



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 188

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 SCHOOL PRINCIPAL POSITION

Date : May 10, 2024

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

VACANCY	QUALIFICATION STANDARDS				
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>SCHOOL PRINCIPAL I</b>	Bachelor's degree in Elementary Education (BEED); 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)	National Qualifying Examination for School Heads (NQESH) Passer
<b>Plantilla Item No.:</b> OSEC-DECSB-SP1-750052-2014 <b>SG:</b> 19 <b>Monthly Salary:</b> ₱ 51,357.00 <b>No. of Vacancy/ies:</b> 1					



**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 that is conducive to teaching-learning process, monitors and assesses the school curriculum and 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 **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;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Rating;
- 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;
- f. Photocopy of Certificate/s of Training;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
- h. Photocopy of latest appointment;
- 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);
- 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/ChecklistOmnibusTeachingPromotionVer2>*), **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/DepEdDCApply>.**



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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](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 **May 20, 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
May 10, 2024 – May 20, 2024	Submission of application documents	Applicants Records Section	Face-to-Face
May 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
May 22, 2024 – June 4, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
June 5, 2024	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
June 5, 2024 – June 9, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
June 10, 2024 – June 11, 2024	Conduct of written examination, open	HRMPSB HRMPSB Secretariat	Face-to-Face



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	assessment, and interview of applicants		
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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 Estacio*  
**MELANIE D. ESTACIO, Ph.D, CESO VI**  
 OIC – Schools Division Superintendent *ME*

Schools Division Office - Digos City  
 RECORDS SECTION

**RECEIVED**  
 74-121067  
 DATE: MAY 10 2024 TIME: 10:20 am  
 BY: *[Signature]*

OSDS/ADMIN/HR/dbc



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**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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet			
c. Photocopy of valid and updated PRC License/ID			
d. Photocopy of Certificate of Eligibility/Report of Rating			
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			
f. Photocopy of Certificate/s of Training			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record			
h. Photocopy of latest appointment			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission			
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			
l. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			

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

1. The assessment for School Administration positions shall be based on the following criteria:
  - a. Minimums, tests and/or scores relevant to the position to be filled exceeding the minimum requirements as defined in the CSC-approved OS;
    - i. Working hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved OS;
      1. Minimums relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved OS;
        - a. Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position
        - b. Outstanding Accomplishments required after the last promotion;
        - c. Application of Education required after the last promotion;
        - d. Application of Learning and Development required after the last promotion; and
        - e. Potential measured using other evaluative assessments

Table 1. Point System for Promotion Assessment: School Administration Positions

Category	Number of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (All other items, OS)	15
<b>Total</b>	<b>100</b>

The total scores for candidate assessment is detailed in Table 1.

