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Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 171

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 : August 9, 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	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
SENIOR EDUCATION PROGRAM SPECIALIST	Bachelor's degree in Education or it's equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of 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
Plantilla Item No.: OSEC-DECSB-SREPS-750092-2014				
SG: 19				
Monthly Salary: ₱ 51,357.00				



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

No. of Vacancy/ies: 1

Place of Assignment: SCHOOL GOVERNANCE AND OPERATIONS DIVISION

JOB SUMMARY:

- To provide technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.
- To lead districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

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



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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 **August 19, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
August 9, 2023 – August 19, 2023	Submission of application documents	Applicants Records Section	Face-to-Face
August 22, 2023 – August 24, 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
August 25, 2023 – September 11, 2023	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
September 12, 2023	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
September 13, 2023 – September 22, 2023	Issuance of memorandum on the conduct of written examination, open	AO IV – HRMO II SDS	Online



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	assessment, and interview of applicants		
September 25, 2023	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

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

DepEd Schools Division of Digos City
 RECORDS SECTION
RECEIVED
 23-106755
 DATE: AUG 10 2023 TIME: 1:23
 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.

Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC), seminars, etc.

Means of verification (All listed MO's shall be submitted):

- Invitation/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/Receipt/Commendation/Appreciation;
- Slide deck/s used and/or Session guide/s.

Level	Points	Weightage
Attainment from Learning Facilitator	2 points	20%
Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC), seminars, etc.	1 point	10%
Invitation/Memorandum/Invitation/Training Matrix	2 points	20%
Certificate of Recognition/Receipt/Commendation/Appreciation	1 point	10%
Slide deck/s used and/or Session guide/s	2 points	20%
Attainment from Learning Facilitator	2 points	20%
Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC), seminars, etc.	1 point	10%

c. **NSAP Accredited Learning Facilitator.** This shall apply to applicants who are Learning Facilitator by the National Academy of the Philippines (NEAP).

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
- Certificate of Recognition as Learning Facilitator issued by NSAP Central Office

MO's Submitted	Points	Weightage
Accredited National Trainer	2 points	1.5 points
Accredited Regional Trainer	1 point	1 point

7. **Application of Learning and Development (LAD).** Application of LAD is a process through which the learning gained from the human resource development (HRD) intervention is applied to the current or previous work.

Means of verification:

- Certificate of Training or Certification on any applicable LAD Intervention Plan (IP), for external applicants, a certification or certificate of recognition in their current or previous position shall be required;
- Learning (LAD) Impact Report Project applying the knowledge from the LAD intervention done/attended, duly approved by the Head of Office/Supervisor/Manager/Officer-in-Charge;
- Accomplishment Report together with a General Certification that the LAD intervention was used/supervised by the office at the time the LAD intervention was used/supervised by a different office at the local/higher level.

MO's Submitted	Points	Weightage
Accredited National Trainer	2 points	1.5 points
Accredited Regional Trainer	1 point	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	Points	Weightage
Written Examination (WE)	80-14-23	80.27%
Skills or Work Sample Tests (S/WST)	10 points	5 points
Behavioral Events Interview (BEI)	5 points	5 points

a. **Written Examination (WE)** refers to the standardized examination which measures the knowledge, analytical performance, ability, judgment and leadership ability of the applicant. The test and evaluation criteria are appropriate to the position to be filled and must be developed by subject matter experts as required by the HRD/HR. Subject matter experts shall be

Illustrative example:

Applicant's response to the question: "Describe your experience in conducting a training program for a group of employees." The applicant's response is as follows:

Outstanding Accomplishments	Points	Weightage
Conducting a training program for a group of employees in 2015 in RCT	2 points	20%
Conducting a training program for a group of employees in 2016 in RCT	1 point	10%
Conducting a training program for a group of employees in 2017 in RCT	3 points	30%
Conducting a training program for a group of employees in 2018 in RCT	1 point	10%

Individual's Outstanding Accomplishments in 2015, 2016, 2017 and 2018 were all included in the applicant's response. The applicant's response is as follows:

5. **Application of Education.** Application of education refers to the application of education in the workplace as a result of their training from education, degree/s and units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled.

6. **Positions with experience requirement.** Application of education in the contribution made by the applicant to their workplace as a result of their education, degree/s and units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled.

Higher premium 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.

Illustrative example:

Where:
 WA = Weight Allocation for BE
 WA = Weight Allocation for BE

Individuals internal or external to the office where the specific competencies are required by the position to be filled.

MO's Submitted	Points	Weightage
Accredited National Trainer	2 points	1.5 points
Accredited Regional Trainer	1 point	1 point

b. **Skills or Work Sample Test** refers to the test that may be administered to evaluate the application of skills relevant to the requirements of the position to be filled. The test and evaluation criteria must be developed by subject matter experts as required by the HRD/HR. Subject matter experts shall be

Component	Points	Weightage
Written Examination (WE)	80-14-23	80.27%
Skills or Work Sample Tests (S/WST)	10 points	5 points
Behavioral Events Interview (BEI)	5 points	5 points

Behavioral Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behaviors/s when working. BEI is based on the principle that past behavior predicts future performance. It uses the STAR approach to validate whether the key behaviors that are linked to the required competencies have been exhibited

If the intervention made by the applicant does not meet the criteria to be considered, then said intervention shall be considered and be given corresponding points using the rubrics for BEI Interview

Means of verification:

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Signature of the Intervention/Assignment signed by the Head of Office

MO's Submitted	Points	Weightage
Accomplishment Report	10 points	100%
Action Plan	5 points	50%
Signature of the Intervention/Assignment	5 points	50%

b. **Positions with no experience requirement.** Applicants who do not require previous work experience must submit the OWA in the highest academic/grade level earned as evidenced by Transcript of Records (TOR) or other certification that is recognized by the Department of Education (CHED) or other certification. The HRM/HR shall develop a system that translates the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

Where:
 X = OWA, translated to percentage scale
 WA = Weight Allocation for BE
 WA = Weight Allocation for BE

MO's Submitted	Points	Weightage
Accomplishment Report	10 points	100%
Action Plan	5 points	50%
Signature of the Intervention/Assignment	5 points	50%

by the applicant. The STAR approach drives focus on actual situations in which the applicant acted, the Task/s that the applicant faced, the Actions that the applicant took, and the Results of those actions. The BEI may be used to assess the following areas:

- Applicant: The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled.
- Characterization or traits: It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being, Location Fit, and Organizational Fit.
- Other areas that may be identified by the HRM/HR.

The points allocated for BEI component (5 points) shall serve as the maximum or ceiling points that may be earned by an applicant. The points earned from the BEI component shall be added to the points earned from the Written Examination (WE) and Skills or Work Sample Tests (S/WST) to determine the appropriate total points for the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BEI.