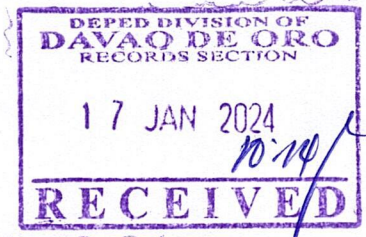




Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



**Office of the Schools Division  
 Superintendent**

January 15, 2024

DIVISION MEMORANDUM  
 No. **026**, s. 2024

**ACCEPTANCE OF APPLICATION FOR THE VACANT POSITIONS  
 IN THE SCHOOLS DIVISION OF DAVAO DE ORO**

To: OIC, Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Public Schools District Supervisors  
 Elementary and Secondary School Administrators  
 HRMPSB Members  
 All Interested Qualified Applicants

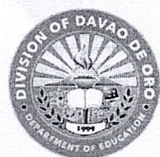
1. The Schools Division of Davao de Oro is now accepting applications to the following positions, to wit:
2. The Qualification Standards for the positions are as follows:

<b>Position: : ADMINISTRATIVE OFFICER II</b> OSEC-DECSB-ADOF2-750254-2021; 750291-2021; 750199-2020; 750054-2016; 750051-2023; 750052-2023; 750053-2023; 750054-2023; 750055-2023; 750056-2023; 750057-2023; 750058-2023; 750059-2023; 750060-2023; 750061-2023; 750062-2023; 750063-2023; 750064-2023; 750065-2023; 750066-2023; 750067-2023; 750068-2023; 750069-2023; 750070-2023; 750071-2023; 750072-2023.  New Kapatagan NHS- OSEC-DECSB-ADOF2-750073-2023 Cagan NHS- OSEC-DECSB-ADOF2-750074-2023	<b>No. of Vacancy:</b> Twenty-Eight (28)
--	---

<b>Monthly Salary:</b> Php27,000.00	<b>Salary Grade:</b> 11
<b>QUALIFICATION STANDARDS</b>	
<b>EDUCATION</b>	Bachelor's degree relevant to the job
<b>TRAINING</b>	None required
<b>EXPERIENCE</b>	None required
<b>ELIGIBILITY</b>	Career Service (Professional) Second Level Eligibility

<b>Position: : PROJECT DEVELOPMENT OFFICER I</b> OSEC-DECSB-PDO1-750029-2023; 750030-2023; 750031-2023; 750032-2023; 750033-2023; 750034-2023.	<b>No. of Vacancy:</b> Six (6)
<b>Monthly Salary:</b> Php27,000.00	<b>Salary Grade:</b> 11

<b>QUALIFICATION STANDARDS</b>	
<b>EDUCATION</b>	Bachelor's degree relevant to the job
<b>TRAINING</b>	None required
<b>EXPERIENCE</b>	None required
<b>ELIGIBILITY</b>	Career Service (Professional) Second Level Eligibility



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 11






Republic of the Philippines  
**Department of Education**  
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**SCHOOLS DIVISION OF DAVAO DE ORO**

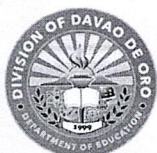
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<b>Position : REGISTRAR I</b> OSEC-DECSB-R1-750061-2016; 750025-2016; 750027-2016.		<b>No. of Vacancy:</b> Three (3)	
<b>Monthly Salary:</b> Php27,000.00		<b>Salary Grade:</b> 11	
<b>QUALIFICATION STANDARDS</b>			
<b>EDUCATION</b>	Bachelor's degree		
<b>TRAINING</b>	None required		
<b>EXPERIENCE</b>	None required		
<b>ELIGIBILITY</b>	Career Service (Professional) Second Level Eligibility		

3. The Schools Division of Davao de Oro highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) to apply the vacant positions.
4. The evaluation shall be based on Enclosure No. 5 of DepEd Order No. 007, s. 2023 Guidelines on Recruitment, Selection, and Appointment in the Department of Education on the Criteria and Point System for Hiring and Promotion under Non-Teaching Positions.
5. Interested qualified applicants should signify their interest in writing, attached the **complete** pertinent documents and submit to Records Section, DepEd Division Office, DepEd Building, Capitol Complex, Cabidanan, Nabunturan, Davao de Oro. Deadline of submission will be on **January 26, 2023 at 5:00** in the afternoon.
6. Applicants must ensure to attach **notarized Annex C** of this memorandum and tick the status of submission of every basic documentary requirement complied. The applicants assume full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus Sworn Statement. Any violation will automatically disqualify the applicants from the selection process.
7. Prompt and wide dissemination of this memorandum is desired.

  
**CRISTY C. EPE CESOV**  
 Schools Division Superintendent

Encl.: As stated  
 Reference:  
 FN: HRMPSB Vacant AO II, PDO I & Registrar I Items



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	2 of 11





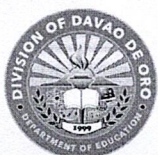
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**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

Enclosure No. 1

**Schedule of Recruitment, Selection and Appointment Process**

<b>Activities</b>	<b>Schedule</b>	<b>In-Charge</b>	<b>Venue</b>
Publication of vacant positions	January 12, 2024	Admin Officer IV	Division Office Bulletin and website
Deadline of submission of application documents	January 26, 2024	Records Section	Records Unit
Verification of CAV of applicants to CHED Office/SUCs	As soon as application submitted to this Office	HRMPSB Secretariat	Personnel Unit
Preliminary Screening and Initial Evaluation of the Qualification of Applicants	February 1-9,2024	Admin Officer IV/Secretariat	Personnel Unit
HRMPSB Deliberation/ Comparative Assessment of Applicants <ul style="list-style-type: none"><li>• Written Examination</li><li>• Behavioral Events Interview</li><li>• HRMPSB Final Deliberation and preparation of CAR/ CAR-RQA</li></ul>	February 12-27, 2024  Specific date shall be announced through Division Memorandum	HRMPSB	
Submission of CAR-RQA to the Appointing Authority(SDS)	March 8, 2024	HRMPSB	Office of the Schools Division Superintendent
Issuance of Appointment with complete documentary requirements	March 13. 2024	Admin Officer IV	Personnel Section
Posting of Issued Appointments	March 18, 2024	Admin Officer IV/Secretariat	Division Office Bulletin and website



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	3 of 11



## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For : \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	VERIFICATION (To be filled-out by the HRMO/HR Office/sub-committees)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office;			
b. Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> with <b>Work Experience Sheet</b> and 1 Passport size ID picture;			
c. Photocopy of valid and updated <b>PRC License/ID</b> (not expired/or to expire within 6 months upon submission of application or Proof of Eligibility ;			
d. Photocopy of Certificate of Eligibility ( <b>CSC</b> )/Report of Rating, if applicable;			
e. Photocopy of scholastic/academic record such as but not limited to Certification on the Authenticity and Veracity ( <b>CAV</b> ) Transcript of Records ( <b>TOR</b> ) and Diploma/certification on <b>CAR</b> , including completion of graduate and post-graduate units/degrees, if available;			
f. Photocopy of Certificate/s of Training, if applicable;			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;			
h. Photocopy of latest appointment, if applicable;			
i. Photocopy of the Performance Rating in the <b>last rating period(s)</b> covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) using the attached form ( <b>Annex C</b> ), <b>notarized by authorized official</b> ; and			
k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:			
i. Means of Verification (MOVs) showing: <b>Outstanding Accomplishments, Application of Education, and Application of Learning and Development</b> reckoned from the date of last issuance of appointment; and			
ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled; if applicable.			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

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

**DATA PRIVACY CONSENT**

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

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

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





Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
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(Reference: DepEd Order No. 007, s.2023 Enclosure No.5)

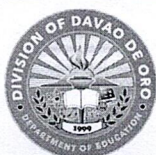
**CRITERIA AND POINT SYSTEM FOR HIRING AND  
 PROMOTION TO NON-TEACHING POSITIONS**

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.

The following is the point system for Evaluative Assessment for Non-Teaching Position:

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



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	4 of 11





Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

**1. EDUCATION**

Education Units and/or degree **relevant to the position** to be filled, **exceeding** the minimum qualification requirements in the CSC-approved QS

*Means of verification:*

Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available

**2. TRAINING**

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**.

*Means of verification:*

Certificate/s of Training

**3. EXPERIENCE**

Experience **relevant to the position** to be filled, **exceeding** the minimum qualification requirements as defined in the CSC-approved QS.

*Means of verification:*

Service Record or Certificate of Employment

**4. PERFORMANCE**

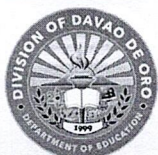
Performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.

**a. Positions with Experience Requirement.** Applicants to positions that require experience must submit latest performance rating/s covering one year performance in the current and previous job or position that is relevant to the position to be filled.

**a.1. Internal Applicants:**

The performance rating required for internal applicants shall be the rating derived from RPMS-IPCR Form with at least Very Satisfactory (VS) Rating in the last rating period 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).



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	5 of 11





Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
 Superintendent**

**a.2. External Applicants:**

Certificate of Rating supported with Performance Evaluation Tool. External applicant/s to vacant positions with experience requirements 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 position that do not require previous experience must submit the board examination or Career Service Eligibility ratings.

For honor graduates covered by PD 907, corresponding points for honors earned shall be given. 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 on QS, must submit latest performance rating/s covering one (1) year performance in the current or previous job or position.

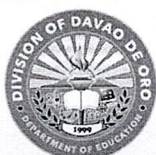
5. **OUTSTANDING ACCOMPLISHMENTS.** Refer to meritorious contributions of an applicant, such as ideas, interventions, or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position.

**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

*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).



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	6 of 11





Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
 Superintendent**

**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.

*Means of verification:*

- a. Academic or inter-school award; or
- b. Certificate or any document showing 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.

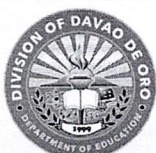
Rubrics:

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.



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	7 of 11





Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

Office of the Schools Division  
 Superintendent

Rubrics:

Level	Points(Outstanding Employee Award)
<b>Applicants from external institution</b>	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
<b>Applicants from central office</b>	
National Level Search or Higher	4 points
Central Office Search	2 points
<b>Applicants from regional office</b>	
National Level Search or Higher	4 points
Regional Office Search	2 points
<b>Applicants from schools division office</b>	
Regional Level Search or Higher	4 points
Division/Provincial/City Level Search	2 points
<b>Applicants from schools</b>	
Division Level Search or Higher	4 points
Schools/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. Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies.

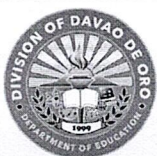
**b. Research and Innovation**

*Means of verification:*

- Proposal duly approved by the Head of Office or the designated Research Committee per D.O. No. 16, s. 2017
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovations or research within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
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



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	8 of 11





Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

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.

*Means of verification:*

- Issuance of Memorandum showing the membership in NTWG or Committee;
- Certificate of Participation or Attendance; and
- Output/Adoption by the organization/DepEd.

Rubrics:

<b>MOVs Submitted</b>	<b>Points</b>
ALL MOVs	3 points
Only A & B	2 points

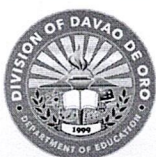
- d. Resource Speakership/Learning Facilitation.** This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s. These may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells(LAC) sessions.

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

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

Rubrics:

<b>Level</b>	<b>Points</b>
<b>Applicants from external institution</b>	
Organizational Level Speakership or Higher	2 points
Local Office Level Speakership	1 point
<b>Applicants from central office</b>	
National Level Speakership or Higher	2 points
Central Office Level Speakership	1 point
<b>Applicants from regional office</b>	
National Level Speakership or Higher	2 points
Regional Office Level Speakership	1 point
School/Municipality/District Speakership	1 point



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	9 of 11





Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
 Superintendent**

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

**e. NEAP Accredited Learning Facilitator.** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).

*Means of verification:*

- a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- b. Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office

Rubrics:

Level	Points
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	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.

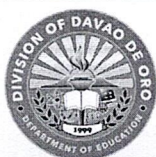
**a. Positions with Experience Requirement.**

*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:

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



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	10 of 11





Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
 Superintendent**

**b. Positions with no experience requirement.** Applicants shall submit the **General Weighted Average (GWA)** in the highest academic/grade level earned as evidenced by Transcript of Records/Certificate of GWA/Diploma/Special Order from CHED or other certifications.

**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. *(Acquired after the last promotion)*

*Means of verification:*

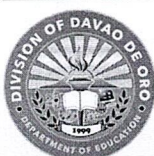
- Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- 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;
- Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;
- 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** (Written Examination, Behavioral Event Interview (BEI) and Skills or Work Sample Test.

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



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	11 of 11