Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2024-351

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 : November 4, 2024

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 SPECIALIST II	Bachelor's degree in Education or its Equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours relevant training	PBET; Teacher Career Service (Professional); RA 1080; Appropriate Eligibility for Second Level Position

Plantilla Item No.: OSEC-DECSB-EPS2-750106-2014
SG: 16
Monthly Salary: ₱ 41,616.00
No. of Vacancy/ies: 1
Place of Assignment: SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SCHOOL MOBILIZATION AND NETWORKING)

JOB SUMMARY:
To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.

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 **DIVISON 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;
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/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:
    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/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 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. 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 **November 14, 2024**. 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
November 4, 2024 – November 14, 2024	Submission of application documents	Applicants School PSB School Head	Face-to-Face
November 15, 2024	Submission of application documents together with School PSB's Summary of Assessment	School PSB School Head Records Section	Face-to-Face
November 18, 2024 – November 29, 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
December 2, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
December 2, 2024 – December 6, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face

December 9, 2024 – December 10, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
November 4, 2024 – November 14, 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

11/4/24
SOLLIE B. OLIVER, JD, MATE
Chief – School Governance and Operations Division
Officer-In-Charge

Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: NOV 04 2024 TIME:
BY:

OSDS/ADMIN /HR/dbc

(Enclosure No. 4 to DepEd Order No. 007, s. 2023)

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO RELATED-TEACHING POSITIONS

1. The assessment for related-teaching positions shall be based on the following criteria:

a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSC-approved QS;
b. **Training** hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
c. **Experience** relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
d. **Performance** based on submitted 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;
e. **Outstanding Accomplishments** acquired after the last promotion;
f. **Application of Education** acquired after the last promotion;
g. **Application of Learning and Development (L&D)** acquired after the last promotion; and
h. **Potential** measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1. The point system shall vary based on the level and salary range of the position. 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.

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

Criteria	Breakdown of Points		
	SG 11-15	SG 16-23 and SG-27	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
Total	**100**	**100**	**100**

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

Increment Level	Range	
	From	**To**
1	Can Read and Write	Elementary Level Education
2	Elementary Graduate	Junior High School Level Education (K to 12) High School Level (Old curriculum)
3	Completed Junior High School (K to 12)	Senior High School Level Education (K to 12)
4	Senior High School Graduate (K to 12) High School Graduate (Old curriculum)	Less than 2 years of College
5	Completed 2 years in College	Less than a Bachelor's Degree but more than 2 years in College
6	Bachelor's Degree	Less than 6 Units earned towards the completion of a Master's Degree
7	6 Units earned towards the completion of a Master's Degree	Less than 9 Units earned towards the completion of a Master's Degree
8	9 Units earned towards the completion of a Master's Degree	Less than 12 Units earned towards the completion of a Master's Degree
9	12 Units earned towards the completion of a Master's Degree	Less than 15 Units earned towards the completion of a Master's Degree
10	15 Units earned towards the completion of a Master's Degree	Less than 18 Units earned towards the completion of a Master's Degree
11	18 Units earned towards the completion of a Master's Degree	Less than 21 Units earned towards the completion of a Master's Degree
12	21 Units earned towards the completion of a Master's Degree	Less than 24 Units earned towards the completion of a Master's Degree
13	24 Units earned towards the completion of a Master's Degree	Less than 27 Units earned towards the completion of a Master's Degree
14	27 Units earned towards the completion of a Master's Degree	Less than 30 Units earned towards the completion of a Master's Degree
15	30 Units earned towards the completion of a Master's Degree	Less than 33 Units earned towards the completion of a Master's Degree
16	33 Units earned towards the completion of a Master's Degree	Less than 36 Units earned towards the completion of a Master's Degree
17	36 Units earned towards the completion of a Master's Degree	Less than 39 Units earned towards the completion of a Master's Degree
18	39 Units earned towards the completion of a Master's Degree	Less than 42 Units earned towards the completion of a Master's Degree
19	42 Units earned towards the completion of a Master's Degree	Less than Complete Academic Requirements completed towards the completion of a Master's Degree
20	Complete Academic Requirements completed towards a Master's Degree	Less than an awarded Master's Degree
21	Master's Degree	Less than 3 Units earned towards the completion of a Doctorate
22	3 Units earned towards the completion of a Doctorate/ Doctoral Units earned towards the completion of a Doctorate	Less than 6 Units earned towards the completion of a Doctorate
23	6 Units earned towards the completion of a Doctorate	Less than 9 Units earned towards the completion of a Doctorate
24	9 Units earned towards the completion of a Doctorate	Less than 12 Units earned towards the completion of a Doctorate
25	12 Units earned towards the completion of a Doctorate	Less than 15 Units earned towards the completion of a Doctorate
26	15 Units earned towards the completion of a Doctorate	Less than 18 Units earned towards the completion of a Doctorate
27	18 Units earned towards the completion of a Doctorate	Less than 21 Units earned towards the completion of a Doctorate
28	21 Units earned towards the completion of a Doctorate	Less than 24 Units earned towards the completion of a Doctorate
29	24 Units earned towards the completion of a Doctorate	Less than Complete Academic Requirements completed towards the completion of a Doctorate
30	Complete Academic Requirements completed towards a Doctorate	Less than an awarded Doctorate
31	Doctorate	

Table 2.b. Increments Table – Training

Increment Level	Range	
	From	**To**
1	0 hours	Less than 8 hours
2	8 hours	Less than 16 hours
3	16 hours	Less than 24 hours
4	24 hours	Less than 32 hours
5	32 hours	Less than 40 hours
6	40 hours	Less than 48 hours
7	48 hours	Less than 56 hours
8	56 hours	Less than 64 hours
9	64 hours	Less than 72 hours
10	72 hours	Less than 80 hours
11	80 hours	Less than 88 hours
12	88 hours	Less than 96 hours
13	96 hours	Less than 104 hours
14	104 hours	Less than 112 hours
15	112 hours	Less than 120 hours
16	120 hours	Less than 128 hours
17	128 hours	Less than 136 hours
18	136 hours	Less than 144 hours
19	144 hours	Less than 152 hours
20	152 hours	Less than 160 hours
21	160 hours	Less than 168 hours
22	168 hours	Less than 176 hours
23	176 hours	Less than 184 hours
24	184 hours	Less than 192 hours
25	192 hours	Less than 200 hours
26	200 hours	Less than 208 hours
27	208 hours	Less than 216 hours
28	216 hours	Less than 224 hours
29	224 hours	Less than 232 hours
30	232 hours	Less than 240 hours
31	240 hours	or more

Table 2.c. Increments Table – Experience

Increment Level	Range	
	From	**To**
1	None	Less than 6 months
2	6 months	Less than 1 year
3	1 year	Less than 1 year 6 months
4	1 year 6 months	Less than 2 years
5	2 years	Less than 2 years 6 months
6	2 years 6 months	Less than 3 years
7	3 years	Less than 3 years 6 months
8	3 years 6 months	Less than 4 years
9	4 years	Less than 4 years 6 months
10	4 years 6 months	Less than 5 years
11	5 years	Less than 5 years 6 months
12	5 years 6 months	Less than 6 years
13	6 years	Less than 6 years 6 months
14	6 years 6 months	Less than 7 years
15	7 years	Less than 7 years 6 months
16	7 years 6 months	Less than 8 years
17	8 years	Less than 8 years 6 months
18	8 years 6 months	Less than 9 years
19	9 years	Less than 9 years 6 months
20	9 years 6 months	Less than 10 years
21	10 years	Less than 10 years 6 months
22	10 years 6 months	Less than 11 years
23	11 years	Less than 11 years 6 months
24	11 years 6 months	Less than 12 years
25	12 years	Less than 12 years 6 months
26	12 years 6 months	Less than 13 years
27	13 years	Less than 13 years 6 months
28	13 years 6 months	Less than 14 years
29	14 years	Less than 14 years 6 months
30	14 years 6 months	Less than 15 years
31	15 years	or more

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

Weight Allocation	Education		Training		Experience	
	Increments from minimum QS	Points	Increments from minimum QS	Points	Increments from minimum QS	Points
Education: 10 points *Training: 10 points* *Experience: 10 points*	10 or more increments	10	10 or more increments	10	10 or more increments	10
	8-9 increments	8	8-9 increments	8	8-9 increments	8
	6-7 increments	6	6-7 increments	6	6-7 increments	6
	4-5 increments	4	4-5 increments	4	4-5 increments	4
	2-3 increments	2	2-3 increments	2	2-3 increments	2

Illustrative example:

Vacant position: ***Education Program Supervisor (MAPEH) – SG-22***
Level and Salary Range: SG 16-23 and SG 27

Qualification Standards per CSC-approved QS
Education : Master's Degree in Education or other relevant Master's Degree with specific area of specialization
Training : 8 hours of relevant training
Experience : 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher

The date of HRMPSB assessment/ Open Ranking System: ***September 30, 2022***

a. Based on the minimum QS of the position to be filled, the HRMPSB 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.

