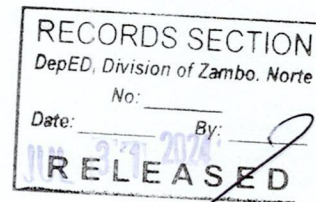




Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

July 31, 2024

Division Memorandum
 No. 415 s. 2024

CALL FOR APPLICANTS FOR VACANT LEVEL 1 AND 2 NONTEACHING 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**

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 following vacant positions:

CLUSTER/DISTRICT	SCHOOL/PLACE OF ASSIGNMENT	POSITION	PLANTILLA ITEM NO.	VICE
CLUSTER 1				
RIZAL (6 items for Administrative Officer II position)	1. Sebaca NHS	ADMIN OFFICER II	OSEC-DECSB-ADOF2-570158-2024	NEW ITEM
	2. Nilabo ES		OSEC-DECSB-ADOF2-570118-2024	NEW ITEM
	3. Mapang ES II		OSEC-DECSB-ADOF2-570117-2024	NEW ITEM
	4. Nasipang ES		OSEC-DECSB-ADOF2-570116-2024	NEW ITEM
	5. Nangcaan ES		OSEC-DECSB-ADOF2-570115-2024	NEW ITEM
	6. Rizalina ES		OSEC-DECSB-ADOF2-570114-2024	NEW ITEM



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CLUSTER/DISTRICT	SCHOOL/PLACE OF ASSIGNMENT	POSITION	PLANTILLA ITEM NO.	VICE
➤ SERGIO OSMEÑA I (4 items for Administrative Officer II position)	1. Situbo ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570125-2024	NEW ITEM
	2. San Juan ES		OSEC-DECSB-ADOF2-570124-2024	NEW ITEM
	3. New Tangub ES		OSEC-DECSB-ADOF2-570123-2024	NEW ITEM
	4. S. Osmeña NHS- Bagong Baguio		OSEC-DECSB-ADOF2-570162-2024	NEW ITEM
➤ SERGIO OSMEÑA II (4 items for Administrative Officer II position)	1. Nebo ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570113-2024	NEW ITEM
	2. Lebote ES		OSEC-DECSB-ADOF2-570111-2024	NEW ITEM
	3. Mahayahay ES		OSEC-DECSB-ADOF2-570122-2024	NEW ITEM
	4. Tinago ES		OSEC-DECSB-ADOF2-570230-2022	TARUC, ANALYN P., transfer
➤ SIBUTAD (1 item for Administrative Officer II position)	1. Libay ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570112-2024	NEW ITEM
CLUSTER 2				
➤ KATIPUNAN I (1 item for Administrative Officer II position)	1. Dabiak NHS	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570154-2024	NEW ITEM
➤ KATIPUNAN II (1 item for Administrative Officer II position)	1. New Dapitan ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570266-2022	JAICTIN, JADE E., Resigned



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CLUSTER/DISTRICT	SCHOOL/PLACE OF ASSIGNMENT	POSITION	PLANTILLA ITEM NO.	VICE
> MANUKAN I (2 items for Administrative Officer II position)	1. Serongan ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570021-2021	BETONIO, MA. CRISTINA S., transfer
	2. Pangandao ES		OSEC-DECSB-ADOF2-570189-2020	TOTAO, CRISNA S., transfer
> MANUKAN II (6 items for Administrative Officer II position)	1. San Antonio ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570135-2024	NEW ITEM
	2. Lingatongan ES		OSEC-DECSB-ADOF2-570134-2024	NEW ITEM
	3. Saluyong ES		OSEC-DECSB-ADOF2-570133-2024	NEW ITEM
	4. Dipane ES		OSEC-DECSB-ADOF2-570132-2024	NEW ITEM
	5. Gupot ES		OSEC-DECSB-ADOF2-570131-2024	NEW ITEM
	6. Saluyong NHS		OSEC-DECSB-ADOF2-570164-2024	NEW ITEM
> ROXAS I (6 items for Admin. Officer II position)	1. Piñalan IS	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570167-2024	NEW ITEM
	2. Tantungon ES		OSEC-DECSB-ADOF2-570130-2024	NEW ITEM
	3. Panampalay ES		OSEC-DECSB-ADOF2-570129-2024	NEW ITEM
	4. Piñamar ES		OSEC-DECSB-ADOF2-570128-2024	NEW ITEM



