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Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 119

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : ANNOUNCEMENT OF VACANT POSITION FOR NON-TEACHING POSITION

Date : June 14, 2023

This Office announces the acceptance of applications for non-teaching position in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS			
	POSITION TITLE	EDUCATION	EXPERIENCE	TRAINING
ADMINISTRATIVE AIDE VI (Clerk III)	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADA6-750120-2014 SG: 6 Monthly Salary: ₱ 17,553.00 No. of Vacancy/ies: 1 Place of Assignment: DIVISION OFFICE JOB SUMMARY: To assist the management and staff and provide administrative support in the effective and efficient operation of the Division Office.				

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC - SCHOOLS**



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

DIVISION SUPERINTENDENT, and submit it with the pertinent documents to the **DIVISION OFFICE – RECORDS SECTION**.

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:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C or you may download the file on this link: <https://bit.ly/ChecklistOmnibus>*), notarized by the authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and
- l. 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://bit.ly/Deped-Digos-Application2>.

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

Applicants who failed to submit complete mandatory documents (items a to j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) shall not warrant exclusion from the pool of official applicants.



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The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to D.O. No. 007, series of 2023 (see attached Enclosure No. 5 to D.O. No. 007, s. 2023). 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.

Original copy of documents must be presented during the conduct of evaluation of documents, thus, only those submitted documents will be given corresponding points.

The deadline for the submission of the applications for interested applicants shall be on **June 24, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
June 14, 2023 – June 24, 2023	Submission of application documents	Applicants School PSB School Heads	Face-to-Face
June 26, 2023 – June 28, 2023	Forwarding the transmittal of all application documents to HRMO for pre-assessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to-Face
June 29, 2023 – July 12, 2023	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
July 13, 2023	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
July 14, 2023 – July 23, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
July 24, 2023	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

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.



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Widest dissemination of this Memorandum is earnestly desired.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D, CESO VI
OIC - Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-10784
DATE: JUN 14 2023 TIME: 4:20 PM
BY: *[Signature]*

OSDS/ADMIN /HR/dbc



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

Applicants from regional offices	Points
Regional Office (University or Higher)	3 points
Regional Office (College)	2 points
Regional Office (Technical Education)	1 point
Regional Office (Other)	1 point
Applicants from outside division office	3 points
Division Office (University or Higher)	3 points
Division Office (College)	2 points
Division Office (Technical Education)	1 point
Division Office (Other)	1 point

NSAP Accredited Learning Facilitator. This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educators Academy of the Philippines (NEAP).

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NSAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Rubrics:

Level	Points
Accredited National Educator	3 points
Accredited Regional Educator	1 point
Accredited Division Educator	1 point

Illustrative example:

Applicant apply in applying for an Administrative Assistant II (Following Officer B) August 2013 in the same RDO for the purpose of competing for Outstanding Accomplishments, she submitted the following MOA's:

Outstanding Accomplishments	Points	MOA's
Outstanding Regional Award 2012 to 2020 Open City (long time MOA's submitted)	3 points	Not required. MOY Award given to her for her use in the RDO.
Outstanding Regional Award 2014 in Region I	3 points	Outstanding
Regional Award for Outstanding Performance in 2011 (Awarded for her Outstanding Performance in 2011)	3 points	Outstanding
Outstanding Performance Award 2012 to 2020 Open City (Awarded in the portfolio as MOY submitted)	3 points	Outstanding
Certificate of Recognition as Learning Facilitator in 2012 (Awarded in the portfolio as MOY submitted)	1 point	Outstanding

Applicant apply and get 12 points for her Outstanding Performance Award earned in 2014 and one (1) point for her Outstanding Performance Award earned in 2011. In addition, she got 3 points for her Outstanding Performance Award earned in 2012. In total, she has 16 points. The total points for her Outstanding Performance Award earned in 2012, 2013, 2014, and 2015 are 12 points. The total points for her Outstanding Performance Award earned in 2011, 2012, 2013, 2014, and 2015 are 16 points. The total points for her Outstanding Performance Award earned in 2012, 2013, 2014, and 2015 are 16 points. The total points for her Outstanding Performance Award earned in 2012, 2013, 2014, and 2015 are 16 points.

Rubrics:

MOVA's Submitted	Points
ALL MOVA's	3 points
All A, B, C, D	2 points
All A, B, C	1 point
All A, B, C, D	1 point
Other A, B, C, D	1 point

For each MOVA research articles, presentations, the total points shall be divided by the number of MOVA's/researchers indicated in the copyright page.