	Minimum requirement per CSC-approved Qualification Standards for Education Program Supervisor (MAPEH)	Corresponding Level based on Increments Table
Education	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	Level 21 (based on Table 2.a)
Training	8 hours relevant training	Level 2 (based on Table 2.b)
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	Level 5 (based on Table 2.c)

For purposes of determining the baseline level for Education, any professional or specialization units, if there be any, as may be required in the CSC-approved QS in addition to non-Education degree shall be considered equivalent to a Bachelor's degree in Education (e.g. Bachelor's degree plus 18 professional units in Education with appropriate major = Level 6 based on Table 2.a). Additional professional and specialization units taken to earn the equivalent Education degree (i.e., BEEd, BSEd) shall not correspond to units towards the completion of a Master's degree.

b. After determining the baseline level, the HRMPSB 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.

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. 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher), the HRMPSB 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:

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

Education Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.a (Education)
Bachelor's degree in Education Master's degree in Physical Education and Sports 24 units earned for a Doctorate degree in Education Leadership and Management	Using Table 2.a, the corresponding level of Applicant A's Education qualification (24 units earned for Doctorate degree in Education Leadership and Management) is at **Level 29**. The number of increments for Applicant A's Education qualifications shall be computed by subtracting the minimum QS level (Level 21) from the applicant's qualification level (Level 29), as illustrated below: **Applicant's Educ level – QS level = Increment** **29 – 21 = 8 increments**

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

Training Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.b (Training)
24 hours training on school supervision and leadership (January 27 to 29, 2021) 24 hours training on Inclusive Education (September 14 to 16, 2020) 18 hours training on curriculum contextualization or localization (October 20 to 22, 2015) 8 hours training on liquidation of cash advances (February 24, 2015)	The cumulative hours of the relevant training, which are acquired after the last promotion but within the last 5 years reckoned from the date of HRMPSB assessment, shall be considered for the crediting of increments. In the case of Applicant A, the 24 hours training on school supervision and leadership and 24 hours training on Inclusive Education are considered relevant to the Education Program Supervisor (MAPEH) position. The 18 hours training on curriculum contextualization or localization are deemed relevant; however, not credited for computation of increments since it was earned more than 5 years reckoned from the date of HRMPSB assessment. Applicant A's cumulative hours of relevant training shall be 48 hours. Using Table 2.b, the corresponding level of Applicant A's Training qualification (48 hours) is at **Level 7**. The number of increments for Applicant A's Training qualifications shall be computed by subtracting the minimum QS level (Level 2) from the applicant's qualification level (Level 7), as illustrated below: **Applicant's Training level – QS level = Increment** **7 – 2 = 5 increments** *Note: Applicant A's last promotion as ADAS I: January 3, 2016* *The date of HRMPSB assessment/ Open Ranking System: September 30, 2022*

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

Experience Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.c (Experience)
Master Teacher II (MAPEH) from July 31, 2021 to present Master Teacher I (MAPEH) from January 3, 2016 to July 30, 2021 Teacher III (MAPEH) from January 03, 2013 to January 02, 2016	Only those experience relevant to the position to be filled shall be considered in the computation of increments. Relevant experience shall be reckoned from the date of first day of service. In the case of Applicant A, the relevant experience (January 3, 2016 to July 30, 2021 as Master Teacher I for MAPEH and July 31, 2021 to present [date of assessment: September 30, 2022] as Master Teacher II for MAPEH) is 6 years and 8 months. The experience as Teacher III is not deemed relevant to the Education Program Supervisor (MAPEH) position per CSC-approved QS. Using Table 2.c, the corresponding level of applicant A's Experience qualification as Master Teacher I and Master Teacher II (6 years and 8 months) is at Level 14. The number of increments for Applicant A's Experience qualifications shall be computed by subtracting the minimum QS level (Level 5) from the applicant's qualification level (Level 14), as illustrated below: **Applicant's Training level – QS level = Increment** **14 – 5 = 9 increments**

c. After computing the number of increments from the minimum (baseline) QS 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 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:

Qualification of the Applicant			Computation of Points based on Incremental Scales Table & ETE Rubrics			Total number of points for ETE
Education	Training	Experience	Education	Training	Experience	
Bachelor's degree in Education Master's degree in Physical Education and Sports 24 units earned for a Doctorate degree in Education Leadership and Management	24 hours training on school supervision and leadership (January 27 to 29, 2021) 24 hours training on Inclusive Education (September 14 to 16, 2020)	Master Teacher II (MAPEH) from July 31, 2021 to present Master Teacher I (MAPEH) from January 3, 2016 to July 30, 2021	8 increments Based on Table 3: 8-9 increments = 8 points (out of 10) *Applicant A exceeds the minimum QS of Master's Degree in Education or other relevant Master's Degree with specific area of specialization *Applicant A earns 8 points out of the maximum of 10 points allotted for Education	5 increments Based on Table 3: 4-5 increments = 4 points (out of 10) *Applicant A exceeds the minimum QS of 8 hours of relevant training *Applicant A earns 4 points out of the maximum of 10 points allotted for Training	9 increments Based on Table 3: 8-9 increments = 8 points (out of 10) *Applicant A exceeds the minimum QS of 2 years as Master Teacher *Applicant A earns 8 points out of the maximum of 10 points allotted for Experience	20 points

d. Meeting the minimum (baseline) QS 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:

i. Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis; provided, that the units and/or degrees earned are relevant to the position applied for; provided further, that the subjects completed are not duplicated.

ii. Consistent with the provisions of the CSC ORAOHRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of giving points, except for positions that involve practice of profession covered by board laws.

iii. Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (LLB.) or Juris Doctor (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as equivalent to professional doctorate units/degrees in other non-law academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules governing the bar, subject to further clarificatory guidelines as may be issued by the LEB.

iv. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular (MC) No. 3, s. 2021 *(General Guidelines on Digital/Online Learning in the Public Sector)*.

v. Relevant experience gained from part-time work of at least four (4) hours per day may be considered; provided, that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the months or years of relevant experience submitted shall be transmuted to the equivalent months or years of experience based on the CSC-required eight (8)-hour per day workday.

vi. Relevant Experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment. Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.

f. Applicable provisions under Rule VIII Part I to IV of the CSC ORAOHRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.

4. **Performance.** Performance refers to the assessment of how tasks, duties and responsibilities are carried out or accomplished by the applicant as evidenced by performance rating document or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.

a. ***Positions with experience requirement.*** Applicants to positions that require experience must submit latest performance rating/s covering one (1) year performance in the current and previous job or position that is relevant to the position to be filled. Computation of points for performance shall be as follows:

$$Points_{(Performance)} = x/5 * WA_{(Performance)}$$

Where:
x = Performance Rating
5 = Highest Possible PR in DepEd RPMS
WA = Weight Allocation for Performance
(20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24)

Illustrative example:

Vacant Position:
Education Program Specialist II – SG 16

x = 4.356
WA = 20

$Points_{(Performance)} = 4.356/5 * 20 = 17.424$

a.1. Internal applicants.

The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (RPMS) Individual Performance Commitment and Review (IPCR) Form obtained from the applicant's current or previous position that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening, except for promotion from first to second level entry positions where the required performance rating is at least Satisfactory (S).

An official or employee who is on official leave of absence, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leaves, may be considered for promotion. In such cases, a performance rating in the last rating period prior to the leave of absence shall be required.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion, if applicable.

a.2. External applicants.

For external applicants whose performance is measured using a five (5)-level adjectival performance rating scale, the midpoint value of the RPMS rating (Table 4) equivalent to the adjectival rating shall be used as the applicant's performance rating (x). The Certificate of Rating must be supported with the Performance Evaluation Tool.

Table 4. Midpoint Value of the RPMS Rating

RPMS Rating Scale	Midpoint Value
Outstanding 4.500-5.000	4.75
Very Satisfactory 3.500-4.499	3.995
Satisfactory 2.500-3.499	2.995
Unsatisfactory 1.500-2.499	1.995
Poor Below 1.499	0.7495

Illustrative example:

Vacant position:
Education Program Specialist II – SG 16

Adjectival Performance Rating Scale in the previous job:
Below Expectation; Needs Improvement; Good; Strong; Role Model

Performance rating of the applicant: Strong

x = RPMS midpoint value (Very Satisfactory) equivalent to Performance Rating = 3.995
WA = 20

$Points_{(Performance)} = 3.995/5 * 20 = 15.98$

For external applicants whose performance is measured using other numerical or adjectival rating systems with scales that are not aligned with the five (5)-point rating scale of the RPMS, the HRMPSB shall develop a system that transmutes the performance rating to the corresponding points comparable to the existing rubrics of the RPMS.

