



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 261

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 SCHOOL PRINCIPAL
POSITION

Date : October 13, 2023

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

VACANCY	QUALIFICATION STANDARDS				
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
SCHOOL PRINCIPAL I	Bachelor's degree in Elementary Education (BEED); or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	LET/PBET/ R.A.1080 (Teacher)	National Qualifying Examination for School Heads (NQESH) Passer
Plantilla Item No.: OSEC-DECSB-SP1-750052-2014 SG: 19 Monthly Salary: ₱ 51,357.00 No. of Vacancy/ies: 1 Place of Assignment: ELEMENTARY EDUCATION					



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

JOB SUMMARY: Sets, the mission, vision, goals, and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.

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 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 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 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
- l. 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/Deped-Digos-Application2>.



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

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. 3 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 shall be on **October 23, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
October 13, 2023 – October 23, 2023	Submission of application documents	Applicants Records Section	Face-to-Face
October 24, 2023 – October 26, 2023	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
October 27, 2023 – November 14, 2023	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
November 15, 2023	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
November 16, 2023 – November 25, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
November 27, 2023	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.



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Widest dissemination of this Memorandum is earnestly desired.

apg/psw
MELANIE P. ESTACIO, Ph.D, CESO VI
OIC – Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION
RELEASED
22-110201
DATE: OCT 13 2023 TIME: 1:59 PM
BY: *[Signature]*

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.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO
SCHOOL ADMINISTRATION POSITIONS

1. The assessment for School Administration positions shall be based on the following criteria:
 - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QSC.
 - b. **Experience** in the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QSC, acquired after the last promotion but within the last five (5) years.
 - c. **Performance** rating, exceeding the minimum requirements as defined in the CSC-approved QSC.
 - d. **Performance** based on submitted performance rating covering one (1) year prior to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QSC.
 - e. **Outstanding Accomplishments** acquired after the last promotion;
 - f. **Application of Learning and Development** acquired after the last promotion;
 - g. **Potential** measured using other evaluative assessments.
2. The point system for evaluative assessment is detailed in Table 2.

Table 1. Point System for Evaluative Assessment: School Administration Positions

Criteria	Number of Poets
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, ISEI)	15
Total	100

Table 3. Rubrics for Computation of Points for Education, Training, and Experience

Weight Allocation	Education	Training	Experience
	Increment from minimum QP per month	Increment from minimum QP per month	Increment from minimum QP per month
	10	10	10
	6	8.9	8
Education: 10 points Experience: 10 points	6.9 increments	6	6
Education: 10 points Experience: 10 points	6.7 increments	6.7 increments	6
Education: 10 points Experience: 10 points	4.9 increments	4	4
Education: 10 points Experience: 10 points	3.3 increments	2	2

Illustrative example:

Vacant position: School Principal I (Secondary School) - BG 19

Qualification Standards per CSC-approved Q's Education : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units

Experience :
Teacher for 1 year, or
Teacher-in-Charge for 2 years; or

*Master Teacher for 2 years; or
Teacher for 5 years.*

The date of HPMPS3 assessment/ Open Ranking System: September 20, 2022

a. Based on the minimum QS of the position to be filled, the HRM/PSB shall determine the baseline level for computing the points for ETE using the increments Table as shown in Table 2, a, 2, b, and 2, c.

[illegible][illegible]

b. After determining the baseline level, the TRMPSB shall compute for the increments of the applicant's actual qualifications based on the submitted documentary requirements. *Increment* shall refer to the difference between the applicant's actual qualification level and the corresponding level of the minimum (baseline) QS requirement of the position to be filled.

Rubrics for Computation of Points per Criterion

3. **Education, Training, and Experience (ETE).** The points for ETE, corresponding to the applicant's qualifications exceeding the QS, 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

[illegible]

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

For positions with multiple QS requirement for Experience e.g. HT for 1 year, BMT for 2 years, TC for 2 years, Teacher for 5 years), the HQ&PSB shall identify the relevant experience with the highest increment incurred. This shall be the basis in determining the final score of the applicant for the Experience component.

