



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

15 January 2024

DIVISION MEMORANDUM
OSD-2024-014

**ACCEPTANCE OF APPLICATION FOR THE VACANT POSITIONS OF
EDUCATION PROGRAM SUPERVISOR (SG 22), PRINCIPAL I – ELEMENTARY
(SG 19), ASSISTANT PRINCIPAL II – SHS (SG 19), SENIOR EDUCATION
PROGRAM SPECIALIST – PLANNING & RESEARCH (SG 19), AND
ADMINISTRATIVE AIDE I (SG 1)**

TO : OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the acceptance of applications for the Education Program Supervisor (EPS) Major in TLE or Science, Principal I (Elementary), Assistant Principal II (SHS), and Senior Education Program Specialist (SEPS) – Planning & Research, and Administrative Aide I positions. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall use **DepEd Order No. 7 s. 2023** Guidelines on Recruitment, Selection, and Appointment in the Department of Education (*see attached scoresheet*).
2. The Department of Education SDO Lucena City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
3. All interested applicants shall submit the following pertinent documents. **USE TAB/DIVIDERS FOR EASY ASSESSMENT AND EVALUATION OF DOCUMENTS, TO WIT:**

Mandatory Requirements

- a. Letter of intent addressed to the Schools Division Superintendent:

Susan DL. Oribiana

Schools Division Superintendent
Division of Lucena City

- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet,
- c. Authenticated copy of valid & updated PRC License/ID, if applicable



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
Telephone Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
FB Account: DepEd Tayo Lucena City
Website: depedlucena.com

- d. Authenticated copy of Certificate of Eligibility/ Report of Rating, if applicable
- e. Authenticated copy of scholastic/academic record/Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- f. Photocopy of Certificate/s of Training, if applicable
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- j. 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

Additional Documentary Requirements

- k. 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, if applicable
 - l. Checklist of Requirements and Omnibus Certification/ Waiver (*see attached Annex C*)
 - m. Other documents as may be required (*see attached scoresheet*)
4. Applicants who failed to submit **COMPLETE MANDATORY DOCUMENTS/ REQUIREMENTS** indicated above shall not be included in the pool of official applicants. (*DepEd Order No. 7 s. 2023 Article V, item no. 21*)
5. The qualification standards are as follows:

RELATED TEACHING POSITIONS

POSITION:	EDUCATION PROGRAM SUPERVISOR (1 ITEM)
SALARY GRADE:	22
EDUCATION:	Master's degree in Education or other relevant Master's degree with specific area of specialization
EXPERIENCE:	At least 2 years experience as Principal or Head Teacher or Master Teacher
TRAINING:	8 hours training in management and supervision
ELIGIBILITY:	RA 1080 (Teacher)
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

POSITION:	SENIOR EDUCATION PROGRAM SPECIALIST (PLANNING & RESEARCH) (1 ITEM)
SALARY GRADE:	19
EDUCATION:	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job
EXPERIENCE:	2 years experience in education, research, development, implementation, or other relevant experience
TRAINING:	8 hours of relevant training
ELIGIBILITY:	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

SCHOOL ADMINISTRATION POSITIONS

POSITION:	PRINCIPAL I (ELEMENTARY) (2 ITEMS)
SALARY GRADE:	19
EDUCATION:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units
EXPERIENCE:	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.
TRAINING:	40 hours of relevant training
ELIGIBILITY:	RA 1080 (Teacher), NQESH PASSER
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

POSITION:	ASSISTANT PRINCIPAL II (SHS) (1 ITEM)
SALARY GRADE:	19
EDUCATION:	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education
EXPERIENCE:	2 years of relevant experience

TRAINING:	8 hours of relevant training
ELIGIBILITY:	RA 1080 (Teacher), NQESH PASSER
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

NON-TEACHING LEVEL I POSITION

POSITION:	ADMINISTRATIVE AIDE I (1 ITEM)
SALARY GRADE:	1
EDUCATION:	Must be able to read and write
EXPERIENCE:	None Required
TRAINING:	None Required
ELIGIBILITY:	None Required
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

6. Below are the duties and responsibilities of the abovementioned positions:

POSITION	JOB SUMMARY
EDUCATION PROGRAM SUPERVISOR (Major in TLE or Science)	<ul style="list-style-type: none"> - To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality. - To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
MANAGEMENT OF CURRICULUM IMPLEMENTATION	<ul style="list-style-type: none"> • Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. • Develop together with School M&E the mechanisms, processes, and tools for monitoring, curriculum implementation, and articulation in the schools division. • Submit Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. • Submit Evaluation Results of Division Curriculum implementation. • Conduct an evaluation of Schools Division Instructional Supervision Plan Implementation. • Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. • Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.

CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	<ul style="list-style-type: none"> • Develop training designs, modules, and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division. • Develop processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness. • Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action. • Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
LEARNING DELIVERY	<ul style="list-style-type: none"> • Bring Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools. • Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.
LEARNING RESOURCE	<ul style="list-style-type: none"> • Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase the variety of learning resources to support the basic education curriculum and to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
LEARNING OUTCOMES ASSESSMENT	<ul style="list-style-type: none"> • Gather results of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap. • Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.
SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES	<ul style="list-style-type: none"> • Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. • Drafts policy recommendations on curricular support activities for regional adoption.
RESEARCH	<ul style="list-style-type: none"> • Conduct action research on curriculum implementation, needs, and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.
TECHNICAL ASSISTANCE	<ul style="list-style-type: none"> • Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions. • Coordinate with the PSDS to arrive at a technical assistance plan for each district. • Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery. • Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools. • Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

