

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-100

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 POSITIONS FOR TEACHING

POSITIONS

Date: January 18, 2024

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

VACANCY	QUALIFICATION STANDARDS				
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
TEACHER III (SECONDARY GRADES)	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	LET/PBET/R.A.1080 (TEACHER)	

Plantilla Item No.: OSEC-DECSB-TCH3-750074-2018

SG: 13

Monthly Salary: ₱ 31,320.00

No. of Vacancy/ies: 1

Place of Assignment: RUPARAN NATIONAL HIGH SCHOOL



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

JOB SUMMARY:

- Applies mastery of content knowledge and its application across learning areas
- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
- Manages an environment conducive to learning
- Addresses learner diversity
- Implements and supervises curricular and co-curricular programs to support learning
- Monitors and evaluates learner progress and undertakes activities to improve learner performance
- Maintains updated records of learners' progress
- Counsels and guides learners
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
- Undertakes activities towards personal and professional growth
- Does related work

VACANCY	QUALIFICATION STANDARDS			QUALIFICATION STANDARDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER II	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant experience	LET/PBET/R.A.1080 (TEACHER)

Plantilla Item No.: OSEC-DECSB-TCH2-755950-1998

OSEC-DECSB-TCH2-750140-2008 OSEC-DECSB-TCH2-750426-2012 OSEC-DECSB-TCH2-755855-1998

SG: 12

Monthly Salary: ₱ 29,165.00

No. of Vacancy/ies: 4

Place of Assignment: IGPIT ELEMENTARY SCHOOL

RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL

DON MARIANO MARCOS ELEMENTARY SCHOOL

SAN MIGUEL ELEMENTARY SCHOOL

JOB SUMMARY:

Applies mastery of content knowledge and its application across learning areas



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
- Manages an environment conducive to learning
- Addresses learner diversity
- Implements and supervises curricular and co-curricular programs to support learning
- Monitors and evaluates learner progress and undertakes activities to improve learner performance
- Maintains updated records of learners' progress
- Counsels and guides learners
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
- Undertakes activities towards personal and professional growth
- Does related work

VACANCY	Y QUALIFICATION STANDARDS			RDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER II (Secondary Grades)	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 year of relevant experience	LET/PBET/R.A.1080 (Teacher)

Plantilla Item No.: OSEC-DECSB-TCH2-751068-2016

SG: 12

Monthly Salary: ₱ 29,165.00

No. of Vacancy/ies: 1 Subject: TLE/TVE

Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL

JOB SUMMARY:

- Applies mastery of content knowledge and its application across learning areas
- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
- Manages an environment conducive to learning
- Addresses learner diversity
- Implements and supervises curricular and co-curricular programs to support learning



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

- Monitors and evaluates learner progress and undertakes activities to improve learner performance
- Maintains updated records of learners' progress
- Counsels and guides learners
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
- Undertakes activities towards personal and professional growth
- Does related work

Qualified applicants to the **ABOVEMENTIONED POSITIONS** 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 its **RESPECTIVE SCHOOL OR PLACE OF ASSIGNMENT**.

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 three (3) rating period(s), 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/ChecklistOmnibusTeachingPromotion), 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.



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

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. 66, series of 2007 (see attached Annex A, Enclosure to DO. No. 66, s. 2007). 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 **January 28, 2024**. You may submit to the guard during weekends and holiday.

The deadline for the submission of the respective School Heads to the Schools Division Office shall be on **February 2, 2024**.

The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
January 19, 2024	Submission of application	Applicants	Face-to-
- January 29,	documents	School PSB	Face
2024		School Head	
January 30, 2024	Submission of application	School PSB	Face-to-
- February 2,	documents together with	School Head	Face
2024	School PSB's Summary of	Records Section	
	Assessment		
February 5, 2024	Forwarding the	SDS Personnel	Face-to-
- February 7,	transmittal of all	AO IV – HRMO II	Face
2024	application documents to	HRMPSB	
	HRMO for pre-assessment	Secretariat	
	of the documents		
February 8, 2024	Conduct of initial	AO IV – HRMO II	Face-to-
- February 21,	evaluation based on the	HRMPSB	Face
2024	CSC minimum	Secretariat	
	Qualification Standards	HR personnel	
	(QS)		



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

February 22, 2024	Issuance of letter for qualified and disqualified	HRMPSB Secretariat	Online & Face-
February 23, 2024	Issuance of memorandum		to-Face Online
– March 3, 2024	on the conduct of written examination, open	SDS	
	assessment, and interview of applicants		
March 4, 2024	Conduct of written examination, open	HRMPSB HRMPSB Secretariat	Face-to- Face
	assessment, and interview of applicants	man 55 secretariat	1 acc

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

BEVERLY S. DAUGDAUG, Ed.D.
Chief -Curriculum Implementation Division
Officer-In-Charge

DepEd Schools Division of Digos City

ALE: JA





	CHECKI ICT OF B	COMPENSENCE		Annex
	CHECKLIST OF RI	EQUIREMENTS		
	* *	Application Code:		
	tion Applied For:			
	tact Number:			
	gion:			
	nicity: son with Disability: Yes () No ()			
	Parent: Yes () No ()			
		Status of	Verification [To be filled-out by the HRMO/HR Office/sub-committed]	
	Basic Documentary Requirement	Submission		
	David Documentary respectively	(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
	Letter of intent addressed to the Head of Office or highest human resource officer			
	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
	Photocopy of valid and updated PRC License/ID, if applicable			
	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
	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			
	Photocopy of Certificate/s of Training, if applicable			
	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
-	Photocopy of latest appointment, if applicable			
	Photocopy of the Performance Ratings in the last three (3) rating period(s), if applicable			
	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			
	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 SWORE	STATEMENT		

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
abscribed and sworn to before me this day of	, year

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.

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

B. Experience Experience must be relevant to the duties and functions of the position to be filled C. Outstanding Accomplishments (Meritorious Accomplishments) a. Outstanding Employee Award b. Innovations c. Research & Development Projects d. Publication/Authorship e. Consultant/Resource Speaker in Trainings/Seminars d. Publication/Authorship e. Consultant/Resource Speaker in Trainings/Seminars d. D. Education Complete Academic Requirements for Master's Degree 10 Master's Degree 15 *Complete Academic Requirements for Doctoral Degree 15 *Complete Academic Requirements for Doctoral Degree 20 *Doctoral Degree 25 Praticipant in a speccialized training, e.g. Scholarship Programs, Short courses, Study Grants Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions: *Notional Level 1 1 *Notision Level 1 2 *Regional Level 4 4 *International Level 5 5 *Chair/Co-chair in a technical/planning committee 1 0 istrict Level 2 1 *District Level 3 3 *National Level 4 4 *International Level 5 5 *Chair/Co-chair in a technical/planning committee 5 1 *District Level 5 1 *Oistrict Level 5 2 *Regional Level 5 5 *Regional Level 5 5 *Regional Level 5 1 *Oistrict Sevel 5 1 *Autional Level 5 5 *Regional Level 5 5 *Regional Level 5 5 *Regional Level 5 1 *Oistrict Level 5 5 *Regional Level 5 6 *Regional Level 5 7 *Regional Level 5 8 *Regional	CRITERIA	TEACHING AND RELATED TEACHING
Performance rating for the last 3 rating periods should be at least Very Satisfactory B. Experience 5 Experience 5 Experience must be relevant to the duties and functions of the position to be filled C. Outstanding Accomplishments (Meritorious Accomplishments) a. Outstanding Employee Award b. Innovations c. Research & Development Projects d. Publication/Authorship e. Consultant/Resource Speaker in Trainings/Seminars P. Complete Academic Requirements for Master's Degree 10 Master's Degree 15 Complete Academic Requirements for Doctoral Degree 10 **Complete Academic Requirements for Doctoral Degree 20 **Doctoral Degree 5 Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions: **District Level** 1 interesting and Level 1 aparticipant in one (1) training conducted for at least three (3) days not credited during the last promotions: **National Level** 1 international Level 1 international Level 5 international Level 6 internat	A. Performance Rating	35
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* Division Level 3 * Regional Level 3 Participant in one (1) training conducted for at least three (3) days not credited during the last promotions: * National Level 4 * International Level 5 Chair/Co-chair in a technical/planning committee * District Level 1 * Division Level 2 * Regional Level 3 * National Level 3 * National Level 4 * International Level 5 E. Potential 5 I. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 5. Leadership Ability 5 a. Human Relations 5 b. Decisiveness 2 c. Stress Tolerance 1 1		1
* Regional Level 3 Participant in one (1) training conducted for at least three (3) days not credited during the last promotions: * National Level 4 * International Level 5 Chair/Co-chair in a technical/planning committee * District Level 1 * Division Level 2 * Regional Level 2 * Regional Level 3 * National Level 4 * International Level 5 E. Potential 5 1. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 2 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions: * National Level 4 * International Level 5 Chair/Co-chair in a technical/planning committee * District Level 1 * Division Level 2 * Regional Level 3 * National Level 4 * International Level 5 E. Potential 5 I. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 2 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1 1		1
last promotions: * National Level		
* National Level 5 * International Level 5 Chair/Co-chair in a technical/planning committee * District Level 1 * Division Level 2 * Regional Level 3 * National Level 4 * International Level 5 E. Potential 5 Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 2 a. Human Relations 5 b. Decisiveness 2 c. Stress Tolerance 1		
* International Level 5 Chair/Co-chair in a technical/planning committee * District Level 1 * Division Level 2 * Regional Level 3 * National Level 4 * International Level 5 E. Potential 5 1. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 2 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1	A 100	4
Chair/Co-chair in a technical/planning committee 1 * District Level 1 * Division Level 2 * Regional Level 3 * National Level 4 * International Level 5 E. Potential 5 1. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 5 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		
* District Level 1 * Division Level 2 * Regional Level 3 * National Level 4 * International Level 5 E. Potential 5 1. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 5 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		
* Division Level 2 * Regional Level 3 * National Level 4 * International Level 5 E. Potential 5 1. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 5 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		1
* Regional Level 3 * National Level 4 * International Level 5 E. Potential 5 1. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 5 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1	* Division Level	1
* National Level 4 * International Level 5 E. Potential 5 1. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 5 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1	* Regional Level	
* International Level 5 E. Potential 5 1. Communication Skills 1 2. Ability to Present Ideas 1 3. Alertness 1 4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 5 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		4
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4. Judgment 1 5. Leadership Ability 1 F. Psycho-social attributes 5 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		
5. Leadership Ability 1 F. Psycho-social attributes 5 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		
F. Psycho-social attributes 5 a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		
a. Human Relations 2 b. Decisiveness 2 c. Stress Tolerance 1		
b. Decisiveness 2 c. Stress Tolerance 1		
c. Stress Tolerance		
11/1AI	TOTAL	100