

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 OF VACANT POSITION FOR RELATED-

TEACHING POSITION

Date: November 27, 2025

This Office re-announces the acceptance of applications for related-teaching position in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY		QUALIFICA	TION STANDAR	DS
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

OSEC-DECSB-GUIDC2-750135-2016

SG: 12

Monthly Salary: ₱ 32,245.00

No. of Vacancy/ies: 2

Place of Assignment: SENIOR HIGH SCHOOL IN DIGOS CITY (2)

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.

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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, (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;
- 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/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 submitted online application 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



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additional documentary requirements or those that may be required by the HRMPSB (item k) does not exclude them from the pool of official applicants.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. No. 007**, **series of 2023** (see attached **Enclosure No. 4 to D.O. No. 007**, **s. 2023**). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

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

The deadline for the submission of the applications for interested applicants to the **Division Office-Records Section** is on **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:

Date	Activities	Personnel Involved	Mode
November 27, 2025- December 07, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
December 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
December 10, 2025- December 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
December 26, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face
December 26, 2025- December 30, 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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January 02, 2026-	Conduct of written	HRMPSB	Face-to-
January 05, 2026	examination, open	HRMPSB Secretariat	Face
	assessment, and		
	interview of applicants		

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

Widest dissemination of this Memorandum is earnestly desired.

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

Public Schools District Supervisor
Officer-In-Charge 1/27/20%

reoled Schools Division of Digos City

ey:

OSDS/ADMIN/HR/bpp



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CHECKLIST OF REQUIREMENTS

	e of Applicant: A	pplication Code: .		
	on Applied For: of the Position Applied For:			
	ct Number:			
	on:			
nie	city:			
	n with Disability: Yes () No () Solo			
en	t: Yes () No ()	γ	VIC	Han
	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant.	Verifica (To be filled-out by Office/sub-con Status of	the HRMO/HR nmittee)
	Letter of intent addressed to the Head of Office, or to the highest human resource	Check if submitted)	Submission (Check if complied)	Remarks
,	officer designated by the Head of Office Duly accomplished Personal Data Sheet (PDS)			
-	(CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
4	Photocopy of valid and updated PRC License/ID, if applicable Photocopy of Cartificate of Elizibility (Penant of Poting if applicable)			
	Photocopy of Certificate of Eligibility/Report of Rating, if applicable 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)			
	Photocopy of Certificate/s of Training, if applicable			
.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
١,	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			
	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)			
τ,	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.lv/TrainingsFormat and send to this email "hr.digoscity@deped.gov.ph"			
n.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			
		L	1	
st	ed:			
A I eb	OMNIBUS SWORN STATEMENT FICATION OF AUTHENTICITY AND VERACITY y certify that all information above are true and correct, and of my personal knowled and/or certified true copies thereof. PRIVACY CONSENT y grant the Department of Education the right to collect and process my personal ment, selection, and placement of personnel of the Department and for purposes tented by the Civil Service Commission.	dge and belief, and the	ed above, for purp	oses relevant
			Name and Signatur	e of Applican
scri	bed and sworn to before me thisday of			
		HERE SHEET AND AS ALL DO AND ADDRESS.		
		Person Adm	inistering Oath	

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

- and Submatten units analysis degree relevant to the position to be filled, exercising the minterum qualifications requirements as defined as the CSG-approved QS.

 To maintain bours referrant to the position to be filled, executing the minterum qualification registereness as deviated in the CSG-approved QS, accepted the the less presention to wintim the last first (Systers, and the last presention of the second of the control of the second of the control of the second of the control of the contr

- 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
- tion; and tial measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1. The system shall vary based on the level and solary range of the position. Petrals assit to such criterion shall vary from one salary range to another, giving premius specific criteria that are more relevant to the position to be filled.

