



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**8 February 2021**

**DIVISION MEMORANDUM**  
No. 73, s. 2021

**HIRING OF LEARNING SUPPORT AIDES (LSAs) BATCHES 2 & 3**

To: **PUBLIC SCHOOLS DISTRICT SUPERVISOR**  
**SECONDARY AND ELEMENTARY SCHOOL HEAD**

1. Pursuant to Department of Education (DepEd) Order No. 32, s. 2020 re: ***“Guidelines on the Engagement of Services of Learning Support Aides to Reinforce the Implementation of the Basic Education Learning Continuity Plan in time of COVID-19 Pandemic”***, the Division of Digos City will be facilitating the compliance of this Order and will deploy another batch to schools which need Learning Support Aides (LSAs).
2. All interested applicants, including displaced teachers from private schools which closed due to lack of funds, shall submit their application letter indicating their field of specialization addressed to the Schools Division Superintendent with the following documents, to wit:
  - a. Subscribed Personal Data Sheet;
  - b. PRC Teacher License;
  - c. Transcript of Records; and,
  - d. Medical Certificate.

In the event the LSA is to be deployed, the following additional requirements shall be submitted, to wit:

- a. Neuro-Psycho Examination result;
  - b. NBI or Police Clearance; and,
  - c. Drug Test Result.
3. No applicant included in the RQA (for both DO 7 and DO 22) shall lose their turn for a permanent teaching position on account of being an LSA, if they are up for a permanent teaching appointment based on Hiring Guidelines.
4. Applicants shall be informed if they are selected as LSAs and sign the Contract of Service before being deployed into the schools.
5. The deadline for the submission of application shall be on February 15, 2021.
6. For immediate dissemination and strict compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