POSITION	JOB SUMMARY
SENIOR EDUCATION PROGRAM SPECIALIST	<ul style="list-style-type: none"> - To provide technical support and inputs in the preparation and updating of the school division's 6-year strategic plan and annual work plans - To provide technical assistance in the preparation of the strategic and operational work plans of schools and learning centers, and of the units in the division office.
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Planning Frame, Systems, and Plans	<ul style="list-style-type: none"> • Provide technical inputs and support to the crafting of the first draft of the School Division's Strategic and Operational Plans (6-year DEDP and SDO annual work and financial plans) to facilitate the crafting of the plan for the Schools Division. • Prepare the final draft of the school division's strategic plan (DEDP) based on output of the Division Planning Team for review of the Chief of Governance and Operation and approval of the SDS. • Prepare the final draft of the Annual Implementation Plan and subsequent adjustments based on the output of the Division Planning Team for review of the Chief Governance and Operation and approval of the SDS. • Develop approach and method for monitoring and evaluating the implementation of the planning system at the Schools Division Office and in schools and learning centers towards continuous improvement of the system. • Assess reports and data gathered on the planning system and submit recommendations for policy formulation on matters relevant to education planning system, planning standards and criteria, and planning processes based on action research. • Coordinate preparation by the Planning Team of the Annual Accomplishment Report against plans of the schools division for submission to the management of the schools division.
Research	<ul style="list-style-type: none"> • Prepare the Division research agenda based on Basic Education Research Fund (BERF) standards. • Monitor the implementation of the approved Division research agenda.
Basic Education Information System (E-BEIS) Maintenance and Report Generation	<ul style="list-style-type: none"> • Prepare descriptive and analytical reports of processed basic education data and its implications, to be used as basis for facts-based and data driven planning and decision making. • Consolidate, analyze, and validate requirements of schools and learning centers as basis for reliable and accurate resource allocation. • Lead in designing, coordinating and implementing policy and planning research studies.
Technical Assistance	<ul style="list-style-type: none"> • Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to planning and other matters on governance and operations.

POSITION	JOB SUMMARY
School Principal I (Elementary)	Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.
DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • Supervises and directs all school teaching and non-teaching personnel • Manages instructional system • Sets up goals and objectives • Leads and implements educational programs • Organizes and conducts INSETs • Promotes and coordinates services for the holistic development of school personnel and pupils • Directs, coordinates and manages school funds according to prioritized needs • Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.) • Requests and distributes instructional materials • Initiates and compiles teachers' professional documents in portfolios • Practices equitable distribution of teaching loads and observes teacher-learner ratio • Inspects regularly Daily Lesson Logs (DLL) • Monitors teachers' upkeep of students records • Provides EPA compliant accommodation to learners amidst shortages • Prepares/consolidates reports • Rates all school personnel performance and recommends promotion • Creates committee to assess learning outcomes • Establishes linkages with stakeholders • Ensures compliance to existing laws, policies and orders of fund raising projects for the school • Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists • Formulates intervention programs/innovations for learners' development • Organizes special classes for learners with special needs • Meets parents regularly to confer/inform about school accomplishments • Determines the strengths, weaknesses, opportunities and threats of the school • Designs programs with stakeholders to address school needs • Recognizes accomplishments of stakeholder's • Promotes welfare of stakeholders' • Mediates and ensures resolution of conflicts in school • Formulates school policies with stakeholders • Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP) • Promotes school discipline with stakeholders • Leads the preparation of SIP/AIP and ensures participation of stakeholders 	

POSITION	JOB SUMMARY
Assistant School Principal II (SHS)	Supports the School Head in setting the mission, vision, goals and objectives of the school.
DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • Supports the Principal or School Head in the instructional supervision and implementation of all academic programs of the school; • Monitors and assesses the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands, and subjects; • Makes integrated recommendations regarding class assignment of teachers, loading and class programs to the Principal; • Coaches and mentors the teaching staff of the school; • Coaches and monitors the non-teaching staff of the school; • Creates and implements the strategy towards the continuous improvement of the school's learning outcomes; • Manages the systems, processes and people involved in the delivery of support services to the staff and learners; • Acts as a liaison between the school and its external partners, stakeholders and the LGU, together with the Principal or School Head; and • Reports to the Principal/School Head. 	

POSITION	JOB SUMMARY
Administrative Aide I	Maintains cleanliness of the work area at all times, ensure appropriate disposing of trash, assist office staff in custodial services and grounds keeping activities, clean restrooms and replenish supplies, and perform other duties as assigned.

7. The cut-off score for the vacant are as follows:

Position	Cut-off Score
Education Program Supervisor	- 65 points
Principal I	- 60 points
Assistant Principal II	- 60 points
Senior Education Program Specialist	- 60 points
Administrative Aide I	- 25 points

8. Interested and **qualified applicants** shall submit their pertinent papers to Records Unit on or before **January 26, 2024, 5pm only**. Application documents or any additional documents submitted after the due date **will no longer** be accepted nor entertained.

9. The schedule of the selection process for the vacant positions are as follows:

DATE	ACTIVITIES	PERSONNEL INVOLVED
January 17 – January 26, 2024	Submission of application documents	Records Unit
January 29 – February 2, 2024	Conduct initial evaluation based on the qualification standards	Secretariat
TBA <i>To be advised</i>	Validation of submitted documents, Written Examination, Interview, & Work Sample Test of applicants	HRMPSB Applicants
TBA	HRMPSB deliberation & preparation of comparative assessment	HRMPSB
TBA	Submission of CAR to the Office of SDS	HRMPSB SDS

10. Composition of the Human Resource Merit Promotion and Selection Board:

	2nd Level (School Administration & Related Teaching Positions)	
Position:	EPS, SEPS, Principal I, ASP II	
Chairperson:	PHILLIP B. GALLENDEZ OIC – Assistant Schools Division Superintendent	
Members:	<div> JOSEPHINE T. NATIVIDAD <i>CID Chief</i> </div> <div> EPIFANIA F. CARANDANG <i>SGOD Chief</i> </div> <div> BENJIE C. RIVERA <i>Administrative Officer V</i> </div> <div> ROCHELLE P. TOLENTINO <i>AO IV/ HRMO</i> </div> <div> JOEY L. JADER <i>2nd Level Representative</i> </div>	
Secretariat:	<div> EUNICE D. KING Administrative Assistant III </div> <div> MARIA CHRISANDREA ELOIE E. QUIROZ Administrative Aide VI </div> <div> KRISTINE M. SAN GIL Administrative Officer II </div> <div> LORENA S. MONTON - ABADILLA Administrative Officer II </div> <div> DAYANARA E. FLORES Administrative Officer II </div> <div> JEAN O. SOLOMON Administrative Officer II </div>	

	1st Level (Non-Teaching)
Position:	Administrative Aide I
Chairperson:	PHILLIP B. GALLENDEZ OIC – Assistant Schools Division Superintendent
Members:	<div> JOSEPHINE T. NATIVIDAD <i>CID Chief</i> </div> <div> EPIFANIA F. CARANDANG <i>SGOD Chief</i> </div> <div> BENJIE C. RIVERA <i>Administrative Officer V</i> </div> <div> ROCHELLE P. TOLENTINO <i>AO IV/ HRMO</i> </div> <div> MARIDEL S. BIBIT <i>1st Level Representative</i> </div>
Secretariat:	<div> EUNICE D. KING Administrative Assistant III </div> <div> MARIA CHRISANDREA ELOIE E. QUIROZ Administrative Aide VI </div> <div> KRISTINE M. SAN GIL Administrative Officer II </div> <div> LORENA S. MONTON - ABADILLA Administrative Officer II </div> <div> DAYANARA E. FLORES Administrative Officer II </div> <div> JEAN O. SOLOMON Administrative Officer II </div>

11.Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA
 Schools Division Superintendent 

PER/005

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HR Office/ Subcommittee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. 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			
k. For General Services positions that do not have Eligibility requirement, General Weighted Average (GWA) in the highest academic/ grade level earned.			
l. 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			
m. Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
n. Other documents as may be required			

OMNIBUS SWORN STATEMENT**CERTIFICATION ON 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.

Should there any be inconsistencies or discrepancies on the above submitted documents as identified by the DepEd SDO Lucena through its Division/School HRMPSB, whichever is applicable, the same may result to my disqualification in the position I applied for without prejudice to the filing of any administrative or criminal case against me.

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.

Attested:

Name and Signature of Applicant

Human Resource (HR) Office / Subcommittee

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



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

SCORE SHEET FOR RELATED TEACHING (SG 16-23 & 27) APPLICANTS

Applicant's Name: _____

School: _____

Present Position: _____

Designation: _____

District: _____

Position Applied For: _____

EDUCATION		COMPUTATIONS/ REMARKS	POINTS 10 points												
<div>**See attached Increment Table for Education</div> <table><tr><th>Increments from QS</th><th>Points</th></tr><tr><td>10 or more increments</td><td>10</td></tr><tr><td>8-9 increments</td><td>8</td></tr><tr><td>6-7 increments</td><td>6</td></tr><tr><td>4-5 increments</td><td>4</td></tr><tr><td>2-3 increment</td><td>2</td></tr></table>		Increments from QS	Points	10 or more increments	10	8-9 increments	8	6-7 increments	6	4-5 increments	4	2-3 increment	2		
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4-5 increments	4														
2-3 increment	2														
TRAINING		COMPUTATIONS/ REMARKS	10 points												
<div>**See attached Increment Table for Training</div> <table><tr><th>Increments from QS</th><th>Points</th></tr><tr><td>10 or more increments</td><td>10</td></tr><tr><td>8-9 increments</td><td>8</td></tr><tr><td>6-7 increments</td><td>6</td></tr><tr><td>4-5 increments</td><td>4</td></tr><tr><td>2-3 increment</td><td>2</td></tr></table>		Increments from QS	Points	10 or more increments	10	8-9 increments	8	6-7 increments	6	4-5 increments	4	2-3 increment	2		
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EXPERIENCE		COMPUTATIONS/ REMARKS	10 points												
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PERFORMANCE		COMPUTATIONS/ REMARKS	20 points												
<div>Position with experience requirement:</div> <div>Points (PERFORMANCE) = $x/5 \times WA_{(PERFORMANCE)}$</div> <div>Where: x = Performance Rating 5 = Highest possible PR in DepEd RPMS WA = Weight Allocation for Performance</div> <div>**Internal applicants will use the RPMS IPCR Rating **External applicants' rating not aligned with the RPMS 5-point scale will use the table below:</div> <table><tr><th>RPMS Rating Scale</th><th>Midpoint Value</th></tr><tr><td>Outstanding (4.50-5.00)</td><td>4.75</td></tr></table>		RPMS Rating Scale	Midpoint Value	Outstanding (4.50-5.00)	4.75										
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Outstanding (4.50-5.00)	4.75														

