



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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PSB

RECORDS SECTION  
DepED, Division of Zambo. Norte  
No. 5 2024  
Date: By:  
**RELEASED**

Office of the Schools Division Superintendent

July 15, 2024

Division Memorandum  
No. 973 s. 2024

**CALL FOR APPLICANTS FOR VACANT PUBLIC SCHOOLS DISTRICT SUPERVISOR 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**

This Division invites all interested and qualified applicants for the hereunder vacant Teaching Related position:

POSITION	PLANTILLA ITEM NO.	VICE
PUBLIC SCHOOL DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-570078-2014	VALERA, ROSEMINDA BOMEDIANO, retired
	OSEC-DECSB-PSDS-570110-1998	GUMELA, ANTONIO SARDIDO, retired

All interested and qualified applicants should signify their interest in writing, download the **Checklist of Requirements (Enclosure No. 1)**, and submit sequenced with page number and organized pertinent documents per the applicable checklist in a folder with complete tabbing. Documents that are not sequenced and tabbed will not be accepted.

Applicants must secure **Division Unique Application Number (DUAN)** through this link [depedzn.net](https://depedzn.net) or <https://depedzn.net/appreg>, see **Enclosure No. 2**, print out the initial registration form and attach it as the top sheet of the application documents and submit it to the **Division Office-Personnel Section on or before July 26, 2024, Friday, until 5:00 pm only**. Pursuant to DO 19 s 2022, 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](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte





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**Applicants who were included in the latest ranking need not go through the process but have to submit their letter of intent to apply; may opt to have their rating retained or may add additional documents that were not yet assessed.**

Below is the CSC Prescribed Minimum Qualification Standard of the said position.

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Public School District Supervisor	22	Master's Degree in Education or other relevant Master's Degree	16 hours of relevant training	Five years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)

The hiring and promotion process for Teaching Related 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"**. Download the **Score Sheet (Enclosure No. 2)** for your reference on the computation of points.

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).

For the schedule on the timeline of activities, please refer below:

DATE	ACTIVITY	VENUE
July 15, 2024 (Monday) 8:00am-5:00pm	Submission of Application Documents	<b>SDO- Personnel Section</b>
July 26, 2024 (Friday) 8:00am-5:00pm	Deadline for Submission of Application Documents	
July 24, 2024 (Wednesday) 2:00pm	Online Orientation for all interested qualified applicants (via official FB Page: DepEd Tayo - Schools Division of Zamboanga del Norte)	<b>SDO Official FB Page</b>
August 6, 2024 (Tuesday) 8:00am	Comparative Assessment ( <b>SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION</b> )	<b>4<sup>th</sup> Floor, New SDO Bldg.</b>



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This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.

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).

For information, guidance and compliance.

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

*PSU/gdm/CallforApplicantsforRelatedTeachingposition/July15, 2024*



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Enclosure No. 1 of DM No. \_\_\_\_\_ s. 2024

**CHECKLIST OF REQUIREMENTS**  
 (REF. DepEd Order 7, s. 2023)

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 School of the Position Applied for.: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )

DUAN: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
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 Performance Rating/s 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"> <li>➢ 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.</li> <li>➢ 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.</li> </ul>			

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 of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

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

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

\_\_\_\_\_  
 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 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.



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## Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2 to DM No. \_\_\_\_\_, s.2024

### PROCESS to Obtain Division Unique Application Number (DUAN)

1. Create 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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Date / Venue: \_\_\_\_\_

**Department of Education**

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**DUAN:**

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Score Sheet for **RELATED TEACHING (SG 16-23 and SG 27) -PSDS POSITION**

Name of Applicant: \_\_\_\_\_ Position Applied: \_\_\_\_\_

Home Address: \_\_\_\_\_ Minimum QS: \_\_\_\_\_

Education: Master's Degree in Education or other relevant Master's Degree

Experience: Five years cumulative experience in instructional supervision and school management