Illustrative example:

Compilation of increments based on actual Education qualification of Applicant A:

Information: Qualifications of Applicant A	Information: Qualifications of Applicant B
Master's degree in Education	Master's degree in Education
5 years of experience in teaching	5 years of experience in teaching
Recommendation from Principal	Recommendation from Principal
Salary: \$10,000	Salary: \$10,000
Applicant A is recommended	Applicant B is recommended

Computation of increments based on actual Training qualification of Apprentice A:

Prevalence of respiratory disease	Prevalence of respiratory disease in the absence of asthma	Prevalence of asthma	Prevalence of asthma in the absence of respiratory disease
10.0%	1.0%	9.0%	8.0%
15.0%	1.5%	13.5%	12.0%
20.0%	2.0%	18.0%	16.0%
25.0%	2.5%	22.5%	20.0%
30.0%	3.0%	27.0%	24.0%
35.0%	3.5%	31.5%	28.0%
40.0%	4.0%	36.0%	32.0%
45.0%	4.5%	40.5%	36.0%
50.0%	5.0%	45.0%	40.0%
55.0%	5.5%	49.5%	44.0%
60.0%	6.0%	54.0%	48.0%
65.0%	6.5%	58.5%	52.0%
70.0%	7.0%	63.0%	56.0%
75.0%	7.5%	67.5%	60.0%
80.0%	8.0%	72.0%	64.0%
85.0%	8.5%	76.5%	68.0%
90.0%	9.0%	81.0%	72.0%
95.0%	9.5%	85.5%	76.0%
100.0%	10.0%	90.0%	80.0%

Computation of increments based on actual Experience qualification of Applicant A:

[illegible]

