



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

Office of the Schools Division Superintendent

May 2, 2024

DIVISION MEMORANDUM

No. 269, s. 2024

**ANNOUNCEMENT OF VACANCIES FOR ADMINISTRATIVE AIDES AND OTHER
NON-TEACHING POSITIONS AND SCHEDULE OF RECRUITMENT AND
SELECTION PROCESSES**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the recruitment and selection processes of the existing vacant administrative aides and other nonteaching positions specifically assigned to different elementary and secondary schools of SDO Cebu Province.

2. These Plantilla or items were considered “Coterminous with the Incumbent” (CTI status) but the Central Office allowed recently that these items shall be filled up to add or to have additional non-teaching personnel in the elementary and secondary schools to remove the administrative tasks handled by teachers in compliance to **DepEd Order No. 002, s. 2024**
Re: “IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS.”

3. The Division Office always adheres to the **open ranking system** to provide a pool of qualified applicants needed to fill up the vacancies. This Office further emphasizes the provision of **equal employment opportunities** to all qualified applicants who meet the Qualification Standards (QS). **There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations** (2017 ORAOHRA Rule IX. Sec. 83, page 17, Revised 2018, *bold characters supplied*).

4. Interested applicants are enjoined to submit to this Office, through the HR Unit, the following documents on or before May 7, 2024/Tuesday using a white folder with **proper tabbing**:

- a. Letter Intent addressed to the Schools Division Superintendent;
- b. CSC Form 212-Personal Data Sheet, Revised 2017 (with latest 2x2 ID picture);
- c. School Records/Transcript of Records (High School Report Card and Diploma);
- d. Certificates of Participation in training/s attended/taken in the last five (5)

years;

- e. Certificates of Employment or Service Record;



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- f. Latest Performance (RPMS for DepEd insider applicants) in the (last) **Rating Cycle** or **Rating Period** with **numerical rating** (at least one (1) rating period);
- g. Outstanding Accomplishments based on **DO No. 007, s. 2023** Re: “Guidelines in the Recruitment, Selection, and Appointment in the Department of Education” (if available);
- h. Computed **General Weighted Average/Grade Point Average** for applicants with college units or at least two (2) years in college (if available);
- i. NBI Clearance or Police Clearance;
- j. Data Privacy Consent Form (may be filled up during the interview);**
- k. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant/s (may be filled up during the interview);** and
- l. Other supporting documents that may support the application.

Except for original documents, all other documents must be certified as true copies by the immediate supervisor/head of the office or any notary public. **All original documents must be presented during the interview to the screening committee.**

5. The qualification standards for the aforementioned positions are as follows:

Position Title/Salary Grade	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Aide I (Utility Worker 1), SG 01	Php 13, 000.00	Must be able to read and write	None Required	None Required	None Required
Administrative Aide II (Utility Worker II), SG 02	Php 13, 819.00	Must be able to read and write	None Required	None Required	None Required
Administrative Aide III (Driver I), SG 03	Php 14, 678.00	Elementary Graduate	None Required	None Required	Valid Professional Driver’s License
Administrative Aide IV (Driver II), SG 04 (Secondary)	Php 15, 586.00	Elementary Graduate	None Required	None Required	Valid Professional Driver’s License
Administrative Aide IV (Clerk II), SG 04 (Elementary)	Php 15, 586.00	Completion of Two (2) Years in College	None Required	None Required	Career Service Subprofessional (First Level Eligibility)
Security Guard I/SG 03	Php 14, 678.00	High School Graduate	None Required	None Required	Valid Security Guard’s License

6. The schedule/s of the selection processes is/are the following:

Date/s	Activities
May 3-7, 2024 (Friday-Tuesday)	Submission of Letter of Intent and machine/certified true copies of all



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	documents on qualification standards and outstanding accomplishments (Submission to the Records Section/Unit for Tracking purposes)
May 8-11, 2024 (Wed-Sat)	Evaluation of the documents by the HRMPSB/HR Unit
May 13, 2024 (Monday)	Presentation of the initial evaluation results to the applicants; Signing of the Initial Evaluation Result (IER) by the applicants; Written examination and interview Venue: SDO Conference Hall
May 15-25, 2024 (Thursday-Saturday)	Ten (10)-day posting of the tentative ranking results on the Division website
May 27, 2024 (Monday)	Encoding of corrections to the final rank list
May 28, 2024 (Tuesday-onwards)	Issuance of assignment advice or appointment to the selected applicants by the appointing officer

