

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-767

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: RE-ANNOUNCEMENT AND ANNOUNCEMENT OF VACANT

POSITIONS FOR NON-TEACHING POSITIONS

Date: November 27, 2025

This Office re-announces and 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	EXPERIENC E	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/Fir st Level Eligibility	

Plantilla Item No.: OSEC-DECSB-ADAS3-750327-2018

SG: 9

Monthly Salary: ₱ 23,226.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

 This position shall assist in finance and administrative related services such as accounting, budgeting and payroll processing and ensuring efficient office operations.



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

VACANCY		DARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT II (CLERK IV)	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub- professional)/First Level Eligibility

Plantilla Item No.: OSEC-DECSB-ADAS2-750005-2014

SG: 8

Monthly Salary: ₱ 21,448 .00

No. of Vacancy/ies:

Place of Assignment: KAPATAGAN NATIONAL HIGH SCHOOL

JOB SUMMARY:

 This position shall assist in finance and administrative related services such as accounting, budgeting and payroll processing and ensuring efficient office operations.

VACANCY		QUALIFIC	ATION STANI	DARDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE AIDE VI (CLERK III)	Completion of two-year studies in college	None Required	None Required	Career Service (Sub- professional)/First Level Eligibility

Plantilla Item No.: OSEC-DECSB-ADA6-750124-2014

SG: 6

Monthly Salary: ₱ 18,957.00 No. of Vacancy/ies: 1

Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION

JOB SUMMARY:

• To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.



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

VACANCY	QUALIFICATION STANDARDS					
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
ADMINISTRATIVE AIDE III (CLERK I)	Completion of two years studies in college	None Required	None Required	Career Service (Sub- professional)/First Level Eligibility		

Plantilla Item No.: OSEC-DECSB-ADA3-750085-2004

SG: 3

Monthly Salary: ₱ 15,852.00 No. of Vacancy/ies: 1

Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL

JOB SUMMARY

• To provide descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation and policy direction as well as, ensure basic education data quality and access by intended users.

 To monitor and evaluate implementation of policies and guidelines related to planning and education and data management systems by the schools and learning centers.

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, (if with Master's Degree/Units). (Note: e-Cav must be submitted for Bachelor's Degree Graduate/Master's Degree Graduate or Master's Degree unit earner);
- 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;



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

Applicants are required to fill out the electronic microsoft 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 **December 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:



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

Date	Activities	Personnel Involved	Mode
November 27, 2025-	Submission of	Applicants	Face-to-
December 07, 2025	application documents	Records Section	Face
December 09, 2025	Forwarding the	SDS Personnel	Face-to-
	transmittal of all	AO IV – HRMO II	Face
	application documents	HRMPSB	
	to HRMO for pre-	Secretariat	
	assessment of the documents		
December 10, 2025-	Conduct of initial	AO IV – HRMO II	Face-to-
December 23, 2025	evaluation based on the	HRMPSB	Face
December 20, 2020	CSC minimum	Secretariat	race
	Qualification Standards	HR personnel	
	(QS)		
December 26, 2025	Issuance of letter for	HRMPSB Secretariat	Online
	qualified and disqualified		& Face-
	applicants		to-Face
December 26, 2025-	Issuance of	AO IV – HRMO II	Online
December 30, 2025	memorandum on the	SDS	
	conduct of written		
	examination, open assessment, and		
	interview of applicants		
January 02, 2026-	Conduct of written	HRMPSB	Face-to-
January 05, 2026	examination, open	HRMPSB Secretariat	Face
ouridary 55, 2525	assessment, and		1 400
	interview of applicants		

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

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of the Schools Division Superintendent MELANIE P. ESTACIO, PhD, CESO VI

No JUNISIUM OF DIGOS LINE

Public Schools District Supervisor
Officer-In-Charge A /27/10%

OSDS/ADMIN/HR/bpp



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



CRITERIA AND POINT SYSTEM FOR HIRING AND PROP NON-TRACHING POSITIONS

nt for Non-Teaching positions shall be based on the followin

- a filensation units and/or degree relevant to the position to be flited, executing the unitensine qualification requirements as defined in the CSC-approved QS:

 Treating flours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired to the the last promotion;

 Application of Identity and Observations and QSD acquired after the last promotion;

 Application of Identity and Observations and QSD acquired after the last promotion;

