



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division
Superintendent

May 3, 2023

DIVISION MEMORANDUM

No. 129 s. 2023

**RANKING OF APPLICANTS FOR LEGAL ASSISTANT I, PROJECT DEVELOPMENT
OFFICER I-SHS, REGISTRAR I-SHS, ADMINISTRATIVE OFFICER
IV-PROCUREMENT, EDUCATION PROGRAM SPECIALIST II-HRDD/
SOCMOB POSITIONS OF SDO CEBU PROVINCE**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors/District Caretakers
Elementary and Secondary School Heads
All Others Concerned

1. The Office announces the Ranking of Applicants for Legal Assistant I, Project Development Officer I-SHS, Registrar I-SHS, Administrative Officer IV-Procurement, and Education Program Specialist II-HRDD/SOCMOB adhering to the hiring guidelines as stipulated in the following:

DepED Order No.19, s. 2022 – “The Department of Education Merit Selection Plan”

DepED Order No. 07, s. 2023 – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”

2. Please be guided by the minimum qualification standards for the vacant positions:

POSITION TITLE	EDUCATION	ELIGIBILITY	EXPERIENCE	TRAINING
Legal Assistant I	Bachelor's Degree	Career Service Professional Eligibility (2 nd Level)	None Required	None Required
Project Development Officer I-SHS	Bachelor's Degree relevant to the job	Career Service Professional Eligibility (2 nd Level)	1 year of relevant experience	4 hours of relevant training
Registrar I-SHS	Bachelor's Degree	Career Service Professional Eligibility (2 nd Level)	None Required	None Required
Administrative Officer IV-Procurement	Bachelor's Degree relevant to the job	Career Service Professional Eligibility (2 nd Level)	1 year of relevant experience	4 hours of relevant training
Education Program Specialist II (HRDD/SOCMOB)	Bachelor's degree in Education or its equivalent, and completion	RA 1080; Career Service (Professional) Appropriate	2 years experience in education, research,	8 hours of relevant training





	of the academic requirements for Master's degree relevant to the job (MA-CAR)	Eligibility for 2 nd Level Position	development, implementation, or other relevant experiences	
--	-------------------------------------------------------------------------------	------------------------------------------------	------------------------------------------------------------	--

3. Below is the job summary of the vacant positions to be filled:

POSITION TITLE	JOB SUMMARY
Legal Assistant I	Gather, examine, and analyze information, and facts received and conduct investigations on cases, matters, and issues received/submitted/referred to the Schools Division Office to provide clerical support to the Attorney III for effective and efficient operation of the Legal Unit.
Project Development Officer I-SHS	Manages youth formation programs of the schools within the division, including but not limited to the implementation of the Supreme Pupil Government (SPG) or Supreme Student Government (SSG) as well as other co-curricular and extra-curricular clubs and programs; Manages and monitors the implementation of the career guidance program in senior high schools; and Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.
Registrar I-SHS	Receives, updates, and maintains the records, reports, and documents of the school, its staff, and learners; Manages and updates the Learner Information System (LIS); Ensures an efficient process of registration and enrollment; Facilitates the process of releasing records of the school, staff, and learners to the necessary institutions; Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.
Administrative Officer IV-Procurement	Supervise, monitor, and ensure the timely and efficient implementation of procurement projects, from procurement project preparation through the purchasing per se until contract administration; Conduct the review, monitoring, and preparation of reports in connection with the conduct of procurement project implementation; Review, revise and when necessary, give recommendations on the systems, processes; and procedures related to procurement; as lead BAC Secretariat for the BAC.
Education Program Specialist II (HRDD)	To provide technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situations, and provide technical assistance to the schools division through the TA teams in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region; Provide technical assistance in the preparation of the HR strategic and operational plans of schools and learning centers, and of the units in the division office.
Education Program Specialist II (SOCMOB)	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.

4. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.
5. Applicants for promotion must have at **least one (1) complete RPMS cycle** of the present position before he/she can apply for the next higher position and not jump beyond the three-salary grade limit from his/her current position based on the 2017 ORAOHRA as amended.
6. Applicants shall prepare only one (1) folder containing pertinent documents which are certified true copies of the original documents. Applicants are required to bring the original documents upon submission of the application.
7. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate the claims of applicants.
8. The pertinent documents are to be arranged and fastened in a white folder with proper tabbing and a table of contents based on the list, as attached.
9. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.
10. Enclosed is the schedule of activities for the ranking of vacant positions.
11. Applicants and the HRMPSB Committee shall strictly comply at all times with all precautionary measures including but not limited to social distancing, etc.
12. Meals, Accommodation, and Other Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
13. This Memorandum shall serve as **AUTHORITY TO TRAVEL** to all personnel involved in this activity.
14. For immediate, widest dissemination and guidance of all concerned.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent 