Contact Number/Email: \_\_\_\_\_ Eligibility: RA 1080 (Teacher)

Trainings: 16 hours of relevant training

CRITERIA		MAXIMUM POINTS	POINT SYSTEM GUIDELINES		APPLICANT'S SCORE				
A.	<b>EDUCATION</b>	<b>10</b>	Units and/or degree <b>relevant</b> to the position	<b>Note 1</b> - The points for ETE, corresponding to the applicant's qualifications <b>exceeding</b> the QS, shall be computed using the Increments Tables (1.2.3.) and the Rubrics for ETE Points.  <b>Note 2</b> - Only those qualifications that are <b>relevant</b> to the position to be filled shall be given points.  <b>Note 3</b> - Meeting the minimum (baseline) QS requirements shall have <b>zero</b> (0) point.					
B.	<b>TRAINING</b>	<b>10</b>	Acquired <b>after</b> the last promotion but within the last <b>five (5) years</b>						
C.	<b>EXPERIENCE</b>	<b>10</b>	<b>Relevant</b> to the position.						
D.	<b>PERFORMANCE</b>	<b>20</b>	Submit latest performance rating/s covering <b>one (1) year</b> performance in the current and previous job or position that is <b>relevant</b> to the position to be filled <b>Points = (IPCR/5) (20)</b>						
E.	<b>OUTSTANDING ACCOMPLISHMENTS</b>	<b>5</b>	<i>Acquired after the last promotion – Cumulative</i> National level individual awards given by CSC, Metrobank, NEDA, DAP, DepEd shall be given <b>maximum points (5) in Outstanding Accomplishments</b>						
	<b>E-1 Awards/Recognition</b>	<b>2</b>	<b>Number of Awards</b>	<b>Points</b>					
	<b>E-1A Academic or Inter-School Awards</b>  <b>MOV's(3):</b> 1. Academic or inter-school award; or  2. Certification or any document showing top notching a Board Examination; or  3. Certificate or any document showing TOSP Award.		<i>E-1A Rubrics Component</i> <table border="1"> <tr> <td><b>At least three (3) academic or inter-school awards or TOSP Award or Top 10 in the Board/CS Eligibility Examinaton</b></td> <td><b>2</b></td> </tr> <tr> <td><b>At least two (2) academic or inter-school awards</b></td> <td><b>1</b></td> </tr> </table>		<b>At least three (3) academic or inter-school awards or TOSP Award or Top 10 in the Board/CS Eligibility Examinaton</b>	<b>2</b>	<b>At least two (2) academic or inter-school awards</b>	<b>1</b>	
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	<b>E-1B Outstanding Employee Award</b>  <b>MOV's (2)</b> 1. Any issuance, memorandum or document showing the Criteria for the Search; and 2. Certificate of Recognition/Merit		<i>E-1B Rubrics</i>						



<b>Applicants from external institution</b>	
Organizational Level Search or Higher	2
Local Office Search	1
<b>Applicants from central office</b>	
National Level Search or Higher	2
Central Office Search	1
<b>Applicants from regional office</b>	
National Level Search or Higher	2
Regional Office Search	1
<b>Applicants from schools division office</b>	
Regional Level Search or Higher	2
Division/Provincial/City Level Search	1
<b>Applicants from schools</b>	
Division Level Search or Higher	2
School/Municipality /District Level Search	1

*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.*

**E-2. Research/Innovation**

5

- A. Proposal duly approved by the Head of Office or the designated Research Committee DO16, 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.

<u>MOVs Submitted</u>	<u>Points</u>
<b>Four (4) MOVs</b> Research Proposal, Accomplishment Report, Certification of Utilization, & Certification of Adoption	5
<b>Four (4) MOVs</b> Research Proposal, Accomplishment Report, Certification of Utilization, & Proof of Citation by Other Researchers	5
<b>Three (3) MOVs</b> Research Proposal, Accomplishment Report and Certification of Utilization	4
<b>Two (2) MOVs</b> Research Proposal and Accomplishment Report	3
<b>One (1) MOV</b> Research Proposal	2

*For collaborative research studies/innovation, the total points shall be **divided** by the number of authors/researchers indicated in the copyright page.*

**E-3. SM Expert/NTWG/Committee**

3

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 NTWG or Committees must, however, relevant to the position being applied for to be given points.

<u>Points</u>	<u>MOVs Submitted</u>
3	<b>Three (3) MOVs</b> 1. Issuance or Memo showing the membership in National TWG or Com. 2. Certificate of Participation or Attendance, and 3. Output/ Adoption by the organization/DepEd.
2	<b>Two (2) MOVs</b> 1. Issuance or Memorandum showing the membership in National TWG or Committee, and 2. Certificate of Participation or Attendance

**E-4. Resource Speaker/Learning Facilitation**

2

<u>Points</u>	<u>Level</u>



<p>Resource Speaker Resource Person Trainer and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC) sessions, etc.</p> <p><b>MOVs (3):</b></p> <ol style="list-style-type: none"> <li>1. Issuance/Memorandum/ Invitation/ Training Matrix</li> <li>2. Certificate of Recognition/ Merit/Commendation/ Appreciation</li> <li>3. Slide deck/s used and/or Session guide/s.</li> </ol> <p>All listed MOVs shall be submitted.</p>		<table border="1"> <tr> <td colspan="2"><b>Applicants from external institution</b></td> </tr> <tr> <td>Organizational Level Speakership or Higher</td> <td>2</td> </tr> <tr> <td>Local Office Level Speakership</td> <td>1</td> </tr> <tr> <td colspan="2"><b>Applicants from central office</b></td> </tr> <tr> <td>National Level Speakership or Higher</td> <td>2</td> </tr> <tr> <td>Central Office Level Speakership</td> <td>1</td> </tr> <tr> <td colspan="2"><b>Applicants from regional office</b></td> </tr> <tr> <td>National Level Speakership or Higher</td> <td>2</td> </tr> <tr> <td>Regional Office Speakership</td> <td>1</td> </tr> <tr> <td colspan="2"><b>Applicants from schools division office</b></td> </tr> <tr> <td>Regional Level Speakership or Higher</td> <td>2</td> </tr> <tr> <td>Division/Provincial/City Level Speakership</td> <td>1</td> </tr> <tr> <td colspan="2"><b>Applicants from schools</b></td> </tr> <tr> <td>Division Level Search or Higher</td> <td>2</td> </tr> <tr> <td>Division/Provincial/City Level Speakership</td> <td>1</td> </tr> </table>	<b>Applicants from external institution</b>		Organizational Level Speakership or Higher	2	Local Office Level Speakership	1	<b>Applicants from central office</b>		National Level Speakership or Higher	2	Central Office Level Speakership	1	<b>Applicants from regional office</b>		National Level Speakership or Higher	2	Regional Office Speakership	1	<b>Applicants from schools division office</b>		Regional Level Speakership or Higher	2	Division/Provincial/City Level Speakership	1	<b>Applicants from schools</b>		Division Level Search or Higher	2	Division/Provincial/City Level Speakership	1	
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<p><b>E-5. NEAP Accredited Learning Facilitator</b></p> <p>Applicants who have been given accreditation as Learning Facilitator by NEAP</p> <p><b>MOVs (2)</b></p> <ol style="list-style-type: none"> <li>1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</li> <li>2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office</li> </ol>	2	<p>Certificate of Recognition as Learning Facilitator issued by NEAP</p> <table border="1"> <tr> <td><b>Accredited National Assessor</b></td> <td><b>2</b></td> </tr> <tr> <td><b>Accredited National Trainer</b></td> <td><b>1.5</b></td> </tr> <tr> <td><b>Accredited Regional Trainer</b></td> <td><b>1</b></td> </tr> </table>	<b>Accredited National Assessor</b>	<b>2</b>	<b>Accredited National Trainer</b>	<b>1.5</b>	<b>Accredited Regional Trainer</b>	<b>1</b>																									
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<p>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.</p>		<p><b>a. Positions with experience requirement</b></p> <table border="1"> <thead> <tr> <th rowspan="2">MOVs Submitted</th> <th colspan="2">Points</th> </tr> <tr> <th>Relevant</th> <th>NOT Relevant</th> </tr> </thead> <tbody> <tr> <td><b>Three (3) MOVs</b></td> <td></td> <td></td> </tr> <tr> <td>1. Action Plan approved by the Head of Office (HO)</td> <td rowspan="3">15</td> <td rowspan="3">9</td> </tr> <tr> <td>2. Accomplishment Report verified by the HO.</td> </tr> <tr> <td>3. Certification of the utilization/ adoption signed by HO</td> </tr> <tr> <td><b>Two (2) MOVs</b></td> <td></td> <td></td> </tr> <tr> <td>1. Action Plan approved by the Head of Office</td> <td rowspan="2">12</td> <td rowspan="2">6</td> </tr> <tr> <td>2. Accomplishment Report verified by the HO</td> </tr> <tr> <td><b>One (1) MOV</b></td> <td></td> <td></td> </tr> <tr> <td>1. Action Plan approved by the Head of Office</td> <td>9</td> <td>3</td> </tr> </tbody> </table> <p><b>b. Positions with no experience requirement</b></p> <p>Points(App of Education)= GWA (transmuted to percentage scale)/100 *15</p>	MOVs Submitted	Points		Relevant	NOT Relevant	<b>Three (3) MOVs</b>			1. Action Plan approved by the Head of Office (HO)	15	9	2. Accomplishment Report verified by the HO.	3. Certification of the utilization/ adoption signed by HO	<b>Two (2) MOVs</b>			1. Action Plan approved by the Head of Office	12	6	2. Accomplishment Report verified by the HO	<b>One (1) MOV</b>			1. Action Plan approved by the Head of Office	9	3					
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<p><b>G APPLICATION OF L&amp;D</b></p>	10	<p><i>(Acquired after the last promotion)</i></p>																															