Table 2.e. Incremental Table - Experience

Increment	Range	From	To	Level	From	To	Range
1	0 hours	Learn About 1 hour	Learn About 2 hours	1	1 hour	Learn about 1 month	
2	10 hours	Learn About 3 hours	Learn About 4 hours	2	2 hours	Learn about 1 year	
3	20 hours	Learn About 5 hours	Learn About 6 hours	3	3 years	Learn about 1 year (critical)	
4	30 hours	Learn About 7 hours	Learn About 8 hours	4	4 years	Learn about 2 years	
5	40 hours	Learn About 9 hours	Learn About 10 hours	5	5 years	Learn about 3 years	
6	50 hours	Learn About 11 hours	Learn About 12 hours	6	6 years	Learn about 4 years	
7	60 hours	Learn About 13 hours	Learn About 14 hours	7	7 years	Learn about 5 years	
8	70 hours	Learn About 15 hours	Learn About 16 hours	8	8 years	Learn about 6 years	
9	80 hours	Learn About 17 hours	Learn About 18 hours	9	9 years	Learn about 7 years	
10	90 hours	Learn About 19 hours	Learn About 20 hours	10	10 years	Learn about 8 years	
11	100 hours	Learn About 21 hours	Learn About 22 hours	11	11 years	Learn about 9 years	
12	110 hours	Learn About 23 hours	Learn About 24 hours	12	12 years	Learn about 10 years	
13	120 hours	Learn About 25 hours	Learn About 26 hours	13	13 years	Learn about 11 years	
14	130 hours	Learn About 27 hours	Learn About 28 hours	14	14 years	Learn about 12 years	
15	140 hours	Learn About 29 hours	Learn About 30 hours	15	15 years	Learn about 13 years	
16	150 hours	Learn About 31 hours	Learn About 32 hours	16	16 years	Learn about 14 years	
17	160 hours	Learn About 33 hours	Learn About 34 hours	17	17 years	Learn about 15 years	
18	170 hours	Learn About 35 hours	Learn About 36 hours	18	18 years	Learn about 16 years	
19	180 hours	Learn About 37 hours	Learn About 38 hours	19	19 years	Learn about 17 years	
20	190 hours	Learn About 39 hours	Learn About 40 hours	20	20 years	Learn about 18 years	
21	200 hours	Learn About 41 hours	Learn About 42 hours	21	21 years	Learn about 19 years	
22	210 hours	Learn About 43 hours	Learn About 44 hours	22	22 years	Learn about 20 years	
23	220 hours	Learn About 45 hours	Learn About 46 hours	23	23 years	Learn about 21 years	
24	230 hours	Learn About 47 hours	Learn About 48 hours	24	24 years	Learn about 22 years	
25	240 hours	Learn About 49 hours	Learn About 50 hours	25	25 years	Learn about 23 years	
26	250 hours	Learn About 51 hours	Learn About 52 hours	26	26 years	Learn about 24 years	
27	260 hours	Learn About 53 hours	Learn About 54 hours	27	27 years	Learn about 25 years	
28	270 hours	Learn About 55 hours	Learn About 56 hours	28	28 years	Learn about 26 years	
29	280 hours	Learn About 57 hours	Learn About 58 hours	29	29 years	Learn about 27 years	
30	290 hours	Learn About 59 hours	Learn About 60 hours	30	30 years	Learn about 28 years	
31	300 hours	Learn About 61 hours	Learn About 62 hours	31	31 years	Learn about 29 years	
32	310 hours	Learn About 63 hours	Learn About 64 hours	32	32 years	Learn about 30 years	
33	320 hours	Learn About 65 hours	Learn About 66 hours	33	33 years	Learn about 31 years	
34	330 hours	Learn About 67 hours	Learn About 68 hours	34	34 years	Learn about 32 years	
35	340 hours	Learn About 69 hours	Learn About 70 hours	35	35 years	Learn about 33 years	
36	350 hours	Learn About 71 hours	Learn About 72 hours	36	36 years	Learn about 34 years	
37	360 hours	Learn About 73 hours	Learn About 74 hours	37	37 years	Learn about 35 years	
38	370 hours	Learn About 75 hours	Learn About 76 hours	38	38 years	Learn about 36 years	
39	380 hours	Learn About 77 hours	Learn About 78 hours	39	39 years	Learn about 37 years	
40	390 hours	Learn About 79 hours	Learn About 80 hours	40	40 years	Learn about 38 years	
41	400 hours	Learn About 81 hours	Learn About 82 hours	41	41 years	Learn about 39 years	
42	410 hours	Learn About 83 hours	Learn About 84 hours	42	42 years	Learn about 40 years	
