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Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2023-14

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 : July 11, 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			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>PROJECT DEVELOPMENT OFFICER II</b>	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility

**Plantilla Item No.:** OSEC-DECSB-PDO2-750022-2014

**SG:** 15

**Monthly Salary:** ₱ 36,619.00

**No. of Vacancy/ies:** 1

**Place of Assignment:** CURRICULUM IMPLEMENTATION DIVISION

**JOB SUMMARY:**

- To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating schedules content developers (writers, illustrators, editors, QA reviewers) and target outputs and sourcing out the necessary support for the teams including providers for the needed competencies (e.g. writer, editor, illustrator, creative and lay out artist etc.)



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

**Telephone Nos.:** (082) 553-8375; (082) 553-8396

- To encode metadata and support content development activities as directed.
- To respond to individual users' queries and difficulties with the Web-based LRMS, provide instructions and training, and diagnose and solve common problems.

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 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
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>.**



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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. 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 **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

JapEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
23-104965

DATE: JUL 13 2023 TIME: 2:24pm  
BY: [Signature]



**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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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.







Number:

MOY's Substituted	Points/Percentage/Weighted
A, B, C, D	4 points
E, F, G, H	3 points
O/A, A, B, C	3 points
O/A, A, B	1 point

The qualitative research studies/assignments, the total points shall be divided by the number of studies/researchers indicated in the copyright page.

- c. **Subject Matter Expert / Membership in National Trade or Commissions**  
 This shall apply to applicants who have been chosen and required to use their expertise in an outside or the national level. This may include but not limited to the development and/or evaluation of framework, models, policies, and learning materials. Subject matter experts shall be selected based on their expertise in the field and be relevant to the position being applied for in order to be given points.

Means of verification:  
 A. Issuance of Memorandum showing the membership in NTVMO or Commission;  
 B. Certificate of Participation or Attendance; and  
 C. Order/Adoption by the organization/DepEds.

Rubrics:

MOY's Substituted	Points/Items
O/A, A, B	2 points

- d. **Resource Speciality / Learning Facilitation**. This shall apply to applicants who have been recognized and invited to share their knowledge and expertise in the field of their specialization. This may include but not limited to a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, conventions, congress, forums involving students and faculty.

Means of verification (All hard MOY's shall be submitted):  
 A. Issuance/Memorandum/Invitation/Training Material;  
 B. Certificate of Recognition/Invitation/Commission/Accreditation;  
 C. Other valid 1st hand copy of evidence given.

Rubrics:

MOY's Substituted	Points/Items
O/A, A, B	2 points

Page 13 of 18

Additional items required after:

MOY's Substituted	Points/Percentage/Weighted
A, B, C, D	4 points
E, F, G, H	3 points
O/A, A, B, C	3 points
O/A, A, B	1 point

- e. **MOY Accredited Learning Facilitator**. This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Education Academy of the Philippines (NEAP).

Means of verification:  
 A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;  
 B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;

Rubrics:

MOY's Substituted	Points/Percentage/Weighted
O/A, A, B	1 point

Applicant's right to apply for an Administrative Assistant II (Administrative Assistant II) position shall be subject to the following conditions:  
 1. Applicant must be a Filipino citizen;  
 2. Applicant must be at least 18 years old and not more than 60 years old on the date of application;  
 3. Applicant must be a graduate of a recognized tertiary institution in the Philippines with a degree in Education, Psychology, or any related field;  
 4. Applicant must have a minimum of 1 year of teaching experience in a public or private school;  
 5. Applicant must have a minimum of 1 year of experience in a government office;  
 6. Applicant must have a minimum of 1 year of experience in a government office;  
 7. Applicant must have a minimum of 1 year of experience in a government office;

Rubrics:

MOY's Substituted	Points/Percentage/Weighted
O/A, A, B	1 point

Page 14 of 18

6. **Applications of Education**. Application of education is the contribution made by an applicant to their workplace as a result of their experience from higher education units or degrees relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learning gained from said higher education units or degrees in the workplace. The applicant's contribution shall be based on the number of units or degrees relevant to the position to be filled.

