

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMOPANDUM

OSDS-2025-___ZM___

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 HEAD TEACHER

POSITION

Date

August 28, 2025

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

VACANCY	QUALIFICATION STANDARDS				
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
HEAD TEACHER I (ELEMENTARY GRADES)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	Teacher-in- Charge for 1 year; or Teacher for 3 years	LET/PBET/R.A.1080 (TEACHER)	

Plantilla Item No.: OSEC-DECSB-HTEACH1-750043-2016

SG: 14

Monthly Salary: ₱37,024.00 No. of Vacancy/ies: 1



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

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

Place of Assignment: ELEMENTARY EDUCATION

JOB SUMMARY: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

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) <u>covering one</u> (1) <u>year complete performance</u> in the current/latest position prior to the deadline of submission);
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C or you may download the file on this link: https://bit.ly/omnibus2025_DO7), notarized by the authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable;
- Submit the soft copy of your list of trainings using this format <u>https://bit.ly/TrainingsFormat</u> and send to this email <u>hr.digoscity@deped.gov.ph</u>; and
- 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. 3 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 **September 07, 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 28, 2025-	Submission of	Applicants	Face-to-
September 07, 2025	application documents	Records Section	Face
September 09, 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
September 10, 2025- September 23, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to- Face
September 24, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face



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

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

Issuance of	AO IV – HRMO II	Online
The state of the s	SDS	
The state of the s		
interview of applicants		
Conduct of written	HRMPSB	Face-to-
examination, open assessment, and interview of applicants	HRMPSB Secretariat	Face
	memorandum on the conduct of written examination, open assessment, and interview of applicants Conduct of written examination, open assessment, and	memorandum on the conduct of written examination, open assessment, and interview of applicants Conduct of written examination, open assessment, and

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 Superintender

nepEd Schools Division of Digos City
RECORDS SECTION

TE: AUR 78 702 TIME: 9:4

OSDS/ADMIN/HR/bpp





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

- The assessment for School Administration positions shall be based on the
- towing criteries

 A. Education units and/or degree relevant to the position to be filled, exceeding the maintains requirements as settled in the CR2 approved. Provided the maintains requirements as settled in the CR2 approved of the CR2 approved of the CR2 approved of the criteria settled the maintains requirements as defined in the CR2 approved OR; anapired after the last promotion to written the test feet of years.

 Provided the settled in the CR2 approved OR; anapired after the last promotion to be settled performance randog covering one (1) year requirements as defined in the CR2 approved OR;

 Professionates based on availability deprimanent randog covering one (1) year relevant to the position to be filled.

 Outstanding decompatiblements conjusted offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired offer the last promotion;

 L application of Education acquired acquired of Education acquired a

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

Criteria	Breakdown of Fulnts	
a. Education	10	
ts. Testining	10	
e. Expenence	365	
d. Performence	25	
e. Outstanding Accomplishments	10	
f. Application of Education	10	
g. Application of Learning and Development	10	
h. Potential (Written Exam, BEI)	15	
Total	100	

Page 1 of 16

Reheation, Tesining, and Experience (ETE). The points for STE, corresponding to the applicant's qualifications exceeding the Q6, shall be computed using the incurrences visible (Table L. J.b. L. et and the Ruduces for Computation of New Test Publish 21, Costy those qualifications that are relevant to the position to be first the Publish of Publish Costy Cost (Table L. Publish Cost).

