# 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;
- Photocopy of the Performance Rating in the last rating period(s) covering <u>one</u>
   (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
- 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 preassessment 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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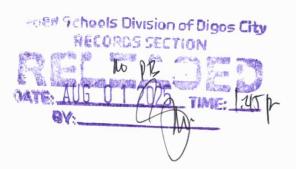
Telephone Nos.: (082) 553-8375; (082) 553-8396

assessment, and interview of applicants
-----------------------------------------

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 V. ESTACIO, Ph.D, CESO VI Schools Division Superintendent



OSDS/ADMIN/HR/bpp



## sure No. 4 to DepRd Order No. 007, s. 2023)

# CRITERIA AND POINT STREM FOR HIRING AND PROMOTION TO RELATED-TEACHING PORTIONS

- The assessment for related-teaching positions shall be based on the following
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    A. Edinatedison tunits into a consistent of the position to be filled, exceeding the entirelation approved GB.

    D. Trainising flours relevant to the position to be filled, exceeding the entirelation appeals of the filled and the filled an
- 2. The point syricm for evaluative assessment is detailed in Table 1. The point system shall vary based on the feed and salary range of the position. Points assigned to each extreme abalt 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 Po

Cettoria	Specialows of Points				
	96 11-15	90 16-23 apt 80-27	60 34 (Chief		
a. Education	10	10	10		
b. Training	3.0	10	10		
c. Emperionce	10	10	10		
d. Performanor	20	20	23		
e. Ootstanding Accomplishments	143	8	10		
1. Application of Education:	10	15	10		
g. Application of L&D	10	10	10		
h. Petential (Written Test, 1982, Work Sample Test)	20	20	15		
Total.	100	100	190		

Page 1 of 18

200 22 3	Réscetion		Training		Raperience	
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	8-9 immerconate	8.	6-9 ascretonos		8-17 Secretorate	- 1
	6-7 inunquents	6	6-7 Ingenovivir	6	6-T techniques	- 6
	4-5 increases	4	4-5 ismessatura	4	4-5 tecesacos	4
	2-3 introduction	2	2-A igencements	2	2-9 investores	2

Vacant poetton: Education Program Supervisor (MAPER) — SG 23 Level and Salary Range: SC 16-23 and SC 27

Ovolighation Standards per CSC aggressed OS Behaviore : Mean'r Dagme in Malamation or other internet Mentale's Behaviore of the Standard providention Trisking : A heart of electric trisking Department : 3 years as Principal or 2 years as Neset Presiden or 7 years as Malassi Trisking :

The date of HRMPSE assessment/Open Stanking System: Beptember 30, 2022

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

Ques	epuirestant per CID-approued (Fonties Blandards for Program Supervisor (MAPSS)	Corresponding Loset bursel as bureponts Totals
Stimutes	Master's Deprise in Editoralies or allian relicionsi Master's Zingman editi (pumple organ) apendurikation	Served St. (In complete Medical Lay
Bridging Sporteres	Electric reference trending Tigeners on Attendigment or Tigeners on Attend Tigenthum or	Level J ghazed on Table C &c

For purposes of determining the baseline level for Education, any professional or specialization untils, if there he sary, as may be required in the CSC Apputon (QS in addition to real-discontine degree shall be CSC Apputon (QS in addition to real-discontine degree relative to the CSC Apputon (QS in addition to real-discontine relative to the CSC Apputon (QS in addition and in the CSC Apputon (QS in addition and in a precisational untils to discontine to the CSC Apputon (QS in additional professional and specialization untils tolera to earn the equivalent Education degree (R-6, ISEA), ISEA (AS IN ADDITIONAL APPUTON (CSC APPUTON AP

b. After determining the baseline level, the HEMF98 shall compute for the increments of the applicant's actual qualifications based on the submittee documentary requirements. Accrossed shall select to the difference between the applicant's actual qualification level and the corresponding level of the unishatum (Benefierd) OF requirement of the positions to be filled.