 Potential measured using other evaluative assessments. units and/or degree relevant to the position to be filled, he minimum qualification requirements as defined in the CSC-

Criteria	Breakdown of Points					
	Denseul Bervices	SG 1-9 (Ren-General Survices)	80 10-02 and 80 37	SC 24		
a. Education	. 5	5	5	10		
b. Training	8	5	10	5		
c. Experience	20	20	15	15		
d. Performance	10	20	20	30		
e. Outstanding Accomplishments	5	10	10	10		
f. Application of Education		10	10	10		
g. Application of L&D		10	10	01		
 Potential (Written Test, BEI, Work Sample Test) 	55	20	20	20		
Total	100	100	100	1.00		

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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 Tuble (Table 2a, 2.b. 2.d.) and the Rubrics for Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be filed shall be given points.

Level		ange
Peace	Prom.	To
1:	Con Heed and Write	Descriptory Lond Education
1	Structury Oraticate	Auster High School Level Education (E. to. 11) High School Level Hide convenience
3	Completed Aurilia High richnel (N cs. 18-	Sension High School Lavel Education (K in 15)
	Region Flight dichael Constrain (K to 12) 10gh Britost Orishasto 1068 conticologi	Lose than 2 years of College
8	Completed 3 years to Onlings	Loss than a Switsday's Suggest but more than 2 more to College
	Switzer's Degree	Long those 4 Cours merced trensmin the completion: of a Macour's Jagree
y .	6 Cultur served towards the categórism of a Manter's Degree	Loss time # Units correct sovereds the completter of a Master's Degree
	9 Updia sactorii invocete the completion of a Manter's Depres	Less than 13 theirs exceed towards the orangiction of a library's Degree
*	12 Units exceed normals the completion of a Mountain Degree	Less their 15 Order surrent rewords the complettes. of a Manter's Degree
10	15 Upin carried symmets the complexion of a Monkey's Degree	Leas their 16 United opened towards Car completion of a Master's Diagnos
44	18 Units exceed sumerly the completion of a Martin's Degree	Loss Ham ST Units surrent tremeds the recipieties of a Manuri's Degree
10	25 Units earned tempels the completion of a Steator's Degree	Low Mays 24 Units corned treaseds the sampletion of a Master's Degree
13	24 Units assued arounds the completion of a Master's Dagree	Less then 27 Units surred towards the sampleton of a Measur's Organi
14	27 Units earned towards the completion of a Master's Degree	Less than 30 Units cannot break the completion of a Market's Degree
. 19	30 Visite essent tremely the completies of a Master's Degree	Less than 32 Thrite surged towards the completion of a Master's Degree
16	53 Depte cornect towards the completion of a Masser's Digere	Love that M Units exceed towards the conspiction of a Maxim's Degree
19	Ni Utaha expand housetts the completion of a Monton's Dogree	Lose than 56 Units served between the complettee of a Waster's Degree
18	JP Units mesod through the completion of a Master's Dearer	Loss than 49 Units meased towards the completion of a Mester's Degree
19.	nd Unite surred teample the completion of a Manager's Drugone	Same Chair Complete Attendance Responsements complete transports that promptioners of a Manager's Degree
30	Complete Academie Respirements completed inneards a Maximi's Degree	Loss than an amorbid Moster's Degree
24	Manters Degree	Lens than 3 Units corned towards the magnition of a Decisionic
10	If Class on and Security the analysishes of a Decimants	Same disase of thesian content screening disc completions of a Declaration
25	6 Units careed towards the orangistion of a Charleston	Less than 9 Visits earned toroide the completion of a Declarate
24	If Unite exempt teams its the completter of a Declarate	Love then 12 Units natural consents the completion of a Destarate
26	12 Units exceed teresade the completion of a Destroyate	Less thus 15 Units expect rewards the completion of a Declarate
26	15 Quits exceed terroris the completion of a Dustacetr	Louis Blust 18 Units carried transcis the completion of a Datterste
10	16 Direct current teaments that completions of a Directorate.	bese than 21 Unite exceed towards the completion of a Dectarate
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29	(3) Usa'ts reserved towards the completion of a Doctorate	Loss than Complete Academic Sugatements completed sounds the completion of a Decomain
36	Complete Academie Requirements completed towards a Decisionia	Lean Blass on anguilted Disclorate
34	Doctoralie	

