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Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 44

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 SCHOOL PRINCIPAL POSITION

Date : July 11, 2023

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

VACANCY	QUALIFICATION STANDARDS				
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
SCHOOL PRINCIPAL I	Bachelor's degree in Elementary Education (BEED); or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	LET/PBET/ R.A.1080 (Teacher)	National Qualifying Examination for School Heads (NQESH) Passer
Plantilla Item No.: OSEC-DECSB-SP1-750201-2010 SG: 19 Monthly Salary: ₱ 51,357.00 No. of Vacancy/ies: 1					



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

Place of Assignment: ELEMENTARY EDUCATION

JOB SUMMARY:

Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.

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;
- i. Photocopy of the Performance Rating in the last three (3) rating period(s), 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 out the electronic google form upon submission of application documents. Please access this link: <https://bit.ly/Deped-Digos-Application2>.



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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. 3 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**.

The proposed timeline of the selection process is as follows:

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



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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.

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

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-164906
DATE: JUL 13 2023 TIME: 2:24 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.

6. **NMAP Accredited Learning Practitioner.** This shall apply to applicants who have been given accreditation as Learning Practitioner by the National Educator Academy of the Philippines (NEAP).

- Means of verification:
- Certificate of Recognition as Learning Practitioner issued by NEAP Regional Office.
 - Certificate of Recognition as Learning Practitioner issued by NEAP Central Office.

Rubrics:

Level	Points/Weighted Score
Accredited National Examiner	3 points
Accredited National Trainer	2 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant's name to apply for a School Principal / 2024 is: GDO Brijona City. He is currently a Master Teacher / 1st Grade City National High School appointed in October 2012. His total number of years of teaching experience, for which he is applying for the following RPTs: 7 years

Qualification/Requirement	Points/Weighted Score	Remarks
Advanced and Strong skills: 2017 to Present (Total of 3 years)	3 points	Not eligible to receive maximum of 3 points required for RPTs
Midway Career: (1 year) (2015-2016)	2 points	Qualified
Recent Career: (1 year) (2013-2014)	1 point	Qualified
Applicant's Name: GDO Brijona City	7 points	Qualified

Applicant's Name: GDO Brijona City. For the Award as Teacher-Counselor in 2015 and for the Award as School Principal in 2017. Total number of years of teaching experience for which he is applying for the following RPTs: 7 years

6. **Application of Admissions.** Application of education in the contribution made by an applicant to the field of education and to the profession and to the community and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully demonstrated skills that are relevant to the position to be filled. The application of education must have led to significant positive results in the applicant's current or previous work.

Means of verification:

Illustrative example:

Year	Points
2019-2020	10
2018-2019	10
2017-2018	10
2016-2017	10
2015-2016	10

Higher position shall be given to an application of education or intervention made by the applicant that is relevant and applicable to the position to be filled.

Relevant intervention is described as the intervention that is directly applicable to the functional unit where the position is to be filled. An intervention is described to be applicable if it can be used in the operations of the functional unit for the creation of the functional unit.

If the intervention made by the applicant does not meet the criteria to be relevant, then said intervention shall be considered and be given corresponding points using the rubric for the relevant.

- Means of verification:
- Action Plan approved by the Head of Office.
 - Accomplishment Report verified by the Head of Office.
 - Certificate of the utilization/ adoption signed by the Head of Office.

Rubrics:

Level	Points/Weighted Score
Accredited National Examiner	3 points
Accredited National Trainer	2 points
Accredited Regional Trainer	1 point

7. **Application of Learning and Development (LAD).** Application of LAD is a proven success of the trainings joined from the Human Resource Development (HRD) Department which has led to significant positive results in their current or previous work.

Higher position shall be given to 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 intervention as stipulated in item 6 of this Order shall apply.

- Means of verification:
- Certificate of Training or Certification on any applicable LAD Development Plan (DLP); the external applicants, a certification shall be required.
 - Learning (LEJ)/ Impact Project applying the learning from the LAD intervention done/ initiated, duly approved by the Head of Office.
 - Accomplishment Report together with a General Certification that the LAD intervention was used/ adopted by the office at the local level.

D. Accomplishment Report together with a General Certification that the LAD intervention was used/ adopted by a different office at the local/higher level.

Rubrics:

Level	Points/Weighted Score
Accredited National Examiner	3 points
Accredited National Trainer	2 points
Accredited Regional Trainer	1 point

8. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component

Component	Points/Weighted Score
Written Examinations (WE)	10 points
Behavioral Events Interview (BEI)	5 points

Written Documentation refers to the standardized examination which judges the candidate's ability to perform the duties and responsibilities of the position to be filled. The test and evaluation rubrics appropriate to the school administration positions must be used. The test and evaluation rubrics shall be developed by the Department of Education (DOE) and the Department of Education Office (DEO) at the local level where the vacancy exists, or to the Department, those who have writing knowledge of the specific competencies required by the position to be filled.

Potential = 477 + WAps

Component	Points/Weighted Score
Written Examinations (WE)	10 points
Behavioral Events Interview (BEI)	5 points

For the purpose of hiring and appointment to entry-level school principal positions, the applicant's score in the Principals' Test / National Qualifying Examination for School Heads (NQESH) or a similar standardized examination shall be used. The score shall be the basis for determining the component on Written Documentation (10 points).

The applicant's inability to take the applicant's test shall not be considered grounds for disqualification. No test result shall only vary in score under the Written Examination component.

Illustrative example:

Year	Points
2019-2020	10
2018-2019	10
2017-2018	10
2016-2017	10
2015-2016	10

For promotion and appointment to higher school principal positions, the HRAP/BE or subject matter experts as may be required by the HRAP/BE shall develop a written examination which shall be the basis for scoring the component on Written Examination (5 points).

Illustrative example:

Year	Points
2019-2020	10
2018-2019	10
2017-2018	10
2016-2017	10
2015-2016	10

Behavioral Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviors when they are asked to describe their past experiences in relation to the position to be filled and those higher positions that are more technical in nature.

- Conversation or tests. It shall be used to gauge other relevant information from the applicant.
- Other criteria that may be required by the HRAP/BE.

The points allocated for BEI component 10 points for entry level and 10 points for higher positions. The total points for BEI component 10 points. The HRAP/BE shall determine the total points for BEI component. The HRAP/BE shall determine the total points for BEI component. The HRAP/BE shall determine the total points for BEI component.