(Enclosure to Division Memorandum No. ____, s.2023)

**SCHEDULE OF ACTIVITIES IN THE RANKING OF APPLICANTS FOR
LEGAL ASSISTANT I, PROJECT DEVELOPMENT OFFICER-SHS, REGISTRAR I-SHS,
ADMINISTRATIVE OFFICER IV-PROCUREMENT AND EDUCATION PROGRAM SPECIALIST II-
HRDD/SOCMOB POSITIONS**

Date	Venue	Time	No. of Working Days	Activities
May 8-19, 2023	Anywhere with internet connectivity	24 hours	10 days	Online application by the applicants www.depedcebuprovince.ph (http://112.198.193.182/) NOTE: Should the online application portal be inaccessible, directly submit application to HR Unit.
May 8-19, 2023	Division Office – HR Unit	8:00am-5:00pm	10 days	Submission and Initial Assessment of applicants' pertinent documents
May 22-26, 2023	Deped Ecotech Center	8:00am-5:00pm	5 days	- Orientation of the members of Division HRMPSB Committee - Documents' Review by the Division HRMPSB Committee - Preparation of Shortlisted Applicants
May 29-31, 2023	Division Office/Conspicuous places	8:00am-5:00pm	3 days	Posting of Shortlisted Applicants
June 1-2, 2023	Deped Ecotech Center	8:00am-5:00pm	2 days	Interview and Confirmation of Points of Applicants
June 5-7, 2023	Deped Ecotech Center	8:00am-5:00pm	3 days	Final Review, Submission and signing of the Tentative Ranklist
June 8-18, 2023	Division Office/conspicuous places	8:00am-5:00pm	10 days	Posting of results. Note: Request for corrections shall only be entertained within the first 5 days of the posting period
June 19-20, 2023	Division Office	8:00am-5:00pm	2 days	Consolidation of points after corrections
June 21, 2023 & onwards				Implementation Schedule

(Enclosure to Division Memorandum No. ____, s.2023)

LIST OF DOCUMENTARY REQUIREMENTS

1. Application Letter indicating the position applied addressed to the schools division superintendent
2. CSC 212 (Personal Data Sheet, Revised 2017), with the latest 2x2 ID picture
3. Transcript of Records of both baccalaureate degree and graduate studies authenticated by the issuing agency/college or university registrar
4. Latest Service Record/Certificate of Employment with detailed job functions
5. Certificates of Relevant Training Attended (must be within the last five (5) years)
6. Certificate of Eligibility authenticated by the issuing agency (CSC/PRC ratings)
7. **Performance Ratings for the last three rating periods (with at least VS rating/needed in case of reclassification)**
8. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, Publications (duly copyrighted), Speakership)
9. Certificates of specialized training, scholarship grants, chair/co-chair of the technical working committee
10. **Documents supporting the Application of Education and Application of L & D duly signed and approved by the authorized personnel or approved by the head of the agency (SDS) (unsigned documents do not need to be inserted, these do not merit any points)**
11. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant/s
12. Data Privacy Consent Form
13. NBI Clearance
14. **Shortlisted applicants need to submit the results of the neuro-psychological tests in a sealed envelope**
15. Other pertinent documents to support the application

COMPOSITION OF THE DIVISION HRMPSB COMMITTEE

HRMPSB CHAIRMAN:	DR. VICTOR A. YBANEZ, CESE OIC-Asst. Schools Division Superintendent	
SUB-COMMITTEE MEMBERS: (Teaching & Related-Teaching)	Mandatory/Regular Members: Dr. Gladys Balagtas OIC-SGOD Chief Mr. Jeremy C. Denampo, JD, AO V Ms. Monina Sarah M. Pomarejos Admin. Officer IV-HRMO Dr. Mary Ann P. Flores CID Chief (Sits when vacancy exists in the Unit) Dr. Arlene Buot Principal III/Pres., Prin. Assoc./Sec. (Alternate Member) Angelie B. Guangco, Principal II/President, Principals Assoc./Elem (Alternate Member)	Sub-committee Members Mr. Edsel Ursal, P2 Mr. Melville Dela Peña, P1 Mr. Henry Espina, P1 Mr. Rogelio Maunes, HT 1 Mrs. Elma Larumbe, P4 Mrs. Candida Purgatorio, P3 Mrs. Fritzie Soronio, P2
ENCODERS/SECRETARIAT:	Mr. Joel Sanchez, Jr. Ms. Christine Miñao Ms. Glycerine Villahermosa	

HRMPSB CHAIRMAN:	DR. VICTOR A. YBANEZ, CESE OIC-Asst. Schools Division Superintendent	
MEMBERS: (Non-Teaching)	Dr. Gladys Balagtas OIC-SGOD Chief Atty. Orville Dela Cerna Legal Officer/President, Nonteaching Association Ms. Monina Sarah M. Pomarejos Admin. Officer IV-HRMO	Mr. Jeremy C. Denampo, JD, Administrative Officer V Head of Unit where the vacancy exists
ENCODERS/SECRETARIAT	Ms. Katrina Trangia – ADOF II/HR Personnel Ms. Jeanette De la Pena – ADOF II/HR Personnel Ms. Rhea Mae Jumao-as – ADOF II/HR Personnel Mr. Rodel Nuneza Jr. – ADA VI/HR Personnel	



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

1. The assessment for Non-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 qualification 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. Points assigned to each criterion shall vary from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled. As such, for General Services positions, higher premium is given to Potential (55 points) and Experience (20 points) than the other criteria. Similarly, Chief positions (SG-24) give more focus on previous Performance (20 points), Potential (20 points), and Experience (15 points).

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

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L&D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100

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) 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	Masters Degree	Less than 3 Units earned towards the completion of a Doctorate
22	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

Salary Range and Weight Allocation	Education		Training		Experience	
	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
General Services Positions <i>Education: 5 points</i> <i>Training: 5 points</i> <i>Experience: 20 points</i>	5 or more increments	5	5 or more increments	5	10 or more increments	20
	4 increments	4	4 increments	4	8-9 increments	16
	3 increments	3	3 increments	3	6-7 increments	12
	2 increments	2	2 increments	2	4-5 increments	8
	1 increment	1	1 increment	1	2-3 increments	4
SG 1-9 (Non-General Services Positions) <i>Education: 5 points</i> <i>Training: 5 points</i> <i>Experience: 20 points</i>	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
	10 or more increments	5	5 or more increments	5	10 or more increments	20
	8-9 increments	4	4 increments	4	8-9 increments	16
	6-7 increments	3	3 increments	3	6-7 increments	12
	4-5 increments	2	2 increments	2	4-5 increments	8
	1-3 increments	1	1 increment	1	2-3 increments	4
SG 10-22 and SG 27 <i>Education: 5 points</i> <i>Training: 10 points</i> <i>Experience: 15 points</i>	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
	10 or more increments	5	5 or more increments	10	10 or more increments	15
	8-9 increments	4	4 increments	8	8-9 increments	12
	6-7 increments	3	3 increments	6	6-7 increments	9
	4-5 increments	2	2 increments	4	4-5 increments	6
	2-3 increments	1	1 increment	2	2-3 increments	3
SG 24 <i>Education: 10 points</i> <i>Training: 5 points</i> <i>Experience: 15 points</i>	Increments from QS	Points	Increments from QS	Points	Increments from QS	Points
	10 or more increments	10	5 increments	5	10 or more increments	15
	9 increments	8	4 increments	4	8-9 increments	12
	8 increments	6	3 increments	3	6-7 increments	9
	6-7 increments	4	2 increments	2	4-5 increments	6
	4-5 increments	2	1 increment	1	2-3 increments	3

Illustrative example:

Vacant position: **Administrative Assistant II (Disbursing Officer II) – SG 8**
Level and Salary Range: SG 1-9 (Non-General Services)

Qualification Standards per CSC-approved QS
Education : Completion of 2 years in college
Training : 4 hours of relevant training
Experience : 1 year of relevant experience

The date of HRMPSB assessment/ Open Ranking System: **October 03, 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 ADAS II (Disbursing Officer II)		Corresponding Level based on Increments Table
Education	Completion of 2 years in college	Level 5 (based on Table 2.a)
Training	4 hours of relevant training	Level 1 (based on Table 2.b)
Experience	1 year of relevant experience	Level 3 (based on Table 2.c)

- 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.