External applicant/s to vacant positions with experience requirement shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for Performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

b. ***Positions with no experience requirement.*** Applicants to positions that do not require previous experience must submit the board examination or Career Service Eligibility ratings. Computation of points for performance shall be as follows:

$$Points_{(Performance)} = x/100 * WA_{(Performance)}$$

Where:
x = Board Exam/CS Eligibility rating
WA = Weight Allocation for Performance
(20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24)

Illustrative example:

Vacant Position:
Education Program Specialist II – SG 16

x = 82.75
WA = 20

$Points_{(Performance)} = 82.75/100 * 20 = 16.55$

For honor graduates covered by Presidential Decree (PD) 907 titled, *Granting Civil Service Eligibility to College Honor Graduates*, as well as the Foreign School Honor Graduate Eligibility (FSHGE) as stipulated under CSC Resolution No. 1302714, the following rubric shall apply.

Honor Earned	Points(Performance)
Summa Cum Laude	20 points
Magna Cum Laude	19 points
Cum Laude	18 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 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 were duly recognized by an authorized body. These must have a direct link to the KRAs 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	Points(Outstanding Accomplishments)
Awards and Recognition	2 points
Research and Innovation	5 points
Subject Matter Expert / Membership in National Technical Working Groups (TWGs) or Committees	3 points
Resource Speakership / Learning Facilitation	2 points
NEAP Accredited Learning Facilitator	2 points

The points allocation in Table 5 shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points 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 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 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).

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

Means of verification:

A. Academic or inter-school award; or
B. Certification or any document showing top-notching a Board Examination; or
C. Certificate or any document showing TOSP Award.

Rubrics:

Component	Points(Academic/Inter-School Award)
At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board/CS Eligibility Examination	2 points
At least two (2) academic or inter-school awards	1 point

a.2. Outstanding Employee Award. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Means of verification:

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

Rubrics:

Component	Points(Outstanding Employee Award)
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.

b. ***Research and Innovation***

Means of verification:

A. Proposal 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. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
E. 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	Points(Innovation/Research)
A, B, C & D	5 points
A, B, C & E	5 points
Only A, B & C	4 points
Only A & B	3 points
Only A	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:

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

Rubrics:

MOVs Submitted	Points(Subject Matter Expert/Membership in National TWGs or Committees)
ALL MOVs	3 points
Only A & B	2 points

d. ***Resource Speakership / Learning Facilitation.*** This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or

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

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

A. Issuance/Memorandum/Invitation/Training Matrix;
B. Certificate of Recognition/Merit/Commendation/Appreciation; and
C. Slide deck/s used and/or Session guide/s.

Rubrics:

Level	Points$_{(\text{Resource Speakership/Learning Facilitation})}$
Applicants from external institutions	
Organizational Level Speakership or Higher	2 points
Local Office Level Speakership	1 point
Applicants from central office	
National Level Speakership or Higher	2 points
Central Office Level Speakership	1 point
Applicants from regional office	
National Level Speakership or Higher	2 points
Regional Office Speakership	1 point
Applicants from schools division office	
Regional Level Speakership or Higher	2 points
Division, Provincial, City Level Speakership	1 point
Applicants from schools	
Division Level Speakership or Higher	2 points
School/Municipality/District Speakership	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:

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

Rubrics:

MOVs Submitted	Points$_{(\text{NEAP Learning Facilitator})}$
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

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 SDO Quezon City appointed in October 2016. For the purpose of computing his Outstanding Accomplishments, he submitted the following MOVs:*

Outstanding Accomplishments	Points based on Rubric	HRMPSB Remarks
Awards and Recognition:		
Outstanding Employee Award 2015 in NCR (complete MOVs submitted)	*2 points*	*Not credited; MOV has been used in the last promotion as EPS II*
Outstanding Employee Award 2018 in SDO Quezon City (complete MOVs submitted)	*1 point*	*Credited*
Innovation or Research:		
Certificate of Recognition as Learning Facilitator on Research on Quality Assessment in select NCR Schools (complete MOVs submitted)	*5 points*	*Credited*
Resource Speakership/Learning Facilitation:		
Certificate of Recognition as Resource Speaker on Education Assessment in September 2018 in DepEd NCR (complete MOVs submitted)	*1 point*	*Credited*

Applicant Orange's Outstanding Employee Award in 2018, Research, and Resource Speakership have all been considered by the HRMPSB with a total score of seven (7) points. However, since Orange is applying for Senior EPS (SG-19), the maximum points of five (5) allotted for Outstanding Accomplishments shall be given to Orange. Also, zero (0) or no point is given to Orange under Awards and Recognition on her Outstanding Employee Award last 2015 since the award was earned and credited in her last promotion.

