



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2026- 022

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

Subject : ANNOUNCEMENT OF VACANT POSITION FOR NON-TEACHING  
POSITION

Date : January 20, 2026

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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)</b>	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility
<b>Plantilla Item No.:</b> OSEC-DECSB-ADOF4-750095-2014 <b>SG:</b> 15 <b>Monthly Salary:</b> ₱40,208.00 <b>No. of Vacancy/ies:</b> 1 <b>Place of Assignment:</b> OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT-SUPPLY UNIT <b>JOB SUMMARY:</b> <ul style="list-style-type: none"><li>Acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and;</li></ul>				



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

- Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.

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](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
- 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](mailto:hr.digoscity@deped.gov.ph)**
- m. Screenshot of the submitted online application from the filled-up DepEd Digos City Job Application Form.



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**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](http://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 **January 20, 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 20, 2026- January 30, 2026	Submission of application documents	Applicants Records Section	Face-to-Face
February 02, 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
February 03, 2026- February 16, 2026	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
February 17, 2026	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



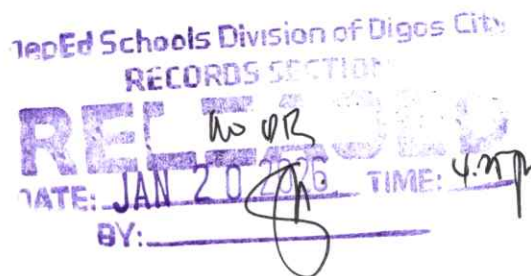
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February 17, 2026- February 21, 2026	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
February 23, 2026- February 24, 2026	Conduct of written examination, open assessment, 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, CESO VI**  
 Schools Division Superintendent



OSDS/ADMIN/HR/bpp



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## CHECKLIST OF REQUIREMENTS

**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.	<b>Submit the soft copy of your list of trainings using this format <a href="https://bit.ly/TrainingsFormat">https://bit.ly/TrainingsFormat</a> and send to this email "hr.digoscity@deped.gov.ph"</b>			
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) (w)here 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.



# **CRITERIA AND POINT SYSTEM FOR GRADING AND PROMOTION TO NON-TEACHING POSITIONS**

- The assessment for Non-Teaching positions shall be based on the following criteria:
  - Education: units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
  - Training: hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
  - Experience: relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
  - Performance: based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - Outstanding Accomplishments: acquired after the last promotion;
  - Application of Education and Learning (AEDL) acquired after the last promotion; and
  - Potential: measured using other evaluation assessments.

2. The point system for evaluation assessment is detailed in Table 1. Points assigned to each criterion shall vary from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled. As such, for General Services positions, higher premium is given to Potential (25 points) and Experience (20 points) than other criteria. Similarly, Chief positions (P30-34) give more focus on previous Performance (20 points), Potential (20 points), and Experience (15 points).

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

Criteria	Breakdown of Points			
	General Services (Non-Commissioned)	General Services (Commissioned)	Chief Positions (P30-34)	Chief Positions (P35-39)
a. Education	5	5	10	10
b. Training	5	5	10	5
c. Experience	20	30	15	15
d. Performance	10	20	30	30
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education and Learning (AEDL)	-	10	10	10
g. Potential (Written Test, IQ, Study, Sample Test)	15	20	25	30
<b>Total</b>	<b>60</b>	<b>100</b>	<b>100</b>	<b>100</b>

## **Criteria for Computation of Points per Criterion**

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications according to the QS, shall be computed using the Increments Table (Table 2.a, 2.b, 2.c) and the Qualifier for Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.a. Increments Table - Education

Incremental Level	From	Range	To
1	High School Graduate	High School Graduate	High School Graduate
2	High School Graduate	High School Graduate	High School Graduate
3	High School Graduate	High School Graduate	High School Graduate
4	High School Graduate	High School Graduate	High School Graduate
5	High School Graduate	High School Graduate	High School Graduate
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Table 2.b. Increments Table - Training

Incremental Level	From	Range	To
1	High School Graduate	High School Graduate	High School Graduate
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Table 3. Rules for Computation of Points for Education, Training, and Experience

