



December 20, 2021

## ANNOUNCEMENT OF VACANT POSITIONS

### OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Vacant Position: **PROJECT DEVELOPMENT OFFICER II – 15**  
Item No.: **OSEC-DECSB-PDO2-750023-2014**  
Location: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

#### MINIMUM REQUIREMENTS

Education: Bachelor's degree relevant to the job  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: Career Service (Professional) Second Level Eligibility

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. **Personal Data Sheet (CSC Form 212) with latest 2x2 ID picture;**
3. **Certificate of Employment (if any);**
4. **Performance Ratings for the last 3 rating periods;**
5. **Updated Service Record;**
6. **Official Transcript of Records with CAV issued by CHED;**
7. **Career Service Eligibility Certificate or Authenticated copy of the PRC License;**
8. **Certificates of speakership/training/seminar/workshops relevant to vacant position, and recognition/appreciation/commendation/awards not used in the latest promotion;**
9. **Latest Appointment if government employee; and**
10. **Position Description Form**

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to D.O. 66, series of 2007. 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 and Human Resource Section DepEd Digos City Division Facebook page. At the same time, qualified applicants will be informed through e-mail and 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 JANUARY 4, 2021.**

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

Posted in:

Digos Occidental District  
Digos Oriental District  
Mt. Apo District  
Digos City NHS/Other Secondary Schools  
Civil Service Commission DDS FO

SCHOOLS DIVISION OF DIGOS CITY  
RECORDS SECTION  
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