



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
<b>EDUCATION PROGRAM SPECIALIST II</b>	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](http://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:

<b>Date</b>	<b>Activities</b>	<b>Personnel Involved</b>	<b>Mode</b>
March 4, 2024 – March 14, 2024	Submission of application documents	Applicants Records Personnel	Face-to-Face
March 15, 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
March 18, 2024 – April 2, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
April 3, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
April 3, 2024 – April 7, 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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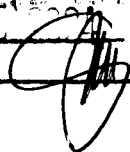
April 8, 2024 – April 10, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face
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This Office highly encourages all interested and qualified applicants, including persons with disability (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.

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

Regional Schools Division Office - Digos City

24-17921  
 DATE: MAR 07 2024 TIME: 2:42 pm  
 BY: 







**CHECKLIST OF REQUIREMENTS**

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**

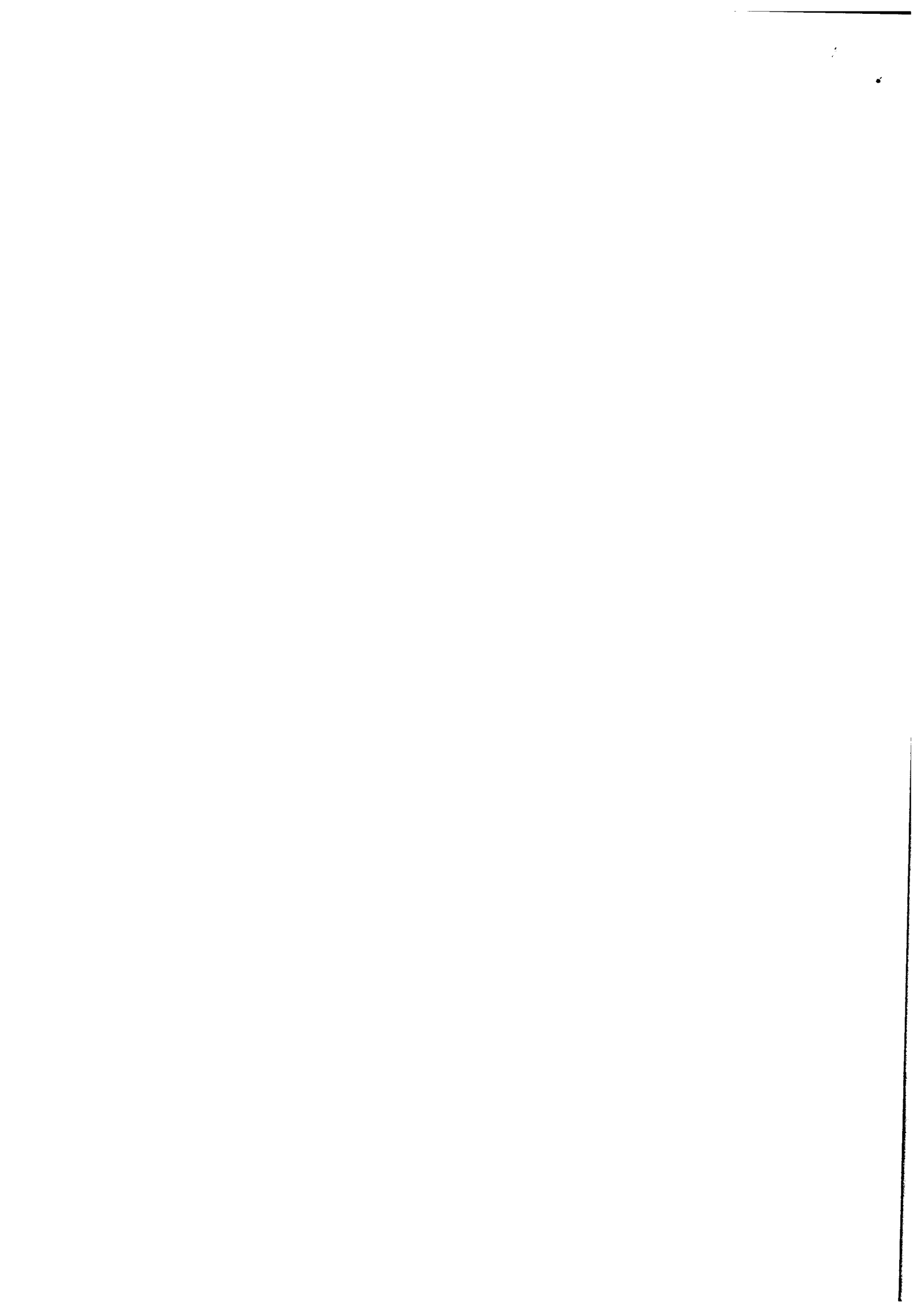
I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

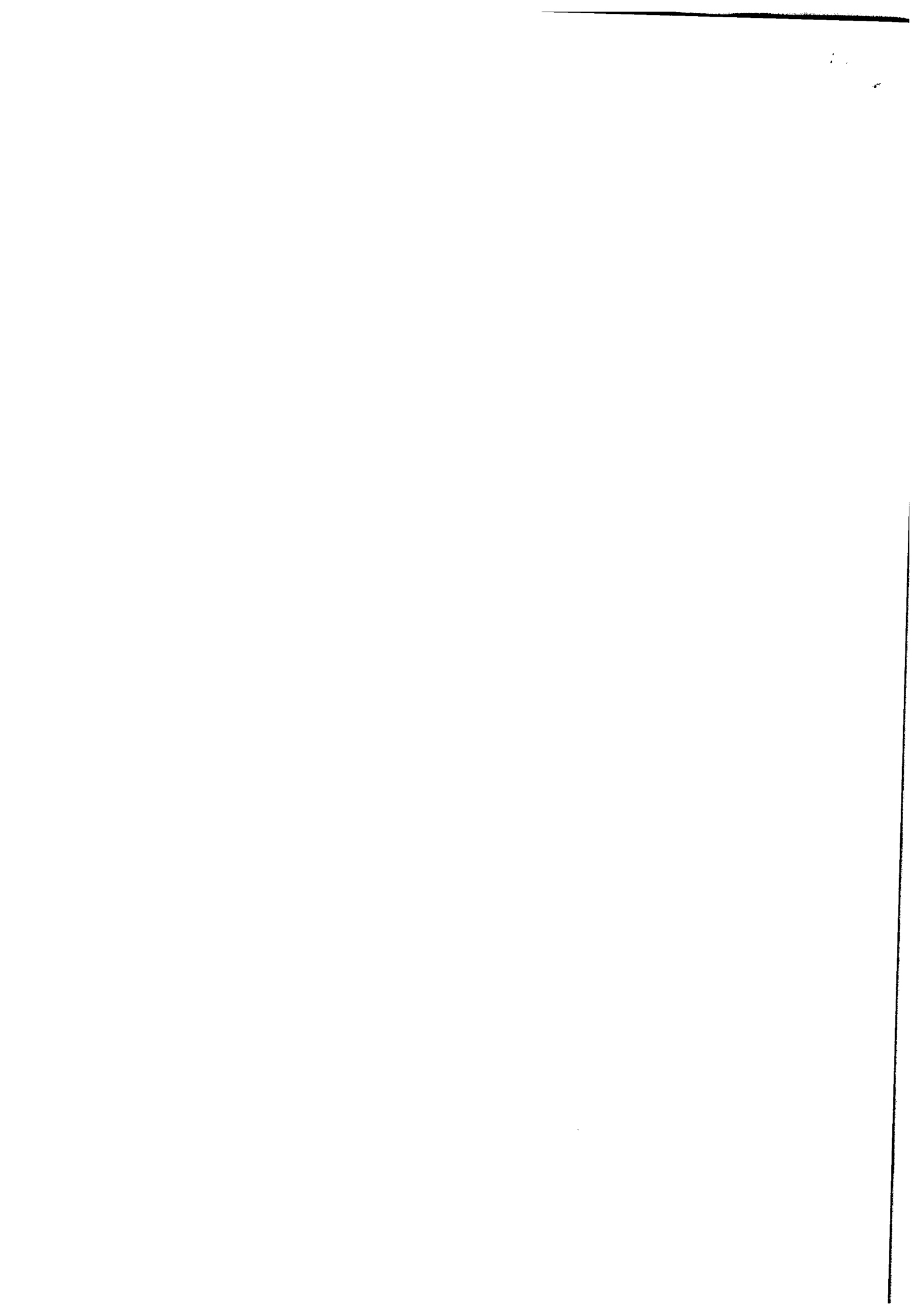
Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