<table><tr><td>Very Satisfactory (3.50-4.499)</td><td>3.995</td></tr><tr><td>Satisfactory (2.500-3.499)</td><td>2.995</td></tr><tr><td>Unsatisfactory (1.500-2.499)</td><td>1.995</td></tr><tr><td>Poor (below 1.499)</td><td>0.995</td></tr></table> <p>**Put N/A if not applicable to the applicant.</p>	Very Satisfactory (3.50-4.499)	3.995	Satisfactory (2.500-3.499)	2.995	Unsatisfactory (1.500-2.499)	1.995	Poor (below 1.499)	0.995																										
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<p>Position <u>with no</u> experience requirement:</p> <p>Points (PERFORMANCE) = $x/100 \times WA_{(PERFORMANCE)}$</p> <p>Where: x = Board exam rating/ CS exam rating WA = Weight Allocation for Performance (20 points for SG 11-15, SG 16-23 and SG 27; 25 points for SG 24)</p> <p>MOVs: A. Board Exam/ Career Service Eligibility Ratings B. Latest performance rating/s covering 1year performance in the current or previous job or position.</p> <p>**for Honor graduates covered by PD 907:</p> <table><tr><td>Honors Earned</td><td>Points(PERFORMANCE)</td></tr><tr><td>Summa Cum Laude</td><td>20 points</td></tr><tr><td>Magna Cum Laude</td><td>19 points</td></tr><tr><td>Cum Laude</td><td>18 points</td></tr></table> <p>**Put N/A if not applicable to the applicant.</p>	Honors Earned	Points(PERFORMANCE)	Summa Cum Laude	20 points	Magna Cum Laude	19 points	Cum Laude	18 points																										
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<u>OUTSTANDING ACCOMPLISHMENTS</u>	<u>COMPUTATIONS/ REMARKS</u>	<u>5 points</u>																																
<p>A. Awards and Recognition (2 points)</p> <p>a. Academic or Inter-School Awards - (applies to applicants with no or less than 1-year experience; e.g., fresh grads)</p> <p>MOVs: A. Academic or inter-school award B. Certification or any document showing top-notchng a Board Examination C. Certificate or any document showing TOSP Award</p> <p>Rubrics:</p> <table><tr><td>Number of Citation</td><td>Points</td></tr><tr><td>At least 3 academic or inter-school awards or TOSP Award of Top 10 in Board/CS Eligibility Examination</td><td>2 points</td></tr><tr><td>At least 2 academic or inter-school awards</td><td>1 point</td></tr></table> <p>b. Outstanding Employee Awards - (applies to applicants with prior experience, or those applying to positions with experience requirement)</p> <p>MOVs: A. Any issuance, memorandum or document showing the Criteria for the Search B. Certificate of Recognition/ Merit</p> <p>Rubrics:</p> <table><tr><td>Level</td><td>Points</td></tr><tr><td colspan="2">Applicants from External Institution</td></tr><tr><td>- Organizational Level Search or Higher</td><td>2 points</td></tr><tr><td>- Local Office Search</td><td>1 point</td></tr><tr><td colspan="2">Applicants from National Office</td></tr><tr><td>- National Level Search or Higher</td><td>2 points</td></tr><tr><td>- Central Office Search</td><td>1 point</td></tr><tr><td colspan="2">Applicants from Regional Office</td></tr><tr><td>- National Level Search or Higher</td><td>2 points</td></tr><tr><td>- Regional Office Search</td><td>1 point</td></tr><tr><td colspan="2">Applicants from Schools Division Office</td></tr><tr><td>- Regional Level Search or Higher</td><td>2 points</td></tr><tr><td>- Division/Provincial/City Level Search</td><td>1 point</td></tr></table>	Number of Citation	Points	At least 3 academic or inter-school awards or TOSP Award of Top 10 in Board/CS Eligibility Examination	2 points	At least 2 academic or inter-school awards	1 point	Level	Points	Applicants from External Institution		- Organizational Level Search or Higher	2 points	- Local Office Search	1 point	Applicants from National Office		- National Level Search or Higher	2 points	- Central Office Search	1 point	Applicants from Regional Office		- National Level Search or Higher	2 points	- Regional Office Search	1 point	Applicants from Schools Division Office		- Regional Level Search or Higher	2 points	- Division/Provincial/City Level Search	1 point		
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<p>B. Research or Innovation (5 points)</p> <p>MOVs:</p> <p>A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>B. Accomplishment Report verified by the Head of Office</p> <p>C. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office</p> <p>D. Certification of adoption by another school/office duly signed by the Head of Office.</p> <p>E. Proof of citation by other researchers (whose studies/research is likewise approved by competent authority) of the concept/s developed of the research.</p> <p>Rubrics:</p> <table><tr><th>Number of Citation</th><th>Points</th></tr><tr><td>A, B, & E</td><td>5 points</td></tr><tr><td>A, B, C, & D</td><td>5 points</td></tr><tr><td>Only A, B, & C</td><td>4 points</td></tr><tr><td>Only A & B</td><td>3 points</td></tr><tr><td>Only A</td><td>2 points</td></tr></table> <p>**For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</p> <p>**Put N/A if not applicable to the applicant.</p>		Number of Citation	Points	A, B, & E	5 points	A, B, C, & D	5 points	Only A, B, & C	4 points	Only A & B	3 points	Only A	2 points						
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<p>C. Subject Matter Expert/ NTWG or Committee Membership (3 points)</p> <p>MOVs:</p> <p>A. Issuance/Memorandum showing the membership</p> <p>B. Certificate of Participation or Attendance</p> <p>C. Output/Adoption by the organization/DepEd</p> <p>Rubrics:</p> <table><tr><th>MOVs</th><th>Points</th></tr><tr><td>All MOVs</td><td>3 points</td></tr><tr><td>Only A & B</td><td>2 points</td></tr></table> <p>**Put N/A if not applicable to the applicant.</p>		MOVs	Points	All MOVs	3 points	Only A & B	2 points												
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<p>D. Resource Speakership/ Learning Facilitation (2 points)</p> <p>MOVs:</p> <p>A. Issuance/Memorandum/ Invitation/ Training Matrix;</p> <p>B. Certificate of Recognition/ Merit/ Commendation/ Appreciation;</p> <p>C. Slide deck/s used and/or Session guides</p> <p>Rubrics:</p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2">Applicants from external institution</td></tr><tr><td>Organizational Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Local Office Level Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from central office</td></tr><tr><td>National Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Central Office Level Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from regional office</td></tr></table>		Level	Points	Applicants from external institution		Organizational Level Speakership or Higher	2 points	Local Office Level Speakership	1 point	Applicants from central office		National Level Speakership or Higher	2 points	Central Office Level Speakership	1 point	Applicants from regional office			
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<p>E. NEAP Accredited Learning Facilitator (2 points)</p> <p>MOVs:</p> <p>A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</p> <p>B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office</p> <p>Rubrics:</p> <table><tr><th>Level</th><th>Points</th></tr><tr><td>Accredited National Assessor</td><td>2 points</td></tr><tr><td>Accredited National Trainer</td><td>1.5 points</td></tr><tr><td>Accredited Regional Trainer</td><td>1 point</td></tr></table> <p><i>**Put N/A if not applicable to the applicant.</i></p>	Level	Points	Accredited National Assessor	2 points	Accredited National Trainer	1.5 points	Accredited Regional Trainer	1 point										
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APPLICATION OF EDUCATION	COMPUTATIONS/ REMARKS	15 points																
<p>A. Positions with experience requirement</p> <p>MOVs:</p> <p>A. Action Plan approved by the Head of Office</p> <p>B. Accomplishment Report verified by the Head of Office</p> <p>C. Certification of the utilization / adoption signed by the Head of Office</p> <p>Rubrics: (SG 16-23 and SG 27)</p> <table><tr><th rowspan="2">MOVs</th><th colspan="2">Points (Application of Educations)</th></tr><tr><th>Relevant</th><th>Not Relevant</th></tr><tr><td>All MOVs</td><td>15 points</td><td>9 points</td></tr><tr><td>Only A & B</td><td>12 points</td><td>6 points</td></tr><tr><td>Only A</td><td>9 points</td><td>3 points</td></tr></table> <p><i>**If the intervention made by the applicant does not meet the criteria to be Relevant, then the said intervention shall be considered and be given corresponding points using the rubrics for Not Relevant.</i></p>	MOVs	Points (Application of Educations)		Relevant	Not Relevant	All MOVs	15 points	9 points	Only A & B	12 points	6 points	Only A	9 points	3 points				
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<p>B. Positions with no experience requirement</p> <p>Points (Application of Education) = $x/100 \times WA$ (Application of Education)</p> <p>Where:</p> <p>x = GWA transmuted to percentage scale</p> <p>WA = Weight Allocation for Application of Education</p> <p><i>**Put N/A if not applicable to the applicant.</i></p>																		
APPLICATION OF LEARNING AND DEVELOPMENT (L&D)	COMPUTATIONS/ REMARKS	10 points																
<p>MOVs:</p> <p>A. Certificate of Training or Certification on any application 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</p>																		