Criteria	Breakdown of Points			
	86 11-18	86 16-28 and 86-07	SG De (Chise)	
a. Education	10	10	10	
b. Treining	10	10	10	
c. Experience	10	10	10	
d. Performance	20	20	25	
e. Outstanding Accomplishmenta	10	5	10	
L. Application of Education	10	15	10	
g. Application of L&D	10	10	10	
b. Potential (Written Test, ESI, Work Scangle Foot)	20	20	15	
Yotal	100	100	100	

	Education		Training		Experience	
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Troliting: 10 points Appeliament 10 points	#7 hypessamile		4-7 trecromeda	6	5-7 biomenia	+
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	S-3 inservation		2-9 Inerventedo	2	2-2 mercents	-

Vacant position: Education Program Supervisor (MAPER) - SQ-22 Level and Salary Nange: SQ 16-33 and SQ 27

Qualification Struturia per CSD approved QS addression 2 structures Medication 2 structures and structures and structures and structures and structures and structures and structures are structures and structures and structures are structures and structures are structures and structures and structures are also and structures are a part of the structures are also and structures are also an

The date of EFRESS investment/ Open Parking System. Supdember 50, 2822

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

Qua	regulrensest per CBC-appresent Officeplen Sternberde for Program Reposition (661/100)	Corresponding Level based on Averages to Stable
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Districting	If history makeuper contribut	Sept 2 dwarf in Table 2 M
Spenie	Papers on Aline (see for an Papers on Since Tender or Projects on Account Supplier	Form Separation fights day

For purposes of determining the baseline level for Education, sty-problassical or specialisation usual, if there he say, as may be required in the COO-approach QS in adultion is non-inducation degree shall be the COO-approach QS in adultion in non-inducation degree shall be degree plan 18 professional usual in Education shift appropriate topic Level to loand on tible 24. Adultional possessions and specialization unto about to earn the explosions floridate Education steps (EEEA). (EEEA) and not correspond to unto towards the completion of its baser's degree.

- III. Consistent with Legal Education Board ILES Resolution No. 406, a Secretary of the Construction of the Detect LLD, unless and for seal in professionary regulatory agracies shall be considered as equivalent to professional doctomete unscal/fegrees in other non-lead-guard and the considered of the Construction of the Construction of professional and the Construction of the Construction of the Construction of governing the Int., subject to further deathfeature guidefrance as major instances.
- Releases experience quient from part time rests of at lease top- it bours it projections autore from part time rests of at lease top- it bours per day may be considered; provided, that the appropriate top- it provided to the details on the actual rounders of breas residered. For purposes of giving priess, the recently operated to the considered priess of selected approximate the provided priess of selected approximate the priess of selected and the CRSC required operate of selected acquired on the CRSC required operate for the control of the control operated to the CRSC required operate for the control operated to the CRSC required operated to the control operated to the control

- Performance. Performance refers to the assessment of how tasks, duties and installibles are carried out or accomplished by the applicant as ordeneed by manner nating documents or other means of verification. The performance rating need in the current or previous job or position that is relevant to the position to od shall be used for purposes of giving points for performance.
 - Positions with experience requirement Applicable to positions that require experience must submit latest performance rating/s covering one (I) year performance in the current and previous job or position that is relevant to the position on be filled. Computation of points for performance stable the follows:

	Pointspectromanni = x/5 * Whitesformance	
Where: : = Performane		
- Highest Po	n National wishles PR in DepRet RPARS Sociation, for Performance	
	10 11-15, SG 16-23 and SG 27; 25 points for SG 24)	

3. Education, Training, and Experience (ETE). The points for ETE corresponding to the applicant's qualifications exceeding the QS, shall be computed using the inverteents Table (Table 2A, 2B, Ag and the Rubbers Are Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be facet shall be given points.

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18	21 Multir current timeserite the capapitating of a Master's Degree	Lens Huse, 31 Valles served torregule (the completion of a Manuscrip Degrees			
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	Distances				

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

For positions with multiple QS requirement for Experience (e.g. 2 years as Priorizal or 2 years as Head Tember or 2 years as Mouter Teacher), the 18947951 shall shortly the relevant experience with the highest 18947951 shall should be the beauting the control of the highest than the control of the properties of the applicant for the Experience component.

