered for each congeneri. The points cered from each component and multicline to describe the food points for Ostsandring Accomplishments, but not a conceed the maximum points or weight allocation for Ostsandring complishments as applicated in Table 1 (Voint System for Resilusion Assessment of School Administration (Predictors).

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

ational level individual awards acquired from a thorough eserch process and to propulsable association professional and CSC, Metrolanic, National Economic loopocent Antipotry (MEDA), Development Academy of the Philippines (DAD), CL, etc., shall be given maximum points in Outstanding Accompliatments (i.e. into).

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

Assurets and Recognition. This may refer to outstanding employee awards and for newards as trainer/rosuch.

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

a. 1. Outstanding Employee Award Means of verification:

Level	Pode/fit/deplateling Begingto Amount
Applicants from external institution	
Organisational Level Search or Higher	4 points
Local Office Search	2 potats
Applicants from control office	
National Level Search or Higher	4 points
Ceptral Office Search	2 postes
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from schools division office	
Regional Level Search or Higher	4 points
Distance (Beomissia) (City Leval Saarch	2 podnis

PointSperformance = x/8 " WAQueformance

Lineare * 4,356/5 - 25 = 21.78

Internal applicants.

The performance raiting required for internal applicants shall be the raiting derived from the Results-Based Performance Management Systems (PMS) traditional Performance Continuence, and Review (IPCR) Worm obtained from the applicant's concentration or previous job or position that is relevant to the position to be filled.

However, as a mandatory reguleration, the applicant shall also be required to salutati a performance using of at such Very Statishnooty PGB in the hard raining period prior to the date of assessment or extending shall be required, except for promotion from that to accordate level entry positions where the required performance rating is at itsest Santsfactory (S).

An official or employee who is on official learn of absence. For restors such as externity leves, used or breege subsharibly, retaining partie, or about a Streege subsharibly, retaining partie, or about CSC authorized official leaves, any be considered for promotion. In such causes, a performance unting in the last rating period point to the leave of absence shall be required.

performance rating prior to the reclassification of the position shall be intered as performance rating in the reclassified position for purposes unretion, if applicable.

For exercial applicants whose performance is measured using a five (5)-level adjectival performance using socks, the inclinant value of the RPMS rating (Table 4) equivalent to the adjectival nating shall be used as the applicant's performance using 4,7 The Carefflouic of Rating usual be supported with the Performance Swabustion Tool.

Alleants from echoosis
Division Level Search or Higher
School/Mandeijailly/Discret Level Search 2 Joints
2 Joints

Awards as Trainer/Osach. This refers to awards gained by applicants rainer/coach in any scademic or non-academic competitions/activities

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

2 points	a or Elighest Placer in the Regional Level a or Elighest Placer in the
3 points	or Highest Pincer in the National Level
Profitable patient / Description	Level

For multiple searcist received from the same search grings body and/or neural category that are conducted in active or progressive natures; only the highest-heet annual shall be considered (e.g. 189°C winning conch at the debiane, regional, includes) level, Similarly, only the highest resund shall be green points in cases where applicants submit multiple awards from different search glend bodies.

- A. Programal tilly suppressed by the firend of Office or the destignated Research Controlled per Do. 16. n. 20.17

 B. Accomplishment Report vertical by the Head of Office
 C. Certification of utilisation of the innovation or research, within the school/office daily signed by the Head of Office
 C. Certification of adoption of the Innovation or research by another school/office thip signed by the Head of Office
 D. Certification for discipling of the Innovation or research by research proof of singlation by other necessities release study/research, whether published or unpublished, is allowine supported by authorised body of the accompting is developed in the research.

Midpeint Value 4.76 3.995 2.995 1.995 0.7495

Investigation.
Behalf Testager I. 1-90: 18
Behalf Testager I. 1-90: 18
Aprillar Reprinted Being Backs in die president Joh.
Approlat Reprinted Annie Beginnement Good Being Beis Model.
Der Deprinteren Annie Beginnement Good Being Beis Model.
Performense mittig of the applicant Beings
Gill = 3755 Aufgebis mitter (Stop Stofighense) exploitant in Performense Beings - 3-995
Gill = 3755 ***** * 3.996/8 * 35 = 12.978

For external applicants shown preference is measured using other manufact, or adjected studie persons with scales that can call application with scales that can call application the the first physical esting assumed the representation in the HEMPSH shoul develop a paymen that reasonates the performance rating to the corresponding points consparable to the critical profession of the RPMS.

Estamaia inglierant/is no voucate positions with resperience requirement thail submits preferentance matingly from previous work that is relevant to the position to be filled flore-submission of performance retiringly for only reason pages a cere notes the "reformance critican," to proxy measure shall be considered in the absence of the applicable performance retiring.

5. Outstading Assessphänsents. Outstading Accomplishments refer to personal contribution of an applicant and to a lebas, internation, or alsowers benchment of the application and the state of the state of the application is sufficient on the previous faither facilities of accomplishments must been led to posible results in both workplace (through fideleys) in operation. Decreased production, improved working standards, and/or straps in permanent, benchment production, improved working standards, and/or straps in permanent permanent.