Commission with Legal Education Board (LESS) Resolution 10, 406, a 2019. Bettellut of Laws (LLA) or Juris Deciser 5/D-1 units and/or degree narrate from laws exclude energiated or supervised by the LESS and its produceasor regulatory agencies shall be considered us equivalent to precleostand decirate antis/degree to other non-law and control designation for purposes of gring points, conspir for purposes of principal control of the produced provided to covered by the rules preventing the birth produced profession overcored by the rules preventing the birth produced or profession overcored by the rules of the produced of the produced of the produced of the produced by the rules of the produced o

Relevant training hours earned from digital/wintual/ordine learning may be considered, subject to the conditions prescribed in CSC Measuremburn Streams (MC) No. 3. s. 2021. (General Guidellases on Digital/Ordine Learning or the Public Relevan.)

Released caperiners opined from parties work of at Irant four (4) beaus per day may be considered; provided, that the appropriate Certificate of Engleyment is estudied with featiles on the actual number of bours readered. Per purpose of giving spoints, the months or years of elevited deprises are subsidied shall be transmitted to the regulated number of grant of elevited deprises are subsidied shall be transmitted to the regulated number is subsidied to the control of the CEC required classification based on the CEC required classification for the CEC required cla

vi. Selevant Experience gained from abroad or outside the Philippines may be canasideed provided that the applicant subcasts a Certificate of Employment. Those documentary requirements written in iauguages other than Brigish or Filipino shall be accompanied by a complete Poglish translation.

Applicable previaious under Rule VIII Part I to IV of the CSC ORACHRA

Rubries for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications cacceding the QS, shall be computed using the horements Thole (Tolke 2.a., 2b, 2.c.) and the Rubris's for Computation of Points Se ETE (Table 3). Only those qualifications that are relevant to the position to be filted shall be given points.

Table 2.a. Increments Table - Education

Increment	Range					
Level	Prom	To				
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	12 Unite control transactio the crosplettion of a Macros a Dispose	Low titem 15 theirs remaid towards the completion of a Master's Degree				
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23	Lik Units correct income the recognition of a Mainter's Degree	Lose than 27 Unite openal lavande the marghities of a Manney's Linguis.				
14	BT Carries Germani Francista afur countriessas of a. Montes's Tougete	Laste than 50 limbs correct forwards the scoople tens of a Master's Course.				
19.	80 trusts record tolkinds die sampleson of a Hariar's Diagree	Love etian 68 Tuess surrord wincosis die oasspectes. of a Master's Degree				
16	55 citalis excess? Heavings life; coungelcomes of a Mactan's singress	Loss than 16 thefis cassed tensoris line completions of a Music 's Dagree.				
- 11	36 Unite assisted features are completion of a Nautor's Degree	LAKE PERC 20 Eligible settings intersects the complicates of a Machier's Diagnet				
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38	Depume					

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

For positions with multiple QS requirement for Experience (g.g., 2 years as Principal or 2 years as Mascer Teacher; or 1800F09 shall identify the relevant experience with the highest increment secured. This shall be the back in determining the final source of the applicant for the Experience component.

Selevation Qualiforation of Applicant A	Instituted from minimum for himility QC registressian value, formement Public S <sub>e</sub> r (Milanotting)
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29	229 Amurs	Lens them SSO Imore	594	14 years	Leus thiso 34 years to moveme
30	283 hours	Tates (Asso \$40 Notice)	80	14 years 6 months	Lever there 13 years
al	240 lunute	Of squire	91	15 years	or more

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c. After computing the number of increments from the minimum [teaseline] QS requirement, the corresponding points earned by the applicant for ETE shall be determined using Table 3 flubries for Computation of Points for Education, Training, and Experience;

Using the applicable rubrics 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:

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- 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:
  - Education units and/or degrees in enaltiple or different majors may be given corresponding points on a cumulative basis; provided, that the units and/or degrees earned are relevant to the position applied for; provided further, that the subjects completed are not duplicated.
  - ii. Consistent with the provisions of the CSC ORAOHRA, units and/or degrees of Doctor of Modistine from a CHED-recognized institution may be considered masteris units and/or degree for purposes of giving points, except for positions that involve practice of profession covered by board laws.

24 4.356

a.1. Internal apolicants.

a.t. incernat apparents.
The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (RPMS) Individual Performance Commitment and Review (RPCS) Pero Intelligence from the applicant's current or previous position that is relevant to the position to be filled.