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	applicate's Proleting Innal - US local - Devantures 34 - 8 - 9 September 1

c. After computing the number of increments from the minimum (baseline) OS requirement, the corresponding points carned by the applicant for STE shall be determined using Table 3 Rubrics for Computation of Points for Ribunston, Training, and Specificals.

Using the applicable rubrics as absent in Table 3 and based on the number of successints earned by Applicant A, the computation of points for BTE is an follows:

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Page 3 of 18

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- Meeting the minimum (baseline) QS requirements for Education, and Experience shall be given acro (0) points.
- The following general guidelines shall be observed in giving corresponding to relevant Education, Training, and Experience qualifications
 - Education units and/or degrees in multiple or citilizent majors may be given corresponding points on a cumulative basis; gravided, that the mains and/or degrees earmed are recisent to the position application for; provided further, that the subjects completed are not duplicated
 - ii. Consistent with the provisions of the CSC ORACHEA, units and/or degrees of Doctor of Medicine from a CHEXD-recognized institution may be considered master's units and/or degree for purpose giving points, except for positions that involve practice of profession curvered by board laws.

The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (ROMS Individual) Performance Commitment and Review (PCNR) Form obtained from the applicant's current or previous position that is relevant to the results as be defined to the review of t

An official or employee who is on official leave of absence, for rean as maternity leave, local or foreign scholarship, training grant, CSC-authorised official leaves, may be considered for promotion cases, a performance rating in the last rating period prior to the absence shall be required.

For external applicants whose performance is measured using a five [5]-level adjectival performance rating scale, the midpoint value of the SPRMs rating fitable of equivalent to the adjectived rating shall be used as the application of the state of the specific performance of the specific performance of the specific performance the state of the specific performance the specific performance the specific performance the specific period performance the specific performance the specific performance the specific performance the specific period performance the specific period perio

RP658 Exting Scale	Midpoint Value
Outstanding 4,300-5,000	4.76
Very Setisfactory 3 500-4 409	3.991
Satisfactory 2,500, 3,499	2.995
Ueastfallotory 1.500-2.499	1,995
Poer Below 1.499	0.7495

Vector Prolities: Milestellow Progress Specialist II - 30 14
4.836 Will - 20
Parinthesassana = 4,385/3 * 30 = 11,424

Appellant Engineering sections at 2 - 800 de personne per 2 - 800 de personne en 10 de personne

For external applicants whose performance is measured using numerical or adjectival rading systems with scales that are tool adjec-tive, the three properties of the RPMS. The BMSPMS shall de-wistens that transmittee the performance rating to the excresponding comparable to the existing tubilities of the RPMS.

Externid applicant/a to vacant positions with experience requirems submit performance railing/a from current or previous work that is to the position to be filled. Non-submission of performance railing/ reason gets a zero score for Performance criterion. No proxy measu-ble considered in the absence of the applicable performance railing.

Positions with no expertence requirement. Applicants to position of require previous experience must submit the board examinater Service Eligibility ratings. Computation of points for periodal be are follows:

w nater: x = Board Exam/ CS Highlithy reting WA = Weight (Socation, for Performance (2U panets for SS 11-15, SG 16-23 and SS 27; 25 points for SG 24)

6 = 83,73 304 = 20

Pur honor graduates covered by Presidential Decree (PO) 907 titled, Granting Cieff Service Biglidity to College Honor Geoduates, as well as the Foreign School Hooor Graduate Eighbilty (FSHGE) as supulated under CSC Resolution No. 1502714; the following rubric shall apply

5. Gestabanding Amonospilishments. Oristanting Accomplishments refer to meritorises contributions of management, exch as ideas, inventions, or discovering the property of the SPAs of the applicant current or passions position. Orientating consumplishments must have led to positive results in their wavgings the considerable of positive results in their wavgings estimated in decidence of protocologic locations are calculated as a second protocologic proto

Table 5 below enumerates the components of Outstanding Accomplishments and be corresponding maximum points for each removed of

