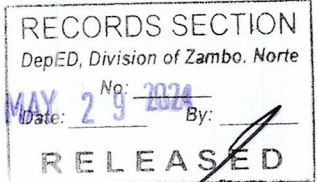




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



May 28, 2024

Division Memorandum
No. 292 s. 2024

**CALL FOR APPLICANTS FOR VACANT SCHOOL ADMIN - HEAD TEACHER
(ELEMENTARY and SECONDARY) POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL
NORTE**

**To: Public Schools District Supervisors
School Heads for Elementary and Secondary Level
Administrative Officer II
All Others Concerned**

1. In line with Schools Division Office D4D (Decentralization, Devolution, Delegation and Deputization), where the conduct of primary selection of lower positions is decentralized and localized at the district level, this Division invites all interested and qualified applicants for the vacant Head Teacher I, Head Teacher II, Head Teacher III and Head Teacher V positions stipulated in Enclosure No. 1.

2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit a **sequenced, numbered and organized pertinent documents with complete and correct tabbing per applicable checklist fastened in a color-coded folder.**

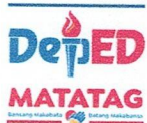
Elementary - Orange

Secondary - Purple

The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification per DepEd Order (No. 19 s. 2022).

3. **Applicants are required to secure Division Unique Application Number (Link found in Enclosure No. 4**

4. All qualified applicants must submit their pertinent documents for application to the **preferred districts through the Office of the Public School District Supervisor c/o District Designated Administrative Officer II on or before June 7, 2024, Friday until 5:00pm only.** Pursuant to DO 7 s. 2023, failure to submit mandatory documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843

Email: zn.division@deped.gov.ph

Website: www.depedzn.net

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

5. The hiring and promotion process for School Admin positions will adhere to the criteria and point system outlined in **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"**. Points obtained based on the old guidelines will no longer be considered or accepted.
6. The following enclosures contain the information, procedures and timeline:
 - **Enclosure No. 1** – List of Vacancies
 - **Enclosure No. 2** – CSC Prescribed Minimum Qualification Standard
 - **Enclosure No. 3** – Timeline of Activities
 - **Enclosure No. 4** – Submission of Application Process Flow
 - **Enclosure No. 5** – Checklist of Requirements
 - **Enclosure No. 6** – Score Sheet
7. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.
8. This Division adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83).
9. For information, guidance and compliance.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

PSU/gdm/CallforApplicantsforHeadTeacher/May 28, 2024



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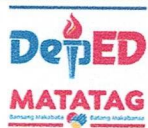
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.1 to DM No. 292, s.2024

LIST OF VACANCIES

ELEMENTARY

No.	DISTRICT	Plantilla Item No.	Position	No. of VACANCY				Vice
				HT1	HT2	HT3	HT5	
CLUSTER I								
1	RIZAL	OSEC-DECSB-HTEACH1-570038-2015	HEAD TEACHER I	2				BONGCAWIL, HENRY ACALretired
2		OSEC-DECSB-HTEACH1-570073-2014	HEAD TEACHER I		SANTIAGO, LEO COLOT,retired			
3	S. OSMEÑA I	OSEC-DECSB-HTEACH1-570030-2009	HEAD TEACHER I	1				SUMANDURAN, ROMY MONTANO,deceased
4	S. OSMEÑA II	OSEC-DECSB-HTEACH3-570015-2020	HEAD TEACHER III			1		ALMIRANTE, HERMISA BILLONES,retired
5	MUTIA DISTRICT	OSEC-DECSB-HTEACH1-570011-2002	HEAD TEACHER I	1				SUMALPONG, NOEL BAG AO,retired
6	Piñan District	OSEC-DECSB-HTEACH1-570057-2017	HEAD TEACHER I	1				ESTOQUE, JESSICA DAYMIEL,retired
CLUSTER II								
7	KATIPUNAN I	OSEC-DECSB-HTEACH3-570403-1998	Head Teacher III			1		FEROLINO, LUIS ANDIG,promoted
CLUSTER III								
8	SIAYAN	OSEC-DECSB-HTEACH1-570006-2011	HEAD TEACHER I	1				EGUIA, HENRY RECTASO,retired
CLUSTER IV								
9	BACUNGAN	OSEC-DECSB-HTEACH2-570049-2017	HEAD TEACHER II		1			TAGARO, DIONESIO LUNA,promoted