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	5. Sibatog ES		OSEC-DECSB-ADOF2-570127-2024	NEW ITEM
	6. Lipakan NHS-Langatian NHS Ext.-Lipakan	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570165-2024	NEW ITEM
➤ ROXAS II <i>(1 item for Admin. Officer II position)</i>	1. Situbo ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570126-2024	NEW ITEM
CLUSTER 3				
➤ SIAYAN <i>(5 items for Admin. Officer II position)</i> <i>(1 item for Admin. Assistant II position)</i>	1. Dumoyog ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570142-2024	NEW ITEM
	2. Moyo ES		OSEC-DECSB-ADOF2-570143-2024	NEW ITEM
	3. Tague ES		OSEC-DECSB-ADOF2-570144-2024	NEW ITEM
	4. Datagan NHS		OSEC-DECSB-ADOF2-570160-2024	NEW ITEM
	5. Guigang ES		OSEC-DECSB-ADOF2-570308-2022	APOSTOL, ABIGAIL L., Resigned
	6. Siayan NHS (Senior HS)	ADMIN. ASSISTANT II	OSEC-DECSB-ADAS2-570080-2016	DE LA CRUZ, EUGENE SR. D., promoted
➤ JOSE DALMAN (PONOT) <i>(8 items for Admin. Officer II Position)</i>	1. Tamarok ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570141-2024	NEW ITEM
	2. Diongan Elem. School Ext.-Diwait		OSEC-DECSB-ADOF2-570140-2024	NEW ITEM
	3. Marupay ES		OSEC-DECSB-ADOF2-570139-2024	NEW ITEM



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	4. Lipay ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570138-2024	NEW ITEM
	5. Tabon ES		OSEC-DECSB-ADOF2-570137-2024	NEW ITEM
	6. Bitoon IS		OSEC-DECSB-ADOF2-570169-2024	NEW ITEM
	7. Labakid ES		OSEC-DECSB-ADOF2-570136-2024	NEW ITEM
	8. Ilihan NHS		OSEC-DECSB-ADOF2-570159-2024	NEW ITEM

CLUSTER 4

➤ LILoy I <i>(1 item for Admin. Assistant II position)</i>	1. Comprá NHS	ADMIN. ASSISTANT II	OSEC-DECSB-ADAS2-570080-2016	INCLAN, JOLIBEE C., transfer of Psipop Item
➤ BACUNGAN <i>(6 items for Admin. Officer II Position)</i>	1. Nasiba IS	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570170-2024	NEW ITEM
	2. Midatag ES		OSEC-DECSB-ADOF2-570148-2024	NEW ITEM
	3. Lower Tinaplan ES		OSEC-DECSB-ADOF2-570147-2024	NEW ITEM
	4. Tiniguiban ES		OSEC-DECSB-ADOF2-570146-2024	NEW ITEM
	5. Tinuyop ES		OSEC-DECSB-ADOF2-570145-2024	NEW ITEM
	6. Tinuyop NHS		OSEC-DECSB-ADOF2-570067-2023	JARANAY, LALAINÉ MAE C., transfer
➤ SALUG I <i>(1 item for Admin. Assistant II position)</i>	1. Salug NHS	ADMIN. ASSISTANT II	OSEC-DECSB-ADAS2-570029-2004	ALMONTE, JAIME C., retired