Table 2.s. Increments Table - Education

перециям		Reagn
Level	Prout	Ye
1	Cass Blad and Wide:	Measuring Lord Sharathy,
1	Electronicy Gordane	Agent High School Sowi Ribacolon (Kilo 13) High Rebool Lend (SS) controlled
3	Comprises Joseph Digit (Wiles) (4.35-22)	Sector (6)), Sense Leve (Shoutke D, to 12
	Sendor High School Graduate (S. to 12) High Subset Graduate (CS) obedicated	jump Mour S yours of Cadings.
3	Completion 2 prices in Chillege	Case Mater in Dischaller's Disgree book as-on Need 2 years he Chillege
- 6	Bookelor's Degree	Even them & that's natural strength the comparison of a Mentar's Pageor
	6 that's secure is weak the resigliction of a Massack Dogres	Error Street is Unite marked investeds this manipletants of a Maniner's Department
	5 Units earned Forwards the completion of a Newsorth Corpora	Lote than 12 Hydra except bosonia tile competion of Master's Copper
•	t3 Date screen hazolic be competition of a leaster's Degree	Large There ES Childre commet beaution from Low-physion of Manager's Congress
10	15 Units second towards the completion of a Stanfor's Degree	Less than 19 Unite actual transmir the overpletka: of Scatter's couples
11	of Laste varied temper the respection of a biomer's degree	Lote than 21 Corts consult trumple the completion of blockers lingue
NE.	 Oaks seemid therpis the completion of a Western Legen. 	Total Hose (Al Trick) permit beautile the completion of Manter's Degree
	24 Visito inervol brancolo che campitilian of a Masimin Diagne	ares than 25 Units exceed transide the unapproper of Montes's Degree
34.	17 (Arthurshinal integral for dassignation of a Meeter's Degree	Cost that, 27 Units sexted transfer the completion of Absence Dagers
15	30 Titute regard transfer for completion of a Meater's Gegree	Lorn State 20 traits earned tumority file sampletius of literary fragree
16	28 Walts earned savante the reinquiries of a Manners Degree	Latin Story 36 Unite casted leasants for sacquisters of Martin's Engree
Da.	Jo cests regard restants the conspiction of a Marrors Degree	Love drap 'M Single carego's are order the rescriptation of Manney Engree
18	30 Caritra verment subcarries the coamplection of a Minutes to Dispute	Less then 42 that's section several the weapon or of Mexico's Course.
.00	42 units contest taleants the completion of a please is Diagram	Loss Hurs Overplant Academik Baguitenesses aconglist transitifs tim considering of a Microsoft Degree
70.	Gregitte Auségant Brigothobasta completes satesoda a Massach, Degree	Lese than an around Micros's Degree
21	Meder's Degree	sizes than 5 Links cornect swearth risk completion of Directorwis
23	3 Cylin-corpet towards Societalistics at a Distances	how that is tasks sured tensors the completion of Decrease
29	6 Dulls regimed towards the complesion of s Distourche	Less then 9 fields sareed covarie the completion of Destroate
94	9 Units exceed swearin the rangistics of a Disspecifi	Learn these All Matter asserted speciates the completion of Discussion
	7) Units second temericality completion of a Districtor. 15 Units commit between the temperature of	Love time 15 visite recture vormeds the pulgarists of Abotivists
	4. Decrease 12 Utility payment imments the considerior of	Line than 18 Units named comeds the completion of Discionale Lines than 20 Units surrous research the completion of
21	4 Decrease 4 Decrease 21 Visits regard interprip the prophities of	Love then 27 Units norms immedia the completion of Declaration Love than 24 Units suched towards the amountain of
- M	21 Youts request transpose the prospection of a Doubleton. 24 Code record smerrly title receptation of	Lose than 24 Unite section towards the assignation of Discounts Lose than Complete Academic Seasingsonia
W	A Description of the Control of the	completed unearth the completes of a thetieries completed unearth the completes of a thetieries face than set unearthed the transfer
34	Megrile a Document	The same of the same of the same
	CANCEL OF THE PARTY OF THE PART	

