



March 3, 2023

## ANNOUNCEMENT of VACANT POSITIONS

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

Vacant Position: **HEAD TEACHER V (Secondary Grades) – SG 18**  
 Item No.: OSEC-DECSB-HTEACH5-750001-2001  
 Location: **DIGOS CITY NATIONAL HIGH SCHOOL**  
 Subject: **ENGLISH**

#### **MINIMUM REQUIREMENTS**

Education: Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization  
 Experience: Head Teacher for 4 years; or Master Teacher for 3 years  
 Training: 24 hours of relevant training  
 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 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;**
6. **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-out DepEd Digos City Job Application Form.**

Applicants are required to fill out 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. 42, series of 2007** (see attached Enclosure to DO. No. 42, 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. 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 MARCH 13, 2023. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL HEADS TO THE SCHOOLS DIVISION OFFICE SHALL BE ON MARCH 17, 2023.**

FRANCIS JUDE D. ALCOMENDRAS  
 Administrative Officer V

Posted in:  
 Digos City NHS/Other Secondary Schools  
 Civil Service Commission DDS FO  
 OSDS/ADMIN/HR/sabc

DepEd Schools Division of Digos City  
 RECORDS SECTION

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 | (082) 553-8396 | (082) 553-8376 | (082) 553-8370 | (082) 553-8375  
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DATE: 03 MAR 2023

BY: \_\_\_\_\_

12:54 pm

## THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS

### I. LEADERSHIP FRAMEWORK

There shall be a school head for all public elementary and secondary schools or a cluster thereof, pursuant to Section 6.1, Rule VI of the Implementing Rules and Regulations of Republic Act No. 9155 (Governance of Basic Education Act of 2001). A school head is a person responsible for the administrative and instructional supervision of the school or cluster of schools. As such, a school head is expected to possess the following leadership dimensions:

1. **Educational Leadership** is the ability to craft and pursue a shared school vision and mission, as well as develop and implement curriculum policies, programs and projects.
2. **People Leadership** is the ability to work and develop effective relationships with stakeholders and exert a positive influence upon people.
3. **Strategic Leadership** is the ability to explore complex issues from a global perspective, manage an educational enterprise and maximize the use of resources.

### II. BASIC POLICIES

In addition to those stated in the Merit Selection Plan (MSP), the following basic policies shall be adopted.

1. Applicants to Principal I position must pass a qualifying test. He/she must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III.
  - 1.1 The test shall evaluate the applicants in terms of the three (3) leadership dimensions to measure executive and managerial competence. It may consist of paper and pencil, simulation and other modes.
  - 1.2 The test shall be developed by the National Educator's Academy of the Philippines (NEAP) in coordination with the National Education Testing and Research Center (NETRC).
  - 1.3 The Regional Office shall simultaneously administer the test once a year in designated venues.
2. The appointment of a school principal shall be non-station specific.
3. Any vacancy for Principal position shall be open to all qualified candidate from within and outside the division where the vacancies exist.
4. The Schools Division Superintendent shall designate Teachers-In-Charge in schools without Principal items.

To become a Teacher-In-Charge, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office.

5. Assignment of Head Teachers shall be one per subject area with priority on the core subject areas, namely: English, Math, Science, Filipino and Araling Panlipunan.

### III. COMPUTATION OF POINTS

Specific points are assigned for each criterion in the ranking for Head Teacher/Principal positions, as follows:

<i>Criteria</i>	<i>Maximum No. of Points</i>
Performance Rating	30
Experience	10
Outstanding Accomplishments	30
Education and Training	20
Potential	5
Psychosocial Attributes and Personality Traits	5
<b>TOTAL</b>	<b>100</b>

#### A. Performance Rating (30 points)

The performance rating of the appointee for the last three (3) rating periods prior to screening should be at least Very Satisfactory. The average of the numerical ratings shall be given points as follows:

<i>Numerical Rating</i>	<i>Points</i>
9.4 - 10	30
8.7 - 9.3	25
8.0 - 8.6	20
7.3 - 7.9	15
6.6 - 7.2	10

#### B. Experience (10 points)

Experience must be relevant to the duties and functions of the position to be filled, with every year given a point but not to exceed ten (10) points. Every month of service in excess of one year shall be given corresponding point.

*Example: 1 yr. & 5 mos.      1 5/12 = 1.4 points*  
*5 yrs. & 11 mos.      5 11/12 = 5.9 points*

#### C. Outstanding Accomplishments (30 points)

##### a. Outstanding Employee Award (5 points)

Awardee in the school	- 1 pt.
Nomination in the division/awardee in the district	- 2 pts.
Nomination in the region/awardee in the division	- 3 pts.
Nomination in the Department/awardee in the region	- 4 pts.
National awardee	- 5 pts.

b. Innovations (5 points)

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

1. Conceptualized - 1 pt.
2. Started the implementation - 2 pts.
3. Fully implemented in the school - 3 pts.
4. Adopted in the district - 4 pts.
5. Adopted in the division - 5 pts.

c. Research and Development Projects (10 points)

- Action research conducted in the school level - 6 pts.
- Action research conducted in the district level - 8 pts.
- Action research conducted in the division level - 10 pts.

d. Publication/Authorship (5 points)

- Articles published in a journal/newspaper/magazine of wide circulation - 2 pts.  
(per article but not to exceed 4 pts.)
- Co-authorship of a book - 4 pts.  
(shall be divided by the number of authors)
- Sole authorship of a book - 5 pts.

e. Consultant/Resource Speaker in Trainings/Seminars/ Workshops/Symposia (5 points)

- District level - 1 pt.
- Division level - 2 pts.
- Regional level - 3 pts.
- National level - 4 pts.
- International level - 5 pts.

**D. Education and Training (20 points)**

a. Education (10 points)

- Complete Academic Requirements for Master's Degree - 6 pts.
- Master's Degree - 7 pts.
- Complete Academic Requirements for Doctoral Degree - 9 pts.
- Doctoral Degree - 10 pts.

b. Training (10 points)

- Participant in a specialized training - 10 pts.

*e.g. Scholarship Programs, Short Courses, Study Grants shall be given one (1) 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 pts.
- Division Level - 4 pts.
- Regional Level - 6 pts.

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level - 8 pts.
- International Level - 10 pts.

Chair/Co-chair in a technical/planning committee

- District Level - 2 pts.
- Division Level - 4 pts.
- Regional Level - 6 pts.
- National Level - 8 pts.
- International Level - 10 pts.

#### **E. Potential (5 points)**

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

1. Communication Skills - 1 pt.  
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas - 1 pt.  
Presents well-organized and precise ideas with marked command of the language used.
3. Alertness - 1 pt.  
Manifests presence of mind and awareness of the environment.
4. Judgment - 1 pt.  
Demonstrates sound judgment.
5. Leadership Ability - 1 pt.  
Influences others to do the tasks for him.

#### **F. Psychosocial Attributes and Personality Traits (5 points)**

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

##### **a. Human Relations (2 pts.)**

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization - 0.4 pt.
2. Internalizes work changes with ease and vigor - 0.4 pt.
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors - 0.4 pt.
4. Observes proper decorum in relating with superiors and peers - 0.4 pt.
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level - 0.4 pt.

**b. Decisiveness (2 pts.)**

1. Thinks logically and acts accordingly - 0.4 pt.
2. Considers alternatives and recommends solutions when faced with problem situations - 0.4 pt.
3. Gives convincing recommendations and suggestions - 0.4 pt.
4. Acts quickly and makes the best decision possible - 0.4 pt.
5. Exercises flexibility - 0.4 pt.

**c. Stress Tolerance (1 pt.)**

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. - 0.2 pt.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work. - 0.2 pt.
3. Controls negative manifestations of emotions. - 0.2 pt.
4. Performs satisfactorily his duties and functions in a tension-laden situation. - 0.2 pt.
5. Channels negative emotions to positive and constructive endeavors. - 0.2 pt.

**IV. REPEALING CLAUSE**

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

**V. SANCTIONS**

Anyone found guilty of violating the provisions of these revised guidelines or parts thereof shall be dealt with accordingly.

**VI. EFFECTIVITY**

The provisions of this Order shall take effect immediately.

  
**JESLI A. LAPUS**  
Secretary