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Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 220

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 : August 29, 2023

This Office announces the acceptance of applications for various non-teaching positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE OFFICER II	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADOF2-750302-2020 SG: 11 Monthly Salary: ₱ 27,000.00 No. of Vacancy/ies: 1 Place of Assignment: ELEMENTARY EDUCATION JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.				



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

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
- 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>.

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



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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 **September 8, 2023**.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
August 29, 2023 – September 8, 2023	Submission of application documents	Applicants Records Section	Face-to-Face
September 11, 2023 – September 13, 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
September 14, 2023 – September 27, 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 28, 2023	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
September 29, 2023 – October 8, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
October 9, 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.



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Widest dissemination of this Memorandum is earnestly desired.

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

Schools Division Office - Digos City
RECORDS SECTION
22-156737
DATE: AUG 30 2025 TIME: 11:01 am
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 <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.

- giving points, except for positions that involve practice of profession covered by board laws.
- iii. Consistent with Legal Education Board (LEB) Resolution No. 456, s. 2019, Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB shall be considered for purposes of giving points, except for academic disciplines for purposes of giving points, except for positions that require practice of profession covered by the rules governing the bar subject to further satisfactory guidelines as may be issued by the LEB.
 - iv. Relevant training hours earned from digital/remote/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular No. 16, s. 2021 (External Conditions on Digital Online Learning in the Public Sector).
 - v. Relevant training hours earned from print/work of at least four (4) hours per day may be considered provided that the actual Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the month equivalent months or years of experience based on the CSC-required eight (8) hour per day workday.
 - vi. Relevant experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment from the country of origin and a Certificate in languages other than English or Filipino shall be accompanied by a complete English translation.
- f. Applicants under Rule VIII Part 1 to 4 of the CSC OMO/ORA shall apply in the appreciation of relevant RTRC, Training, and Experience qualifications and giving of points to 15% creditable.
 - g. Performance. Performance refers to the assessment of how tasks, duties, and performance rating document or other means of assessment. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.
 - h. Positions with experience requirement. Applicants to positions that require experience shall be given points for performance in the current and previous job or position that is relevant to the position to be filled. Computation of points for performance shall be as follows.

Illustrative example:

Current Position Senior Executive Officer III (Other group of positions/ Salary Grade)	Senior Position Senior Executive Officer III (Other group of positions/ Salary Grade)
WS = 10	WS = 10
Performance = 85.75/100 = 0.8575	Performance = 85.75/100 = 0.8575

For honor graduate covered by Presidential Decree (PD) 807, titled, "An Act Granting Eligibility to College Honor Graduates, the Advertising and Publicity of Which is Mandated," the following shall apply:

Months Based	Points/Performance
System Core Grade Very Good	20 points
Very Good	15 points

Applicants with work experience who are applying to entry level positions or positions with no experience requirement based on QS, must submit latest performance rating/a covering one (1) year performance in the current or previous job or position. The computation indicated in item (ii) shall apply.

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to those which were duly recognized by an authorized body. These must have a direct link to the ROA of the applicant's current or previous position. Outstanding Accomplishments refer to those which were duly recognized by an authorized body. These must have a direct link to the ROA of the applicant's current or previous position. Outstanding Accomplishments refer to those which were duly recognized by an authorized body. These must have a direct link to the ROA of the applicant's current or previous position. Outstanding Accomplishments refer to those which were duly recognized by an authorized body. These must have a direct link to the ROA of the applicant's current or previous position.

Table 5 below enumerates the components of Outstanding Accomplishments and the corresponding maximum points for each component.

Table 5. Components of Outstanding Accomplishments

Awards and Recognition	Points/Performance
Research and Innovation	4 points
Membership in National Technical Working Groups (NTWG)	3 points
Non-Competitive Bidding / Learning Facilitation	2 points
REAP Accredited Learning Facilitator	2 points

The points allocation in Table 5 shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Outstanding Accomplishments; but not exceeding the total points for Outstanding Accomplishments. The total points for Outstanding Accomplishments shall be used in the computation of the total score for the Position System for Evaluative Assessment for Non-Teaching Positions.

Where: Performance Rating	Points/Performance = 0.50 * WS * Performance
5 = Highest Attainable P/R in Detailed RPRS	
WS = Weight Assigned to Performance	
10.000 = Total Points for Performance	

Illustrative examples:

Current Position Administrative Assistant II (Other group of positions/ Salary Grade)	Senior Position Administrative Assistant II (Other group of positions/ Salary Grade)
WS = 4.000	WS = 4.000
Performance = 85.000/100 = 0.85	Performance = 85.000/100 = 0.85

a.1. Internal applicants

For internal applicants, the performance rating shall be the rating obtained in the current or previous job or position that is relevant to the position to be filled. The performance rating shall be based on the Individual Performance Commitment and Review (IPCR) Form obtained from the applicant in current or previous job or position that is relevant to the position to be filled. The performance rating shall be based on the rating obtained in the current or previous job or position that is relevant to the position to be filled. The performance rating shall be based on the rating obtained in the current or previous job or position that is relevant to the position to be filled.

a.2. External applicants

For external applicants, whose performance is measured using a five (5)-level subjective performance rating scale, the midpoint value of the RPRS rating (Table 4) equivalent to the subjective rating shall be used as the performance rating. The performance rating shall be based on the rating obtained in the current or previous job or position that is relevant to the position to be filled.

