



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 080

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 SCHOOL
PRINCIPAL POSITIONS

Date : February 8, 2024

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

VACANCY	QUALIFICATION STANDARDS			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
SCHOOL PRINCIPAL I	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	LET/PBET/R.A.1080 (TEACHER)
Plantilla Item No.: OSEC-DECSB-SP1-750208-2010 OSEC-DECSB-SP1-750198-2010 OSEC-DECSB-SP1-750050-2014				
SG: 19 Monthly Salary: ₱ 51,357.00 No. of Vacancy/ies: 3				



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

Place of Assignment: ELEMENTARY EDUCATION

JOB SUMMARY: Sets, the mission, vision, goals, and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.

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 **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>.



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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) does not exclude them 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. 3 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 to the Division Office is on **February 18, 2024**. 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
February 8, 2024 – February 18, 2024	Submission of application documents	Applicants Records Section	Face-to-Face
February 19, 2024 – February 21, 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 22, 2024 – March 5, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
March 6, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
March 7, 2024 – March 16, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online



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March 18, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face
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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 5/8/24

SOLLIE B. OLIVER, JD, MATE

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

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: FEB 12 2024 TIME: 2:47 PM
BY: *[Signature]*

OSDS/ADMIN /HR/dbc



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CHECKLIST OF REQUIREMENTS

Annex C

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.

CRITERIA AND POINT SYSTEM FOR EXAMINING AND PROMOTING TO SCHOOL ADMINISTRATION POSITIONS

The assessment for School Administration positions shall be based on the following criteria:

- The assessment for School Administration positions shall be based on the following criteria:
 - Minimum units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CRC-approved OS;
 - Minimum units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CRC-approved OS, acquired after the last graduation but within the last five (5) years;
 - Minimum units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CRC-approved OS;
 - Performance based on substantial performance rating covering one (1) year relevant to the position to be filled;
 - Outstanding Accomplishments acquired after the last promotion;
 - Outstanding Accomplishments acquired after the last promotion;
 - Application of Learning and Development;
 - Application of Learning and Development;
 - Personal (Written Exam, BEI)

Table 1. Point System for Evaluative Assessment School Administration Positions

| Criteria | Subcategory of Points | Points |
|--|-----------------------|------------|
| a. Education | 10 | 10 |
| b. Training | 10 | 10 |
| c. Experience | 10 | 10 |
| d. Outstanding Accomplishments | 10 | 10 |
| e. Application of Education | 10 | 10 |
| f. Application of Learning and Development | 10 | 10 |
| g. Personal (Written Exam, BEI) | 15 | 15 |
| Total | | 100 |

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

| Weight | Education | Training | Experience |
|--------------|-----------|-----------|------------|
| Education | 10 | 10 | 10 |
| Training | 10 | 10 | 10 |
| Experience | 10 | 10 | 10 |
| Total | 30 | 30 | 30 |

Illustrative example:

Vacant position: School Principal / Elementary School - 801 19
Outstanding Achievement per CRC-approved OS:
 Education : 40 hours of secondary education; or Bachelor's degree
 Training : 40 hours of relevant training
 Experience : Master Teacher for 2 years; or
 Master Teacher for 3 years; or
 Master Teacher for 4 years

| Minimum Qualification per OS 19 | Minimum Qualification per OS 19 |
|--|--|
| Education: 40 hours of secondary education; or Bachelor's degree | Education: 40 hours of secondary education; or Bachelor's degree |
| Training: 40 hours of relevant training | Training: 40 hours of relevant training |
| Experience: Master Teacher for 2 years; or Master Teacher for 3 years; or Master Teacher for 4 years | Experience: Master Teacher for 2 years; or Master Teacher for 3 years; or Master Teacher for 4 years |

The data of HR/OS assessment/ Open Rating System: September 30, 2022

a. Based on the minimum OS of the position to be filled, the HR/OS shall determine the number of points for each category as shown in Table 2.3, and 2.4.

b. After determining the baseline level, the HR/OS shall compute for the difference between the minimum OS and the actual qualification level of the applicant's actual qualification level and the corresponding level of the minimum (baseline) OS requirement of the position to be filled.

Table 2. a. Incremental Table - Education

| Incremental Level | Points | Range |
|-------------------|--------|--------|
| 1 | 0-10 | 0-10 |
| 2 | 11-20 | 11-20 |
| 3 | 21-30 | 21-30 |
| 4 | 31-40 | 31-40 |
| 5 | 41-50 | 41-50 |
| 6 | 51-60 | 51-60 |
| 7 | 61-70 | 61-70 |
| 8 | 71-80 | 71-80 |
| 9 | 81-90 | 81-90 |
| 10 | 91-100 | 91-100 |

Table 2. b. Incremental Table - Training

| Incremental Level | Points | Range |
|-------------------|--------|--------|
| 1 | 0-10 | 0-10 |
| 2 | 11-20 | 11-20 |
| 3 | 21-30 | 21-30 |
| 4 | 31-40 | 31-40 |
| 5 | 41-50 | 41-50 |
| 6 | 51-60 | 51-60 |
| 7 | 61-70 | 61-70 |
| 8 | 71-80 | 71-80 |
| 9 | 81-90 | 81-90 |
| 10 | 91-100 | 91-100 |

Table 2. c. Incremental Table - Experience

| Incremental Level | Points | Range |
|-------------------|--------|--------|
| 1 | 0-10 | 0-10 |
| 2 | 11-20 | 11-20 |
| 3 | 21-30 | 21-30 |
| 4 | 31-40 | 31-40 |
| 5 | 41-50 | 41-50 |
| 6 | 51-60 | 51-60 |
| 7 | 61-70 | 61-70 |
| 8 | 71-80 | 71-80 |
| 9 | 81-90 | 81-90 |
| 10 | 91-100 | 91-100 |

ONLY qualifications that are relevant to the position to be filled and which correspond to the minimum OS shall be considered in the computation of increments.

For positions with multiple OS requirements for Experience (e.g., 1P for 1 year, 2P for 2 years, 3P for 3 years, 4P for 4 years, 5P for 5 years, 6P for 6 years, 7P for 7 years, 8P for 8 years, 9P for 9 years, 10P for 10 years), the HR/OS shall identify the relevant experience with the highest increment awarded. This shall be the basis for determining the final grade of the applicant for the position to be filled.

Illustrative example:

| Computation of increments based on actual Education qualification of Applicant A |
|---|
| Minimum Qualification per OS 19: 40 hours of secondary education; or Bachelor's degree |
| Applicant's Actual Qualification: 40 hours of secondary education; or Bachelor's degree |
| Incremental Level: 1 (0-10 points) |

Computation of increments based on actual Training qualification of Applicant A

| Computation of increments based on actual Experience qualification of Applicant A |
|---|
| Minimum Qualification per OS 19: 1 year of relevant experience |
| Applicant's Actual Qualification: 1 year of relevant experience |
| Incremental Level: 1 (0-10 points) |

Computation of increments based on actual Performance qualification of Applicant A

| Computation of increments based on actual Performance qualification of Applicant A |
|--|
| Minimum Qualification per OS 19: 1 year of relevant experience |
| Applicant's Actual Qualification: 1 year of relevant experience |
| Incremental Level: 1 (0-10 points) |

Table 2. b. Incremental Table - Training

| Incremental Level | Points | Range |
|-------------------|--------|--------|
| 1 | 0-10 | 0-10 |
| 2 | 11-20 | 11-20 |
| 3 | 21-30 | 21-30 |
| 4 | 31-40 | 31-40 |
| 5 | 41-50 | 41-50 |
| 6 | 51-60 | 51-60 |
| 7 | 61-70 | 61-70 |
| 8 | 71-80 | 71-80 |
| 9 | 81-90 | 81-90 |
| 10 | 91-100 | 91-100 |

Table 2. a. Incremental Table - Education

| Incremental Level | Points | Range |
|-------------------|--------|--------|
| 1 | 0-10 | 0-10 |
| 2 | 11-20 | 11-20 |
| 3 | 21-30 | 21-30 |
| 4 | 31-40 | 31-40 |
| 5 | 41-50 | 41-50 |
| 6 | 51-60 | 51-60 |
| 7 | 61-70 | 61-70 |
| 8 | 71-80 | 71-80 |
| 9 | 81-90 | 81-90 |
| 10 | 91-100 | 91-100 |

ONLY qualifications that are relevant to the position to be filled and which correspond to the minimum OS shall be considered in the computation of increments.

After computing the number of increments from the minimum (baseline) OS requirement, the corresponding points to be awarded for the applicant's Education, Training, and Experience.

Illustrative example:

| Using the applicable rubric for the School Administration as shown in Table 2 and based on the number of increments earned by Applicant A, the computation of points for Education, Training, and Experience |
|--|
| Minimum Qualification per OS 19: 40 hours of secondary education; or Bachelor's degree |
| Applicant's Actual Qualification: 40 hours of secondary education; or Bachelor's degree |
| Incremental Level: 1 (0-10 points) |

Using the applicable rubric for the School Administration as shown in Table 2 and based on the number of increments earned by Applicant A, the computation of points for Education, Training, and Experience

| Using the applicable rubric for the School Administration as shown in Table 2 and based on the number of increments earned by Applicant A, the computation of points for Education, Training, and Experience |
|--|
| Minimum Qualification per OS 19: 1 year of relevant experience |
| Applicant's Actual Qualification: 1 year of relevant experience |
| Incremental Level: 1 (0-10 points) |

Meeting the minimum (baseline) OS requirements for Education, Training, and Experience shall be given zero (0) points.

The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:

