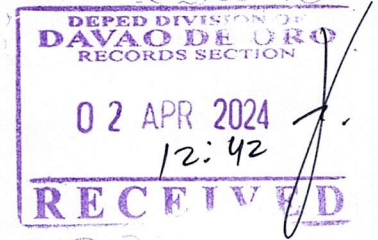




Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent

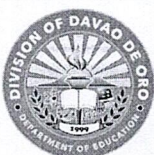
April 2, 2024

DIVISION MEMORANDUM  
No. 271, s. 2024

**ACCEPTANCE OF APPLICATIONS FOR VARIOUS VACANT POSITIONS**

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

1. This Office announces the acceptance of applicants to the following positions, to wit:
  - a. School Principal IV
  - b. School Principal III
  - c. School Principal II
  - d. School Principal I
  - e. Assistant School Principal II
  - f. Head Teacher III
  - g. Head Teacher II
  - h. Head Teacher I
2. 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.
3. The evaluation shall be based on Enclosure No. 3 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 School Administration Positions.
4. Applicants for departmentalized/subject area Head Teacher positions (Implementing Unit Secondary School) should attach notarized list of teachers per subject area.



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Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
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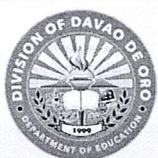
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**Department of Education**  
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**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

5. Interested qualified applicants should signify their interest in writing, attached the **complete** pertinent documents **fastened with tabbing in every criterion** in one (1) folder and submit to Records Section, DepEd Division Office, DepEd Building, Capitol Complex, Cabidanan, Nabunturan, Davao de Oro. Deadline of submission will be on **April 15, 2024 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.
8. Attached are the Qualification of Standards for the positions in the Enclosure No. 1, Schedule of Recruitment, Selection and Appointment Process in Enclosure No. 2, Criteria and Point System for Hiring and Promotion to School Administration Positions in Enclosure No. 3 and the Checklist of Requirements in Enclosure No. 4.
9. Immediate dissemination of this memorandum is desired.

By the Authority of the  
Schools Division Superintendent:

**NORBERTO S. MANLANGIT MPA**  
Administrative Officer V  
Officer-In-Charge



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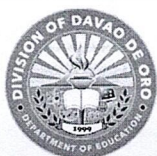


Enclosure No. 1

Secondary Level <b>Position: SCHOOL PRINCIPAL IV</b>  OSEC-DECSB-SP4-750011-2019		<b>No. of Vacancy:</b> One (1)
<b>Monthly Salary:</b> Php71,511.00		<b>Salary Grade:</b> 22
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	
<b>TRAINING</b>	Forty (40) hours of relevant training	
<b>EXPERIENCE</b>	Three (3) years as Principal	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

Secondary Level <b>Position: SCHOOL PRINCIPAL III</b>  OSEC-DECSB-SP3-750016-2019; OSEC-DECSB-SP3-750016-2020.		<b>No. of Vacancy:</b> Two (2)
<b>Monthly Salary:</b> Php63,997.00		<b>Salary Grade:</b> 21
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	
<b>TRAINING</b>	Forty (40) hours of relevant training	
<b>EXPERIENCE</b>	Two (2) years as Principal	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

Elementary Level <b>Position: SCHOOL PRINCIPAL III</b>  OSEC-DECSB-SP3-750014-2020		<b>No. of Vacancy:</b> One (1)
<b>Monthly Salary:</b> Php63,997.00		<b>Salary Grade:</b> 21
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	
<b>TRAINING</b>	Forty (40) hours of relevant training	
<b>EXPERIENCE</b>	Two (2) years as Principal	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	



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Secondary Level <b>Position: SCHOOL PRINCIPAL II</b>		<b>No. of Vacancy:</b> One (1)
OSEC-DECSB-SP2-750020-2019		
<b>Monthly Salary:</b> Php57,347.00		<b>Salary Grade:</b> 20
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	
<b>TRAINING</b>	Forty (40) hours of relevant training	
<b>EXPERIENCE</b>	One (1) years as Principal	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

Elementary Level <b>Position: SCHOOL PRINCIPAL II</b>		<b>No. of Vacancy:</b> Four (4)
OSEC-DECSB-SP2-750019-2019; 750007-2011; 750009-2016; 750261-2010.		
<b>Monthly Salary:</b> Php57,347.00		<b>Salary Grade:</b> 20
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	
<b>TRAINING</b>	Forty (40) hours of relevant training	
<b>EXPERIENCE</b>	One (1) years as Principal	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

Senior High School <b>Position: ASSISTANT SCHOOL PRINCIPAL II</b>		<b>No. of Vacancy:</b> One (1)
OSEC-DECSB-ASP2-750018-2016		
<b>Monthly Salary:</b> Php51,357.00		<b>Salary Grade:</b> 19
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 10 units in professional education	
<b>TRAINING</b>	Eight (8) hours of relevant training	
<b>EXPERIENCE</b>	Two (2) year of relevant experience	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	





Elementary Level <b>Position: SCHOOL PRINCIPAL I</b>		<b>No. of Vacancy:</b> Six (6)
OSEC-DECSB-SP1-750630-2010; 750616-2010; 750627-2010; 750620-2010; 750574-2010; 750668- 2010.		
<b>Monthly Salary:</b> Php57,347.00		<b>Salary Grade:</b> 19
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	
<b>TRAINING</b>	Forty (40) hours of relevant training	
<b>EXPERIENCE</b>	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

Secondary Level <b>Position: HEAD TEACHER III</b>		<b>No. of Vacancy:</b> Two (2)
OSEC-DECSB-HTEACH3-750339-1998 (Araling Panlipunan)		Pantukan NHS
OSEC-DECSB-HTEACH3-750015-2020 (Preferably: English/MAPEH/Araling Panlipunan)		LS Sarmiento NHS
<b>Monthly Salary:</b> Php39,672.00		<b>Salary Grade:</b> 16
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	
<b>TRAINING</b>	Twenty-four (24) hours of relevant training	
<b>EXPERIENCE</b>	Head Teacher for 2 years; or Teacher for 5 years	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

Elementary Level <b>Position: HEAD TEACHER III</b>		<b>No. of Vacancy:</b> One (1)
OSEC-DECSB-HTEACH3-750307-1998		
<b>Monthly Salary:</b> Php39,672.00		<b>Salary Grade:</b> 16
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	
<b>TRAINING</b>	Twenty-four (24) hours of relevant training	
<b>EXPERIENCE</b>	Head Teacher for 2 years; TIC for 2 years; or Teacher for 5 years	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

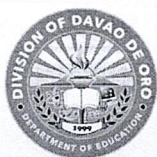




Elementary Level <b>Position: HEAD TEACHER II</b>		<b>No. of Vacancy:</b> Eight (8)
OSEC-DECSB-HTEACH2-750205-1998; 750213-1998; 750215-1998; 750052-2019; 750217-1998; 750211-1998; 750023-2020; 750212-1998.		
<b>Monthly Salary:</b> Php36,619.00		<b>Salary Grade:</b> 15
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	
<b>TRAINING</b>	Twenty-four (24) hours of relevant training	
<b>EXPERIENCE</b>	Head Teacher for 1 year; TIC for 1 year; or Teacher for 4 years	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

Secondary Level <b>Position: HEAD TEACHER I</b>		<b>No. of Vacancy:</b> Seven (7)
OSEC-DECSB-HTEACH1-750054-2022 (Preferably: TLE/ Mathematics/Filipino/ESP)		Monkayo NHS
OSEC-DECSB-HTEACH1-750075-2016; 750076-2016; 750074-2016; 750066-2016; 750068-2016; 750069-2016.		School Head Positions
<b>Monthly Salary:</b> Php33,843.00		<b>Salary Grade:</b> 14
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	
<b>TRAINING</b>	Twenty-four (24) hours of relevant training	
<b>EXPERIENCE</b>	Teacher-In-Charge for 1 year; or Teacher for 3 years	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

Elementary Level <b>Position: HEAD TEACHER I</b>		<b>No. of Vacancy:</b> Ten (10)
OSEC-DECSB-HTEACH1-750015-2009; 750140-2011; 750022-2008; 750084-1998; 750012-2009; 750007-2009; 750031-2020; 750029-2020; 750089-2020; 750027-2020.		
<b>Monthly Salary:</b> Php33,843.00		<b>Salary Grade:</b> 14
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	
<b>TRAINING</b>	Twenty-four (24) hours of relevant training	
<b>EXPERIENCE</b>	Teacher-In-Charge for 1 year; or Teacher for 3 years	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	



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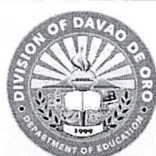
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Enclosure No. 2

### Schedule of Recruitment, Selection and Appointment Process

<b>Activities</b>	<b>Schedule</b>	<b>In-Charge</b>	<b>Venue</b>
Publication of vacant positions	March 25, 2024	Admin Officer IV	Division Office Bulletin and website
Deadline of submission of application documents	April 15, 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	April 16-30,2024	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>	Specific date shall be announced through Division Memorandum	HRMPSB	
Submission of CAR-RQA to the Appointing Authority(SDS)	May 20, 2024	HRMPSB	Office of the Schools Division Superintendent
Issuance of Appointment with complete documentary requirements	June 3, 2024	Admin Officer IV	Personnel Section
Posting of Issued Appointments	June 10, 2024 onwards	Admin Officer IV/Secretariat	Division Office Bulletin and website



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Enclosure No. 3

(Reference: DepEd Order No. 007, s.2023 Enclosure No.3)

**CRITERIA AND POINT SYSTEM FOR HIRING AND  
PROMOTION TO SCHOOL ADMINISTRATION POSITIONS**

The assessment for school administration 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 School Administration Position:

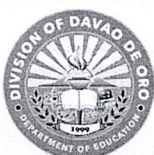
Criteria	Breakdown of Points		
	SG 11-15	SG 16-22	SG 24
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>

**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



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## 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. 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).

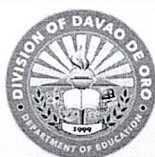
### b. External Applicants:

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

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	7 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



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**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. ten 10 points).

**a. Awards and Recognition.** This may refer to outstanding employee awards and or awards as trainer/coach.

**a.1. Outstanding Employee Award**

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)
<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

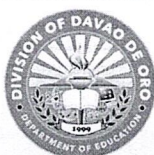
**a.2 Award as Trainer/Coach.** This refers to awards gained by applicants as trainer/coach in any academic or non-academic competitions/activities.

Means of verification:

- a. Any issuance or memorandum designating the applicant as trainer/coach;
- b. Certificate of Recognition/Appreciation as Trainer/Coach of a Winning Contestant/Event/Activity.

Rubrics:

Level	Points(Trainer/Coach Award)
Champion or Highest Placer in the National Level	3 points
Champion or Highest Placer in the Regional Level	2 points
Champion or Highest Placer in the Division/Provincial Level	1 point





For multiple awards received from the same award giving body and/or award category that are conducted in series or progressive manner, only the highest-level award shall be considered (e.g. 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.

**b. Research and Innovation**

*Means of verification:*

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

Rubrics:

MOVs Submitted	Points
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.

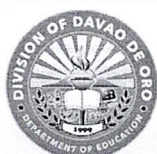
- c. Subject Matter Expert/Membership in National TWGs or Committees.** This shall apply to applicants who have been chosen and requested to use their technical knowledge, skills and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to 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 of Memorandum showing the membership in NTWG or Committees;
- b. Certificate of Participation or Attendance; and
- c. Output/Adoption by the organization/DepEd.

Rubrics:

MOVs Submitted	Points
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):

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

Rubrics:

Level	Points
<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
<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

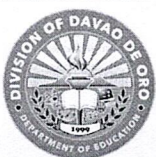
- e. NEAP Accredited Learning Facilitator.** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).

*Means of verification:*

- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- 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 education degree/s and units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled.

*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

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

**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:*

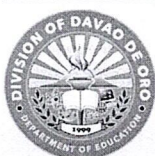
- a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or 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** (Written Examination and Behavioral Event Interview (BEI))

Component	Points (Potential)	
	Appointment to Entry Level School Principal positions (SP I, ASP II)	Appointment to Other and Higher School Head positions
Written Examinations (WE)	10 points	5 points
Behavioural Events Interview (BEI)	5 points	10 points



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
 Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
 Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

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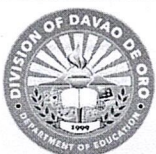


a. **Written Examination.** Refers to the standard examination which measures the knowledge, language proficiency, ability to present ideas, judgement and leadership ability of the applicant.

For the purpose of hiring and appointment to entry level school principal positions, the applicant's score in the Principal's Test/National Qualifying Examination for School Heads (NQESH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the competent on Written Examination (10 points).

b. **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 STAR approach to validate whether the key behaviours that are linked to the required competencies have been exhibited by the applicant. The BEI may be used to assess the following areas:

- i. *Aptitude.* 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.* Shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
- iii. *Fitness.* 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.





## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_

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.	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), notarized by authorized official;</b>			
c.	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;			
d.	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 ;			
e.	Photocopy of Certificate of Eligibility ( <b>CSC</b> )/Report of Rating/LET Rating;			
f.	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;			
g.	Photocopy of Certificate/s of Training acquired in the last promotion but within the last five (5) years;			
h.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;			
i.	Photocopy of latest appointment, if applicable;			
j.	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; 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.