An official or employee who is on official leave of absence, for reasons such as materially leave, local or foreign actiobarship, training giant, or other CSC-outs/ordered official leaves, may be considered for promotion. In such cases, a justification character of the control of the contro

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes

Vocani punition: Estimation Program Specialist II - SS 36 Adjustical Ferforesment Stating Studie in the processe job-delaw Expositation, French Improvement, Good, Utrang, those Model 

For external applicants whose performance in measured using numerical or adjectivel rating systems with scales that are not algo-ped by the state of the state of the state of the state of the system that transmission the performance stating to the corresponding comparable to the existing rubrics of the MPMS.

External applicant/s to recent positions with experience requirement shall submit performance retird/s from current or previous work that is relevant to the position to be filled. Anneaburbalesion of performance retird/s for any reason gets a zero score for Performance retires. No prany measure shall be considered in the absence of the applicable performance retires.

Positions with no experience requirement. Applicants to positions do not require previous experience must submit the board examination. Career Service Rligibility ratings. Computation of points for perform shall be so follows:

Bonus Engued	Policitariament
Strange Com Lands	20 points
Mingran Custs Learning	19 poents
Cuta Localis	1.6 powers

S. Ostetanding Accomplishments. Outstanding Accomplishments referenterinose contributions of an applicant, such as does investione, or discovers which were duly recognized by an authorised body. These must have a direct inix the IEEE of the epiplican's current or previous position. Outstanding conceptions and a such accomplishments must have led to positive results in their workplace throug efficiency in operation, increased greaturation. Improved working standards, and/artique in germannet spreading.

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

### Table 5. Components of Outstanding Accounts

Companies	Profestagrandarding Assessphication
Awards and Recognition	2 points
Remerch and Inservation	5 periots
Subject Mazier Espert / Membership in Notional Technical Working Groups (TWGs) or Committee	3 peninto
Paternance Spendencehilp / Leurning Facilitation	2 polivia
MEAP Accordized Learning Fundingsor	2 voices

The points allocation in Table 5 shall serve us the maximum or criting points that may be earned for each component. The points earned from each component are cumulative to determine the tools plaints for Oststanding Accomplishments, but no roceant the weight allocation for Oststanding Accomplishments as stipulated in Table 1 (Point glossine for Oststanding Accomplishments as stipulated in Table 1 (Point glossine for Evaluative Assemblent for Related-Teaching Positions).

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

National level individual swards acquired from a thorough sourch process and given by represents ward giving bediers, such as CSC, Metrobush, National Ecocomic Development Acquirety (MROA), Development Acquirety of the Philippierss (GAP), DegMd, e.c., shall be given maximum postes in Outstanding Accomplishments 8, etc. By control and St. 12, and 12, and 12, and 12, and 13, and 13, and 13, and 13, and 13, and 13, and 14, and 15, and 15

The details of each component of Outstanding Accomptishments, including the FVs required and natrices for giving points, are as follows:

- Awards and Recognition. This may refer to ecodemic or inter-achool awards, or outstanding employee awards.
  - a 1. Academic or Inter-School Awards. This shall apply only to applicable with no or less than one (1) year work experience (e.g., fresh gradustra)

Learning Pacilitator in aeminars, training programs, conference convention, congress, foruma, learning action cells (LAC) sessions, etc.

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

A. Insuance/Memorandum/Invitation/Training Matrix:
 Certificate of Recognition/Merit/Commendation/Apparent
 C. Slide deck/s used and/or Session guide/s.
 Return Recognition (Recognition)

Corel	Profestantement Speciments / Country Profestive
Applicants from external institution	
Organizational Level Speakerphip or Higher	2 points
Local Office Level Spenicership	Looks
Applicants from united office	
National Level Specicership or Higher	2 polete
Coptral Office Level Symboratory	Lptint
AppRenate from regional office	
Berken of Level Speakership or Higher	2 yealnes
Segregal Office Speakership	1 point
Applicants from echoeic district office	
Revision Lovel Supplemble or Higher	2 mints
Dirigian (Persinnist CDv Level Streakership	f near
Applicents from subsols	
Division Level figestauship or Miller	2 poliuta
School Municipality District Streetments	1 roint

