



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 005

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 AND RE-ANNOUNCEMENT OF VACANT
POSITIONS FOR NON-TEACHING POSITIONS

Date : January 08, 2026

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

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

Plantilla Item No.: OSEC-DECSB-ADOF2-750294-2020 ✓
OSEC-DECSB- ADOF2-750148-2025 ✓

SG: 11

Monthly Salary: ₱ 30,024.00

No. of Vacancy/ies: 2

Place of Assignment: ELEMENTARY EDUCATION
SAN ROQUE NATIONAL HIGH SCHOOL

JOB SUMMARY:

- The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Informations (RFIs) and other tender documents; preparation of Contracts.



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

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

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 2025) 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;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C or you may download the file on this link: https://bit.ly/omnibus2025_DO7*), **notarized by the authorized official**; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and



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

- l. **Submit the soft copy of your list of trainings using this format <https://bit.ly/TrainingsFormat> and send to this email "hr.digoscity@deped.gov.ph"**
- m. Screenshot of the 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.depeddigoscitey.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 **January 18, 2026**. 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
January 08, 2026- January 18, 2026	Submission of application documents	Applicants Records Section	Face-to-Face
January 19, 2026	Forwarding the transmittal of all application documents to HRMO for pre-assessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to-Face
January 20, 2026- February 02, 2026	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face



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

February 03, 2026	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
February 03, 2026- February 07, 2026	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
February 09, 2026- February 10, 2026	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

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

Widest dissemination of this Memorandum is earnestly desired.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, OESO VI
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 DATE: 08 JAN 2026 TIME: 2:27 PM
 BY: *[Signature]*

OSDS/ADMIN/HR/bpp



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

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____ Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No () Solo

Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	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 2025) 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			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person 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.

**CHATELAIN AND POIRIER SYSTEM FOR INDEXING AND PROMOTION IN
WORK-TEACHING POSITIONS**

1. The parameters for Norm-Teaching performance shall be based on the following criteria:

- [illegible]

assigned to each criterion that vary from one salary range to another, giving credence to specific criteria that are more relevant to the position to be filled. As such, in Omerik-Herlihy positions, higher premiums are given to *Personal* (5 points) and *Supervisory* (20 points) than the other criteria. Similarly, Chief positions (pds-34-39) are more focus on *Previous Performance* (20 points), *Personal* (20 points), and *Experience* (15 points).

Cryptids	Subfamily of Pteris
...	...

