



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-149

To : Assistant Schools Division Superintendent  
Division Chiefs and Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Division Teaching and Non-Teaching Personnel  
All Others Concerned

Subject : ANNOUNCEMENT OF VACANT POSITIONS FOR NON-TEACHING POSITIONS

Date : May 19, 2025

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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)</b>	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
<b>Plantilla Item No.:</b> OSEC-DECSB- ADOF2-750139-2025 OSEC-DECSB- ADOF2-750140-2025 OSEC-DECSB- ADOF2-750141-2025 OSEC-DECSB- ADOF2-750142-2025 OSEC-DECSB- ADOF2-750143-2025 OSEC-DECSB- ADOF2-750144-2025 OSEC-DECSB- ADOF2-750145-2025 OSEC-DECSB- ADOF2-750151-2025 OSEC-DECSB- ADOF2-750146-2025 OSEC-DECSB- ADOF2-750147-2025 OSEC-DECSB- ADOF2-750150-2025 OSEC-DECSB- ADOF2-750149-2025 OSEC-DECSB- ADOF2-750148-2025				
<b>SG: 11</b>				



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

**Monthly Salary:** ₱ 30,024.00

**No. of Vacancy/ies:** 13

**Place of Assignment:** ELEMENTARY EDUCATION(7)  
KAPATAGAN NATIONAL HIGH SCHOOL  
DAWIS NATIONAL HIGH SCHOOL  
IGPIT NATIONAL HIGH SCHOOL  
MATTI NATIONAL HIGH SCHOOL  
PALAN BAGOBO-TAGABAWA NATIONAL HIGH SCHOOL  
SAN ROQUE NATIONAL HIGH SCHOOL

**JOB SUMMARY:** This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.

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/omnibus2025\\_DO7](https://bit.ly/omnibus2025_DO7)), **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



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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. **Submit the soft copy of your list of trainings using this format <https://bit.ly/TrainingsFormat> and send to this email "hr.digoscity@deped.gov.ph"**
- m. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

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

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

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

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. No. 007, series of 2023** (see attached **Enclosure No. 5 to D.O. No. 007, s. 2023**). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website ([www.depeddigoscitey.org](http://www.depeddigoscitey.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 29, 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
May 19, 2025-May 29, 2025	Submission of application documents	Applicants Records Section	Face-to-Face
May 30, 2025	Forwarding the transmittal of all application documents to HRMO for pre-assessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to-Face



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June 02, 2025-June 16, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
June 17, 2025	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
June 17, 2025-June 21, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
June 23, 2025-June 24, 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.

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

*Bohol. 5/19/25*  
**CHERRIE ANNE B. BOHOL**  
Education Program Supervisor  
Officer-In-Charge



OSDS/ADMIN / HR/bpp



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## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( ) Solo

Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
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, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
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 (Annex C)			
k. Other documents as may be required for comparative assessment:			
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			
l. Submit the soft copy of your list of trainings using this format <a href="https://bit.ly/TrainingsFormat">https://bit.ly/TrainingsFormat</a> and send to this email "hr.digoscity@deped.gov.ph"			
m. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

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 this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

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



**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TEACHING POSITIONS**

1. The assessment for Non-Teaching positions shall be based on the following criteria:

- Education** units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC approved QS.
- Training** hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC approved QS, acquired after the last promotion but within the last five (5) years.
- Experience** relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC approved QS.
- Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled.
- Outstanding Accomplishments** acquired after the last promotion.
- Application of Education** acquired after the last promotion.
- Application of Learning and Development (LAD)** acquired after the last promotion; and
- Potential** measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1. Points assigned to each criterion shall vary from one salary range to another, giving priority to specific criteria that are more relevant to the position to be filled. As such, the General Services positions, higher premium is given to Potential (50 points) and Experience (30 points) than the other criteria. Similarly, Child Protection (30-34) give more focus on previous Performance (20 points), Potential (30 points), and Experience (15 points).

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

Criteria	General Services	Child Protection	Other
a. Education	5	5	10
b. Training	5	5	10
c. Experience	30	20	15
d. Performance	10	20	20
e. Outstanding Accomplishments	6	10	10
f. Application of Education	-	10	10
g. Application of LAD	-	10	10
h. Potential (Written Test, IQ Test, Strength Test)	55	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Table 2. Rubric for Computation of Points per Criterion**

3. **Education, Training, and Experience (ETE).** The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Increments Table (Table 2a, 2b, 2c) and the Rubric for Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

**Table 2a. Increments Table - Education**

Increment Level	From	Range	To
1	One Year and Nine Months	One Year and Nine Months	Two Years
2	Two Years	Two Years	Three Years
3	Three Years	Three Years	Four Years
4	Four Years	Four Years	Five Years
5	Five Years	Five Years	Six Years
6	Six Years	Six Years	Seven Years
7	Seven Years	Seven Years	Eight Years
8	Eight Years	Eight Years	Nine Years
9	Nine Years	Nine Years	Ten Years
10	Ten Years	Ten Years	Eleven Years
11	Eleven Years	Eleven Years	Twelve Years
12	Twelve Years	Twelve Years	Thirteen Years
13	Thirteen Years	Thirteen Years	Fourteen Years
14	Fourteen Years	Fourteen Years	Fifteen Years
15	Fifteen Years	Fifteen Years	Sixteen Years
16	Sixteen Years	Sixteen Years	Seventeen Years
17	Seventeen Years	Seventeen Years	Eighteen Years
18	Eighteen Years	Eighteen Years	Nineteen Years
19	Nineteen Years	Nineteen Years	Twenty Years
20	Twenty Years	Twenty Years	Twenty-One Years
21	Twenty-One Years	Twenty-One Years	Twenty-Two Years
22	Twenty-Two Years	Twenty-Two Years	Twenty-Three Years
23	Twenty-Three Years	Twenty-Three Years	Twenty-Four Years
24	Twenty-Four Years	Twenty-Four Years	Twenty-Five Years
25	Twenty-Five Years	Twenty-Five Years	Twenty-Six Years
26	Twenty-Six Years	Twenty-Six Years	Twenty-Seven Years
27	Twenty-Seven Years	Twenty-Seven Years	Twenty-Eight Years
28	Twenty-Eight Years	Twenty-Eight Years	Twenty-Nine Years
29	Twenty-Nine Years	Twenty-Nine Years	Thirty Years
30	Thirty Years	Thirty Years	Thirty-One Years
31	Thirty-One Years	Thirty-One Years	Thirty-Two Years
32	Thirty-Two Years	Thirty-Two Years	Thirty-Three Years
33	Thirty-Three Years	Thirty-Three Years	Thirty-Four Years
34	Thirty-Four Years	Thirty-Four Years	Thirty-Five Years
35	Thirty-Five Years	Thirty-Five Years	Thirty-Six Years
36	Thirty-Six Years	Thirty-Six Years	Thirty-Seven Years
37	Thirty-Seven Years	Thirty-Seven Years	Thirty-Eight Years
38	Thirty-Eight Years	Thirty-Eight Years	Thirty-Nine Years
39	Thirty-Nine Years	Thirty-Nine Years	Forty Years
40	Forty Years	Forty Years	Forty-One Years
41	Forty-One Years	Forty-One Years	Forty-Two Years
42	Forty-Two Years	Forty-Two Years	Forty-Three Years
43	Forty-Three Years	Forty-Three Years	Forty-Four Years
44	Forty-Four Years	Forty-Four Years	Forty-Five Years
45	Forty-Five Years	Forty-Five Years	Forty-Six Years
46	Forty-Six Years	Forty-Six Years	Forty-Seven Years