Tubic 5. Components of Outstunding Accomplishments

Coargonest	Politikepascening Association mach
Atrards and Peopphting	2 points
Pennsruft and Improvation	5 points
Subject Matter Expert / Membership in Mathemat Fectorical Working Crosspa (1970s) or Committees	2 potata
Newster Speakeroldy / Learning Parillitation	2 points
NEAP Antrodiced Loagrams Socilianter	3 presents

The points allocation is Table 5 shall serve as the maximum or celling points that may be earned for each compensuri. The pearse cannot from each component are considerable the determine the tend points for Contending Accomplishments, but not to exceed the weight allocation for Contending and accomplishments as simpulated in Table 1 Table 1 (Table 1) and the contending Peakmont.

thindouse level individual arrende sargedred from a thomough nearth process and given by repositable search giving bedien, such in a CHC, Metrobank, Netional Economic Development Authority (NSIA), Development Authority of the Philippinen (DAF). Deplet, ext., shall be given maximum points in Octobandra, Proceepilatments of an New Special Conference of the Philippinen (DAF). The Special ext. and Sci. 12 and 30 g. 7, no. 10 opinite in 60 91 11:15 and 50 (142 and 30 g. 7), no. 10 opinite in 60 91 11:15 and 50 (142 and 30 g. 7), no. 10 opinite in 60 91 11:15 and 50 (142 and 30 g. 7).

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

Assureds and Recognition. This may refer to exademic or inter-school ameris, or notationally employee meants.

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

A. Academic or Inter-school award; or
 Certification or any document; showing top-notching a Board Essanization; or
 C. Certificate or any document showing TOSP Award.

At least there (8) exactes are or later-select a most first three (8) exactes are or later-select a most first three (8) exactes are or later-select a most first three (8) exactes are or later are or later select a most first three (8) exactes (8) exact first three exactes (8) exactes (8) exactes (8) exactes (8) exact first exactes (8) exactes (8) exact first exactes (8) exact first exac

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

Means of verification;

A. Any tassionice, memorandum or document showing the Criteria for the Bearch; and
 B. Certificate of Recognition/Merit.

Component	Palathonous restrict and
Applicants from external institution	
Organizational Level Search or Higher	2 points
Local Office Search	1 Index
Applicants from central office	
National Level Search of Higher	2 points
Central Office Starch	1 Foint
Appliments from replace! office	
National Level Search or Higher	2 projets
Regional Office Search	1 (miss)
Allifornitz from schools division office	
Negland Level Search or Higher	3 Prents
Districts / Provincial/ City Level Search	3 moss:
Applicants from schools	
Division Level Search or Higher	2 (wints
School Municipally / Destrict Level Search	1 Point

•ve stample awards received from the same award giving body and/or award outsigncy that are conducted in series or progressive manner, only the lightest when award shall be considered (e.g. New Fernings couch ist. the property of the considered of the conductive of the considered given points in class where applicants submit multiple awards from tillernet award giving bodies.

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b. Research and Inno

Means of verification:

- Rolles or Wittnessen.

 A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16. s. 2017

 A Accomplishment Report welfalls by the Head of Office C. Convillation of utilization of the Innervation or research, within C. Convillation of utilization of the Innervation or research, within D. Certiflonion of designation of the Innervation or research by another school/office duly signed by the Head of Office P. Deed of Office the Innervation or research by another school/office duly signed by the Head of Office Proof of Office the by other researchers (whose subjectives archive authorized body) of the onscope/s developed in the research.