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norsment		Range	Increment		Range
Lovel	From	To	Level	From	To
1	0 laura	Loss Week & Betters	1	Nate	Same those is marrother
	# boars	Less than 16 hogs		6 south	Lives than 5 peny
-	ill bears	Lean Stein 34 Anges		3 year	Lase then I year 6 month
4	24 hours	Lam than 32 terres		1 year 4 quantes	Less than 2 years
3	82 hours	Leas (Euro 40 laners		1 years	Less than 9 years Leastifus
6	40 hours	Loss Deat 40 hours		S years 6 pagethe	Less than X years
7	48 Inves	Lates ideas 18 layers	7	y homes	Loss than 3 years 5 months
. 6	Ai laver	Lean then 64 bears		3 years 4 poortou	Lean Stute 4 years.
	54 bours	Lean flows 72 hours		4 years	Line then 4 years 6 months
10	Y2 lives	Less than 80 bisars	10	4 years 6 months	Sean than 5 years
11	80 benzek	Less than 68 boors	n	5 years	Leas than 5 years 6 percelles
10	66 bours	Lean than 96 leaves	13	5 years 6 months	Lette these & proces
10	96 leners	Lens than 164 hours	18	6 years	Countbe 6 years 5 southe
14	104 facars	Grow than 123 hours	14	6 posts t-months	Less then Tyrecs
35	11.2 Sectors	Lotes Misso, 230 Servers	10	T years	Lenn Hage 7 years 6 weekles
36	129 hours	Lose then 15th territy	14	7 years 6 months	Lone than Ayunn
17	158 Brook	Less then 634 become	IF.	g laseta	East State & years 6 months
19	150 feauns	Long (See: 544 Seriors	18	8 years 6 min/fin	Love Shan 9 years
19	144 Sects	Laine them ATE Stoners	19	8 years	Sures, Elsays, O prosper 6 sterrollins
507	150 bears	Gene then 165 hours	20	9 years 6 watths	Sens than 10 years
91	160 lauen	Less then 168 hours	21	10 years	Eiter than 18 years 6-meetin
20	Did bevon	Loss that, 176 hours	102	10 уншт. й зремён	Less them 11 years
99	[76 begins	Less than 184 hours	20	17 years	Less then 11 years 6 seeding
24	184 bours	Less tion 192 bears	H	f.i proce. n investion	Leves them the present
36	1912 Sensor	Less than 200 hours	26	12 years	Core flore 12 years 5 seconds:
26	369 Jeona -	Lose then 209 bours	36	12 years 6 avenths	Less floor, 15 years
17	306 Henry	Japa rjem 210 lenure	17	(il) years	Loss stem 12 years 6 months
28	\$16 besse	Less than 204 boson	28	Constitute	Seas than 14 years
29	254 beers	Love tion 202 hours	20	14 years	Loss than 14 years 6 months
90	232 Section	Less than 245 bours	30	o specific	Lose than 15 years
91	340 Senore	er men	36	15 pours	or more

Salary Range and Waterlet Allegation	Education		Treining		Experience	
	Sum QS	Points	Increments from Qff	Poleta	Increments Increments	Poliste
	5 or sases increments	5	5 or more incresents	5	10 or more increaseds	20
Desseral Services Positions Schoolier, 5 points	4 locrements	4	4 increments	4	8-9 Incrementa	16
Training: 5 points Experience: 20 points	5 incressente	3.	3 increments	3	6-7 increments	12
	2 increments	2	2 increments	2	4-5 increpents	
	1 incressent	1:	1 increment	1	2-3 Increments	4
	frem Q8	Petate	Increments from Q6	Pedata	Increases to Bress Q6	Pedete
	10 or summer Socressions	4	5 or soore (necessants	8	10 or more Secrements	20
HG 1-9 (Ren-General Services Positions) Schooline: Spoints	8-9 increments	4	4 January	+	8-9 Jocremente	16
Training: 5 points Experience: 20 points	6-7 increments	5	5 increments	3	6-7 locospecuta	12
	4-5 increments	2	2 investments	3	4-5 increments	
	1-3 to-crements	1	1 huresest	1	2-3 increments	4
	Stem QS	Points	Snore-executor	Pelate	Sharresposets from QS	Polos
	10 or source incressors to	3	5 or more increments.	10	10 or poors increments	15
SG 10-22 each SG 27 Education; S points	8-9 surresponts	4	4 inerepets		8-9 Increspents	12
Training: 10 points Experience: 15 points	6-7 Increpants	3	3 increasests		6.7 Incresponds	
	4-5 Incentants	3	2 increments	+	4-5 leciresesta	
	2-3 increpents	1) increment	2	2-3 increments	3
	from Q0	Points	Seen Q8	Printe	Street QS	Point
	10 or more inscrements	10	5 increments	5	10-or more incresembs	15
Fiduration: 10 points	9 increments		4 introducts	4	(0-5) Sonorementa	22
Treining: 5 points Experience: 15 points	8 incresousts	4	3 knomments	3	6-7 increments	9
angement to Johns	6-7 incressents	4	2 increserate	2	4-5 isservanendo	
	4-5	2	1 increment	1	2-3 imprements	3