47	Forty-Seven Years	Forty-Seven Years	Forty-Eight Years
48	Forty-Eight Years	Forty-Eight Years	Forty-Nine Years
49	Forty-Nine Years	Forty-Nine Years	Fifty Years
50	Fifty Years	Fifty Years	Fifty-One Years
51	Fifty-One Years	Fifty-One Years	Fifty-Two Years
52	Fifty-Two Years	Fifty-Two Years	Fifty-Three Years
53	Fifty-Three Years	Fifty-Three Years	Fifty-Four Years
54	Fifty-Four Years	Fifty-Four Years	Fifty-Five Years
55	Fifty-Five Years	Fifty-Five Years	Fifty-Six Years
56	Fifty-Six Years	Fifty-Six Years	Fifty-Seven Years
57	Fifty-Seven Years	Fifty-Seven Years	Fifty-Eight Years
58	Fifty-Eight Years	Fifty-Eight Years	Fifty-Nine Years
59	Fifty-Nine Years	Fifty-Nine Years	Sixty Years
60	Sixty Years	Sixty Years	Sixty-One Years
61	Sixty-One Years	Sixty-One Years	Sixty-Two Years
62	Sixty-Two Years	Sixty-Two Years	Sixty-Three Years
63	Sixty-Three Years	Sixty-Three Years	Sixty-Four Years
64	Sixty-Four Years	Sixty-Four Years	Sixty-Five Years
65	Sixty-Five Years	Sixty-Five Years	Sixty-Six Years
66	Sixty-Six Years	Sixty-Six Years	Sixty-Seven Years
67	Sixty-Seven Years	Sixty-Seven Years	Sixty-Eight Years
68	Sixty-Eight Years	Sixty-Eight Years	Sixty-Nine Years
69	Sixty-Nine Years	Sixty-Nine Years	Seventy Years
70	Seventy Years	Seventy Years	Seventy-One Years
71	Seventy-One Years	Seventy-One Years	Seventy-Two Years
72	Seventy-Two Years	Seventy-Two Years	Seventy-Three Years
73	Seventy-Three Years	Seventy-Three Years	Seventy-Four Years
74	Seventy-Four Years	Seventy-Four Years	Seventy-Five Years
75	Seventy-Five Years	Seventy-Five Years	Seventy-Six Years
76	Seventy-Six Years	Seventy-Six Years	Seventy-Seven Years
77	Seventy-Seven Years	Seventy-Seven Years	Seventy-Eight Years
78	Seventy-Eight Years	Seventy-Eight Years	Seventy-Nine Years
79	Seventy-Nine Years	Seventy-Nine Years	Eighty Years
80	Eighty Years	Eighty Years	Eighty-One Years
81	Eighty-One Years	Eighty-One Years	Eighty-Two Years
82	Eighty-Two Years	Eighty-Two Years	Eighty-Three Years
83	Eighty-Three Years	Eighty-Three Years	Eighty-Four Years
84	Eighty-Four Years	Eighty-Four Years	Eighty-Five Years
85	Eighty-Five Years	Eighty-Five Years	Eighty-Six Years
86	Eighty-Six Years	Eighty-Six Years	Eighty-Seven Years
87	Eighty-Seven Years	Eighty-Seven Years	Eighty-Eight Years
88	Eighty-Eight Years	Eighty-Eight Years	Eighty-Nine Years
89	Eighty-Nine Years	Eighty-Nine Years	Ninety Years
90	Ninety Years	Ninety Years	Ninety-One Years
91	Ninety-One Years	Ninety-One Years	Ninety-Two Years
92	Ninety-Two Years	Ninety-Two Years	Ninety-Three Years
93	Ninety-Three Years	Ninety-Three Years	Ninety-Four Years
94	Ninety-Four Years	Ninety-Four Years	Ninety-Five Years
95	Ninety-Five Years	Ninety-Five Years	Ninety-Six Years
96	Ninety-Six Years	Ninety-Six Years	Ninety-Seven Years
97	Ninety-Seven Years	Ninety-Seven Years	Ninety-Eight Years
98	Ninety-Eight Years	Ninety-Eight Years	Ninety-Nine Years
99	Ninety-Nine Years	Ninety-Nine Years	One Hundred Years
100	One Hundred Years	One Hundred Years	One Hundred and One Years

**Table 3. Rubric for Computation of Points for Education, Training, and Experience**

Salary Range and Weight Allocation	Education	Training	Experience
<b>General Services Positions</b> Education: 5 points Training: 5 points Experience: 20 points	Incremental Level 1 to 50	Incremental Level 1 to 50	Incremental Level 1 to 50
<b>SG 1-9 (Non-General Services Positions)</b> Education: 5 points Training: 5 points Experience: 20 points	Incremental Level 1 to 50	Incremental Level 1 to 50	Incremental Level 1 to 50
<b>SG 10-22 and SG 23</b> Education: 5 points Training: 5 points Experience: 20 points	Incremental Level 1 to 50	Incremental Level 1 to 50	Incremental Level 1 to 50
<b>SG 24</b> Education: 10 points Training: 5 points Experience: 20 points	Incremental Level 1 to 50	Incremental Level 1 to 50	Incremental Level 1 to 50

Illustrative example:

Vacant position: Administrative Assistant II (Non-Teaching) - SG 10  
Level and Salary Range: SG 10-10 (Non-General Services)

Qualification Standards per CSC-approved QS:  
Education : Completion of 2 years in college  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience

The date of HIRING assessment/ Open Ranking System: October 03, 2023

**Table 2.b. Increments Table - Training**

Increment Level	From	Range	To
1	One Year and Nine Months	One Year and Nine Months	Two Years
2	Two Years	Two Years	Three Years
3	Three Years	Three Years	Four Years
4	Four Years	Four Years	Five Years
5	Five Years	Five Years	Six Years
6	Six Years	Six Years	Seven Years
7	Seven Years	Seven Years	Eight Years
8	Eight Years	Eight Years	Nine Years
9	Nine Years	Nine Years	Ten Years
10	Ten Years	Ten Years	Eleven Years
11	Eleven Years	Eleven Years	Twelve Years
12	Twelve Years	Twelve Years	Thirteen Years
13	Thirteen Years	Thirteen Years	Fourteen Years
14	Fourteen Years	Fourteen Years	Fifteen Years
15	Fifteen Years	Fifteen Years	Sixteen Years
16	Sixteen Years	Sixteen Years	Seventeen Years
17	Seventeen Years	Seventeen Years	Eighteen Years
18	Eighteen Years	Eighteen Years	Nineteen Years
19	Nineteen Years	Nineteen Years	Twenty Years
20	Twenty Years	Twenty Years	Twenty-One Years
21	Twenty-One Years	Twenty-One Years	Twenty-Two Years
22	Twenty-Two Years	Twenty-Two Years	Twenty-Three Years
23	Twenty-Three Years	Twenty-Three Years	Twenty-Four Years
24	Twenty-Four Years	Twenty-Four Years	Twenty-Five Years
25	Twenty-Five Years	Twenty-Five Years	Twenty-Six Years
26	Twenty-Six Years	Twenty-Six Years	Twenty-Seven Years
27	Twenty-Seven Years	Twenty-Seven Years	Twenty-Eight Years
28	Twenty-Eight Years	Twenty-Eight Years	Twenty-Nine Years
29	Twenty-Nine Years	Twenty-Nine Years	Thirty Years
30	Thirty Years	Thirty Years	Thirty-One Years
31	Thirty-One Years	Thirty-One Years	Thirty-Two Years
32	Thirty-Two Years	Thirty-Two Years	Thirty-Three Years
33	Thirty-Three Years	Thirty-Three Years	Thirty-Four Years
34	Thirty-Four Years	Thirty-Four Years	Thirty-Five Years
35	Thirty-Five Years	Thirty-Five Years	Thirty-Six Years
36	Thirty-Six Years	Thirty-Six Years	Thirty-Seven Years
37	Thirty-Seven Years	Thirty-Seven Years	Thirty-Eight Years
38	Thirty-Eight Years	Thirty-Eight Years	Thirty-Nine Years
39	Thirty-Nine Years	Thirty-Nine Years	Forty Years
40	Forty Years	Forty Years	Forty-One Years
41	Forty-One Years	Forty-One Years	Forty-Two Years