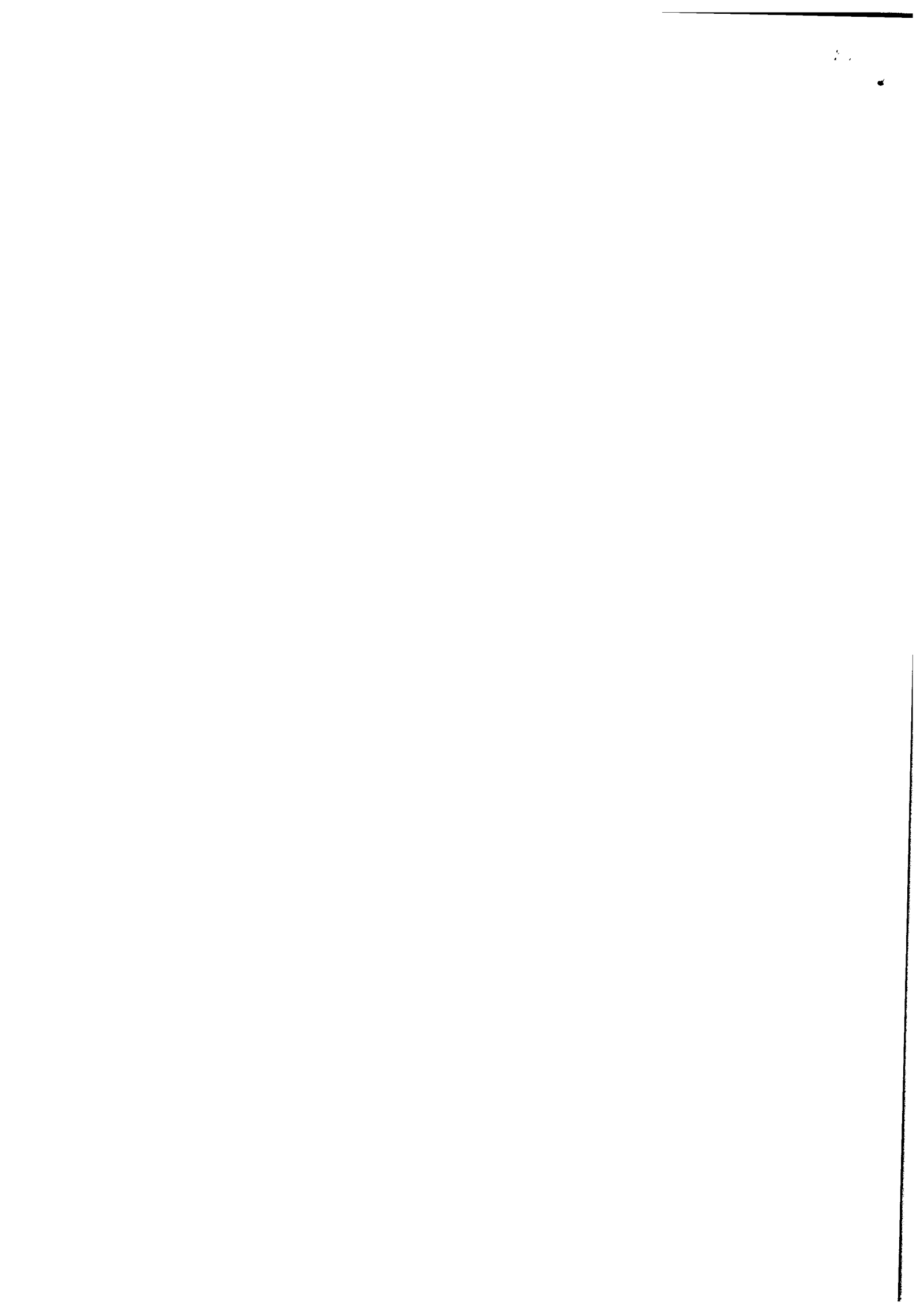
In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.











Learning Professor in academic, training programs, conferences, conventions, colloquia, seminars, attending other educational sessions, etc.

- A. Bachelor's/Master's/Doctoral/Postdoctoral/Professional
- B. Certificate of Recognition/Entry/Certification/Accreditation
- C. Other (check/s) (and send or describe below)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

7. Application of Learning and Development (L&D) in practice... (text continues)

- A. Certificate of Recognition as Learning Professor based by R&D Regional Office
- B. Certificate of Recognition as Learning Professor based by R&D Central Office

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

8. Potential: Potential refers to the capacity and ability of an applicant to... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

9. Written: Assessments refer to the standardized examinations which... (text continues)

10. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

11. Application of Assessment: Application of assessment is the... (text continues)

- A. Certificate of Recognition as Learning Professor based by R&D Regional Office
- B. Certificate of Recognition as Learning Professor based by R&D Central Office

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

12. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

13. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

14. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

15. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

16. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

17. Academic example: Academic example is applied for a... (text continues)

- A. Action Plan approved by the Head of Office
- B. Accomplishment Report written by the Head of Office
- C. Certification of the institution/adoption signed by the Head of Office

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

18. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

19. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

20. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

21. Academic example: Academic example is applied for a... (text continues)

Year	Program	Location	Role
2010	...	...	...
2011	...	...	...
2012	...	...	...
2013	...	...	...
2014	...	...	...
2015	...	...	...
2016	...	...	...
2017	...	...	...
2018	...	...	...
2019	...	...	...
2020	...	...	...