Salary Range and Weight Allocation	Education				Training				Experience			
	Increments	Points	Increments	Points	Increments	Points	Increments	Points	Increments	Points	Increments	Points
General Services Positions Education: 5 points Training: 5 points Experience: 20 points	1	5	1	5	1	5	1	5	1	5	1	5
	2	10	2	10	2	10	2	10	2	10	2	10
	3	15	3	15	3	15	3	15	3	15	3	15
	4	20	4	20	4	20	4	20	4	20	4	20
P30-P34 (Non-Commissioned Service Positions) Education: 5 points Training: 5 points Experience: 20 points	1	5	1	5	1	5	1	5	1	5	1	5
	2	10	2	10	2	10	2	10	2	10	2	10
	3	15	3	15	3	15	3	15	3	15	3	15
	4	20	4	20	4	20	4	20	4	20	4	20
P35-P39 (Commissioned Service Positions) Education: 5 points Training: 5 points Experience: 20 points	1	5	1	5	1	5	1	5	1	5	1	5
	2	10	2	10	2	10	2	10	2	10	2	10
	3	15	3	15	3	15	3	15	3	15	3	15
	4	20	4	20	4	20	4	20	4	20	4	20
P40-P44 (Senior Commissioned Service Positions) Education: 5 points Training: 5 points Experience: 20 points	1	5	1	5	1	5	1	5	1	5	1	5
	2	10	2	10	2	10	2	10	2	10	2	10
	3	15	3	15	3	15	3	15	3	15	3	15
	4	20	4	20	4	20	4	20	4	20	4	20
P45-P49 (Senior Commissioned Service Positions) Education: 5 points Training: 5 points Experience: 20 points	1	5	1	5	1	5	1	5	1	5	1	5
	2	10	2	10	2	10	2	10	2	10	2	10
	3	15	3	15	3	15	3	15	3	15	3	15
	4	20	4	20	4	20	4	20	4	20	4	20
P50-P54 (Senior Commissioned Service Positions) Education: 5 points Training: 5 points Experience: 20 points	1	5	1	5	1	5	1	5	1	5	1	5
	2	10	2	10	2	10	2	10	2	10	2	10
	3	15	3	15	3	15	3	15	3	15	3	15
	4	20	4	20	4	20	4	20	4	20	4	20

Illustrative example:

Current position: Administrative Assistant 3 (Administrative Officer III - GS-3)  
Level and Salary Range: GS-3 (Non-Commissioned Service)

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

The date of HRMPSI assessment/ Open Bidding System: October 02, 2022

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

- Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (LLB) or Juris Doctor (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as equivalent to professional education units/degrees in other non-law academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules governing the bar, subject to further disciplinary guidelines as may be issued by the LEB.

- Relevant training hours earned from part-time/voluntary learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular (MC) No. 3, s. 2021 (Personal Guidelines on Digital/Online Learning in the Public Sector).

- Relevant experience gained from part-time work of at least four (4) hours per day may be considered, provided that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the months or years of relevant experience submitted shall be translated to the equivalent months or years of experience based on the CSC-required eight (8)-hour per day workday.

- Relevant Experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment. These documentary requirements written in languages other than English or Filipino shall be accompanied by a certified English translation.

- Applicable provisions under Rule VII Part 1 to IV of the CSC OROA/ORA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.

## Illustrative example:

<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>	<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>
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For senior graduates selected for Presidential Degree (PD) 607 Award, Graduate Civil Service Eligibility to College Honor Graduates, the following rules shall apply:

Senior Report	Points
Business Case Study	10 points
Case Study	10 points

Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on GS, must submit performance rating/s covering one (1) year performance in the current or previous job in position. The computation required is then, 40% shall apply.

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, innovations, or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.

Table 5 below enumerates the requirements of Outstanding Accomplishments and the corresponding maximum points for each component.

Table 5. Components of Outstanding Accomplishments

Component	Points/Maximum Points
Awards and Recognition	5 points
Research and Innovation	4 points
Subject Matter Expert / Membership in National Technical Working Groups (NTWG) or Committees	3 points
Resource Speechwriting / Learning Facilitation	2 points
NEAP Accredited Learning Facilitator	2 points

The points allocation in Table 5 shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Outstanding Accomplishments, but not to exceed the weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Evaluative Assessment for Non-Teaching Positions).