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 Business Administration	Using Table 2.a, the corresponding level of Applicant A's Education qualification (18 units earned for a Master's degree in Public Administration) is at Level 11 .
18 units earned for a Master's degree in Public Administration	The number of increments for Applicant A's Education qualifications shall be computed by subtracting the minimum QS level (Level 5) from the applicant's qualification level (Level 11), as illustrated below: Applicant's Educ level – QS level = Increment 11 – 5 = 6 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 budget preparation [January 27 to 29, 2021]	The cumulative hours of the relevant training/L&D, which are acquired after the last promotion and within the last 5 years reckoned from the date of HRMPSB assessment, shall be considered for the counting of Increments.
24 hours training on automatic payroll deduction [September 16 to 18, 2020]	In the case of Applicant A, the 24 hours training/L&D on budget preparation and 24 hours training on automatic payroll deduction are considered relevant to the ADAS II (Disbursing Officer II) position. The 8 hours training on liquidation of cash advances 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/L&D shall be 48 hours. Using Table 2.b, the corresponding level of Applicant A's Training qualification (48 hours) is at Level 7 .
16 hours training on Gender Sensitivity Training [October 17 to 18, 2020]	The number of increments for Applicant A's Training qualifications shall be computed by subtracting the minimum QS level (Level 1) from the applicant's qualification level (Level 7), as illustrated below: Applicant's Training level – QS level = Increment 7 – 1 = 6 increments
8 hours training on liquidation of cash advances [February 28, 2012]	Note: Applicant A's last promotion as ADAS I: January 3, 2016 The date of HRMPSB assessment/Open Ranking System: October 03, 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)
Administrative Assistant I from January 3, 2019 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.
Administrative Aide V (Audio-Visual Equipment Operator II) from January 02, 2014 to January 02, 2019	In the case of Applicant A, the relevant experience (January 3, 2019 to present (date of assessment; October 03, 2022)) is 3 years and 9 months. Using Table 2.c, the corresponding level of Applicant A's Experience qualification (3 years and 9 months) is at Level 8 . The number of increments for Applicant A's Experience qualifications shall be computed by subtracting the minimum QS level (Level 3) from the applicant's qualification level (Level 8), as illustrated below: Applicant's Training level – QS level = Increment 8 – 3 = 5 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 for the SG 1-9 (Non-General Services) 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 A			Computation of Points based on Incremental Scales Table 3 ETE Rubrics			Total number of points for ETE
Education	Training	Experience	Education	Training	Experience	
Bachelor's degree in Business Administration	24 hours training on budget preparation [January 27 to 29, 2021]	Administrative Assistant I from January 3, 2016 to July 31, 2019	6 increments	6 increments	5 increments	18 points
18 units earned for a Master's degree in Public Administration	24 hours training on automatic payroll deduction [September 16 to 18, 2020]		Based on Table 3: 5 or more increments = 5 points (out of 5)	Based on Table 3: 5 or more increments = 5 points (out of 5)	Based on Table 3: 4-5 increments = 8 points (out of 20)	
			*Applicant A exceeds the minimum QS of 2-year studies in college	*Applicant A exceeds the minimum QS of 4 hours of relevant training	*Applicant A exceeds the minimum QS of 1 year of relevant experience	
			*Applicant A earned the maximum points (5 points) allotted for Education	*Applicant A earned the maximum points (5 points) allotted for Training	*Applicant A earned 8 points out of the maximum of 20 points allotted for Education	

- 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



**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

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) 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 Doctorate3 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	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
Master's degree in Physical Education and Sports	
24 units earned for a Doctorate degree in Education Leadership and Management	

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]	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. 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 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
24 hours training on Inclusive Education [September 16 to 18, 2020]	
16 hours training on curriculum contextualization or localization [October 20 to 22, 2015]	
8 hours training on liquidation cash advances [February 28, 2013]	

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	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
Master Teacher I (MAPEH) from January 3, 2016 to July 30, 2021	
Teacher III (MAPEH) from January 02, 2013 to January 02, 2016	

- 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	20 points
Master's degree in Physical Education and Sports		Master Teacher I (MAPEH) from January 3, 2016 to July 30, 2021	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]		*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:
 - 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.



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Human Resource Merit Promotion & Selection Board (HRMPSB)

DATA PRIVACY CONSENT FORM

We at the HRMPSB are committed to provide you with services that are compliant to the Data Privacy Act (RA 10173) including its IRR as well as the other guidelines and issuances by the National Data Privacy Commission (NPC).

Processing of Personal Data:

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, birthdate, and the like, may be used for (1) ranking purposes only; (2) monitoring the update of your application; (3) sending notifications/updates; and (4) other similar activities, in connection to your application for employment or promotion. Said information will only be used for activities related to recruitment, selection, and appointment and will not be shared by other agencies. For posting on the agency website, **only the names will be indicated** (birthdate/s, and contact numbers will not be included), **if an employee/applicant provides written objection to the posting of names on the website or agency's bulletin board, numeric or alphabetic coding may be resorted to.** Information may be used further by the agency for research and for statistical purposes only.

Data Protection:

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of the personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information and will treat any confidential information under strict confidentiality. In case of a breach, HRMPB shall notify you and inform the National Privacy Commission (NPC) in accordance with NPC Circular 16-03 or Personal Data Breach Management. Personal information collected is stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

Rights of the Data Subject:

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent to my personal data. I understand that my consent does not preclude the existence of other criteria for the lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

Applicant

hrmpsb/way2023



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph