



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2023-297

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 : RE-ANNOUNCEMENT OF VACANT POSITION FOR RELATED-TEACHING POSITION

Date : November 17, 2023

This Office re-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			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
<b>GUIDANCE COUNSELOR II</b>	Master's Degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)
<b>Plantilla Item No.:</b> OSEC-DECSB-GUIDC2-750135-2016 <b>SG:</b> 12 <b>Monthly Salary:</b> ₱ 29,165.00 <b>No. of Vacancy/ies:</b> 1 <b>Place of Assignment:</b> SENIOR HIGH SCHOOL IN DIGOS CITY <b>JOB SUMMARY:</b> <ul style="list-style-type: none"><li>To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement</li></ul>				



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sustainable programs and projects to enhance the delivery of quality basic education.

- To assist in providing 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 assist 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](http://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 **November 27, 2023**. You may submit to the guard during weekends and holiday.

The proposed timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
November 17, 2023 – November 27, 2023	Submission of application documents	Applicants Records Personnel	Face-to-Face
November 28, 2023 – November 30, 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
December 1, 2023 – December 15, 2023	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
December 18, 2023	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



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December 19, 2023 – December 28, 2023	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
December 29, 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.

For and in the absence of the  
Schools Division Superintendent

*Sollie B. Oliver*  
**SOLLIE B. OLIVER, JD, MATE**

Chief – School Governance and Operations Division  
Officer-In-Charge

DevEd Schools Division of Digos City  
RECORDS SECTION

27-112161  
RELEASED  
DATE: NOV 17 2023 TIME: 4:10 PM  
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.



- The assessment for related-teaching positions shall be based on the following criteria:
  - Education units and/or degree relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSC.
  - Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QG, required for the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QG, after 1 year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - Application of Education and Development (EAD) acquired after the last promotion and
  - Application of Education and Development (EAD) acquired after the last promotion and using other evaluative statements.
- The point system for evaluative measurement is detailed in Table 2. The point system is based on the level of mastery of the criteria. The points for each criterion shall vary from one mastery range to another, giving priority to specific criteria that are more relevant to the position to be filled.

**Table 1. Point System for Evaluative Assessment Related Teaching Positions**

Criteria	Mastery of the Position		
	80-114%	60-79%	40-59%
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	20
e. Outstanding	10	3	10
f. Application of Education	10	15	10
g. Application of EAD	10	10	10
h. Potential (Written Test, HRD, Work Sample Test)	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Table 3. Rubrics for Computation of Points for Education, Training, and Experience**

Single Education	Education		Training		Experience	
	Minimum QG	Point	Minimum QG	Point	Minimum QG	Point
Master's Degree	10	10	10	10	10	10
4-5 Semesters	8	8	8	8	8	8
6-7 Semesters	6	6	6	6	6	6
8-9 Semesters	4	4	4	4	4	4
10-11 Semesters	2	2	2	2	2	2

**Illustrative example:**  
 Master's Degree: 10 points  
 4-5 Semesters: 8 points  
 6-7 Semesters: 6 points  
 8-9 Semesters: 4 points  
 10-11 Semesters: 2 points

**Alternative example:**  
 Master's Degree: 10 points  
 4-5 Semesters: 8 points  
 6-7 Semesters: 6 points  
 8-9 Semesters: 4 points  
 10-11 Semesters: 2 points

**Alternative example:**  
 Master's Degree: 10 points  
 4-5 Semesters: 8 points  
 6-7 Semesters: 6 points  
 8-9 Semesters: 4 points  
 10-11 Semesters: 2 points

Based on the minimum QG of the position to be filled, the HR/HRB shall determine the mastery level for computing the points for ETR using the increments table as shown in Table 2. A, 2A, and 2. C.

Minimum Qualification	Competing Level Band
Master's Degree	Level 21 based on Table 1A
4-5 Semesters	Level 20 based on Table 1A
6-7 Semesters	Level 19 based on Table 1A
8-9 Semesters	Level 18 based on Table 1A
10-11 Semesters	Level 17 based on Table 1A

For purposes of determining the mastery level for Education, any relevant education units and/or degree shall be considered. The CSC-approved QG in addition to non-education degree shall be considered equivalent to a Bachelor's degree in Education or Bachelor's Level 6 based on Table 2A. Additional professional and specialization units taken to earn the equivalent Education degree (i.e., HRD, HRB) shall not correspond to units towards the completion of a Master's degree.

B. After determining the mastery level, the HR/HRB shall compute for the increment of the applicant based on the mastery level for the position to be filled. The applicant's actual qualification level and the corresponding level of the minimum mastery QG requirement of the position to be filled.

**Table 2. Increment Tables - Education**

Increment Level	From		To	
	Minimum Qualification	Point	Minimum Qualification	Point
1	Master's Degree	10	Master's Degree	10
2	4-5 Semesters	8	4-5 Semesters	8
3	6-7 Semesters	6	6-7 Semesters	6
4	8-9 Semesters	4	8-9 Semesters	4
5	10-11 Semesters	2	10-11 Semesters	2
6	12-13 Semesters	1	12-13 Semesters	1
7	14-15 Semesters	0	14-15 Semesters	0
8	16-17 Semesters	-1	16-17 Semesters	-1
9	18-19 Semesters	-2	18-19 Semesters	-2
10	20-21 Semesters	-3	20-21 Semesters	-3
11	22-23 Semesters	-4	22-23 Semesters	-4
12	24-25 Semesters	-5	24-25 Semesters	-5
13	26-27 Semesters	-6	26-27 Semesters	-6
14	28-29 Semesters	-7	28-29 Semesters	-7
15	30-31 Semesters	-8	30-31 Semesters	-8
16	32-33 Semesters	-9	32-33 Semesters	-9
17	34-35 Semesters	-10	34-35 Semesters	-10
18	36-37 Semesters	-11	36-37 Semesters	-11
19	38-39 Semesters	-12	38-39 Semesters	-12
20	40-41 Semesters	-13	40-41 Semesters	-13
21	42-43 Semesters	-14	42-43 Semesters	-14
22	44-45 Semesters	-15	44-45 Semesters	-15
23	46-47 Semesters	-16	46-47 Semesters	-16
24	48-49 Semesters	-17	48-49 Semesters	-17
25	50-51 Semesters	-18	50-51 Semesters	-18
26	52-53 Semesters	-19	52-53 Semesters	-19
27	54-55 Semesters	-20	54-55 Semesters	-20
28	56-57 Semesters	-21	56-57 Semesters	-21
29	58-59 Semesters	-22	58-59 Semesters	-22
30	60-61 Semesters	-23	60-61 Semesters	-23
31	62-63 Semesters	-24	62-63 Semesters	-24
32	64-65 Semesters	-25	64-65 Semesters	-25
33	66-67 Semesters	-26	66-67 Semesters	-26
34	68-69 Semesters	-27	68-69 Semesters	-27
35	70-71 Semesters	-28	70-71 Semesters	-28
36	72-73 Semesters	-29	72-73 Semesters	-29
37	74-75 Semesters	-30	74-75 Semesters	-30
38	76-77 Semesters	-31	76-77 Semesters	-31
39	78-79 Semesters	-32	78-79 Semesters	-32
40	80-81 Semesters	-33	80-81 Semesters	-33
41	82-83 Semesters	-34	82-83 Semesters	-34
42	84-85 Semesters	-35	84-85 Semesters	-35
43	86-87 Semesters	-36	86-87 Semesters	-36
44	88-89 Semesters	-37	88-89 Semesters	-37
45	90-91 Semesters	-38	90-91 Semesters	-38
46	92-93 Semesters	-39	92-93 Semesters	-39
47	94-95 Semesters	-40	94-95 Semesters	-40
48	96-97 Semesters	-41	96-97 Semesters	-41
49	98-99 Semesters	-42	98-99 Semesters	-42
50	100-101 Semesters	-43	100-101 Semesters	-43
51	102-103 Semesters	-44	102-103 Semesters	-44
52	104-105 Semesters	-45	104-105 Semesters	-45
53	106-107 Semesters	-46	106-107 Semesters	-46
54	108-109 Semesters	-47	108-109 Semesters	-47
55	110-111 Semesters	-48	110-111 Semesters	-48
56	112-113 Semesters	-49	112-113 Semesters	-49
57	114-115 Semesters	-50	114-115 Semesters	-50
58	116-117 Semesters	-51	116-117 Semesters	-51
59	118-119 Semesters	-52	118-119 Semesters	-52
60	120-121 Semesters	-53	120-121 Semesters	-53
61	122-123 Semesters	-54	122-123 Semesters	-54
62	124-125 Semesters	-55	124-125 Semesters	-55
63	126-127 Semesters	-56	126-127 Semesters	-56
64	128-129 Semesters	-57	128-129 Semesters	-57
65	130-131 Semesters	-58	130-131 Semesters	-58
66	132-133 Semesters	-59	132-133 Semesters	-59
67	134-135 Semesters	-60	134-135 Semesters	-60
68	136-137 Semesters	-61	136-137 Semesters	-61
69	138-139 Semesters	-62	138-139 Semesters	-62
70	140-141 Semesters	-63	140-141 Semesters	-63
71	142-143 Semesters	-64	142-143 Semesters	-64
72	144-145 Semesters	-65	144-145 Semesters	-65
73	146-147 Semesters	-66	146-147 Semesters	-66
74	148-149 Semesters	-67	148-149 Semesters	-67
75	150-151 Semesters	-68	150-151 Semesters	-68
76	152-153 Semesters	-69	152-153 Semesters	-69
77	154-155 Semesters	-70	154-155 Semesters	-70
78	156-157 Semesters	-71	156-157 Semesters	-71
79	158-159 Semesters	-72	158-159 Semesters	-72
80	160-161 Semesters	-73	160-161 Semesters	-73
81	162-163 Semesters	-74	162-163 Semesters	-74
82	164-165 Semesters	-75	164-165 Semesters	-75
83	166-167 Semesters	-76	166-167 Semesters	-76
84	168-169 Semesters	-77	168-169 Semesters	-77
85	170-171 Semesters	-78	170-171 Semesters	-78
86	172-173 Semesters	-79	172-173 Semesters	-79
87	174-175 Semesters	-80	174-175 Semesters	-80
88	176-177 Semesters	-81	176-177 Semesters	-81
89	178-179 Semesters	-82	178-179 Semesters	-82
90	180-181 Semesters	-83	180-181 Semesters	-83
91	182-183 Semesters	-84	182-183 Semesters	-84
92	184-185 Semesters	-85	184-185 Semesters	-85
93	186-187 Semesters	-86	186-187 Semesters	-86
94	188-189 Semesters	-87	188-189 Semesters	-87
95	190-191 Semesters	-88	190-191 Semesters	-88
96	192-193 Semesters	-89	192-193 Semesters	-89
97	194-195 Semesters	-90	194-195 Semesters	-90
98	196-197 Semesters	-91	196-197 Semesters	-91
99	198-199 Semesters	-92	198-199 Semesters	-92
100	200-201 Semesters	-93	200-201 Semesters	-93
101	202-203 Semesters	-94	202-203 Semesters	-94
102	204-205 Semesters	-95	204-205 Semesters	-95
103	206-207 Semesters	-96	206-207 Semesters	-96
104	208-209 Semesters	-97	208-209 Semesters	-97
105	210-211 Semesters	-98	210-211 Semesters	-98
106	212-213 Semesters	-99	212-213 Semesters	-99
107	214-215 Semesters	-100	214-215 Semesters	-100
108	216-217 Semesters	-101	216-217 Semesters	-101
109	218-219 Semesters	-102	218-219 Semesters	-102
110	220-221 Semesters	-103	220-221 Semesters	-103
111	222-223 Semesters	-104	222-223 Semesters	-104
112	224-225 Semesters	-105	224-225 Semesters	-105
113	226-227 Semesters	-106	226-227 Semesters	-106
114	228-229 Semesters	-107	228-229 Semesters	-107
115	230-231 Semesters	-108	230-231 Semesters	-108
116	232-233 Semesters	-109	232-233 Semesters	-109
117	234-235 Semesters	-110	234-235 Semesters	-110
118	236-237 Semesters	-111	236-237 Semesters	-111
119	238-239 Semesters	-112	238-239 Semesters	-112
120	240-241 Semesters	-113	240-241 Semesters	-113
121	242-243 Semesters	-114	242-243 Semesters	-114
122	244-245 Semesters	-115	244-245 Semesters	-115
123	246-247 Semesters	-116	246-247 Semesters	-116
124	248-249 Semesters	-117	248-249 Semesters	-117
125	250-251 Semesters	-118	250-251 Semesters	-118
126	252-253 Semesters	-119	252-253 Semesters	-119
127	254-255 Semesters	-120	254-255 Semesters	-120
128	256-257 Semesters	-121	256-257 Semesters	-121
129	258-259 Semesters	-122	258-259 Semesters	-122
130	260-261 Semesters	-123	260-261 Semesters	-123
131	262-263 Semesters	-124	262-263 Semesters	-124
132	264-265 Semesters	-125	264-265 Semesters	-125
133	266-267 Semesters	-126	266-267 Semesters	-126
134	268-269 Semesters	-127	268-269 Semesters	-127
135	270-271 Semesters	-128	270-271 Semesters	-128
136	272-273 Semesters	-129	272-273 Semesters	-129
137	274-275 Semesters	-130	274-275 Semesters	-130
138	276-277 Semesters	-131	276-277 Semesters	-131
139	278-279 Semesters	-132	278-279 Semesters	-132
140	280-281 Semesters	-133	280-281 Semesters	-133
141	282-283 Semesters	-134	282-283 Semesters	-134
142	284-285 Semesters	-135	284-285 Semesters	-135
143	286-287 Semesters	-136	286-287 Semesters	-136
144	288-289 Semesters	-137	288-289 Semesters	-137
145	290-291 Semesters	-138	290-291 Semesters	-138
146	292-293 Semesters	-139	292-293 Semesters	-139
147	294-295 Semesters	-140	294-295 Semesters	-140
148	296-297 Semesters	-141	296-297 Semesters	-141
149	298-299 Semesters	-142	298-299 Semesters	-142
150	300-301 Semesters	-143	300-301 Semesters	-143
151	302-303 Semesters	-144	302-303 Semesters	-144
152	304-305 Semesters	-145	304-305 Semesters	-145
153	306-307 Semesters	-146	306-307 Semesters	-146
154	308-309 Semesters	-147	308-309 Semesters	-147
155	310-311 Semesters	-148	310-311 Semesters	-148
156	312-313 Semesters	-149	312-313 Semesters	-149
157	314-315 Semesters	-150	314-315 Semesters	-150
158	316-317 Semesters	-151	316-317 Semesters	-151
159	318-319 Semesters	-152	318-319 Semesters	-152
160	320-321 Semesters	-153	320-321 Semesters	-153
161	322-323 Semesters	-154	322-323 Semesters	-154
162	324-325 Semesters	-155	324-325 Semesters	-155
163				



