

### Republic of the Philippines

## Department of Education

DIGOS CITY DIVISION

### Office of the Schools Division Superintendent

### **DIVISION MEMORANDUM**

OSDS-2024- 68

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

June 24, 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		QUALIF	ICATION STAN	DARDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
NURSE II	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (NURSE)

Plantilla Item No.: OSEC-DECSB-NURS2-750114-2021

**SG**: 16

Monthly Salary: ₱43,560.00 No. of Vacancy/ies: 1

**Place of Assignment**: SCHOOL GOVERNANCE AND OPERATIONS DIVISION (HNU) **JOB SUMMARY**: Assist the Medical Officer in the implementation of Health and

Nutrition Programs and Projects of the SDO.



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

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

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC – 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
  - 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: <a href="https://bit.ly/DepEdDCApply">https://bit.ly/DepEdDCApply</a>.



# 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 **July 04, 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
June 24, 2025- July 04, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
July 07, 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
July 08, 225- July 22, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to- Face
July 23, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face



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July 23, 2025-July 27, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
July 28, 2025- July 29, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

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

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

RECORDS SECTION

OSDS/ADMIN/HR/bpp



### CHECKLIST OF REQUIREMENTS

ce	on Applied For:			
	of the Position Applied For:			
itta	ct Number:			
	on:			
nic	ity:			
rso	n with Disability: Yes ( ) No ( ) Solo			
ren	t: Yes() No()			
	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant	Verificat (To be filled-out by t Office/sub-con Status of	he HRMO/HR
	Letter of intent addressed to the Head of Office, or to the highest human resource	Check if submitted)	Submission (Check if complied)	Remarks
a.	officer designated by the Head of Office  Duly accomplished Personal Data Sheet (PDS)			
0.	(CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
	Photocopy of valid and updated PRC License/ID, if applicable			
l.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
	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			
Į.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
1.	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			
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est	Human Resource Management Officer			
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i

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

units and/or degree relevant to the position to be filled, the minimum qualification requirements as defined in the CSC-

instagal locurs relevant to the position to be filled, exceeding the minimum instagal locurs relevant to the position to be filled, exceeding the minimum relevant promotion but within the last fee (9) years we greatest relevant to the positions to be filled, exceeding the minimum releases relevant to the positions to be filled, exceeding the minimum but and an attention of the filled promotions of the filled promotions but of an attention of profession to the current or previous plot or position or writt to the position to be filled; the filled promotions, the filled profession would be filled; the filled profession of blanch the originated filled the last primitions; the filled profession of blanch to originate of the filled profession (1,000) and the filled profession of blanch to originate of the filled profession (1,000) acquired after the last sense of the contract of the filled profession of the filled

a.2. The point system for evaluative absensment is detailed in Table 1. Points assigned to each editorion shall way from one salary range to amother, giving primition to specific enriche that are not between to the position to be Bland. As such, its cleared devices positions to be Bland. As such, its cleared devices positions, higher permittin is given to returned \$50 points and Depresses £20 points if that the other entires. Seminor, that positions [62-44] give more focus on previous Performance (20 points), Potential [22 points], and Depresses [23 points].

able 1. Point System for Evaluative Assessment: Fon-Teaching Positions

		P	à.	b	ō	P	100	*	F	
Carrona		Education	Training	Euperionico	Pedormance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential (Written Test, BEL, Work Sample Test)	Total
	General	D#	VI	20	10	(A	,		59	100
Breaknows	a F			20	20	10	10	10	20	100
BEARING 30	80 10-22 484 80-07	u	10	10	20	10	10	10	20	100
	echied 145 St	10	Ġ,	15	20	10	10	10	20	100