	MOVs (4) 1) Certification on any applicable L&D aligned with the 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. 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.				
		<b>Four (4) MOVs</b> 1. Certificate of Training/Certification L&D aligned w/IDP 2. Approved 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		10	5
		<b>Three (3) MOVs</b> 1. Certificate of Training/Certification L&D aligned w/IDP 2. Approved Action Plan/RE-entry Action Plan, JEL 3. Accomplishment Report w/certification that L7D intervention was adopted by the office at the local level		7	3
		<b>Two (2) MOVs</b> 1. Certificate of Training/Certification L&D aligned w/IDP 2. Approved Action Plan/RE-entry Action Plan, JEL		5	1
H.	<b>POTENTIAL</b>	<b>20</b>	<i>The points earned from each area are cumulative to determine the total points for BEI component.</i>		
	H-1. Written Exam	5	Measures the knowledge, language proficiency, ability, judgment & leadership	<b>Points = (WE Rating/100) (5)</b>	
	H-2. Skills\WST	10	Evaluates the application of skills relevant to the requirement of the position.	<b>Points = (WST Rating/100) (10)</b>	
	H-2. (BEI)	5	<b>Aptitude</b> -potential, capacity & Ability <b>Characteristics or traits</b> - Psycho-social <b>Fitness</b> - Job, Location & Organizational Fit.	<b>Points = (BEI Rating/100) (5)</b>	
<b>TOTAL</b>		<b>100</b>	Encoded/Verified by:	<b>SCORE</b>	

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: \_\_\_\_\_

Verified by HRMPSB Chairman/Representative: \_\_\_\_\_

Date: \_\_\_\_\_