7. The names of the elementary and secondary schools where the above-mentioned positions will be deployed assigned are the following:

Position/Item (s)	Name of School (s)	District (s)
Administrative Aide IV (Clerk II) (Elem)	Pinamungajan CES	Pinamungajan 2
Administrative Aide IV (Clerk II) (Elem)	Sibonga CES	Sibonga
Administrative Aide IV (Driver II) (Secondary)	BM Panares MNHS (deployed to Pablo Villamera IS/Sugbusog winner, with registered vehicle)	Barili 1/San Fernando 1
Administrative Aide IV (Driver II) (Secondary)	Tayud NHS (deployed to Arcelo MNHS with a registered vehicle)	Consolacion 2/Liloan
Administrative Aide II (Utility Worker II)	Pilipog ES	Cordova
Administrative Aide I (Utility Worker I)	Rizal ES	Pinamungajan 2
Administrative Aide I (Utility Worker 1)	South Poblacion ES	San Fernando 1
Administrative Aide I (Utility Worker 1)	San Fernando CES	San Fernando 1
Administrative Aide I (Utility Worker 1)	Pitalo ES	San Fernando 1
Administrative Aide I (Utility Worker 1)	Sabang ES	Sibonga
Administrative Aide I (Utility Worker 1)	Bacay ES	Minglanilla 1
Administrative Aide I (Utility Worker 1)	Tayud CES	Consolacion 2
Administrative Aide I (Utility Worker 1)	Pitalo NHS	San Fernando 1
Administrative Aide I (Utility Worker 1)	Aloguinsan NHS	Aloguinsan (deploy to Vito NHS)





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Administrative Aide I (Utility Worker 1)	Sibonga NHS	Sibonga (deploy to Tulay NHS)
Administrative Aide I (Utility Worker 1)	Lipata CES	Minglanilla 2
Administrative Aide III (Driver I)	San Remigio NHS	San Remigio 1
Administrative Aide III (Driver I)	Lipata NHS	Minglanilla 2
Security Guard I	Pinamungajan NHS	Pinamungajan 2
Security Guard I	San Fernando Open & Night High School	San Fernando 1
Administrative Aide I (Utility Worker 1)	Tajao CES	Pinamungajan 2
Administrative Aide I (Utility Worker 1)	Medellin CES	Medellin
Administrative Aide I (Utility Worker 1)	Patupat ES	Barili 2
TOTAL NUMBER OF VACANT ITEMS TO BE FILLED UP = 23 ITEMS ONLY		

Note: The deployment plan is still subject to change depending on the number of nonteaching personnel assigned in the above-mentioned schools after the conduct of the personnel audit by the Division Office.

8. Applicants who are not willing to be assigned to the above-mentioned schools are discouraged from applying. Applicants who will sign a waiver after the issuance of the assignment advice will be blacklisted by the HRMPSB in future ranking processes.

9. All application folders must be submitted to the Records Section/Unit for the issuance of the Tracking Number to identify the timely submission of documents and for legal purposes. The Records Section/Unit is responsible for forwarding these application folders to the HRMPSB/HR Unit.

10. Please refer to the enclosures for further details regarding this ranking process or procedures.

11. Wide dissemination of and strict compliance with this Memorandum is hereby directed/desired.


SENEN PRISCILO P. PAULIN CESO V
Schools Division Superintendent





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Enclosure No. 1

**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE AIDE I/II OR UTILITY
WORKER 1/II**

**1. MAINTENANCE OF THE CLEANLINESS AND ORDERLINESS OF THE ASSIGNED
AREA**

- Cleans the offices and hallways
- Cobwebs from the ceiling dusted and removed regularly
- Sweeps the floor and exterior area
- Cleans the windows, furniture, air-conditioning filter, and cover in the assigned area
- Cleans and maintains floor surfaces, ceilings and windows (mopping, sweeping, scrubbing, vacuuming)
- Launders (ed) rags

2. MAINTENANCE OF PROPER SANITATION

- Polishes and sanitizes toilets, sinks, mirrors
- Fills soaps/sanitizers
- Cleans restrooms and replenishes supplies

3. COMPLIANCE WITH WASTE MANAGEMENT

- Collects and transports waste from offices to waste storage area
- Washes and decontaminates waste bins once a day and as necessary
- Practices waste management and proper segregation of waste materials
- Empties trash receptacles and ensures appropriate disposal of trash