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10	LILOY I	OSEC-DECSB- HTEACH1-570054- 2008	HEAD TEACHER I	2				ONGCOL, SELENE ESTOQUE,retired
11		OSEC-DECSB- HTEACH1-570080- 2016	HEAD TEACHER I					CABAÑOG, JUANITO JR. DUNGOG,promoted

CLUSTER V

12	GUTALAC II	OSEC-DECSB- HTEACH5-570016- 2020	Head Teacher V				1	PENASO, HELEN OROSCA,promoted
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CLUSTER VI

13	SIOCON	OSEC-DECSB- HTEACH2-570017- 2021	Head Teacher II		1			SARIOL, SARYA WARAS,retired
14	SIBUCO	OSEC-DECSB- HTEACH2-570049- 2020	Head Teacher II		1			REQUILME, MONTANO JR. TURALBA,promoted

8 3 2 1



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SECONDARY

No.	DISTRICT	PLANTILLA ITEM No.	POSITION	NO. OF VACANT POSITION		Vice
				HT 1	HT3	
CLUSTER I						
1	LA LIBERTAD- LA LIBERTAD NHS	OSEC- DECSB- HTEACH3- 570420-1998	HEAD TEACHER III		1	ALDOJESA, RAMON COBRITO,retired
CLUSTER III						
2	SINDANGAN CENTRAL-SNAS	OSEC- DECSB- HTEACH1- 570173-2020	HEAD TEACHER I	1		YUNGOT, GLICERIA YNTONG,retired
3	SINDANGAN CENTRAL-SNAS	OSEC- DECSB- HTEACH3- 570039-2000	HEAD TEACHER III		1	CALUNSAG, RIZALDO E.,retired
4	SINDANGAN NORTH-Siari John H. Roemer MNHS	OSEC- DECSB- HTEACH1- 570058-2014	HEAD TEACHER I	1		LOPEZ, EVELYN ISAW,retired
CLUSTER IV						
5	LILLOY I-Liloy NHS	OSEC- DECSB- HTEACH3- 570005-2005	HEAD TEACHER III		1	SECRETO, RODULFO JR BIASON,promoted
CLUSTER V						
6	LABASON - Ubay NHS	OSEC- DECSB- HTEACH1- 570029-2015	HEAD TEACHER I	1		AGUIJON, MELITA OMANDAM,retired
7	- Kipit - Agro FHS	OSEC- DECSB- HTEACH1- 570017-2018	HEAD TEACHER I	1		ARNOCO, LORNA BENTAZAR,promote

4 3



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REGION IX
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Enclosure No.2 to DM No. 292, s.2024

CSC QUALIFICATION STANDARD

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ELEMENTARY					
HEAD TEACHER I	14	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
HEAD TEACHER II	15	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for one (1) year; or TIC for one (1) year; or Teacher for four (4) years	RA 1080 (Teacher)
HEAD TEACHER III	16	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for two (2) years; or TIC for two (2) years; or Teacher of five (5) years	RA 1080 (Teacher)



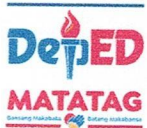
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HEAD TEACHER V	18	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for 4 years or MT for 3 years	RA 1080 (Teacher)
SECONDARY – JUNIOR HIGH SCHOOL HEAD TEACHER I	14	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
HEAD TEACHER III	16	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (TEACHER)



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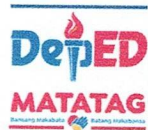
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.3 to DM No. 292, s.2024

TIMELINE OF ACTIVITIES

DATE	ACTIVITY
May 28, 2024 (Tuesday) 8:00AM-5:00pm	Submission of Application Documents
June 7, 2024 (Friday) 8:00am-5:00pm	Deadline for Submission of Application Documents
June 3, 2024 (Monday) 9:00am	Online Orientation for all interested qualified applicants (via official FB Page: DepEd Tayo - Schools Division of Zamboanga del Norte)
June 10-14, 2024	INITIAL EVALUATION REPORT (IER)
June 17-19, 2024 (Monday-Wednesday) 8:00am-5:00pm	Comparative Assessment/Issuance of IES/Preparation of CAR
June 21, 2024 (Friday)	Submit the CAR to the Appointing Authority
June 24, 2024 (Monday)	Post the CAR in three (3) conspicuous places



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.4 to DM No. 292, s.2024

SUBMISSION OF APPLICATION PROCESS FLOW

1. Qualified applicants are advised to follow the procedure for the submission of application documents as stated:
 - 1.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through **depedzn.net** or <https://depedzn.net/appreg>
 - 1.b. Update Personal Information
 - 1.c. Click Apply Now
 - 1.d. Select desired Position
 - 1.e. Click **Apply Now** Button
 - 1.f. Select District
 - 1.g. Select School/Office and click Continue
 - 1.h. Click Print Applicant Profile
 - 1.i. Download and Print (Attach Printout in the Application Documents)



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REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.5 to DM No. 292 , s.2024

Name of Applicant: _____ DUAN: _____

Position Applied For: _____

School of the Position Applied for.: _____ Contact Number: _____ Ethnicity: _____

Religion: _____

Person with Disability: Yes () No () Solo Parent: Yes () No ()

Instruction: Initial assessment of documents should be done in the presence of the applicant for the position. A photocopy of this accomplished checklist should be

provided to the applicant.

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant, Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
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			
c. Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at www.csc.gov.ph ;			
d. Photocopy of valid and updated PRC License/ID, if applicable			
e. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
f. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
g. Photocopy of Certificate/s of Training, if applicable			
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 IPCRF and Certification of Performance Rating duly signed by the Administrative Officer V (Helen Tangon) in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> ➢ Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment. ➢ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled. 			

Attested:

 HRMO/AO II Designate

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is 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

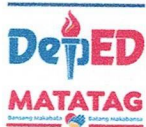
I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes compliance with the laws, rules, and regulations being implemented by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

 Name and Signature of Applicant

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

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)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 electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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Department of Education

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

SCHOOL PRINCIPAL I-IV, ASSISTANT SP I-III, HT I-V Positions

NATURAL VACANCY

Name of Applicant: _____

Position Applied: _____

Home Address: _____

Minimum QS: _____

Contact Number/E-mail: _____

CRITERIA		MAXIMUM POINTS	POINT SYSTEM GUIDELINES		APPLICANT'S SCORE																																																
A.	EDUCATION	10	Units and/or degree relevant to the position	Note 1 - The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Increments Tables (1.2.3.) and the Rubrics for ETE Points. Note 2 - Only those qualifications that are relevant to the position to be filled shall be given points. Note 3 - Meeting the minimum (baseline) QS requirements shall have zero (0) point.																																																	
B.	TRAINING	10	Acquired after the LAST promotion but within the last five (5) years																																																		
C.	EXPERIENCE	10	Relevant to the position.																																																		
D.	PERFORMANCE	25	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 Points = (IPCR/5) (25)																																																		
E.	OUTSTANDING ACCOMPLISHMENTS	10	<i>Acquired after the last promotion – Cumulative</i> National level individual awards given by CSC, Metrobank, NEDA, DAP, DepEd shall be given maximum points (10) in Outstanding Accomplishments																																																		
	E-1 Awards/Recognition	7	Points																																																		
	E-1A Outstanding Employee Award		<table border="1"> <thead> <tr> <th>E-1A</th> <th>Number of Awards</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="3">Applicants from external institution</td> </tr> <tr> <td></td> <td>Organizational Level Search or Higher</td> <td>4</td> </tr> <tr> <td></td> <td>Local Office Search</td> <td>2</td> </tr> <tr> <td colspan="3">Applicants from central office</td> </tr> <tr> <td></td> <td>National Level Search or Higher</td> <td>4</td> </tr> <tr> <td></td> <td>Central Office Search</td> <td>2</td> </tr> <tr> <td colspan="3">Applicants from regional office</td> </tr> <tr> <td></td> <td>National Level Search or Higher</td> <td>4</td> </tr> <tr> <td></td> <td>Regional Office Search</td> <td>2</td> </tr> <tr> <td colspan="3">Applicants from schools division office</td> </tr> <tr> <td></td> <td>Regional Level Search or Higher</td> <td>4</td> </tr> <tr> <td></td> <td>Division/Provincial/City Level Search</td> <td>2</td> </tr> <tr> <td colspan="3">Applicants from schools</td> </tr> <tr> <td></td> <td>Division Level Search or Higher</td> <td>4</td> </tr> <tr> <td></td> <td>School/Municipality /District Level Search</td> <td>2</td> </tr> </tbody> </table>		E-1A	Number of Awards	Points	Applicants from external institution				Organizational Level Search or Higher	4		Local Office Search	2	Applicants from central office				National Level Search or Higher	4		Central Office Search	2	Applicants from regional office				National Level Search or Higher	4		Regional Office Search	2	Applicants from schools division office				Regional Level Search or Higher	4		Division/Provincial/City Level Search	2	Applicants from schools				Division Level Search or Higher	4		School/Municipality /District Level Search	2	
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	E-1B Awards as Trainer/Coach		<table border="1"> <thead> <tr> <th>E-1B</th> <th>LEVEL</th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td></td> <td>Champion or Highest Placer in the National Level</td> <td>3</td> </tr> <tr> <td></td> <td>Champion or Highest Placer in the Regional Level</td> <td>2</td> </tr> <tr> <td></td> <td>Champion or Highest Placer in the Division/Provincial Level</td> <td>1</td> </tr> </tbody> </table> <p><i>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.</i></p>		E-1B	LEVEL	POINTS		Champion or Highest Placer in the National Level	3		Champion or Highest Placer in the Regional Level	2		Champion or Highest Placer in the Division/Provincial Level	1																																					
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	E-2. Research/Innovation	4	MOVs Points																																																		
	A. Proposal duly approved by the SDS or the designated Research Committee DO16, s.2017		<table border="1"> <tbody> <tr> <td>Four (4) MOVs Research Proposal, Accomplishment Report, Certification of Utilization, & Certification of Adoption</td> <td>4</td> </tr> <tr> <td>Four (4) MOVs Research Proposal, Accomplishment Report, Certification of Utilization, & Proof of Citation by Other Researchers</td> <td>4</td> </tr> <tr> <td>Three (3) MOVs Research Proposal, Accomplishment Report and Certification of Utilization</td> <td>3</td> </tr> <tr> <td>Two (2) MOVs Research Proposal and Accomplishment Report</td> <td>2</td> </tr> <tr> <td>One (1) MOV Research Proposal</td> <td>1</td> </tr> </tbody> </table>		Four (4) MOVs Research Proposal, Accomplishment Report, Certification of Utilization, & Certification of Adoption	4	Four (4) MOVs Research Proposal, Accomplishment Report, Certification of Utilization, & Proof of Citation by Other Researchers	4	Three (3) MOVs Research Proposal, Accomplishment Report and Certification of Utilization	3	Two (2) MOVs Research Proposal and Accomplishment Report	2	One (1) MOV Research Proposal	1																																							
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One (1) MOV Research Proposal	1																																																				
	B. Accomplishment Report verified by the SDS.																																																				
	C. Certification of utilization of the innovation or research, within the school/office duly signed by the SDS.																																																				
	D. Certification of adoption of the innovation or research by another school/office duly signed by the SDS. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research.																																																				
			<p><i>For collaborative research studies/innovation, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i></p>																																																		

E-3. SM Expert/ NTWG/Committee	3	MOVs		Points		
		Three (3) MOVs 1. Issuance or Memorandum showing the membership in National TWG or Com. 2. Certificate of Participation or Attendance, and 3. Output/ Adoption by the organization/DepEd.		3		
E-4. Resource Speaker/ Learning Facilitation	2	Level		Points		
		Applicants from external institution Organizational Level Speakership or Higher Local Office Level Speakership Applicants from central office National Level Speakership or Higher Central Office Level Speakership Applicants from regional office National Level Speakership or Higher Regional Office Speakership Applicants from schools division office Regional Level Speakership or Higher Division/Provincial/City Level Speakership Applicants from schools Division Level Search or Higher School/Municipality /District Level Speakership		2 1 2 1 2 1 2 1 2 1		
E-5. NEAP Accredited Learning Facilitator	2	Certificate of Recognition as Learning Facilitator issued by NEAP				
		Accredited National Assessor Accredited National Trainer Accredited Regional Trainer		2 1.5 1		
F. APP OF EDUCATION	10	<i>(Acquired after the last promotion)</i>				
The contribution made by an applicant to their workplace as a result of their learnings from education degree/sand units earned such as applied concepts, processes, and skills that are relevant to the position to be filled.		MOVs Submitted		Points		
		Three (3) MOVs		Relevant	NOT Relevant	
		1. Action Plan approved by the Head of Office (HO) 2. Accomplishment Report verified by the HO. 3. Certification of the utilization/ adoption signed by HO		10	5	
		Two (2) MOVs				
1. Action Plan approved by the Head of Office 2. Accomplishment Report verified by the HO		7	3			
One (1) MOV						
1. Action Plan approved by the Head of Office		5	1			
G. APPLICATION OF L&D	10	<i>(Acquired after the last promotion)</i>				
1) Certification on any applicable L&D aligned with the IDP 2) Action Plan/REAP/ JEL/ Impact Project applying the learnings from the L&D intervention attended, duly approved by the HO. 3) Accomplishment Report & Certification that L&D intervention was adopted by the office - local level. 4) Accomplishment Report & Certification that L&D intervention was adopted by a different office at the local/higher level.		Four (4) MOVs		10	5	
		1.Certificate of Training/Certification L&D aligned w/IDP 2.Aproved Action Plan/RE-entry Action Plan, JEL 3.Accomplishment Report w/certification that L7D intervention was adopted by the office at the local level 4.Accomplishment Report w/certification that L&D intervention was adopted by the office at the local level				
		Three (3) MOVs		7	3	
		1.Certificate of Training/Certification L&D aligned w/IDP 2.Aproved Action Plan/RE-entry Action Plan, JEL 3.Accomplishment Report w/certification that L7D intervention was adopted by the office at the local level				
Two (2) MOVs		5	1			
1.Certificate of Training/Certification L&D aligned w/IDP 2.Aproved Action Plan/RE-entry Action Plan, JEL						
H. POTENTIAL	15	<i>The points earned from each area are cumulative to determine the total points for BEI component.</i>				
Applicant's inability to take the principal's test shall not be considered grounds for disqualification. NO test shall only mean no score under the written exam component.		Principal-I, ASP-II (Entry-level SP Positions)		Appointment to Other and Higher SH Positions		
		Written Exam	NQESH Numerical Score/200)*10 = Points	10	SDO-developed Numerical Score/100) * 5 = Points	5
		Behavioral EI	Max of 5 points		Max of 10 points	
TOTAL	100	<i>Encoded/Verified by:</i>		SCORE		

I hereby attest to the conduct of the application and assessment process in accordance with the applicable, guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board (HRMPSB), the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for the said position. Furthermore, I hereby affix my signature in this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

Signature of Applicant: _____

Date: _____

Attested by HRMPSB Chairman/Representative: _____

Date: _____