



Republic of the Philippines

## Department of Education

DIGOS CITY DIVISION

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### 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

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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

**Plantilla Item No.:** OSEC-DECSB-ADOF4-750095-2014

**SG:** 15

**Monthly Salary:** ₱40,208.00

**No. of Vacancy/ies:** 1

**Place of Assignment:** OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT-SUPPLY UNIT

**JOB SUMMARY:**

- 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;



**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 **ABOVEENTIONED 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\\_D07](https://bit.ly/omnibus2025_D07)*), **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"**
- 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:

<b>Date</b>	<b>Activities</b>	<b>Personnel Involved</b>	<b>Mode</b>
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.

*M. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
RECEIVED  
TO: OR  
DATE: JAN 20, 2016 TIME: 4:30 PM  
BY: *[Signature]*

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 completed)	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 <a href="https://bit.ly/TrainingsFormat">https://bit.ly/TrainingsFormat</a> 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)lectronic 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 HIRING AND PROMOTION TO NON-TEACHING POSITIONS

1. 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 QG;
- Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QG, 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 QG;
- Performance rating in the current or previous job or position for 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 except other than last promotion;
- Application of Learning and Development (LAD) acquired after the last promotion; and
- Potential measured using other evaluation assessments.

2. The point system for evaluative assessment is detailed in Table 1. Points assigned to each criterion shall vary from one salary range to another, giving greater emphasis to more relevant qualifications to be filled. As such, for General Services positions, higher priority is given to Potential (50 points) and Experience (30 points) than the other criteria. Similarly, Chief positions (SD-24) give more focus on previous Performance (20 points), Potential (20 points), and Experience (15 points).

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

Criteria	Breakdown of Points			
	General degrees	Non-Gen- eral degrees	SD-2	SD-24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	30	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of LAD	-	10	10	10
h. Potential (Written Test, EEL, Work Sample Test)	5%	20	20	30
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

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## Rubrics for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QG, shall be computed using the following table (Table 2.a, b, c, d) and the rubrics 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

