

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-027

То :	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 POSITIONS FOR VARIOUS NON-
	TEACHING POSITIONS

Date : January 26, 2024

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		QUALIFI	CATION STAI	NDARDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility

Plantilla Item No.: OSEC-DECSB-ADOF2-750116-2021 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 and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.



VACANCY		QUALIFICA	ATION STANDA	RDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT III (SECRETARY II)	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub- professional)/First Level Eligibility
Plantilla Item No.: SG: 9 Monthly Salary: ₱ 2 No. of Vacancy/ies Place of Assignmen JOB SUMMARY:	OSEC-DECSB 21,211.00 : 2 ut: KAPATAGA	-ADAS3-750	088-2017 HIGH SCHOOI	<u>_</u>
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administration, property custodianship, and financial-related tasks in the school.

VACANCY		QUALIFICA	ATION STANDA	RDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT III (SECRETARY II)	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub- professional)/First Level Eligibility
Plantilla Item No.: SG: 9 Monthly Salary: ₱ 2 No. of Vacancy/ies Place of Assignmen JOB SUMMARY:	21,211.00 : 1			SUPERINTENDENT

To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division.

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**.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002) Telephone Nos.: (082) 553-8375; (082) 553-8396 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 **February 5, 2024**. You may submit to the guard during weekends and holidays.

Date	Activities	Personnel Involved	Mode
January 26, 2024 – February 5, 2024	Submission of application documents	Applicants Records Personnel	Face-to- Face
February 6, 2024 – February 12, 2024	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
February 13, 2024 – February 26, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to- Face
February 27, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face
February 28, 2024 – March 8, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
March 11, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face

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.

LANIT P. ESTACIO, Ph.D, CESO VI Schools Division Superintendent MELAN

Nep Ed Schools Division of Digos City RECORDS SECTION TIME: 4 57an JÁ BY

OSDS/ADMIN/HR/dbc



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

CHECKLIST OF REQUIREMENTS

Application Code:

Annex C

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 ()

		Status of Submission		Verification we HRMO/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			
Ъ.	Duly accomplished Personal Data Sheet (PDS)			
	(CS Form No. 212, Revised 2017) and Work Experience Sheet, if			
	applicable			
с.	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.

Enclosure No. 5 to DepEd Order No. 007, s. 2023)

CRITERIA AND POINT SYSTEM POR HIRING AND PROMOTION TO NON-TEACHING POSITIONS

The assessment for Non-Teaching positions shall be based on the follow criteria:

1. The point system for evaluative assessment is detailed in Table 1. Not gradient of sector and the system one share the position to Bilds. The Oreated System on the position to be Bilds. The oreas is a sector evaluation to be Bilds. The Oreated System position that are more relevant to the position Bilds. The Experience (20 points) that the other criteria Bilds (2) called 35 points more factors an periodia bild of the other position Bilds.

ent: Non-Teaching Pos Table 1. Point System for Evaluative Ass

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4	Education	10	2	-	-
4	Training	5	ĸ	10	
4	Experience	20	20	15	1
÷	Performance	10	20	20	C
4	Outstanding Accomplishments	n	10	10	-
-	Application of Education		10	10	-
-	Application of LAD	•	10	10	1
ai i	Potential (Written Test, BEI, Work Sample Test)	55	30	90	a
	Total	100	100	100	1

Page 1 of 18

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3. Menostera, Training, and Experiences (FTE). The points for ETE, corresponding the trayeristic yultility characterized and the Pancing secondaria and the Pancing and International Table (Table 24, 23), 24 and the Pancing and the Pancing and the Pancing Angel and Table Secondaria and Table Secondaria and the Pancing Angel and Table Secondaria and Table Seco

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Table 2.b. Increments Table -Lared Frem

Page 2 of 18

Page 3 of 18

HRMPSB shall STE using the	2
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ttion to be filled, uting the points a, 2.b, and 2.c.	Corrupteding Leve
Based on the minimum Q8 of the position to be filled, the HRMPSB shall betermine the baseline level for computing the points for ETE using the increments Table as shown in Table $2.a$, $2.b$, and $2.c$.	Matheman reput-meant per OBC appresed
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Table 3. Rubrics for Computation of Points for Education, Training, and Experience

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An electromizing the baseline location levels, the HMRMS shall compute for moments of the applicant's accusal qualifications have not abe when documentary requirements. Increment shall refer to the difference bein opplicant's actual qualification best and the corresponding see a minimum (passing) effort enter of the position to be filled.

Only qualifications that are relevant to the position to be filled and whic exceed the minimum (baseline) QS requirements of the position aball b given corresponding points in the computation of increments.

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Using the applicable rubrics for the SO 1-0 film-General Services) as shown in Table and Issued on the mumber of betweeneds earned by Applicant A, the computation point for ETE is an follows:

After computing the number of increments from the minimum QS requirement, incorresponding points earned by the applicant phall be determined using Table 3 (Paulvies for Computation of Education, Fraining, and Experience).

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Page 5 of 18

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stober 03, 2022

The date of HRMPS

Vacant position: Administrative Assistant II (Dlabu Level and Salary Range: SG 1-9 (Non-General Service Qualifection Standards per CSC-appresent QS Education Standards of years in college Training 1 4 hours of relevant training Experience 1 1 years of relevant appresence

Illustrative example:

Consistent with the provisions of the CSC ORAOHRA, unlis and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes or

 The following general guidelines shall be observed in giving cor-points to relevant Education. Training, and Experience qualifics Education units and/or degrees in multiple or different be given corresponding points on a cumulative basis, put the units and/or degrees enrord are relevant to the pos-for, provided further, that the subjects completed are no for.

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Meeting the minimum (paseline) QS requirement and Experience shall be given zero (0) points.

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giving points, except for positions that involve practice of proceed by board laws.

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- Nr. Relevant training hours earned from dighal/strual/online learn may be considered, aubject to the conditions presented in 4 Memorandum Circular IACJ No. 3, a. 2021 (General Outdefine Digital/Online Learning in the Public Socior).
  - v. Relevant experience gained from part-time work of at least fructions per dog maps considered, that the appropriate provide the properties of the second secon
    - Relevant Experience gained from abroad or outside the Philippi of Philippi Second-Speedded Philippi Second Second of Employments. These documentary requirements written incapates of the Ranging of Philippi Second-Second complete Explicit translation.
      - Applicable provisions under Rule VIII Part I to IV of the CSC ORADITRA shall apply in the appreciation of relevant Education. Training, and Experience qualifications and giving of points to ETE credentials. 4

4. Preformances. Performance refers to the assessment of ione tasks, dation responsibilities are reacted out or score coupliables of the registionant are reduce performance milling document or other masms of eraflication. The performance obtained that currents or other masms of eraflication. The performance is filled that the structure of galving points for performance.

Pastitions with asperience regularement. Applicants to position require experience must stuating hereforemence ratingle a cover-(1) year performance in the current and performance on position relevant to the patient to be filled. Computation of points for perfor-nhall be as follows:

Page 7 of 18

For honor graduates covered by Presidential Decree (PD) 907 titled. Orneting Cad Service Eligibility to College Honor Ornductes, the following rubric shall apply. Padralep-p------ = 82.75/100 + 20 = 16.65 Veneral position: Administration Assistant II Additionaling Officer II - 30 II (Other groups of pasitional Sudery Oradia) ж – 812.75 (CS Eligibility mising) WA + 20 
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 Barrens Cum Lande
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Applicants with work experience, who are applying to entry level position applicant with the coperiment of a state and the state of the state and the latest performance relatively covering one (1) year performance in the applicant state of the state of

5. Ordetanelling Assessightabanetis. Outstanding Accompliahments in neufronton contributions of an application, starts a deals, interestion of con-trol and an applications of an application, control which streng the application, control are provident possibles. Onits accompliahments must have led to possible results in fair workpare, accompliahments must have led to possible results in fair workpare, and efforts in protection, improved working standards, switch an generation.

Table 5 below enumerates the components of Outstank the corresponding maximum points for each component.

Table 5. Components of Outstanding Accomplishments

Component	Point 15 One-testing Accession of the sector
Awards and Recognition.	4 points
Research and Innovation	4 points
Subject Matter Expert / Membership in National Technical Working Groups (TWOs)	3 points
or Commutees Resource Speakership / Learning Pacilitation	2 points
NEAP Accredited Learning Facilitator	2 points

to a la e as the madn oints earned fi Outstanding A ding Accompli-ment for Non-T The points allocation in Table 5 shall ser may be carned for each component. The 1 cumulative to determine the total points for cumulative to determine the total points for to exceed the weight allocation for Outsia. Table 1 (Point System for Evaluative Assess

Page 10 of 18

e.3. Outstanding Employee Aucard. This shall apply to applicants with previous work experience, or those applying to positions with experience repetiment.

Level	Pointa.out and a factor of the second
Applicants from external institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 cointa
Applicants from resional office	and a state of the
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from schools division office	
Regional Level Search or Higher	4 roints
Division /Boundary / Nav 1 and Barnet	

Presidents and an and another stations and other	4 pounts
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from schools division office	
Regional Level Search or Higher	4 points
Division/Provincial/City Level Search	2 points
Applicants from schools	
Division Level Search or Higher	4 roints
Sebool / Municipality / District Level Search	2 points

Page 12 of 18

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