Increment			Increment	Range		
Level	Frem	To	Lovel	From	To	
	6 hyeare	Lean these & booms		Street	Line that 6 meths	
7	& fange	Lear Case 16 Senzes		Kunette	Gent San Lyon	
	16 hours	Sees Yarn 24 Sears		I pair	Less than I year to revelue	
	28 Notes	Name throat III danker		1 years	Lour Gass J years	
-6	20 bruss	Lean Steen Ni Jersen		S manager S years	Lest than 5 years	
4	65 better	Line Class 46 Secre		3.7961	Lets ting 2 years	
7	& Inter	Loss New Nichester		E positio A peter	Later thats 2 years	
	Sil horses	Late than 14 hours		2 mars	5-doppelies Lette those 4 peties	
4	01 Separa	Less than Tu hours	-	6 persolities 4 persons		
					Line Cast 4 posts Gravelle	
19	78 hours	Loss Dise Millioners	108	4 years 4 countries	Seas this Ayusey	
11	40 times	Loss thin 86 hours	All	G years	Lead State It Years Specifier	
19	All bours	Lincologie St. Senare	12	5 years 5 coastles	Scan than 6 years	
16	W home	Time than 154 betters	18	e licea	Sint Ban Lyona Smalle	
14	\$54 hopes	Torse there +12 hours	14	6 years	Seet than 7 years	
12	J19 beum	Same films. 1200 horses	16	Typers	Loss than 7 years	
14	116 hear	sets than 104 levers	.39	Tyrists Smeather	Lifes Thee If years	
U	199 bende	Less tilse Fill lines	17	dynna	Lates Clear B years n. contribut	
58	150 taxore	Lotte Gam. 144 Bours	100	Cybers Carrielle	Leak Your V Jones	
29	144 Bospe	Tone Steer 152 Ansura	10	2 hanse	Last than 9 years 4 sandin	
34	153 bears	Learn Storn, 160 bergen	26	S years 5 rantiles	Loss those) it years	
21	100 taxore	tens then (66 hours	21	HI pyrone.	Loren Heave Stripmens & morntifie	
29	salid hervice	Lose than 19-bears	. 20	10 years. 6 mentiles	Lote than 11 years	
39	179 hours	Loss Ond 164 Later	28	\$1 years	Jone than 11 years 6 arrests	
34	194 leases	Lave Gen 292 Street	28	13 years 6 security	Lean Seas All Yours	
36	162 bear	Later Charl 2000 Scrawa	28	12 years	fires than 12 years 6 services	
36	500 burn	Later Chical Life Streets	26	19 years A terrettye	Lone How 13 years.	
59	\$50 (was	Gase Hugh 21% Nours	27	th years.	Eron Bue; 13 years 6 usercle	
28	285 bursey	bear time AVM hours	24	Lityrape 9 teamble	Signa Hairi (4 prome	
20	\$14 beres	form them \$22 hours	26	14 years	Lone them 14 years disposition	
68	262 teams	Lotte three 340 hours	- 46	14 years. It months	Lette there his years	
91	249 heron	or woma	21	15 years	27 50079	

Table 3. Rubries for Computation of Points for Education, Training, and B

	Education		Training		Experience	
Weight Allowation	Sutrements State utilization (III)	Printe	Introducto from minimum Of	Pelisia	Atturements from stinleron QS	Petate
Rithumstine: 10 points Training: 10 points Experience: 10 points	strongents	10	Structures	10	to or more socrements	10
	3-9 (promprore		S-9 incresents		8-9 incresonate	8
	6-7 Increasors	. 6	6-7 journments		6-7 increseers	
	4-5 increments	4	4-5 increases to	4	4-5 incresseds	4
	2 6 leuroments	2	2-3 incomests	2	2-3 Inumments	2

ustrative example: Vacant position: Behavi Principal I (Becondary School) = SG 19

Qualification Standards per CIN experiented (S)
Belantion : Bencheber's dispute in Security Education costs. It is supported to the security Education with 18 registering education undu that the process of who can be desired to be supported by the security of the securi

The date of HRMPSH essessment/Open Hanking System Begramber 20, 2022

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

Qi	s requirement per CRO-approad wilfficultus Abenderets for wips: I Wecondery Bohno4 – AD 19	Corresponding Lead boxed on Dunements Table	
Mession	Spulgfor's degree in Secretary Edwardson, or Soutefor's degree sold, 18 Jrs (mesegal edyantion acity.	Local of Record on Pality 2Lo.	
Fruiting	415 haves edinated braining	Caretti ili phenosettinia. Riphile 17.35	
Baywrinner	resul Timilter for 2 pass, or Transfer-tr-Charge for 2 penes; so Muster Secretor for 2 years; or	Seed 6, for 197 Seed 5, for 195 and 607 Seed 12, for Thisble	

For purposes of determining the baselote level for Rituration, any professional or specialisation table so may be required in the CSC-approved of St naddition to mon-fituration digree shall be convicted englander to a Backbelot's degree in Education of a Backbelot's degree plan 18 professional Backbelot's degree in Education of the CSC-approved of the CSC-approved

Only qualifications that are relevant to the position to be filled and which exceed the minimum foliabilities (QS requirements of the position shall be alvest corresponding solutions in the communition of increments.

