



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 215

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 POSITION FOR RELATED-TEACHING POSITION

Date : August 01, 2025

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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
SENIOR EDUCATION PROGRAM SPECIALIST	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	PBET/Teacher/RA 1080/Career Service (Professional); Appropriate Eligibility for Second Level Position
Plantilla Item No.: OSEC-DECSB-SREPS-750094-2014 SG: 19 Monthly Salary: ₱56,390.00 No. of Vacancy/ies: 1 Place of Assignment: SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) JOB SUMMARY:				



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

- To provide technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders, and mobilizing resources; and providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **DIVISION OFFICE-RECORDS SECTION**

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Rating;
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees,;
- f. Photocopy of Certificate/s of Training;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
- h. Photocopy of latest appointment;
- i. Photocopy of the Performance Rating in the last rating period(s) covering **one (1) year complete performance** in the current/latest position prior to the deadline of submission;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C or you may download the file on this link: (<https://bit.ly/ChecklistOmnibusVer2>)*), **notarized by the authorized official**; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and
- l. 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.



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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. 4 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
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



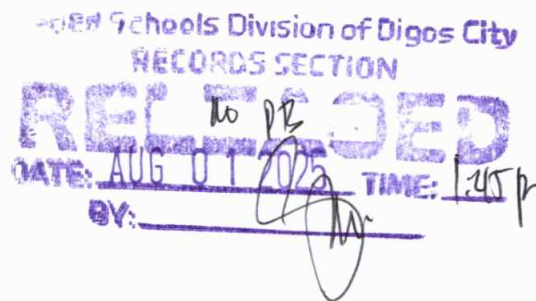
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September 03, 2025- September 04, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face
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This Office allows anyone within or outside 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



OSDS/ADMIN /HR/bpp



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CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO RELATED TEACHING POSITIONS

1. The assessment for related-teaching positions shall be based on the following criteria:

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

2. The point system for evaluative assessment is detailed in Table 1. The point system shall vary based on the level and salary range of the position. Points assigned to each criterion shall vary from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled.

Table 1. Point System for Evaluative Assessment-Related Teaching Positions

Criteria	Breakdown of Points		
	80-11-15	80-16-20	80-24
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	20
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	10	10
g. Application of LAD	10	10	10
h. Potential (Written Test, 30% Weight Sample Test)	20	20	15
Total	100	100	100

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Rubrics for Computation of Points per Criterion

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

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

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Table 2.b. Incremental Table - Training

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

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

Weight Allocation	Education	Training	Experience
Education: 10 points	10	10	10
Training: 10 points	10	10	10
Experience: 10 points	10	10	10

Illustrative example:

Vacant position: **Education Program Supervisor (EAPS) - 80-22**
Level and Salary Range: **80-16-23 and 80-27**

Qualification Standards per CSC-approved QS:
Education: Master's Degree in Education or other related Master's Degree with specific area of specialization

Training: 8 hours of relevant training
Experience: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher

The date of HRMPS assessment/ Open Ranking System: **September 30, 2022**

Based on the minimum QS of the position to be filled, the HRMPS shall determine the baseline level for computing the points for ETE using the Incremental Table as shown in Table 2.a, 2.b, and 2.c.

Minimum requirement per CSC-approved Qualification Standards for Education Program Supervisor (EAPS)	Corresponding Level based on Incremental Table
Education: Master's Degree in Education or other related Master's Degree with specific area of specialization	Level 20 (shown in Table 2.a)
Training: 8 hours of relevant training	Level 10 (shown in Table 2.b)
Experience: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	Level 10 (shown in Table 2.c)

For purposes of determining the baseline level for Education, any professional or speculative units, if there be any, as may be required in the CSC-approved QS in addition to non-education degree shall be considered equivalent to a Bachelor's degree in Education (e.g. Bachelor's degree plus 18 professional units in Education with appropriate major - Level 6 based on Table 2.a). Additional professional and specialization units taken to earn the equivalent Education degree (i.e., BS/Ed, BEd/Ed shall not correspond in units towards the completion of a Master's degree.

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

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Illustrative example:

Vacant Position: Education Program Supervisor (EAPS) - 80-16
a = 4.356
b = 20
Points = $4.356 \times 20 = 87.12$

a.1. Internal applicants:

The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (RPMPS) Individual Performance Commitment and Review (IPCR) Form obtained from the applicant's current or previous position that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening, except for promotion from first to second level entry positions where the required performance rating is at least Satisfactory (S).

An official or employee who is on official leave of absence, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leave, may be considered for promotion. In such cases, a performance rating 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

c. 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).

Illustrative example:

Using the applicable rubric as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:

Qualification of the Applicant			Composition of Points based on 1000			Total number of points for 2020
Education	Training	Experience	Technical Education	Subjective Education	Experience	
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	20 points
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	20 points
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	20 points
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	20 points
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	20 points
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	20 points
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	20 points
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	20 points
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	
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Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	10 years working as an assistant teacher in a government school	20 points
Mr. Rajesh Singh, B. Ed. in Education	10 years working as an assistant					

Points Required	Points/Requirement
Research Core Lesson	25 points
Highly Core Lesson	15 points
Core Lesson	10 points

Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on G6, must submit latest performance rating/s covering one (1) year performance in the current or previous job or position. The computation stipulated in Item A4d shall apply.

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

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

Table 5. Components of Outstanding Accomplishments

Component	Points/Outstanding Accomplishment
Awards and Recognition	2 points
Research and Innovation	5 points
Subject Matter Expert / Membership in National Technical Working Groups (NTWG) or Committees	2 points
Resource Sponsorship / Learning Facilitation	2 points
NEAP 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 weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Evaluative Assessment for Related-Teaching Positions).

