



Handwritten note: *SH in Digos*

April 5, 2022

**ANNOUNCEMENT of VACANT POSITIONS**  
**SENIOR HIGH SCHOOL IN DIGOS CITY**

Vacant Position: **GUIDANCE COUNSELOR II – SG 12**  
 Item No.: OSEC-DECSB-GUIDC2-750134-2016  
 OSEC-DECSB-GUIDC2-750135-2016  
 Location: **SENIOR HIGH SCHOOL IN DIGOS CITY**

**MINIMUM REQUIREMENTS**

Education: Master's Degree in Guidance and Counseling  
 Experience: None Required  
 Training: None Required  
 Eligibility: R.A. 1080 (Guidance Counselor)

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 **SENIOR HIGH SCHOOL IN DIGOS CITY**.

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**

**Applicants are required to fill up the electronic google form upon submission of application documents. Please access this link: <https://tinyurl.com/su5udtds>.**

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. 66, series of 2007** (see attached Annex A, Enclosure to DO. No. 66, s.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 APRIL 20, 2022. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL SELECTION COMMITTEE TO THE SCHOOLS DIVISION OFFICE SHALL BE ON APRIL 27, 2022.**

SCHOOLS DIVISION OF DIGOS CITY  
**RECORDS SECTION**  
**RELEASED**  
 DATE: 08 APR 2022 TIME 2:14 PM  
 BY: [Signature]

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

Posted in:  
 Senior High School in Digos City  
 Civil Service Commission DDS FO

## SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	NON-TEACHING GROUP
<b>A. Performance Rating</b>	<b>LEVEL 2</b>
	<b>30</b>
Performance rating for the last 3 rating periods should be at least Very Satisfactory	Average of the numerical ratings multiplied by 30%
<b>B. Experience</b>	<b>10</b>
Experience must be relevant to the duties and functions of the position to be filled	Every year given a point but not to exceed five (10) points
<b>C. Outstanding Accomplishments (Meritorious Accomplishments)</b>	<b>20</b>
a. Outstanding Employee Award	4
b. Innovations	4
c. Research & Development Projects	4
d. Publication/Authorship	4
e. Consultant/Resource Speaker in Trainings/Seminars	4
<b>D. Education</b>	<b>15</b>
* Complete Academic Requirements for Master's Degree	7
* Master's Degree	10
* Complete Academic Requirements for Doctoral Degree	13
* Doctoral Degree	15
<b>Training</b>	<b>10</b>
Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants	One point for every month of attendance but not to exceed ten (10) points
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:	
* District Level	2
* Division Level	4
* Regional Level	6
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:	
* National Level	8
* International Level	10
Chair/Co-chair in a technical/planning committee	
* District Level	2
* Division Level	4
* Regional Level	6
* National Level	8
* International Level	10
<b>E. Potential</b>	<b>10</b>
1. Communication Skills	2
2. Ability to Present Ideas	2
3. Alertness	2
4. Judgment	2
5. Leadership Ability	2
<b>F. Psycho-social attributes</b>	<b>5</b>
a. Human Relations	2
b. Decisiveness	2
c. Stress Tolerance	1
<b>TOTAL</b>	<b>100</b>