For positions with mutigale QS requirements for Experience [e.g., HT for 1 year, MT for 2 years, Texcher for 5 years], for HIBMORD shall interrupt with the algorithm to person with the algorithm to the Reperience component.

attionment phonephotoco of Approximent A	Schmidte (Feb Unimate by Naprille) (If replicements uning Summater Relief E.s. Beloverled)
Mary 1995 Server	STORY THEORY A, THE CONTRACTORS SHOULD AND APPROXICE AND TOUCHES QUARTERS AND APPROXICE AND APPROXIC
	the market of the results for sparkets of a stockets (subfractions over the strength of interview) as distribute put and during the file of the stockets (subfraction) and the stockets (s
	Applicant's Education - Gallenial + Aurenture Ed - 6 + 45 Octoberate

rutation of Increments based on serval Training qualification of Applic

Applicate A PLEASE WHITE DOWN	Introduction Productions on Branding QD requirements unline Box-remode Table 8.6 December
PLECIFICATION Driver Street, New 21-June of these, and by	The remainter have at the report anishes (stall value are executed piller for the last years of the attention and it pages retained that the day of all offices assumed to the contract of the
Opport/lig matering. Drugston for Quarters used district (Drugs represent fig. district (Drugs represent fig. Internal Alexand and Delice, and late. Director Resembly on this classifies of company.	In the same of Applicant A, all freeings (Lab) interaction, the basis is not a first our conductor requires to the found in Placeton or Streets on Elevation or Streets or All and the All
Sampler 7 St. 1400; 40 faces (Indian Indian of 1990).	The content of transacting for applicate 2 is training confidenties along the transacting file and district the district application and district the application and district the application and district all an extensional defeat.
BNOT, for Trackers simpaul Third, setting the brase	Applicant's Training Sensi - CR Sensi + Josephur C 20 - 6 > 34 Secrements
Robert Josephy of Shareto: High Pill Pull: Selfing or for West of Adaptiv Eigenvalor (E.E.), 36(E.E.) team.	No ingelland to our promotes be larned teacher as Assender (II), Brod The Bolt of VESPET warmspeel (Cont. Study), Highwater (II), 4044

bapanturiore discoliffications of depolitration it	Participate printings for Baselinet Wireprintings and Baselinet Baselinet Wireprint Participated and Participated Particip
ned Display of Hages 1, 10% Fragmental and Esselve (Mean) 65	Talgo disser experience of control to his publish to be disted the reproduced in the integrated on of terrors with. Extended requirement that he make not from the state of first deep of terrois.
Int For the (Marit CC. 1176-July 71, MCR)	In the same of Applicant A, the reference approximate and the plane in the selection of the control of the cont
	Ridge States as an expending time of Applican A's Department qualification outliered to Charle Treatment (or given time I excellent, as based to
	The auration of technical participate of the Lagrangians graphication, what for supposed the information with above QP technical participate the participate of the technical participate of technical participate of the technical participate of techn
	Applican's diponence land - Off land + berowed At - A + AA examples

Teatur SF Silverk Pt. 5000 In Minor of Life S	 Treater I to Iff given Represent JH, 8841 to Mondo SS, 881 S
Marinet, and a	17s8159434600
	using their Ac, the commenceding framed approach is then been conditioning to the plant of their Williams and their conditions and their conditions are also the conditions and their conditions are also their conditions and their conditions are also their conditions and their conditions are also their co
Newton Billion St., 1909 in steen 25, 1909	section reflects to threater 1, 4, and 47 (Figure well) manifer to exhault \$1.
	The mode of bandwish for Applicate as Expension problemate should
Practice (dibydostes (%) Bridge-bate (6), 6000b	proposed by selectable the selector. Of Science Transact for 5 years (sould be presented by the proposed by th
	Applicant's Experience-level - Of Street - Increment
	29 - 14 = 8 Insentments

c. After computing the number of increments from the reinforms (traceline) QS requirement, the corresponding points earned by the applicant for ETE shall be determined using Table 3 fituation for Computation of Points for Scienciara, Training, and Expanience).