<p>the applicant in their current or previous position shall be required;</p> <p>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;</p> <p>C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;</p> <p>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.</p> <p>Rubrics:</p> <table><tr><th rowspan="2">MOVs</th><th colspan="2">Points (Application of L&D)</th></tr><tr><th>Relevant</th><th>Not Relevant</th></tr><tr><td>All MOVs</td><td>10 points</td><td>5 points</td></tr><tr><td>Only A, B & C</td><td>7 points</td><td>3 points</td></tr><tr><td>Only A</td><td>5 points</td><td>1 point</td></tr></table> <p><i>**Put N/A if not applicable to the applicant.</i></p>	MOVs	Points (Application of L&D)		Relevant	Not Relevant	All MOVs	10 points	5 points	Only A, B & C	7 points	3 points	Only A	5 points	1 point		
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Only A, B & C	7 points	3 points														
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POTENTIAL	COMPUTATIONS/ REMARKS	20 points														
<p>A. Written Examination (WE)</p> <p>-standardized examination measuring the knowledge, language proficiency, ability to present ideas, judgment, and leadership ability of the applicant.</p> <p>Computation:</p> <p>Points_(WE) = $x/100 \times WA_{(WE)}$</p> <p>Where:</p> <p>x = Score/ rating in written exam in percentage scale</p> <p>WA = Weight Allocation for WE</p>		<p>5 points</p> <p>_____</p>														
<p>B. Skills or Work Sample Test (S/WST)</p> <p>-test that may be administered to evaluate the application of skills relevant to the requirement of the positions to be filled.</p> <p>Computation:</p> <p>Points_(WE) = $x/100 \times WA_{(S/WST)}$</p> <p>Where:</p> <p>x = Score/ rating in the S/WST in percentage scale</p> <p>WA = Weight Allocation for S/WST</p>		<p>10 points</p> <p>_____</p>														
<p>C. Behavioral Events Interview (BEI)</p> <p>-maximum <u>5 points</u></p> <p>-the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and/or current workplace.</p> <p>- uses STAR (Situation-Task-Action-Result) approach</p> <p>Assessment areas:</p> <p>i. Aptitude</p> <p>ii. Characteristics or Traits</p> <p>iii. Fitness</p> <p>iv. Other areas that may be identified by the HRMPSB</p>		<p>5 points</p> <p>_____</p>														

BREAKDOWN OF POINTS	TEACHING RELATED (SG 16-23 & 27)	VALIDATED SCORES
A. EDUCATION	10	
B. TRAINING	10	
C. EXPERIENCE	10	
D. PERFORMANCE	20	
E. OUTSTANDING ACCOMPLISHMENTS	5	
F. APPLICATION OF EDUCATION	15	
G. APPLICATION OF LEARNING AND DEVELOPMENT	10	
H. POTENTIAL <i>(Written Test, BEI, Work Sample Test)</i>	20	
GRAND TOTAL	100	

Note: No credit or points for any incomplete requirements.

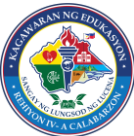
Signature of Applicant

COMMENTS/RECOMMENDATIONS:

REVIEWED AND EVALUATED BY:

HRMPSB/ DIVISION SELECTION COMMITTEE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
Telephone Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
FB Account: DepEd Tayo Lucena City
Website: depedlucena.com

Doc. Ref. Code	SDO-OSD-F114	Rev	00
Effectivity	09.20.21	Page	6 of 6



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

SCORE SHEET FOR SCHOOL ADMINISTRATION APPLICANTS

Applicant's Name: _____

School: _____

Present Position: _____

Designation: _____

District: _____

Position Applied For: _____

EDUCATION	COMPUTATIONS/ REMARKS	POINTS 10 points												
<p><i>**See attached Increment Table for Education</i></p> <table><tr><th>Increments from QS</th><th>Points</th></tr><tr><td>10 or more increments</td><td>10</td></tr><tr><td>8-9 increments</td><td>8</td></tr><tr><td>6-7 increments</td><td>6</td></tr><tr><td>4-5 increments</td><td>4</td></tr><tr><td>2-3 increment</td><td>2</td></tr></table>	Increments from QS	Points	10 or more increments	10	8-9 increments	8	6-7 increments	6	4-5 increments	4	2-3 increment	2		
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TRAINING	COMPUTATIONS/ REMARKS	10 points												
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EXPERIENCE	COMPUTATIONS/ REMARKS	10 points												
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PERFORMANCE	COMPUTATIONS/ REMARKS	25 points												
<p>Position with experience requirement:</p> <p>Points (PERFORMANCE) = $\frac{x}{5} \times \text{WA}_{(\text{PERFORMANCE})}$</p> <p>Where:</p> <p>x = Performance Rating</p> <p>5 = Highest possible PR in DepEd RPMS</p> <p>WA = Weight Allocation for Performance</p> <p><i>**Internal applicants will use the RPMS IPCR Rating</i></p> <p><i>**External applicants' rating not aligned with the RPMS 5-point scale will use the table below:</i></p>														

<table><tr><th>RPMS Rating Scale</th><th>Midpoint Value</th></tr><tr><td>Outstanding (4.50-5.00)</td><td>4.75</td></tr><tr><td>Very Satisfactory (3.50-4.499)</td><td>3.995</td></tr><tr><td>Satisfactory (2.500-3.499)</td><td>2.995</td></tr><tr><td>Unsatisfactory (1.500-2.499)</td><td>1.995</td></tr><tr><td>Poor (below 1.499)</td><td>0.7495</td></tr></table> <p><i>**Put N/A if not applicable to the applicant.</i></p>	RPMS Rating Scale	Midpoint Value	Outstanding (4.50-5.00)	4.75	Very Satisfactory (3.50-4.499)	3.995	Satisfactory (2.500-3.499)	2.995	Unsatisfactory (1.500-2.499)	1.995	Poor (below 1.499)	0.7495																														
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<p>B. Research or Innovation (max 4 points)</p> <p>MOVs:</p> <p>A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>B. Accomplishment Report verified by the Head of Office</p> <p>C. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office</p> <p>D. Certification of adoption by another school/office duly signed by the Head of Office.</p>																																										

<p>E. Proof of citation by other researchers (whose studies/research is likewise approved by competent authority) of the concept/s developed of the research.</p> <p>Rubrics:</p> <table><tr><th>Number of Citation</th><th>Points</th></tr><tr><td>A, B, C & D</td><td>4 points</td></tr><tr><td>A, B, C, & E</td><td>4 points</td></tr><tr><td>Only A, B, & C</td><td>3 points</td></tr><tr><td>Only A & B</td><td>2 points</td></tr><tr><td>Only A</td><td>1 point</td></tr></table> <p><i>**For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.</i></p> <p><i>**Put N/A if not applicable to the applicant.</i></p>	Number of Citation	Points	A, B, C & D	4 points	A, B, C, & E	4 points	Only A, B, & C	3 points	Only A & B	2 points	Only A	1 point																						
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<p>C. Subject Matter Expert/ NTWG or Committee Membership (max 3 points)</p> <p>MOVs:</p> <p>A. Issuance/Memorandum showing the membership</p> <p>B. Certificate of Participation or Attendance</p> <p>C. Output/Adoption by the organization/DepEd</p> <p>Rubrics:</p> <table><tr><th>MOVs</th><th>Points</th></tr><tr><td>All MOVs</td><td>3 points</td></tr><tr><td>Only A & B</td><td>2 points</td></tr></table> <p><i>**Put N/A if not applicable to the applicant.</i></p>	MOVs	Points	All MOVs	3 points	Only A & B	2 points																												
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<p>D. Resource Speakership/ Learning Facilitation (max 2 points)</p> <p>MOVs: (all listed MOVs shall be submitted)</p> <p>A. Issuance/Memorandum/ Invitation/ Training Matrix;</p> <p>B. Certificate of Recognition/ Merit/ Commendation/ Appreciation;</p> <p>C. Slide deck/s used and/or Session guides</p> <p>Rubrics:</p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2">Applicants from external institution</td></tr><tr><td>Organizational Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Local Office Level Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from central office</td></tr><tr><td>National Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Central Office Level Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from regional office</td></tr><tr><td>National Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Regional Office Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from schools division office</td></tr><tr><td>Regional Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from schools</td></tr><tr><td>Division Level Speakership or Higher</td><td>2 points</td></tr><tr><td>School/Municipality/ District Speakership</td><td>1 point</td></tr></table> <p><i>**Put N/A if not applicable to the applicant.</i></p>	Level	Points	Applicants from external institution		Organizational Level Speakership or Higher	2 points	Local Office Level Speakership	1 point	Applicants from central office		National Level Speakership or Higher	2 points	Central Office Level Speakership	1 point	Applicants from regional office		National Level Speakership or Higher	2 points	Regional Office Speakership	1 point	Applicants from schools division office		Regional Level Speakership or Higher	2 points	Division/Provincial/City Level Speakership	1 point	Applicants from schools		Division Level Speakership or Higher	2 points	School/Municipality/ District Speakership	1 point		
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<p>E. NEAP Accredited Learning Facilitator (max 2 points)</p> <p>MOVs:</p> <p>A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</p> <p>B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office</p> <p>Rubrics:</p> <table><tr><th>Level</th><th>Points</th></tr><tr><td>Accredited National Assessor</td><td>2 points</td></tr><tr><td>Accredited National Trainer</td><td>1.5 points</td></tr><tr><td>Accredited Regional Trainer</td><td>1 point</td></tr></table> <p><i>**Put N/A if not applicable to the applicant.</i></p>	Level	Points	Accredited National Assessor	2 points	Accredited National Trainer	1.5 points	Accredited Regional Trainer	1 point																										
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APPLICATION OF EDUCATION	COMPUTATIONS/ REMARKS	10 points														
<p>A. Positions with experience requirement</p> <p>MOVs:</p> <p>A. Action Plan approved by the Head of Office</p> <p>B. Accomplishment Report verified by the Head of Office</p> <p>C. Certification of the utilization / adoption signed by the Head of Office</p> <p>Rubrics: (SG 16-23 and SG 27)</p> <table><tr><th rowspan="2">MOVs Submitted</th><th colspan="2">Points</th></tr><tr><th>Relevant</th><th>Not Relevant</th></tr><tr><td>ALL MOVs</td><td>10 Points</td><td>5 Points</td></tr><tr><td>Only A&B</td><td>7 Points</td><td>3 Points</td></tr><tr><td>Only A</td><td>5 Points</td><td>1 Point</td></tr></table> <p><i>**If the intervention made by the applicant does not meet the criteria to be Relevant, then the said intervention shall be considered and be given corresponding points using the rubrics for Not Relevant.</i></p>	MOVs Submitted	Points		Relevant	Not Relevant	ALL MOVs	10 Points	5 Points	Only A&B	7 Points	3 Points	Only A	5 Points	1 Point		
MOVs Submitted		Points														
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APPLICATION OF LEARNING AND DEVELOPMENT (L&D)	COMPUTATIONS/ REMARKS	10 points														
<p>MOVs:</p> <p>A. Certificate of Training or Certification on any application 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;</p> <p>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;</p> <p>C. Accomplishment Report together with a General Certification that the L&D intervention was used/ adopted by the office at the local level;</p> <p>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.</p> <p>Rubrics:</p> <table><tr><th rowspan="2">MOVs Submitted</th><th colspan="2">Points (Application of L&D)</th></tr><tr><th>Relevant</th><th>Not Relevant</th></tr><tr><td>All MOVs</td><td>10 points</td><td>5 points</td></tr><tr><td>Only A, B, & C</td><td>7 points</td><td>3 points</td></tr><tr><td>Only A & B</td><td>5 points</td><td>1 point</td></tr></table> <p><i>**Put N/A if not applicable to the applicant.</i></p>	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		
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Only A, B, & C	7 points	3 points														
Only A & B	5 points	1 point														
POTENTIAL	COMPUTATIONS/ REMARKS	15 points														
<p>A. Written Examination (WE)</p> <p>-standardized examination measuring the knowledge, language proficiency, ability to present ideas, judgment, and leadership ability of the applicant.</p> <p>Computation:</p> <p>Points (WE) = $x / TI * WA_{(WE)}$</p> <p>Where:</p> <p>x = Score/ rating in written examination in percentage scale</p> <p>TI = total number of test items or highest possible score</p> <p>WA = Weight Allocation for WE</p>		10 points														

	Points			
	Appointment to Entry Level School Principal Positions (SP I, SSP I, ASP II)	Appointment to Other and Higher School Head Positions		
Written Exam	10 pts.	5 pts.		
Interview	5 pts.	10 pts.		
B. Behavioral Events Interview (BEI) -the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and/or current workplace. - uses STAR (Situation-Task-Action-Result) approach Assessment areas: i. Aptitude ii. Characteristics or Traits iii. Fitness iv. Other areas that may be identified by the HRMPSB				5 points
BREAKDOWN OF POINTS				VALIDATED SCORES
A. EDUCATION			10	
B. TRAINING			10	
C. EXPERIENCE			10	
D. PERFORMANCE			25	
E. OUTSTANDING ACCOMPLISHMENTS			10	
F. APPLICATION OF EDUCATION			10	
G. APPLICATION OF LEARNING AND DEVELOPMENT			10	
H. POTENTIAL (Written Test, BEI, Work Sample Test)			15	
GRAND TOTAL			100	

Note: No credit or points for any incomplete requirements.