**Points to be given to an applicant:**  
 1. Graduate of a recognized tertiary institution in the Philippines with a degree in Education, Psychology, or any related field; 4 points  
 2. Graduate of a recognized tertiary institution in the Philippines with a degree in Education, Psychology, or any related field; 3 points  
 3. Graduate of a recognized tertiary institution in the Philippines with a degree in Education, Psychology, or any related field; 2 points  
 4. Graduate of a recognized tertiary institution in the Philippines with a degree in Education, Psychology, or any related field; 1 point

**Means of verification:**  
 A. Action Data approved by the Head of Office;  
 B. Certificate of the institution/adoption signed by the Head of Office;

Rubrics:

MOY's Substituted	Points/Percentage/Weighted
O/A, A, B	3 points
O/A, A, B	3 points
O/A, A, B	1 point

- b. **Positions with no experience requirement**. Applicant to positions that do not require previous work experience must submit the OVA in the Higher Education Certificate of Qualifications/Specialized Certificate of Qualifications (CHED) or other certificate. The HRD/PSI must develop a system for the evaluation of the applicant's skills. The applicant's score shall be based on the following:  
 1. Graduate of a recognized tertiary institution in the Philippines with a degree in Education, Psychology, or any related field; 4 points  
 2. Graduate of a recognized tertiary institution in the Philippines with a degree in Education, Psychology, or any related field; 3 points  
 3. Graduate of a recognized tertiary institution in the Philippines with a degree in Education, Psychology, or any related field; 2 points  
 4. Graduate of a recognized tertiary institution in the Philippines with a degree in Education, Psychology, or any related field; 1 point

Page 15 of 18

**Administrative example:**  
 Position: Administrative Assistant II (Administrative Assistant II) - 401-B  
 MOY - Weighted Average of Applications of Education (10 points for Other Groups of Positions/Salary Grades)  
 MOY = 10

**Administrative example:**  
 Position: Administrative Assistant II (Administrative Assistant II) - 401-B  
 MOY = 10

**Administrative example:**  
 Position: Administrative Assistant II (Administrative Assistant II) - 401-B  
 MOY = 10

7. **Application of Learning and Development (LAD)**. Application of LAD is a process that involves the use of learning and development strategies to improve the performance of individuals, teams, and organizations. The applicant must have a minimum of 1 year of experience in a government office.

Means of verification:  
 A. Certificate of Training or Certification on any applicable LAD program or course;  
 B. Certificate of Participation or Attendance in any applicable LAD program or course;  
 C. Other valid 1st hand copy of evidence given.

Rubrics:

MOY's Substituted	Points/Percentage/Weighted
O/A, A, B, C	3 points
O/A, A, B	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:

**Administrative example:**  
 Position: Administrative Assistant II (Administrative Assistant II) - 401-B  
 MOY = 10

Page 16 of 18

9. **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:

- a. **Written Documentation** refers to the standardized communication which includes the applicant's resume, curriculum vitae, and other relevant documents. The applicant must have a minimum of 1 year of experience in a government office.

Means of verification:  
 A. Certificate of Training or Certification on any applicable LAD program or course;  
 B. Certificate of Participation or Attendance in any applicable LAD program or course;  
 C. Other valid 1st hand copy of evidence given.

Rubrics:

MOY's Substituted	Points/Percentage/Weighted
O/A, A, B	3 points
O/A, A, B	1 point

10. **Skills or Work Sample Test** refers to the test that may be administered to evaluate the application of skills relevant to the requirement of the position to be filled. The applicant's score shall be based on the type of skills test required for the position to be filled.

**Administrative example:**  
 Position: Administrative Assistant II (Administrative Assistant II) - 401-B  
 MOY = 10

Page 17 of 18

11. **Skills or Work Sample Test** refers to the test that may be administered to evaluate the application of skills relevant to the requirement of the position to be filled. The applicant's score shall be based on the type of skills test required for the position to be filled.

- a. **Written Documentation** refers to the standardized communication which includes the applicant's resume, curriculum vitae, and other relevant documents. The applicant must have a minimum of 1 year of experience in a government office.

Means of verification:  
 A. Certificate of Training or Certification on any applicable LAD program or course;  
 B. Certificate of Participation or Attendance in any applicable LAD program or course;  
 C. Other valid 1st hand copy of evidence given.

Rubrics:

MOY's Substituted	Points/Percentage/Weighted
O/A, A, B	3 points
O/A, A, B	1 point

12. **Skills or Work Sample Test** refers to the test that may be administered to evaluate the application of skills relevant to the requirement of the position to be filled. The applicant's score shall be based on the type of skills test required for the position to be filled.

**Administrative example:**  
 Position: Administrative Assistant II (Administrative Assistant II) - 401-B  
 MOY = 10

Page 18 of 18