



Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 025

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 22, 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
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	Completion of 2 years studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADAS3-750327-2018 SG: 9 Monthly Salary: ₱23,226.00 No. of Vacancy/ies: 1 Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT JOB SUMMARY:				



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

Telephone Nos.: (082) 553-8375; (082) 553-8396

- To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	Completion of 2 years studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADAS2-750005-2014 SG: 8 Monthly Salary: ₱21448.00 No. of Vacancy/ies: 1 Place of Assignment: KAPATAGAN NATIONAL HIGH SCHOOL				
JOB SUMMARY: <ul style="list-style-type: none"> • This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations. 				

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE AIDE VI (CLERK III)	Completion of 2 years studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility



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	of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)			
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Plantilla Item No.: OSEC-DECSB-ADA6-750124-2014

SG: 6

Monthly Salary: ₱18,957.00

No. of Vacancy/ies: 1

Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION

JOB SUMMARY:

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

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE AIDE III (CLERK I)	Completion of 2 years studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility

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

SG: 3

Monthly Salary: ₱15,852.00

No. of Vacancy/ies: 1

Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL

JOB SUMMARY:



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Telephone Nos.: (082) 553-8375; (082) 553-8396

- To provide descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation and policy direction as well as, ensure basic education data quality and access by intended users
- To monitor and evaluate implementation of policies and guidelines related to planning and education and data management systems by the schools and learning centers.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **DIVISION OFFICE – RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 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*), **notarized by the authorized official**; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and

1. **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"**



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m. Screenshot of the submitted online application from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic microsoft form upon submission of application documents. Please see Facebook page post to access the application link.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) does not exclude them from the pool of official applicants.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. No. 007, series of 2023** (see attached **Enclosure No. 5 to D.O. No. 007, s. 2023**). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

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

The deadline for the submission of the applications for interested applicants to the **Division Office – Records Section** is on **February 01, 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 22, 2026-February 01, 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. P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
FEB 22 2016 10:02 AM
DIGOS CITY SCHOOLS DIVISION
DATE: 22 JAN 2016 TIME: 10:02 AM
BY: [Signature]

OSDS/ADMIN /HR/bpp



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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 qualifications requirements as defined in the CSC-approved QRS.
- Training hours relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSC-approved QRS, acquired after the position was last promoted.
- Experience relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSC-approved QRS.
- Performance based on annual 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 Learning and Development [Table 2] acquired after the last promotion; and
- Potential measured using other evaluator assessments.

2. The point system for evaluative assessment is detailed in Table 1. Points assigned to each criterion shall vary from one category to another, giving more weight to 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 the other criteria. Similarly, Chief positions (90-24) 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 Services	1-4 (Non-Teaching Degree)	5-12 (Non-Teaching Degree)
a. Education	5	5	5
b. Training	5	5	10
c. Experience	20	20	15
d. Performance	10	20	20
e. Outstanding Accomplishments	5	10	10
f. Application of Education	-	10	10
g. Application of L&D	-	10	10
h. Potential (Wirtex Test, WES, Work Sample Test)	25	20	20
Total	100	100	100

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

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Table 2.b. Increments Table – Training

Increment Level	Range	
	From	To
1	None	Less than 4 hours
2	4 hours	Less than 16 hours
3	16 hours	Less than 24 hours
4	24 hours	Less than 40 hours
5	40 hours	Less than 45 hours
6	45 hours	Less than 60 hours
7	60 hours	Less than 90 hours
8	90 hours	Less than 100 hours
9	100 hours	Less than 120 hours
10	120 hours	Less than 130 hours
11	130 hours	Less than 140 hours
12	140 hours	Less than 150 hours
13	150 hours	Less than 160 hours
14	160 hours	Less than 170 hours
15	170 hours	Less than 180 hours
16	180 hours	Less than 190 hours
17	190 hours	Less than 200 hours
18	200 hours	Less than 210 hours
19	210 hours	Less than 220 hours
20	220 hours	Less than 230 hours
21	230 hours	Less than 240 hours
22	240 hours	Less than 250 hours
23	250 hours	Less than 260 hours
24	260 hours	Less than 270 hours
25	270 hours	Less than 280 hours
26	280 hours	Less than 290 hours
27	290 hours	Less than 300 hours
28	300 hours	Less than 310 hours
29	310 hours	Less than 320 hours
30	320 hours	Less than 330 hours
31	330 hours	Less than 340 hours
32	340 hours	Less than 350 hours
33	350 hours	Less than 360 hours
34	360 hours	Less than 370 hours
35	370 hours	Less than 380 hours
36	380 hours	Less than 390 hours
37	390 hours	Less than 400 hours
38	400 hours	Less than 410 hours
39	410 hours	Less than 420 hours
40	420 hours	Less than 430 hours
41	430 hours	Less than 440 hours
42	440 hours	Less than 450 hours
43	450 hours	Less than 460 hours
44	460 hours	Less than 470 hours
45	470 hours	Less than 480 hours
46	480 hours	Less than 490 hours
47	490 hours	Less than 500 hours
48	500 hours	Less than 5

Illustrative example:

Position: Administrative Assistant II (Delegating Officer II - 00 8 Other group of positions/Salary Grade)	Points/Performance: Administrative Assistant II (Delegating Officer II - 00 8 Other group of positions/Salary Grade)
x = 62.75 (CBO)	x = 62.75 (CBO)
Wk = 10	Wk = 10

Points/Performance = $62.75/100 \times 10 = 6.25$ Points/Performance = $62.75/100 \times 10 = 6.25$

For Honor graduates covered by Presidential Decree (PD) 807 used, Delegating Officer Service Eligibility to College Honor Graduates, the following rubric shall apply:

Measures Standard	Points/Performance
Business Case Leads	50 points
Management	20 points
Cost Leads	10 points

Applicants with week experience, who are applying to entry level positions or positions with no experience requirement based on Q5, shall submit latest performance rating/s covering one (1) year 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 are duly recognized by an authorized body. These merits have a direct link to the DOB's mission and purpose. Outstanding Accomplishments are those 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 components of Outstanding Accomplishments and the corresponding maximum points for each component:

Table 5. Components of Outstanding Accomplishments

Components	Point/Performance: Assessment/Measurement
Assets and Recognition	
Research and Innovation	
Subject Matter Expert / Membership in National Technical Working Groups (NTWG) or Committees	4 points
Research Speakship / Learning Facilitator	2 points
NEAP Accredited Learning Facilitator	2 points

The points allocated in Table 5 shall serve as the minimum or ceiling points that may be used in the computation. The points derived from each component are cumulative to determine the total points. Outstanding Accomplishments shall not 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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Only those outstanding accomplishments acquired or earned after the last position 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, Metrobank, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd, etc., shall earn maximum points in Outstanding Accomplishments (i.e. 100 points for General Services positions and 10 points for other groups of position/s salary grade).

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

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

b. **Citation or Commendation.** This shall apply only to applicants for General Services positions.

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

Rubrics:

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

c. **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 MOWs and rubrics shall be used in determining points for Awards and Recognition.

Measures of verification:

A. Academic or Inter-school award; or

B. Ten Outstanding Students of the Philippines (TOSP) Award; or

C. Other award or citation that the applicant deserves to the Top 10 to the Board of Civil Service Eligibility Examination.

Rubrics:

Branch of Award	Point/Performance: Assessment/Measurement
At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board of 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

a.3. Outstanding Researcher 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 Search; and

B. Certificate of Recognition/Merit.

Rubrics:

Level	Point/Performance: Assessment/Measurement
Applicants from external institution	
Departmental Level Search or Higher	4 points
Local Office Level Search	2 points
Applicants from external office	
National Level Search or Higher	4 points
Central Office Level Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Division/Provincial/City Level Search	2 points
Applicants from local office	
Division Level Search or Higher	4 points
School/ Municipality/ 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), 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. Proprietary duly approved by the Head of Office or the designated Research 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 as Researcher/Innovator/Researcher/Researcher by another school/office duly signed by the Head of Office

E. Proof of citation by other researchers (whole study/research is likewise approved by authorized body) of the concept/s developed by the researcher.

a. **Application of Education.** Application of education is the contribution made by their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the positions 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.2. **Positions with experience requirement.** Application of education is the contributions made by the applicant to their workplace as a result of their learnings from their education degree or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the positions to be filled.

Relocation津贴 is described as the intervention that is directly applied 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 Dept/Office Function or Office Orders for the creation of the functional unit.

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

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

Rubrics:

MOWs Submitted	Point/Performance: Assessment/Measurement
Accredited National Researcher	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

b. **Application of Education.** Application of education is the contribution made by their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the positions 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.