Signature of Applicant

COMMENTS/RECOMMENDATIONS:

REVIEWED AND EVALUATED BY:

HRMPSB/ DIVISION SELECTION COMMITTEE



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
Telephone Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
FB Account: DepEd Tayo Lucena City
Website: depedlucena.com

Doc. Ref. Code	SDO-OSD-F114	Rev	00
Effectivity	09.20.21	Page	5 of 5



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

SCORE SHEET FOR NON-TEACHING LEVEL I (GENERAL SERVICES) APPLICANTS

Applicant's Name: _____

School: _____

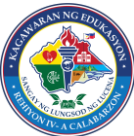
Present Position: _____

Designation: _____

District: _____

Position Applied For: _____

<u>EDUCATION</u>	<u>COMPUTATIONS/</u> <u>REMARKS</u>	<u>POINTS</u> <u>5 points</u>												
<div><div>**See attached Increment Table for Education</div><table><tr><th>Increments from QS</th><th>Points</th></tr><tr><td>5 or more increments</td><td>5</td></tr><tr><td>4 increments</td><td>4</td></tr><tr><td>3 increments</td><td>3</td></tr><tr><td>2 increments</td><td>2</td></tr><tr><td>1 increment</td><td>1</td></tr></table></div>	Increments from QS	Points	5 or more increments	5	4 increments	4	3 increments	3	2 increments	2	1 increment	1		
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<div><div><u>Position with experience requirement:</u></div><div>Points (PERFORMANCE) = x/5*WA(PERFORMANCE)</div><div>Where:</div><div>x = Performance Rating</div><div>5 = Highest possible PR in DepEd RPMS</div><div>WA = Weight Allocation for Performance</div><div>**Internal applicants will use the RPMS IPCR Rating</div><div>**External applicants’ rating not aligned with the RPMS 5-point scale will use the table below:</div></div>														



