



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026-157

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 RELATED-
TEACHING POSITION

Date : June 10, 2026

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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
EDUCATION PROGRAM SUPERVISOR	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (TEACHER)
Plantilla Item No.: OSEC-DECSB-EPSVR-750045-2010 ✓ SG: 22 Monthly Salary: ₱ 81,796.00 No. of Vacancy/ies: 1 Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION				



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

JOB SUMMARY:

- To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.
- To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.
- (When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator).

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/R.A. 1080/LET/PBET/NQESH/NASH;
- e. Photocopy of scholastic/academic record (i.e., 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/ChecklistOmnibusVer2>*), **notarized by the authorized official**; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:



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1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and
1. Screenshot of the submitted online application response from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic google form upon submission of application documents. Please access this link: <https://bit.ly/Deped-Digos-Application2>.

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) shall not warrant exclusion from the pool of official applicants.

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

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

The deadline for the submission of the applications for interested applicants to **Division Office-Records Section** is on **June 20, 2026**. You may submit to the guard during weekends and holidays.

The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
June 10, 2026- June 20, 2026	Submission of application documents	Applicants Records Personnel	Face-to-Face
June 22, 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
June 23, 2026- July 07, 2026	Conduct of initial evaluation based on the CSC minimum	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face



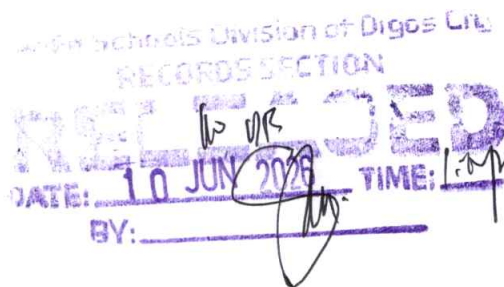
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	Qualification Standards (QS)		
July 08, 2026	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
July 08, 2026- July 12, 2026	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
July 13, 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, Ph.D, CESO VI
 Schools Division Superintendent



OSDS/ADMIN /HR/dbc



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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 2017) 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 available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			
l.	Submit the soft copy of your list of trainings using this format https://bit.ly/TrainingsFormat and send to this email "hr.digoscity@deped.gov.ph"			
m.	Screenshot of the submitted online application 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.

Mothers Award	Points/Maximum Points
Bureau Civil Service	2 points
Manila Civil Service	1.5 points
Cebu Civil Service	1.5 points

Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on QS, must submit latest performance ratings 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 were duly recognized by an authorized body. These must have a direct link to the KRA 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 components of Outstanding Accomplishments and the corresponding maximum points for each component.

Table 5. Components of Outstanding Accomplishments

Component	Point/Maximum Points/Remarks
Awards and Recognition	3 points
Research and Innovation	3 points
Subject Matter Expert / Membership in National Technical Working Groups (NTWG) or Committees	3 points
Resource Sponsorship / 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 Related-Teaching Positions).

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 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 be given maximum points in Outstanding Accomplishments (i.e. five (5) points for SG 16-23 and SG 27, and 10 points for SG 11-15 and SG 24).

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 academic or inter-school awards, or outstanding employee awards.

a.1. **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).

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

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

- Issuance/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/MoC/Congratulations/Applaudation; and
- Slide deck/s used and/or Session guide/s.

Rubrics:

Level	Points/Maximum Points/Remarks
Applicants from external institutions	
Outstanding Level Speaker/Chair or Honoree	2 points
Local Office Level Speaker/Chair	1 point
Applicants from central office	
National Level Speaker/Chair or Honoree	2 points
Central Office Level Speaker/Chair	1 point
Applicants from regional office	
Regional Level Speaker/Chair or Honoree	2 points
Regional Office Speaker/Chair	1 point
Applicants from schools division office	
Regional Level Speaker/Chair or Honoree	2 points
Division/Provincial/City Level Speaker/Chair	1 point
Applicants from schools	
Division Level Speaker/Chair or Honoree	2 points
School/Municipality/District Level Speaker/Chair	1 point