Table 2.A. Incremental Table - Education

Incremental Level	Range	Points
1	0-10 years	0
2	10-15 years	10
3	15-20 years	20
4	20-25 years	30
5	25-30 years	40
6	30-35 years	50
7	35-40 years	60
8	40-45 years	70
9	45-50 years	80
10	50-55 years	90
11	55-60 years	100
12	60-65 years	110
13	65-70 years	120
14	70-75 years	130
15	75-80 years	140
16	80-85 years	150
17	85-90 years	160
18	90-95 years	170
19	95-100 years	180
20	100-105 years	190
21	105-110 years	200
22	110-115 years	210
23	115-120 years	220
24	120-125 years	230
25	125-130 years	240
26	130-135 years	250
27	135-140 years	260
28	140-145 years	270
29	145-150 years	280
30	150-155 years	290
31	155-160 years	300
32	160-165 years	310
33	165-170 years	320
34	170-175 years	330
35	175-180 years	340
36	180-185 years	350
37	185-190 years	360
38	190-195 years	370
39	195-200 years	380
40	200-205 years	390
41	205-210 years	400
42	210-215 years	410
43	215-220 years	420
44	220-225 years	430
45	225-230 years	440
46	230-235 years	450
47	235-240 years	460
48	240-245 years	470
49	245-250 years	480
50	250-255 years	490
51	255-260 years	500
52	260-265 years	510
53	265-270 years	520
54	270-275 years	530
55	275-280 years	540
56	280-285 years	550
57	285-290 years	560
58	290-295 years	570
59	295-300 years	580
60	300-305 years	590
61	305-310 years	600
62	310-315 years	610
63	315-320 years	620
64	320-325 years	630
65	325-330 years	640
66	330-335 years	650
67	335-340 years	660
68	340-345 years	670
69	345-350 years	680
70	350-355 years	690
71	355-360 years	700
72	360-365 years	710
73	365-370 years	720
74	370-375 years	730
75	375-380 years	740
76	380-385 years	750
77	385-390 years	760
78	390-395 years	770
79	395-400 years	780
80	400-405 years	790
81	405-410 years	800
82	410-415 years	810
83	415-420 years	820
84	420-425 years	830
85	425-430 years	840
86	430-435 years	850
87	435-440 years	860
88	440-445 years	870
89	445-450 years	880
90	450-455 years	890
91	455-460 years	900
92	460-465 years	910
93	465-470 years	920
94	470-475 years	930
95	475-480 years	940
96	480-485 years	950
97	485-490 years	960
98	490-495 years	970
99	495-500 years	980
100	500-505 years	990
101	505-510 years	1000
102	510-515 years	1010
103	515-520 years	1020
104	520-525 years	1030
105	525-530 years	1040
106	530-535 years	1050
107	535-540 years	1060
108	540-545 years	1070
109	545-550 years	1080
110	550-555 years	1090
111	555-560 years	1100
112	560-565 years	1110
113	565-570 years	1120
114	570-575 years	1130
115	575-580 years	1140
116	580-585 years	1150
117	585-590 years	1160
118	590-595 years	1170
119	595-600 years	1180
120	600-605 years	1190
121	605-610 years	1200
122	610-615 years	1210
123	615-620 years	1220
124	620-625 years	1230
125	625-630 years	1240
126	630-635 years	1250
127	635-640 years	1260
128	640-645 years	1270
129	645-650 years	1280
130	650-655 years	1290
131	655-660 years	1300
132	660-665 years	1310
133	665-670 years	1320
134	670-675 years	1330
135	675-680 years	1340
136	680-685 years	1350
137	685-690 years	1360
138	690-695 years	1370
139	695-700 years	1380
140	700-705 years	1390
141	705-710 years	1400
142	710-715 years	1410
143	715-720 years	1420
144	720-725 years	1430
145	725-730 years	1440
146	730-735 years	1450
147	735-740 years	1460
148	740-745 years	1470
149	745-750 years	1480
150	750-755 years	1490
151	755-760 years	1500
152	760-765 years	1510
153	765-770 years	1520
154	770-775 years	1530
155	775-780 years	1540
156	780-785 years	1550
157	785-790 years	1560
158	790-795 years	1570
159	795-800 years	1580
160	800-805 years	1590
161	805-810 years	1600
162	810-815 years	1610
163	815-820 years	1620
164	820-825 years	1630
165	825-830 years	1640
166	830-835 years	1650
167	835-840 years	1660
168	840-845 years	1670
169	845-850 years	1680
170	850-855 years	1690
171	855-860 years	1700
172	860-865 years	1710
173	865-870 years	1720
174	870-875 years	1730
175	875-880 years	1740
176	880-885 years	1750
177	885-890 years	1760
178	890-895 years	1770
179	895-900 years	1780
180	900-905 years	1790
181	905-910 years	1800
182	910-915 years	1810
183	915-920 years	1820
184	920-925 years	1830
185	925-930 years	1840
186	930-935 years	1850
187	935-940 years	1860
188	940-945 years	1870
189	945-950 years	1880
190	950-955 years	1890
191	955-960 years	1900
192	960-965 years	1910
193	965-970 years	1920
194	970-975 years	1930
195	975-980 years	1940
196	980-985 years	1950
197	985-990 years	1960
198	990-995 years	1970
199	995-1000 years	1980
200	1000-1005 years	1990
201	1005-1010 years	2000
202	1010-1015 years	2010
203	1015-1020 years	2020
204	1020-1025 years	2030
205	1025-1030 years	2040
206	1030-1035 years	2050
207	1035-1040 years	2060
208	1040-1045 years	2070
209	1045-1050 years	2080
210	1050-1055 years	2090
211	1055-1060 years	2100
212	1060-1065 years	2110
213	1065-1070 years	2120
214	1070-1075 years	2130
215	1075-1080 years	2140
216	1080-1085 years	2150
217	1085-1090 years	2160
218	1090-1095 years	2170
219	1095-1100 years	2180
220	1100-1105 years	2190
221	1105-1110 years	2200
222	1110-1115 years	2210
223	1115-1120 years	2220
224	1120-1125 years	2230
225	1125-1130 years	2240
226	1130-1135 years	2250
227	1135-1140 years	2260
228	1140-1145 years	2270
229	1145-1150 years	2280
230	1150-1155 years	2290
231	1155-1160 years	2300
232	1160-1165 years	2310
233	1165-1170 years	2320
234	1170-1175 years	2330
235	1175-1180 years	2340
236	1180-1185 years	2350
237	1185-1190 years	2360
238	1190-1195 years	2370
239	1195-1200 years	2380
240	1200-1205 years	2390
241	1205-1210 years	2400
242	1210-1215 years	2410
243	1215-1220 years	2420
244	1220-1225 years	2430
245	1225-1230 years	2440
246	1230-1235 years	2450
247	1235-1240 years	2460
248	1240-1245 years	2470
249	1245-1250 years	2480
250	1250-1255 years	2490
251	1255-1260 years	2500
252	1260-1265 years	2510
253	1265-1270 years	2520
254	1270-1275 years	2530
255	1275-1280 years	2540
256	1280-1285 years	2550
257	1285-1290 years	2560
258	1290-1295 years	2570
259	1295-1300 years	2580
260	1300-1305 years	2590
261	1305-1310 years	2600
262	1310-1315 years	2610
263	1315-1320 years	2620
264	1320-1325 years	2630
265	1325-1330 years	2640
266	1330-1335 years	2650
267	1335-1340 years	2660
268	1340-1345 years	2670
269	1345-1350 years	2680
270	1350-1355 years	2690
271	1355-1360 years	2700
272	1360-1365 years	2710
273	1365-1370 years	2720
274	1370-1375 years	2730
275	1375-1380 years	2740
276	1380-1385 years	2750
277	1385-1390 years	2760
278	1390-1395 years	2770
279	1395-1400 years	2780
280	1400-1405 years	2790
281	1405-1410 years	2800
282	1410-1415 years	2810
283	1415-1420 years	2820
284	1420-1425 years	2830
285	1425-1430 years	2840
286	1430-1435 years	