<table><tr><th>RPMS Rating Scale</th><th>Midpoint Value</th></tr><tr><td>Outstanding (4.50-5.00)</td><td>4.75</td></tr><tr><td>Very Satisfactory (3.50-4.499)</td><td>3.995</td></tr><tr><td>Satisfactory (2.500-3.499)</td><td>2.995</td></tr><tr><td>Unsatisfactory (1.500-2.499)</td><td>1.995</td></tr><tr><td>Poor (below 1.499)</td><td>0.995</td></tr></table> <p>**Put N/A if not applicable to the applicant.</p>	RPMS Rating Scale	Midpoint Value	Outstanding (4.50-5.00)	4.75	Very Satisfactory (3.50-4.499)	3.995	Satisfactory (2.500-3.499)	2.995	Unsatisfactory (1.500-2.499)	1.995	Poor (below 1.499)	0.995						
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<p><u>Position with no experience requirement:</u></p> <p>Points (PERFORMANCE) = $x/100 \times WA_{(PERFORMANCE)}$</p> <p>Where: x = Board exam rating/ CS exam rating/ GWA transmuted to percentage scale 5 = Highest possible PR in DepEd RPMS WA = Weight Allocation for Performance</p> <p>MOVs: A. Board Exam/ Career Service Eligibility Ratings B. For General Services positions that do not have <u>Eligibility</u> requirement, General Weighted Average (GWA) in the highest academic/ grade level earned.</p> <p>**for Honor graduates covered by PD 907:</p> <table><tr><th>Honors Earned</th><th>Points(PERFORMANCE)</th></tr><tr><td>Summa Cum Laude</td><td>20 points</td></tr><tr><td>Magna Cum Laude</td><td>19 points</td></tr><tr><td>Cum Laude</td><td>18 points</td></tr></table> <p>**Put N/A if not applicable to the applicant.</p>	Honors Earned	Points(PERFORMANCE)	Summa Cum Laude	20 points	Magna Cum Laude	19 points	Cum Laude	18 points										
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<p>A. Awards and Recognition (4 points)</p> <p>a. Citation and Commendation - <i>applies for General Services Positions</i></p> <p>MOV: Letter of Citation or Commendation from previous Employer</p> <p>Rubrics:</p> <table><tr><th>Number of Citation</th><th>Points</th></tr><tr><td>3 or more letters of citation</td><td>4 points</td></tr><tr><td>2 letters of citation</td><td>3 points</td></tr><tr><td>1 letter of citation</td><td>2 points</td></tr></table> <p>b. Academic or Inter-School Awards - <i>(applies to applicants with no or less than 1-year experience; e.g., fresh grads)</i></p> <p>MOVs: C. Academic or inter-school award D. Certification or any document showing top-notching a Board Examination E. Certificate or any document showing TOSP Award</p> <p>Rubrics:</p> <table><tr><th>Number of Citation</th><th>Points</th></tr><tr><td>At least 3 academic or inter-school awards/ Board Exam Topnotcher or Top 10/ TOSP Award</td><td>4 points</td></tr><tr><td>At least 2 academic or inter-school awards</td><td>3 points</td></tr><tr><td>At least 1 academic or inter-school awards</td><td>2 points</td></tr></table>	Number of Citation	Points	3 or more letters of citation	4 points	2 letters of citation	3 points	1 letter of citation	2 points	Number of Citation	Points	At least 3 academic or inter-school awards/ Board Exam Topnotcher or Top 10/ TOSP Award	4 points	At least 2 academic or inter-school awards	3 points	At least 1 academic or inter-school awards	2 points		
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<p>c. <u>Outstanding Employee Awards</u> - (applies to applicants with prior experience, or those applying to positions with experience requirement)</p> <p>MOVs:</p> <p>A. Any issuance, memorandum or document showing the Criteria for the Search</p> <p>B. Certificate of Recognition/ Merit</p> <p>Rubrics:</p> <table><tr><th>Level</th><th>Points</th></tr><tr><td colspan="2">Applicants from External Institution</td></tr><tr><td>- Organizational Level Search or Higher</td><td>4 points</td></tr><tr><td>- Local Office Search</td><td>2 points</td></tr><tr><td colspan="2">Applicants from National Office</td></tr><tr><td>- National Level Search or Higher</td><td>4 points</td></tr><tr><td>- Central Office Search</td><td>2 points</td></tr><tr><td colspan="2">Applicants from Regional Office</td></tr><tr><td>- National Level Search or Higher</td><td>4 points</td></tr><tr><td>- Regional Office Search</td><td>2 points</td></tr><tr><td colspan="2">Applicants from Schools Division Office</td></tr><tr><td>- Regional Level Search or Higher</td><td>4 points</td></tr><tr><td>- Division/Provincial/City Level Search</td><td>2 points</td></tr><tr><td colspan="2">Applicants from Schools</td></tr><tr><td>- Division Level Search or Higher</td><td>4 points</td></tr><tr><td>- School/Municipality/District Level Search</td><td>2 points</td></tr></table> <p>**Applicants to General Services position who underwent a search process for <u>Outstanding Employee Award</u> and has been conferred the Award, the computation of points indicated in Outstanding Employee Awards shall apply, <u>whichever is higher shall prevail</u>.</p> <p>**Awards <u>given by reputable award giving bodies</u> like CSC, Metrobank, NEDA, DepEd, LGU, etc., in the national level, shall be given automatic <u>five (5) points</u> for GS positions.</p> <p>**Put N/A if not applicable to the applicant.</p>	Level	Points	Applicants from External Institution		- Organizational Level Search or Higher	4 points	- Local Office Search	2 points	Applicants from National Office		- National Level Search or Higher	4 points	- Central Office Search	2 points	Applicants from Regional Office		- National Level Search or Higher	4 points	- Regional Office Search	2 points	Applicants from Schools Division Office		- Regional Level Search or Higher	4 points	- Division/Provincial/City Level Search	2 points	Applicants from Schools		- Division Level Search or Higher	4 points	- School/Municipality/District Level Search	2 points		
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<p>B. Research or Innovation</p> <p>MOVs:</p> <p>A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>B. Accomplishment Report verified by the Head of Office</p> <p>C. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office</p> <p>D. Certification of adoption by another school/office duly signed by the Head of Office.</p> <p>E. Proof of citation by other researchers (whose studies/research is likewise approved by competent authority) of the concept/s developed of the research.</p> <p>Rubrics:</p> <table><tr><th>Number of Citation</th><th>Points</th></tr><tr><td>A, B, & E</td><td>4 points</td></tr><tr><td>A, B, C, & D</td><td>4 points</td></tr><tr><td>A, B, & C</td><td>3 points</td></tr><tr><td>A & B</td><td>2 points</td></tr><tr><td>A</td><td>1 point</td></tr></table> <p>**Put N/A if not applicable to the applicant.</p>	Number of Citation	Points	A, B, & E	4 points	A, B, C, & D	4 points	A, B, & C	3 points	A & B	2 points	A	1 point																						
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<div><div>D. Resource Speakership/ Learning Facilitation</div><div><div>MOVs:</div><div>A. Issuance/Memorandum/ Invitation/ Training Matrix;</div><div>B. Certificate of Recognition/ Merit/ Commendation/ Appreciation;</div><div>C. Slide deck/s used and/or Session guides</div></div><div><div>Rubrics:</div><table><thead><tr><th>Level</th><th>Points</th></tr></thead><tbody><tr><td colspan="2">Applicants from external institution</td></tr><tr><td>Organizational Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Local Office Level Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from central office</td></tr><tr><td>National Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Central Office Level Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from regional office</td></tr><tr><td>National Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Regional Office Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from schools division office</td></tr><tr><td>Regional Level Speakership or Higher</td><td>2 points</td></tr><tr><td>Division/Provincial/City Level Speakership</td><td>1 point</td></tr><tr><td colspan="2">Applicants from schools</td></tr><tr><td>Division Level Speakership or Higher</td><td>2 points</td></tr><tr><td>School/Municipality/ District Speakership</td><td>1 point</td></tr></tbody></table><div>**Put N/A if not applicable to the applicant.</div></div></div>	Level	Points	Applicants from external institution		Organizational Level Speakership or Higher	2 points	Local Office Level Speakership	1 point	Applicants from central office		National Level Speakership or Higher	2 points	Central Office Level Speakership	1 point	Applicants from regional office		National Level Speakership or Higher	2 points	Regional Office Speakership	1 point	Applicants from schools division office		Regional Level Speakership or Higher	2 points	Division/Provincial/City Level Speakership	1 point	Applicants from schools		Division Level Speakership or Higher	2 points	School/Municipality/ District Speakership	1 point		
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<div><div>E. NEAP Accredited Learning Facilitator</div><div><div>MOVs:</div><div>A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</div><div>B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office</div></div><div><div>Rubrics:</div><table><thead><tr><th>Level</th><th>Points</th></tr></thead><tbody><tr><td>Accredited National Assessor</td><td>2 points</td></tr><tr><td>Accredited National Trainer</td><td>1.5 points</td></tr><tr><td>Accredited Regional Trainer</td><td>1 point</td></tr></tbody></table><div>**Put N/A if not applicable to the applicant.</div></div></div>	Level	Points	Accredited National Assessor	2 points	Accredited National Trainer	1.5 points	Accredited Regional Trainer	1 point																										
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<div><div>A. Written Examination (WE)</div><div><div>-standardized examination measuring the knowledge, language proficiency, ability to present ideas, judgment, and leadership ability of the applicant.</div><div>Computation: Points (WE) = x/100*WA_(WE)</div><div>Where: x = Score/ rating in written exam in percentage scale WA = Weight Allocation for WE</div></div></div>																																		
<div><div>B. Skills or Work Sample Test (S/WST)</div><div><div>-test that may be administered to evaluate the application of skills relevant to the requirement of the positions to be filled.</div><div>Computation: Points (WE) = x/100*WA_(S/WST)</div><div>Where: x = Score/ rating in the S/WST in percentage scale WA = Weight Allocation for S/WST</div></div></div>																																		

C. Behavioral Events Interview (BEI) -maximum <u>5 points</u> -the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and/or current workplace. - uses STAR (Situation-Task-Action-Result) approach Assessment areas: i. <i>Aptitude</i> ii. <i>Characteristics or Traits</i> iii. <i>Fitness</i> iv. <i>Other areas that may be identified by the HRMPSB</i>		
BREAKDOWN OF POINTS	GENERAL SERVICES	VALIDATED SCORES
A. EDUCATION	5	
B. TRAINING	5	
C. EXPERIENCE	20	
D. PERFORMANCE	10	
E. OUTSTANDING ACCOMPLISHMENTS	5	
F. APPLICATION OF EDUCATION	-	
G. APPLICATION OF LEARNING AND DEVELOPMENT	-	
H. POTENTIAL <i>(Written Test, BEI, Work Sample Test)</i>	55	
GRAND TOTAL	100	

Note: No credit or points for any incomplete requirements.

Signature of Applicant

COMMENTS/RECOMMENDATIONS:

REVIEWED AND EVALUATED BY:

HRMPSB/ DIVISION SELECTION COMMITTEE