



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 093

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 : NOTICE OF VACANT POSITIONS FOR TEACHER I POSITIONS

Date : February 21, 2024

This Office announces the vacancies of Teacher I positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>TEACHER I</b>	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	LET/PBET/R.A.1080 (TEACHER)
<b>Plantilla Item No.:</b> OSEC-DECSB-TCH1-777168-1998 OSEC-DECSB-TCH1-750859-2018 OSEC-DECSB-TCH1-777255-1998 <b>SG:</b> 11 <b>Monthly Salary:</b> ₱ 27,000.00 <b>No. of Vacancy/ies:</b> 3 <b>Place of Assignment:</b> RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL (2) RIZAL CENTRAL ELEMENTARY SCHOOL				



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

**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			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
<b>TEACHER I (SECONDARY GRADES)</b>	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	LET/PBET/R.A.1080 (TEACHER)
<b>Plantilla Item No.:</b> OSEC-DECSB-TCH1-750955-2018 OSEC-DECSB-TCH1-750677-2012 OSEC-DECSB-TCH1-750957-2018 OSEC-DECSB-TCH1-787730-1998  <b>SG:</b> 11 <b>Monthly Salary:</b> ₱ 27,000.00 <b>No. of Vacancy/ies:</b> 4 <b>Subject:</b> ENGLISH MAPEH TLE/TVE ARALING PANLIPUNAN				



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

**Place of Assignment:** DIGOS CITY NATIONAL HIGH SCHOOL – APLAYA  
 NATIONAL HIGH SCHOOL ANNEX  
 DIGOS CITY NATIONAL HIGH SCHOOL (2)  
 RUPARAN 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
- 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			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>TEACHER I (SENIOR HIGH SCHOOL)</b>	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	* Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring * Applicants for a contractual position: None required *Practitioners (part-time only): None required
<b>Plantilla Item No.:</b> OSEC-DECSB-TCH1-751534-2016 OSEC-DECSB-TCH1-751533-2016 <b>SG:</b> 11 <b>Monthly Salary:</b> ₱ 27,000.00 <b>No. of Vacancy/ies:</b> 2 <b>Track:</b> ACADEMIC (2)				



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

**Strand:** HUMANITIES AND SOCIAL SCIENCES (2)

**Place of Assignment:** SENIOR HIGH SCHOOL IN DIGOS CITY

**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

Filling-up of new items and natural vacancies for Teacher I positions **shall be based on the published SY 2023-2024 Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)** per **DepEd Order No. 7, s. 2023** (see DepEd Order No. 7, s. 2023 Enclosure No. 1, Section D. Comparative Assessment Result, Item 53, and Section E. Appointment).

**School Heads with Teacher I vacant items in their respective schools shall prepare Report of Vacancy and Assignment (ROVA).**


This announcement of vacant position shall be valid for filling up **after the 10 days** publication of the item with the CSC per Republic Act 7041.

Widest dissemination of this Memorandum is earnestly desired.

  
**MELANIE P. ESTACIO, Ph.D, CESO VI**  
OIC – Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

24-117288  
DATE: FEB 21 2024 TIME: 9:50 AM  
BY: 

OSDS/ADMIN/HR/dbc



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

**Telephone Nos.:** (082) 553-8375; (082) 553-8396