Oxidants		Reductants		Yield of product (%)	
Reaction medium	Temperature, °C	Reaction time, hr	Yield of product (%)	Reaction medium	Temperature, °C
1. Sodium	5	5	5	13	
2. Potassium	5	5	10	5	
3. Magnesium	20	20	5	5	
4. Pyridine	10	5	50	5	
5. Oxidizing agent	10	10	10	10	
6. Acetylating agent	5	5	10	10	
7. Reducing agent	10	10	10	10	
8. Oxidizing agent	10	10	10	10	
9. Oxidizing agent	10	10	10	10	
10. Oxidizing agent	10	10	10	10	
11. Oxidizing agent	10	10	10	10	
12. Oxidizing agent	10	10	10	10	
13. Oxidizing agent	10	10	10	10	
14. Oxidizing agent	10	10	10	10	
15. Oxidizing agent	10	10	10	10	
16. Oxidizing agent	10	10	10	10	
17. Oxidizing agent	10	10	10	10	
18. Oxidizing agent	10	10	10	10	
19. Oxidizing agent	10	10	10	10	
20. Oxidizing agent	10	10	10	10	
21. Oxidizing agent	10	10	10	10	
22. Oxidizing agent	10	10	10	10	
23. Oxidizing agent	10	10	10	10	
24. Oxidizing agent	10	10	10	10	
25. Oxidizing agent	10	10	10	10	
26. Oxidizing agent	10	10	10	10	
27. Oxidizing agent	10	10	10	10	
28. Oxidizing agent	10	10	10	10	
29. Oxidizing agent	10	10	10	10	
30. Oxidizing agent	10	10	10	10	
31. Oxidizing agent	10	10	10	10	
32. Oxidizing agent	10	10	10	10	
33. Oxidizing agent	10	10	10	10	
34. Oxidizing agent	10	10	10	10	
35. Oxidizing agent	10	10	10	10	
36. Oxidizing agent	10	10	10	10	
37. Oxidizing agent	10	10	10	10	
38. Oxidizing agent	10	10	10	10	
39. Oxidizing agent	10	10	10	10	
40. Oxidizing agent	10	10	10	10	
41. Oxidizing agent	10	10	10	10	
42. Oxidizing agent	10	10	10	10	
43. Oxidizing agent	10	10	10	10	
44. Oxidizing agent	10	10	10	10	
45. Oxidizing agent	10	10	10	10	
46. Oxidizing agent	10	10	10	10	
47. Oxidizing agent	10	10	10	10	
48. Oxidizing agent	10	10	10	10	
49. Oxidizing agent	10	10	10	10	
50. Oxidizing agent	10	10	10	10	
51. Oxidizing agent	10	10	10	10	
52. Oxidizing agent	10	10	10	10	
53. Oxidizing agent	10	10	10	10	
54. Oxidizing agent	10	10	10	10	
55. Oxidizing agent	10	10	10	10	
56. Oxidizing agent	10	10	10	10	
57. Oxidizing agent	10	10	10	10	
58. Oxidizing agent	10	10	10	10	
59. Oxidizing agent	10	10	10	10	
60. Oxidizing agent	10	10	10	10	
61. Oxidizing agent	10	10	10	10	
62. Oxidizing agent	10	10	10	10	
63. Oxidizing agent	10	10	10	10	
64. Oxidizing agent	10	10	10	10	
65. Oxidizing agent	10	10	10	10	
66. Oxidizing agent	10	10	10	10	
67. Oxidizing agent	10	10	10	10	
68. Oxidizing agent	10	10	10	10	
69. Oxidizing agent	10	10	10	10	
70. Oxidizing agent	10	10	10	10	
71. Oxidizing agent	10	10	10	10	
72. Oxidizing agent	10	10	10	10	
73. Oxidizing agent	10	10	10	10	
74. Oxidizing agent	10	10	10	10	
75. Oxidizing agent	10	10	10	10	
76. Oxidizing agent	10	10	10	10	
77. Oxidizing agent	10	10	10	10	
78. Oxidizing agent	10	10	10	10	
79. Oxidizing agent	10	10	10	10	
80. Oxidizing agent	10	10	10	10	
81. Oxidizing agent	10	10	10	10	
82. Oxidizing agent	10	10	10	10	
83. Oxidizing agent	10	10	10	10	
84. Oxidizing agent	10	10	10	10	
85. Oxidizing agent	10	10	10	10	
86. Oxidizing agent	10	10	10	10	
87. Oxidizing agent	10	10	10	10	
88. Oxidizing agent	10	10	10	10	
89. Oxidizing agent	10	10	10	10	
90. Oxidizing agent	10	10	10	10	
91. Oxidizing agent	10	10	10	10	
92. Oxidizing agent	10	10	10	10	
93. Oxidizing agent	10	10	10	10	
94. Oxidizing agent	10	10	10	10	
95. Oxidizing agent	10	10	10	10	
96. Oxidizing agent	10	10	10	10	
97. Oxidizing agent	10	10	10	10	
98. Oxidizing agent	10	10	10	10	
99. Oxidizing agent	10	10	10	10	
100. Oxidizing agent	10	10	10	10	

Validation and Comparison of Results for Cystitis

3. *Education, Training, and Experience (ETP).* The points for ETP corresponding to the applicant's qualifications exceeding the US, shall be computed using the *Incumbency Table* (Table 2.a, 2.b, 2.c) and the *Matrix for Computation of Points for ETP* (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.2. *Presenting Table - Estimates*[illegible]**Table 2.8. International Trade - Trade**

Index	Page	Page	Page	Page
	75	76	77	78
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20
21	21	21	21	21
22	22	22	22	22
23	23	23	23	23
24	24	24	24	24
25	25	25	25	25
26	26	26	26	26
27	27	27	27	27
28	28	28	28	28
29	29	29	29	29
30	30	30	30	30
31	31	31	31	31
32	32	32	32	32
33	33	33	33	33
34	34	34	34	34
35	35	35	35	35
36	36	36	36	36
37	37	37	37	37
38	38	38	38	38
39	39	39	39	39
40	40	40	40	40
41	41	41	41	41
42	42	42	42	42
43	43	43	43	43
44	44	44	44	44
45	45	45	45	45
46	46	46	46	46
47	47	47	47	47
48	48	48	48	48
49	49	49	49	49
50	50	50	50	50
51	51	51	51	51
52	52	52	52	52
53	53	53	53	53
54	54	54	54	54
55	55	55	55	55
56	56	56	56	56
57	57	57	57	57
58	58	58	58	58
59	59	59	59	59
60	60	60	60	60
61	61	61	61	61
62	62	62	62	62
63	63	63	63	63
64	64	64	64	64
65	65	65	65	65
66	66	66	66	66
67	67	67	67	67
68	68	68	68	68
69	69	69	69	69
70	70	70	70	70
71	71	71	71	71
72	72	72	72	72
73	73	73	73	73
74	74	74	74	74
75	75	75	75	75
76	76	76	76	76
77	77	77	77	77
78	78	78	78	78
79	79	79	79	79
80	80	80	80	80
81	81	81	81	81
82	82	82	82	82
83	83	83	83	83
84	84	84	84	84
85	85	85	85	85
86	86	86	86	86
87	87	87	87	87
88	88	88	88	88
89	89	89	89	89
90	90	90	90	90
91	91	91	91	91
92	92	92	92	92
93	93	93	93	93
94	94	94	94	94
95	95	95	95	95
96	96	96	96	96
97	97	97	97	97
98	98	98	98	98
99	99	99	99	