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

andiged atterir Bayer's Hemsterlig in Antional TWHs or Committees.
This held inply in application is the law control closers and treplessed to use their technical knowledge, sidilar, and experience to develop an output, or work lowards an outcome. In the sublemant level. This may finduce but must brinkled to the development and/or validation of framework, modela, policies, and learning anothers. But they controlled to the controlled and the committee study, between, by relevant to the position being applied for in order to be given pairors.

- A. lasuance/Memorandum abowing the membership in NTWG or Committees:
 B. Certificate of Participation or Attendance; and
 C. Output/Adoption by the organization/Dep84.

Reseaves (packership) / Learning Pacifitation. This shall stoply to applicable who have been required and unished to share that showledge and caperities on specific subject matter/s. This may include applicates who served as a freezing section of the share part of the characteristic position in sentiment, training programs, conference, convention, coquients, ferman, harming extroot cells (ACS) sensions, etc.

Means of verification (All listed MOVs shall be submitted):

A. Issuance/Memorandum/Instation/Traking Matrix:
 B. Cardinate of Recognition/Metil/Commendation/Appreciation
 and:
 Cardinate of Recognition/Metil/Commendation/Appreciation
 Cardinate of Recognition (Metil/Commendation)

pulicante from schools	Ancial City Level Byrokership	Regional Level Speakership or Higher 2 points	pplicants from schools division office	Regional Office Bushership	National Level Spenkership or Bighes 2 points	from regional office	Central Office Level By subspiritie	National Level S I maketabili or Military	Pullicants from centeril viller	Local Office Level [[restreate]]	Organizacional Level Synskership or Mig/er 2 Points	pull-county from enternal loadituities	The second secon
------------------------	-------------------------------	---	--	----------------------------	---	----------------------	-------------------------------------	---	---------------------------------	----------------------------------	---	--	--

Page 12 of 16

MRAP 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).

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

 8. Certificate of Recognition as Learning Facilitator issued by NEAF Central Office

Accredited Region	Accredited Nation	Accredized Nations	CONTRACTOR OF THE PARTY OF THE
oal Trainer	al Trainer	rad Assessor	
l point			this shall be a considered a

Applicand Chien is supriging for a School Principal I (202-19) widths 6500 Blogals Chip. He is normarby a Matter Teocher I in Blogais Chip School Republished in October 2012. For the purpose of competing his Curiotecoling Associationscents, he submitted for following MCN is:

entantane disease formers and	Ausardis and Bacopateons Outstanding Engolyer Avanta 301f in Bagoio National High Select no MSVs audinitias)	Winning Cleach (14 Prior Physioleternoidem) in 2016 RINN's (complete MOV» autmitted)	Whening Choick (1st Frize Segurund in 2016 Dhyben Edukangen ee Pagnapukutan Calebrative Komplete MCV's autmitted	Reseases Opensternthip/Learning Fuelifications Cartificate of Recognition as Senserus Speaker in 2018 Danish Training on Breatfacting roungster ACVs authorities of
based on Rubrio	2 počits	2 points	2 point) podest
Bernarks	Not credited due to roon-automization of required MOVs	Credited	Credited	Owdited

6. Application bet Education, Application of extraction in the contribution make they an applicant to their contribution. The contribution and extraction of the contribution units or despect, a mended "the application of education units for despect, a mended "the application of education units for despect, a mended "the application of education units for the application of education units for education to the project of the application positive resolution to the application positive resolution to the application of education of education

Fage 13 of 18

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 Writton Examination component.

Potestawn; = [166/200] * 10 = 8.25	x = 165 (Phintipal's Test numerical sovre) 71 = 200 WA = 10	Vacovit postitive: Behoof Principal I - 80 19

numerizes and appointment to higher school principal positions, the 1988 or subject matter experts as may be requested by the HMA/988 develop a written essantiantion which shall be the basis for scoring the ponent on Written Essantination (5 points).

Vocant position: School Principal II - SO 20 Pointages = \$5/200 · 5 = 4.25

As Rebenstered Reveals Absorbes (BER) refer to the conduct of direct inquiry analysis of the state of the design of a territory and (or subjected to appected situations or conditions to their personal and (or current workplaces, this is based on the principle but past between the product factor products failure predomantee. It was in the STAR approach to salidate whether the key bearsons that are thirded to the regulated componented have been certificited by the applicant. The STAR approach draws because on actual situations in which the applicate work products and the Actions and the applicate of the Actions are the applicate of the Actions are that the applicate of the Actions are that the applicate of the applicate of the Actions are the applicated that the Actions are the applicated the Actions are the actions are the applicated that the applications are the Actions are the applicated the actions are the actions ar

- Apticides. The titl shall be used to essess the applicant's precrial or their capacity and adulty to assume the duties of the position in the titled and those higher positions that are more technical to nature. Characteristics or more it is shall be used to gauge other retward aspects ruch as the applicant's psychological and social with being. Privace, It shall serve as an avenue to producte an applicant's and Organization to product on applicant's also the capacity and the production of the control for any about the capacity of the control for any about the capacity and the capacity of the capacit

The points allocated by Hill component is furnite for entry level and 10 points for higher positional think in this maximum or colling points that any be earlied by an applicant. The points owned from each area are cumulative to the state of the component in the Hills which we consider the determine the bead points for BEI component. The Hillsder shall determine the appropriate areas relevant to the position to be filled and saught points to each area not exceeding the maximum or colling points for BEI.

