



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 243

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 : August 01, 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
ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)	Bachelor's degree relevant to the job	8 hour of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADOF5-750012-2014 SG: 18 Monthly Salary: ₱51,304.00 No. of Vacancy/ies: 1 Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT JOB SUMMARY: <ul style="list-style-type: none">To provide management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective utilization of financial resources of the division.				



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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility
<p>Plantilla Item No.: OSEC-DECSB-ADOF4-750095-2014</p> <p>SG: 15</p> <p>Monthly Salary: ₱40,208.00</p> <p>No. of Vacancy/ies: 1</p> <p>Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT</p> <p>JOB SUMMARY:</p> <ul style="list-style-type: none"> • To provide technical services to the management and staff of the SDO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and, • Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space. 				

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:

- Letter of intent addressed to the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of valid and updated PRC License/ID;
- Photocopy of Certificate of Eligibility/Rating;
- Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- Photocopy of Certificate/s of Training;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
- Photocopy of latest appointment;
- Photocopy of the Performance Rating in the last rating period(s) covering **one (1) year complete performance** in the current/latest position prior to the deadline of submission;
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data



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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
- l. **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 see Facebook page post to access the application link.

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 **August 11, 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
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August 01, 2025- August 11, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
August 12, 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
August 13, 2025- August 28, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to- Face
August 29, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face
August 29, 2025- September 02, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
September 03, 2025- September 04, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face

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

Widest dissemination of this Memorandum is earnestly desired.


MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: AUG 01 2025 TIME: 1:42p
BY: [Signature]

OSDS/ADMIN/HR/bpp



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

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

- Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Q8.
- Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Q8, acquired after the last promotion but within the last five (5) years.
- Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Q8.
- 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 acquired after the last promotion.
- Potential measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1.

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

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, DBI)	15
Total	100

Guidelines for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the Q8, shall be computed using the increments Table (Table 2.a, 2.b, 2.c) 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 2.a. Increments Table - Education