6. **Application of Education.** Application of education is the contribution made by an applicant to their workplace as a result of their learnings 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 is the contributions 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 operations 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.

If the intervention made by the applicant does not meet the criteria to be *Relevant*, then said intervention shall be considered and be given corresponding points using the rubrics for *Not Relevant*

Means of verification:

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

Rubrics: *(SG 11-15 and SG 24)*

MOVs Submitted	Points$_{(\text{Application of Education})}$	
	Relevant	Not Relevant
ALL MOVs	10 points	5 points
Only A & B	7 points	3 points
Only A	5 points	1 point

Rubrics: *(SG 16-23 and SG 27)*

MOVs Submitted	Points$_{(\text{Application of Education})}$	
	Relevant	Not Relevant
ALL MOVs	15 points	9 points
Only A & B	12 points	6 points
Only A	9 points	3 points

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/Diploma/Special Order from the Commission on Higher Education (CHED) or other certifications. The HRMPSB must develop a system that transmutes the GWA to a percentage scale. Computation of points for Application of Education shall be as follows:

$$\textbf{Points}_{(\text{Application of Education})} = x/100 * \textbf{WA}_{(\text{Application of Education})}$$

Where:
x = GWA transmuted 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:

Vacant position:
Education Program Specialist II – SG 16

x = 82.75
WA = 15

$\textbf{Points}_{(\text{Application of Education})} = 82.75/100 * 15 = 12.4125$

7. **Application of Learning and Development (L&D).** Application of L&D is a proven success of the learnings gained from the human resource 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 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:

A. 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 certification 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;
B. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;
D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOVs Submitted	Points$_{(\text{Application of L\&D})}$	
	Relevant	Not Relevant
ALL MOVs	10 points	5 points
Only A, B, & C	7 points	3 points
Only A & B	5 points	1 point

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	Points$_{(\text{Potential})}$	
	SG 11-15 **SG 16-23** **SG 27**	SG 24
Written Examinations (WE)	3 points	5 points
Skills or Work Sample Tests (S/WST)	10 points	5 points
Behavioural Events Interview (BEI)	5 points	5 points

a. ***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 HRMPSB. *Subject matter experts* refer to

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.

$$\textbf{Points}_{(\text{WE})} = x/100 * \textbf{WA}_{(\text{WE})}$$

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

Illustrative example:

Vacant position:
Education Program Specialist II – SG 16

x = 85
WA = 5

$\textbf{Points}_{(\text{WE})} = 85/100 * 5 = 4.25$

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

$$\textbf{Points}_{(\text{S/WST})} = x/100 * \textbf{WA}_{(\text{S/WST})}$$

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:

Vacant position:
Education Program Specialist II – SG 16

x = 85
WA = 10

$\textbf{Points}_{(\text{S/WST})} = 85/100 * 10 = 8.5$

Behavioural Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviour/s when subjected to specific situations or conditions in their previous and/or current workplace. BEI is based on the principle that past behaviour predicts future performance. It uses the STAR approach to validate whether the key behaviours that are linked to the required competencies have been exhibited

by the applicant. The STAR approach draws focus on actual **S**ituations in which the applicant acted; the **T**ask/s that the applicant faced; the **A**ctions that the applicant took; and the **R**esults of those actions. The BEI may be used to assess the following areas:

i. *Aptitude.* The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.
ii. *Characteristics or traits.* It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
iii. *Fitness.* It shall serve as an avenue to evaluate an applicant's Job Fit, Location Fit, and Organizational Fit.
iv. *Other areas that may be identified by the HRMPSB.*

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

Annex C

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			
c.	Photocopy of valid and updated PRC License/ID			
d.	Photocopy of Certificate of Eligibility/Report of 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 Ratings in the last rating period(s) covering one (1) year performance 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			
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			
l.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			

Attested:

_____
Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

_____
Name and Signature of Applicant

Subscribed and sworn to before me this_____day of_____, year_____.

_____
Person Administering Oath

In consonance with Republic Act No. 8792 or the *"Electronic Commerce Act of 2000"*, (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.