Vacant position: Administration Assistant II (Disbursing Officer II) - 80 8 Level and Salary Range: SO 1-9 (Non-General Services)

liffication Standards per CSC approved QS
Echacation : Completion of 2 years in college
Training : 4 hours of relevant training
Experience : 1 year of relevant experience

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 Tables as shown in Table 2.a, 2.b, and 2.c.

Mindauox / Qual ADM	regainment per CSC-approved Efficution Standards for IS Staturelay Officer II	Corresponding Losel Superior on Sucrements Table
Eduration	Completion of 2 years in reflege	Second S financed on Yeight 2 sq
Thehiling	4 hours of reference tradeing	Land I Beard on Pable 2.5:
Esperience	I pase of educate experience	Lanel 3 femal on Yeller 3.sp

After determining the basefune level, the HRMPSB shall compute for the increments of the applicant's actual qualifications based on the submitted documentary requirements. Amounted 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 (toaseline) QS requirements of the position shall be given corresponding points in the computation of increments.

Computation of increments based on actual Education qualification of Applicant A.

Distriction Qualiffeether,	Stammants Steel additions for Nautiling QV registresmits
of Applicant A	making Summanus Public S.n. (Mountiting)
Butche's digree in December Administration	Ching Table E.a. the corresponding level of Applicant A's Albancher qualification (E.E wells correct for a Mexico's singues in Public Administration in at Local LL.
IR years versel for a	The combine of instruments for Appelment A is detections qualifications about to
Rustin depres at Pattle	compared the maintening the employees (All force) found by from the applicant's
extensionalism	qualification, book from \$1.50, or observed better
	Applicant's Biber land - Qil land + James and £1 - E + 6 barramente

Destroy Qualification of Assessment A	Surretunds from relatives: for Assetting QF regulations of upling Surresponds Table 3.9 (Transles)
34 hours trising in Hulps proportion producty 27 to 15, 100 t	The investables have of the released belong (AII), which are expected of the photocolor with white the last is great realizable from the daily of 1858/160 securioses, shall be considered for the examing of horomorphic
24 hours training on networks payed disbutton (hyposter 15 to 14, 2008)	In the same of Applicate A. The 24 Annex Instituty/LAD on busined proportion of 34 Nours Institute an automotic pages of deplection are encodered indexed in the absence are decayed relevant. Assence, and credited for enco
14 hours hadring on Godin Emilistry Thirting Statute 17 to 18, 3600	terretentio diese il ameriamenta norri llum il gente molecule from the Auto of IRESTE assessment. Applicant A in comunication from of interiori trussing/IAAI and in 40 from . (Auty 1200-12), the consequenting tensi of Applicant A's fronting qualification (ER havey in as Leasel F.
A facure training on Spoklation of routs advances (February 24, 2012)	The market of frameworks for Applicant A.V. Periolog qualifications shall be computed by makingthing the reduction (A.V. Sand Quart. 1; free, the applicant's qualification level Guart. 1), as Promoted Indian.
	Applicant's Period plant - Q3 local a bovement 7 - 2 = 8 Assessments
	Note Applicand 425 Strift providence on ARAS 1 Acrossry 2, NOTE The date of MENTAL Association (Class Strikes States on ARAS ASS