Incremental Level	From	Range	To
1	Less than 10 years	10 to 19 years	20 to 29 years
2	30 to 39 years	40 to 49 years	50 to 59 years
3	60 to 69 years	70 to 79 years	80 to 89 years
4	90 to 99 years	100 to 109 years	110 to 119 years
5	120 to 129 years	130 to 139 years	140 to 149 years
6	150 to 159 years	160 to 169 years	170 to 179 years
7	180 to 189 years	190 to 199 years	200 to 209 years
8	210 to 219 years	220 to 229 years	230 to 239 years
9	240 to 249 years	250 to 259 years	260 to 269 years
10	270 to 279 years	280 to 289 years	290 to 299 years
11	300 to 309 years	310 to 319 years	320 to 329 years
12	330 to 339 years	340 to 349 years	350 to 359 years
13	360 to 369 years	370 to 379 years	380 to 389 years
14	390 to 399 years	400 to 409 years	410 to 419 years
15	420 to 429 years	430 to 439 years	440 to 449 years
16	450 to 459 years	460 to 469 years	470 to 479 years
17	480 to 489 years	490 to 499 years	500 to 509 years
18	510 to 519 years	520 to 529 years	530 to 539 years
19	540 to 549 years	550 to 559 years	560 to 569 years
20	570 to 579 years	580 to 589 years	590 to 599 years
21	600 to 609 years	610 to 619 years	620 to 629 years
22	630 to 639 years	640 to 649 years	650 to 659 years
23	660 to 669 years	670 to 679 years	680 to 689 years
24	690 to 699 years	700 to 709 years	710 to 719 years
25	720 to 729 years	730 to 739 years	740 to 749 years
26	750 to 759 years	760 to 769 years	770 to 779 years
27	780 to 789 years	790 to 799 years	800 to 809 years
28	810 to 819 years	820 to 829 years	830 to 839 years
29	840 to 849 years	850 to 859 years	860 to 869 years
30	870 to 879 years	880 to 889 years	890 to 899 years
31	900 to 909 years	910 to 919 years	920 to 929 years
32	930 to 939 years	940 to 949 years	950 to 959 years
33	960 to 969 years	970 to 979 years	980 to 989 years
34	990 to 999 years	1000 to 1009 years	1010 to 1019 years
35	1020 to 1029 years	1030 to 1039 years	1040 to 1049 years
36	1050 to 1059 years	1060 to 1069 years	1070 to 1079 years
37	1080 to 1089 years	1090 to 1099 years	1100 to 1109 years
38	1110 to 1119 years	1120 to 1129 years	1130 to 1139 years
39	1140 to 1149 years	1150 to 1159 years	1160 to 1169 years
40	1170 to 1179 years	1180 to 1189 years	1190 to 1199 years
41	1200 to 1209 years	1210 to 1219 years	1220 to 1229 years
42	1230 to 1239 years	1240 to 1249 years	1250 to 1259 years
43	1260 to 1269 years	1270 to 1279 years	1280 to 1289 years
44	1290 to 1299 years	1300 to 1309 years	1310 to 1319 years
45	1320 to 1329 years	1330 to 1339 years	1340 to 1349 years
46	1350 to 1359 years	1360 to 1369 years	1370 to 1379 years
47	1380 to 1389 years	1390 to 1399 years	1400 to 1409 years
48	1410 to 1419 years	1420 to 1429 years	1430 to 1439 years
49	1440 to 1449 years	1450 to 1459 years	1460 to 1469 years
50	1470 to 1479 years	1480 to 1489 years	1490 to 1499 years
51	1500 to 1509 years	1510 to 1519 years	1520 to 1529 years
52	1530 to 1539 years	1540 to 1549 years	1550 to 1559 years
53	1560 to 1569 years	1570 to 1579 years	1580 to 1589 years
54	1590 to 1599 years	1600 to 1609 years	1610 to 1619 years
55	1620 to 1629 years	1630 to 1639 years	1640 to 1649 years
56	1650 to 1659 years	1660 to 1669 years	1670 to 1679 years
57	1680 to 1689 years	1690 to 1699 years	1700 to 1709 years
58	1710 to 1719 years	1720 to 1729 years	1730 to 1739 years
59	1740 to 1749 years	1750 to 1759 years	1760 to 1769 years
60	1770 to 1779 years	1780 to 1789 years	1790 to 1799 years
61	1800 to 1809 years	1810 to 1819 years	1820 to 1829 years
62	1830 to 1839 years	1840 to 1849 years	1850 to 1859 years
63	1860 to 1869 years	1870 to 1879 years	1880 to 1889 years
64	1890 to 1899 years	1900 to 1909 years	1910 to 1919 years
65	1920 to 1929 years	1930 to 1939 years	1940 to 1949 years
66	1950 to 1959 years	1960 to 1969 years	1970 to 1979 years
67	1980 to 1989 years	1990 to 1999 years	2000 to 2009 years
68	2010 to 2019 years	2020 to 2029 years	2030 to 2039 years
69	2040 to 2049 years	2050 to 2059 years	2060 to 2069 years
70	2070 to 2079 years	2080 to 2089 years	2090 to 2099 years
71	2100 to 2109 years	2110 to 2119 years	2120 to 2129 years
72	2130 to 2139 years	2140 to 2149 years	2150 to 2159 years
73	2160 to 2169 years	2170 to 2179 years	2180 to 2189 years
74	2190 to 2199 years	2200 to 2209 years	2210 to 2219 years
75	2220 to 2229 years	2230 to 2239 years	2240 to 2249 years
76	2250 to 2259 years	2260 to 2269 years	2270 to 2279 years
77	2280 to 2289 years	2290 to 2299 years	2300 to 2309 years
78	2310 to 2319 years	2320 to 2329 years	2330 to 2339 years
79	2340 to 2349 years	2350 to 2359 years	2360 to 2369 years
80	2370 to 2379 years	2380 to 2389 years	2390 to 2399 years
81	2400 to 2409 years	2410 to 2419 years	2420 to 2429 years
82	2430 to 2439 years	2440 to 2449 years	2450 to 2459 years
83	2460 to 2469 years	2470 to 2479 years	2480 to 2489 years
84	2490 to 2499 years	2500 to 2509 years	2510 to 2519 years
85	2520 to 2529 years	2530 to 2539 years	2540 to 2549 years
86	2550 to 2559 years	2560 to 2569 years	2570 to 2579 years
87	2580 to 2589 years	2590 to 2599 years	2600 to 2609 years
88	2610 to 2619 years	2620 to 2629 years	2630 to 2639 years
89	2640 to 2649 years	2650 to 2659 years	2660 to 2669 years
90	2670 to 2679 years	2680 to 2689 years	2690 to 2699 years
91	2700 to 2709 years	2710 to 2719 years	2720 to 2729 years
92	2730 to 2739 years	2740 to 2749 years	2750 to 2759 years
93	2760 to 2769 years	2770 to 2779 years	2780 to 2789 years
94	2790 to 2799 years	2800 to 2809 years	2810 to 2819 years
95	2820 to 2829 years	2830 to 2839 years	2840 to 2849 years
96	2850 to 2859 years	2860 to 2869 years	2870 to 2879 years
97	2880 to 2889 years	2890 to 2899 years	2900 to 2909 years
98	2910 to 2919 years	2920 to 2929 years	2930 to 2939 years
99	2940 to 2949 years	2950 to 2959 years	2960 to 2969 years
100	2970 to 2979 years	2980 to 2989 years	2990 to 2999 years
101	3000 to 3009 years	3010 to 3019 years	3020 to 3029 years
102	3030 to 3039 years	3040 to 3049 years	3050 to 3059 years
103	3060 to 3069 years	3070 to 3079 years	3080 to 3089 years
104	3090 to 3099 years	3100 to 3109 years	3110 to 3119 years
105	3120 to 3129 years	3130 to 3139 years	3140 to 3149 years
106	3150 to 3159 years	3160 to 3169 years	3170 to 3179 years
107	3180 to 3189 years	3190 to 3199 years	3200 to 3209 years
108	3210 to 3219 years	3220 to 3229 years	3230 to 3239 years
109	3240 to 3249 years	3250 to 3259 years	3260 to 3269 years
110	3270 to 3279 years	3280 to 3289 years	3290 to 3299 years
111	3300 to 3309 years	3310 to 3319 years	3320 to 3329 years
112	3330 to 3339 years	3340 to 3349 years	3350 to 3359 years
113	3360 to 3369 years	3370 to 3379 years	3380 to 3389 years
114	3390 to 3399 years	3400 to 3409 years	3410 to 3419 years
115	3420 to 3429 years	3430 to 3439 years	3440 to 3449 years
116	3450 to 3459 years	3460 to 3469 years	3470 to 3479 years
117	3480 to 3489 years	3490 to 3499 years	3500 to 3509 years
118	3510 to 3519 years	3520 to 3529 years	3530 to 3539 years
119	3540 to 3549 years	3550 to 3559 years	3560 to 3569 years
120	3570 to 3579 years	3580 to 3589 years	3590 to 3599 years
121	3600 to 3609 years	3610 to 3619 years	3620 to 3629 years
122	3630 to 3639 years	3640 to 3649 years	3650 to 3659 years
123	3660 to 3669 years	3670 to 3679 years	3680 to 3689 years
124	3690 to 3699 years	3700 to 3709 years	3710 to 3719 years
125	3720 to 3729 years	3730 to 3739 years	3740 to 3749 years
126	3750 to 3759 years	3760 to 3769 years	3770 to 3779 years
127	3780 to 3789 years	3790 to 3799 years	3800 to 3809 years
128	3810 to 3819 years	3820 to 3829 years	3830 to 3839 years
129	3840 to 3849 years	3850 to 3859 years	3860 to 3869 years
130	3870 to 3879 years	3880 to 3889 years	3890 to 3899 years
131	3900 to 3909 years	3910 to 3919 years	3920 to 3929 years
132	3930 to 3939 years	3940 to 3949 years	3950 to 3959 years
133	3960 to 3969 years	3970 to 3979 years	3980 to 3989 years
134	3990 to 3999 years	4000 to 4009 years	4010 to 4019 years
135	4020 to 4029 years	4030 to 4039 years	4040 to 4049 years
136	4050 to 4059 years	4060 to 4069 years	4070 to 4079 years
137	4080 to 4089 years	4090 to 4099 years	4100 to 4109 years
138	4110 to 4119 years	4120 to 4129 years	4130 to 4139 years
139	4140 to 4149 years	4150 to 4159 years	4160 to 4169 years
140	4170 to 4179 years	4180 to 4189 years	4190 to 4199 years
141	4200 to 4209 years	4210 to 4219 years	4220 to 4229 years
142	4230 to 4239 years	4240 to 4249 years	4250 to 4259 years
143	4260 to 4269 years	4270 to 4279 years	4280 to 4289 years
144	4290 to 4299 years	4300 to 4309 years	4310 to 4319 years
145	4320 to 4329 years	4330 to 4339 years	4340 to 4349 years
146	4350 to 4359 years	4360 to 4369 years	4370 to 4379 years
147	4380 to 4389 years	4390 to 4399 years	4400 to 4409 years
148	4410 to 4419 years	4420 to 4429 years	4430 to 4439 years
149	4440 to 4449 years	4450 to 4459 years	4460 to 4469 years
150	4470 to 4479 years	4480 to 4489 years	4490 to 4499 years
151	4500 to 4509 years	4510 to 4519 years	4520 to 4529 years
152	4530 to 4539 years	4540 to 4549 years	4550 to 4559 years
153	4560 to 4569 years	4570 to 4579 years	4580 to 4589 years
154	4590 to 4599 years	4600 to 4609 years	4610 to 4619 years
155	4620 to 4629 years	4630 to 4639 years	4640 to 4649 years
156	4650 to 4659 years	4660 to 4669 years	4670 to 4679 years
157	4680 to 4689 years	4690 to 4699 years	4700 to 4709 years
158	4710 to 4719 years	4720 to 4729 years	4730 to 4739 years
159	4740 to 4749 years	4750 to 4759 years	4760 to 4769 years
160	4770 to 4779 years	4780 to 4789 years	4790 to 4799 years
161	4800 to 4809 years	4810 to 4819 years	4820 to 4829 years
162	4830 to 4839 years	4840 to 4849 years	4850 to 4859 years
163	4860 to 4869 years	4870 to 4879 years	4880 to 4889 years
164	4890 to 4899 years	4900 to 4909 years	4910 to 4919 years
165	4920 to 4929 years	4930 to 4939 years	4940 to 4949 years
166	4950 to 4959 years	4960 to 4969 years	4970 to 4979 years
167	4980 to 4989 years	4990 to 4999 years	5000 to 5009 years
168	5010 to 5019 years	5020 to 5029 years	5030 to 5039 years
169	5040 to 5049 years	5050 to 5059 years	5060 to 5069 years
170	5070 to 5079 years	5080 to 5089 years	5090 to 5099 years
171	5100 to 5109 years	5110 to 5119 years	5120 to 5129 years
172	5130 to 5139 years	5140 to 5149 years	5150 to 5159 years
173	5160 to 5169 years	5170 to 5179 years	5180 to 5189 years
174	5190 to 5199 years	5200 to 5209 years	5210 to 5219 years
175	5220 to 5229 years	5230 to 5239 years	5240 to 5249 years
176	5250 to 5259 years	5260 to 5269 years	5270 to 5279 years
177	5280 to 5289 years	5290 to 5299 years	5300 to 5309 years
178	5310 to 5319 years	5320 to 5329 years	5330 to 5339 years
179	5340 to 5349 years	5350 to 5359 years	5360 to 5369 years
180	5370 to 5379 years	5380 to 5389 years	5390 to 5399 years
181	5400 to 5409 years	5410 to 5419 years	5420 to 5429 years
182	5430 to 5439 years	5440 to 5449 years	5450 to 5459 years
183	5460 to 5469 years	5470 to 5479 years	5480 to 5489 years
184	5490 to 5499 years	5500 to 5509 years	5510 to 5519 years
185	5520 to 5529 years	5530 to 5539 years	5540 to 5549 years
186	5550 to 5559 years	5560 to 5569 years	5570 to 5579 years
187	5580 to 5589 years	5590 to 5599 years	5600 to 5609 years
188	5610 to 5619 years	5620 to 5629 years	5630 to 5639 years
189	5640 to 5649 years	5650 to 5659 years	5660 to 5669 years
190	5670 to 5679 years	5680 to 5689 years	5690 to 5699 years
191	5700 to 5709 years	5710 to 5719 years	5720 to 5729 years
192	5730 to 5739 years	5740 to 5749 years	5750 to 5759 years
193	5760 to 5769 years	5770 to 5779 years	5780 to 5789 years
194	5790 to 5799 years	5800 to 5809 years	5810 to 5819 years
195	5820 to 5829 years	5830 to 5839 years	5840 to 5849 years
196	5850 to 5859 years	5860 to 5869 years	5870 to 5879 years
197	5880 to 5889 years	5890 to 5899 years	5900 to 5909 years
198	5910 to 5919 years	5920 to 5929 years	5930 to 5939 years
199	5940 to 5949 years	5950 to 5959 years	5960 to 5969 years
200	5970 to 5979 years	5980 to 5989 years	5990 to 5999 years
201	6000 to 6009 years	6010 to 6019 years	6020 to 6029 years
202	6030 to 6039 years	6040 to 6049 years	6050 to 6059 years
203	6060 to 6069 years	6070 to 6079 years	6080 to 6089 years
204	6090 to 6099 years	6100 to 6109 years	6110 to 6119 years
205	6120 to 6129 years	6130 to 6139 years	6140 to 6149 years
206	6150 to 6159 years	6160 to 6169 years	6170 to 6179 years
207	6180 to 6189 years	6190 to 6199 years	6200 to 6209 years
208	6210 to 6219 years	6220 to 6229 years	6230 to 6239 years
209	6240 to 6249 years	6250 to 6259 years	6260 to 6269 years
210	6270 to 6279 years	6280 to 6289 years	6290 to 6299 years
211	6300 to 6309 years	6310 to 6319 years	6320 to 6329 years
212	6330 to 6339		

Table 5. Components of Outstanding Accomplishments

Component	Points/Outstanding Accomplishments
Awards and Recognition	7 points
Research and Innovation	4 points
Subject Matter Expert / Membership in National Technical Working Groups (NTWGs) or Committees	3 points
Resource Specializing / Learning Facilitation	2 points
NSAP Accredited Learning Facilitator	2 points

The points allocation 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 maximum points or weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Evaluative Assessment for School Administration 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, Meritbank, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd, etc., shall be given maximum points in Outstanding Accomplishments (i.e. 10 points).

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 outstanding employee awards and/or awards as trainer/coach.

a.1. Outstanding Employee Award

Means of verification:

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

Rubrics:

Level	Points/Outstanding Accomplishments
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 school division office	
Regional Level Search or Higher	4 points
Division/Provincial/City Level Search	2 points

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

Means of verification:

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

Rubrics:

Level	Points/Outstanding Accomplishments
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant Chao is applying for a School Principal (D-16) within SDO Baguio City. He is currently a Master Teacher (a Baguio City National High School) appointed in October 2012. For the purpose of computing his Outstanding Accomplishments, he submitted the following MOVs:

Outstanding Accomplishments	Points based on Rubric	Overall Evaluation
Awards and Recognition Outstanding Employee Award 2017 in Baguio National High School (per MOVs submitted)	2 points	Not credited due to non-submission of required MOVs
Writing Coach (1st Prize Participation) in 2015 NSAP Incomplete MOVs submitted	2 points	Credited
Writing Coach (1st Prize Awarding) in 2016 Division Education and Population Collaboration (complete MOVs submitted)	1 point	Credited
Resource Specializing/Learning Facilitation Certificate of Recognition as Resource Speaker in 2014 Division Training on Declassification (complete MOVs submitted)	1 point	Credited

Applicant Chao gets three (3) points for his Awards on Trainer/Coach earned in 2015 and 2016, and one (1) point for his Resource Specializing in 2014. However, item (2) or no point is given in under Outstanding Employee Award due to non-submission of the required MOVs. Chao gets a total of five (5) points in Outstanding Accomplishments.

6. Application of Education. Application of education is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, principles, and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learnings gained from said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.

Illustrative example:

Recent position: School Principal I - SD 19
$x = 165$ (Principal's Test numerical score)
$T = 200$
$WA = 10$
$Points_{edu} = (165/200) \times 10 = 8.25$

For promotion and appointment to higher school principal positions, the HRMPSB or subject matter experts as may be requested by the HRMPSB shall develop a written examination which shall be the basis for scoring the component on Written Examination (5 points).

