



September 27, 2022

## ANNOUNCEMENT OF VACANT POSITIONS

### ALTERNATIVE LEARNING SYSTEM

Vacant Position: **FIELD ENUMERATORS**  
 No. of Vacancy: Four (4)  
 Compensation: Php 19,000.00  
 Location: **DIGOS ORIENTAL DISTRICT, DIGOS OCCIDENTAL DISTRICT, DIGOS SOUTH DISTRICT, MT. APO DISTRICT**

#### **MINIMUM REQUIREMENTS**

Education: At least Senior High School graduate; or at least two (2) years in college  
 Experience: None required  
 Training: None required  
 Eligibility: None required  
 Competency: Knowledgeable in using Microsoft Excel, Google Drive and Google Forms; Has a laptop/iPad/tablet with the latest Operating System (OS), processor, at least 8GB of Random Access Memory (RAM), and with virus protection software/application; Residing within the jurisdiction of the SDO; In good physical condition; and Willing to undergo orientation on the conduct of the ALS CLC Inventory and comply with the required research protocols

Qualified applicants to the **ABOVEMENTIONED POSITIONS** shall address their application letter to **CRISTY C. EPE, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **DIVISION OFFICE**.

Further, the application letter and following pertinent documents listed below shall be produced in **TWO SETS (2 copies each)** enclosed in **ONE (1)** white folder with the **FOLDER TAG** printed with full **SURNAME, GIVEN NAME** and **MIDDLE NAME** of the applicants with **FONT (CALIBRI 20 BOLD)** for 201 File purposes, to wit:

1. **Letter of Intent/Application Letter;**
2. **Fully accomplished and notarized Personal Data Sheet (CSC Form 212) with latest 2x2 ID picture;**
3. **Photocopy of Voter's Affidavit or original copy of Barangay Certificate of Residency;**
4. **Official Transcript of Records;**
5. **Photocopy of certificates of speakership/training/seminar/workshops relevant to vacant position;**
6. **Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.**

Applicants are required to fill up the electronic google form upon submission of application documents. Please access this link: <https://tinyurl.com/suSudtds>.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **Joint Memorandum DM-CI-2022-231**. A division memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website ([www.depeddigoscity.org](http://www.depeddigoscity.org)). At the same time, qualified applicants will be informed through e-mail and/or text message.

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

**THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS FOR INTERESTED APPLICANTS SHALL BE ON OCTOBER 7, 2022.**

DepEd Schools Division of Digos City  
**RECORDS SECTION**

**FRANCIS JUDE D. ALCOMENDRAS**  
 Administrative Officer V

**RELEASED**  
 27-91620  
**DATE: SEP 28 2022 TIME: 1:55 PM**  
 BY: *[Signature]*

Printed in:  
 Digos Oriental District  
 Digos Occidental District  
 Mt. Apo District  
 Digos South District  
 Digos City RESCO (Secondary Schools)  
 Provincial Schools - Digos City  
 Civil Service Commission DDO RO