

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

ANNOUNCEMENT OF VACANT POSITIONS FOR NON-TEACHING Subject:

POSITIONS

May 19, 2025 Date

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		
ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Secon d Level Eligibility		
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SG : 11	JOEC-DECOB- I	ADOF2-130	170-2020			



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), 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
- Submit the soft copy of your list of trainings using this format <u>https://bit.ly/TrainingsFormat</u> 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.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 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 preassessment 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

CHERRIE ANNE B. BOHOL
Education Program Supervisor
Officer-In-Charge

RECORDS SECTION



OSDS/ADMIN/HR/bpp



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

CHECKLIST OF REQUIREMENTS

	e of Applicant: Ap	plication Code: _		
	ion Applied For:			
	e of the Position Applied For:			
	act Number:			
	On:			
	or with Disability: Yes () No () Solo			
	nt: Yes() No()			
-	100()100()		Verifica	tion
		Status of Submission	(To be filled-out by Office/sub-cor	the HRMO/HR
	Basic Documentary Requirement	(To be filled-out by the applicant Check if submitted)	Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
).	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			
i.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
е.	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.	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 Checklist of Requirements and Omnibus Sworn Statement on the Certification on			
j.	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			
I.	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			4
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reb	Human Resource Management Officer OMNIBUS SWORN STATEMENT FICATION OF AUTHENTICITY AND VERACITY by certify that all information above are true and correct, and of my personal knowled, all and/or certified true copies thereof.		e documents subn	nitted herewith
ret	PRIVACY CONSENT by grant the Department of Education the right to collect and process my personal ment, selection, and placement of personnel of the Department and for purposes of the Civil Service Commission.			
			Name and Signatur	e of Applicant
scr	ibed and sworn to before me thisday of, year	°		
				-
		Person Adm	inistering Oath	



CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TRACKING POSITIONS

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

- erici.

 Biolosation units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QSC, devices not to the contine to the filled, exceeding the inclusion equalification requirements as defined in the CSC-approved QSC, acquired after the last promotions but within the last the (S) Syntre.

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- The point system for evaluative near-suntensia. This point system for evaluative near-suntensia deviation in 'mide' i. 'Heises poet in one' or riterian shall sery from one safety range to austhur, girling that the post of the control of the contr

Criteria	Hennisdown of Points				
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s. Education	5	5	5	10	
b. Training	. 5	. 5	10		
r. Experience	30	20	1.5	15	
d. Performance	10	20	20	20	
e. Outstaining Accomplishments	5	10	10	10	
f. Application of Education		10	10	10	
g. Application of L&D		10	10	16	
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20	
Total	100	100	100	100	

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Rubrics for Computation of Points per Criterios

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the four-monter Table (Table A., 2.h., 2.h. gad not Retinate for Computation of Points for (TE) (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.s. Increments Table - Education

Increment	Range				
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Page 2 of \$8

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Training: 10 points Reportament: 15 points	6-7 references	3	3 житикомил		67 sentence	
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-,	6-7 sacrecents	4	2 (nonesseets	2	4-5 Incresponds	à
	4-5 sporturnite	. 2	L'increment	1	2-3 increments	

Vacant position: Administrative Assistant II (Disbursing Officer II) - 80 & Level and Salary Range: SO 1-9 (Nov-Central Genices)

iffication Standards per CSC approved Q8
Schoolion : Completion of 2 years in cullege
Training : 4 hours of relevant training
Experience : 1 year of relevant experience

a. Based on the manimum QS of the position to be filled, the HEMPSB shall determine the baseline level for computing the points for ETE using the increments fable as shown in Table 2.e, 2.b, and 2.c.

Over	registrateant par CSC-appressed. Officephins Bhandards for Ell (Disbursing Officer II)	Corresponding Level based on Recommende Table
Advendure	Completion of Joseph in refiner	Level 5 Stopped on Traffic 2 or
Pediding	4 Series of referent Entitling	Speed / dispased on Trable 2 to
Carcelenas	1. paper of deliverage comprises as	1 small if discret on Table E.d.

