Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 240

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 28, 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		
GUIDANCE COUNSELOR II	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		

Plantilla Item No.: OSEC-DECSB-GUIDC2-750134-2016

SG: 12

Monthly Salary: ₱ 32,245.00

No. of Vacancy/ies: 1

Place of Assignment: SENIOR HIGH SCHOOL IN DIGOS CITY

JOB SUMMARY:

- Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.



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

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

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 <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
- 1. 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 access this link: https://bit.ly/DepEdDCApply.

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.



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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 **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 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
September 24, 2025- September 28, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online



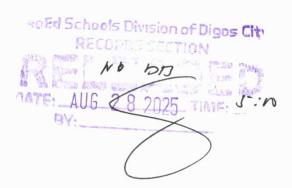
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This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired.

MELANIE/P. ESTACIO, Ph.D, CESO VI Schools Division Superintenden



OSDS/ADMIN/HR/bpp

CRITERIA AND POINT SYSTEM FOR HIRING AND PROM RELATED-TEACHING POSITIONS

ent for related-reaching positions shall be based on the following

- - ertat:

 *** Millemettees unific and/or degree relevant to the consider to be filted, according the ministers qualifications requirements as defined in the CSC-approxed (St.).

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- 2. The point system for ensitzative assessment is detailed in fallie 1. The point opsions shall vary based on the level and salary range of the position. Petents assigned to each extirctive a shall vary from one takeny range of on onclute, giving presultant to spacific evident that are more reference to the position to be filled.

Criteria	Breakdown of Peints				
	80 13-15	5G 15-28 and 8G-27	50 34 (Chlor)		
s. Education	10	10	10		
b. Treining	10	10	16		
e. Experience	10	10	10		
d. Performance	20	20	25		
e. Outstanding Accomplishments	10	5	10		
f. Application of Education	10	15	10		
g. Application of LAD	10	10	10		
 Potential (Written Test, BEZ, Work Sample Test) 	20	20	15		
Tetal	100	100	100		

Rubrics for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications executing tac QS, shall be computed value for the present Stable fields E.a., 2b., 2d, and the Robricts for Computation of Points for ETE (Table 3), Only those qualifications that are selevant to the position to be End shall be given points.

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a. Heard on the samman QS of the position to be filled, the HEMPSB shall determine the baseline level for consputing the points for ZTE using the bacroments Fable as shown in Table 2.c., 2.b, and 2.c.

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After determining the baseline level, the BEMCSS shall compair for the increments of the applicant's oronal qualifications based on the arbeitsted documentum requirements. Inserences shall rife to the difference between the compounding statement of the proposal statement of the recommendation of the communication of the continuous between the continuous between Qualification level and the continuous between Qualification level and the continuous between Qualifications of the Statement of the position to the Statement Qualification of the Statement of the position to the Statement Qualification of the Statement of the position to the Statement Qualification of the Statement of the position to the Statement of th

For positions with multiple QS requirement for Experience (e.g., 2 years as Principal or 2 years as Head Toucher or 2 years as Muster Teacher), the HRMPSS shall identify the relevant experience with the highest laserement incurred. This shall be the basis in determining the final score of the applicant for the Experience component.

Bustrative example:

Education Qualification of Application A	Surraging New equipment for Remaining (St regalitements) using Assessment's Tuthin Eur (Milesetting)
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Page 8 of 18

After computing the number of increments from the minimum (baseline) QS requirement, the corresponding points somed by the applicant for ETE shall be determined using Table 3 (Rubrics for Computation of Points for Education, Training, and Experience).

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

Qualification of the Applicant			Congettether of Prints Sent of Incremental Studies Trible & RTS Eubrius			Detail easilier of periods for 202
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- Meeting the minimum (baseline) QS requirements for Education, Tre and Experience shall be given zero (0) points.
- The following general guidelines shall be observed in giving corresponds to relevant Education, Training, and Experience qualifications
 - Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis; provided, that the units and/or degrees carmed are relevant to the position applied for; provided further, that the subjects completed are not duplicated.
 - b. Consistent with the provisions of the CSC OMADHIRA, units and/or degrees of Doctor of Medicine from a CHED/ercongined institution may be considered masser's units and/or degree for purpose of giving points, except for positions that invoice practice of profession covered by board laws.