42	Forty-Two Years	Forty-Two Years	Forty-Three Years
43	Forty-Three Years	Forty-Three Years	Forty-Four Years
44	Forty-Four Years	Forty-Four Years	Forty-Five Years
45	Forty-Five Years	Forty-Five Years	Forty-Six Years
46	Forty-Six Years	Forty-Six Years	Forty-Seven Years
47	Forty-Seven Years	Forty-Seven Years	Forty-Eight Years
48	Forty-Eight Years	Forty-Eight Years	Forty-Nine Years
49	Forty-Nine Years	Forty-Nine Years	Fifty Years
50	Fifty Years	Fifty Years	Fifty-One Years
51	Fifty-One Years	Fifty-One Years	Fifty-Two Years
52	Fifty-Two Years	Fifty-Two Years	Fifty-Three Years
53	Fifty-Three Years	Fifty-Three Years	Fifty-Four Years
54	Fifty-Four Years	Fifty-Four Years	Fifty-Five Years
55	Fifty-Five Years	Fifty-Five Years	Fifty-Six Years
56	Fifty-Six Years	Fifty-Six Years	Fifty-Seven Years
57	Fifty-Seven Years	Fifty-Seven Years	Fifty-Eight Years
58	Fifty-Eight Years	Fifty-Eight Years	Fifty-Nine Years
59	Fifty-Nine Years	Fifty-Nine Years	Sixty Years
60	Sixty Years	Sixty Years	Sixty-One Years
61	Sixty-One Years	Sixty-One Years	Sixty-Two Years
62	Sixty-Two Years	Sixty-Two Years	Sixty-Three Years
63	Sixty-Three Years	Sixty-Three Years	Sixty-Four Years
64	Sixty-Four Years	Sixty-Four Years	Sixty-Five Years
65	Sixty-Five Years	Sixty-Five Years	Sixty-Six Years
66	Sixty-Six Years	Sixty-Six Years	Sixty-Seven Years
67	Sixty-Seven Years	Sixty-Seven Years	Sixty-Eight Years
68	Sixty-Eight Years	Sixty-Eight Years	Sixty-Nine Years
69	Sixty-Nine Years	Sixty-Nine Years	Seventy Years
70	Seventy Years	Seventy Years	Seventy-One Years
71	Seventy-One Years	Seventy-One Years	Seventy-Two Years
72	Seventy-Two Years	Seventy-Two Years	Seventy-Three Years
73	Seventy-Three Years	Seventy-Three Years	Seventy-Four Years
74	Seventy-Four Years	Seventy-Four Years	Seventy-Five Years
75	Seventy-Five Years	Seventy-Five Years	Seventy-Six Years
76	Seventy-Six Years	Seventy-Six Years	Seventy-Seven Years
77	Seventy-Seven Years	Seventy-Seven Years	Seventy-Eight Years
78	Seventy-Eight Years	Seventy-Eight Years	Seventy-Nine Years
79	Seventy-Nine Years	Seventy-Nine Years	Eighty Years
80	Eighty Years	Eighty Years	Eighty-One Years
81	Eighty-One Years	Eighty-One Years	Eighty-Two Years
82	Eighty-Two Years	Eighty-Two Years	Eighty-Three Years
83	Eighty-Three Years	Eighty-Three Years	Eighty-Four Years
84	Eighty-Four Years	Eighty-Four Years	Eighty-Five Years
85	Eighty-Five Years	Eighty-Five Years	Eighty-Six Years
86	Eighty-Six Years	Eighty-Six Years	Eighty-Seven Years
87	Eighty-Seven Years	Eighty-Seven Years	Eighty-Eight Years
88	Eighty-Eight Years	Eighty-Eight Years	Eighty-Nine Years
89	Eighty-Nine Years	Eighty-Nine Years	Ninety Years
90	Ninety Years	Ninety Years	Ninety-One Years
91	Ninety-One Years	Ninety-One Years	Ninety-Two Years
92	Ninety-Two Years	Ninety-Two Years	Ninety-Three Years
93	Ninety-Three Years	Ninety-Three Years	Ninety-Four Years
94	Ninety-Four Years	Ninety-Four Years	Ninety-Five Years
95	Ninety-Five Years	Ninety-Five Years	Ninety-Six Years
96	Ninety-Six Years	Ninety-Six Years	Ninety-Seven Years
97	Ninety-Seven Years	Ninety-Seven Years	Ninety-Eight Years
98	Ninety-Eight Years	Ninety-Eight Years	Ninety-Nine Years
99	Ninety-Nine Years	Ninety-Nine Years	One Hundred Years
100	One Hundred Years	One Hundred Years	One Hundred and One Years