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

- Certificate of Recognition as Learning Pacificator Instant by MEAF Regions Office
   Certificate of Recognition as Learning Pacificator Instant by NSAP Certain Office

MOVs Subspitted	Projectional James of Sections
Accordited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Applicant Orange is applying for a Benter Education Program Specialist (88-19) in Depild Central Office He is currently on Education Program Specialist II in SDO Quesson City appointed in October 2016. For the purpose of computing his Outstanding Accompilalments, he submitted the Albanina MOTO:

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

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

For multiple awards received from the same award girling body and/or award extegory that are conducted in series of progressive manner, only the najpart-level award shall be considered by ASCP wiming counts at the dividuals, regional, rational level, dismalarly only the lighter award shall be dividually regional to conserve allower applicants actional residuals are different award shifting bodies.

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

2 points 1 points 2 points I point

2 points 1 point

2 points 1 point

2 points 1 point

A. Academic or inter-school award: or D. Certification or any document showing tep-notching a Board Examination; or C. Certificate or any document showing TOSP Award.

Means of verification.

Means of verification;

Futurica:
Commonitoret
Fren
Commonitoret
Com

Rubries:

Outsiteraling Accomplishments	Fotate based on Rubrie	HORSOFED Resutrks
Amounts and Recognitions Outstanding Employee Award 2015 to INCR (complete MCVs automated)	2 poisss	Not credited; NOV has been used in the last promotion as EPS II
Outstanding Simpleyee Assard 2018 in SDO Queens City (complete MOVs submitted)	1 poed	Credited
Innovation or Benearch: Cartificiae of Beografion as Learning Facilitator on Research on Coulty Assessment in select IICR Schools jourgists IICN's submitted	S poince	Credited
Resource Speakerskip/Learning Pacifikation Cirrificate of Recognition on Resource Speaker on Education Association in September 2013 in Decide NCR compilers MOVs automatesis	1 point	Credited

Applicant Orangés Databanding Employee Aurorit in 2018, Temenris, and Encourte Speakarseity have off Jean Considered by the ESEROT such a total source of anem (7) policies. In the Considered Speakarseity and the Considered Speakarseity and the Considered Speakarseity and the Considered Speakarseity Americans and such lay player to Considered Speakarseity and the Considered Speaka

- 6. Application of Bitmesties. Application of education is the contribution made by an applicant to their workpiers as a result of their learnings from education degree/s and units carreds, each a but not limited applied concepts, processes, and skills that are relevant to the position to be filled. Points shall be gired to applied to be applied and higher applicant who has successfully applied the bearings gained from and higher supplied the second of the point of the point of the point of the second of the point of the 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 wortplace as a result of their learnings from their education degrees or unitse search, 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 incervention 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 Depth Office Punchisms or Office of orders for the creation of the functional Depth Office Punchisms or Office orders for the creation of the functional

Means of verification:

- A. Proposal duly approved by the Head of Office as the designated Benearth Committee per DO No. 16, a 2017

  A committee per DO No. 16, a 2017

  A committee per DO No. 16, a 2017

  A committee the third of Office of Committee the Committee of Committee the Innovation of research, within the school/office duly signor to the innovation or research by another school office duly signor to the innovation or research by another school office duly signor to the innovation or research by another school office duly signor to the innovation of research by another school office duly signor to the innovation of research by another school office duly signor to the innovation of research by another school office duly signor to the innovation of the school of the content, a till school of the content, and the committee of the content of

MOVs Submitted	Pointsmarries/femant
A. B. C & D	5 Points
A. B. C & E	5 points
Only A, B & C	4 points
Only A & B	3 peints
Oub A	2 points

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

Supportuni region.