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CLUSTER 5				
➤ GUTALAC I (1 item for AO2) ➤ GUTALAC II (3 items for Admin. Officer II Position)	1. Panganuran ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570152-2024	NEW ITEM
	1. Gutalac NHS-Mamawan Annex	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570119-2024	NEW ITEM
	2. SAS IS		OSEC-DECSB-ADOF2-570171-2024	NEW ITEM
	3. Tipan ES		OSEC-DECSB-ADOF2-570153-2024	NEW ITEM
➤ TAMPILISAN (3 items for Admin. Officer II Position)	1. Malila T. ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570149-2024	NEW ITEM
	2. New Dapitan ES		OSEC-DECSB-ADOF2-570150-2024	NEW ITEM
	3. Tilubog ES		OSEC-DECSB-ADOF2-570151-2024	NEW ITEM
CLUSTER 6				
➤ BALIGUIAN (1 item for Admin. Officer II Position)	1. Linay ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570120-2024	NEW ITEM
➤ SIBUCO (1 item for Admin. Officer II Position)	1. Lingayon ES	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570121-2024	NEW ITEM
	2. Litawan ES		OSEC-DECSB-ADOF2-570128-2023	MUNDING, WAHLEED L., waived
➤ SIOCON (3 items for Admin. Officer II Position)	1. Maharadja Asim IS	ADMIN.OFFICER II	OSEC-DECSB-ADOF2-570168-2024	NEW ITEM
	2. C. Callao IS		OSEC-DECSB-ADOF2-570166-2024	NEW ITEM
	3. Siocon NHS-Canatuan Annex-Canatuan NHs		OSEC-DECSB-ADOF2-570163-2024	NEW ITEM



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All interested and qualified applicants should signify their interest in writing, download the **Checklist of Requirements (Enclosure No. 1)**, and submit sequenced with page numbers 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 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 **preferred districts through the Office of the Public Schools District Supervisor c/o District Designated Administrative Officer II on or before August 9, 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.

Below is the CSC Prescribed Minimum Qualification Standard for the positions mentioned above.

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Officer II	11	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/Appropriate Eligibility for Second Level Position
Administrative Assistant II	8	Completion of 2 years college studies	4 hours relevant training	1 year relevant experience	CS Sub Professional/ First Level Eligibility

The hiring and promotion process for Nonteaching 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. 3)** 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).



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 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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

DATE	ACTIVITY	VENUE
July 31, 2024 (Wednesday) 8:00am-5:00pm	Submission of Application Documents	Preferred District
August 9, 2024 (Friday) 8:00am-5:00pm	Deadline for Submission of Application Documents	Preferred District
August 5, 2024 (Monday) 2:00pm	Online Orientation for all interested qualified applicants (via official FB Page: DepEd Tayo - Schools Division of Zamboanga del Norte)	SDO Official FB Page
August 15, 2024 (Thursday) 8:00am	Comparative Assessment (SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION)	POLANCO NHS - for Sibutad, Sergio Osmeña I & II applicants
		KATIPUNAN NHS - for Katipunan I&II, Roxas I&II, Manukan I&II applicants
		SNAIS - for Siayan and Ponot (Jose Dalman) applicants
		LILLOY NHS - for Liloy I, Salug I and Bacungan applicants
		KIPIT AGRO FHS - for Gutalac I & II and Tampilisan applicants
		SIOCON SNHS -for Baliguian, Sibuco and Siocon applicants



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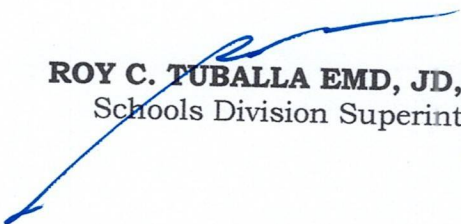
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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/CallforApplicantsforNonteachingposition/July 31, 2024



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 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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

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 and sworn 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), Diploma and GWA 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: ➤ 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 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) (u)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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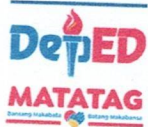
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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: _____

HRMPSB Copy

Department of Education

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

DUAN: _____

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Score Sheet for **ADMINISTRATIVE OFFICER II**