Experience Qualification of Applicant A	Increments from saleboon for branding (III regularements series formants failth for illustrational
Administration Euristian I Jacon Appealing 3, 2012 Feb. process	Only those experience relevant in the profiles to be filled shall be consistent. The computation of increments, defining experience also be endured from the data of that day of service.
Administrative July 11 studio Hissari Apolyment Operative 3 July - Assuurg SE, 300+12-Jessey GE, 3012	In the cross of Applicant A, the relevant experience shapping A, 2009 to present plants of unwaveness statements, \$100.00 to a pure next transitio, looping loads \$1.00, the commenceding bread of Applicant A's Dispertiency qualification, or pure 7 months; in all leases 8.
	The resider of terresists for Applican A.s Esperimer purifications shed by unspecied by unismobile the solutions (Africa) Earl 2 (See, Ser applicance) qualification band panel (A. ac. Stagendard (A. ac.)
	Applicant's Training level - QO local - bereining 6 - 8 - 8 (serroments

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

Using the applicable rubrics for the SG 1-9 (Non-General Services) as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of

Qualification of the Applicant A			Computation of Points James on Servenmental dealer Suble & 202 Relates			Detail combor of paints Joy 2002	
Direction	Dealeding	Bigestesse	Johnson	Trebelog	Esperiment		
Deshalar's depose is devisions (derhalderdies in auto-somed de in Marke's regres in Additional deshalar Additional deshalar	Of funct trialing on faulge produced in faulge proposition (James) IV to 1th, Richell or Automatic payeral challenges payeral challenges payeral challenges (Internation 16 to 1th, 2008)	administration Assistant (Pena Jamesey, J. 2016 to July 21, 2019	d Ingrements Direct on Tellin 1: if it early the control of the c	Elegenentis Ser est linear en Torias Si Ser est linear en Torias Si Ser est linear en Torias Si Ser est linear en Elegenent en Elegenen	E normanto Band or Tellas S 4.5 Instanció = 9 9 Julias de 15 5.5 Instanció = 9 9 Julias de 15 1.5 Instanció = 15 1.5 In	28 polisio	

- d. Meeting the minimum (baseline) QS requirements for Education, Tr and Experience shall be given zero (0) points.
- The following general guidelines aball be observed in giving corresponds to relevant Education, Training, and Experience qualifications
 - Education units and/or degrees in muitiple or different majors may be given corresponding points on a cumulative basis; provided, that the units and/or degrees cannot see relevant to the position applied for; provided further, that the adultects completed are not deglected.
 - ii. Consistent with the provisions of the CSC ORAOHRA, units and/or degrees of Doctor of Medicine from a CHED-recognised institution may be considered master's units and/or degree for purposes of

- ili. Consistent with Legal Bitocattion Board (LEB) Resolution No. 406, s. 2019, Baseholer of Laws (LLB) or Justs Doctor (LLD) untes and/or diagree carned from law schools recognized or supervised by the LCB cutties and proposed or supervised by the LCB cutties and proposed or supervised part of the control of the contro
- Believant experience palend from part-time work of at least four (4) hours per day may be considered; provided, that the appropriate Certificate of Englishments is submitted with details on the actual number of hours rendered. Per purposes of giving points, the months or years of relevant deprehens unfinited shall be transmitted to the excusal results of the propriate continued shall be transmitted to the equivalent months or years of experience based on the CSC-required cipil (6) hour pre-fully working).

- 4. Performance: Performance refers to the assessment of how tasks, duties, and appossibilities are carried out or accomplished by the applicant as evidenced by the opposition of the control of the control of the control of the performance rating document or other means of evidence. The performance rating that the control of the control of performance rating filled shall be used by performance.
 - Positions with experience requirement. Applicants to positions that require experience must submit letest performance ratingly a covering one (1) year performance in the current and previous job or position that is relevant to the position to be filled. Computation of points for performance shall be as follows:

Pointagement = x/5 * WAgeton

Vacant Position: Adadetatration Able 17 – 30 6 (General Services)	Vanard position: Advelopmenther Analysisent II (Blahevaley Officer II) - 80 8 (Other groups of positions/Salary Grades)
x = 4.300 WA = 10	a = 4.256 364 = 30
Petethogonom = 4.364/5 * 10 = 8.712	Pointigramme = 4.286/5 * 20 = 17.424

The performance rating required for internal applicants shall be thereof from the Results-Based Performance Munugement System Individual Performance Commitment and Review (PCR) Form from the applicant's current or previous job or position that is rethe position to be filled.