Subject Matter Expert / Membership in National TWG or Committees. This shall apply to applicants who have been chosen and required to use their knowledge and skills to serve on national level TWG or committees. This may include but not limited to the development and/or validation of frameworks, models, instruments, and learning materials. Subject matter experts to be appointed to the position being applied for in order to be given points.

Means of verification:

- Memorandum showing the membership in TWG or Committees
- Certificate of Participation or Attendance and
- Output/Adoption by the organization/DepEd.

Rubrics:

MOVA's Submitted	Points
ALL MOVA's	3 points
All A, B, C, D	2 points
All A, B, C	1 point
All A, B, C, D	1 point
Other A, B, C, D	1 point

3. Resource Specialization / Learning Facilitation. This shall apply to applicants who have been requested and invited to share their knowledge and skills as Resource Specialist, Resource Trainer, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, communication, congress, forums, learning action cell (LAC) sessions, etc.

Means of verification (All listed MOVA's shall be submitted):

- Invitation/Memorandum/Invitation/Training Metric
- Certificate of Recognition/Meet/Commendation/Appreciation;
- Slide deck/A used and/or Session guide/s.

Level	Points
Accredited National Educator	3 points
Accredited Regional Educator	1 point
Accredited Division Educator	1 point

Points/Achievements of Applicants = 4/100 * WA₁ + 3/100 * WA₂

WA₁ = 0.04 (measured in percentage scale)
WA₂ = 0.03 (measured in percentage scale)
 (10 points for Other Group of Positions/Salary Grades)

Illustrative example:

Points/Achievements of Applicants = 42.75/100 * 10 = 42.75

7. Application of Learning and Development (LAD). Application of LAD is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant results in which the applicant is an application of LAD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant interventions as stipulated in item 6(a) of this Order shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable LAD intervention acquired that is aligned with the individual's current position and the LAD intervention is aligned with the core tasks of the applicant in their current or previous position.
- Any other relevant information that may be used to verify the LAD intervention done/attended, duly approved by the Head of Office.
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office as the High-LAD intervention with a General Certification.
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office as the High-LAD intervention with a General Certification.

Rubrics:

MOVA's Submitted	Points
ALL MOVA's	10 points
All A, B, C, D	3 points
Other A, B, C, D	1 point

6. Application of Knowledge. Application of education to the contribution made by an applicant to their workplace as a result of their learning from Higher education units or degree is earned, such as but not limited to applied concepts, processes, skills, and/or techniques that are relevant to the position to be filled. An intervention is described as directly applicable to the functional unit where the position applied for is subject to an intervention is described to be applicable if it can be used in the performance of the job. The intervention must be directly related to the functional unit. The intervention must be directly related to the functional unit.

Points/Achievements of Applicants = 4/100 * WA₁ + 3/100 * WA₂

Means of verification:

- Action Plans approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Application of the intervention/adoption signed by the Head of Office

Rubrics:

MOVA's Submitted	Points
ALL MOVA's	10 points
All A, B, C, D	3 points
Other A, B, C, D	1 point

7. Positioning with the experience requirement. Applicants to positions that do not require previous work experience must submit the OWA in the highest non-credit/grade level earned as evidenced by Transcript of Records/Statement of Service/Statement of Experience/Statement of Work Experience/Statement of Education (SOWE) or other certifications. The HRMPS will compute a system that transmits the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

Points/Achievements of Applicants = 4/100 * WA₁ + 3/100 * WA₂

Illustrative example:

Points/Achievements of Applicants = 42.75/100 * 10 = 42.75

8. Behavioral Events Interview (BEI) refers to the conduct of direct inquiry into the applicant's past performance in a specific situation or condition in the workplace. BEI is based on the principle that past behavior predicts future behavior. The BEI process involves the identification of key behavioral competencies that are expected of the applicant. The BEI process involves the identification of key behavioral competencies that are expected of the applicant. The BEI process involves the identification of key behavioral competencies that are expected of the applicant. The BEI process involves the identification of key behavioral competencies that are expected of the applicant.

Points/Achievements of Applicants = 4/100 * WA₁ + 3/100 * WA₂

Means of verification:

- Applicant. The BEI shall be used to assess the applicant's potential or ability to perform the duties of the position to be filled and those higher positions that are more technical in nature.
- Applicant's past performance in a specific situation or condition in the workplace. It shall serve as an avenue to evaluate an applicant's job performance and to identify areas for improvement.
- Other areas that may be identified by the HRMPS.

The points allocated for BEI component of selection shall be the maximum or ceiling points that may be earned by an applicant. The points earned from each area are cumulative to determine the total points for BEI component. The total points for BEI component shall be the maximum or ceiling points for BEI and assign points to each area not exceeding the maximum or ceiling points for BEI.