Increment level	Range	
	From	To
1	0 hours	Less than 1 hour
2	1-4 hours	Less than 5 hours
3	5-14 hours	Less than 10 hours
4	15-34 hours	Less than 20 hours
5	35-59 hours	Less than 30 hours
6	60-109 hours	Less than 50 hours
7	110-199 hours	Less than 70 hours
8	200-349 hours	Less than 100 hours
9	350-499 hours	Less than 150 hours
10	500-649 hours	Less than 200 hours
11	650-799 hours	Less than 250 hours
12	800-949 hours	Less than 300 hours
13	950-1,099 hours	Less than 350 hours
14	1,100-1,249 hours	Less than 400 hours
15	1,250-1,399 hours	Less than 450 hours
16	1,400-1,549 hours	Less than 500 hours
17	1,550-1,699 hours	Less than 550 hours
18	1,700-1,849 hours	Less than 600 hours
19	1,850-1,999 hours	Less than 650 hours
20	2,000-2,149 hours	Less than 700 hours
21	2,150-2,299 hours	Less than 750 hours
22	2,300-2,449 hours	Less than 800 hours
23	2,450-2,599 hours	Less than 850 hours
24	2,600-2,749 hours	Less than 900 hours
25	2,750-2,899 hours	Less than 950 hours
26	2,900-2,999 hours	Less than 1,000 hours
27	3,000-3,099 hours	Less than 1,050 hours
28	3,100-3,199 hours	Less than 1,100 hours
29	3,200-3,299 hours	Less than 1,150 hours
30	3,300-3,399 hours	Less than 1,200 hours
31	3,400-3,499 hours	Less than 1,250 hours
32	3,500-3,599 hours	Less than 1,300 hours
33	3,600-3,699 hours	Less than 1,350 hours
34	3,700-3,799 hours	Less than 1,400 hours
35	3,800-3,899 hours	Less than 1,450 hours
36	3,900-3,999 hours	Less than 1,500 hours
37	4,000-4,099 hours	Less than 1,550 hours
38	4,100-4,199 hours	Less than 1,600 hours
39	4,200-4,299 hours	Less than 1,650 hours
40	4,300-4,399 hours	Less than 1,700 hours
41	4,400-4,499 hours	Less than 1,750 hours
42	4,500-4,599 hours	Less than 1,800 hours
43	4,600-4,699 hours	Less than 1,850 hours
44	4,700-4,799 hours	Less than 1,900 hours
45	4,800-4,899 hours	Less than 1,950 hours
46	4,900-4,999 hours	Less than 2,000 hours
47	5,000-5,099 hours	Less than 2,050 hours
48	5,100-5,199 hours	Less than 2,100 hours
49	5,200-5,299 hours	Less than 2,150 hours
50	5,300-5,399 hours	Less than 2,200 hours
51	5,400-5,499 hours	Less than 2,250 hours
52	5,500-5,599 hours	Less than 2,300 hours
53	5,600-5,699 hours	Less than 2,350 hours
54	5,700-5,799 hours	Less than 2,400 hours
55	5,800-5,899 hours	Less than 2,450 hours
56	5,900-5,999 hours	Less than 2,500 hours
57	6,000-6,099 hours	Less than 2,550 hours
58	6,100-6,199 hours	Less than 2,600 hours
59	6,200-6,299 hours	Less than 2,650 hours
60	6,300-6,399 hours	Less than 2,700 hours
61	6,400-6,499 hours	Less than 2,750 hours
62	6,500-6,599 hours	Less than 2,800 hours
63	6,600-6,699 hours	Less than 2,850 hours
64	6,700-6,799 hours	Less than 2,900 hours
65	6,800-6,899 hours	Less than 2,950 hours
66	6,900-6,999 hours	Less than 3,000 hours
67	7,000-7,099 hours	Less than 3,050 hours
68	7,100-7,199 hours	Less than 3,100 hours
69	7,200-7,299 hours	Less than 3,150 hours
70	7,300-7,399 hours	Less than 3,200 hours
71	7,400-7,499 hours	Less than 3,250 hours
72	7,500-7,599 hours	Less than 3,300 hours
73	7,600-7,699 hours	Less than 3,350 hours
74	7,700-7,799 hours	Less than 3,400 hours
75	7,800-7,899 hours	Less than 3,450 hours
76	7,900-7,999 hours	Less than 3,500 hours
77	8,000-8,099 hours	Less than 3,550 hours
78	8,100-8,199 hours	Less than 3,600 hours
79	8,200-8,299 hours	Less than 3,650 hours
80	8,300-8,399 hours	Less than 3,700 hours
81	8,400-8,499 hours	Less than 3,750 hours
82	8,500-8,599 hours	Less than 3,800 hours
83	8,600-8,699 hours	Less than 3,850 hours
84	8,700-8,799 hours	Less than 3,900 hours
85	8,800-8,899 hours	Less than 3,950 hours
86	8,900-8,999 hours	Less than 4,000 hours
87	9,000-9,099 hours	Less than 4,050 hours
88	9,100-9,199 hours	Less than 4,100 hours
89	9,200-9,299 hours	Less than 4,150 hours
90	9,300-9,399 hours	Less than 4,200 hours
91	9,400-9,499 hours	Less than 4,250 hours
92	9,500-9,599 hours	Less than 4,300 hours
93	9,600-9,699 hours	Less than 4,350 hours
94	9,700-9,799 hours	Less than 4,400 hours
95	9,800-9,899 hours	Less than 4,450 hours
96	9,900-9,999 hours	Less than 4,500 hours
97	10,000-10,099 hours	Less than 4,550 hours
98	10,100-10,199 hours	Less than 4,600 hours
99	10,200-10,299 hours	Less than 4,650 hours
100	10,300-10,399 hours	Less than 4,700 hours
101	10,400-10,499 hours	Less than 4,750 hours
102	10,500-10,599 hours	Less than 4,800 hours
103	10,600-10,699 hours	Less than 4,850 hours
104	10,700-10,799 hours	Less than 4,900 hours
105	10,800-10,899 hours	Less than 4,950 hours
106	10,900-10,999 hours	Less than 5,000 hours
107	11,000-11,099 hours	Less than 5,050 hours