43	420 hours	Learn About 85 hours	Learn About 86 hours	43	43 years	Learn about 41 years	
44	430 hours	Learn About 87 hours	Learn About 88 hours	44	44 years	Learn about 42 years	
45	440 hours	Learn About 89 hours	Learn About 90 hours	45	45 years	Learn about 43 years	
46	450 hours	Learn About 91 hours	Learn About 92 hours	46	46 years	Learn about 44 years	
47	460 hours	Learn About 93 hours	Learn About 94 hours	47	47 years	Learn about 45 years	
48	470 hours	Learn About 95 hours	Learn About 96 hours	48	48 years	Learn about 46 years	
49	480 hours	Learn About 97 hours	Learn About 98 hours	49	49 years	Learn about 47 years	
50	490 hours	Learn About 99 hours	Learn About 100 hours	50	50 years	Learn about 48 years	
51	500 hours	Learn About 101 hours	Learn About 102 hours	51	51 years	Learn about 49 years	
52	510 hours	Learn About 103 hours	Learn About 104 hours	52	52 years	Learn about 50 years	
53	520 hours	Learn About 105 hours	Learn About 106 hours	53	53 years	Learn about 51 years	
54	530 hours	Learn About 107 hours	Learn About 108 hours	54	54 years	Learn about 52 years	
55	540 hours	Learn About 109 hours	Learn About 110 hours	55	55 years	Learn about 53 years	
56	550 hours	Learn About 111 hours	Learn About 112 hours	56	56 years	Learn about 54 years	
57	560 hours	Learn About 113 hours	Learn About 114 hours	57	57 years	Learn about 55 years	
58	570 hours	Learn About 115 hours	Learn About 116 hours	58	58 years	Learn about 56 years	
59	580 hours	Learn About 117 hours	Learn About 118 hours	59	59 years	Learn about 57 years	
60	590 hours	Learn About 119 hours	Learn About 120 hours	60	60 years	Learn about 58 years	
61	600 hours	Learn About 121 hours	Learn About 122 hours	61	61 years	Learn about 59 years	
62	610 hours	Learn About 123 hours	Learn About 124 hours	62	62 years	Learn about 60 years	
63	620 hours	Learn About 125 hours	Learn About 126 hours	63	63 years	Learn about 61 years	
64	630 hours	Learn About 127 hours	Learn About 128 hours	64	64 years	Learn about 62 years	
65	640 hours	Learn About 129 hours	Learn About 130 hours	65	65 years	Learn about 63 years	
66	650 hours	Learn About 131 hours	Learn About 132 hours	66	66 years	Learn about 64 years	
67	660 hours	Learn About 133 hours	Learn About 134 hours	67	67 years	Learn about 65 years	
68	670 hours	Learn About 135 hours	Learn About 136 hours	68	68 years	Learn about 66 years	
69	680 hours	Learn About 137 hours	Learn About 138 hours	69	69 years	Learn about 67 years	
70	690 hours	Learn About 139 hours	Learn About 140 hours	70	70 years	Learn about 68 years	
71	700 hours	Learn About 141 hours	Learn About 142 hours	71	71 years	Learn about 69 years	
72	710 hours	Learn About 143 hours	Learn About 144 hours	72	72 years	Learn about 70 years	
73	720 hours	Learn About 145 hours	Learn About 146 hours	73	73 years	Learn about 71 years	
74	730 hours	Learn About 147 hours	Learn About 148 hours	74	74 years	Learn about 72 years	
75	740 hours	Learn About 149 hours	Learn About 150 hours	75	75 years	Learn about 73 years	
76	750 hours	Learn About 151 hours	Learn About 152 hours	76	76 years	Learn about 74 years	
77	760 hours	Learn About 153 hours	Learn About 154 hours	77	77 years	Learn about 75 years	
78	770 hours	Learn About 155 hours	Learn About 156 hours	78	78 years	Learn about 76 years	
79	780 hours	Learn About 157 hours	Learn About 158 hours	79	79 years	Learn about 77 years	
80	790 hours	Learn About 159 hours	Learn About 160 hours	80	80 years	Learn about 78 years	
81	800 hours	Learn About 161 hours	Learn About 162 hours	81	81 years	Learn about 79 years	
82	810 hours	Learn About 163 hours	Learn About 164 hours	82	82 years	Learn about 80 years	
83	820 hours	Learn About 165 hours	Learn About 166 hours	83	83 years	Learn about 81 years	
84	830 hours	Learn About 167 hours	Learn About 168 hours	84	84 years	Learn about 82 years	
