

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM OSDS-2023-4

| 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 RELATED- TEACHING POSITION |
| Date : | July 11, 2023 |

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

| VACANCY | | QUALIFIC | CATION STANDAR | RDS |
|---|--|---------------------------------|---|--|
| POSITION TITLE | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY |
| EDUCATION PROGRAM SPECIALIST II | Bachelor's degree in Education or its Equivalent | 4 hours relevant training | 2 years experience in education, research, development, implementation or other relevant experience | PBET/Teacher/RA 1080/Career Service (Professional); Appropriate Eligibility for Second Level Position |
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JOB SUMMARY: To provide basic education services to out-of-school children, youth and adults by assisting the Designated ALS Supervisor in coordinating activities on Alternative Learning System (ALS) programs & projects; instructional supervision; monitoring & evaluation and provision of technical assistance to ALS Teachers (DepEd-Delivered, DepEd Procured, and Non-DepEd Financed/Partners).

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC – SCHOOLS 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;
- 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: <u>https://bit.ly/ChecklistOmnibus</u>), 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
- 1. Screenshot of the automated e-mail response from the filled-up 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://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.

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. 4 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 **July 21, 2023**.

| Date | Activities | Personnel Involved | Mode |
|-------------------|------------------------------|---------------------------|----------|
| July 11, 2023 - | Submission of application | Applicants | Face-to- |
| July 21, 2023 | documents | Records Section | Face |
| July 24, 2023 - | Forwarding the | SDS Personnel | Face-to- |
| July 26, 2023 | transmittal of all | AO IV – HRMO II | Face |
| | application documents to | HRMPSB | |
| | HRMO for pre-assessment | Secretariat | |
| | of the documents | | |
| July 27, 2023 - | Conduct of initial | AO IV – HRMO II | Face-to- |
| August 9, 2023 | evaluation based on the | HRMPSB | Face |
| | CSC minimum | Secretariat | |
| | Qualification Standards (QS) | HR Personnel | |
| August 10, 2023 | Issuance of letter for | HRMPSB Secretariat | Online |
| | disqualified applicants | | & Face- |
| | | | to-Face |
| August 11, 2023 - | Issuance of memorandum | AO IV – HRMO II | Online |
| August 20, 2023 | on the conduct of written | SDS | |
| | examination, open | | |
| | assessment, and interview | | |
| | of applicants | | |
| August 21, 2023 | Conduct of written | HRMPSB | Face-to- |
| | examination, open | HRMPSB Secretariat | Face |

The proposed timeline of the selection process is as follows:



| assessment, and interview | |
|---------------------------|--|
| of applicants | |

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.

Widest dissemination of this Memorandum is earnestly desired.

ESTACIO, Ph.D, CESO VI MELANIE I OIC – Schools Division Superintergent JepEd Schools Division of Digos City RECORDS SECTION TIME DAT B)

OSDS/ADMIN/HR/dbc



CHECKLIST OF REQUIREMENTS

Annex C

Application Code:

| Name of Applicant: Position Applied For: | | |
|--|------|---|
| Office of the Position Applied Fo | r: | |
| Contact Number: | | |
| Religion: | | |
| Ethnicity: | _ | |
| Person with Disability: Yes () Solo Parent: Yes () No () | No (|) |

| | | Status of Submission | Verification (To be filled-out by the HRMO/HR Office/sub-committee | | | | |
|----|---|---|---|---------|--|--|--|
| | Basic Documentary Requirement | (To be filled-out by the applicant; Check (f submitted) | 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) (where 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.

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Only qualifications that are relevant to the position to be filled and which encode the minimum (baseline) QS requirements of the position shall be given corresponding points in the computation of increments.

After computing the number of increments from the minimum [baseline] Q5 requirement, the corresponding points earned by the applicant far ETE shall be determined uniter. Table *(Bulaeks for Computation of Poots for* Education, Training, and Experience).

Desig like applicable rubries as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is its follows:

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The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications: Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.

Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative hasis, provided, that the units and/or degrees extreed are relevant to the position applied for, provided further, that the subjects completed are not duplicated.

Consistent with the provisions of the CSC OPAOHIA, units and/or degrees of Dector of Medicine from a CIEED-recognized institution may be considered master's using and/or degree for purpose grieng points, energi for positions that involve practice of profession covered by based laws.

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and on the minimum QS of the position to be filled, the HEMFSH shall ceruine the Baseline level for comparing the points for fiFE using the rements Table as shown in Table 2.8, 2.5, and 2.c.

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