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 abalib to used as the applicant's performance rating [6]. The Certificate of Stating must be supported with the Performance Evaluation Tools.

RPMS Rating Scale	Midpoint Value
Outstanding 4.500-5.000	4.78
Very Batisfactory 3,500-4,499	3.995
Satisfactory 2.500-3.469	2.995
Unnetiefactory 1.500-2.409	1.996
Poor Nation 1 450	0.7496

Vacant position: Administration Assistant II (Distancing Officer II) - 80 8 (Other groups of positions/Intery Oracles) Adjustical Performance Rating Skele in the previous july Below Especiation, Heads Improvement, Good; fitning, Rule Model

Performance reting of the applicant: Strong
x = APMES endprises solve (Very Stringlocking) o
WA = 20

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Table 5. Components of Outstanding Accomplish

The points allocation in Table 5 shall serve as the maximum or celling points that by the catroid for each component. The points certred from each component are maintern to determine the road points for Outstanding Accomplishments; but not exceed the weight allocation for Outstanding Accomplishments as utipatated exceed the weight allocation for Outstanding Accomplishments are stipatated to the Control System for Polication Accomplishments are topolated to the Outstanding Accomplishments and the Outstanding Accomplishments are substantial to 1 Polication System for Polication Accomplishments for Note Teaching Postbooks the 1 Polication System for Polication Accomplishments for Note Teaching Postbooks the 1 Polication System for Polication Accomplishments are the Accomplishments of the Polication Accomplishments are substantial to 1 Polication System for Polication Accomplishments are substantial to 1 Polication System for Polication Accomplishments are substantial to 1 Polication System for Polication Accomplishments are substantial to 1 Polication System for Polication Accomplishments are substantial to 1 Polication System for Polication Accomplishments are substantial to 1 Polication System for Polication Accomplishments are substantial to 1 Polication Accomplishments are substantial to 1 Polication Accomplishments are substantial to 1 Polication Accomplishments and the 1 Polication Accomplishments are substantial to 1 Polication Accomplishments are substantial to 1 Polication Accomplishments and the 1 Polication Accomplishments are substantial to 1 Polication Accomplishments are substantial to 1 Polication Accomplishments are substantial to 1 Polication Accomplishments and the 1 Polication Accomplishments are substantial to 1 Polication Accompl 2 prints 2 prints

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icant to a Central Services position who has presented Letter/s of / Commendation and/or Outstanding Employee Award, shall be bints based on either Category at 1. (Chaiston or Commendation) or y a.3 (Outstanding Employee Awards, whichever is higher.

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A. Anothenic or linter-school award: or B. Tren Constanting Students of the Philippines [TOSP] Award: or C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination.

o.3. Outstanding Employee Award. This shall apply to applicants with previous work caperience, or those applying to positions with experience requirement.

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M.P. Accredited Learning Fueltitates. This shall apply to applicants to have been given accreditation as Learning Pacilitator by the National facuor Academy of the Philippines (NEAP).

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5 points	Behavioural Events Interview (ISE)
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5 points	Written Examinations (WE)
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intervention made by the applicant does not most the criteria to be use, then said intervention shall be considered and be given sponding points using the rubrics for Not Relevant.

A. Action Plan approved by the Head of Office

B. Accomplishment Report verified by the Head of Office

C. Certification of the utilization/adoption signed by the Head of
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	CHECKLIST OF REQUIREMENT	rs		Annex
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	city:			
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		Status of Submission	(To be filled-out by the HRMO/HR Office/sub-committee)	
	Basic Documentary Requirement	(To be filled-out by the applicant. Check if submitted)	Status of Submission (Check if complied)	Remarks
3.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, (if with Master's Degree/Units), (Note: e-Cav must be submitted for Bachelor's Degree Graduate/Master's Degree Graduate or Master's Degree Unit Earner)			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k,	Other documents as may be required for comparative assessment: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			
L	Submit the soft copy of your list of trainings using this format https://bit.ly/TrainingsFormat and send to this email "hr.digoscity@deped.gov.ph"			
m.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			
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reb	FICATION OF AUTHENTICITY AND VERACITY by certify that all information above are true and correct, and of my personal knowled and for the copies thereof.	ledge and belief, and th	e documents sub	mitted herev

	_	Name and Company of Applicant
		Name and Signature of Applicant
Subscribed and sworn to before me thisday of	, year	
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	P	erson Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.