108	11,100-11,199 hours	Less than 5,100 hours
109	11,200-11,299 hours	Less than 5,150 hours
110	11,300-11,399 hours	Less than 5,200 hours
111	11,400-11,499 hours	Less than 5,250 hours
112	11,500-11,599 hours	Less than 5,300 hours
113	11,600-11,699 hours	Less than 5,350 hours
114	11,700-11,799 hours	Less than 5,400 hours
115	11,800-11,899 hours	Less than 5,450 hours
116	11,900-11,999 hours	Less than 5,500 hours
117	12,000-12,099 hours	Less than 5,550 hours
118	12,100-12,199 hours	Less than 5,600 hours
119	12,200-12,299 hours	Less than 5,650 hours
120	12,300-12,399 hours	Less than 5,700 hours
121	12,400-12,499 hours	Less than 5,750 hours
122	12,500-12,599 hours	Less than 5,800 hours
123	12,600-12,699 hours	Less than 5,850 hours
124	12,700-12,799 hours	Less than 5,900 hours
125	12,800-12,899 hours	Less than 5,950 hours
126	12,900-12,999 hours	Less than 6,000 hours
127	13,000-13,099 hours	Less than 6,050 hours
128	13,100-13,199 hours	Less than 6,100 hours
129	13,200-13,299 hours	Less than 6,150 hours
130	13,300-13,399 hours	Less than 6,200 hours
131	13,400-13,499 hours	Less than 6,250 hours
132	13,500-13,599 hours	Less than 6,300 hours
133	13,600-13,699 hours	Less than 6,350 hours
134	13,700-13,799 hours	Less than 6,400 hours
135	13,800-13,899 hours	Less than 6,450 hours
136	13,900-13,999 hours	Less than 6,500 hours
137	14,000-14,099 hours	Less than 6,550 hours
138	14,100-14,199 hours	Less than 6,600 hours
139	14,200-14,299 hours	Less than 6,650 hours
140	14,300-14,399 hours	Less than 6,700 hours
141	14,400-14,499 hours	Less than 6,750 hours
142	14,500-14,599 hours	Less than 6,800 hours
143	14,600-14,699 hours	Less than 6,850 hours
144	14,700-14,799 hours	Less than 6,900 hours
145	14,800-14,899 hours	Less than 6,950 hours
146	14,900-14,999 hours	Less than 7,000 hours
147	15,000-15,099 hours	Less than 7,050 hours
148	15,100-15,199 hours	Less than 7,100 hours
149	15,200-15,299 hours	Less than 7,150 hours
150	15,300-15,399 hours	Less than 7,200 hours
151	15,400-15,499 hours	Less than 7,250 hours
152	15,500-15,599 hours	Less than 7,300 hours
153	15,600-15,699 hours	Less than 7,350 hours
154	15,700-15,799 hours	Less than 7,400 hours
155	15,800-15,899 hours	Less than 7,450 hours
156	15,900-15,999 hours	Less than 7,500 hours
157	16,000-16,099 hours	Less than 7,550 hours
158	16,100-16,199 hours	Less than 7,600 hours
159	16,200-16,299 hours	Less than 7,650 hours
160	16,300-16,399 hours	Less than 7,700 hours
161	16,400-16,499 hours	Less than 7,750 hours
162	16,500-16,599 hours	Less than 7,800 hours
163	16,600-16,699 hours	Less than 7,850 hours
164	16,700-16,799 hours	Less than 7,900 hours
165	16,800-16,899 hours	Less than 7,950 hours
166	16,900-16,999 hours	Less than 8,000 hours
167	17,000-17,099 hours	Less than 8,050 hours
168	17,100-17,199 hours	Less than 8,100 hours
169	17,200-17,299 hours	Less than 8,150 hours
170	17,300-17,399 hours	Less than 8,200 hours
171	17,400-17,499 hours	Less than 8,250 hours
172	17,500-17,599 hours	Less than 8,300 hours
173	17,600-17,699 hours	Less than 8,350 hours
174	17,700-17,799 hours	Less than 8,400 hours
175	17,800-17,899 hours	Less than 8,450 hours
176	17,900-17,999 hours	Less than 8,500 hours
177	18,000-18,099 hours	Less than 8,550 hours
178	18,100-18,199 hours	Less than 8,600 hours
179	18,200-18,299 hours	Less than 8,650 hours
180	18,300-18,399 hours	Less than 8,700 hours
181	18,400-18,499 hours	Less than 8,750 hours
182	18,500-18,599 hours	Less than 8,800 hours
183	18,600-18,699 hours	Less than 8,850 hours
184	18,700-18,799 hours	Less than 8,900 hours
185	18,800-18,899 hours	Less than 8,950 hours
186	18,900-18,999 hours	Less than 9,000 hours
187	19,000-19,099 hours	Less than 9,050 hours
188	19,100-19,199 hours	Less than 9,100 hours
189	19,200-19,299 hours	Less than 9,150 hours
190	19,300-19,399 hours	Less than 9,200 hours
191	19,400-19,499 hours	Less than 9,250 hours
192	19,500-19,599 hours	Less than 9,300 hours
193	19,600-19,699 hours	Less than 9,350 hours
194	19,700-19,799 hours	Less than 9,400 hours
195	19,800-19,899 hours	Less than 9,450 hours
196	19,900-19,999 hours	Less than 9,500 hours
197	20,000-20,099 hours	Less than 9,550 hours
198	20,100-20,199 hours	Less than 9,600 hours
199	20,200-20,299 hours	Less than 9,650 hours
200	20,300-20,399 hours	Less than 9,700 hours
201	20,400-20,499 hours	Less than 9,750 hours
202	20,500-20,599 hours	Less than 9,800 hours
203	20,600-20,699 hours	Less than 9,850 hours
204	20,700-20,799 hours	Less than 9,900 hours
205	20,800-20,899 hours	Less than 9,950 hours
206	20,900-20,999 hours	Less than 10,000 hours

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## Computation of Increments based on actual Experience qualification of Applicant A

Applicant A has the following qualifications:

- Education: Bachelor of Science in Early Childhood Education (BSECE) from the University of the Philippines Baguio (UP-B) in 2010
- Training: 100 hours of training in Early Childhood Education (ECE) from the UP-B Baguio
- Experience: 10 years of experience in ECE

After determining the baseline level, the HRMPSB shall compute for the increments of the applicant's actual qualification based on the difference between the applicant's actual qualification level and the corresponding level of the minimum (baseline) QG requirement of the position to be filled.

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

Illustrative example:

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## Illustrative example:

Score: Position: Administrative Assistant II (Other Grade)	Points: 80.75 (Other Grade)
Where: x = 80.75 (Other Grade)	WA = Weight Allocation for Application of Rubric
WA = 10	Points: 80.75 * 10 = 80.75

For honor graduates entitled by Presidential Decree (PD) 1007 titled, *Granting Civil Service Eligibility to College Honor Graduates*, the following rubric shall apply:

Minimum Score:	Points:
Business Class Leader	20 points
Model Class Leader	19 points
Other Class Leader	18 points

Applicants with work experience who are applying to entry-level positions or positions with no experience requirement based on OAS, must submit latest performance rating/s covering one (1) year of performance in the current or previous job or position. The computation stipulated in Item 4(a) shall apply.

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which were duly recognized by an authorized body. These must have a direct link to the application for appointment or promotion. Outstanding Accomplishments may be used to provide results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.

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

**Table 5. Components of Outstanding Accomplishments**

Component	Points	Qualifications/Accomplishments
Amount and Nature of Output	5 points	
Research and Innovation	4 points	
Subject Matter Expert / Membership in National or International Working Groups (IWGs) or Committees	3 points	
Resource Speakership / 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. Outstanding Accomplishments that do not exceed the weighted allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Evaluative Assessment for Non-Teaching Positions).

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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 award giving bodies, such as CSC, Mtrabak, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), etc., shall be given maximum points in Outstanding Accomplishments (i.e. 80 points for General Services positions and 10 points for other groups of positions).

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

- a. **Awards and Recognition.** This may refer to citations or commendations, academic or team-school awards, or outstanding employee awards.
- b. **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 kinds of citation	4 points
Two (2) letters of citation	3 points
One (1) letter of citation	2 points

2. **Academic or Inter-School 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:

- a. Academic or inter-school award or Ten Outstanding Young Men of the Philippines (TOY) Award; or
- b. Certificate of recognition or document issued by the applicant before the Top 10 in the Board or Civil Service Eligibility Examination.

Rubric:

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

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:

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

Rubric:

Level	Points
Applicants from external institution	4 points
Organizational Level Search or Higher	3 points
Local Office Search	2 points
Applicants from external offices	4 points
National Level Search or Higher	3 points
Division, Provincial, City, Local Government	2 points
Applicants from regional offices	4 points
National Level Search or Higher	3 points
Division, Provincial, City, Local Government	2 points
Branch, Municipal, District Level Search	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 level, then provincial level, then national level), and 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:

- A. Proposed duly approved by the Head of Office or the designated Regional Committee per DO No. 16, s. 2017
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- D. Certificate of recognition or document issued by the Head of Office
- E. Proof of citation by other researchers (whose study/research is likewise signed by the authorized body of the concept/development in the research).

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

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Rubric:

MOVs Submitted	Points
All MOVs	4 points
Only A & B	3 points
Only A	2 points
Only C	1 point

The collaborative research studies/innovations, 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 selected to use their technical knowledge, skills, and expertise 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 frameworks, models, policies and standards. Subject matter expertise or membership in TWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

- A. Instance or Memorandum showing the membership in TWG or Committees;
- B. Certificate of Participation or Attendance;
- C. Output/Adoption by the organization/DepEd.

Rubric:

MOVs Submitted	Points
All MOVs	3 points
Only A & B	2 points

d. **Resource Speakership / 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:

- A. Instance/Memorandum showing the membership in TWG or Committees;
- B. Certificate of Recognition/Merit/Commendation/Accomplishment;
- C. Other decks used/say, Session guide/.

Rubric:

MOVs Submitted	Points
All MOVs	2 points
Only A & B	1 point

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

Means of verification:

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

Rubric:

Level	Points
Accredited National Trainer	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant A is applying for an Administrative Assistant II (Administrative Officer II) position in SDO Vigan City. She has been promoted as Administrative Assistant II in August 2015 in the same DOA. For the purpose of computing for Outstanding Accomplishments, she submitted the following MOVs:

Outstanding Accomplishments	Points based on Rubric	NEAP Recognition
Awards and Recognition:	2 points	Not credentialed, MOV was not issued in the same year as the NEAP recognition.
Outstanding Employee Award 2015 in Region I	4 points	Credentialed, MOV was issued in the same year as the NEAP recognition.
Outstanding Leadership/ Learning Facilitation/ Certificate of Recognition as Learning Facilitator in 2015 in Region I	1 point	Not credentialed, MOV was issued in the previous year as the NEAP recognition.
Certificate of Recognition as Learning Facilitator in 2017 Accredited Regional Conference in SDO Vigan City, NEAP Vigan submitted	1 point	Credentialed, MOV was issued in the same year as the NEAP recognition.

Applicant A is applying for an Administrative Assistant II (Administrative Officer II) position in SDO Vigan City. She has been promoted as Administrative Assistant II in August 2015 in the same DOA. For the purpose of computing for Outstanding Accomplishments, she submitted the following MOVs:

Outstanding Employee Award 2016 in Region I

Outstanding Leadership/ Learning Facilitation/ Certificate of Recognition as Learning Facilitator in 2015 in Region I

Certificate of Recognition as Learning Facilitator in 2017 Accredited Regional Conference in SDO Vigan City, NEAP Vigan submitted

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6. **Application of Education.** Application of education is the contribution made by an applicant to their workplace as a result of their learning from higher education and/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 learning gained from and higher education, skills and knowledge attained during the education process that have led to significant positive results in the applicant's current or previous work.