Name of Applicant: _____

QS: Education - Bachelor's degree relevant to the job

Home Address: _____

Eligibility – CS Prof/2nd level eligibility

Contact Number/E-mail: _____

Experience – None-Required

Training – None-Required

CRITERIA		MAXIMUM POINTS	POINT SYSTEM GUIDELINES		APPLICANT'S SCORE																	
A.	EDUCATION	5	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	15	Relevant to the position.																			
D.	PERFORMANCE	20	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																			
FOR INTERNAL AND EXTERNAL APPLICANTS WITH WORK EXPERIENCE NO IPCRF/CERT OF PERFORMANCE = ZERO POINTS (NO POINTS)			1. Internal Applicants: IPCRF (1 year) 2. External Applicants (other gov't agency): IPCRF (1 year) 3. External Applicants (private sector): Certificate of Performance Rating using the Midpoint Value. It should be supported with the Performance Evaluation Tool.	Points = (IPCR/5) (20) Points = (MPV/5) (20) <table border="1"> <thead> <tr> <th>RATING / SCALE</th> <th>Midpoint Value (MPV)</th> </tr> </thead> <tbody> <tr> <td>4.5 – 5.0 / O</td> <td>4.75</td> </tr> <tr> <td>3.5 – 4.499 / VS</td> <td>3.995</td> </tr> <tr> <td>2.5 – 3.499 / S</td> <td>2.995</td> </tr> <tr> <td>1.5-2.499 / U</td> <td>1.995</td> </tr> <tr> <td>Below 1.499 / P</td> <td>0.7495</td> </tr> </tbody> </table>	RATING / SCALE	Midpoint Value (MPV)	4.5 – 5.0 / O	4.75	3.5 – 4.499 / VS	3.995	2.5 – 3.499 / S	2.995	1.5-2.499 / U	1.995	Below 1.499 / P	0.7495						
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2.5 – 3.499 / S	2.995																					
1.5-2.499 / U	1.995																					
Below 1.499 / P	0.7495																					
FOR EXTERNAL APPLICANTS WITH NO WORK EXPERIENCE			1. External Applicants 1.1) Board Examination 1.2) CS Eligibility 2. External applicants with Latin Honors/ CS Eligibility covered by PD 907	Points = (Board/CS Rating/100) (20) Points (PD907 Eligibility): 5.1 Summa Cum Laude 20 points 5.2 Magna Cum Laude 19 points 5.3 Cum Laude 18 points																		
E.	OUTSTANDING ACCOMPLISHMENTS <i>Cumulative</i>	10	National level individual awards given by CSC, Metrobank, NEDA, DAP, DepEd shall be given maximum points (10) in Outstanding Accomplishments (Acquired after the last promotion)																			
	E-1 Awards/Recognition	4	Maximum Points	<table border="1"> <thead> <tr> <th colspan="2">Number of Awards</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board/CS Eligibility Examination</td> <td>4</td> </tr> <tr> <td>At least two (2) academic or inter-school awards</td> <td>3</td> </tr> <tr> <td>At least one (1) academic or inter-school award</td> <td>2</td> </tr> </tbody> </table>		Number of Awards		Points	At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board/CS Eligibility Examination	4	At least two (2) academic or inter-school awards	3	At least one (1) academic or inter-school award	2								
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At least one (1) academic or inter-school award	2																					
	E-1-1 Academic or Inter-School Awards For applicants with no or less than one (1) year work experience (e.g., fresh graduates)			<table border="1"> <thead> <tr> <th colspan="2">Level</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="2">Applicants from external institution</td> <td></td> </tr> <tr> <td>Organizational Level Search or Higher</td> <td>4</td> </tr> <tr> <td>Local Office Search</td> <td>2</td> </tr> <tr> <td colspan="2">Applicants from central office</td> <td></td> </tr> <tr> <td>National Level Search or Higher</td> <td>4</td> </tr> <tr> <td>Central Office Search</td> <td>2</td> </tr> </tbody> </table>		Level		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
Level		Points																				
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	E-1-2 Outstanding Employee Award Applicants with work experience, or Those applying to positions with experience requirement.																					

Reference: DO7, S.2023 * CRITERIA for **NON-TEACHING Positions (SG 10-22 & 27)**

Psb DO7 Score Sheet_NT_SG 10-22,27 as Adopted from ZDS RSP@PSBed

MOVs (2):

1. Any issuance, memo or document showing the Criteria.
2. Certificate of Recognition/ Merit.

All listed MOVs shall be submitted.

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

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 4

- Proposal duly approved by the SDS or the designated Research Committee DO16, s.2017
- Accomplishment Report verified by the SDS.
- Certification of utilization of the innovation or research, within the school/office duly signed by the SDS.
- 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.

(Acquired after the last promotion)

MOVs Submitted	Points
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

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

E-3. Subject Matter Expert/ Membership in 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.
Should be relevant to the position being applied for to be given points.

