



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

05 November 2025

**DIVISION MEMORANDUM**

No. 640, s. 2025

**CALL FOR APPLICATION FOR THE POSITION OF EDUCATION  
PROGRAM SPECIALIST II (EPS II) POSITION**

TO: Assistant Schools Division Superintendents

Chief- Curriculum Implementation Division (CID)

Chief- School Governance and Operations Division (SGOD)

Education Program Supervisors

Section Heads

Public Schools District Supervisors

Public Elementary and Secondary School Heads

All Non-Teaching Personnel

All Others Concerned

1. The School Division Office hereby announces the call for application for the position of **Education Program Specialist II** (SG 16) of the **Alternative Learning System** under Curriculum Implementation Division.
2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
  - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
  - 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
    - a. Letter of intent addressed to the Schools Division Superintendent. Please include the position you are interested in applying for.
    - b. 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) notarized by authorized official;





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

- c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2025) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
  - d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License
  - 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 applicable;
  - f. Photocopy of Certificate/s of training, if applicable;
  - g. Photocopy of Certificate of Employment, Contract of Service, 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; and
  - j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
    - i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and
    - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.
4. Please be guided by the following attached enclosures to this Division memorandum:
- 4.1 Enclosure No. 4 (pages 1-18) of DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Related-Teaching Positions shall be used in the evaluation of documents of EPS.
  - 4.2 Enclosure No 1 The Qualifications Standard (QS) of the positions.
  - 4.3 Enclosure No 2 Duties and Responsibilities of the positions.
  - 4.4 Enclosure No 3 Assessment Plan
  - 4.5 Enclosure No 4 Checklist of Requirements (Annex C)
5. Application documents shall be accepted until **November 17, 2025**, until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.
6. Applicants are advised to register at this link; **[bit.ly/SDOBATANGAS-HIRING](https://bit.ly/SDOBATANGAS-HIRING)** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

---

7. Please refer to DepEd Order 7 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education for clarification regarding the hiring guideline.
8. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-1437 or email at [sdobatangas.personnel@deped.gov.ph](mailto:sdobatangas.personnel@deped.gov.ph)
9. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent

JBP/ Call for Submission for EPS -ALS/  
/ 11/05/2025





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

*Enclosure 1. The Qualification Standards of EPS II (ALS)*

|                              | <b>Education</b>                                 | <b>Training</b>              | <b>Experience</b>                                                                                    | <b>Eligibility</b>                                                                       |
|------------------------------|--------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| CSC Prescribed Qualification | Bachelor's degree in Education or its equivalent | 4 hours of relevant training | 2 years experience in education research, development, implementation or other relevant experience   | RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position |
| Preferred Qualification      | Bachelor's degree in Education or its equivalent | 4 hours of relevant training | With at least 2 years' experience in ALS program implementation or other alternative education field | RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position |
|                              |                                                  |                              | Community Organizing/Networking/Advocacy & Social Mobilization (preferred but not required)          |                                                                                          |
|                              |                                                  |                              | Resource Generation (preferred but not required)                                                     |                                                                                          |



**Republic of the Philippines**  
**Department of Education**  
**REGION IV-A CALABARZON**  
**SCHOOLS DIVISION OF BATANGAS**

*Enclosure 2. Duties and Responsibilities of the Positions.*

**KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF EDUCATION PROGRAM SPECIALIST –**  
**Alternative Learning System**

| KEY RESULT AREA/S                                        | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LITERACY MAPPING/<br>ADVOCACY AND SOCIAL<br>MOBILIZATION | <ul style="list-style-type: none"><li>Facilitate the conduct of training, orientation, workshops, or any social mobilization activities related to the ALS in the Division.</li><li>Facilitate and coordinate the conduct of community literacy mapping.</li><li>Consolidate the result of literacy mapping in the SDO in order to draw a Literacy Map to geographically illustrate the location of ALS target learners, and plan strategies to implement the ALS programs</li></ul> |
| ASSESSMENT                                               | <ul style="list-style-type: none"><li>Serve as member of the Division Committee on Portfolio assessment for A&amp;E certification. 2. Consolidate the result of Assessment of Basic Literacy (ABL) and/or Functional Literacy Test (FLT)</li></ul>                                                                                                                                                                                                                                   |
| INSTRUCTIONAL<br>SUPERVISION                             | <ul style="list-style-type: none"><li>Assist the Designated ALS Supervisor in the conduct of instructional supervision.</li><li>Assist in the development of school-based/division-based/contextualized assessment materials and learning resources for Community Learning Centers (CLCs).</li><li>Assist the Learning Action Cell (LAC) leader/LAC facilitator in the conduct of LAC sessions for ALS teachers.</li></ul>                                                           |
| MONITORING and<br>EVALUATION                             | <ul style="list-style-type: none"><li>Manage the enrolment of ALS learners in the Learner Information System (LIS) and consolidate Division data on MIS/LIS for submission to CO and RO</li></ul>                                                                                                                                                                                                                                                                                    |
| OTHER TASKS                                              | <ul style="list-style-type: none"><li>Assist the Designated ALS Supervisor in the conduct of local literacy activities</li><li>Perform other tasks that may be deemed relevant to the implementation of ALS Programs and Projects</li></ul>                                                                                                                                                                                                                                          |

