



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 258

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : ANNOUNCEMENT OF VACANT POSITIONS FOR NON-TEACHING
POSITIONS

Date : August 28, 2025

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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADOF4-750012-2025 SG: 15 Monthly Salary: ₱40,208.00 No. of Vacancy/ies: 1 Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT JOB SUMMARY: The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give				



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

recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility

Plantilla Item No.: OSEC-DECSB-ADOF2-750624-2025

SG: 11

Monthly Salary: ₱30,024.00

No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Informations (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
LEGAL ASSISTANT I	BS Legal Management , AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service (Professional) Second Level Eligibility



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

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

Plantilla Item No.: OSEC-DECSB-LEA1-750010-2025

SG: 10

Monthly Salary: ₱25,586.00

No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

To gather, examine and analyze information/facts received and conduct investigation on cases/ matters/ issues received/ submitted/ referred to the Schools Division Office and to provide clerical support to the Attorney III for the effective and efficient operation of the Legal Unit.

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT I (ACCOUNTING MACHINE OPERATOR II)	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility

Plantilla Item No.: OSEC-DECSB-ADAS1-750073-2014

SG: 7

Monthly Salary: ₱20,110.00

No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.

To provide administrative support to the Finance Services functions.

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE AIDE VI (CLERK III)	Completion of two-year studies in college	None required	None required	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT



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

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

Plantilla Item No.: OSEC-DECSB-ADA6-750119-2014

SG: 6

Monthly Salary: ₱18,957.00

No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

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/omnibus2025_DO7)*), **notarized by the authorized official;** and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and



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

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

- l. **Submit the soft copy of your list of trainings using this format <https://bit.ly/TrainingsFormat> and send to this email "hr.digoscity@deped.gov.ph"**
- m. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic google form upon submission of application documents. [Please see Facebook page post to access the application link.](#)

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) does not exclude them from the pool of official applicants.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. No. 007, series of 2023** (see attached **Enclosure No. 5 to D.O. No. 007, s. 2023**). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

Original copy of documents must be presented during the conduct of evaluation of documents, thus, only those submitted documents will be given corresponding points.

The deadline for the submission of the applications for interested applicants to the **Division Office – Records Section** is on **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- September 07, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
September 09, 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



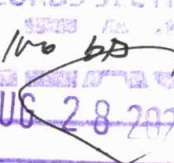
Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

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
September 24, 2025- Septemeber 28, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
September 29, 2025- September 30, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face

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

Widest dissemination of this Memorandum is earnestly desired.


MELANTE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: AUG 28 2025 TIME: 5:10
BY: 

OSDS/ ADMIN / HR/ bpp



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



CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TEACHING POSITIONS

- The assessment for Non-Teaching positions shall be based on the following criteria:
 - Education** units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS.
 - Training** hours relevant to the position to be filled, exceeding the minimum qualification 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 qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years.
 - 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.
- The point system for evaluative assessment is detailed in Table 1. Points assigned to each criterion shall vary from one salary grade to another, giving premium to specific criteria that are more relevant to the position to be filled. As such, for General Service positions, higher services is given to Potential (50 points) and Experience (20 points) than the other criteria. Similarly, Chief positions (SC-24) give more focus on previous Performance (20 points), Potential (20 points), and Experience (15 points).

Table 1. Point System for Evaluative Assessment: Non-Teaching Positions

Criteria	General Service (GS-01 to GS-05)	Chief Positions (SC-19 to SC-24)
a. Education	5	5
b. Training	5	5
c. Experience	20	20
d. Performance	10	20
e. Outstanding Accomplishments	5	10
f. Application of Education	10	10
g. Application of LAD	10	10
h. Potential (Written Test, SES, Work Sample Test)	55	20
Total	100	100

3. **Education, Training, and Experience (ETE).** The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Increments 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. Increments Table - Education

Incremental Level	From	To
1	One Year and More	One Year and More
2	Two Years	Two Years
3	Three Years	Three Years
4	Four Years	Four Years
5	Five Years	Five Years
6	Six Years	Six Years
7	Seven Years	Seven Years
8	Eight Years	Eight Years
9	Nine Years	Nine Years
10	Ten Years	Ten Years
11	Eleven Years	Eleven Years
12	Twelve Years	Twelve Years
13	Thirteen Years	Thirteen Years
14	Fourteen Years	Fourteen Years
15	Fifteen Years	Fifteen Years
16	Sixteen Years	Sixteen Years
17	Seventeen Years	Seventeen Years
18	Eighteen Years	Eighteen Years
19	Nineteen Years	Nineteen Years
20	Twenty Years	Twenty Years
21	Twenty-One Years	Twenty-One Years
22	Twenty-Two Years	Twenty-Two Years
23	Twenty-Three Years	Twenty-Three Years
24	Twenty-Four Years	Twenty-Four Years
25	Twenty-Five Years	Twenty-Five Years
26	Twenty-Six Years	Twenty-Six Years
27	Twenty-Seven Years	Twenty-Seven Years
28	Twenty-Eight Years	Twenty-Eight Years
29	Twenty-Nine Years	Twenty-Nine Years
30	Thirty Years	Thirty Years