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

Means of verification:

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

Rubrics:

MOVs Submitted	Point/Maximum Points/Remarks
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

7. **Application of Learning and Development (L&D).** Application of L&D is a proven success of the learning gained from the human resource development (HRD) interventions done/intended 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 L&D 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(a) of this Order shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP) for external applicants, a certificate from HR stating that the L&D 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 (REAP)/Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/intended, duly approved by the Head of Office.
- Accomplishment Report together with a General Certificate that the L&D intervention was used/adopted by the office at the local level.
- Accomplishment Report together with a General Certificate that the L&D intervention was used/adopted by a different office at the local/region level.

Rubrics:

MOVs Submitted	Return	Point/Maximum Points/Remarks
ALL MOVs	10 points	5 points
Only A, B & C	7 points	3.5 points
Only A, B	5 points	2.5 points

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 those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component	Point/Maximum Points/Remarks
Written Examination (WE)	SG 11-15: 5 points SG 16-23: 5 points SG 27: 5 points
Written Examination (WE)	5 points
Skills or Work Sample Tests (S/WST)	10 points
Behavioral Events Interview (BEI)	5 points

9. **Written Examination** refers to the standardized examination which measures the knowledge, language proficiency, ability to present 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 HRMPSI. Subject matter experts refer to

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

Means of verification:

- Academic or inter-school award; or
- Certificate or any document showing top-notching a Board Recommendation; or
- Certificate or any document showing TOP Award.

Rubrics:

Component	Point/Maximum Points/Remarks
At least three (3) academic or inter-school awards or TOP Award or Top in Board/CS Ability Examination	3 points
At least two (2) academic or inter-school awards	1 point

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

Means of verification:

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

Rubrics:

Component	Point/Maximum Points/Remarks
Applicants from external institution	
Organizational Level Search or Higher	2 points
Local Office Search	1 point
Applicants from central office	
National Level Search or Higher	2 points
Central Office Search	1 point
Applicants from regional office	
National Level Search or Higher	2 points
Regional Office Search	1 point
Applicants from schools division office	
Regional Level Search or Higher	2 points
Division/Provincial/City Level Search	1 point
Applicants from schools	
Division Level Search or Higher	2 points
School/Municipality/District Level Search	1 point

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. NSCP-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.

Illustrative example:

Applicant Orange is applying for a Senior Education Program Specialist (SG 19) in DepEd Central Office. He is currently an Education Program Specialist II in DEO Quizon City appointed in October 2015. For the purpose of computing his Outstanding Accomplishments, he submitted the following MOVs:

Outstanding Accomplishments	Points based on Rubric	MOVs/Remarks
Awards and Recognition		
Outstanding Employee Award 2015 in RCR (complete MOVs submitted)	2 points	Not credited, MOV has been used in the last promotion on SEP II
Outstanding Employee Award 2014 in DEO Quizon City (complete MOVs submitted)	1 point	Credited
Certificate of Recognition as Learning Facilitator on Research on Quality Assessment in select RCR Schools (complete MOVs submitted)	5 points	Credited
Resource Sponsorship/Learning Facilitation: Certificate of Recognition as Resource Sponsor on Education Assessment in September 2012 in DepEd ICR (complete MOVs submitted)	1 point	Credited

Applicant Orange's Outstanding Employee Award in 2014, Research, and Resource Sponsorship have all been considered by the HRMPSI with a total score of seven (7) points. However, since Orange is applying for Senior SEP (SG 19), the maximum points of five (5) allowed for Outstanding Accomplishment shall be given to Orange. Also, since Orange is not yet eligible to Orange under Awards and Recognition, his Outstanding Employee Award last 2015 since the award was earned and credited in his last promotion.

6. **Application of Education.** Application of education in the curriculum made by an applicant to their workplace as a result of their learning from education degree/s and units 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 said 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 in the curriculum made by the applicant to their workplace as a result of their learnings from their education degrees 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.

Relevant intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is described to be applicable if it can be used in the operation 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.

$$Point_{app} = \frac{x}{100} \times WA_{app}$$

Where:
x = Score/rating in written examination in percentage scale
WA = Weight Allocation for WE

Illustrative example:

Present position:	Point/Maximum Points/Remarks
Educational Program Specialist II - SG 16	
x = 85	
WA = 5	
Point _{app} = 85/100 * 5 = 4.25	

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 must be designed by subject matter experts as requested by the HRMPSI depending on the type of skills test required by the position to be filled.

$$Point_{app} = \frac{x}{100} \times WA_{app}$$

Where:
x = Score/rating in the S/WST in percentage scale
WA = Weight Allocation for S/WST
(10 points for SG 11-15, SG 16-23, SG 27; 5 points for SG 24)

Illustrative example:

Current position:	Point/Maximum Points/Remarks
Educational Program Specialist II - SG 16	
x = 85	
WA = 10	
Point _{app} = 85/100 * 10 = 8.5	

Behavioral Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviors 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 approach to validate whether the key behaviors that are linked to the required competencies have been exhibited

b. **Research and Innovation**

Means of verification:

- Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- Accomplishment Report verified by the Head of Office
- Certificate of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- Certificate 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, whether published or unpublished, is likewise approved by authorized body of the concept/s developed in the research.

Rubrics:

MOVs Submitted	Point/Maximum Points/Remarks
A, B, C & D	5 points
A, B, C & E	3 points
Only A, B & C	1.5 points
Only A, B, D	3 points
Only A, B	2 points

For 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 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 National TWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

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

Rubrics:

MOVs Submitted	Points/max
ALL MOVs	3 points
Only A & B	2 points

d. **Resource Sponsorship / 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

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:

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

Rubrics: (SG 11-15 and SG 24)

MOVs Submitted	Return	Not Relevant
ALL MOVs	10 points	3 points
Only A & B	7 points	2 points
Only A	5 points	1 point

Rubrics: (SG 16-23 and SG 27)

MOVs Submitted	Return	Not Relevant
ALL MOVs	10 points	3 points
Only A, B & C	7 points	2 points
Only A, B	5 points	1 point

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

$$Point_{app} = \frac{GWA}{100} \times WA_{app}$$

Where:
GWA = GWA translated to percentage scale
WA = Weight Allocation for Application of Education
(10 points for SG 11-15 & SG 24; 15 points for SG 16-23 & SG 27)

Illustrative example:

Present position:	Point/Maximum Points/Remarks
Educational Program Specialist II - SG 16	
x = 85	
WA = 15	
Point _{app} = 85/100 * 15 = 12.75	

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

$$Point_{app} = \frac{x}{100} \times WA_{app}$$

Where:
x = Score/rating in written examination in percentage scale
WA = Weight Allocation for WE

Illustrative example:

Present position:	Point/Maximum Points/Remarks
Educational Program Specialist II - SG 16	
x = 85	
WA = 5	
Point _{app} = 85/100 * 5 = 4.25	

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 must be designed by subject matter experts as requested by the HRMPSI depending on the type of skills test required by the position to be filled.

$$Point_{app} = \frac{x}{100} \times WA_{app}$$

Where:
x = Score/rating in the S/WST in percentage scale
WA = Weight Allocation for S/WST
(10 points for SG 11-15, SG 16-23, SG 27; 5 points for SG 24)

Illustrative example:

Current position:	Point/Maximum Points/Remarks
Educational Program Specialist II - SG 16	
x = 85	
WA = 10	
Point _{app} = 85/100 * 10 = 8.5	

Behavioral Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviors 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 approach to validate whether the key behaviors that are linked to the required competencies have been exhibited