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

Selection Societies of Applicate a	formereds from excellence for ingelling \$6 requirements only formations bible for \$65-million
Superior's degree in the struct of Special Street	Date State Sa. The corresponding lead of depolations A1 Schooline, partitions of five law report from the corresponding Feath Administration (Layer State St.
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	Applicate's freditty brief - QF Soul - Provinced 8 - 3 - 6 Secrements

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

Using the applicable rebriss for the SG 1-9 (Non-General Services) as shown in Table 3 and based on the number of decrements cornect by Applicant A, the computation of points for KTE is as follows:

	Strations of the Appli		Chargadiantian of		rentiring Martin	Tribat mandar is policy for 10th
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Endure I sign of to Deprese Admissibilities of mile sphelifies of mile sphelifies to hade admissibilities	Of four training of Schiller properties properties phonesy prise \$10,000 pt 100	Administrative Matrices (Spin Shrump J. 2011 Shrup JJ, Store	Summary State 1, 2 of 1 state	Electric de	Electronic Topic 7 in English State Topic 2 in English State	Hymni

- Meeting the minimum (conclude QS requirements for fiducation, Training and Experience shall be given zero (0) points.
- e. The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:
 - Palucation units and/or degrees in multiple or different nujers may
 be given corresponding points on a cumulative bests; provided, that
 the units and/or degrees earned are rulevant to the position applied
 for; provided farther; that the subjects completed are not duplicated.
 - Consistent with the provisions of the CSC ORACHRA, units and/or degrees of Ductor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of

- iii. Consistent with Legal Bracetion Board (LER) Resolution No. 406, s. 2019, ike-sheer of Lores (LER) or Justs Doctor (LD.) units analyze degree cannel from law abobies recognized or represented by the LER and its profescensor regulatory agencies shall be considered as equivalent to producted extensive units/degrees in other non-live scadenic disciplines for purposes of gring points, except for portions call to move preacted or preferance overcity by the case of the profession call of the profession call on the profession can be also be found by the LER.
- iv. Relevant training hours carried from digital/virtual/online learning may be ensaidered, subject to the conditions prescribed in CSC Memoranshum Circular (MC) No. 3, s. 2021 (General Oxidelines on Oxiginal/Online Learning in the Public Sector).
- Releasant experience gained from part times 100007. Releasant experience gained from part time work of oil least four (§) hours per day may be considered, provided, that the appropriate hours per contribute of fingly injuries in a solicitation of solicitation of final productions of the contributed from the contributed of the contributed of hours produced. Per perspected of solicit provides, the newthen revenue of effective adoption of hours produced to the contributed of the contri

- 4. Perferensese. Perfects encretely to the assessment of how testion, derive, responsibilities are carried out or accomplished by the explicant as enderence performance training decrement or other senses of vertication. The performance resolution of the contraction of the performance of periodical data is advicant to the position data and extreme to the position data and extreme to the position data and performance.
 - a. Positions with experience requirement. Applicants to positions that soquire experience muser extends latent partermaners retaingly receiving one (1) year performance in the current and previous job to gesition that is relevant to the gesition to be filled. Computation of points for performance.

'n	али еханрыя.		
	Vusnel Position, delenfalsiteettire didde 10 - 80 6 (Ouneral Services)	Verse's panisher Administrative Austrance II (Bhiltersing Officer II) - 50 8 (Other groups of positions, Relay Created	
	c = 4.876 Bit = 20	x = 4.256 101 = 30	
	Petertenance = 4.354/6 - 10 = 5.712	Printsprejument = 4.356/3 * 20 = 17.624	

The performance rating required for internal applicants shall be derived from the Sesulte-Based Performance Management Syst Individual Performance Commitment and Review (IRCS) For from the applicant's current or previous job or position that is the position to be filled.

personnance rating in in terms considerably (s).

An edical or employee who is on official leave of absence, for reasons such as materially leave, local or fireign aerbolarship, tracing grant; or other CGG-authorized edicial leaves, may be considered for promotion, in such cases, a performance maing in the last rating period prior to the leave of absence shall be required.