Table 2.6. (continued) Table - Imports and Exports

Page	Page	Page
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30
31	31	31
32	32	32
33	33	33
34	34	34
35	35	35
36	36	36
37	37	37
38	38	38
39	39	39
40	40	40
41	41	41
42	42	42
43	43	43
44	44	44
45	45	45
46	46	46
47	47	47
48	48	48
49	49	49
50	50	50
51	51	51
52	52	52
53	53	53
54	54	54
55	55	55
56	56	56
57	57	57
58	58	58
59	59	59
60	60	60
61	61	61
62	62	62
63	63	63
64	64	64
65	65	65
66	66	66
67	67	67
68	68	68
69	69	69
70	70	70
71	71	71
72	72	72
73	73	73
74	74	74
75	75	75
76	76	76
77	77	77
78	78	78
79	79	79
80	80	80
81	81	81
82	82	82
83	83	83
84	84	84
85	85	85
86	86	86
87	87	87
88	88	88
89	89	89
90	90	90
91	91	91
92	92	92
93	93	93
94	94	94
95	95	95
96	96	96
97	97	97
98	98	98
99	99	99
100	100	100

Table 3. Roster for Composition of Public Law Subcommittees, Training, and Supervisors

[illegible]

Reproductive coupling

**Vacant! position! Administrative Assistant to Publishing Officer by ~ and 1
Level of Salary Range: \$15,000 - \$20,000**

Concussion scores (mean $\pm$ SD) per LINC segment Q3

Measurement	Concussion score (mean $\pm$ SD)
Neurological	1.0 $\pm$ 0.5
Physical	1.0 $\pm$ 0.5
Psychological	1.0 $\pm$ 0.5
Functional	1.0 $\pm$ 0.5
Overall	1.0 $\pm$ 0.5

Regimen: 1 year of intravenous cefepime

The date of HHS/HRSD measurement/cyber tracking system: October 03, 2022

a. Based on the maximum Q₁₀ of the pelagos to be filled, the kernalpro3 shall determine the baseline level for counteracting the points for ETS using the

Advocate national per 100,000 Competition Standard for Adult & Professional Officer in Ministry • Training • Charge of 4 or more in charge • 4 years minimum training • 2 years minimum experience	Currently level found in Indonesia 1986 • Level 1 found in 100 in 100 • Level 2 found in 100 in 100 • Level 3 found in 100 in 100
---	---

After determining the position level, the EAP/HRM shall compare for the minimum and maximum number of years of experience required for the recruitment of the applicant, actual qualifications based on the administrative requirements, however shall refer to the difference between the applicant's actual position level and the corresponding level of the minimum (baseline) or maximum of the position to be filled.

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

University of Tennessee, Knoxville, TN 37996-0001

Comparison of Instruments based on actual training qualifications of Applicant & Interviewer

[illegible]

Composition of Instruments Based on Structured Experience Questionnaires of Appleby et al.

[illegible]

After compiling the number of increments from the minimum graduation requirement, the corresponding points earned by the applicant for ET will be determined using Table 3 (Guidelines for Computation of Points for Education, Training, and Experience).

and known on the number of immigrants awarded by Appendix A. The immigration statistics for 1972 is as follows:

Study	Intervention	Comparison	Follow-up (months)	Outcome
1. Bickel et al. (1991)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use
2. Bickel et al. (1992)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use
3. Bickel et al. (1993)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use
4. Bickel et al. (1994)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use
5. Bickel et al. (1995)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use
6. Bickel et al. (1996)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use
7. Bickel et al. (1997)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use
8. Bickel et al. (1998)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use
9. Bickel et al. (1999)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use
10. Bickel et al. (2000)	12-week CBT	12-week waitlist	12 weeks	Significant reduction in cocaine use

Measuring the rubricum (number) of requirements for Education, Training and Experience shall be given zero (0) points.

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

1. Education (bachelor's and/or degree in nursing or related major) may be given corresponding points on a cumulative basis, provided that the units earned or degree earned are relevant to the position applied for.