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## Illustrative example:

MOVs Substantiated	Points/Maximum Points
A, B, C & D	4 points
A, B, C & E	4 points
Only A, B & C	3 points
Only A & B	2 points
Only A	1 point

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

- c. **Subject Matter Expert / Membership in National TWGs or Committees.** This shall apply to applicants who have been chosen and requested to use their technical knowledge, skills, and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies, and learning materials. Subject matter expertise or membership in NTWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

## Means of verification:

- Issuance of Memorandum showing the membership in NTWG or Committee;
- Certificate of Participation or Attendance; and
- Output/Adoption by the organization/DepEd.

## Illustrative example:

MOVs Substantiated	Points
ALL MOVs	3 points
Only A & B	2 points

- d. **Resource Speechwriting / Learning Facilitation.** This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC) sessions, etc.

- Means of verification (All listed MOVs shall be substantiated):
- Issuance of Memorandum/Invitation/Training Matrix;
  - Certificate of Recognition/Merit/Commendation/Appreciation;
  - Slide deck/s used and/or Session guide/s.

## Illustrative example:

Level	Points/Maximum Points
Outstanding Level (National or Higher)	3 points
Local Office Level (Region 1 to 10)	1 point
Applicants from outside office	1 point
National Level Speechwriting or Higher	2 points
Local Office Level Speechwriting	1 point

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Only those outstanding accomplishments acquired or earned after the last promotion shall be considered eligible to be given points.

National level individual awards acquired from a thorough search process and given by reputable entities giving bodies, such as CSC, Metropolitan, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd, etc., shall be given maximum points in Outstanding Accomplishments (i.e., for 10 points for General Services positions and 10 points for other groups of position/salary grade).

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

- a. **Awards and Recognition.** This may refer to citations or commendations, academic or non-academic awards, or outstanding employee awards.

- a.1. **Citation or Commendation.** This shall apply only to applicants for General Services positions.

Means of verification: Letter of Citation or Commendation from previous employer

## Rubric:

Number of Citations	Points
Three (3) or more letters of citation	4 points
Two (2) letters of citation	3 points
One (1) letter of citation	2 points

- a.2. **Academic or Non-Academic Awards.** This shall apply only to applicants with no or less than one (1) year work experience (e.g., fresh graduates). The following MOVs and rubrics shall be used in determining points for Awards and Recognition.

## Means of verification:

- Award or non-academic award;
- Then Outstanding Students of the Philippines (TOSP) Award; or
- Citation or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination.

## Rubric:

Number of Awards	Points/Maximum Points
At least three (3) academic or non-academic awards or TOSP Award or Top 10 in Board or Civil Service Eligibility Examination	4 points
At least two (2) academic or non-academic awards	3 points
At least one (1) academic or non-academic award	2 points

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

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## Means of verification:

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

## Rubric:

Level	Points/Maximum Points
Applicants from national institutions	
National Level Speech or Higher	4 points
Local Office Speech	2 points
Applicants from outside office	
National Level Speech or Higher	4 points
Local Office Speech	2 points
Applicants from regional offices	
National Level Speech or Higher	4 points
Regional Office Speech	2 points
Applicants from school division offices	
Regional Level Speech or Higher	4 points
Division/Provincial/City Level Speech	2 points
Applicants from schools	
Regional Level Speech or Higher	4 points
School/Division/Provincial Level Speech	2 points

For multiple awards received from the same award giving body and/or award category that are conducted in series or progressive manner, only the highest-level award shall be considered (e.g., NSPC winning coach at the division, regional, national level; similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies).

An applicant to a General Services position who has presented Letter/s of Citation/Commendation and/or Outstanding Employee Award, shall be given points based on either Category a.1 (Citation or Commendation) or Category a.3 (Outstanding Employee Award), whichever is higher.

## b. Research and Innovation

## Means of verification:

- Proposal duly approved by the Head of Office or the designated Research Committee per DDO No. 16, s. 2017
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers whose study/research is likewise approved by authorized body of the concept/s developed by the research.

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6. **Application of Education.** Application of education is the contribution made by an applicant in their workplace as a result of their learning from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learnings gained from higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.

- a. **Positions with experience requirement.** Application of education is the contribution made by the applicant to their workplace as a result of their learning from their education degree or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled.

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

**Intervention** is described as the intervention that is directly applicable to the functional unit where the position applied for is located. An intervention is described to be applicable if it can be used in the operations of the functional unit based on its office mandates in the official DepEd Office Functions or Office Orders for the creation of the functional unit.

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

## Means of verification:

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the utilization/adoption signed by the Head of Office

## Rubric:

MOVs Substantiated	Points/Maximum Points
ALL MOVs	10 points
Only A & B	7 points
Only A	5 points

- b. **Positions with no experience requirement.** Applicants to positions that do not require previous work experience must submit the OWA to the highest academic/grade level earned as evidenced by Transcript of Records/ Certificate of OWA/Diploma/Special Order from the Commission on Higher Education (CHED) or other certifications. The HDMPSB must develop a system that translates the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

## Illustrative example:

<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>	<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>
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- c. **Behavioral Events Interview (BEI)** refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and/or current workplace. BEI is based on the principle that past behavior predicts future performance. It uses the STAR (Situation-Task-Action-Result) approach to validate whether the key competencies that are linked to the required competencies have been exhibited by the applicant. The STAR approach draws focus on actual situations in which the applicant acted, the Task/s that the applicant faced, the Actions that the applicant took, and the Results of these actions. The BEI may be used to assess the following areas:
- Applicant. The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and these higher potentials that are more technical in nature.
  - Characteristics or traits. It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
  - Fit. It shall serve as an avenue to evaluate an applicant's job fit, location fit, and Organizational fit.
  - Other areas that may be identified by the HDMPSB.

The points allocated for BEI component (5 points) shall be the maximum or ceiling points that may be earned by an applicant. The points earned from this area are considered to determine the total points for BEI component. The HDMPSB shall determine the appropriate area relevant to the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BEI.

## Illustrative example:

<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>	<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>
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8. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and these higher positions that are more technical in nature. It may be measured through any or all of the following:

Component	Points/Maximum Points
Written Examination (WE)	5 points
Skills or Work Sample Test (S/WST)	10 points
Behavioral Events Interview (BEI)	5 points

In case the above statements are not applicable to applicants to General Services positions, the HDMPSB may design other evaluative assessment strategies that are appropriate and specific for them in order to assess their potential, provided that it follows the ceiling points (15 points) set in Table 1.

- a. **Written Examination** refers to the standardized examination which measures the knowledge, language proficiency, ability to process ideas, judgment and leadership ability of the applicant. The test and evaluation rubrics appropriate to the position to be filled must be developed by subject matter experts as requested by the HDMPSB. Subject matter experts refer to individuals internal or external to the office where the mayor enters, or to the Department, who have working knowledge of the specific competencies required by the position to be filled.

## Points = A/100 \* W<sub>WE</sub>

Where:  
A = Score/rating in the written examination in percentage scale  
W<sub>WE</sub> = Weight Allocation for WE (5 points for Other Groups of Positions/Salary Grades)

## Illustrative example:

<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>	<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>
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- b. **Skills or Work Sample Test** refers to the test that may be administered to evaluate the application of skills relevant to the requirement of the position to be filled. The test and evaluation rubrics shall be designed by subject matter experts as requested by the HDMPSB depending on the type of skills test required by the position to be filled.

## Points = A/100 \* W<sub>SWT</sub>

Where:  
A = Score/rating in the S/WST in percentage scale  
W<sub>SWT</sub> = Weight Allocation for S/WST (10 points for Other Groups of Positions/Salary Grades)

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## Points/Requirement of Education = A/100 \* W<sub>Education</sub>

Where:  
A = OWA translated to percentage scale  
W<sub>Education</sub> = Weight Allocation for Application of Education (10 points for Other Groups of Positions/Salary Grades)

## Illustrative example:

<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>	<p>Current position: Administrative Assistant II (Administrative Assistant II - 800)</p> <p>Weight: 10</p> <p>Points: 80/100 = 8</p>
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7. **Application of Learning and Development (ALD).** Application of ALD is a proven success of the learning gained from the human resources development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of ALD or intervention made by the applicant that is relevant and applicable to the position to be filled. The derivation of relevant intervention as stipulated in Item 6(d) of this Order shall apply.

## Means of verification:

- Certificate of Training or Certification on any applicable LAD intervention acquired that is aligned with the Individual Development Plan (IDP) for external applicants, a certification from HR stating that the LAD intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- Action Plan/Re-entry Action Plan (RAP)/Job Reinstatement (Learning/IRRA) Impact Project applying the learnings from the LAD intervention done/attended, duly approved by the Head of Office;
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office as the local level;
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by a different office at the local/higher level.

## Rubric:

MOVs Substantiated	Points
ALL MOVs	10 points
Only A & B & C	7 points
Only A & B	5 points

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