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

		Training: 5 paints  Experience: 15 paints	Education: 10 points					Dignerienos: 15 points	RG 10-22 and RG 27					Training: 5 poents Reportamen: 26 points	Education: 5 Juditis					Training: 5 points Experience: 20 points	Casecal Bergines Positions Rduosition: 5 points			Weight Allesetten
4.0	5-7 burnments	8 incomments	S increments	IO or same	Street, QS	Printfactors, 6-5	Incresses to	inceptate	monthson, 6-8	10 or store	Design QS	spriametron C-1	d-5	barrenests	bracements bracements	transministra	Sees Q4	1 increment	2 Lacontumote	3 increments	4 Individuality	Sur stress	from Q#	Edwartion
ю			m	20	Peters	-	H	*	a	u	7 dista		ы		-	60	Polate		w	9	+	ce	Palet	tion
Literate Principal	2 incoments	S increments	4 increments	& increaserin	from Q0	1 increment	Z jagennenes	3 investments	4 інстивної з	S OF MARK	from Q8	1 increment	2 interstanta	3 increments	4 increments	frequencies by	been go	1 increment	Tinorements	3 instruments	4 increments	S OF MARKE	ferm Q8	Training
	N	w	٠		Palets	ы	٠			10	Podats		u			91	Polata	-	N			on	Pejets	Į
2	4-5 iturements	6-7 socrements	lastroscurs (astroscurs	Special an OT	from Q8	CCF CO-S	increments.	iorrements	leccuration 0.0	increasion to	Sees Q6	increments increments	4-S	6-7 incomments	Sydney rang	interpretation of the	from Qti	increments	incentarists	6-7 tonomoute	B-0 increments	10 or more	been Q0	Experience
u	0	*	E	13	Yeleta			10	H	15	Petats			12	16	20	Points	٠		2	ī	8	Potets	9000

Vacunt position: Administrative Assistant II (Disbursing Officer II) = 80 8 Level and Salary Range: 80 1-9 (Non-General Services)

Vication Standards per CSC-approved QS
Education : Completion of 2 years in ollege
Patining : A hours of relevant training
Experience : I year of relevant apperlence

October 03, 2022

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ents Table - Training

3. Bitmacetton, Tendania, and Elispathiano (ETT), The joint for ETT, corresponding to the optication of qualification exceeding the QS, shall be computed using the betweenth This (Flobe 2.a., 2.b., 2.q. and the Richitect for Computation of Perims for ETT (Flabe 3), Copy to the Computation of Perims for ETT (Flabe 3), Copy to these qualifications that are relevant to the position to felloci shall be given points.

Table 2.a. Increasents Table - Edwostion

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	Consulate Discount on home and	control of the Principle Control of the Particular of the Control	Lass then Caroliers Acadeses Reptiminates	of a Discharge	from their St Conductors in the constitution of	Less than 23 Units carned bowards the conglectes	of a Daugeride	Last than to their award through the constitute	have little 12 thatte obeyed towards the exceptation	of a County of the only of the company of a County of the company of the County of the	n implement	and their bridge proper through the constitution of	Labo Deen & Duda extind screpade the exaptorize	Load then 3 Usure clarged reproducts the orgunicities of 6 Overlands	Total or annual continues on two same	I might the countries of a Manter's Degree	Same their Chalphere Assebbles Requirements complien	of a Marter's Dagree	of a Mauric's Linguist	Term than M Bulin our real began the flor completion	Liden Black Oil Dealth earthood (health) the complication.		Cost ribin 20 Units savied tunarids the second-state	Leas than 30 Units extend beleath the coupletion	Justo Votto, 28º Uprito curve/d totownia ziba ocongéntico. ef o Minerario Degres	2,00	Mastr's Depe	Lean illast 21 tilgtes edition interest to the completion	Large things JR Visits specied between the everywhelms.	Lees 1960, 10 Outre satisfies treated the orregistrosc of a Misser's Digres	of a Matter County County Co constant of the County County	OSERIC CADONA DA	Party (Creat & Capital Colonial in the Capital Colonial C	Law than 6 Union second interesh the completion	Light Guan & Swithslight Drights but posity town 2	Law than if years of Callings	became regularized teases potentiation fit on 103	Justine High Hubbert Level Enformation (E on 10)	Elecutribaly Local Biberorius	To	

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d. Besed on the submum QS of the position to be filled, the HRMF9B shall determine the baseline level for comparing the points for ETE taking the facetenents Table as shown in Table 2.a. 2.b, and 2.c.

À9	regularenant per CIIC approved alfheetion Standards for B II (Okdowelog Officer II)	Corresponding Lone I hased on Iterasponia Typile
- Septon	Completion of 2 petro in college	Lepud 5 (Present on Patte 2 of
Rese	of Jensey of Advented frameway	The state of the s
		Annual I fadinish our deficies if the

After determining the baseline ireed, the IRM/RFB shall compair for the increments of the applicant's actual qualification is added on the minimized documentary requirements, increment shall neit to the difference between the applicant's actual gualification is read and the corresponding level of the minimum (naseline) QS requirement of the position to be filed.

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

Provinces Prior Admission for handling (B. regularisants saling December Fields So (Ritoration)

alfleation of Applicant A

If hospitalistical and the first of viction is for the control of	Penhag Quefferdis d  Remands pen misseum for humal diffrage to somewhat is notice to somewhat to somew	Computation of furnments bowel on actual Prairing qualification of App	Applicate(Y) Bilos Sasal - QB isyal = Susses \$1 - \$ = 6 increments	H under elevant for a:  "Ille material of instrumed for deplicate for Education parties of the Management of Management of the State of the Management of th	Starfester's degree in Esting State 2 on the corresponding bard of Applicate A's bible esting application becoming Administration. On sealer cannot for a beam're improve to Public Administration in as Large 11.
(from hadged personnellas sand to strassibused relaceur to the touchtigs are lapschedists of masks at the compact artes of the linear flows that dealer of	d (d) requirements (freights) und/h am employs after for fine tire date of Mindrick Arrangestia	qualification of App	d - houseast	on grandflusters absolute at lighter the applicant's	olderating that Lane 11.

The manth or of thereseemed, for Applicant A in Brodicking quantifications about an programmed by endowedding the restoration Cell head (plane) is joined the dyphiline pacifications involved by an above stand finding. Applicant's Prairies level - Qli feed - Jacoused
- P - J = 6 incrementals

Applicant's Train	to 15 parts of parts of control of the control of t	Advantation Ada V  particular district projectes  Chemical district projectes  Chemical district projectes  Chemical district projectes  Chemical district projectes  Advantation of district projects  Advantatio	Administrative Associated Cody States expensions replyand free January A. 9019-W. (Sw. computables of Association provided code of free dry of america.
ning Irsel - Q6 level + Increment - 3 * 6 Ingresseds	gyddiote A'r Bugwiniaet godffforfens stod fe enimon (yf ared Gared if Jone Sta apption'r) efumotise tefny	ndheats expended (statos) 3, 385 his present St, 2003) is 3 years and 9 neaths. (Thing Balls hydhout 6's Expensess (substation (r years sold hydhout 6's Expensess (substation (r years sold	to the prompter to be place should be consisting to Bellevier of experience should be netherwell from the

After computing the number of increments from the minimum (baseline) QS requirement, the corresponding points surped by the applicant for ETE shall be determined using Table Splatnics for Camputation of Paints for Reducation, Training, and Experiences.

Thoughter applicable rateriar for the 60 t-9 Mex-Canarai Sarvices is a shown in Table 3 and based on the number of increments carned by Applicant A, the computation of boots for 575 to as follows:

Salaratian Tradaily		-	Park Same	1.7
Subdates Agent of Forest steels Accordantian	b increments  These to Nobi J.  S or new transports  S palation  S palation  S palation  S palation  S palation  Plant particular is  particu	S numerous  Buard on Table A  for every  handware of fill  'Topphore A  named by  Anne (Primard  taken)  'Upphore A  named by  'Topphore A  named by  named	P provincials  Brand on Fields Y.  4.2 Entermonets *  F painting  For of Bit  *quillent of Bit  *quill	
		Companies of American American Statement American Statement American Statement American Statement American Statement American Statement	Companion of heat has been been been been been been been bee	A Private Sanaria in Per Private Sanaria in Per Private Sanaria in Perivate Sanaria in

d. 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:

 Etheration units and/or degrees in multiple or different majors may
be given corresponding points on a cumulative basis; provided, that
the units and/or degree sented our referent to the position applied
for; provided further; that the subjects completed are not duplicated. . Consistent with the provisions of the CSC OBAOHRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of

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- (III) Compaires with Legal Education Board (LES) Resolution No. 406, s. to Compaire with Legal and Leve (LLE) to which broom (LE) that the said/or degree cannot from the sex-boat in compaired or suppossible of the LES and to professional sex-boat in compaired as the compaired as the professional and document services and the trace-but contained in professional and document services (Legal and the Technology States) and the Technology States (Legal and Legal and
- Relevant usiding bours earned from digital/virtual/caline learning may be considered, analysts to the considered prescribed in GSC Memorandum Circular pAC) so, a, c, 2021 (General Guidelines on Etyntal/Online Learning in the Public Sector).
- Relevant appetituze glande from part-turie work of at least four 4) bourn yer day mug he considered products, that the appropriate Certificate of Euploprease is anomaloral with details on the scraul number of bourn rendered. Her purposes of gliving points, the souths a number of bourn rendered, the purposes of gliving points, the souths or years of reference squarined shall be transmissed to be quiralled; months or several or operations based on the CSC enquired eight (8)-hour per day workstay.
- Belierest Experience gained from abroad or untide the Philippines may be considered previoed that the applicant submits a Certificiaty of Tamphometr. Those documentary requirements written in Languages other than English or Flipton shall be accompanied by a complete English transitation.
- Applicable provisions under Rule VIII Part I to IV of the CSC ORAOIEA shall apply in the appreciation of relevant Education. Training, and Experience qualifications and giving of points to ETE credentists.
- 4. Purdiremanna. Invitriminar retirs to the assessment of time that, pitches, and responsibilities are carried out or accomplished by the proplema is a reformed by performance rating document or other means of verification. The performance stating obtained to the current or provision, below position that is theirest to the position to the statement of the position to the statement.
- Pastitos sidh experience repidrement, Applicants to positions that require experience must autual states performance unting/a covering one (1) year performance in the current and previous job or positions that it retexant to the position to be filled. Computation of paints the performance shall be as follows:

Viscont Passition
Administrative data EE - 800 8
(Disseased Servicing)

x = 80 75 (0164)

90 + 10 Printsynamer = 82.75/200 \* 20 = 16.55

For honor graduates covered by Presidential Decree (PD) 907 titled, Ornoting Civil Service Eligibility to College Honor Gradualies, the following rubric shall apply.

Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on Q6, must submit-latest performance in the ritingly control on (1) were performance in the current or performance in the current or persons job or position. The computation subputation in tem-4(q) shall apply.

5. Opstandány Accomplichtments. Octubachíny Accomplishments refer to northcolous confrictions of an epiglician; such said since inmeritors, or discoveries which were duly recognised by an authorized body. These must have a direct link to the Rights of the applicant's current or provious position. Octubaching accomplishments must have led to positive results in half-workplace through efficiency to operation, increased production, improved working standards, and/or serings in poverments appositing.

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

# Table 5. Components of Outstanding Accomplishments

Component	Polisitionissador Armentichments
wards and Recognition	4 points
lesearch and hinovation	4 points
hibject Matter Expert / Membership in fational Technical Working Groups (TWGs) or Committees	3 points
Resource Speakership / Learning Facilitation	2 points

The points allocation in Table 8 shall serve us the maximum or criting points that may be extend for each component are made and points acting from each component are unswinder to determine the field points for Outsandisting Accomplainments, but not to control the weight allocation for Outsanding Accomplainments as significant or control from Systems for Polishaling Accomplainments as significant Table (Fertial Systems for Polishaline).

x - Parformance Busing
x - Parformance Busing
With September Possable PR in Dayaful 1874/89
S - Righted Rossables for Parformance
With - Righted Albandes for Parformance
(10 points in General Strakes) 20 points (in Other Greupe of Positions) Status; Polisteringermana = x/5 + WAgerfermenos

Table 4. Midpoint Vaine of the RPMS Rating 88 Rating Scale Midpoint Vaine Outstanding 4.75

a. I. Internal applicants
The performance missing relatively for internal applicants shall be the miling derived from the principle of the performance description of the derived from the missistic flusted certain facilities and performance description of the missistic flusted certain facilities and performance of the perform

However, as a simulationy requirement, the applicant shall also be required to unlock a performance rating present just to the fact for performance present of the start Very destination presenting, except for promotion from differ to second local entry positions where the couple of performance rating is at Seat attachment (Si.

An official or endplaye with the not defined lover of abusiness, for resents such as amountary lower, look or foreign architecture of abusiness, the presentation of the control of the promotion. In such cases, a performance study in this last rating period price to the lowe of abusence shall be required.

Extranal lapificant is to visuant positions with reportence requirement shall assimit performance results is from court or professor work that is derived to the position to be filled. How, automission of performance similar is for any reason gets a new accept for Professor criterion. No prong measure shall be considered in the abjector of the applicable performance inting.

For external applicatio whose performance is necessario using other numerical or adjected within power sets to each of success of dispose with the limit (b) spoint rating each of the predict, the PREFES statil develop with the interest of the performance rating to the corresponding points comparable to the casting to the corresponding points comparable to the casting to the corresponding points of the prediction.

Adaption (Proposator Bines Stelle in Playments plat Stable Englandson (Stable Beginnerina): Good, Stang Bilds Madd Professioner other of the application (Straig Stable Stable): A Stable of the Stable of Straig Stable in Stable of Stable

- 3.995/5 - 30 - 18.98

Positions selfs no appriente requirement. Applicants to position that to an organic priesture reperture most stabilit it is bosed extramibles or one organic priesture straight reperture and service positions fical do and large trajecture producement, the cherical Weighter Average (1994) at the large trajecture great was elevated analy be required. The ISBATSON must be highest excluding great west elevated with the required. The ISBATSON must be decelled a superium that transmitter the UNIX to a processing sealor. Computations of positive for performance shall be as follower.

PointSpecturesand = x/100 \* WAperbreasand

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

For external applicates witous performance is necessared using a few (3)-level adjectival performance rating scale, the misponst value of the RPHG rating (Rube +) quisimates to the adjectival rating shall be used as be-applicately performance rating (4). The Certificate of found, must be applicately with the Performance Evaluation 70 as.

For multiple swards received from the same sward giving body and/or award uniquely that are conducted in action or progresses manners, only the highest-level sward shall be considered by a 198°C winstay conclus to deviator, regional, national level, Smilarly, only the highest-sward shall be given points in cases where applicants sationit multiple swards for different sward giving bodies.

An applicant to a General Services position who has presented Letter/s of Clintint/Commendation and/or Cunstanding Employee Jasent, shall be given points based on or ther Caragory a. [Clintin or Commendation) or Category a.3 [Cunstanding Employee Award), whichever is higher.

Means of verification:

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

National level individual sensuta scapitred from a through search process and given by repurable sensut gloring barders, north as DCS, Marrisanik, National Roscomisk Ceretoparent Anthority RELDA, Drevioparent Anademy of the Philippines (DAF), Dapida, etc., shall be given musiciams postula in Octavianing Accomplishmental (i.e., fire (s) points for General Services positions and 10 points for other groups of position) salesy gradely. Only those outstanding accomplishments acquired or earned after the last onnotion shall be considered eligible to be given points.

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

a. I. Citazion or Commendation. This shall apply only to applicants for General Services positions. Awards and Recognition. This may refer to chattens or commendations academic or inter-school awards, or outstanding employee awards.

Means of verification: Letter of Citation or Commendation from previous enaployer

Research and Innovation

Minute of the Manager of Agency A.

At least three (D seadons or Line - school at 4 point in search or PSP) Amend or Psy 10 in Board (- PSP) Amend or Transport (- PSP) Amend (- PSP) A

9.2. Academic or horr-School Auserda. This shall apply only to applicants with no or less than one (1) year work expectance (e.g., fireth grathates). The Schwidg MOVs and ribries shall be used in determining points for Awards and Recognition.

A. Academic or inter-echool award; or D. Teo Qualitating Students of the Philippines (TOSE) Award; or C. Certification or any document that the applicant belongs to the Top 10 in the Sward or Civil Service Eligibility Examination.

Rember of Citations
There (3) or more letters of citation
Two (2) letters of citation
One (1) letter of citation

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

A Proposal duly approved by the Head of Office or the designated Research Committee per 100 No. 16, a 2017 of Othe R. Research Committee per 100 No. 16, a 2017 of Othe Confliction of Unitary to the Internation of Confliction of Unitary Section Internation of Confliction of Unitary Section Internation on \*research, within the school/office duly signed by the Head of Other Confliction of subposing of the Internation on \*research by another school/office duly signed by the Head of Other Research in the Section of the Concepts of the Concep

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

gived attente Supere / Manaharehigh in Instituant Tirika ar Commentense ubulan 1997 in supplimatur who have been commentend to use to exclusion instructions; abilita, and experience to oberdap in a output, or a feet kromeria an outcome in the entirous lavere. This many architect bott not cet on the chevologistant analytic validations of financieratir, modela, "socia, and ben'ethoritent models," subject materies reporties or remotencially in 101 agr Committees moust, inserent, he referent to the position being test are moter in to dispera platina.

Issuance or Memorandum showing the membraship in NTWO or Committee;
 Continuities;
 Corrictate of Parkinpation or Attendance; and C. Output/Adoption by the organization/Depitd.

MOV's Submitted Points, sees
ALL MOV's 3 points
Only A & B 2 points

mere dipositerable / Learning Musilitation. This shall supply to leants who have been exquested and intend to share their knowledge captuine on specific subject matter/s. This may include applement serred as a Resource Spanker, Resource Parson, Thinker, and/or halp Buillanter in seatmann, traiting programs, conferences, metido, congress, ideams, harding about calls (IAC) seatons, etc.

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

A. lasuance/Memorandum/Invitation/Training Matrix;
B. Certificate of Recognition/Mcrit/Commendation/Appreciation;
C. Slide deck/s used and/or Session guide/s.

Lowel

Applicants from external landination

Organizational Lovel Rendernite or History

Local Office Irred Rendernite

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National Lovel Rendernite

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PointSquartnesses of Schooling = X/100 \* WApagehouston of Schoolburg

Yusani positine Adhelestrothe Aselstant II (Diebursing Officer II) – 80 f (Other program) positions/Salary Chades) \*\* 4' Adventised \*\* \$12.75/100 \* 10 \* 8.275

Application of Learning and Development (LAD). Application of LAD is a naccess of the banning gained from the internal resource development (1912) entities also show that show that does planted by the applicant which must have led to significant ve results in their current or previous work.

ligher premium aball to given to an application of L&D or intervention made by applicant that is relevant and applicable to the position to be filled. The definition absent intervention as attpulsaced in here (squ) of this Order shall apply.

- A Certificate of Training of Certification on any applicable (AD intervention expected that is aligned with the Individual Dreedsparter Has 109); the external application, a certification from 184 studied that the AD intervention is aligned with the too trainer of the AD intervention of the Intervention (Intervention of the AD intervention of the Intervention of the
- coet tasks of the applicant in their current or previous position shall be required:

  1. Action Fland/Re-curry Action Flan (REAF)/Job Entocdded Learning (AEA)/AU Entocdded Learning (AEA) Unitervention obour/Attended, AUN approved by the Head of C. Office;

  1. Accomplishment Report together with a Cercenal Certification that the AEA betweendow was used/adopted by the office as the accomplishment Report together with a Certenal Certification to the Head in Intervention was used/acquired by a different to differ at the AEA intervention was used/acquired by a different to differ at the AEA intervention was used/acquired to the AEA intervention was used to the AEA intervention was u

Bettle or Work Benglie Taut reten to the test that now be administered to evaluate the application of able revenue to the requirement of the position to be filled. The test and evaluation robins must be designed by subject matter copiers as required by the HRMPSH depending on the type of abilits test required by the positions to be filled.

r = Score/ resting in the S/WST in percentage ecide WA = Weight Aflocation for S/WST 10 paints for Other Groups of Positions/Salary Grades;

Pointages = x/100 \* WAgerest

Manifesting an Olf	Beloveat .	
ALL MOVE TAN		6
Only A. B. A.C	7 paists	3 pak
Only A & D	8 yearne	I point

spipicant to their warquees as a result of established is ble constitution made or dispret; a strend, such as tut not limited to applied concepts, processes, is fall that are relevant, to the position to the filled, betalt shall be given to be tunt who has noncessfully applied the instrings gained from said higher tion untils or degree; a center. The supplication of establishes must have led to have publisher results in the applicant's current to previous work.

NEAP Accessified Learning Fucilitator. This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Palippines (NEAP).

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

Balanast Intercention is described as the intervenible that is directly applied for its described an applied for its locked. An incrementar is described in its applied for its locked. An incrementar in the applied if it is need in the operations of the functional statistical on the differ anadotes to the offset in Leptid Office Paristins or Office Orders for the creation of the Auctional unit.

gher premium shall be given to an application of education or forversion made by the applicant that is relevant and applicable to the sixton to be filled. diffesse selfs experience regularement. Application of columnion is the territorionismon trade by the application of the workprise no a result of the transplant made by the supplication of the workprise no a result of the transplant in their ectooration degrees or units surred, such as but not itself to applied concepts, processes, and abilits that are relevant to the attent to the fillow.

If the intervention made by the applicant them not meet the criteria to be Redevent, then soid intervention shall be considered and be given corresponding prints using the relative for Not Redevant.