- 20. Commisterer with Lagal Educacións Board (ESE) Resolucións No. 40%, a. 2015, Bincheror Game (ELEI) en visus plocers (ED) unitus audio degree carnod from ine sofiosis recognizad os supervised by the LES and its predemonar regularion agencios shall be considered as equitadess to professional descharato units //degree in value non-descendant activity of the considered and con
- believes depending and a pre-time work of at least Rul 14 boxes per dig may be considered; provided, that the appropriate confidence of boxes rendered boxes of the appropriate confidence of boxes rendered. For purposes of girling points, the mounts musher of boxes rendered. For purposes of girling points, the mounts or years of network experience substances shall be transacted to the optimized months or years of experience based on the CSC-required right (pilmor per dig worklady.)
- Applicable provisions under Rule VEI Part I to IV of the CSC ORACIGEA shoul apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE creditables.
- Packecasane. Perhamstoc refers to the successored of how takin, duties and unfailables are curved out or seconopiables by the applicant is avoidanced by remotive tables, the current of the packet of the packet of the packet of the proof in the current or providing pile of portions the ne whereast on the providings and the duties to the pumpose of princip points for professionance.
 - Positions with experience requirement. Applicants to positions that require experience contact submit latest prefermance cattagrs overcing one till year perionance cat the current and previous job or position; that is relevant to the position size foliated. Computation of points for performance shall be an efforcise.

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a. 1. Internal applicants.

position to be fillat.

However, as a smandetory requirement, the applicant shall also be required to submit a performance rating of at least very distributory [Vii] in the last rating period piece to the clast of assessment or screening, carery the required performance rating period piece and application when the required performance meting is at least Satisfactory [St. An official or employee who is no attemption, but may be considered period performance or attemption of the period performance rating is at least Satisfactory [St. An official or employee who is no attemption, but may be considered per possible or or other CSC authorised editional leaves, and be considered for promotion. In such cases, a performance rating in the last rating period point to the leave of delaction changing the 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. Reternal applicants.

Table 4. Midpoint Value of the RPMS Rating

RPMS Rating Scale	Midpoint Value
Disting	4.75
Very flattefactory 1,500-4,499	2.006
Satisfactory 2,500-3,400	2.995
Unsativisatory 1 500-2 499	1.995
Phor Bolom 1.499	0.7495

Adjacased Performance Basing Study to the provinces jub Entire Expressions: Senda Representant Good, Strang thile Model Professional reliase of the egiptivals: Estima a v SPMS subjects within (Star), Satisfactional explicitated to Englishman 80.4-50.

For external applicants whose performance is measured using numerical or adjectival rating systems with scales that are not salign, the five (3)-point rading scole of the FPMS, the BEIDETS shall de-system that transmurres the performance inting to the corresponding comparable to the easiling nutrities of the FPMS.

External applicant/a to vacant positions with experience requirement a submit performance rating/a from current or previous work that is reti-ted the position to be filled. Non-explanations of performance resting/a for resson gais a zero score for Performance extention. No proxy intensire to considered in the absence of the applicable performance restings.

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

Where: A - Feneri Bouns/CS Eligibility rating NA - Whighs Alleansion for Performance (20 points for SG 11-15, SD 16-25 and 32-27, SS points for SO 24)

x = 60.75 W4 + 30

Reners Essent	Point/spetiment
Stantona Com Lacate	29 seints
Megsa Con Leady	19 people
Com Londe	16 nature

Table 5. Comparents of Outstanding Accomplishments

Congenent	Pointmouseuring transportunities
Amenda and Recognition	2 points
Research said transvation	5 points
Subject Mattur Expert / Nembership in National Technical Working Groups (FWDs) or Committees	3 points
Breasess Speulership / Learning Fundation	2 points
MIAP Accession Learning Facilitator	2 points

The points allocation in Table 5 shall serve as the maximum or celling polass to may be earned for each component. The points earned from each component consultation to determine the total points for Contamining Accomplishments, but to exceed the weight allocation for Constituting Accomplishments as structured to exceed the weight allocation for Constituting Accomplishments as structured that the context of the context of

Only those outstanding ecomplishments sequired or ranned after the less unaction shall be considered eligible to be given points.