Illustrative example:

Recent position: School Principal II - SD 20
$x = 85$ (score from the SDO-developed written exam)
$T = 100$
$WA = 5$
$Points_{edu} = 85/100 \times 5 = 4.25$

a. Behavioral/Random Interview (BRI) refers to the conduct of direct inquiry with the applicants, focusing on their display of desired behavior/s when

Applicants from schools	
Division Level Search or Higher	4 points
School, Municipality, District Level Search	2 points

a.2. Awards as Trainer/Coach. This refers to awards gained by applicants as trainer/coach in any academic or non-academic competitions/activities.

Means of verification:

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

Rubrics:

Level	Points/Outstanding Accomplishments
Champion or Highest Placer in the National Level	3 points
Champion or Highest Placer in the Regional Level	2 points
Champion or Highest Placer in the Division/Provincial Level	1 point

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-level award shall be considered (e.g. NSP 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.

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, whether published or unpublished, is likewise approved by authorized body of the company/s developed in the research.

Rubrics:

MOV's Submitted	Points/Outstanding Accomplishments
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

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

c. Subject Matter Expert / Membership in National TWGs or Committees. This shall apply to applicants who have been chosen and requested 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 frameworks, models, policies, and learning materials. Subject matter expertise or membership in NTWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

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

Rubrics:

MOV's Submitted	Points/Outstanding Accomplishments
ALL MOVs	3 points
Only A & B	2 points

d. Resource Specializing / 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, convention, congress, forums, learning action cells (LAC) sessions, etc.

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

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

Rubrics:

Level	Points/Outstanding Accomplishments
Applicants from external institution	
Organizational Level Search or Higher	2 points
Local Office Level Search	1 point
Applicants from central office	
National Level Search or Higher	3 points
Central Office Level Search	1 point
Applicants from regional office	
National Level Search or Higher	2 points
Regional Office Search	1 point
Applicants from school division office	
Division Level Search or Higher	2 points
Division/Provincial/City Level Search	1 point
Applicants from schools	
Division Level Search or Higher	2 points
School, Municipality, District Search	1 point

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

Relevant 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 mandate in the official Designated Office Functions or Office Orders for the creation of the functional unit.

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

Means of verification:

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the utilization/adoption signed by the Head of Office

Rubrics:

MOV's Submitted	Points/Outstanding Accomplishments
ALL MOVs	10 points
Only A & B	7 points
Only A	5 points

7. Application of Learning and Development (L&D). Application of L&D is a proven means of the learnings gained 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 as stipulated in item 6 of this Order 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 office at the local level.

$$Points_{edu} = x/T \times WA_{edu}$$

Where:
 x = Score/rating in written examination in percentage scale
 T = Total number of test items or highest possible score
 WA = Weight Allocation for WB

For the purpose of hiring and appointment to entry-level school principal positions, the applicant's score in the Principal's Test / National Qualifying Examination for School Heads (NQESB) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).

Score used when computing points includes School Principal (SP) I, School Principal (SP) II, School Principal (SP) III, School Principal (SP) IV, School Principal (SP) V, School Principal (SP) VI, School Principal (SP) VII, School Principal (SP) VIII, School Principal (SP) IX, School Principal (SP) X, School Principal (SP) XI, School Principal (SP) XII, School Principal (SP) XIII, School Principal (SP) XIV, School Principal (SP) XV, School Principal (SP) XVI, School Principal (SP) XVII, School Principal (SP) XVIII, School Principal (SP) XIX, School Principal (SP) XX, School Principal (SP) XXI, School Principal (SP) XXII, School Principal (SP) XXIII, School Principal (SP) XXIV, School Principal (SP) XXV, School Principal (SP) XXVI, School Principal (SP) XXVII, School Principal (SP) XXVIII, School Principal (SP) XXIX, School Principal (SP) XXX, School Principal (SP) XXXI, School Principal (SP) XXXII, School Principal (SP) XXXIII, School Principal (SP) XXXIV, School Principal (SP) XXXV, 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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.	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 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			

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