A. Action Plan approved by the Head of Office B. Accomplishment Report wrifted by the Head of Office C. Certification of the utilisation/adoption algred by the Head of Office

Averedited National Austraner
Accredited National Austraner
Accredited National Tenhan
Accredited Regional Tenhan
Accredited Regional Tenhan
To Johns
1.5 points

Segalizant Apple is applyjaty for in Administrativa Ansievert II (Disbareshij Officer II) positien in SIDO Vijana CII), Biller has leves primorbel da Administrativa Astricaio I in taggius 2015 in the sames SIDO. The Vir propose of computing her Chartenating documpiliahments, whe authorities the following MOYs:

Outstanding Accomplishments	Amarzis and Receptations Castanading Emplayer Assard 2018 is 800 Vigan City (complete MOVs authorited)	Outstandiby Employee Award 2016 in Majster I costolets MDV a submitted.	Rewriere Aposkerskip/Learskip Bridfilation; Certificate of Recognition as Learning Paulistion is 2018 Annual Buriget (Captensus & NEDO Yigon City (declared in the portificio; no MDV autimitatel)	Certificate of Recognition as Learning Psuillister in 2017 Aurusel Budger Conference in SCO Vigun
Patents Based on Rubrio	2 poèste	4 patrick	ğ	2 point
Barnarka	Not credited; MOV has been used in the lock promudien as ADAS I	Credited	Mir coedlant due to serv-outentation of required MOVs	Credited

whiteen = 85/100 \* 10 = 8.5

The points allocated for BSI component (5 points) shall be the maximum or colling points that may be extend by an applicant. The point component of two each; the second control of the points of the component to determine the points points for BSI component (FRMPSS) and determine the appropriate areas relevant to the position to be tilted and assign points to each area not executing the maximum or celling points for BSI.

Présatial. Potential refers to the capacity and ability of an applicant to sume the duties and responsibilitées of the position to be filled, and those higher violitant hat are more exchincial in nature. It may be measured through any or all the following:

Subsessional Basesta Besteránes (BBB) eclera to the conduct of client linguity with the applicant, describing on their diapped of derinds bankwarfs with analysized the specific situations or conditions in their previous and/or current swelphases. BBI is based on the principle four is past be bankwarfs or professionare. It uses the STAR (Bittation-Platic-Action-Bestalid) approach to validate whether the law polessionary that are listed to the required competencies here been outlined by the applicant. The STAR approach draws focus on actual Bistations in which the pulpicant sector for Parkley from an applicance found; the Parkley four that of the applicant oncies and the Bestalid of these focus on the BBI can by exact to a section.

Applands The filt shall be used to search the applicant's perietial or their capacity and ability to assume the shallow of the position to be the filter appears and ability to assume the shallow of the position to the filled and those injustic positions that are some reclambal in mature.

L. Donosteristics or make, it shall be used to gauge other referents appears such as the applicant's perpendiguid and social well-being, appears such as the severe as an enterest to evolution an applicant's also the pre-Location Pt., and Organizational Pt. D.

The Charles means the many by indefinition by the HEMPINE.

x \* 3core/rating in unities examination in percentage scale WA \* Weight Alboation for WE | Spoints for Other Circups of Positional/Salary Grades)

Pointages = x/100 \* WA;nes

tiens Rosseladen refers to the stratutistics examination which haures the knowledge, language profilerory, ability to present idea, peners and leadership ability of the applicant. The test and revaluation to appropriate to the profileror loss filled must be developed by subject, are experts as requested by the HeMESI. Subject matter experts are visuals internal or contrarial to the office refers to the waversy cettin, or to Uppertituent, with have working knowledge of the specific competitudes uterl by the position to be IRM.

Verant position:
Administrative Assetstant II (Disburning Officer II) – 84 8
(Other groups of positions/Salary Chadled

mintspra = 85/100 · 5 = 4.25

Postitions with no apportunal requirements, hyplication to positions that the require parties were experience usual status title ONL in the 'subject measurement's provided programs and status title ONL in the 'subject measurement's provided by 'Thronerpie, of Recently, Certificates of Willy, Implement, Special, Order from the Commission on Higher Education (SHTL), or other certifications. The IEGMERS metal develop a system that it measurement to the other certifications. The IEGMERS metal develop a system that it measurement is a strong or other than the commission of Education and Toke and Solitons.