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

Criteria	General Service (GS-01 to GS-05)	Chief Positions (SC-19 to SC-24)
a. Education	5	5
b. Training	5	5
c. Experience	20	20
d. Performance	10	20
e. Outstanding Accomplishments	5	10
f. Application of Education	10	10
g. Application of LAD	10	10
h. Potential (Written Test, SES, Work Sample Test)	55	20
Total	100	100

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.

b. After determining the baseline level, the HRMPSB 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.

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

Illustrative example:
Computation of increments based on actual Education qualification of Applicant A:

Baseline Qualification	Applicant's Qualification	Increment
High School Graduate	College Graduate	1
College Graduate	Master's Degree	2
Master's Degree	Doctoral Degree	3
Doctoral Degree	Postdoctoral Fellowship	4

Computation of increments based on actual Training qualification of Applicant A:

Baseline Qualification	Applicant's Qualification	Increment
High School Graduate	College Graduate	1
College Graduate	Master's Degree	2
Master's Degree	Doctoral Degree	3
Doctoral Degree	Postdoctoral Fellowship	4

Computation of increments based on actual Experience qualification of Applicant A:

Baseline Qualification	Applicant's Qualification	Increment
High School Graduate	College Graduate	1
College Graduate	Master's Degree	2
Master's Degree	Doctoral Degree	3
Doctoral Degree	Postdoctoral Fellowship	4

Illustrative example:
Vacant position: Administrative Assistant II (Administrative Officer II - GS-04 Level and Salary Range 60-100 (Non-General Services))
Qualification Requirements for CSC-approved QS:
Education - Completion of 2 years in college
Training - 1 year of relevant training
Experience - 1 year of relevant experience

The date of HRMPSB assessment: Open Ranking System: October 03, 2022

giving points, except for positions that involve practice of profession covered by board laws.

- Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as equivalent to professional degree units/degrees in other non-law academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules governing the bar, subject to further clarifications/guidelines as may be issued by the LEB.
- Relevant training hours earned from digital/online learning may be considered, subject to the conditions presented in CSC Memorandum Circular (MC) No. 3, s. 2021 (Revised Guidelines on Digital/Online Learning in the Public Sector).
- 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 purposes of giving points, the months or years of relevant experience indicated shall be translated to the equivalent months or years of experience based on the CSC required ratio (26-hour per day workday).
- Relevant experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment. These documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.
- Applicable provisions under Rule VIII Part 1 to IV of the CSC ORA/ORA shall apply in the supervision of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.

4. **Performance.** Performance refers to the assessment of work tasks, duties, and responsibilities are carried out or accomplished by the applicant as evidenced by performance rating document or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.

- Positions with experience requirement.** Applicants to positions that require experience must submit latest performance rating's covering one (1) year performance in the current or previous job or position that is relevant to the position to be filled. Computation of points for performance shall be as follows:

$$\text{Points for Performance} = \frac{X}{2} \times \text{Weighted Average}$$

Where:
X = Performance Rating
Y = Highest Possible Rating in Desirable RPMS
N = Weighted Average for Performance
(10 points for General Services; 20 points for Other Groups of Positions/Salary Grades)

Illustrative example:
Current Position: Administrative Assistant II (Administrative Officer II - GS-04 Level and Salary Range 60-100 (Non-General Services))
Performance Rating: 4.5
Highest Possible Rating: 5
Weighted Average for Performance: 4.5
Points for Performance: $\frac{4.5}{5} \times 20 = 18$

a. **Internal applicants**
The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (RPMMS) Individual Performance Commitment and Review (IPCR) Form obtained from the applicant's current or previous job or 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 leaves, 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 of promotion, if applicable.

a.2. **External applicants**
For external applicants whose performance is measured using a five (5)-level adjectival performance rating scale, the midpoint value of the RPMS rating (Table 4) equivalent to the adjectival rating shall be used as the applicant's performance rating (X). The Certificate of Rating must be supported with the Performance Evaluation Tool.