7. **Positions with experience requirement.** Application of education is the contributions made by the applicant to the 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 premiums shall be given to an applicant of an application or intervention made by the applicant that is relevant and applicable to the position applied for in the functional unit where 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 Dept/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 rubrics for Not Relevant.

Means of verification:

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

Rubric:

MOVs Submitted	Points	Relevance
All MOVs	10 points	5 points
Only A & B	7 points	3 points
Only A	5 points	1 point

8. **Positions with no experience requirement.** Application of education that do not require previous work experience must include the OWA in the higher academic/grade level earned as evidenced by Transcript of Records/Diploma/Certificate of GWA/Diploma/Special Order from the Commission on Higher Education (CHED) or other certificates. The HRMPSB must develop a system that transmutes the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

9. **Illustrative example:**  
Illustrative example:  
Administrative Assistant II (Administrative Officer II) - 80.8  
(Other groups of positions/ Salary Grade)

x = 80

WA = 2

Points = 80.8/2 \* 2 = 8.08

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. The BEI is used to determine the behavioral traits and performance. It uses the STAR (Situation-Task-Action-Result) approach to validate whether the key behaviors that are linked to the required competencies have been exhibited by the applicant. The STAR approach draws focus on the individual's behavior in a situation when the job requirements of the position are met. The BEI may be used to assess the following areas:

- i. Aptitude. The BEI shall be used to assess the applicant's potential or capacity and ability to assume the duties of the position to be filled and those higher positions which are more technical in nature.
- ii. Character. The BEI shall be used to assess aspects such as the applicant's psychological and social well-being.
- iii. Fitness. It shall serve as an avenue to evaluate an applicant's job fit, location fit, and organizational fit.
- iv. Other areas that may be identified by the HRMPSB.

The points allocated for BEI component (5 points) shall be the maximum or ceiling points determined by an applicant. The points earned from each area are cumulative to determine the total points for BEI component. The HRMPSB shall determine the appropriate areas relevant to the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BEI.

10. **Skills or Work Sample Test.** refers to the administration of tests to determine the knowledge, skills, and abilities relevant to the requirements of the position to be filled. The test and evaluation rubrics must be designed by subject matter experts as requested by the HRMPSB depending on the type of skills test required by the position to be filled.

Points = x/100 \* WA/points

Where:

x = Score/Grade in the S/W/BST in percentage scale

WA = Weight Allocation for S/W/BST

10 points for Other Groups of Positions/ Salary Grade

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Rubric:

MOVs Submitted	Points	Relevance
All MOVs	10 points	8 points
Only A, B, C	9 points	7 points
Only A, B, D	8 points	6 points
Only A	7 points	1 point

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7. **Application of Learning and Development (LdD).** Application of LdD is a process wherein the learning gained from the human resource development (HRD) intervention is determined by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an applicant of LdD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in Item 6 of this Order shall apply.

Means of verification:

- A. Certificate of Training or Certification on any applicable LdD intervention acquired that is aligned with the individual Development Plan (IDP); for external applicants, a certificate of completion of the LdD intervention acquired from the LdD intervention date/attended, duly approved by the Head of Office;
- B. Accomplishment Report together with a General Certification that the LdD intervention was used/adopted by the office at the local level;
- C. Accomplishment Report together with a General Certification that the LdD intervention was used/adopted by a different office at the local/higher level;

Rubric:

MOVs Submitted	Points	Relevance
All MOVs	10 points	8 points
Only A, B, C	9 points	7 points
Only A, B, D	8 points	6 points
Only A	7 points	1 point

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8. **Illustrative example:**  
Illustrative example:  
Administrative Assistant II (Administrative Officer II) - 80.8

x = 80

WA = 10

Points = 80/10 \* 10 = 80.8

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