Using the applicable rubeine for the Solveol Administration as shown in Table 3 and based on the runnber of increments earned by Applicant A, the computation of points for RTS is as follows:

	Shouline of the Applic		George delica y	Polisie haused on his Popula de 478 Healers	minutest fluides	Stated mandam of polists, for \$100
Muselin	Dobbing	Bigritines	Steenster	Studning	Seprelegae	
Notation depon a beninning therefore active region is the collection against its	Additional Full Season Full Se	Intel Engine of internet and for the present later from the later from the later from the present for the form of for the form of form o	20 narrando Guerra Table 2 Control Table 2 Con	To increments and the control of the	13 menutuh	

- Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.
- c. The following general guidelines shall be observed in giving correspondents to relevant Education, Training, and Superisance qualifications:

Education univs and/or degrees in multiple or different resjors may be given corresponding points on a cumulative benis; provided, that the tastes sant/or degrees extend one relevant to the position applied for; provided further, that the subjects completed are not duploated.

- covered by board laws.

 10 Considers with Legal Education Board (LBB) Resolution No. 400, n.
 2019, Backelor of Laws LLES) or Juvis Dozor LLD3 units and/or
 degree carrold from lew schools recognized or experted by the LBS
 and ins predictorser regulatory agaustics shall be considered as
 equivalent to predesional decrease units degrees in other non-lew
 scadenate shedplares for purposes of giving points, except the
 positions that involve practice of predesional occurred by the rules
 generating the bur, subject to further clarificatory guidelines as may
 be reasted by the LEB.
- Relevant experience gained from part-time work of at least four [4] hours per day may be considered; provided, that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered. For purpose of giving points, the months or years of relevant experience resultant shad her transmured to the expravedent unorthe or years of experience based on the CSC-required eight (8)-hours per day workfully.
- Relevant Experience gained from abrond or outside the Philippines may be considered provided that the applicant automits a Certificate of Employment. Those documentary requirements written in languages other than English or Phiprine shall be accompanied by a compite English transfelion.
- Applicable provisions under Rule VIII Part 1 to IV of the CSC ORACHEA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of potors to ETE crolentials.
- 4. Performance. Performance refers to the assessment of how tasks, duties, and responsibilities are carried out or accomplished by the applicant as evidenced by performance uniting document or other means of evidentists. The performance rusting obtained to the current or previous jid or position that is relevant to the position to the field shall be used for purposes of giving putties for preformance.

wrath)
E = Profession Saling
S = Elighest Possible PR to Depth REME
EA = Weight Allocation for Perfermence
(65 years)

The performance sating required for internal applicants shall be to derived from the Results-Based Performance Management System Individual Performance Commitment and Review (IPCR) Form from the applicants current or previous job or position that is re the position to be filled.

the position to be filled. However, as a namediatory requirement, the applicant shall also be required to understanding the strength of a teast very distantionary (78) in the last mixing partial princip to the data of encouraged as the contenting shall be required, required, required, principal contenting to the state of encouraged principal contention where the comparted printimenter rating is at less Schindschery (a). An ufficial or engineer to be foreign exhibitentially, intuiting grant, or other contenting leave, local or foreign exhibitentially, intuiting grant, or other concease, a professment entiting in the last rating partial prior to the leave of absence shall be required.

ableence shall be required.

The performance raiting prior to the reclassification of the position shall be considered an performance rating in the reclassified position for purposes of promotion, if applicable.

Description of the programment of the programme

RPMS Rating Scale	Midpoint Value
0:046nding 4:503-5:500	4.7%
Very talkabatory 0.500-4.456	8.963
1,000-3,499	2.965
Unatteletory 1,500-2,499	1.995
Poor Polon (400	0.2495

Visions practice:

Behavior Principal I – 80:29

Adjurtived Performance Stating Smile in the printess Joh.
Subme Separatories, Heads Improvement, Greek, Strong Stale Metal tenne - 8.990/5 * 26 * 75.976

For external applicants whose performance is measured using other numerical or adjectived rating systems with scales that are not signed with the fire [5]-point rating space for RPMS, the HRM-PRS shall develop a system that transacutes the performance rating to the corresponding points comparable to the existing retrieves of the RPMS.

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

Table 5. Components of Outstanding Accomplisi

Component	Pointsonaming terrantements
Awards and Recognition	7 paints
Research and Innovation	4 paints
Subject Motter Expert / Membership in Hational Technical Working Groups (TWCs) or Committees	3 priets
Reassore Speakership / Learning Facilitation	2 points
NEAP Accordated Learning Feeligator	2 points

The points ellocation in Table 5 shelf serve as the maximum or criffing points that may be entract for each component. The points carried from each component are not exceed the maximum points or seeight allocation for Continuenting Accomplehencess as esquated in Table 1 (Point System for Enabustive Accomplehences as esquated in Table 1 (Point System for Enabustive Accomplehences).

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

National level inductional newspace over genera positios.

National level inductional newspace acquised from a theoretic search process and given by reputable mound gloring bodies, such as CSC, Metrobount, Sattenna Economic Development Anathodicy (DESDA), Development Anathodicy of the Philippiness (EAR) Deptide, etc., shall be given worknown points in Outstanding Accomplishments (i.e. 10 points).

The details of each consponent of Outstanding Accomplishments, including the fOVs required and rubrics for giving points, are as follows:

- Assurés and Recognition. This may refer to ouistanding employee awards and/or grands as tomer/couch.
 - a.1. Octobaruling Employee Award Means of verification:

- A. Any insuance, memorraidium or document showing the Criteria for the Search; and
 B. Certificate of Recognition/Merit.

. .

Level	Point Name of the Basin or Asset
Applicants from external institution	
Organizational Level Brorels or Higher	4 peicty
Local Office Search	2 palets
Applicants from rentral office	
Mational Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Rectonal Office Seurch	2 points
Applicants from schools division office	
Rogional Level Search or Higher	4 jojsta
Division/Provincial/City Level Search	2 points

Page 10 of 16

MEAP Accordited Learning Facilitator. This shall apply to applicable who have been given accorditation as Learning Facilitator by the Setional Educator Academy of the Philippoint SEAS!

- Contituete of Recognition as Learning Facilitator issued by NRAF Regions (NRAF Recognition as Learning Facilitator instend by NRAF Central Office.

Lord	Point agent course footbale
According National Assessor	2 points
Aecredited National Trainer	1.5 points
Accordined Regional Transec	1 point

Appliant China in regisjing for a linkvisi Principal I (8G 189 milihat ISO) Baprisi Chy, He is norvensky a Master Trucker I in Hagani City Baltered High School appointed in Geston 2013. For the purpose of nationalize His Geodesidas; Antonyolishovetti, he authenized dur halivena.

Outstanding Accompilationeds	Feinte Suand ou Rubris	HRMPsile Romarka
Assandir and Benegolifians Cuineculing Employee Austrile 2017 in Bayco. Sistemal High School for MOVs subsetting	3 paints	Not condition due to take makestration of regional METO
Winning Chink (In Princ Hamptonium) in 2015 ESPC pampline 3609's automited)	3 perets	Credited
Wenning Couch (Let Prox Gaywell) in 12016 Unidates Kiduk-anger sa Pagpayerkalan s'charesthan Insen line MCN a animizada	E point	Crofities
Beamsons Resultership/Enerving Pacification: Contilector of Resugation on Beauties Special in 2018 Objeton Freiding on Brandosping (resigned MOVs submitted)	I point	Credited

Applicans China pate three £3 points for his Assards as Trainer/Crank; assard in 2015 and 2016, and one £7) which for his Resource Speakurahy in 2010. However, norm £5; or no point is plant to be the Charlesting Balgillaye Assard due in non-sylvatedies of the regulard Balgillaye Assard due in non-sylvatedies of the regulard BADPs. China gate, and all the ball as under the Proceedings.

Application of Bitmentien. Application of education is the contribution rando explanation to their decisions are also as a second of the contribution rando contribution and the contribution random r

Page 13 of 15

The applicant's instability to take the principal's test chall not be considered grounds for disqualification. No test result shall only mean to score under the Written Examination component.

School Principal I - SG 19
x = 165 (Principal's Test numerical acum) TI = 200 VA = 10
February - (168/200) * 10 - 8.28

ĸ	пинтаное ваинум:
	Viscant position: Robant Principal II – 80-20
	$z=85$ (score from the SDO-dewisiped smitten extend T1 = 100 $^{\circ}$ VA = 5 $^{\circ}$

Behavioural Directa Interview (BEE) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviour?s when subjected to appectic situations or conditions in their previous and/or conditions are conditions and their previous and conditions are conditions and their previous and conditions are conditionally and conditionally and conditionally are conditionally and conditionally and conditional and conditional and conditional areas are conditionally and conditionally are conditionally and conditionally are conditionally and conditional areas are conditionally and conditionally are conditionally and conditionally are conditionally and conditionally are conditionally are conditionally and conditionally are conditionally a

- the may be close; to meetest the relativistic generals are their capacity and ability to assume the duties of the position to the their capacity and ability to assume the duties of the position to the their capacity and ability to assume the duties of the position to the Characteristics. The control of their capacity of their capacity and their capacity of their capacit

The points allocated for ISIS component (5 points for entry lawel and 10 points for higher positions) shall be the maximum or ceiling points that may be curred for higher positions and the points of the component of the positions of component the ISIS points for ISIS component. The ISIS COMPATES shall adversarise the appropriate areas relevant to the positions to be filled and saling points to each area not exceeding the maximum or ceiling points for ISIS.

Fage 16 of 16

Divinism Level Brurch or Higher	4 coints
School Municipality District Level Search	2 resists

c.2. Asserts as Trainer/Coach. This refers to awards gained by applicants as trainer/coach in any scademic or non-academic competitions/sctivities.

- A. Any isouance or memorandum designating the applicant as trefiner/coach; and
 D. Certificate of Recognition/Appreciation as Trainter/Coach of a Winning Consessant/Event/Activity.

Pointament tout tour
3 presents
2 points
Y point

Fair multiple outside reserved from the same small giving body such of small category that are conducted in serious or impropriety majors, for small category that are conducted in serious or impropriety majors, the highest level award shall be considered (e.g. NRIC virsaling couch at the division, regional, national level) Similarity, only the highest seawest she green points to cases where applicants submit multiple awards from citierzant award grants bodies.

b. Research and Innovation

- weens or windows.

 A. Proposed dudy approved by the Head of Officer or the designated Research Committee per DO No. 16. s. 2017

 B. Accomplishment Report writing by the Head of Office.

 C. Certification of utilization of the Innovation or research, within the school, officer dudy signed by the Head of Office.

 Description of the Head of Office of the State of the Head of Office.

 Proof of classion by other researchers levious existly research, whether jubilished, in Ultrained Committees the Committee of the Com

MOVe Subscitted	Polst/Superviso/Decemb
A. B. C & D	4 points
A. B. C & E	4 points
Only A, B & C	3 points
Only A & B	2 Points
Oul: A	1 Penni

Page 11 of 16

Releasest intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is ledged, an intervention is created to the applicable if it can be used in the operations of the functional unit based on its office mandates in the official Deplid Office Purcetions or Office Orders for the creation of the functional unit.

If the inter-ention mests by the applicant does not meet the criteria to be Februard, then said inter-resiston shall be considered and be given corresponding points using the rubrics lie Rels Februard.