Nedcoush level Individual awards acquired from a thorough search percess and given for preparation search given by reputation search giving bedies, such as CSC, Metrohanth, Personal Economic Development Audertog of the Philippines (20AP). Deeplot, etc., ristal be given seasonatum points in Outstanding Anneouspikalments E. Fer Pip Pointin Rev 50: 16-33 and 62: 77, and 15 opanes for 50: 11-15 and 50: 24.

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

- n Awards and Recognition. This may refer to scadentic or inter-school awards, or outstanding employee awards.
 - a. I. Accordance or Inno-School Assures. This shall apply only to applicance with to or less than set III year work emperieure (e.g., fresh graduates).

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

Means of verification:

- A. Academic of Inter-school award; or
 Certification or any document aboving top-notching a Board Sammissilon; or
 Certification or any document aboving TOSP Award.

Component At least there (3) academic or inter-school swards or TOSP Award or Top 10 in Sound (CS Explain): Examination	Polaria pointa
At least two (2) scademic or later-school sounds	1 point

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

Means of verification:

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

Component	Polisticipal centre basis or about
Applicants from external institution	
Organizational Level Search or Higher	2 points
Local Office Bearris	1 point
Applecents from control office	
National Level Search or Higher	2 points
Cestral Office Search	1 point
Applicants from regional office	
National Level Search or Higher	2 points
Resiliantal Ciffice Seworks	I roint
Applientes from sebools division office	
Regional Level flowers or Higher	2 points
Division/Previncial/City Level flearch.	1 point
Applicants from schools	
Division Level Bassch or Higher	2 points
Sobool/Municipality/District Level Boarch	1 point

assurpt nearth received from the same award giving body and/or award category than are conducted in series or progressive manner, only drivition, regional, national levels, Stimularly, only the highest search shall be given points in cause where applicants subsult multiple swards from different sward drivine bottles.

b. Research and Innovation

- Findles or examination.

 A. Proposal duly approved by the Head of Office or the designated Bonewich Committee per DO Ro. 16, s. 2017

 B. Accomplishment Reports written by the Head of Office Committee per DO Ro. 16, s. 2017

 B. Accomplishment Reports written by the Head of Office Committee of the intermetation or measured, within the school office discussion of the intermetation or research by an extended office of the committee of the intermetation or research by another school office of the intermetation or research by another school of the other intermetation or research by the school of the other intermetation or research by another school of the other intermetation or research by the school of the other intermetation of the committee of the school of the conscipt of t

Rubries:

MOVs Submitted	Pointsonerson/ferents
A, B, C & D	5 points
人员企业艺	5 points
Osly A, B & C	4 seints
Only A & B	3 points
Only A	2 points

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

Studyled Master Expert / Membership in Mastered TWHe or Committees. This shell apply to applicance who have been chosen and requested to use that shell apply to applicance who have been chosen and requested to use which is most control in the rational rest. This may include been not work insented an outcome in the rational rest. This may include been not profiled, and its remaining materials. Buffort matter experted or monthership in National TWHs or Committees must, however, for relevant to the position being applied for to note to be given points.

- A. Leadance or increase and a constitution or Committees;

 B. Certificate of Participation or Attendance; and
 C. Chutput/Adoption by the organization/Deptid

MOVe Subssitted	Pointness	
ALL MOVs	3 points	
Only A & S	2 points	

Resource Speakership / Learning Facilitation. This shall apply to applicants who have been requested and invited to share their knewledge and expertise on specific subject seator/s. This may include applicants who served as a Resource Speaker, Resource Ferron. Threater, and/or

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Learning Facilitator in seminars, training programs, conferent convention, congress, forums, learning action cells (LAC) assaions, etc.

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

- Besuarice/Memorandum/Invitation/Training Matrix;
 Cartificate of Recognition/Memo/Commendation/Appreciation;
- and
 C. Stide deck/s used and/or Session guide/s.
 Rubrico:

Lorel	Peterbaneous tradeolis Joseph Sectional
Applicants from esternal institution	L.C. and J. C. and J. and J. C. and J. and J. C. and J. and J. C. and J. C. and J. and
Organizational Level Speakership or Elicher	Scolety
Local Office (until Synakovalsic)	2 pellet
Applicants from control office	
Method Level Ryndoreski; or Michae	2 peless.
Creatral Office Level Speakonship	Lordet
Applicants from regional office	
Metional Level Spedenský ur History	2 points
Regional Office Symbership	å polest
Apolicants from achools directors office	
Mactonal Level Speakership or Michel	2 protests
Distribute / Petropole / City Level Investorable	I yolat
Applicante freps schools.	
Division Level By misocobay or Higher	I peints
School Offustel radio (District) fromboguists	Louist

MEAP Accredited Learning Facilitator. This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Readers of the Philippeles REAN.

- A. Certificate of Recognition as Learning Facilitates Isothed by NEAP Regional Office
 B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

MOVa Submitted	Pointsony seeing resident
Aurendited National Amereor	2 peinta
Accredited National Trainer	1.5 points
Accerdited Regional Towises	1 point

Applicant Cremps is repriging for a Bealar Bibucation Program Specialist (BD-18) in Depthal Cremos Office. He is correctly on Schoolstein Program Specialist in SCO Question (Tip applicated in Collider 2010, For the program of computing the Octoberships, Accomplishments,

Outstanding Accomplishments	Points based on itsdets	Hemorks Francks
Awarde and Recognition. Outsioning Employe Assert 2015 in BCR komplete BCHe authorited)	ž pointe	Not conditively 2003 later home, samed to the least promunities on EPSI II
Outstanding Employee Assent 2018 in 800 Owner, City isoscillete MOVs submitted	I polet	Chwitted
Inspection of Research: Carifyinin of Recognition to Leathing FieldLater on Breatmen on Quality Association for every INCR Schools famplets MOVer releasiball	5 points	ChepBook
Revource Apackership/Learning Facilitations Certificate of Recognition on Benevius Speaker on Schooling Assessment in September 2016 in Depth N.C. gaugates & Mrs. submissed	E pens	Cheultted

- - Positions with experience regularsment. Application of otheration is the contributions made by the applicant to their weichiece as a result of their bearings from their education degrees or units carned, such as but not institute to applied concepts, processes, and skills that are relevant to the position to be filled.

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

Relevant Intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged, an intervention is described to be applicable if it can be used in the operations of the functional unit based on its office mendates in the official coperations of the functional unit based on its office mendates in the official operations of CHE orders for the crustion of the functional

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

Means of verification:

- A. Action Mini approved by the Head of Office

 ii. Accomplishment Report verified by the Head of Office

 C-Cuttlication of the utilization/adoption signed by the Head of Office

MOVe Probcellted	Poletaum	other of Manufact
	Rolevani	Not Relevant
ALL MOVs	10 pulets	S polista.
Chafy in 8t B	7 pulests	3 points
Only A	5 yearste.	1 pried
Rubrica: (80 16-2)	l and 8G 27)	
Rubrics: (80 16-2)	l and SG 27) Pelola	the of Statistics
	l and SG 27) Pelokasan Ratereal	Sot Enlevant
MOVs Subsection	I and SG 27) Polohamor Raisvent 15 mail	Not Relevant
	Pedolasses Pedolasses Esternal 15 minus 12 minus	Set Effection 9 points 6 points

b. Positions with no experience requirement. Applicants to positions to not require previous work experience must substit the GWA in highest academic/grade ironel canned as evidenced by Transcript Records/Certificate of GWA/Toljeons/Special Order from the Commiss on Highest Decisions (SPECIS) or other evidencial Order from the Commiss on Highest Decisions (SPECIS) or other evidencial Order from the Commission CHASTO as a percentage of Computation of plants for Application of Education that he as followers.