(Acquired after the last promotion)

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

E-4. Resource Speaker/ Learning Facilitation 2**MOVs (3):**

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

All listed MOVs shall be submitted.

(Acquired after the last promotion)

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

Maximum Points

	E-5. NEAP Accredited Learning Facilitator Applicants who have been given accreditation as Learning Facilitator by NEAP	2	<i>(Acquired after the last promotion)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">MOVs Submitted</th> <th colspan="2" style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td>Certificate of Recognition as Learning Facilitator issued by NEAP Central Office: Accredited National Assessor Accredited National Trainer</td> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td>Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office: Accredited Regional Trainer</td> <td style="text-align: center;">1.5</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td></td> </tr> </tbody> </table>		MOVs Submitted	Points		Certificate of Recognition as Learning Facilitator issued by NEAP Central Office: Accredited National Assessor Accredited National Trainer	2		Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office: Accredited Regional Trainer	1.5			1						
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H.	POTENTIAL	20	<i>The points earned from each area are cumulative to determine the total points for BEI component.</i>																		
	H-1. Written Exam	5	Evaluates the application of skills relevant to the requirement of the position.	Points = (WST Rating/100) (5)																	
	H-2. Skills\WST	10	Measures the knowledge, language proficiency, ability, judgment & leadership	Points = (WE Rating/100) (10)																	
	H-2. (BEI)	5	Aptitude -potential, capacity & Ability Characteristics or traits - Psycho-social Fitness - Job, Location & Organizational Fit.	Points = (BEI Rating/100) (5)																	
TOTAL		100	Encoded/Verified by:	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: _____

Date / Venue: _____

Department of Education

HRMPSB Copy

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

DUAN:

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Score Sheet for **NON-TEACHING SG 1-9 NON-GENERAL SERVICES POSITIONS**

Name of Applicant: _____

Position Applied: _____

Home Address: _____

Minimum QS: _____

Contact Number/E-mail: _____

CRITERIA		MAXIMUM POINTS	POINT SYSTEM GUIDELINES		APPLICANT'S SCORE												
A.	EDUCATION	5	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	5	Acquired after the last promotion but within the last five (5) years														
C.	EXPERIENCE	20	Relevant to the position.														
D.	PERFORMANCE	20	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														
			IF APPLICANTS HAVE WORK EXPERIENCE														
			1. Internal Applicants: IPCRF (1 year) 2. External Applicants (other gov't agency): IPCRF (1 year) 3. External Applicants (private sector): Certificate of Performance Rating using the Midpoint Value. It should be supported with the Performance Evaluation Tool. For positions that REQUIRE and DO NOT REQUIRE previous experience.	Points = (IPCR/5) (20) Points = (MPV/5) (20) <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>RATING / SCALE</th> <th>Midpoint Value (MPV)</th> </tr> </thead> <tbody> <tr> <td>4.5 – 5.0 / O</td> <td>4.75</td> </tr> <tr> <td>3.5 – 4.499 / VS</td> <td>3.995</td> </tr> <tr> <td>2.5 – 3.499 / S</td> <td>2.995</td> </tr> <tr> <td>1.5-2.499 / U</td> <td>1.995</td> </tr> <tr> <td>Below 1.499 / P</td> <td>0.7495</td> </tr> </tbody> </table>	RATING / SCALE	Midpoint Value (MPV)	4.5 – 5.0 / O	4.75	3.5 – 4.499 / VS	3.995	2.5 – 3.499 / S	2.995	1.5-2.499 / U	1.995	Below 1.499 / P	0.7495	
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			IF APPLICANTS have NO WORK EXPERIENCE and the Positions DO NOT REQUIRE previous experience														
			1. External Applicants 1.1) Board Examination 1.2) CS Eligibility 2. External applicants with Latin Honors/ CS Eligibility covered by PD 907 GWA shall be applied if the positions do not have eligibility requirement.	Points = (Board/CS Rating/100) (20) Points (PD907 Eligibility): 5.1 Summa Cum Laude 3.995 5.2 Magna Cum Laude 2.995 5.3 Cum Laude 1.995													
E.	OUTSTANDING ACCOMPLISHMENTS <i>(Acquired after the last promotion) – Cumulative</i>	10	National level individual awards given by CSC, Metrobank, NEDA, DAP, DepEd shall be given maximum points (10) in Outstanding Accomplishments														
	E-1 Awards/Recognition	4															
	E-1-1 Academic or Inter-School Awards Applicants with no or less than one (1) year work experience (e.g., fresh graduates)	Maximum Points	Number of Awards		Points												
			At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board/CS Eligibility Examination	4													
			At least two (2) academic or inter-school awards	3													
			At least one (1) academic or inter-school award	2													
	E-1-2 Outstanding Employee Award Applicants with previous work experience, or Those applying to positions with experience requirement.		Level		Points												
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MOVs (2):