MOVs Submitted	Point Stangation/Streets
ARCAD	3 cointe
ABCAE	S periots
Only A, B & C	4 peints
Onto A & B	3 peints
Onty A	2 points

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

Shipice Matter Export / Hembership in Mittonul TWOs or Committeen.
This shall apply in applicative who have bord chosen and requested to use the committee of framework, models projective, and learning embession. Supplies matter comprise or committees on the committee of the com

- Destance or Memorandum showing the member or Connattees;
 Cartificate of Participation or Attendance; and C. Output/Adoption by the organisation/Depict

MOVs Enhaltted	Pols (hars
ALL MOVe	3 points
Only A & B	2 points

d. Resource Spankership / Leurshing PushVissions. This shall apply to applicants who have been requisesed and tirrited to share their knowledge and caperties on specific subject matter/s. This reay include applicants who served as a Resource Speaker. Resource Person. Trainer, and/or

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

A. Action Plan approved by the Head of Office
 B. Accomplishment Report verified by the Head of Office
 Contilication of the utilization/adoption signed by the Head of Office
 Office

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

A. Issuance/Mcmorandum/tavanus or manuscritical

B. Cerufficate of Recognition/Merity/Commendation/Appreci
and
C. Side deck/s used and/or Session guide/s.
Rubrios:

Level	Polis Otypowner Spreadwold (Country President)
Applicants from external institution	
Organizational Level Speakership or Higher	2 poleta
Local Office Level Symbosomic	2 point
Applicants from control office	
Hattupal Level Speakership or Higher	2 reints
Central Office Level Speakership	1 point
Applicants from regional office	
National Level il peakraship or Migher	3 pointe
Regional Office Scenkership	1 majori
Applicants from schools firthirm effice	
Magisted Leves Syntherebig or Highes	2 yvitets
Distances (Propings) (Cyry Larve) (Cyrosterestol)	2 point
Applicants from schools	
Distation Level Symbouding or Hagter	2 relate
School Municipality Discrets Speakership	I makes.

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

- A. Certificate of Recognition as Learning Pacificator issued by NEAF Regimes! Office
 B. Certificate of Recognition as Learning Facilitator issued by NEAF Certification.

	PRODERFORE Generaling Resillation	
Assendated Network Assensor	2 points	
Acombined Stational Trainer	1.5 points	
Accession Regional Trainer	1 point	

Applicant Chings is springing for a Bender Education Program Specialist (96)-10 in Depth Chemical Office. For incomputing in Schmatter Program Specialist 2 in SDC Queston City specialists in Chesber 2016, For the purpose of computing his Outstonding Accomplishments, the authentic the foliations SECTIO:

community according to the	become on Embric	Remorks
Ameriks and Becapititiot: Outstanding Supinper Award 2015 in IKS (outpires MCVa subsidies)	2 points	Hist creditant; MOV har heen used in the last promotion as RPE II
Outstanding Empiryse Assent 2018 in SEO Otteann City (some line) MOVs submitted:	2 pains	Ordfred
Benompton or Researchs Certificate of Enougation on Learning Facilitates on Research on Quantity Assessment in select ICE Schools transplete MOVs redwellted	S points	Conditod
Basewere Openikarship/Learning Facilitations Conficuse of Recognition as Research Speaker on Education, Assensement In September 2018 in Depth NCR prospects IECVs automated)	1 point	Oredited

- 6. Application of Education. Application of circuition is in contribution made by an applicant to their workplace as a result of their learnings from discretion degrees and uniter scarred, such as that not initiate its applied concepts, processes and skills that are relevant to the position to be filled. Formin shall be given to an application who has accreately applied the learning pitted from satisfactions with the accreative application of circuits and their initiations uniter or deproise search the application of circuits or previous work.

Higher premium shall be given to an application of estucation 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 the applicable if it can be used in the operations of the functional unit based on its office mandates in the official to operations of the functional unit based on its office mandates in the official form of the functional confidence of the

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x = 82.75 WA = 15

- 89. FS/100 - 15 - 12.4125

Pointspanionism of Education = X/100 * WA Where:

L = GRA transmated to perentage scale

WA = Winglet Allemines for Application of Education
(10 points for 80 12-15 & 80 24; 15 points for 90 16-23 & 50 27)

MOVe flubestited

ALL NOVe
Cody A to N
Cody A Rubrics: (SG 16-23 and SG 27)

7. Application of Learning and Development (L&D). Application of L&D is a proxen success of the learnings solved from the button resource development (ERRY) processives done (Attended by the applicant which must have led to significant positive results in their current of previous work.