**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<br>and SG-27 | SG 24<br>(Chief) |
| a. Education                                          | 10                  | 10                    | 10               |
| b. Training                                           | 10                  | 10                    | 10               |
| c. Experience                                         | 10                  | 10                    | 10               |
| d. Performance                                        | 20                  | 20                    | 25               |
| e. Outstanding<br>Accomplishments                     | 10                  | 5                     | 10               |
| f. Application of Education                           | 10                  | 15                    | 10               |
| g. Application of L&D                                 | 10                  | 10                    | 10               |
| h. Potential (Written Test,<br>BEI, Work Sample Test) | 20                  | 20                    | 15               |
| <b>Total</b>                                          | <b>100</b>          | <b>100</b>            | <b>100</b>       |



## 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**

| Increment Level | Range                                                                                                        |                                                                                                |
|-----------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|                 | From                                                                                                         | To                                                                                             |
| 1               | Can Read and Write                                                                                           | Elementary Level Education                                                                     |
| 2               | Elementary Graduate                                                                                          | Junior High School Level Education (K to 12)<br>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)<br>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<br>3 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 |
| <i>Education: 10 points</i><br><i>Training: 10 points</i><br><i>Experience: 10 points</i> | 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:*

| <b>Education Qualification of Applicant A</b>                                 | <b>Increments from minimum (or baseline) QS requirements using Increments Table 2.a (Education)</b>                                                                                                             |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bachelor's degree in Education                                                | Using Table 2.a, the corresponding <b>level</b> of Applicant A's Education qualification (24 units earned for Doctorate degree in Education Leadership and Management) is at <b>Level 29</b> .                  |
| Master's degree in Physical Education and Sports                              | 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: |
| 24 units earned for a Doctorate degree in Education Leadership and Management | <p style="text-align: center;">Applicant's Educ level – QS level = Increment</p> <p style="text-align: center;"><b>29 – 21 = 8 increments</b></p>                                                               |

*Computation of Increments based on actual Training qualification of Applicant A:*

| <b>Training Qualification of Applicant A</b>                                               | <b>Increments from minimum (or baseline) QS requirements using Increments Table 2.b (Training)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24 hours training on school supervision and leadership [January 27 to 29, 2021]            | 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 counting of increments.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 24 hours training on Inclusive Education [September 16 to 18, 2020]                        | 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 16 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 <b>Level 7</b> . |
| 16 hours training on curriculum contextualization or localization [October 20 to 22, 2015] | 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:                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8 hours training on liquidation cash advances [February 28, 2013]                          | <p style="text-align: center;">Applicant's Training level – QS level = Increment</p> <p style="text-align: center;"><b>7 – 2 = 5 increments</b></p> <p>Note: Applicant A's last promotion as ADAS I: January 3, 2016<br/>The date of HRMPSB assessment/Open Ranking System: September 30, 2022</p>                                                                                                                                                                                                                                                                                                                                            |

*Computation of Increments based on actual Experience qualification of Applicant A:*

| <b>Experience Qualification of Applicant A</b>                 | <b>Increments from minimum (or baseline) QS requirements using Increments Table 2.c (Experience)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Master Teacher II (MAPEH) from July 31, 2021 to present        | 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.                                                                                                                                                                                                                                                                                                                                                                |
| Master Teacher I (MAPEH) from January 3, 2016 to July 30, 2021 | 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 <b>Level 14</b> . |
| Teacher III (MAPEH) from January 02, 2013 to January 02, 2016  | 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:                                                                                                                                                                                                                                                                                                                                               |
|                                                                | <p style="text-align: center;">Applicant's Training level – QS level = Increment</p> <p style="text-align: center;"><b>14 – 5 = 9 increments</b></p>                                                                                                                                                                                                                                                                                                                                                                                                          |

- 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                                                | 24 hours training on school supervision and leadership [January 27 to 29, 2021] | Master Teacher II (MAPEH) from July 31, 2021 to present        | 8 increments                                                                                                                               | 5 increments                                                                      | 9 increments                                                                        | <b>20 points</b>               |
| Master's degree in Physical Education and Sports                              |                                                                                 |                                                                | Based on Table 3: 8-9 increments = 8 points (out of 10)                                                                                    | Based on Table 3: 4-5 increments = 4 points (out of 10)                           | Based on Table 3: 8-9 increments = 8 points (out of 10)                             |                                |
| 24 units earned for a Doctorate degree in Education Leadership and Management | 24 hours training on Inclusive Education [September 16 to 18, 2020]             | Master Teacher I (MAPEH) from January 3, 2016 to July 30, 2021 | *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 exceeds the minimum QS of 8 hours of relevant training               | *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 Education                                                         | *Applicant A earns 4 points out of the maximum of 10 points allotted for Training | *Applicant A earns 8 points out of the maximum of 10 points allotted for Experience |                                |
|                                                                               |                                                                                 |                                                                |                                                                                                                                            |                                                                                   |                                                                                     |                                |

- 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:
- 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.
  - 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:

$$\text{Points}_{\text{(Performance)}} = x/5 * \text{WA}_{\text{(Performance)}}$$

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<sub>(Performance)</sub> =  $4.356/5 * 20 = 17.424$**

**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**

| <b>RPMS Rating Scale</b>         | <b>Midpoint Value</b> |
|----------------------------------|-----------------------|
| Outstanding<br>4.500-5.000       | 4.75                  |
| Very Satisfactory<br>3.500-4.499 | 3.995                 |
| Satisfactory<br>2.500-3.499      | 2.995                 |
| Unsatisfactory<br>1.500-2.499    | 1.995                 |
| Poor<br>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<sub>(performance)</sub> =  $3.995/5 * 20 = 15.98$**

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:

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

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<sub>(performance)</sub> =  $82.75/100 * 20 = 16.55$**

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.

| <b>Honors Earned</b> | <b>Points<sub>(Performance)</sub></b> |
|----------------------|---------------------------------------|
| 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**

| <b>Component</b>                                                                             | <b>Points<sub>(Outstanding Accomplishments)</sub></b> |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 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:

| <b>Component</b>                                                                                               | <b>Points(Academic/Inter-School Award)</b> |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 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:

| <b>Component</b>                               | <b>Points(Outstanding Employee Award)</b> |
|------------------------------------------------|-------------------------------------------|
| <b>Applicants from external institution</b>    |                                           |
| Organizational Level Search or Higher          | 2 points                                  |
| Local Office Search                            | 1 point                                   |
| <b>Applicants from central office</b>          |                                           |
| National Level Search or Higher                | 2 points                                  |
| Central Office Search                          | 1 point                                   |
| <b>Applicants from regional office</b>         |                                           |
| National Level Search or Higher                | 2 points                                  |
| Regional Office Search                         | 1 point                                   |
| <b>Applicants from schools division office</b> |                                           |
| Regional Level Search or Higher                | 2 points                                  |
| Division/Provincial/City Level Search          | 1 point                                   |
| <b>Applicants from schools</b>                 |                                           |
| 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:

| <b>MOVs Submitted</b> | <b>Points<sub>(Innovation/Research)</sub></b> |
|-----------------------|-----------------------------------------------|
| 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:

| <b>MOVs Submitted</b> | <b>Points<sub>(SME)</sub></b> |
|-----------------------|-------------------------------|
| 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(Resource Speakership/Learning Facilitation) |
|------------------------------------------------|----------------------------------------------------|
| <b>Applicants from external institution</b>    |                                                    |
| Organizational Level Speakership or Higher     | 2 points                                           |
| Local Office Level Speakership                 | 1 point                                            |
| <b>Applicants from central office</b>          |                                                    |
| National Level Speakership or Higher           | 2 points                                           |
| Central Office Level Speakership               | 1 point                                            |
| <b>Applicants from regional office</b>         |                                                    |
| National Level Speakership or Higher           | 2 points                                           |
| Regional Office Speakership                    | 1 point                                            |
| <b>Applicants from schools division office</b> |                                                    |
| Regional Level Speakership or Higher           | 2 points                                           |
| Division/Provincial/City Level Speakership     | 1 point                                            |
| <b>Applicants from schools</b>                 |                                                    |
| Division Level Speakership or Higher           | 2 points                                           |
| School/Municipality/District Speakership       | 1 point                                            |

- e. **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(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:

| <b>Outstanding Accomplishments</b>                                                                                                                                                    | <b>Points based on Rubric</b> | <b>HRMPSB Remarks</b>                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------|
| <b>Awards and Recognition:</b><br>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                                                        |
| <b>Innovation or Research:</b><br>Certificate of Recognition as Learning Facilitator on Research on Quality Assessment in select NCR Schools (complete MOVs submitted)                | 5 points                      | Credited                                                        |
| <b>Resource Speakership/Learning Facilitation:</b><br>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)

| MOV's Submitted | Points <sub>(Application of Education)</sub> |              |
|-----------------|----------------------------------------------|--------------|
|                 | 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)

| MOV's Submitted | Points <sub>(Application of Education)</sub> |              |
|-----------------|----------------------------------------------|--------------|
|                 | 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:

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

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

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



**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:

| MOV's Submitted | Points <sub>(Application of L&amp;D)</sub> |              |
|-----------------|--------------------------------------------|--------------|
|                 | 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 <sub>(Potential)</sub> |          |
|-------------------------------------|-------------------------------|----------|
|                                     | SG 11-15<br>SG 16-23<br>SG 27 | SG 24    |
| Written Examinations (WE)           | 5 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.

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

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

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

- 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.

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

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

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

**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.

**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<br>(To be filled-out by the applicant;<br>Check if submitted) | Verification<br>(To be filled-out by the HRMO/HR Office/sub-committee) |         |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------|
|                               |                                                                                                                                                                                                |                                                                                    | Status of Submission<br>(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.