4. LANDSCAPING AND GROUND IMPROVEMENT

- Drains and cleans (ed) gutters and canals and assisted in the landscaping of zones and concreting of pathways

5. MAXIMUM UTILIZATION OF SERVICE/OTHER TASKS

- Reports to the concerned personnel any damages that need repairs, e.g. leaking water, pipes, broken furniture and fixture, etc.
- Ensures that all doors and windows are locked and lights are turned off before leaving
- Moves equipment and furniture around the building
- Assist with meal service tasks or prepare simple foods occasionally
- Changes light bulbs
- Decorate premises for special events
- Performs other tasks as may be assigned

6. GENERAL BEHAVIOR (INCLUDING ATTITUDE, ATTENDANCE AND GROOMING)

- No absences/tardiness
- Always in clean clothes with ID and well-groomed
- Courteous, diligent, honest, and respectable to superior, personnel and visitors
- Shows initiative and positive attitude towards work and follows protocol of the Office





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Enclosure No. 2

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE AIDE III/IV/DRIVER I/II

1. DRIVING

- Drives the service vehicle
- Drives clients to their desired destinations
- Assists passengers with loading and unloading their luggage
- Listens to traffic and weather reports to stay up-to-date on road conditions
- Adjusts the route to avoid heavy traffic on road constructions as needed

2. VEHICLE MAINTENANCE

- Keeps the service vehicle in good condition and performs troubleshooting and maintenance as needed
- Recommends repair or replacement of damaged parts to the General Services Unit and follows up to ensure vehicle serviceability at all times
- Prepares fuel and oil consumption and distance traveled and submits reports to General Services
- Ensures the car seats are clean and comfortable for all passengers
- Schedule regular car service appointments and report any issues
- Maintain interior and exterior cleanliness of the service vehicle

3. MESSENGERIAL AND PHOTOCOPYING/ADMINISTRATIVE SUPPORT

- Brings memos, and documents to offices
- Photocopies documents as needed
- Answers telephone calls and refers the caller to the proper office or personnel or takes down the message and relays it to the proper office/staff/authority/personnel
- Receives and records in logbook documents addressed to the office and turns over to the head of office (as needed)

4. PROVISION OF ACCURATE TIME RECORDS OF THE SERVICE VEHICLE'S DEPARTURE AND ARRIVAL

5. PROFESSIONAL GROWTH AND DEVELOPMENT

- Must attend at least one seminar, training, workshop, or conference for personal and professional advancement or development.
- **Must undergo a drug test every year and maintain a valid DRIVER'S LICENSE regularly (driver's license must be renewed regularly).**





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Enclosure No. 3

**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE AIDE IV OR CLERK II
(ELEMENTARY)**

1. MAIN TASKS: (performs other tasks as may be assigned by higher authority)

- Performs data entry, types correspondence, reports, and statistical data
- Collects and compiles statistical data manually and through the use of a computerized system (Needs basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the internet)

2. PERSONNEL MATTERS

- Receives applications for employment, leaves, queries and documents pertaining to personnel actions for submission to the Division or higher office
- Prepares a list of teachers qualified to be reclassified based on approved ERFs
- Records and files all issuances on salary schedules and other employees' benefits

SALARY ADMINISTRATION AND PERSONNEL RECORDS

- Gathers and collates payroll files from schools/district offices
- Records and files attendance of personnel/employees
- Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay, and maternity benefits) not included in the regular payroll, as instructed.
- Processes leave applications from districts or schools

3. BENEFITS ADMINISTRATION

- Receives and records on leave card, application for monetization of leave credits
- Receives applications for leave (sick, vacation, scholarships, and training) and records for processing.
- Receives, processes, and updates leave credits of employees and vacation service credits of teachers
- Coordinates with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees
- Validates/Verifies Provident, PAG-IBIG, and other loans from private lending institutions
- Receives and processes loan applications for DepEd Provident Fund Program

4. PERSONNEL INFORMATION SYSTEM

- Receives and accepts applications for upgrading and reclassification of positions
- Keeps complete and updated information of all officials and employees and relevant records in their 201 files
- Follows-up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files
- Receives requests for service records, and updates and prepares documents for release upon approval of AOIV for Personnel
- Records and releases documents after personnel action
- Prepares certificate of employment
- Collates and files performance ratings
- Tabulates and prints performance ratings of all employees for PBB/benefits



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Enclosure No. 4

DUTIES AND RESPONSIBILITIES OF SCHOOL SECURITY GUARD I

Security Guard's duties often include securing premises and personnel by patrolling property, monitoring surveillance equipment, and inspecting buildings and equipment. Security Guard's duties can also access points as well as permitting or prohibiting entry.

In a nutshell, the duties of a school security guard include: Protecting students and staff members within the school grounds. Responding to emergencies, and enforcing campus rules and regulations.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Safeguard and Protection Management	<ol style="list-style-type: none">1. Interview the client, inspect the luggage, and require them to sign in the visitors' logbook before letting them enter the school or building premises.2. Inspect or check the vehicles, inquire about their purpose, and still let them register in the visitors' logbook to prevent hazardous and untoward incidents from happening.3. Conduct daily inspections of the entire school premises to ensure the safety of the school.4. Goes on Patrol or roving to check the safety of students, faculty, staff, and visitors.5. Accord suspicious persons and report unusual happenings and incidents during class hours to maintain peace and order on the school campus.
Record Management	<ol style="list-style-type: none">1. Submit reports regularly to the head of officer or principal and maintain a visitor's logbook.
Professional Growth and Development	<ol style="list-style-type: none">1. Participate in national, regional, division-wide, or in-school activities that will increase and improve awareness and promotion.2. Must attend at least one seminar, training, workshop, or conference for personal and professional advancement or development.3. Must undergo a drug test every year and maintain a valid security guard's license regularly/every year (security guard's license must be renewed regularly).





**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 Education: 5 points Training: 5 points Experience: 20 points	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) Education: 5 points Training: 5 points Experience: 20 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 Education: 5 points Training: 10 points Experience: 15 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 Education: 10 points Training: 5 points Experience: 15 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)	
8 hours training on liquidation of cash advances (February 28, 2012)	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
	<i>Note: Applicant A's last promotion as ADAS I January 3, 2016 The date of HRMPSB assessment/Open Ranking System: October 03, 2022</i>

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 18 units earned for a Master's degree in Public Administration	24 hours training on budget preparation [January 27 to 29, 2021] 24 hours training on automatic payroll deduction [September 16 to 18, 2020]	Administrative Assistant I from January 3, 2016 to July 31, 2019	6 increments Based on Table 3: 5 or more increments = 5 points (out of 5) *Applicant A exceeds the minimum QS of 2-year studies in college *Applicant A earned the maximum points (5 points) allotted for Education	6 increments Based on Table 3: 5 or more increments = 5 points (out of 5) *Applicant A exceeds the minimum QS of 4 hours of relevant training *Applicant A earned the maximum points (5 points) allotted for Training	5 increments Based on Table 3: 4-5 increments = 8 points (out of 20) *Applicant A exceeds the minimum QS of 1 year of relevant experience *Applicant A earned 8 points out of the maximum of 20 points allotted for Education	18 points

- d. Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.
- e. The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:
- i. Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis; provided, that the units and/or degrees earned are relevant to the position applied for; provided further, that the subjects completed are not duplicated.
 - ii. Consistent with the provisions of the CSC ORAOHRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of

giving points, except for positions that involve practice of profession covered by board laws.

- iii. Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (LLB.) or Juris Doctor (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as equivalent to professional doctorate units/degrees in other non-law academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules governing the bar, subject to further clarificatory guidelines as may be issued by the LEB.
- iv. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular (MC) No. 3, s. 2021 (*General Guidelines on Digital/ Online Learning in the Public Sector*).
- v. Relevant experience gained from part-time work of at least four (4) hours per day may be considered; provided, that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the months or years of relevant experience submitted shall be transmuted to the equivalent months or years of experience based on the CSC-required eight (8)-hour per day workday.
- vi. Relevant Experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment. Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.
- f. Applicable provisions under Rule VIII Part I to IV of the CSC ORAOHRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.

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

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

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

Where:

x = Performance Rating

5 = Highest Possible PR in DepEd RPMS

WA = Weight Allocation for Performance

(10 points for General Services; 20 points for Other Groups of Positions/Salary Grades)

Illustrative examples:

<p>Vacant Position: Administrative Aide VI – SG 6 (General Services)</p> <p>$x = 4.356$ WA = 10</p> <p>Points_(Performance) = 4.356/5 * 10 = 8.712</p>	<p>Vacant position: Administrative Assistant II (Disbursing Officer II) – SG 8 (Other groups of positions/Salary Grades)</p> <p>$x = 4.356$ WA = 20</p> <p>Points_(Performance) = 4.356/5 * 20 = 17.424</p>
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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 job or position that is relevant to the position to be filled.

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

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

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

a.2. External applicants

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

Table 4. Midpoint Value of the RPMS Rating

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

Illustrative example:

Vacant position:

Administrative Assistant II (Disbursing Officer II) – SG 8
(Other groups of positions/Salary Grades)

Adjectival Performance Rating Scale in the previous job:

Below Expectation; Needs Improvement; Good; Strong; Role Model

Performance rating of the applicant: Strong

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

Points_(Performance) = 3.995/5 * 20 = 15.98

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

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

- b. **Positions with no experience requirement.** Applicants to positions that do not require previous experience must submit the board examination or Career Service Eligibility ratings. For General Services positions that do not have Eligibility requirement, the General Weighted Average (GWA) in the highest academic/grade level earned shall be required. The HRMPSB must develop a system that transmutes the GWA to a percentage scale. 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/GWA transmuted to percentage scale

WA = Weight Allocation for Performance

(10 points for General Services; 20 points for Other Groups of Positions/Salary Grades)

Illustrative examples:

<p><i>Vacant Position:</i> Administrative Aide III – SG 3 <i>(General Services)</i></p> <p>$x = 82.75$ (GWA) WA = 10</p> <p>Points_(performance) = $82.75/100 * 10 = 8.275$</p>	<p><i>Vacant position:</i> Administrative Assistant II (Disbursing Officer II) – SG 8 <i>(Other groups of positions/ Salary Grades)</i></p> <p>$x = 82.75$ (CS Eligibility rating) WA = 20</p> <p>Points_(performance) = $82.75/100 * 20 = 16.55$</p>
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For honor graduates covered by Presidential Decree (PD) 907 titled, *Granting Civil Service Eligibility to College Honor Graduates*, the following rubric shall apply.

Honors Earned	Points_(Performance)
Summa Cum Laude	20 points
Magna Cum Laude	19 points
Cum Laude	18 points

Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on QS, must submit latest performance rating/s covering one (1) year performance in the current or previous job or position. The computation stipulated in Item 4(a) shall apply.

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.

Table 5 below enumerates the components of Outstanding Accomplishments and the corresponding maximum points for each component.

Table 5. Components of Outstanding Accomplishments

Component	Points_(Outstanding Accomplishments)
Awards and Recognition	4 points
Research and Innovation	4 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 Non-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 General Services positions and 10 points for other groups of position/salary grade).

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 citations or commendations, academic or inter-school awards, or outstanding employee awards.

a.1. **Citation or Commendation.** This shall apply only to applicants for **General Services positions.**

Means of verification: Letter of Citation or Commendation from previous employer

Rubrics:

Number of Citations	Points _(Citation)
Three (3) or more letters of citation	4 points
Two (2) letters of citation	3 points
One (1) letter of citation	2 points

a.2. **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. Ten Outstanding Students of the Philippines (TOSP) Award; or
- C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination.

Rubrics:

Number of Awards	Points _(Academic/Inter-School Award)
At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board/CS Eligibility Examination	4 points
At least two (2) academic or inter-school awards	3 points
At least one (1) academic or inter-school award	2 points

a.3. **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:

Level	Points (Outstanding Employee Award)
Applicants from external institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from schools division office	
Regional Level Search or Higher	4 points
Division/Provincial/City Level Search	2 points
Applicants from schools	
Division Level Search or Higher	4 points
School/Municipality/District Level Search	2 points

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. NSPC 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.

An applicant to a General Services position who has presented Letter/s of Citation/Commendation and/or Outstanding Employee Award, shall be given points based on either Category a.1 (Citation or Commendation) or Category a.3 (Outstanding Employee Award), whichever is higher.

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 is likewise approved by authorized body) of the concept/s developed in the research.