Table 2.b. Increments Table - Training

Incremental Level	From	To
1	One Year	One Year
2	Two Years	Two Years
3	Three Years	Three Years
4	Four Years	Four Years
5	Five Years	Five Years
6	Six Years	Six Years
7	Seven Years	Seven Years
8	Eight Years	Eight Years
9	Nine Years	Nine Years
10	Ten Years	Ten Years
11	Eleven Years	Eleven Years
12	Twelve Years	Twelve Years
13	Thirteen Years	Thirteen Years
14	Fourteen Years	Fourteen Years
15	Fifteen Years	Fifteen Years
16	Sixteen Years	Sixteen Years
17	Seventeen Years	Seventeen Years
18	Eighteen Years	Eighteen Years
19	Nineteen Years	Nineteen Years
20	Twenty Years	Twenty Years
21	Twenty-One Years	Twenty-One Years
22	Twenty-Two Years	Twenty-Two Years
23	Twenty-Three Years	Twenty-Three Years
24	Twenty-Four Years	Twenty-Four Years
25	Twenty-Five Years	Twenty-Five Years
26	Twenty-Six Years	Twenty-Six Years
27	Twenty-Seven Years	Twenty-Seven Years
28	Twenty-Eight Years	Twenty-Eight Years
29	Twenty-Nine Years	Twenty-Nine Years
30	Thirty Years	Thirty Years

Table 2.c. Increments Table - Experience

Incremental Level	From	To
1	One Year	One Year
2	Two Years	Two Years
3	Three Years	Three Years
4	Four Years	Four Years
5	Five Years	Five Years
6	Six Years	Six Years
7	Seven Years	Seven Years
8	Eight Years	Eight Years
9	Nine Years	Nine Years
10	Ten Years	Ten Years
11	Eleven Years	Eleven Years
12	Twelve Years	Twelve Years
13	Thirteen Years	Thirteen Years
14	Fourteen Years	Fourteen Years
15	Fifteen Years	Fifteen Years
16	Sixteen Years	Sixteen Years
17	Seventeen Years	Seventeen Years
18	Eighteen Years	Eighteen Years
19	Nineteen Years	Nineteen Years
20	Twenty Years	Twenty Years
21	Twenty-One Years	Twenty-One Years
22	Twenty-Two Years	Twenty-Two Years
23	Twenty-Three Years	Twenty-Three Years
24	Twenty-Four Years	Twenty-Four Years
25	Twenty-Five Years	Twenty-Five Years
26	Twenty-Six Years	Twenty-Six Years
27	Twenty-Seven Years	Twenty-Seven Years
28	Twenty-Eight Years	Twenty-Eight Years
29	Twenty-Nine Years	Twenty-Nine Years
30	Thirty Years	Thirty Years

d. Meeting the minimum baseline QS requirements for Education, Training, and Experience shall be given zero (0) points.

e. The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:

- Education units and/or degrees in multiple or different areas 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.
- Consistent with the provisions of the CSC ORA/ORA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of

Table 4. Midpoint Value of the RPMS Rating

RPMS Rating Scale	Midpoint Value
Unsatisfactory	4.00-5.00
Very Unsatisfactory	3.00-4.00
Satisfactory	2.00-3.00
Very Satisfactory	1.00-2.00
Outstanding	0.00-1.00

Illustrative example:
Current Position: Administrative Assistant II (Administrative Officer II - GS-04 Level and Salary Range 60-100 (Non-General Services))
Adjusted Performance Rating Scale in the problem job:
Performance rating of the applicant: 3.00
Performance Rating: $3.00 \times 20 = 60$

For external applicants whose performance is measured using other numerical or adjectival rating systems with scales that are not aligned with the five (5)-point rating scale of the RPMS, the HRMPSB shall develop a system that translates the performance rating to the corresponding points comparable to the existing rubrics of the RPMS.

External applicant/s to vacant positions with experience requirement shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating/s.

b. **Positions with no experience requirement.** Applicants to positions that do not require previous experience must submit the board examination or Career Eligibility Rating. For General Services positions that do not have Eligibility requirement, the General Weighted Average (GWA) in the highest academic grade level earned shall be required. The HRMPSB shall develop a system that translates the GWA to a percentage scale. Computation of points for performance shall be as follows:

$$\text{Points for Performance} = \frac{X}{100} \times \text{Weighted Average}$$

Where:
X = Board Exam/CE Eligibility Rating/GWA translated in percentage scale
Y = Weighted Average for Performance
(10 points for General Services; 20 points for Other Groups of Positions/Salary Grades)