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

Rubrica

MOVe illufemental	Pedatamen	office of Minacolina
	Reference	Bet Referent
ALL MOVIE	10 points	5 points
Delly A & Bill	7 coints	3 points
Only A	5 prosts	1 paint

Application of Learning and Development (LehD): Application of LehD is a proven stoccess of the learnings gained from the human resource development (HRD) unreventions done/attended by the applicant which must have led to significant positive results in their current or previous work;

Higher persisten shall be given to an application of L&D or intercention made by the explicant that is relevant and applicable to the position to be filled. The definition of nelevant intervention as skipslated in time 5 of this Order shall apply.

- A. Certificate of Training or Certification on any applicable IAD intervention acquired that is aligned with the Individual Development Pan (IDE), for external applicants, a certification from NH stating that the IAD intervention is aligned with the shall be required.

 Some of the Individual Certification of Individual Certification Individual Certification of Individual Certification Individual Certification Individual Ce
- C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level:

Page 14 of 15

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

Subject Master Expert / Stembership in Mexiconal TWGs or Committees. This shall apply to applicants who have been chosen and requested in use their technical survivoleng, askins, and experiences to develop an output, or survivolenge and the experiences of experience of the experie

Means of verification:

- dum showing the membership in NTWO or
- A. lissuance/Memorandum abowing the membersi Committees;
 B. Certificate of Participation or Attendance; and C. Output/Adoption by the organization/Deplit.

MOVs Submitted	Pointmen
ALL MOVe	3 points

d. Resource Specificership / Learning Pacelitanties. This shall apply to applicates who have been trajusabled and involved to share their beneviles who served as a Resource Spouler. Resource Person, Trulers, and/or Learning Pacilitator in sentiment, training programs, conference, convention, congress, forum, berwing author cells (IAC) sessions.

Means of verification (All lixed MOVs shall be submitted:

- leans of verification (All listed MOVs shall be subm A. Issusmue/Memorandum/Invitation/Training B. Certificate of Recognition/Merit/Commenda and; C. Slide deck/s used and/or Session guide/s.

Lewel	Probability and Street
Acolionate from accessed fastitution	
Organisacional Level Streakership or History	2 prints
Local Office Letel Speakership	1 yealest
Arc'lingste from control offine	
Netfortel Level Speakership or Higher	2 points
Control Office Level Streakership	1 //edest
Applicants from regional office	
National Level Speakenship or Higher	3 proints
Reningel Office Streakership	1 reset
Applicants from schools divising office	
Regional Level Specianship or Higher	2 prilots
Division/Provinced/City Lovel Speakership	1 point
Arcilimets from schools	
Division Level Synakorskip or Huller	2 years
School Moniet adiry Distract Sprakagains	\$ present

Page 12 of 18

D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the kucal/higher level.

MCDVs Hob-solithed	Pobel scantingly, strelly	
	Belevant	Not Relevant
ALL MOVE	til potots	à posteta
Orde A. H. is C	Tombie	2 rejets
Oni: A & B	6 presiden.	1 point

Potential. Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component	Polistenance		
	Appointment to Entry Level School Principal positions SP L SSP L ASP III	Appointment to Other and Higher School Head positions	
Written Beaminstions (WE)	10 points	5 points	
Behavieural Events Impedes (SIE)	S peints	10 coints	

Written Rosminstien refers to the standardised coamination which measures the households, hanguage professions, ability to present ideas, returns a profession of the profession of the standardised profession to the school administration positions must be developed by subject matter experts as required by the HISSIPIES. Obligen the standard profession of the school when the standard profession to the Chipping of the Standard Standar

Pointages = n/TI * WAyes wviere: x = Score/rating in written excenination is percendage acide TI = Total member of test items or highest possible soure WA = Welcht Aliseathon for WE

For the purpose of birting and appointment to setter-level school princip positioned, the applicant's score in the Principar's Test / Notice (cultiving Envisioned to the Achool Heaste (PA/BASI) or a sin-manchedised continuous neutronally selaminatored by lepid shall be based for secretar the component on Written Sanninestan (10 points).

"Sharry-land richnet principal pretitions havinds School Principal I (BF St. Special Retriet Principal I (BF St. Special Retriet Report I (BF St. Special Retriet R

Page 15 of 16