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

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, Meritopia, National Economic Development Authority (NEDA), etc., shall be given maximum points in Outstanding Accomplishments of 4 points. For General Services positions and 10 points for other groups of positions (salary grade).

The details of each component of Outstanding Accomplishments, including the MO's required area ratings for giving points, are as follows:

a. **Awards and Recognition.** This may refer to citations or commendations, merit awards or other select awards, or outstanding employee awards.

a.1. Citation or Commendation. This shall apply only to applicants for General Services positions.

Means of verification: Letter of Citation or Commendation from previous employer.

Rubrics:

Number of Citations	Points/Performance
One (1) letter of citation	3 points
Two (2) letters of citation	2 points

a.2. Academic or Inter-School Awards. This shall apply only to applicants with no or less than one (1) year work experience (e.g., fresh graduates). The following MO's and rubrics shall be used in determining points for awards and recognitions:

Means of verification:
A. Academic or inter-school award or certificate of appreciation
B. Certificate of Appreciation (CPA) Award or Certificate of Merit (COM) Award
C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination.

Rubrics:

Number of Awards	Points/Performance
At least three (3) academic or inter-school award/CPA Award or Top 10 in Board/CSE Eligibility Examination	4 points
At least two (2) academic or inter-school award	3 points
At least one (1) academic or inter-school award	2 points

a.3. Outstanding Employee Award. This shall apply to applicants with relevant work experience, or those applying to positions with experience requirement.

Table 4. Midpoint Value of the RPRS Rating

RPRS Rating Scale	Midpoint Value
Outstanding	4.75
Very Satisfactory	3.90
Satisfactory	3.05
1,900-3,900	1.905
1,900-3,900	1.905
1,900-3,900	1.905
1,900-3,900	1.905

Illustrative example:

Current Position Administrative Assistant II (Other group of positions/ Salary Grade)	Senior Position Administrative Assistant II (Other group of positions/ Salary Grade)
WS = 4.000	WS = 4.000
Performance = 85.000/100 = 0.85	Performance = 85.000/100 = 0.85

For external applicants whose performance is measured using either the RPRS rating scale or the five (5)-point subjective performance rating system that translates the performance rating to the corresponding points compatible to the rating criteria of the RPRS.

External applicants to vacant positions with experience requirement shall be given points for performance in the current and previous job or position that is relevant to the position to be filled. The performance rating shall be based on the rating obtained in the current or previous job or position that is relevant to the position to be filled. The performance rating shall be based on the rating obtained in the current or previous job or position that is relevant to the position to be filled.

b. Positions with no experience requirement.

Applicants to positions that do not require previous experience must submit the board examination or have Eligibility requirement, the General Weighted Average (GWA) in the highest semester/grade level earned shall be required. The RPRS shall be based on the GWA. The performance rating shall be based on the rating obtained in the current or previous job or position that is relevant to the position to be filled.

Means of verification:
A. Any business memorandum or document showing the Criteria for the Search and
B. Certificate of Recognition/Merit.

Rubrics:

Level	Points/Performance
Organizational Level Search on Higher	4 points
Organizational Level Search on Higher	2 points
National Level Search on Higher	4 points
National Level Search on Higher	2 points
Regional Level Search on Higher	4 points
Regional Level Search on Higher	2 points
School/Institutional/Department Search	4 points
School/Institutional/Department Search	2 points

For multiple awards received from the same award giving body and/or the highest-level award shall be considered (e.g. NSPC winning contest at the division, regional, national level). Similarly, only the highest award shall be considered for purposes of giving points. Multiple awards from different award giving bodies.

An applicant to a General Services position who has presented Letter(s) of Citation/Commendation and/or Outstanding Employee Award, shall be given points based on either Category a.1 (Citation or Commendation) or Category a.3 (Outstanding Employee Award), whichever is higher.

b. Research and Innovation

Means of verification:

A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017

B. Accomplishment Report verified by the Head of Office

C. Certificate of Appreciation or Merit Award from the search, within the school/office duly signed by the Head of Office

D. Certificate of appreciation of the innovation or research by the Head of Office

E. Proof of citation by other researchers whose study/research is likewise approved by authorized body of the concept/s developed in the research.

