

Republic of the Philippines

Department of Education

Region XI

SCHOOLS DIVISION OF DIGOS CITY

Digos City



February 8, 2023

ANNOUNCEMENT of VACANT POSITIONS

REMEDIOS N. SAPLALA ELEMENTARY SCHOOL

Vacant Position:

TEACHER III - SG 13

Item No.:

OSEC-DECSB-TCH3-750287-2012

Location:

REMEDIOS N. SAPLALA ELEMENTARY SCHOOL

MINIMUM REQUIREMENTS

Education:

Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education

Experience:

2 years 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 <u>REMEDIOS N. SAPLALA</u> ELEMENTARY 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 addressed to the Head of Office;
- 2. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- 3. Photocopy of Certificate of Eligibility/Rating/License/ID;
- 4. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- 5. Photocopy of Service Record or Certificate of Employment, if applicable;
- Photocopy of Certificates of Training, if applicable;
- 7. Photocopy of the performance rating in the last three (3) rating periods (if applicable);
- 8. Omnibus Sworn Statement;
- 9. Checklist of Requirements;
- 10. Other documents as may be required; 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/Deped-Digos-Application.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

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.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 FEBRUARY 18, 2023. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL HEAD THE SCHOOLS DIVISION OFFICE SHALL BE ON FEBRUARY 23, 2023.

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer

Posted in

Remedios N. Saplala Elementary School Civil Service Commission DDS FO

OSDS / ADMIN / HR / dbc

DepEd Schools Division of Digos City

23-97511

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 3 1922 553-8319 | 082 658 976 082 553-8170 (082) 553-8315 1 3 4 m (082) 553-8396 | (082) 553-8376 2 www.depeddigoschy.org 0 digoschy.org

BY:

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING
5 f Poting	35
Performance Rating	Average of the numerical ratings multiplied by 35%
rformance rating for the last 3 rating periods should be at least Very Satisfactory	5
Experience	Every year given a point but not to exceed five (5) points
sperience must be relevant to the duties and functions of the position to be filled	Every year given a point out not to executive year
perience must be relevant to the duties and functions of the positions (20
Outstanding Accomplishments (Meritorious Accomplishments)	4
Outstanding Employee Award	4
Innovations	4
Research & Development Projects	4
. Publication/Authorship	4
. Consultant/Resource Speaker in Trainings/Seminars	25
), Education	10
Complete Academic Requirements for Master's Degree	15
Master's Degree	20
Complete Academic Requirements for Doctoral Degree	25
Doctoral Degree	5
Fraining Short courses, Study	One point for every month of attendance but not to
raining Participant in a speccialized training, e.g. Scholarship Programs, Short courses, Study	exceed five (5) points
Grants Grants in each level conducted for at least	
Grants Participant in three (3) or more training activities in each level conducted for at least	
three (3) days not credited during the last promotions:	1
* District Level	2
* Division Level	3
 Regional Level Participant in one (1) training conducted for at least three (3) days not credited during the 	e
Participant in one (1) training conducted for at least times (5) days were	
last promotions:	4
* National Level	5
* International Level	
Chair/Co-chair in a technical/planning committee	1
* District Level	2
* Division Level	3
* Regional Level	4
* National Level	5
* International Level	5
E. Potential	1
1. Communication Skills	1
2. Ability to Present Ideas	. 1
3. Alertness	1
4. Judgment	1
5. Leadership Ability	5
F. Psycho-social attributes	2
a. Human Relations	2
b. Decisiveness	11
c. Stress Tolerance TOTAL	100