1. Any issuance, memo or document showing the Criteria.
2. Certificate of Recognition/ Merit.

All listed MOVs shall be submitted.

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

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.

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- Proposal duly approved by the SDS or the designated Research Committee DO16, s.2017
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MOVs Submitted

Points

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

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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. Should be relevant to the position being applied for to be given points.

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E-4. Resource Speaker/ Learning Facilitation 2

MOVs (3):

1. Issuance/Memorandum / Invitation/ Training Matrix
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3. Slide deck/s used and/or Session guide/s.

All listed MOVs shall be submitted.

Level

Points

Applicants from external institution	
Organizational Level Speakership or Higher	2
Local Office Level Speakership	1
Applicants from central office	
National Level Speakership or Higher	2
Central Office Level Speakership	1
Applicants from regional office	
National Level Speakership or Higher	2
Regional Office Speakership	1
Applicants from schools division office	
Regional Level Speakership or Higher	2
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	<p>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.</p> <p>2) Action Plan/REAP/ JEL/ Impact Project applying the learnings from the L&D intervention attended, duly approved by the HO.</p> <p>3) Accomplishment Report & Certification that L&D intervention was adopted by the office - local level.</p> <p>4) Accomplishment Report & Certification that L&D intervention was adopted by a different office at the local/higher level.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center;">MOVs Submitted</th> <th colspan="2" style="text-align: center;">Points</th> </tr> <tr> <th style="text-align: center;">Relevant</th> <th style="text-align: center;">Not Relevant</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Four (4) MOVs</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">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</td> <td style="text-align: center;">10</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">Three (3) MOVs</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">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</td> <td style="text-align: center;">7</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Two (2) MOVs</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">1. Certificate of Training/Certification L&D aligned w/IDP 2. Approved Action Plan/RE-entry Action Plan, JEL</td> <td style="text-align: center;">5</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	MOVs Submitted	Points		Relevant	Not Relevant	Four (4) MOVs			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	Three (3) MOVs			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	Two (2) MOVs			1. Certificate of Training/Certification L&D aligned w/IDP 2. Approved Action Plan/RE-entry Action Plan, JEL	5	1										
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">H-1. Written Exam</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 40%;">Evaluates the application of skills relevant to the requirement of the position.</td> <td style="width: 10%; text-align: center;">Points = (WST Rating/100) (5)</td> </tr> <tr> <td>H-2. Skills\WST</td> <td style="text-align: center;">10</td> <td>Measures the knowledge, language proficiency, ability, judgment & leadership</td> <td style="text-align: center;">Points = (WE Rating/100) (10)</td> </tr> <tr> <td>H-2. (BEI)</td> <td style="text-align: center;">5</td> <td><i>Aptitude</i>-potential, capacity & Ability <i>Characteristics or traits</i> - Psycho-social <i>Fitness</i> - Job, Location & Organizational Fit.</td> <td style="text-align: center;">Points = (BEI Rating/100) (5)</td> </tr> </table>	H-1. Written Exam	5	Evaluates the application of skills relevant to the requirement of the position.	Points = (WST Rating/100) (5)	H-2. Skills\WST	10	Measures the knowledge, language proficiency, ability, judgment & leadership	Points = (WE Rating/100) (10)	H-2. (BEI)	5	<i>Aptitude</i> -potential, capacity & Ability <i>Characteristics or traits</i> - Psycho-social <i>Fitness</i> - Job, Location & Organizational Fit.	Points = (BEI Rating/100) (5)																							
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TOTAL	100	Encoded/Verified by:	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: _____