85	840 hours	Learn About 169 hours	Learn About 170 hours	85	85 years	Learn about 83 years	
86	850 hours	Learn About 171 hours	Learn About 172 hours	86	86 years	Learn about 84 years	
87	860 hours	Learn About 173 hours	Learn About 174 hours	87	87 years	Learn about 85 years	
88	870 hours	Learn About 175 hours	Learn About 176 hours	88	88 years	Learn about 86 years	
89	880 hours	Learn About 177 hours	Learn About 178 hours	89	89 years	Learn about 87 years	
90	890 hours	Learn About 179 hours	Learn About 180 hours	90	90 years	Learn about 88 years	
91	900 hours	Learn About 181 hours	Learn About 182 hours	91	91 years	Learn about 89 years	
92	910 hours	Learn About 183 hours	Learn About 184 hours	92	92 years	Learn about 90 years	
93	920 hours	Learn About 185 hours	Learn About 186 hours	93	93 years	Learn about 91 years	
94	930 hours	Learn About 187 hours	Learn About 188 hours	94	94 years	Learn about 92 years	
95	940 hours	Learn About 189 hours	Learn About 190 hours	95	95 years	Learn about 93 years	
96	950 hours	Learn About 191 hours	Learn About 192 hours	96	96 years	Learn about 94 years	
97	960 hours	Learn About 193 hours	Learn About 194 hours	97	97 years	Learn about 95 years	
98	970 hours	Learn About 195 hours	Learn About 196 hours	98	98 years	Learn about 96 years	
99	980 hours	Learn About 197 hours	Learn About 198 hours	99	99 years	Learn about 97 years	
100	990 hours	Learn About 199 hours	Learn About 200 hours	100	100 years	Learn about 98 years	
101	1000 hours	Learn About 201 hours	Learn About 202 hours	101	101 years	Learn about 99 years	
102	1010 hours	Learn About 203 hours	Learn About 204 hours	102	102 years	Learn about 100 years	
103	1020 hours	Learn About 205 hours	Learn About 206 hours	103	103 years	Learn about 101 years	
104	1030 hours	Learn About 207 hours	Learn About 208 hours	104	104 years	Learn about 102 years	
105	1040 hours	Learn About 209 hours	Learn About 210 hours	105	105 years	Learn about 103 years	
106	1050 hours	Learn About 211 hours	Learn About 212 hours	106	106 years	Learn about 104 years	
107	1060 hours	Learn About 213 hours	Learn About 214 hours	107	107 years	Learn about 105 years	
108	1070 hours	Learn About 215 hours	Learn About 216 hours	108	108 years	Learn about 106 years	
109	1080 hours	Learn About 217 hours	Learn About 218 hours	109	109 years	Learn about 107 years	
110	1090 hours	Learn About 219 hours	Learn About 220 hours	110	110 years	Learn about 108 years	
111	1100 hours	Learn About 221 hours	Learn About 222 hours	111	111 years	Learn about 109 years	
112	1110 hours	Learn About 223 hours	Learn About 224 hours	112	112 years	Learn about 110 years	
113	1120 hours	Learn About 225 hours	Learn About 226 hours	113	113 years	Learn about 111 years	
114	1130 hours	Learn About 227 hours	Learn About 228 hours	114	114 years	Learn about 112 years	
115	1140 hours	Learn About 229 hours	Learn About 230 hours	115	115 years	Learn about 113 years	
116	1150 hours	Learn About 231 hours	Learn About 232 hours	116	116 years	Learn about 114 years	
117	1160 hours	Learn About 233 hours	Learn About 234 hours	117	117 years	Learn about 115 years	
118	1170 hours	Learn About 235 hours	Learn About 236 hours	118	118 years	Learn about 116 years	
119	1180 hours	Learn About 237 hours	Learn About 238 hours	119	119 years	Learn about 117 years	
120	1190 hours	Learn About 239 hours	Learn About 240 hours	120	120 years	Learn about 118 years	
121	1200 hours	Learn About 241 hours	Learn About 242 hours	121	121 years	Learn about 119 years	
122	1210 hours	Learn About 243 hours	Learn About 244 hours	122	122 years	Learn about 120 years	
123	1220 hours	Learn About 245 hours	Learn About 246 hours	123	123 years	Learn about 121 years	
124	1230 hours	Learn About 247 hours	Learn About 248 hours	124	124 years	Learn about 122 years	
125	1240 hours	Learn About 249 hours	Learn About 250 hours	125	125 years	Learn about 123 years	
126	1250 hours	Learn About 251 hours	Learn About 252 hours	126	126 years	Learn about 124 years	
127	1260 hours	Learn About 253 hours	Learn About 254 hours	127	127 years	Learn about 125 years	
128	1270 hours	Learn About 255 hours	Learn About 256 hours	128	128 years	Learn about 126 years	
129	1280 hours	Learn About 257 hours	Learn About 258 hours	129	129 years	Learn about 127 years	
130	1290 hours	Learn About 259 hours	Learn About 260 hours	130	130 years	Learn about 128 years	
131	1300 hours	Learn About 261 hours	Learn About 262 hours	131	131 years	Learn about 129 years	
132	1310 hours	Learn About 263 hours	Learn About 264 hours	132	132 years	Learn about 130 years	
133	1320 hours	Learn About 265 hours	Learn About 266 hours	133	133 years	Learn about 131 years	
134	1330 hours	Learn About 267 hours	Learn About 268 hours	134	134 years	Learn about 132 years	
135	1340 hours	Learn About 269 hours	Learn About 270 hours	135	135 years	Learn about 133 years	
136	1350 hours	Learn About 271 hours	Learn About 272 hours	136	136 years	Learn about 134 years	
137	1360 hours	Learn About 273 hours	Learn About 274 hours	137	137 years	Learn about 135 years	
138	1370 hours	Learn About 275 hours	Learn About 276 hours	138	138 years	Learn about 136 years	
139	1380 hours	Learn About 277 hours	Learn About 278 hours	139	139 years	Learn about 137 years	
140	1390 hours	Learn About 279 hours	Learn About 280 hours	140	140 years	Learn about 138 years	
141	1400 hours	Learn About 281 hours	Learn About 282 hours	141	141 years	Learn about 139 years	
142	1410 hours	Learn About 283 hours	Learn About 284 hours	142	142 years	Learn about 140 years	
143	1420 hours	Learn About 285 hours	Learn About 286 hours	143	143 years	Learn about 141 years	
144	1430 hours	Learn About 287 hours	Learn About 288 hours	144	144 years	Learn about 142 years	
145	1440 hours	Learn About 289 hours	Learn About 290 hours	145	145 years	Learn about 143 years	
146	1450 hours	Learn About 291 hours	Learn About 292 hours	146	146 years	Learn about 144 years	
147	1460 hours	Learn About 293 hours	Learn About 294 hours	147	147 years	Learn about 145 years	
148	1470 hours	Learn About 295 hours	Learn About 296 hours	148	148 years	Learn about 146 years	
149	1480 hours	Learn About 297 hours	Learn About 298 hours	149	149 years	Learn about 147 years	
150	1490 hours	Learn About 299 hours	Learn About 300 hours	150	150 years	Learn about 148 years	
151	1500 hours	Learn About 301 hours	Learn About 302 hours	151	151 years	Learn about 149 years	
152	1510 hours	Learn About 303 hours	Learn About 304 hours	152	152 years	Learn about 150 years	
153	1520 hours	Learn About 305 hours	Learn About 306 hours	153	153 years	Learn about 151 years	
154	1530 hours	Learn About 307 hours	Learn About 308 hours	154	154 years	Learn about 152 years	
155	1540 hours	Learn About 309 hours	Learn About 310 hours	155	155 years	Learn about 153 years	
156	1550 hours	Learn About 311 hours	Learn About 312 hours	156	156 years	Learn about 154 years	
157	1560 hours	Learn About 313 hours	Learn About 314 hours	157	157 years	Learn about 155 years	
158	1570 hours	Learn About 315 hours	Learn About 316 hours	158	158 years	Learn about 156 years	
159	1580 hours	Learn About 317 hours	Learn About 318 hours	159	159 years	Learn about 157 years	
160	1590 hours	Learn About 319 hours	Learn About 320 hours	160	160 years	Learn about 158 years	
161	1600 hours	Learn About 321 hours	Learn About 322 hours	161	161 years	Learn about 159 years	
162	1610 hours	Learn About 323 hours	Learn About 324 hours	162	162 years	Learn about 160 years	
163	1620 hours	Learn About 325 hours	Learn About 326 hours	163	163 years	Learn about 161 years	
164	1630 hours	Learn About 327 hours	Learn About 328 hours	164	164 years	Learn about 162 years	
165	1640 hours	Learn About 329 hours					