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.2. Beternal applicants

Per external applicants whose performance is measured using a five (5)-level adjective), performance rating scale, the midpoint value of the RPMS strating flable (4) equivalent to the adjectives integ shall be used as the applicant's performance rating 69. The Certificate of Rating muser be supported with the Performance Evaluation for the Certificate of Rating muser be

RPMS Rating Scale	Midpoint Value
Overtranding 4,500-5,000	4.75
Very Setial educy 3,500-4,499	5.995
Setinfastory 2,500-3,499	2.998
Unantiafactory 1,500-2,499	1.995
Plear	0.7495

Victori prepier: Administrative Assistant II (Minhumbing Officer II) - 80 S (Office program) positions/Volumy (Institut Adjustmed Forfermania Batting Drafe in the precious jube Selver Expectations, Secret Improvements on Chard Strong Tole Medial

Where: x - Reard. Exam/ CS Phythelity rating/ GWA transmuted to percentage scale WA - Weight Allocation for Performance (10 points for Constal Services; 20 points for Other Groups of Positions/ Solvey Grades)

For honor graduates covered by Presidential Decree (PD) 907 tilled, Granting Cull Service Eligibility to College Honor Graduates, the following nubric shall amply.

Honors Samed	Palata putaness
Seatmon Cram Locale	20 points
Mayon Cum Laude	19 patets
Crop Laude	19 opinta

5. Destatanding Accomplishments. Outstanding Accomplishments references contributions of an applicant, such as Jóna, Inrections, or discovers the weer chip recognised by an unbrained body. These must have a direct link: ISSNs of the applicant's current or previous position. Outstanding ISSNs of the applicant's current or previous position. Outstanding ISSNs of the applicant's current or previous position. Outstanding ISSNs of the applicant's current or previous position. Outstanding ISSNs of the applicant's current or previous position. Outstanding ISSNs of the ISSNs outstanding ISSNs outstanding

Component	Polsinguageder Accommissions
Awards and Recognition	4 points
Research and Impression	4 peints
Subject Mottes Expert / Meschardkip in National Technical Working Groups (TWGs) or Committees	3 points
Meacures Specialrobip / Learning Facilitation	2 points
WEAP Aggressed Learning Fucibility	2 points

peirsts allocusions in Tuble 5 shall serve on the maximum or ceiling peices that corroot for each component. The points entract from each component are either to determine the isonal points for furst senting accomplishments. But not not the weight allocation for Outshanding Accomplishments as stiputated in Points Survivos for Evaluation Assessments for New Teaching Postalization 1.

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

National level inflintiasi sewards acquired from a thorough search process and given by exputable search giving bodies, such as CSC, Netrobeach, National Dosmonies Development Authority (BEM), Development Anadomy of the Philippines (PAP), Depth, ex., shall be given macumum points in Oddsmiding Accomplishment of the process of the Complete Comp

The details of each component of Guzstanding Accomplishments, in MOVs required and rubrics for siving points, are as follows:

- Ascards and Recognition. This may refer to citations or commer academic or inter-school severals, or cuistanding employee awards.
 - a.1 Citation or Commendation. This shall apply only to applica General Services positions.

Means of verification: Letter of Chation or Commendation from premplayer

Number of Citations	Prints more
Three (S) or more letters of citation	4 points
Two (2) letters of citation	3 points
One (1) letter of citation	2 points

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

- Academic or inter-school award; or
 Ten Gutstauding Stadents of the Philippines (TUSP) Award; or
 Continention or any document that the applicant belongs to the
 Top 10 in the Board or Crid Service Digitality Examination.

Number of Awards	Point/(sentence/town tener sens
At least three (3) scademic or inter-school amazde or TOSP Award or Top 10 in Board/CB Eliefbüty Eastministion	4 points
At least two (2) scademic or inter-school awards	3 points
At least use (1) academic or inter-subsol award	2 points

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

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- A. Any Issuance, memonoidum or document showing the for the Search; and
 R. Certificate of Recognition/Merit.

Level	Points outsearing Sentines Asset
Applicants from external 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	
Reciemed Level Security or Higher	4 pagets.
Division/Previncial/City Level Search	2 points
Acolicusts from actionis	
Division Lord Search or Higher	4 points
School Bismickeality/District Level Search	2 points

For routliple awards received from the same several giving body and, or award cutegory that are combined in action or programme manners of division, regional, authorized by the programme counts that the division, regional, authorized level, Singularly, only the highest awards that the given points in cases where applicants submit multiple awards from different saveral giving bottes.

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 either Category a. I. (Chitation or Commendation) or Category a.3 (Outstanzing Employee Award, whichever is higher.

Means of verification:

- A. Proposal duly approved by the Head of Office or the designated Research Cosmisties per CO No. 16, a. 2017.

 A. Accamplishment Expert verified by the Head of Office A. Accamplishment Expert verified by the Head of Office C. Certification of substant or the last of the Computer Co

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350 Vs Subsultted	Print/towersteen/fewerite
A.B.C&D	4 yeelnts
A.B.C.S.E.	4 pronts
Out; A. B & C.	3 polities
Chady A fa It	2 peinte
Oeki A	1 point

Rie cullaborative research struction/innovation, the total points shall be divided by the number of authors/researchers indicated to the covariable name.

Stability districts (Expert / Benebarohile to National TWVis or Committees. This shall gaply in applicates who have been chosen and registered in one their schemial stability and experience to develop an actique, or work somethy an application in the settinual book. This way tracked but not expected to applicate the settinual book. This way tracked but not properties, and becaming sametails. Subject statuser experties or summittees the STWGs or Committees much between the settinual book of the application of the settinual books. The reference to this possible, being applied for the cells for the giften possible.

Means of vertication:

- Insurance or Memorasistum showing the months or Committee;
 Certificate of Participation or Attendance; and C. Output/Adoption by the augminization/Depth.

MOVe Submitted	Podni kaso
U2-160Va	3 points
Dudy A & B	2 points

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

Level	Perinthensess spectrostyclerring Sediment
App-libration finner vachermed bootstation	
Georgiantismed Level Syndrorably or Miglion	2 politika
Local Office Level Schedurstein	3 peles
Epplicants from outtest office	
Mutational Level Synchrosisty or Higher	2 points
Created Office Level Scandardsic	f relat
	Page 13 of 2

- mad Level Kirminemski ur Hitchen 2 I potest nus Oliker Speakerskip I. point the Steam schwerk därfelsen stillere med Level Kirminemskip er Stillere inter Errentoski (Olir Level Svenkrenklip II point ten Errentoski (Olir Level Svenkrenklip II point 2 points 1 point enskip or Higher Treschil Freshreshtp
- NEAP Accredited Learning Pactitator. This shall apply to applicants who have been given actreditation as Learning Facilitatic by the National Ritistics Academia of the Philippines (NEAP).

Means of verification:

- A. Certificate of Recognition as Learning Facilitator Issued by NEAF Regional Office
 B. Certificate of Recognition as Learning Facilitator Issued by NEAF Central Office.

Level	Pointmann broom facilities
Acceptited National Assessor	2 poiste
Accredited National Trainer	1.5 points
Acceptated Regional Trainer	1 point

atine example:

Applicant Apple to applying for an Administrative Ambientari II (Dielectring Officer II) position in 500 Vigen. Oils, like has been promoted an Administrative Amiental I in August 2015 or the acres 2001. For the projects of companies for Contamining

Outstanding Accomplishments	Points based on Rubric	Renerts
lanarills and Recognition: Outdoesting Employee Assard 2018 in SSO Vigon Objy (neuplete MOVs submitted)	3 privite	Not credited, MEA has been used in the first promotion on ADAS (
Outstanding Employer Assent 2016 in Higher I loans lots MOVs solemiting)	+ posts	Crettled
Researce Specificarthip/Learning Pedilitation. Certificate of Recognition on Learning Pedilitation 2003B Annual Budget Conference in GDO Vigan City (declared in On perfolic to MOV admitted)	I point	Mini crudited class to rate authorisator of required MOVe
Conflicts of Recognition on Learning Partitions in 2017 Annual Budget Conference in ISO Vigan OV Immilian MOVE admitted	2 point	Credited

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6. Applications of Educations. Applications of education is used from including an applicant to later workplant or an ented of their hearings from higher education and applications of their workplant or an ented of their hearings from higher education and skills that are relevant to the positions are to find their education and admit the present of the population of the propriets of the transport of the population of the propriets of the pro

Higher premium shall be given to an application of education or intervention made by the applicant that is exercise and applicable to the position to be filled.

