

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 125

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 POSITION FOR RELATED-

TEACHING POSITION

Date : March 4, 2024

This Office 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	ELIGIBILITY								
EDUCATION PROGRAM SPECIALIST II	Bachelor's degree in Education or its Equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours relevant training	PBET/Teacher/RA 1080/Career Service (Professional); Appropriate Eligibility for Second Level Position								

Plantilla Item No.: OSEC-DECSB-EPS2-750106-2014

SG: 16

Monthly Salary: ₱ 39,672.00

No. of Vacancy/ies: 1

Place of Assignment: SCHOOL GOVERNANCE AND OPERATIONS DIVISION

(SCHOOL MOBILIZATION AND NETWORKING)



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

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



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

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
- 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.



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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. 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). 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 – Records Section is on **March 14, 2024**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

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

Date	Activities	Personnel Involved	Mode
March 4, 2024 -	Submission of application	Applicants	Face-to-
March 14, 2024	documents	Records Personnel	Face
March 15, 2024	Forwarding the	SDS Personnel	Face-to-
	transmittal of all	AO IV – HRMO II	Face
	application documents to	HRMPSB	
	HRMO for pre-assessment	Secretariat	
	of the documents		
March 18, 2024 -	Conduct of initial	AO IV – HRMO II	Face-to-
April 2, 2024	evaluation based on the	HRMPSB	Face
	CSC minimum	Secretariat	
	Qualification Standards	HR personnel	
	(QS)		
April 3, 2024	Issuance of letter for	HRMPSB Secretariat	Online
	qualified and disqualified		& Face-
	applicants		to-Face
April 3, 2024 -	Issuance of memorandum	AO IV – HRMO II	Online
April 7, 2024	on the conduct of written	SDS	
	examination, open		
	assessment, and		
	interview of applicants		



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April 8, 2024 – April 10, 2024	Conduct of written examination, open	HRMPSB HRMPSB Secretariat	Face-to- Face
	assessment, and		
	interview of applicants		

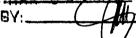
This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

ESTACIO, Ph.D, CESO VI

Schools Division Superintendent







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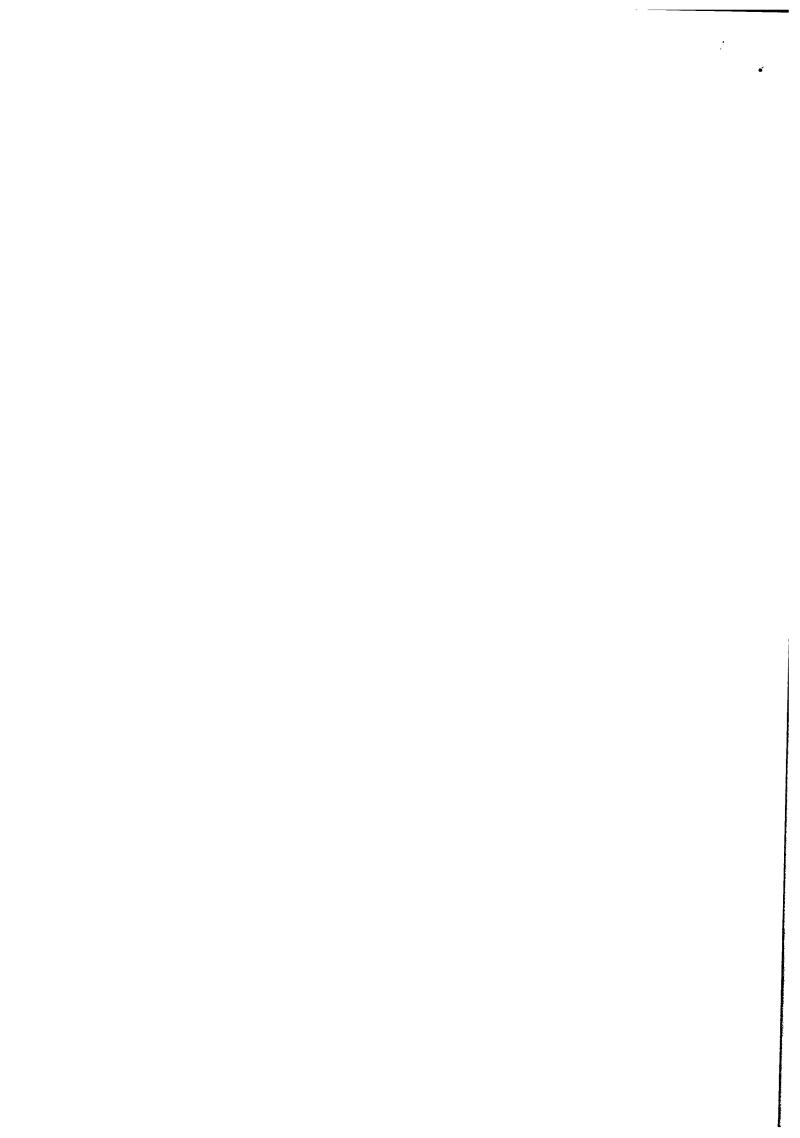
Telephone Nos.: (082) 553-8375; (082) 553-8396



CHECKLIST OF RI	EQUIREMENTS		Annex
lame of Applicant:	Application Code:		
osition Applied For:		The second secon	uman in a since man a management.
Office of the Position Applied For:			
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Basic Documentary Requirement	Submission (To be filled out by the	Status of	
• •	applicant;	Submission	Remarks
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a. Letter of intent addressed to the Head of Office or highest	······································	 	
human resource officer		1	
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 (Continue of The internal Continue o		ļ	
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		1	
documents submitted and Data Privacy Consent Form		<u> </u>	
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		1	
to the position to be filled			
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Attested:			
Human Resource Management Officer			
OMNIBUS SWORE	STATEMENT		
CERTIFICATION OF AUTHENTICITY AND VERACITY			
• • • • • • • • • • • • • • • • • • • •			
I hereby certify that all information above are true and correct, as submitted herewith are original and/or certified true copies there		iowiedge and belief, a	na the documents
sconniced herewith are original and/or certified true copies there			
DATA PRIVACY CONSENT			
I hereby grant the Department of Education the right to collect as relevant to the recruitment, selection, and placement of personne			
laws, rules, and regulations being implemented by the Civil Service		and for barboses of C	ompaance with the
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		Name and Sign	nature of Applicant
Subscribed and sworn to before me this day of	veor		

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.

Person Administering Oath



CHITHEIA AND POSIT STRIMM FOR HISLING AND PROSPOTION TO RELATED-TRACELING POSITIONS

enent for related-teaching positions shall be based on the following

- concling the minimum quillasticon requirements on the position to be filled, proposed QPs, referent to the position to be filled, questing the minimum qualification requirements and confidence in the CDC opposed QD, and updated the first the law promotion tow existing the desired planes; generates an extensit to the position to be filled, exceeding the minimum minimum repetiturement as mid-sold in the CDC-apposed QD, and pulled and the confidence of the con
- died measured using other evaluative essessments.

2. The point aprices for evaluative assessment is detailed in Paths 1: The point represen that way based on the level and sainty range of the position. Points sedigated to such criterion and any flows one shaper range in senties; giving presents to people, criteria that are more referrant to the position to be filled.

1. Pelat System for Brahadtes Assessment Related-Providing Publisms

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Page 1 of 18

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Page 2 of 28

tions that are relevant to the position to be filled and witich rizzum (baseline) QS requirements of the position shall be saling points in the computation of increments.

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Conditionals Standards per CDC-approved CD

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Tracking: 8 hours of relevant broken

Experience 1 2 pages as Product or 2 pages as Head Tracking or 2 pages as Product or 2 page

flustrative example: Vacant poetilon: Rekonston Program Bugarrisaer (MAPES) - BR-98 Level and Salary Range: SO 16-39 and SG 27

For propose of determining the hashing loss for determine, any problems of reputation until the rost for consideration of the following consideration of the consideration of the following consideration of the considerat

 After computing the number of it Q8 requirement, the corresponding shall be determined using Table Schootlon, Training, and Experien Eluptrition example: Using the applicable ruinfox on alto increments exerted by Applicant A., the

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Moeting the minimum (basetins) Q8 requirements for Education, Training and Experience shall be given sero (3) points.

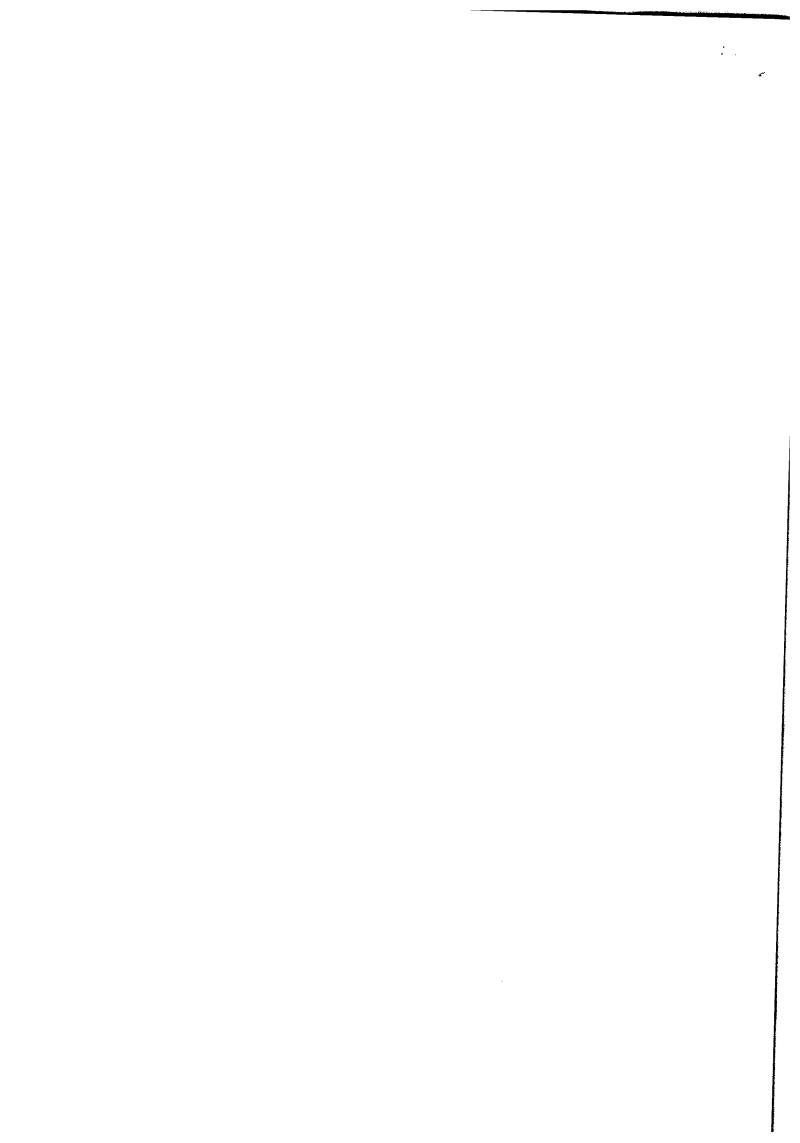
The bildering general guidelines shall be observed in girlag corresponding points to relevant Relaction, Training, and Experience qualifications:

1. Relaction total social of expens in analytic or different adven any be given corresponding general on a cumulative beauti, provided, that the state and/or despress secreted are relevant to the position applicat the states and/or despress secreted are relevant to the position applicat for; provided further, that the subjects completed are not displaced.

Considers with the provisions of the CSIC ORACHEA, until and/or degree of Ductor of Medician from a CHECA-respinated institution may be considered passers's units and/or degree for purposes of syful points, except for positions that involve practice of profession overeits by bund likes.

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- Relevant training hours earned from digital/struat/onling may be considered, authors to be contitions prescrib kannonandum Chrokar glocy No. 3, n. 2021 (Enserd On Eligibal/Chiline Levaning in the Public States).
- Menterest speciment agained from potenties, the inhealt to house per day map its considerant, provided, and the agained Cartelaness of Empoyement is authorised, with central to the se-mander of hour rendered. Pre purposes of giving potents, the not or years of the-inner specimens to include half but rememental expedited in the properties or included half but incremental opposition and the second provider of the interest of the California and by considered by weaking.
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 - - Applicable provisions under Ruis VII Part I in IV of the CSC shall apply in the approachation of relevant Education, the Experience qualifications and gring of points to ETS credents
 - 4. Personners Perforance refer to the sensonnest of two teats, responsibilities we carried out of economistically the separate as expension in the second security of the second security of the second security of the sec

Positions with equatement requirement. Applicants to posture require equatement and mobile laws of the control of

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Applicants with work experience, who are applying to carry level 1 continues with no experience regularance regularance in year of Q4 mais lakes performance ratingly a covering one (11) year performance ratingly covering one (11) year performance interactions from the computation supplicated in shall apply.

Table 5 below enumerates the components of Outstanding Acon the corresponding maximum points for each component. Table 5. Components of Outstanding Accomplishers

Patrice and an arrival	2 pombs	3 polzeta	2 prints	2 manage
Omgrenet	Awards and Recognition	Sobject Matur Espert / Mentherabity in National Technical Working Groups (TWGs)	or Committees Resource Specimently / Learning Partition	Whith Assessed ! Brothe ton

The points allocetion in Table 5 shall serve as the meantum or celling port where served for each compount. The points aread from each compountation to obstantiate the completionment of the point in the Constantiate Accomplishment of the Constantiate and Constantiate Accompletionment of the Constantiate

Only those ourseanding accomplishments acquired or earned after promotion shall be considered eligible to be given peints.

National bred individual sewints acquired from a thorough sectional for symptomic service giving notice, until an GOA (Service) described for propulse service giving notice, until and the form of the complete of the comple

The details of each component of Ourstanding Accomplishments, inch. HOVs required and rubnics for gring points, are as follows:

a.). Academic or Juan-School Auanda. This shall apply only to applice with no or less than one (1) year work experience feg., fresh gradua Assurals seed Reseguition. This may rufer to scudenic of integrands, or outsitatifing employee swards.

However, as a mandatory requirement, the applicant thail also be required to studied and the studied of a few of the presidentiancy of the risk is to record to the studied of the studied of the studied of the studied of the representation of the first is except positions where the requirements residue is a loss that indicatory (is studied on the requirement of the studied of the

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The following MOVs and rubries shall be used in determining point. Awards and Recognition.

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a.2. Outstending Employee Ausert. This shall apply to applicant previous work experience, or those applying to positions with experoquirement.

A. Aug leausance, memorandium or document showing the for the Search; said B. Certifique of Recognition/Merti.

MANAGE - 18 - 18,000 - 18,000

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DO points for EO 11-18, EO 14-20 and EO 27-35 paints for EO 344

Authoritem - 1/100 - Widon

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Per honor gradulates covered by Presidential Doctor (TD) 907 titled Outside Cled Revent Staffallige Lodge Honor Contacture, as mill not prouge School Honor Conducts Edigable prESEAS as explained under Prouge School Honor Conducts Edigable (PERES) as explained under CSC Resolution No. 1307714, the Referring ruther shall apply

b. Becareth and theoreties. Means of verification:

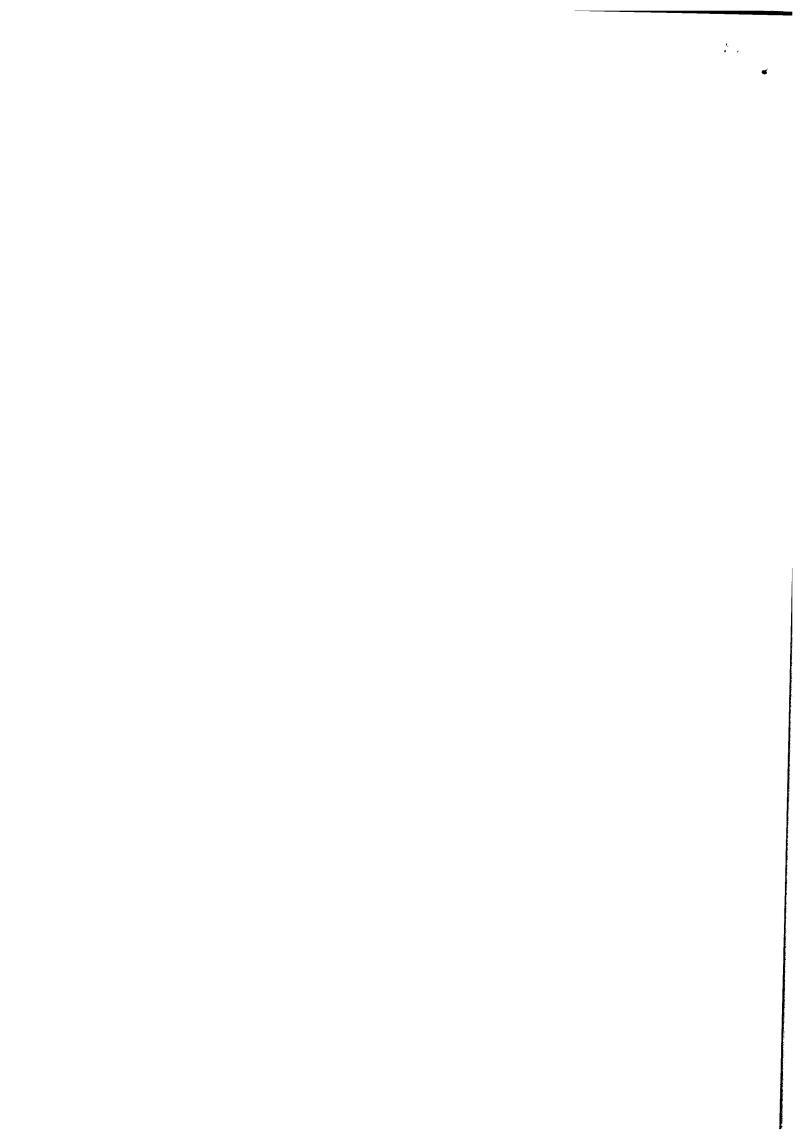
For collaborative research studies/lanorations, the solal point of divided by the number of authors/researchers indicate copyright page.

c. Readont Researd / Demonstrately to Emission of Trees or Oren The Readont Section of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of the Conference of Confer

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B. Owrithean of Pertripation or Attendance; and C. Output/Adoption by the organisation/Depthd

ALL MOVA BENEFIT Specimen Spec



earning Facilitator in seminars, training programs, conferences turvention, congress, forums, learning action cells (LAC) sessions, etc. scans of vertication (All Neted MOVs shall be substitted):

A. Issuance/ Memorandum / Izertation/Training Metrix.

B. Certificate of Recognition / New / Commendation / Appreciation and C. Side deck/a used and/or Sension gittle / h. Ruintes:

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High? Assembled Learning Parellimier. This shall apply to applicants who have been given accordinates as Learning Parellmair by the National Educator Academy of the Philippines (WEAP).

A. Certificate of Recognition as Learning Pacifitator Issued by NEAP Regional Office B. Certificate of Recognition as Learning Pacifitator Issued by NEAP Control Office

Appliention of Learning and Development (RAD), Application of LAD is a n success of the learnings gained from the human resource development (RFD) resides done/ tentacked by the applicator which must have led to applicate the results in their current or previous work.

ventum shall be given to an application of Likib or intervention made by at that is relevant and applicable to the position to be filled. The definition resevention as etipulated in lices 6(4) of this Order shall apply.

- A Contilizate of Training of Continents on any explicitable AD intermetation equitated that is aligned with the Explicitude Development Flat (10%); for enternal exploration, a contilization from 18% statisfied that the IAD intermetation is aligned with the results of the explication of the explica

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Schericanal Eronia Interview (BIII)	Total or Work Seguple Teers EL/WST	Visition Basesineticae (WB)				Company
S Profession	I Company	5 Create	87	1	11.11	
5 postano	5 Polate	5 poisse			2	

individuals internal or external to the office where the vacacry enters, no to the Departments, who have working incomfedge of the apositic componencies required by the position to be filled.

Where: $x = 8 cm^2 / rating in unition experimation in parameters exain <math>\pi A = 8 cm^2 / rating in unition (see WE)$

delifie or Winde Sample Sind refer to the text that may be administrated to revalue the application of all in element to the requirement of the position to Eller. The set and revaluation relative source to designed by subject souther appears as requested by the HEAFTED depositing on the type of allile was required by the position to be Eller.

x = Scienty realing in the SV WST in percentage acute
WA = Weight Alboration for BV WST
(10 periods for BO 11-15, BO 16-05, SO 27; 5 points for OO 24) Patritiques - 1/100 * Widgemen

Committee of the commit Agelloud Oraqu is applyby for a Brailer Edwardten Program Questabel (RB-19)
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desse until experience requirement, Application of obtaction in the Business marks by the applicate in Ones workplace as marks of the large From their colouration degrees or with springs, such as but not do to applied concepts, processes, and adults that are relevant to the on to be filled.

giver premium shall be given to an application of education investion made by the applicant that is relevant and applicable to telescone to be filled.

by the applicant. The STAR approach there how on actual Structions to which the applicant send; be Task/a that the applicant Stock, the Actions that the applicant Stock, and the Results of those actions. The BEZ may be used to seems the following areas:

- opension. The Bill shall be used to means the spythearth potential or that conjunctify and shalling to meaner the dates of the positions to be fleed and those higher positions that are some sometimes in marrie. Convenientation or fines, it is shall be used to gauge other relevant aspects such as the expiritionally psychological and social relicionity. Plants: It shall mere as in security to revisional and optionary John Print, Louddon Pri. and Conjuncturational Print or Married States.

the intervention made by the applicant does not meet the criteria to be shears, then said intervention shall be considered and be given orresponding points using the nubries for Not Resease.

Rubrica: (80 11-15 and 80 24) A. Action Plan approved by the Head of Office

B. Accomplehence Report welfard by the Head of Office

Contribution of the withersten/adopten separal by the Head of Office

Office

Bubrico: (80 16-29 and 80 27)

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WA = Wildyk Albertainn for Application of Balanction
(10 points for 80 11-15 & 90 94; 15 points for 90 16-23 & 90 27)

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other alphosted for BEI component (5 period) shall serve to the nactor that points that may be carried by an applicant. The points served to make a committee the relativistic field applicant. The points are need and determined the exprenents to the position to the position to the design points to each area and conceding the maximum or collect the field.

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