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Rubrics:

MOWs Submitted	Point/Performance
ALL MOWs	5 points
Only A, B, C	3 points
Only A & B	1 point

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

c. **Subject Matter Expert / Membership in National NTWG 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 following: authorship of books, articles, reports, studies, 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:

A. Instance or Memorandum showing the membership in NTWG or Committee;

B. Certificate of Participation or Attendance; and

C. Output/Adoption by the organization/DepEd.

Rubrics:

MOWs Submitted	Point/Performance
ALL MOWs	3 points

d. **Research Speakship / Learning Facilitator.** This shall apply to applicants who have been recruited and invited to share their knowledge and expertise on specific subject matter/s. This may include applicants who serve as a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, conventions, congresses, forums, learning action cells (LAC) sessions, etc.

Means of verification (All listed MOWs shall be submitted):

A. Instance/ Memorandum/Invitation/Training Matrix;

B. Certificate of Recognition/Merit/ Commendation/ Appreciation;

C. Blot/Check/s used/ or Session guide/s.

Rubrics:

MOWs Submitted	Point/Performance
Accredited from external institution	
National Level Credential or Higher	3 points
Local Office Level Credential	1.5 points
Applicants from external office	
National Level Credential or Higher	2 points
Central Office Level Credential or Higher	1 point

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Point/Performance of Education = $x/100 \times \text{Weight of Education}$

Where:

x = CWA (percentage grade)

W = Weight Allocation for Application of Education

(10 points for Other Groups of Positions/Salary Grade)

Illustrative example:

Position: Administrative Assistant II (Delegating Officer II - 00 8 Other group of positions/Salary Grade)	Point/Performance: Administrative Assistant II (Delegating Officer II - 00 8 Other group of positions/Salary Grade)
x = 62.75	x = 62.75
Wk = 10	Wk = 10

Point/Performance of Education = $62.75/100 \times 10 = 6.25$

7. **Application of Learning and Development (ALD).** Application of ALD is a proven success of the learnings 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 definition of relevant intervention is stipulated in Item 6(d) of this Order shall apply.

Means of verification:

A. Certificate of Training or Certification on any applicable ALD intervention acquired/s is aligned with the individual Development Plan (IDP) for the position applied for;

B. Application of Re-Entry Action Plan (REAP) / Job Embedded Learning (JEL) / Impact Project applying the learnings from the ALD intervention done/attended, duly approved by the Head of Office;

C. Accomplishment Report together with a General Certification that the ALD intervention was used/adopted by the office at the local level;

D. Accomplishment Report together with a General Certification that the ALD intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOWs Submitted	Point/Performance
All MOWs	10 points
Only A, B, C	7 points
Only A & B	5 points

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b. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position in the future, and these higher positions that are more technical in nature. It may be measured through any of the following:

Compliance	Point/Performance
Written Examination Wk	5 points
Oral / Written Sample Test Wk	10 points

In case the above measures are not applicable to applicants to General Services positions, the HRMPSB may design other evaluative assessment strategies that are appropriate and feasible to use in order to assess their potential, provided that it follows the testing parameters stated in Table 6.

a. **Written Examination.** refers to the standards examination which subjected to specific situations or conditions in their previous and/or current work environment. 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 from the situation in which the applicant worked, the tasks he or she performed, the actions he or she took in the office where he or she worked, or the actions he or she took in the community.

The HRMPSB shall be used to assess the applicant's potential or capacity and ability to assume the duties of the position to be filled and shall assign points that are more technical in nature. The STAR approach uses such as the applicant's psychological and social well-being. Ul. **Personality.** 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 HRMPSB (10 points) shall be the maximum or ceiling points that may be earned by an applicant. Points earned from each area are cumulative to determine the total points for HRMPSB 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 HRMPSB.

1. **Appitude.** The HRMPSB shall be used to assess the applicant's potential or capacity and ability to assume the duties of the position to be filled and shall assign points that are more technical in nature.

2. **Competencies.** It shall serve as an avenue to evaluate an applicant's job fit, location fit, and organizational fit.

3. **Personality.** It shall serve as an avenue to evaluate an applicant's job fit, location fit, and organizational fit.

4. Other areas that may be identified by the HRMPSB.

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 HRMPSB depending on the type of skills test required by the position to be filled.

Point/Performance	Wk
x = Score/rating in the Wk	Wk
Wk = Weight Allocation for Wk	
10 points for Other Groups of Positions/Salary Grade	

1. **Score/rating in the Wk.** refers to the percentage scale

2. **Wk = Weight Allocation for Wk.**

3. **10 points for Other Groups of Positions/Salary Grade.**

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Illustrative example:

Position: **Administrative Assistant II (Delegating Officer II - 00 8 Other group of positions/Salary Grade)**

Wk = 10

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 (MOV) 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) (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.