Page 16 of 16

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

influence tatementan is concribed on the intervention that is directly applicable to a functional unit enter the position applied for is plaged, an intervention is serificed to be applicable if it can be used to the operations of the functional unit serific numbers in the official Deplied Office Functions or Office Orders (the creation of the functional unit.)

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

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

LUOVa Ribantical Registration of State Registration LUCATON, State Registration LUCATON, State Registration LUCATON, State Registration LUCATON, State Registration Lucaton State Registration Lucaton State Registration Lucaton State Registration Lucaton Lucaton Lucaton Registration Lucaton Registration Lucaton Registration Regist

7. Application of Learning and Development (LAD): Application of LAD is a proven success of the tearnings gained from the human resource development (ERD) intervencions done clarended by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of L&D or intervention node by e applicant that is reterent and applicable to the position to be filled. The definition released intervention as stipulated in item 6 of this Order shall apply.

- in Certificate of Training or Certification in any spideoable IAD intervention assignated dust in allocal wide. In Charleton Development Flau IDFS; for contrast application, a certification from IRR satisfies that the IAD Intervention in allogard with the coore tasks of the applicant in inter-current or previous position in adult to requirest.

 B. Action Flant/Fleening Auton Flau IDFAR [Als] is Embedded to Action Flant/Fleening Auton Comparing the Intervention done/attended, duby approved by the Hoad of Office:

 C. Accomplishment Export (septime with a General Certification that the IAD Intervention was used/adopted by the office at the local level.

Page 14 of 16

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

MOVE exhanted Sevened Section of the Colombia of the Colombia Section of the Colombia Section of the Colombia Section of the Section of the Colombia S

Potential. Potential orders to the capacity and ability of an applicant to anime 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:

JO	5 points	Behavioural Sweets Interview (BEI)
is.	10 points	Written Examinations [WE]
Other I	Appointment to Entry Level School Principal positions 939 I, SSP I, ASP III	
Bepaulie	Pototse	Compensat

Written Sometheatien refers to the standardised examination which unexames the interfedice, imaging preference, soliding to present bleast, judgment and indexembly shally of the explainat. The test and conduction ruleries appropriate to the Serbol administration positions must be developed by subject contrict experts as required by the FRMVRS. Subject multi-propert select to inflict-disable internal or external to the school effects for wearing death, or to the Department. Mobile who have everlaid to-reveloped of the specific compensation securities of the transport selects. Pointages = x/TI * WAges

 κ = Store/reling in written extensionation in percentage scale TT = Total number of text items or highest possible score WA = Weight Albection for WE

"Entry veri whet privated palition todate Athori Principal ESP 1), Sendar Infeed Frincipal ESES (i to Dimensing, Joseph High School Principal ESES (i to Dimensing, Joseph School, American Detwo)

For the purpose of lixing and appointment to enter-haved school palestepal positiones. The confidencial score in the Principals 70st. / National positiones. The confidencial score in the Principals 70st. / National Countries of the School Heads (NQDSH) or a stendar standardized commission matrixably administered by Deplet shall be the heads for exciting the component on Writzen Soumhalabin (10 points).

Page 15 of 16

	CHECKLIST OF R	EOUIREMENTS		Anne
lam	e of Applicant:	Application Code:		
	tion Applied For:	Application code:		is the contents.
ffic	e of the Position Applied For:			
ont	act Number:			
	ion:			
	icity:			
	on with Disability: Yes () No () Parent: Yes () No ()			
_				
		Status of Submission		ification RMO/HR Office/sub-committee
	Basic Documentary Requirement	(To be filled-out by the	Status of	
		applicant; Check if submitted)	Submission (Check if complied)	Remarks
	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 Valid and updated PRC License/ID Photocopy of Certificate of Eligibility/Report of Rating			
4				
.	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			
	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			
1	Learning and Development reckoned from the date of last			
+	ssuance 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			
1	Attested:			
-	Human Resource Management Officer			
	OMNIBUS SWOR	N STATEMENT		
	CERTIFICATION OF AUTHENTICITY AND VERACITY			
	hereby certify that all information above are true and correct, as submitted herewith are original and/or certified true copies there:		owledge and belief, an	d the documents

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

	Name and Signature of Applicant
Subscribed and sworn to before me thisday of	, year
	Pourson Administrative Oath
	Person Administering Oath

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