

Republic of the Philippines

104906

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		QUAL	IFICATION ST	ANDARDS	
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
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
SG : 19	ary: ₱ 51,357.00		1-750201-2010)	



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: <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. 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**.

Date	Activities	Personnel Involved	Mode
July 11, 2023 -		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
	assessment, and interview		
	of applicants		

The proposed timeline of the selection process is as follows:



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.

MELAN STACIO, Ph.D, CESO VI OIC - Schools Division Superintergent JepEd Schools Division of Digos City RECORDS SECTION

DATE:

OSDS/ADMIN/HR/dbc



CHECKLIST	OF	REQUIREMENTS
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Application Code:

Annex C

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

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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				
с.	Photocopy of valid and updated PRC License/ID, if applicable				
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable				
ē.	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.

Enclosure No. 3 to DepEd Order No. 007, s. 2023)

CRITERIA AND FOIRT SYSTEM FOR HIMING AND PROMOTION TO SCHOOL ADMINISTRATION FOSITIONS

The assessment for School Administration positions shall be based on the following criteria:

- Problem Journey and Construction and Solidard Interaction on the Rhot. Problem Journey and Solidary and Solidard Interaction and Solidard Solid units and/or degree relevant to the position to be fit in antianum requirements as defined in the CSC-approved to the position to be fitted, executing the minim-tics as defined in the CSC-approved QS, sequired after the rest as defined in the CSC-approved QS, sequired after the Education exceeding 0 Training ho d,

- it is detailed in Table 1.

Table

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Breakdown of

Page 1 of 16

tubrics for Computation of Points per Criterion

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Confidentian Standards per CSC report of CSC and CSC a

Open Kunking System: Beptember 20, 2022

a. Based on the minimum QS of the position to be filled, the HRMF9B shall determine the baseline level for computing the points for ETE using the threement in Table 2.a. 2.0, and 2.c.

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After determining the baseline ierer, the IRM/FBB shall compute for the observation of the program starting duralizations and on the unimited documentary treductions have seen a shall be uniformed by the applicant's transport and automotion of the position to be false.

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Page 6 of 26

 Meeting the minimum (baseline) Q8 requirements for Education, Traini and Experience shall be given zero (0) points. The following general guidelines shall be observed in giving correspond points to relevant Education, Training, and Experience qualifications.

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Using the applicable interes for the School Administration as aboun in Tuble 3 and based on the handler of increments narreal by Applicate A, the comparison of points for XTE is as Johum.

illustrative example:

After computing the number of increments from the minimum (hased) 08 requirement, the corresponding paints examel by the applicant for E final be determined using "Indue" 3 (Plantes for Comparison of Points Ruhoration, Training, and Expensions)

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Applicant's Espectrum Real - Of fast + J 29 - 42 - 8 fast-remains

Computations of increments beared on actual Education

Only qualifications that are relevent to the position to be filted and which exceed the minimum (haseline) Q8 requirements of the position shall b given corresponding points in the computation of increments.

For positions with multiple Q8 requirement for Experience (e.g. 177 for 1 for 17 spontaneous for 2 species. Each for 18 spontaneous for the HOMETOR and all of the relevant experience with the highest insermant inserved. This is basis in determining the flual score of the applicant for the Expe-composers.

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18. Consistent with Legal Education board (LEP) Resolution No. 46A, a 2019, Backberd disan (LLB) a variate fract (LD) using and/or effects entroned from Law endoals recognitistic examples of the LDB and the processors relatedly suggestive analytic considered as a problement in production relatively suggestive data pro-stant harmonic constraints and a production data endoalstic in production and production data pro-stant harmonic propries of the production co-end the production that involve grants, or fore fram-har-peritions that involve grants of problemic oriented by the variate production that involve grants of problemic oriented by the variate production that involve grants of problemic oriented by the variate production of the frame or anticelessing gradients are may be also by the LBS.

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Consistent with the providums of the CBC ORAOHRA, units degrees to Decare of Machine from a CHU2-revolution Inter-intig the considered material units and/or degree for pur-gifting particles, except the positions that involve precube of pr coveraction position.

Relevant training bours earned from digital/virtual/voltre learning any be considered, atalysic to the conditions prescribed in CSC Memorandum Girvalar (MC), Ro. 3, a. 2021. (Alarenti Ouidations or Logital/Online Learning in the Public Sector).

v. Relevant experience gained from part time work of at least that the boars per of our gain conditional, that the appropriate conditions of attractional propriation of the propriate conditions of the structure of the opposed of the outline attraction of the structure of the opposed of the outline of space of the structure of the propriet of the outline of the order attraction of the outline of the last least structure attraction of the outline of the last least of the outline of the outline of the last least of the outline of the outline of the last least of the outline of the outline of the last of the outline of the outline of the last of the last least least of the outline of the last of the last least least least of the outline of the outline outline outline outline of the outline of the outline outline outline outline outline of the outline outline outline outline outline of the outline o

Relevant Experience gained from abroad or outside the Fullipptore may be considered provided in the applicant submits as Conflact of Employment. These documentary requirements written is indiquase builder trans. Equilate, or Physico shall be accompanied by icomplete Fagilith translation.

Applicable provisions under Rule VIII Part 1 to IV of the CSC ORMOI shall apply in the appreciation of relevant Education, Training, Experience qualifications and giving of points to ETE credentials.

4. Performance, Fordinmance refer to the assessment of how tasks, of performance retrief on or a comparison for the suptainant as ever performance retrief document or other monta of verification. The spectrum methods that correct or performance and that is reterined to the to filled shall be used for propose of giving periods for performance.

Component	Pointspectre on Acon fishands
Research and Inurvation	4 points
Bubject Matter Expert / Membership in National Technical Working Groupe (TWGs) or Committees	3 pecinta
Resource Speaker ship / Learning Facilitation	2 points
NEAP Accredited Learning Pacilitator	2 points

The point absorbation in Table 5 Mail serves with transmissions or calling of may be entrol for each component. The points entrol from each compar-ter matter to determine the fould points for Outstanding Accompliantents concerned the maximum points or weight allocation for Outst compliantent are adjuncted in Table 1 (Point Spaces for Evaluative Aus-for School Matteniation Patitions).

Only those outstanding accouptishments acquired or earned after the promotion shall be considered eligible to be given points.

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The details of each somponent of Outstanding Accompti-MOVs required and ruitetes for giving points, are as follows:

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