

**REVISED CRITERIA
FOR FIRST LEVEL POSITIONS**

1. PERFORMANCE	35
1.00 – 1.59	35
1.60 – 1.90	30
1.91 – 2.20	28
2.21 – 2.50	25
2. EDUCATION	15
Minimum Requirements (Basic):	10
Plus Factor (Bonus):	5
For positions requiring completion of:	
2.1 <u>Secondary Course</u>	
College Graduate	3
3 rd year college (at least 108 units)	2
2 nd year college (at least 72 units)	1
2.2 <u>2 years studies in College</u>	
At least 12 Masteral units	5
College Graduate	4
3 rd year college (at least 108 units)	3
3. TRAINING	10
Minimum Requirements (Basic):	5
Plus Factor (Bonus):	5
For positions requiring completion of:	
3.1 <u>Secondary Course</u>	
17 hours & above	3
9 - 16 hours	2
4 - 8 hours	1
3.2 <u>2 years studies in College</u>	
33 hours and above	5
25 - 32 hours	4
16 - 24 hours	3

4. EXPERIENCE **20**

Minimum Requirements (Basic):		10
Plus Factor (Bonus):		10
No. of Years of Actual Experience	x	1.00
No. of Years Similar Experience	x	0.75
No. of Years of Related Experience	x	0.50
No. of Years of Other Experience	x	0.25

Definition:

Actual Experience - refers to the experience in doing tasks the same as the position to be filled

Similar Experience - refers to the experience in doing tasks similar to the position to be filled

Related Experience - refers to the experience in doing functionally / occupationally related tasks as the position to be filled

Other Experience - refers to the experience in doing tasks and functions not necessarily functionally / occupationally related to the position to be filled but requiring the same degree of skills/knowledge/abilities

5. POTENTIAL **10**

Raw Score	Equivalent Points
40	10
38 – 39	9
36 – 37	8
34 – 35	7
32 – 33	6
28 – 31	5
24 – 27	4
20 – 23	3
14 – 19	2
8 – 13	1

REVISED CRITERIA FOR SECOND LEVEL POSITIONS

1. PERFORMANCE 35

1.00 – 1.59	35
1.60 – 1.90	30
1.91 – 2.20	28
2.21 – 2.50	25

2. EDUCATION 15

Minimum Requirements (Basic):	10
Plus Factor (Bonus):	5

For positions requiring:

2.1 Bachelor's Degree

2.1.1 Second college degree course

Graduate	3
3 rd yr college (at least 108 units)	2
2 nd yr. college (at least 72 units)	1

2.1.2 Master's Degree

Graduate	5
25 units & above	4
18 – 24 units	3

2.2 Master's Degree

2.2.1 Additional Master's Degree / LIB / PhD

Graduate	5
at least 24 units	3

3. TRAINING 10

Minimum Requirements (Basic):	5
Plus Factor (Bonus):	5

3.1 Additional Training

71 hours and above	5
49 – 70 hours	4
24 - 48 hours	3

4. EXPERIENCE**20**

Minimum Requirements (Basic):		10
Plus Factor (Bonus):		10
(Outstanding Accomplishment)		
No. of Years of Actual Experience	x	1.00
No. of Years Similar Experience	x	0.75
No. of Years of Related Experience	x	0.50
No. of Years of Other Experience	x	0.25

Definition:

Actual Experience - refers to the experience in doing tasks the same as the position to be filled

Similar Experience - refers to the experience in doing tasks similar to the position to be filled

Related Experience - refers to the experience in doing functionally / occupationally related tasks as the position to be filled

Other Experience - refers to the years of experience in doing tasks and functions not necessarily functionally / occupationally related to the position to be filled but requiring the same degree of skills/knowledge/abilities

5. POTENTIAL**10**

Raw Score	Equivalent Points
40	10
38 – 39	9
36 – 37	8
34 – 35	7
32 – 33	6
30 – 31	5
24 – 27	4
20 – 23	3
14 – 19	2
8 – 13	1