a. Based on the minimum QS of the position to be filled, the HIRMPSP 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.

b. After determining the baseline level, the HIRMPSP shall compute for the increments of the applicant's actual qualifications based on the submitted documentary requirements. Applicant shall order to the difference between the applicant's actual qualification level and the corresponding level of the minimum (baseline) QS requirement of the position to be filled.

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

Illustrative example:

Computation of increments based on actual Education qualification of Applicant A:

Education Qualification of Applicant A	Corresponding Level based on Baseline QS
Completion of 2 years in college	Level 1 (Based on Table 2.a)
4 hours of relevant training	Level 1 (Based on Table 2.b)
1 year of relevant experience	Level 1 (Based on Table 2.c)

Applicant's Actual Level - QS level = Increment  
1 - 1 = 0

Computation of increments based on actual Training qualification of Applicant A:

Training Qualification of Applicant A	Corresponding Level based on Baseline QS
Completion of 2 years in college	Level 1 (Based on Table 2.a)
4 hours of relevant training	Level 1 (Based on Table 2.b)
1 year of relevant experience	Level 1 (Based on Table 2.c)

Applicant's Actual Level - QS level = Increment  
1 - 1 = 0

Computation of increments based on actual Experience qualification of Applicant A:

Experience Qualification of Applicant A	Corresponding Level based on Baseline QS
Completion of 2 years in college	Level 1 (Based on Table 2.a)
4 hours of relevant training	Level 1 (Based on Table 2.b)
1 year of relevant experience	Level 1 (Based on Table 2.c)

Applicant's Actual Level - QS level = Increment  
1 - 1 = 0

**Table 2.c. Increments Table - Experience**

Increment Level	From	Range	To
1	One Year and Nine Months	One Year and Nine Months	Two Years
2	Two Years	Two Years	Three Years
3	Three Years	Three Years	Four Years
4	Four Years	Four Years	Five Years
5	Five Years	Five Years	Six Years
6	Six Years	Six Years	Seven Years
7	Seven Years	Seven Years	Eight Years
8	Eight Years	Eight Years	Nine Years
9	Nine Years	Nine Years	Ten Years
10	Ten Years	Ten Years	Eleven Years
11	Eleven Years	Eleven Years	Twelve Years
12	Twelve Years	Twelve Years	Thirteen Years
13	Thirteen Years	Thirteen Years	Fourteen Years
14	Fourteen Years	Fourteen Years	Fifteen Years
15	Fifteen Years	Fifteen Years	Sixteen Years
16	Sixteen Years	Sixteen Years	Seventeen Years
17	Seventeen Years	Seventeen Years	Eighteen Years
18	Eighteen Years	Eighteen Years	Nineteen Years
19	Nineteen Years	Nineteen Years	Twenty Years
20	Twenty Years	Twenty Years	Twenty-One Years</



#### Illustrative examples:

Recent Position	Equivalent position
Administrative Aide II - 900	Administrative Assistant II (Shifting Office II - 900)
Other groups of positions/salary grades	Other groups of positions/salary grades
$x = 45$ , $W = 10$	$x = 45$ , $W = 10$ (Shifting salary)
$P = 82,700 + 10 = 8,270$	$P = 82,700 + 10 = 8,270$

For honor graduates covered by Presidential Decree (RD) 907-1060, Opening Civil Service Eligibility to College Honor Graduates, the following rubric shall apply:

Recent Position	Equivalent position
Summa Cum Laude	20 points
Magna Cum Laude	15 points
Cum Laude	10 points

Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on GSA must submit latest performance rating/s covering one (1) year performance in the current or previous job or position. The computation stipulated in item 4(a) shall apply.

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, innovations, or discoveries which were duly recognized by an authorized body. These must have a direct link to the BSBA of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in the workplace through efficiency in operations, increased production, improved working standards, and/or savings in government spending.

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

Table 5. Components of Outstanding Accomplishments

Component	Points/maximum achievement
Awards and Recognition	4 points
Research and Innovation	4 points
Subject Matter Expert / Membership in National Technical Working Groups (NTWG) or Committees	3 points
Awardees Sponsorship / Learning Facilitation	3 points
HRAP Accredited Learning Facilitator	3 points

The points allocated in Table 5 shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Outstanding Accomplishments, but not to exceed the weight allocated for Outstanding Accomplishments as stipulated in Table 1 (Point System for Employee Assessment for Non-Teaching Positions).

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

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, Metrobank, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd, etc., shall be given maximum points in Outstanding Accomplishments (i.e., five (5) points for General Services positions and 10 points for other groups of position/salary grade).

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

#### a. Awards and Recognition. This may refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.

a.1 **Citation or Commendation.** This shall apply only to applicants for General Services positions.

Means of verification: Letter of Citation or Commendation from previous employer.

Rubric:

Number of Citations	Points/maximum
Three (3) or more letters of citation	4 points
Two (2) letters of citation	3 points
One (1) letter of citation	2 points

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

Means of verification:

- Academic or inter-school award; or
- Top Outstanding Students of the Philippines (TUSP) Award; or
- Certification or any document that the applicants belong to the Top 10 in the field or Civil Service Eligibility Examination.

Rubric:

Number of Awards	Points/maximum achievement
At least three (3) academic or inter-school awards or TUSP Award or Top 10 in the field/CSEEE Examination	4 points
At least two (2) academic or inter-school awards	3 points
At least one (1) academic or inter-school award	2 points

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

#### Means of verification:

- Any issuance, memorandum or document showing the Criteria for the Award; and
- Certificate of Recognition/Memo.

#### Rubrics:

Level	Points/maximum achievement
Applicants from national institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from schools/division office	
City and Local Search or Higher	4 points
Division/Provincial/City Level Search	2 points
Applicants from schools	
Division Level Search or Higher	4 points
Local/Municipal/District Level Search	2 points

For multiple awards received from the same award giving body and/or award category that are conducted in series or progressive manner, only the highest award shall be considered (e.g., HRAP winning coach at the division, regional, national level). Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies.

An applicant to a General Services position who has presented Letter/s of Citation/Commendation and/or Outstanding Employee Award, shall be given points based on other Category a.1 (Citation or Commendation) or Category a.3 (Outstanding Employee Award), whichever is higher.

#### b. Research and Innovation

Means of verification:

- Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers whose study/research is derived, approved, or substantiated by the concept/s developed in the research.

#### Rubrics:

MOV's Submitted	Points/maximum achievement
A, B, C & D	4 points
A, B, C & E	4 points
Only A, B & C	3 points
Only A & B	2 points
Only A	1 point

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

c. **Subject Matter Expert / Membership in National TWG or Committee.** This shall apply to applicants who have been chosen and registered to use their technical knowledge, skills, and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework/s, media, policies, and learning materials. Subject matter expertise or membership in NTWG/s or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

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

Rubric:

MOV's Submitted	Points/maximum achievement
ALL MOV's	3 points
Only A & B	2 points

d. **Resource Sponsorship / Learning Facilitation.** This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, symposiums, congress, forums, learning action circle (LAC) sessions, etc.

Means of verification (All listed MOV's shall be submitted):

- Issuance/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/Memo/Commendation/Appreciation;
- Slide deck/s used and/or session guide/s.

Rubric:

Level	Points/maximum achievement
Applicants from national institution	
Organizational Level Search or Higher	2 points
Local Office Level Search	1 point
Applicants from central office	
National Level Search or Higher	2 points
Central Office Level Search	1 point

#### Applicants from regional office

Level	Points/maximum achievement
National Level Search or Higher	2 points
Regional Office Search or Higher	4 points
Applicants from school/division office	
Regional Level Search or Higher	4 points
Division/Provincial/City Level Search	2 points
Applicants from schools	
Division Level Search or Higher	4 points
Local/Municipal/District Level Search	2 points

e. **HRAP Accredited Learning Facilitator.** This shall apply to applicants who have been given accreditation by the National Training Academy of the Philippines (NTAP).

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NTAP Regional Office;
- Certificate of Recognition as Learning Facilitator issued by NTAP Central Office.

Rubric:

Level	Points/maximum achievement
Accredited National Trainer	2 points
Accredited Regional Trainer	1.5 points
Accredited Division Trainer	1 point

#### Illustrative example:

Applicant Apply in applying for an Administrative Assistant II (Shifting Office II) position in SDO Vigan, City, who has been promoted as Administrative Assistant I in April 2015 in the same SDO, for the purpose of computing her Outstanding Accomplishments, who submitted the following MOV's:

Outstanding Accomplishments	Points based on Rubric	MOV's
Awards and Recognition		
Outstanding Employee Award 2018 in SDO Vigan City (Employee MOV's submitted)	2 points	Not credited, MOV has been used in the last promotion on ADAS I
Outstanding Employee Award 2018 in Region I (region MOV's submitted)	4 points	Credited
Resource Sponsorship/Learning Facilitation		
Certificate of Recognition as Learning Facilitator in 2018 Annual Budget Conference in SDO Vigan City (submitted in the portfolio as MOV submitted)	1 point	Not credited due to non-submission of required MOV's
Certificate of Recognition as Learning Facilitator in 2017 Annual Budget Conference in SDO Vigan City (submitted MOV's submitted)	2 points	Credited

Applicant Apply gets four (4) points for her Outstanding Employee Award earned in 2018 and one (1) point for her Resource Sponsorship in 2017. However, area (B) or no point is given to her for her Resource Sponsorship due to non-submission of the required MOV's and under Awards and Recognition in her Outstanding Employee Award but still, since the award was earned and credited in her last promotion, Applicant Apply gets a total of five (5) points in Outstanding Accomplishments.

8. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component	Points/maximum
Written Examination (WE)	5 points
Skills or Work Sample Tests (S/WST)	0 points
Behavioral Events Interview (BEI)	5 points

In case the above measures are not applicable to applicants in General Services positions, the HRMPSB may design other evaluative assessment strategies that are appropriate and specific for them in order to assess their potential, provided that it follows the ceiling points (55 points) set in Table 1.

a. **Written Examination** refers to the standardized examination which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation rubrics appropriate to the position to be filled must be developed by subject matter experts as required by the HRMPSB. Subject matter experts refer to individuals internal or external to the office where the measure exists, or to the Department, who have working knowledge of the specific competencies required by the position to be filled.

Points/maximum	WE/APP
Where:	
$x =$ Score/rating in written examination in percentage scale	
$W =$ Weight Allocation for WE	
(10 points for Other Groups of Positions/Salary Grades)	

#### Illustrative example:

Recent position	Equivalent position
Administrative Assistant II (Shifting Office II - 800)	Other groups of positions/salary grades
$x = 85$	
$W = 3$	
$P = 85/100 \times 3 = 4.35$	

b. **Skills or Work Sample Test** refers to the test that may be administered to evaluate the application of skills relevant to the requirement of the position to be filled. The test and evaluation rubrics must be designed by subject matter experts as required by the HRMPSB depending on the type of skills test required by the position to be filled.

Points/maximum	S/WST/APP
Where:	
$x =$ Score/rating in the S/WST in percentage scale	
$W =$ Weight Allocation for S/WST	
(10 points for Other Groups of Positions/Salary Grades)	

#### Illustrative example:

Recent position	Equivalent position
Administrative Assistant II (Shifting Office II - 800)	Other groups of positions/salary grades
$x = 86$ , $W = 5$	
$P = 86/100 \times 5 = 8.6$	

c. **Behavioral Events Interview (BEI)** refers to the conduct of three inquiry with the applicant, focusing on their display of desired behaviors/s when subjected to specific situations or conditions in their previous and/or current workplace. BEI is based on the principle that past behavior predicts future performance. It uses the STAR (Situation-Task-Action-Result) approach to validate whether the key behaviors that are listed in the requirement competencies have been exhibited by the applicant. The STAR approach draws focus on actual situations in which the applicant acted, the Task/s that the applicant faced; the Actions that the applicant took; and the Results of those actions. The BEI may be used to assess the following areas:

- Applicant.** The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.
- Characteristics or traits.** It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
- Pinpoint.** It shall serve as an avenue to evaluate an applicant's Job Fit, Location Fit, and Organizational Fit.
- Other areas that may be identified by the HRMPSB.**

The points allocated for BEI component (5 points) shall be the maximum or ceiling points that may be earned by an applicant. The points earned from each area are cumulative to determine the total points for BEI component. The HRMPSB shall determine the appropriate areas relevant to the position to be filled and assign points in each area not exceeding the maximum or ceiling points for BEI.

Points/maximum achievement	WE/APP
Where:	
$x =$ WE score/rating in percentage scale	
$W =$ Weight Allocation for Application of Education	
(10 points for Other Groups of Positions/Salary Grades)	

#### Illustrative example:

Recent position	Equivalent position
Administrative Assistant II (Shifting Office II - 800)	Other groups of positions/salary grades
$x = 85$ , $W = 3$	
$P = 85/100 \times 3 = 4.35$	

7. **Application of Learning and Development (L&D).** Application of L&D is a proven strategy of the learning process from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of L&D or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention is stipulated in item 4(a) of this Guide shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the individual development plan (IDP) for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required.
- Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office.
- Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the applicant at the local level.
- Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/highest level.

Rubric:

MOV's Submitted	Points/maximum achievement
ALL MOV's	10 points
Only A, B, & C	7 points
Only A & B	3 points