Studied Minister Expert / Shrinbership in Niscional TWGs or Committees. This shall apply to applicants who have been chosen and requested to use their technical instruction, and in approximent to develop an output, no choice of the control o

Means of verification:

- A. Issuance or Memorandum showing the neuribor Committees;
   B. Certificate of Participation or Attendance, and C. Output/Adoption by the organization/DepEd mbership in NTWO

## Rubries

MOVa Ruluslitted	Palistroom
ALL MOVe	3 points
Only A & B	2 points

d. Resource Speakership / Lourning 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

Page 12 of 18

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 rubries for Not Relevant

## Means of verification:

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

## Rubrics: (SG 11-15 and SG 24)

	Referent	Not Relewat	
ALL MOVA	10 paints	5 points	
Only A & B	7 -cints	3 yearste	
Only A	Secinta	1 point	
MOVs Subsetted	Points against a st Mostley		
	Relevant	Not Referent	
ALL MOVe	15 paints	9 points	
Onb: A & B	12 points	6 points	

b. Positions with no experience requirement. Applicants to positions that do not require previous work experience must submit the GWA in the highest academic/grade level enrand as refunded by Transcrived (Records/Cavilleans of GWA/Daylesna/Bjeesial Order from the Commission on Righer Education (FRIGE) or other certifications. The HMRPGD Scale. Computation of points for Application of Education shall be as Ridows.

Where: x = OWA transmuted to percentage scale WA = Weight Allocation for Application of Education (10 points for SG 11-15 & SG 24; 15 points for SG 16-23 & SG 27)

Vocant position: Education Program Specialist  $H\!-\!86$  16 x = 82.75 WA = 15 retire of Salarations = 82.75/100 \* 15 = 12.4126

Application of Learning and Development (LhD). Application of LhD is a
power success of the inamings gained from the human resource development (HEO)
interventions duse/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 LMD or intervention made by a applicant that is relevant and applicable to the position to be filled. The definition relevant intervention as indivisited in litera (sky) of this order shall apply.

- cars of verification.

  A. Cerificate of Training or Cerification on any applicable L&D intervention acquired that is aligned with the Individual Development Plen (IDF), for centernal application, a cerification from 192 stading that the L&D intervention is aligned with the control of the Co

individuals internal or external to the office where the vacancy exists, or to the Department, who have working knowledge of the specific competencies required by the position to be filted.



Vacunt position: Education Program Specialist II - 80 16 z = 85 W4 = 6

b. Skills or Work Sample Test refers to the test that may be administered to creature the application of skills relevant to the requirement of the position to the filled. The toost and evaluation cuthors must be designed by subject matter expects as requested by the IRRAPISM deproding on the type of skills test required by the position to be filled.

- Applicate. The HEI shall be used to assess the applicant's potential of their capacity and ability to assume the duties of the position to be illed used those heighty positions that are more technical in nature. In the capacity and the same that the capacity and the same that the s

The points allocated for IEEE component (5 points) shall serve be the macimum or ceiling points that may be earned by an applicant. The points correct from ITHMPS shall determine the appropriate areas relevant to the position to be 800 and assign points to each area not exceeding the macimum or ceiling points for IEEE.

A	22	-	-	1

## CHECKLIST OF REQUIREMENTS

		Application Code:		
	ion Applied For:			
	e of the Position Applied For:			
	act Number:			
	ion:			
	city:			
	on with Disability: Yes ( ) No ( ) Solo			
rer	tt: Yes () No ()			
		Status of	Verification (To be filled-out by the HRMO/HR	
	Basic Documentary Requirement	Submission (To be filled-out by the applicant. Check if submitted)	Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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 or Records (TOR) and Diploma, including completion of graduate and post-graduat 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 or 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 form <a href="https://bit.ly/TrainingsFormat">https://bit.ly/TrainingsFormat</a> and send to this em "hr.digoscity@deped.gov.ph"	- CO.		
m.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Jo Application Form	b		
test	ed:			
	Human Resource Management Officer			
	OMNIBUS SWORN STATEME	NT		
	OMNIBUS SWORN STATEME	14.4		
ereb	FICATION OF AUTHENTICITY AND VERACITY by certify that all information above are true and correct, and of my personal know all and/or certified true copies thereof.	ledge and belief, and th	ne documents subn	nitted herewi
TA	DDIVACV CONSENT			
eret	PRIVACY CONSENT  by grant the Department of Education the right to collect and process my person  ment, selection, and placement of personnel of the Department and for purpos			
olen	nented by the Civil Service Commission.			
			Name and Signatu	e of Applican
bscr	ibed and sworn to before me thisday of, year	· \*		
		Person Adm	inistering Oath	