Higher psemium shall be given to an application of 1483 or intersection made by the applicant that is referent and applicable to the position to be filled. The definition of referent intersections as suppliced in Item 568; of this Order shall apply.

- Activation of Training as Contribution on any applicable LAD Intervention acquired that is aligned with the Individual Development Plant IIII by the contribution of the Individual Development Plant IIII by the contribution of the Individual Brown IIII attempt that the Link Intervention is aligned with the shall be reproduced, planting their development in aligned with the shall be reproduced, planting their development of the Individual Lourning Aligned, Planting Planting Report Ingelting the Interving Stome the United States of the Individual Conference of the Individual Concession of the Individual Conference of the Individual Lourning Aligned Report Ingelting the Interview of the Individual Concession of the Individual Conference on the Individual Lourning Individual Conference on the Individual Conference Individual Conference on the Individual Conference Individual Confe

- Jonal Icvol;
 D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local feature local.

MOT's Bubustitud	Pelalmantonia, rrant	
	Relowest	Rut Believant
LLY NROVA	16 pulpts	6 poteta
Deltr 6, 21, 8r C	7 yellete	3 yealans
Olek: A R 75	9 persons	1 pries

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

Compensat		
	8G 11-15 80 16-23 80 27	BG 34
Western Europainations (WE)	St politica	5 postate
Motto or Work Smorphy Yesta (8. WST)	16 points	6 pesses
Selection and Events Interview (983)	S reints	5 yelata

Written Boomination tofers to the standardsood emmiration which mentatives the isosofetige, language proficiency, solidly to present ideas, prodigment and leadership obligly of the applicant. The test and evaluation cubrics appropriate to the position to be filled ment to developed by aritiped matter experts at requested by the BIMOTES. Subject matter experts refer to

individuals internal or external to the office where the vacancy exists, or to the Department, who have working incoviedge of the specific correptencies required by the position to be filled.

wrace: x = 5 trave/noting in written examination in percentage ecolutive Weight Allowation for WE

Victor profiles Extraction Program Specialist S - SC 16 6-85 WA-5

Skills or Work Sample Tool robusts to the test that may be administrated to craimate the application of skills relevant to the requirection of the position to be filled. The test and evaluation rubries must be designed by subject matter experts as requested by the HRMFGS depending on the type of skills test required by the position to be filled.

Pointspan - x/100 * WAgana x > Scure/main; is, the S/WST is preventage male 90; × Woight Albestian for S/WST (10 paints for SG 11-15, SG 16-93, SG 97; 5 points for SG 24)

Viewel position: Milesteller II – 36 16 Milesteller IV ogener Specipiler II – 36 16 2 + 2d 30) = 20 Petronago n 25/200 1 10 - 5.5

sharehune: Brents Intervises (IREQ 1797'E to the construct of direct inspirity the direct proprietal, becoming one their display of desired behaviour,'s when highest do specific sharehouse or constitutes in their previous and/or national analysis of the sharehouse of the specific sharehouse and or national sharehouse. It uses the STAP approach is unified without the key lateralized. It uses the STAP approach is unified without the key lateralized as a failed to the required conjectnices have been existent to the state of the

- Against. The BEI shall be used to salesies the applicant's potential or their capacity and shallow to assume the duties of the position to be falled and those higher positions that are more rechanical in source. In the sales of the aspects such as the applicant's psychologists and social verb-bring. Prieses. It shall never at an existic to evaluate an applicant's Job Fit, Location Fit, and Crystatestoned Fit. Other errors then may be identified by the IFMEPSIS.

The points allocated for BEI component (5 points) shall arrev be the maximum or criting points that may be seried by an applicant. The points seried from each area me cuntainties to determine the total points for BEI component. The HIMMED shall determine the appropriate series circumst to the position to be HIMMED shall determine the appropriate series circumst to the position to the case of the shall determine the confined point of the series and exceeding the chantings on confined points for BEI.

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