Relensent intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is described to be applicable if it can be used in the operations of the functional unit based on its office mandates in the official Depth Office Puractions of Office offers for the creation of the functional control of the creation of the creati

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

- A. Action Plan approved by the Head of Office
 B. Accomplishment Report verified by the Head of Office
 Certification of the utilisation/adoption signed by the Head of Office

MOVe Robmitted	Politifacultoire et texatori	
	Relivement	But Relevant
LL MOVs	10 points	& polete
ledy A.A. III	7 points	3 paints
Date A	S resints	1 point

Stanton of Silvantines = x/200 * Williamston of Silv игналь. x - CSRA эприменной in personalizer acode WH - Wright Albourden, for Application of Eubertrian 120-sounts for Other Gruego: of Positions,/ Salarry Greekes,

Tinned politics: detailestate tilles dischetund II (Bitchweding Qffeer II) = 800 % filther groups of professor/Sekton Geoles)
X 4 位 位 201 - 201
Politicagetunius of the control of \$2.05(10.0 + 10 - 8.20%)

plication of Learning and Development (L&D). Application of L&O is a rees of the learnings gened from the human resource development (RRO) and development (RRO) as development between the properties of the applicant which must have ted to rightformi scills in their current or previous work.

persulum shall be given to an application of LAC or intervention made by peat that is relevant and applicable to the position to be filled. The definition of intervencion as exisulated in lines tipl of this Carlor shall apply.

- Jessen of verification:

 A Certificate of Thinning or Certification on any applicable. IAD intervention amplitude that is aligned with the Judicial Intervention amplitude that is aligned with the Judicial Intervention in Intervention Inter

MOVe Submitted	Polateur	photos d'180
	Rebresst	Hot Belowant
ALL SAUGO	BO prepara	5 points
Out A. R. b. C	T pinints	2 y-ciets
Chall C. B. Ch.	S. contebe	Eurolest.

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 followers.

Composest	Points, may
Written Enuminations (WE)	5 points
Skille or Work Serzole Tosts (5 WST)	10 collete
Bahminarol Panets Intenims (SPI)	S. codenta

(Behaviaural Benets Interview (BIR).

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

Written Doumbastion rejers to the standardized continuation which measures the knowledge, language proficency, ability to present ideas, judgment and indensities aftering the applicant. The tent and evaluation profit is a second profit of the profit of the second profit of the metric request as required by the HRMPSS. Ability metric reports as required by the HRMPSS. Ability metric reports in individuals internal or external to the office where the waxcary exists, or to the Department, who have working transition for the specific competencies required to the prefettion to be filled.

Where: z = Szene/rating in suristen economistion in persentage a WA = Weight Allocation for WE /5 points for Other Groups of Pastronal Balany Graden)

x = 85 Wa = 3		estations II (Dishurshing Officer II) - 80 8 obsess/Intery Cresinal
	v - 85 WA - 5	

Bixilis or Work Strongle Tout refers to the test that may be administrated to revaluate the application of skills relevant to the troquirement of the position to be filled. The test suit evaluation revolves areas the designed by subject master expers as requested by the HSSHTSB depending on the type of skills test required by the position to be filled.

total test testinged by our Inserver on ou server.	
Poliotajum = x/100 * WAppens	
Where: - Scorn/reting is the S/WST in percentage saule WA - Washt Albantlan for S/WST 10 points for Other Groups of Positions/Salary Orades	i

Viccost preiden:
Administrative Assistant II (Bishersing Officer II) = 80 F
(Other group of profiles of Sulary Grades)

= 46; 876 = 5 Petnteus = \$5/100 * 10 = 8.5

see mis importing the Book to describe the Conservation general, Applicable. The Dish shall be used to assess the application's pot-their emposity and ability to assessar the districts of the possible Both and these behind promittees their are profer extensional in-ternational control of the Conservation of the Conserva-tion of the Conservation of the Conservation of the Conserva-tion of the Conservation of the Conservation of the Conserva-tion of the Conservation of the Cons

The points allocated for TMA component (6 points) shall be the maximum or ceiling points that may be curred by an applicant. The points serred from each area are currentalistic to determine the total points of FME component. The HGMPRS shall determine the appropriate areas relevant to the position to be filled and assign points to each area not occarring the maximum or critical field and assign points to each area not occarring the maximum or critical field and assign the assignment of the critical field and assign the critical field and