



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 177

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 : April 18, 2024

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			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	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-ADOF4-750025-2004 SG: 15 Monthly Salary: ₱ 36,619.00 No. of Vacancy/ies: 1 Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL JOB SUMMARY: To supervise the team that will provide the school with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the school towards enabling schools and learning centers provide accessible and quality and basic education.				



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

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC – SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to **DIGOS CITY NATIONAL HIGH SCHOOL**.

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 2017) 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;
- 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 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/ChecklistOmnibus>*), **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. Screenshot of the automated e-mail 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/DepEdDCApply>.

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



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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 Digos City National High School is on **April 28, 2024**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

The deadline for the submission of the School Head to the Schools Division Office – Records Section is on **May 6, 2024**.

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

Date	Activities	Personnel Involved	Mode
April 18, 2024 – April 28, 2024	Submission of application documents	Applicants School PSB School Head	Face-to-Face
April 29, 2024 – May 6, 2024	Submission of application documents together with School PSB's Summary of Assessment	School PSB School Head Records Section	Face-to-Face
May 7, 2024	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
May 8, 2024 – May 21, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
May 22, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



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May 22, 2024 – May 26, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
May 27, 2024 – May 28, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of the
Schools Division Superintendent

MARIA GENEVIEVE F. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent,
Officer-In-Charge

Schools Division of Digos City
RECORDS SECTION

RECEIVED
DATE: APR 18 2024 TIME: 1:47 PM
BY: _____

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 complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
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. 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 deadline of submission, 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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			

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.

Standard No. 9 to David Order No. 027, s. 2023
CRITERIA AND POINT SYSTEM FOR BIDDING AND PROMOTION TO
NON-TEACHING POSITIONS

- The assessment for Non-Teaching positions shall be based on the following criteria:
- Minimum units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC.
- Teaching hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved OS.
- Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved OS.
- Qualifications relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved OS.
- Applicants shall be ranked after the last assessment.
- Applicants of Minimums Acquired after the last assessment.
- Applicants of Learning and Development (L&D) required after the last assessment measured using other evaluative assessments.

2. The point system for subjective assessment is defined in Table 1. Points assigned to each criterion shall vary from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled. As a result, the total number of points available for each position may vary. The minimum and maximum points shall be indicated on the criteria. Similarly, other positions (BO-28) give more focus on previous performance (20 points), Potential (20 points), and Experience (15 points).

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

Criteria	Minimums Acquired				Total
	OS	OS	OS	OS	
a. Education	5	5	5	10	100
b. Training	5	5	10	5	
c. Experience	20	20	15	15	
d. Outstanding	10	20	20	20	
e. Accomplishments	5	10	10	10	
f. Applications of Education	5	10	10	10	
g. Applications of L&D	5	10	10	10	
h. BOA Work Sample/Trn	15	20	20	20	
Total	100	100	100	100	

Table 2. Matrix for Computation of Points for Education, Training, and Experience

Criteria	Education		Training		Experience	
	Points	Weight	Points	Weight	Points	Weight
General Education (Minimum 5 points, Maximum 20 points, Experience 15 points)	1 certificate	4	1 certificate	4	1 certificate	20
	2 certificates	8	2 certificates	8	2 certificates	10
	3 certificates	12	3 certificates	12	3 certificates	6
	4 certificates	16	4 certificates	16	4 certificates	4
	5 certificates	20	5 certificates	20	5 certificates	3
	6 certificates	24	6 certificates	24	6 certificates	2
	7 certificates	28	7 certificates	28	7 certificates	1
	8 certificates	32	8 certificates	32	8 certificates	0
	9 certificates	36	9 certificates	36	9 certificates	0
	10 certificates	40	10 certificates	40	10 certificates	0
BO-19 (Minimum 3 points, Maximum 15 points, Experience 15 points)	1 certificate	3	1 certificate	3	1 certificate	15
	2 certificates	6	2 certificates	6	2 certificates	10
	3 certificates	9	3 certificates	9	3 certificates	5
	4 certificates	12	4 certificates	12	4 certificates	4
	5 certificates	15	5 certificates	15	5 certificates	3
	6 certificates	18	6 certificates	18	6 certificates	2
	7 certificates	21	7 certificates	21	7 certificates	1
	8 certificates	24	8 certificates	24	8 certificates	0
	9 certificates	27	9 certificates	27	9 certificates	0
	10 certificates	30	10 certificates	30	10 certificates	0
BO-18-28 and BO-29 (Minimum 3 points, Maximum 15 points, Experience 15 points)	1 certificate	3	1 certificate	3	1 certificate	15
	2 certificates	6	2 certificates	6	2 certificates	10
	3 certificates	9	3 certificates	9	3 certificates	5
	4 certificates	12	4 certificates	12	4 certificates	4
	5 certificates	15	5 certificates	15	5 certificates	3
	6 certificates	18	6 certificates	18	6 certificates	2
	7 certificates	21	7 certificates	21	7 certificates	1
	8 certificates	24	8 certificates	24	8 certificates	0
	9 certificates	27	9 certificates	27	9 certificates	0
	10 certificates	30	10 certificates	30	10 certificates	0

Illustrative example:
 Applicant A: 10 certificates, 20 BO-19 (General Services) units, 15 BO-18 (General Services) units, 15 BO-29 (General Services) units.
 Applicant B: 8 certificates, 15 BO-19 (General Services) units, 10 BO-18 (General Services) units, 10 BO-29 (General Services) units.
 Applicant C: 5 certificates, 10 BO-19 (General Services) units, 5 BO-18 (General Services) units, 5 BO-29 (General Services) units.
 Applicant D: 3 certificates, 5 BO-19 (General Services) units, 3 BO-18 (General Services) units, 3 BO-29 (General Services) units.
 Applicant E: 1 certificate, 1 BO-19 (General Services) unit, 1 BO-18 (General Services) unit, 1 BO-29 (General Services) unit.

Matrix for Computation of Points per Criterion
3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the OS, shall be computed using the following table. The OS for BO-18, BO-19, BO-28 and BO-29 shall be computed using the following table. The OS for BO-18, BO-19, BO-28 and BO-29 shall be computed using the following table. The OS for BO-18, BO-19, BO-28 and BO-29 shall be computed using the following table.

Table 2.1a. Increments Table - Education

Increment Level	Points	Range To	Range From
1	1	Less than 1 year	Less than 1 year
2	2	1 year	Less than 1 year
3	3	2 years	1 year
4	4	3 years	2 years
5	5	4 years	3 years
6	6	5 years	4 years
7	7	6 years	5 years
8	8	7 years	6 years
9	9	8 years	7 years
10	10	9 years	8 years
11	11	10 years	9 years
12	12	11 years	10 years
13	13	12 years	11 years
14	14	13 years	12 years
15	15	14 years	13 years
16	16	15 years	14 years
17	17	16 years	15 years
18	18	17 years	16 years
19	19	18 years	17 years
20	20	19 years	18 years
21	21	20 years	19 years
22	22	21 years	20 years
23	23	22 years	21 years
24	24	23 years	22 years
25	25	24 years	23 years
26	26	25 years	24 years
27	27	26 years	25 years
28	28	27 years	26 years
29	29	28 years	27 years
30	30	29 years	28 years
31	31	30 years	29 years
32	32	31 years	30 years
33	33	32 years	31 years
34	34	33 years	32 years
35	35	34 years	33 years
36	36	35 years	34 years
37	37	36 years	35 years
38	38	37 years	36 years
39	39	38 years	37 years
40	40	39 years	38 years
41	41	40 years	39 years
42	42	41 years	40 years
43	43	42 years	41 years
44	44	43 years	42 years
45	45	44 years	43 years
46	46	45 years	44 years
47	47	46 years	45 years
48	48	47 years	46 years
49	49	48 years	47 years
50	50	49 years	48 years
51	51	50 years	49 years
52	52	51 years	50 years
53	53	52 years	51 years
54	54	53 years	52 years
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63	63	62 years	61 years
64	64	63 years	62 years
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66	66	65 years	64 years
67	67	66 years	65 years
68	68	67 years	66 years
69	69	68 years	67 years
70	70	69 years	68 years
71	71	70 years	69 years
72	72	71 years	70 years
73	73	72 years	71 years
74	74	73 years	72 years
75	75	74 years	73 years
76	76	75 years	74 years
77	77	76 years	75 years
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80	80	79 years	78 years
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87	87	86 years	85 years
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165	165	164 years	163 years
166	166	165 years	164 years
167	167	166 years	165 years
168	168	167 years	166 years
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171	171	170 years	169 years
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225	225	224 years	223 years
226	226	225 years	224 years
227	227	226 years	225 years
228	228	227 years	226 years
229	229	228 years	227 years
230	230	229 years	228 years
231	231	230 years	229 years
232	232	231 years	230 years
233	233	232 years	231 years
234	234	233 years	232

Rubrics

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

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

- 3. Subject Matter Expert / Mentoring in research/ projects or Organizations**
- Subject matter expert/mentorship in research/ projects or organizations that contribute to the advancement of the field. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

- 4. Research Organization / Learning Facilitation** This shall apply to research organization/learning facilitation that contribute to the advancement of the field. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

Rubrics

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

- 5. Application of Mathematics** Application of mathematics in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

- 6. Application of Science** Application of science in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

Rubrics

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

- 7. Application of Language and Communication** Application of language and communication in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

- 8. Application of Arts** Application of arts in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

Rubrics

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

- 9. Application of Health and Physical Education** Application of health and physical education in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

- 10. Application of Social Studies** Application of social studies in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

Rubrics

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

- 11. Application of Foreign Languages** Application of foreign languages in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

- 12. Application of Information Technology** Application of information technology in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

Rubrics

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

- 13. Application of Career and Technical Education** Application of career and technical education in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

- 14. Application of Leadership** Application of leadership in the classroom and in the community. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level. This may include but not be limited to: research, development, innovation, or work towards an outcome in the national level.

Rubrics

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point

Administrative example

Category	Proficient	Developing	Not Proficient
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	4 points	3 points	1 point