

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 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		QUALIFICAT	ION STANDARD	S
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
PROJECT DEVELOPMENT OFFICER II	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.: SG: 15 Monthly Salary: P No. of Vacancy/ie: Place of Assignme JOB SUMMARY:	36,619.00 <b>s</b> : 1			DN

• 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.)



- To encode metadata and support content development activities as directed.
- To respond to individual users' queries and difficulties with the Web-based LRMDS, 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;
- 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. 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**.

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 -			Face-to-
August 9, 2023	evaluation based on the		Face
	CSC minimum	Secretariat	
	Qualification Standards (QS)	HR Personnel	
August 10, 2023	Issuance of letter for	HRMPSB Secretariat	Online
0	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.

MEI TACIO, Ph.D, CESO VI OIC - Schools Division Superinterdent JepEd Schools Division of Digos City **RECORDS SECTION** DATE: TIME: Z:94

OSDS/ADMIN/HR/dbc



#### CHECKLIST OF REQUIREMENTS

Annex C

Application Code:

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

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		Status of Submission		ification RMO/HR Office/sub-committee)
	Basic Documentary Requirement	(To be filled-out by the applicant; Check if 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) (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.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TEACHING POSITIONS are No. 5 to DepEd Order No. 007, s. 2023) ion units and/or degree relevant to the position to be filled, ng the minimum qualification requirements as defined in the CSC. ent for Non-Teaching positions shall be based on the following 

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The point system for evaluable assessment is detailed in Table 1. Note poor to each critizion shall very fram one ware range to monoter, giving hum to specific criterio that our more steam to have no monoter, do by or covers lips shared built steam criterio that the steam of the steam Experience ID parallel the state criterio that the steam of the steam Experience ID parallel the state criterio that the steam of the steam Experience ID parallel the state criterio that the steam of the steam Experience ID parallel the steam steam of the parallel parallel (Dr. parallel). The Experience ID parallel the steam of the parallel parallel (Dr. parallel) and trace IC parallel the steam of the parallel parallel (Dr. parallel).

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Qualification Standards per CSC-opprised QS Scattories - Completion of 2 peers to college Trailong - 4 loars of relevant experience Experience - 1 year of relevant experience

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Level Table 1

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Based on the minimum QS of the position to be filled, the HIMPSB shall determine the baseline level for computing the points for RTE using the increments Table as abown in Table 2.a. 2.b., and 2.c.

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The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:

Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis, provided, that the units mod/or degrees carned are relevant to the position organic for; provided further, that the subjects completed are not duplicated. consistent with the provisions of the CSC ORAOHRA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of

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ring the nubulmum (bascline) QS requirements for Education, Training Experience shall be given zero (0) points.

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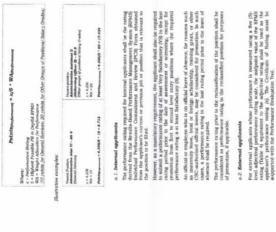
qualifications that are relevant to the position to be filled and which d the minimum [baseline] Q8 requirements of the position shall be corresponding points in the computation of increments.

After comparing the number of increments from the minimum (saacine) QS requirement, the corresponding points earned by the applicant for 27% shall be determined using Table 3 (Naheics for Computation of Points for Eshavatton, Truthing, and Experiences).

giving points, except far positions that involve practice covered by board laws.

- 11. Constantion the Long diffustion in the Mark Link Bin Posting Sol, e.G. 2015, Binebles of Jawa (LLL) a scalar base local scalar posterior and function of the Annual Link Technologies and the precession required to protocol scalar and the precession required to protocol scalar and the precession required to protocol scalar and the precession and th
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Applicants with work experience, who are applying to entry level positi-tion with the competitioner and the second second second second second second second as the performance starby, a covering one (1) year performance in the applicant of the second second second second second second shall apply.

3. Outstanding Accomplianents. Outstanding Accompliatments metriciston constraints of an applicant, using a static interfaction, and in walks were they recognized by an authorized loop. These must have static the Tays of the applicant, current or priving painless. Out accompliantees must line if a lo painler resulta in their workputs activation in pervending authorized polytical, algoring authorized artificacies in pervending.

Table 5 below enumerates the components of Outstanding Aco corresponding makinsum points for each component. Table 6. Components of Outstanding Acoompliahs

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The points allocation in Table 5 shall serve as the maximum or colling the termed for earby component. The points are charted from each corru-numbative to determine the rotat points for Outstanding Accountylihuments as a nore for weight of no-station for Detrainating accountylihuments as a table 1. Point System for Solutation for Assessment for Non-Tachting Point able 1. Point System for Solutation for the solution for the solution of the solution for the solution of the solution for the solution of the solution for the solution for the solution for the solution of the solution for the solution of the solution for the solution of the solutio

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£	Only those outstanding accomplatements acquired or carned after the last conclose shall be considered rights to be given paths.	wen by regulation level individual asserts experient from a sharing meeting meeting and the present and the second going fields, such as CCA. Metrodend, National Reconstation (National National Reconstational National N	The details of each component of Outstanding Accomplishments, including the OVs required and rubrics for giving points, are as follows:	Assurvls and Recognition. This may refer to clutions or commendations, academic or inter-achool awards, or outstanding employee awards.
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Citation or Curveneration. This shall apply only to apply eneral Services positions.

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Arry issuance, incrnorandum or document showing the for the Search; and
 B. Certificate of Recognition/Merit.

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 There (3) or much pattern of chattoon
 4 points

 Two (2) future of chattoon
 3 points

 (4) ALL atthe of chattoon
 2 points

a.2. Academic or Inter-School Attornle. This shall apply only 15 apply with no or less than one (1) year work experience (e.g., freth gradin The following MOV's and rubries shall be used in determining poin Awards and Recognition.

Means of vertiloation:

a.3. Outsitunding Employee Austral. This shall apply to applicants previous work coperference, or those applying to positions with exper-requirement.

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An application to correcta Soliton with house prevented Letters/ Claim/Commandation and/or Cutational Employee water, aland given patient patient on the correct changes of Litterion or Commentation Category via Distancenting Employee Awards, whichever is lighter.

For multiple awards received from the same award giving b award regisper that are constructed in the same award giving b award regisper that are constructed in the spectra or programsive ma-diation. The spectra material provided proved for the highest rea-ger points in cases where applicants within truthips are different sevent giving holdes.

A. Academic or inter-school searci, or Tre Outstanding Students at Gar Philppidaes (TOSB) Award D. Certifloation or any document that the applicant belongs to Top 10 in the Board or Civil Service Elightilly Ecausitation

Rubrics:

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