Applicants from regional office	
National Level Speakership or Higher	2 points
Regional Office Speakership	1 point
Applicants from schools division office	
Regional Level Speakership or Higher	2 points
Division/Provincial/City Level Speakership	1 point
Applicants from schools	
Division Level Speakership or Higher	2 points
School/Municipality/District Speakership	1 point

- 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:

Level	Points(NEAP Learning Facilitator)
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant Apple is applying for an Administrative Assistant II (Disbursing Officer II) position in SDO Vigan City. She has been promoted as Administrative Assistant I in August 2015 in the same SDO. For the purpose of computing her Outstanding Accomplishments, she submitted the following MOVs:

Outstanding Accomplishments	Points based on Rubric	HRMPSB Remarks
Awards and Recognition: Outstanding Employee Award 2013 in SDO Vigan City (complete MOVs submitted)	2 points	Not credited; MOV has been used in the last promotion as ADAS I
Outstanding Employee Award 2016 in Region I (complete MOVs submitted)	4 points	Credited
Resource Speakership/Learning Facilitation: Certificate of Recognition as Learning Facilitator in 2018 Annual Budget Conference in SDO Vigan City (declared in the portfolio; no MOV submitted)	1 point	Not credited due to non-submission of required MOVs
Certificate of Recognition as Learning Facilitator in 2017 Annual Budget Conference in SDO Vigan City (complete MOVs submitted)	1 point	Credited

Applicant Apple gets four (4) points for her Outstanding Employee Award earned in 2016 and one (1) point for her Resource Speakership in 2017. However, zero (0) or no point is given to Apple under Resource Speakership due to non-submission of the required MOVs, and under Awards and Recognition on her Outstanding Employee Award last 2013 since the award was earned and credited in her last promotion. Applicant Apple gets a total of five (5) points in Outstanding Accomplishments.

Rubrics:

MOVs Submitted	Points_(Innovation/Research)
A, B, C & D	4 points
A, B, C & E	4 points
Only A, B & C	3 points
Only A & B	2 points
Only A	1 point

For collaborative research studies/innovation, 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 NTWGs 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 Committee;
- B. Certificate of Participation or Attendance; and
- C. Output/Adoption by the organization/DepEd.

Rubrics:

MOVs Submitted	Points_(SME)
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/Mcrit/Commendation/Appreciation;
- C. Slide deck/s used and/or Session guide/s.

Rubrics

Level	Points_(Resource Speakership/Learning Facilitation)
Applicants from external institution	
Organizational Level Speakership or Higher	2 points
Local Office Level Speakership	1 point
Applicants from central office	
National Level Speakership or Higher	2 points
Central Office Level Speakership	1 point

6. **Application of Education.** Application of education is the contribution made by an applicant to their workplace as a result of their learnings from *higher* education units or degree/s 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:

MOV's Submitted	Points(Application of Education)	
	Relevant	Not Relevant
ALL MOV's	10 points	5 points
Only A & B	7 points	3 points
Only A	5 points	1 point

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 Other Groups of Positions/Salary Grades)

Illustrative example:

Vacant position:

Administrative Assistant II (Disbursing Officer II) – SG 8

(Other groups of positions/Salary Grades)

$x = 82.75$

WA = 10

$$\text{Points}_{(\text{Application of Education})} = 82.75/100 * 10 = 8.275$$

7. **Application of Learning and Development (L&D).** Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of L&D or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of *relevant intervention* as stipulated in Item 6(a) of this Order shall apply.

Means of verification:

- A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- B. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;
- D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

Rubrics:

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

8. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component	Points _(Potential)
Written Examinations (WE)	5 points
Skills or Work Sample Tests (S/WST)	10 points
Behavioural Events Interview (BEI)	5 points

In case the above measures are not applicable to applicants to General Services positions, the HRMPSB may design other evaluative assessment strategies that are appropriate and specific for them in order to assess their potential, provided that it follows the ceiling points (55 points) set in Table 1.

- 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

(5 points for Other Groups of Positions/ Salary Grades)

Illustrative example:

Vacant position:

Administrative Assistant II (Disbursing Officer II) – SG 8

(Other groups of positions/ Salary Grades)

$x = 85$

$WA = 5$

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

- 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 Other Groups of Positions/ Salary Grades)

Illustrative example:

Vacant position:
Administrative Assistant II (Disbursing Officer II) - SG 8
(Other groups of positions/ Salary Grades)

$x = 85$; $WA = 5$

Points_(WE) = $85/100 * 10 = 8.5$

- c. **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 (Situation-Task-Action-Results) 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 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.



Republic of the Philippines

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

Enclosure # 6

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 with 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 that we collect (ed). 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 (ed) 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/vay2024



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