Table 2.b. Increments Table - Training

Increased	Range	
	From	To
1	1 to 5 years	Less than 1 year
2	6 to 10 years	1 to 5 years
3	11 to 15 years	6 to 10 years
4	16 to 20 years	11 to 15 years
5	21 to 25 years	16 to 20 years
6	26 to 30 years	21 to 25 years
7	31 to 35 years	26 to 30 years
8	36 to 40 years	31 to 35 years
9	41 to 45 years	36 to 40 years
10	46 to 50 years	41 to 45 years
11	51 to 55 years	46 to 50 years
12	56 to 60 years	51 to 55 years
13	61 to 65 years	56 to 60 years
14	66 to 70 years	61 to 65 years
15	71 to 75 years	66 to 70 years
16	76 to 80 years	71 to 75 years
17	81 to 85 years	76 to 80 years
18	86 to 90 years	81 to 85 years
19	91 to 95 years	86 to 90 years
20	96 to 100 years	91 to 95 years
21	101 to 105 years	96 to 100 years
22	106 to 110 years	101 to 105 years
23	111 to 115 years	106 to 110 years
24	116 to 120 years	111 to 115 years
25	121 to 125 years	116 to 120 years
26	126 to 130 years	121 to 125 years
27	131 to 135 years	126 to 130 years
28	136 to 140 years	131 to 135 years
29	141 to 145 years	136 to 140 years
30	146 to 150 years	141 to 145 years
31	151 to 155 years	146 to 150 years
32	156 to 160 years	151 to 155 years
33	161 to 165 years	156 to 160 years
34	166 to 170 years	161 to 165 years
35	171 to 175 years	166 to 170 years
36	176 to 180 years	171 to 175 years
37	181 to 185 years	176 to 180 years
38	186 to 190 years	181 to 185 years
39	191 to 195 years	186 to 190 years
40	196 to 200 years	191 to 195 years
41	201 to 205 years	196 to 200 years
42	206 to 210 years	201 to 205 years
43	211 to 215 years	206 to 210 years
44	216 to 220 years	211 to 215 years
45	221 to 225 years	216 to 220 years
46	226 to 230 years	221 to 225 years
47	231 to 235 years	226 to 230 years
48	236 to 240 years	231 to 235 years
49	241 to 245 years	236 to 240 years
50	246 to 250 years	241 to 245 years
51	251 to 255 years	246 to 250 years
52	256 to 260 years	251 to 255 years
53	261 to 265 years	256 to 260 years
54	266 to 270 years	261 to 265 years
55	271 to 275 years	266 to 270 years
56	276 to 280 years	271 to 275 years
57	281 to 285 years	276 to 280 years
58	286 to 290 years	281 to 285 years
59	291 to 295 years	286 to 290 years
60	296 to 300 years	291 to 295 years
61	301 to 305 years	296 to 300 years
62	306 to 310 years	301 to 305 years
63	311 to 315 years	306 to 310 years
64	316 to 320 years	311 to 315 years
65	321 to 325 years	316 to 320 years
66	326 to 330 years	321 to 325 years
67	331 to 335 years	326 to 330 years
68	336 to 340 years	331 to 335 years
69	341 to 345 years	336 to 340 years
70	346 to 350 years	341 to 345 years
71	351 to 355 years	346 to 350 years
72	356 to 360 years	351 to 355 years
73	361 to 365 years	356 to 360 years
74	366 to 370 years	361 to 365 years
75	371 to 375 years	366 to 370 years
76	376 to 380 years	371 to 375 years
77	381 to 385 years	376 to 380 years
78	386 to 390 years	381 to 385 years
79	391 to 395 years	386 to 390 years
80	396 to 400 years	391 to 395 years
81	401 to 405 years	396 to 400 years
82	406 to 410 years	401 to 405 years
83	411 to 415 years	406 to 410 years
84	416 to 420 years	411 to 415 years
85	421 to 425 years	416 to 420 years
86	426 to 430 years	421 to 425 years
87	431 to 435 years	426 to 430 years
88	436 to 440 years	431 to 435 years
89	441 to 445 years	436 to 440 years
90	446 to 450 years	441 to 445 years
91	451 to 455 years	446 to 450 years
92	456 to 460 years	451 to 455 years
93	461 to 465 years	456 to 460 years
94	466 to 470 years	461 to 465 years
95	471 to 475 years	466 to 470 years
96	476 to 480 years	471 to 475 years
97	481 to 485 years	476 to 480 years
98	486 to 490 years	481 to 485 years
99	491 to 495 years	486 to 490 years
100	496 to 500 years	491 to 495 years

c. After computing the number of increments from the minimum (baseline) Q8 requirement, the corresponding points earned by the applicant for ETE shall be determined using Table 3 (*Rubrics for Computation of Points for Education, Training, and Experience*).

illustrative example:

Using the applicable rubrics for the School Administration as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:

[illegible]

d. Meeting the minimum (baseline) Q8 requirements for Education, Training, and Experience shall be given zero (0) points.

e. The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:

