

August 25, 2022

## **ANNOUNCEMENT of VACANT POSITIONS**

### **DIGOS CITY NATIONAL HIGH SCHOOL**

Vacant Position: **TEACHER III (Secondary Grades) – SG 13**  
Item No.: **OSEC-DECSB-TCH3-750275-2012**  
Location: **DIGOS CITY NATIONAL HIGH SCHOOL**  
Subject: **VALUES**

#### **MINIMUM REQUIREMENTS**

Education: Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major  
Experience: 2 years relevant experience  
Training: None required  
Eligibility: LET/PBET/R.A.1080 (Teacher)

Vacant Position: **TEACHER II (Secondary Grades) – SG 12**  
Item No.: **OSEC-DECSB-TCH2-750398-2012**  
Location: **DIGOS CITY NATIONAL HIGH SCHOOL**  
Subject: **ENGLISH**

#### **MINIMUM REQUIREMENTS**

Education: Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major  
Experience: 1 year of relevant experience  
Training: None required  
Eligibility: LET/PBET/R.A.1080 (Teacher)

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 **DIGOS CITY NATIONAL HIGH SCHOOL**.

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. 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);
10. Position Description Form (if any); and
11. 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/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 ([www.depeddigocity.org](http://www.depeddigocity.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 SEPTEMBER 4 2022. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL HEAD TO THE SCHOOLS DIVISION OFFICE SHALL BE ON SEPTEMBER 9, 2022.**

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

Posted in:

Digos City NHS/Other Secondary Schools  
Civil Service Commission DDS FO

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 89960  
 DATE: 25 AUG 2022 TIME: 12:56 PM  
 BY: 