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

National level individual awards acquired from a thorough search process and given by reputable and giving bodies, such as CSC, Metropolitan, National Economic Development Authority (NEDA), Department Academy of the Philippines (DAP), DepEd, etc., shall be given maximum points in Outstanding Accomplishments (i.e. five (5) points for RD 16-23 and RD 27, and 10 points for RD 11-15 and RD 24).

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 academic or inter-school awards, or outstanding employee awards.

a.1. *Academic or Inter-School Awards.* This shall apply only to applicants with no or less than one (1) year work experience (e.g., fresh graduates).

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The following MOVs and rubrics shall be used in determining points for Awards and Recognition.

Means of verification:

- Academic or inter-school award; or
- Certification or any document showing top-notching a Board Examination; or
- Certificate or any document showing TOSP Award.

Rubrics:

Component	Points/Outstanding Accomplishment
At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board, C9 Eligibility, Requalification	2 points
At least two (2) academic or inter-school awards	1 point

a.2. **Outstanding Employee Award.** This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Means of verification:

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

Rubrics:

Component	Points/Outstanding Accomplishment
Applicants from external institution	
Organizational Level Search or Higher	2 points
Local Office Search	1 point
Applicants from external office	
National Level Search or Higher	2 points
Central Office Search	1 point
Applicants from regional office	
National Level Search or Higher	2 points
Regional Office Search	1 point
Applicants from schools/division office	
Regional Level Search or Higher	2 points
Division/Provincial/City Level Search	1 point
Applicants from schools	
Division Level Search or Higher	2 points
School/Municipal/District Level Search	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 in a NCRP-winning search 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.

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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 (written study/research, whether published or unpublished, is likewise approved by authorized body of the concept/s developed in the research.

Rubrics:

MOV Submitted	Points/Research/Innovation
A, B, C & D	5 points
A, B, C & E	3 points
Only A & B, C	4 points
Only A & B	2 points
Only A	1 point

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 required to use their technical knowledge, skills, and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies, and learning materials. Subject matter expertise or membership in National TWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

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

Rubrics:

MOV Submitted	Points/Member
ALL MOVs	5 points
Only A & B	2 points

d. **Resource Sponsorship / Learning Facilitation.** This shall apply to applicants who have been required 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

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Learning Facilitator in seminars, training programs, conference, convention, congress, forum, learning action cells (LAC) sessions, etc.

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

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

Rubrics:

Level	Points/Outstanding Accomplishment
Applicants from external institution	
Organizational Level Search or Higher	2 points
Local Office Level Search	1 point
Applicants from external office	
National Level Search or Higher	2 points
Central Office Level Search	1 point
Applicants from regional office	
National Level Search or Higher	2 points
Regional Office Level Search	1 point
Applicants from schools/division office	
Regional Level Search or Higher	2 points
Division/Provincial/City Level Search	1 point
Applicants from schools	
Division Level Search or Higher	2 points
School/Municipal/District Level Search	1 point

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

Means of verification:

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

Rubrics:

MOV Submitted	Points/NEAP Accredited Learning Facilitator
Accredited National Trainer	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

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Illustrative example:

Application Change in applying for a Senior Education Program Specialist II (SG 19) in DepEd Central Office. He is currently an Education Program Specialist II in SDO Quezon City appointed in October 2015 for the purpose of completing his Outstanding Accomplishments. He submitted the following MOVs:

Outstanding Accomplishments	Points based on Rubric	HIMPSP Remarks
Awards and Recognition		
Outstanding Employee Award 2015 in NCR (sample MOV's submitted)	2 points	Not credited MOV has been used in the last promotion as EPS II
Outstanding Employee Award 2017 in SDO Quezon City (sample MOV's submitted)	1 point	Credited
Resource Sponsorship/Learning Facilitation		
Certificate of Recognition as Learning Facilitator on Research on Quality Assessment to select NCR Schools (sample MOV's submitted)	2 points	Credited
Resource Sponsorship/Learning Facilitation		
Certificate of Recognition as Resource Speaker on Education Assessment in September 2018 in DepEd NCR (sample MOV's submitted)	1 point	Credited

Application Change's Outstanding Employee Award in 2018, Research and Resource Sponsorship have all been considered by the HIMPSP with a total score of seven (7) points. However, since Change is applying for Senior EPS (SG 19), the maximum points of five (5) allowed for Outstanding Accomplishments shall be given to Change. Also, since 10 or no point is given to Change under Awards and Recognition in her Outstanding Employee Award last 2015 since the award was earned and credited in her last promotion.

6. Application of Education. Application of education is the contribution made by an applicant to their workplace as a result of their learnings from education degree/s and units earned, such as but not limited in applied concepts, processes, 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.

a. **Positions with experience requirement.** Application of education is the contributions made by the applicant to their workplace as a result of their learnings from their education degrees or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. 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 mandates in the official DepEd Office Functions or Office Orders for the creation of the functional unit.

$$\text{Points} = \frac{x}{100} \times WA_{\text{unit}}$$

Where:
x = Score rating in written examination in percentage scale
WA = Weight Allocation for WS

Illustrative example:

Vacant position:
Education Program Specialist II - SG 16

x = 85
WA = 6

$$\text{Points} = \frac{85}{100} \times 6 = 5.1$$

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

$$\text{Points} = \frac{x}{100} \times WA_{\text{unit}}$$

by the applicant. The STAR approach draws focus on actual *Situations* in which the applicant acted; the *Task/s* that the applicant faced; the *Actions* that the applicant took; and the *Results* of those actions. The BEI may be used to assess the following areas:

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

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

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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