Where:	POINTAppy turbon of Admention = X/100 * Wild application of Education
r - GW	A transmuted to percentage ecole
WA - W	leight Allocation for Application of Education
12	O points for SO 11-15 & SO 24; 15 points for SO 16-23 & SG 27)

Vazont position. Belianstion Program Specialist II - 86: L6
~ 40.75 WA = 15
Point@appleasion of Stancium = 89.75/100 * 18 < 12.4123

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7. Application of Learning and Development (L&D). Application of L&D is a priven success of the learnings gained from the human resource development (BED) interventions done/attended by the applicant which must have led to algorithm exists in their current or previous work.

Higher premium shall be given to an application of Ltds or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as supulsated in 15cm (6pl of this Order shall apply.

Meson of verification:

- Remon of restRuciation:

 A. Certification of Training an Certification on any applicable LAD.
 Intervention: acquired Other to adapted with the Individual
 Development Plan SIDNE, for extractal application, a certification
 from IR strong than the LAD Intervention is adapted with the
 shall be registered, following in this or certification
 from IR strong than the LAD Intervention is adapted with the
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MOVs Submitted	Pointenatoria d'ass		
	Reirrant	But Reimment	
ALL MOVa	30 peints	Spainte	
Oeli-A, B, & C	7 switnes.	3 resiste	

Compensat	Polathound	
	8G 11-18 8G 16-93 8G 27	90 24
Wyktoro Escensoutiona (WE)	S poliste	5 yearsts
Skills or Work Shaupin Testr (S/WWY)	30 paints	5 points
Belossiques Events Interview (BED)	S points	5 points

Writtense Raumainastions refers to the standardized examination which measures the incominging, jumpating profesioners, solidary to present des-jodgment and leadership ability of the applicant. The test and evaluation rubines superopridic to the position to be filled mant be developed by subject relative experts as requested by the HEMPERS. Subject nuttier experts refer to

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 filled.

Pointage = x/100 * WA--w = Some/rating in written examination in percentage scale IKA = Weight Allocation for IKS

Vacant positive Education Program Specialist B - SG 16 A = 85 WA = 5 Printpeg = \$5/200 * 5 = 4.25

Shiffs or Work Sample Test refers to the test that may be administered to evaluate the application of skills relevant to the requirement of the position to be Shiffs. The test and evaluation ruthers must be designed by subject matter exports as requested by the HEMM'SH depending on the type of skills test required by the position to be filled.

Pointagen = x/100 * WAgeurn Where:
z = Store/rating in the G/WST is percentage scale
WA = Weight Allocation for S/WST
[10 points for SO 11-15, SO 16-23, SO 27, 5 points for SO 24]

Vecant position Bibacation Program Specialist II - 80 16

toward Events Interview (IEEE) refers to the conduct of direct inquite or applicant, facturing on their display of desired behaviour/a whe led to appedite histories or conditions in their perfects and/or current aces. THE is haired on the principle the past behaviour predicts faturation. It sees the STAR approach to wildore whether the lar Joint that are linked to the required competencies have been each state that are linked to the required competencies have been each the state of the st

by the applicant. The STAR approach draws focus on actual fittuations in which the applicant noted, the Task's that the applicant faced, the Actions that the applicant tooks and the Results of those actions. The BEI may be used to assess the following areas:

- 3 Apriliador. The IBII shall, be used to assess the applicant's potential of their capocity and adulty to assume the distine of the position to find and time lighty positions that are more technical in sustru-face. The property of the property of the property of the appears such as the applicant's psychological and social well-being. Apriliant, I shall starve as an avenue to evaluate an applicant's Job PM, Location FM, and Organizational VM.
 1. Confirm service the road psy desired by the IFIMPOSE.

The points allocated for IBEI component (5 points) shall serve be the m or celling points that may be earned by an applicant. The points earneach area are cumulaints to determine the tosts points for IBEI components are successful december to the point of the IBEI components are set of the IBEI components are set of the IBEI components are set of the IBEI components are IBEI.