



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 211

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 NON-TEACHING
POSITION

Date : June 14, 2024

This Office announces the acceptance of applications for various non-teaching positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ENGINEER III	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080
Plantilla Item No.: OSEC-DECSB-ENG3-750068-2014 SG: 19 Monthly Salary: ₱ 51,357.00 No. of Vacancy/ies: 1 Place of Assignment: SCHOOL GOVERNANCE AND OPERATIONS DIVISION JOB SUMMARY: Provide technical services for schools, learning centers, and the schools division office to have a physical environment that is conducive to effective teaching, learning and working by ensuring access to adequate, structurally and physically safe buildings, grounds and facilities according to the requirements and standards of an education and work facility that is environmentally sustainable, hazard free, gender sensitive and friendly to people with disability.				



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

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/ChecklistOmnibusVer2>*), **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/DepEdDCApply>.

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



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

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. 5 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 **June 24, 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
June 14, 2024 – June 24, 2024	Submission of application documents	Applicants Records Section	Face-to-Face
June 25, 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
June 26, 2024 – July 10, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
July 11, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
July 11, 2024 – July 15, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
July 16, 2024 – July 17, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face



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

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



MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

Schools Division of Digos City
RECORDS SECTION

71-123027
DATE: JUN 14 2024 TIME: 7:27
BY: 

OSDS/ADMIN /HR/dbc



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

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			
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

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.

1. The assessment for Non-Teaching positions shall be based on the following criteria:
 - a. Education units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-qualification requirements as defined in the CSC-approved QS, acquired after the date of the last promotion or advancement (1) prior to the 12-month period in the current or previous job or position relevant to the position to be filled;
 - b. Completion of a minimum of 12 months of relevant experience after the last promotion or advancement;
 - c. Application of Learning and Development (LAD) acquired after the last promotion; and
 - d. Potential measured using other evaluative assessments.
2. The point system for evaluative assessments is detailed in Table 1. Points are assigned to specific criteria that are more relevant to the position to be filled. As such, for General Services positions, higher premium is given to Potential (50 points) and Experience (15 points). For Non-Teaching positions, higher premium is given to Education (50 points) and Experience (15 points).

Table 1. Point System for Evaluative Assessments: Non-Teaching Positions

Criteria	General Services	60-15-20 (Non-Teaching)	60-15-20 (CSC)
a. Education	5	5	5
b. Training	5	5	5
c. Experience	20	20	15
d. Performance	10	20	20
e. Accomplishments	5	10	10
f. Application of LAD	-	10	10
g. Potential (Written Test, Interview, Reference Check)	55	20	20
Total	100	100	100

Table 2. Ruler for Computation of Points for Education, Training, and Experience

Education, Training, and Experience	Education Points	Training Points	Experience Points
General Services Position (Education: 5 points, Training: 5 points, Experience: 20 points)	5	5	20
60-15-20 (Non-Teaching) (Education: 5 points, Training: 5 points, Experience: 20 points)	5	5	20
60-15-20 (CSC) (Education: 5 points, Training: 5 points, Experience: 20 points)	5	5	20
60-15-20 and 60-17 (Education: 5 points, Training: 5 points, Experience: 15 points)	5	5	15
60-14 (Education: 10 points, Training: 5 points, Experience: 15 points)	10	5	15

Illustrative example:
 Vacant position: Administrative Assistant II (Administrative Officer - II) - 60-15-20
 Level and Salary Range: 60-15 (Non-Teaching)
 Qualification Standards per CSC-approved QS:
 Education : Completion of 2 years in college
 Training : 1 year of relevant experience
 Experience : 1 year of relevant experience
 The date of HIRING assessment/Open Bidding System: October 03, 2023

Ruler for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the ruler in Table 2. The ruler for the computation of points for ETE (Table 2) Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.a. Increments Table - Education

Level	From	To
1	0 hours	Less than 6 hours
2	6 hours	Less than 14 hours
3	14 hours	Less than 24 hours
4	24 hours	Less than 36 hours
5	36 hours	Less than 48 hours
6	48 hours	Less than 60 hours
7	60 hours	Less than 72 hours
8	72 hours	Less than 84 hours
9	84 hours	Less than 96 hours
10	96 hours	Less than 108 hours
11	108 hours	Less than 120 hours
12	120 hours	Less than 132 hours
13	132 hours	Less than 144 hours
14	144 hours	Less than 156 hours
15	156 hours	Less than 168 hours
16	168 hours	Less than 180 hours
17	180 hours	Less than 192 hours
18	192 hours	Less than 204 hours
19	204 hours	Less than 216 hours
20	216 hours	Less than 228 hours
21	228 hours	Less than 240 hours
22	240 hours	Less than 252 hours
23	252 hours	Less than 264 hours
24	264 hours	Less than 276 hours
25	276 hours	Less than 288 hours
26	288 hours	Less than 300 hours
27	300 hours	Less than 312 hours
28	312 hours	Less than 324 hours
29	324 hours	Less than 336 hours
30	336 hours	Less than 348 hours
31	348 hours	Less than 360 hours
32	360 hours	Less than 372 hours
33	372 hours	Less than 384 hours
34	384 hours	Less than 396 hours
35	396 hours	Less than 408 hours
36	408 hours	Less than 420 hours
37	420 hours	Less than 432 hours
38	432 hours	Less than 444 hours
39	444 hours	Less than 456 hours
40	456 hours	Less than 468 hours
41	468 hours	Less than 480 hours
42	480 hours	Less than 492 hours
43	492 hours	Less than 504 hours
44	504 hours	Less than 516 hours
45	516 hours	Less than 528 hours
46	528 hours	Less than 540 hours
47	540 hours	Less than 552 hours
48	552 hours	Less than 564 hours
49	564 hours	Less than 576 hours
50	576 hours	Less than 588 hours
51	588 hours	Less than 600 hours
52	600 hours	Less than 612 hours
53	612 hours	Less than 624 hours
54	624 hours	Less than 636 hours
55	636 hours	Less than 648 hours
56	648 hours	Less than 660 hours
57	660 hours	Less than 672 hours
58	672 hours	Less than 684 hours
59	684 hours	Less than 696 hours
60	696 hours	Less than 708 hours
61	708 hours	Less than 720 hours
62	720 hours	Less than 732 hours
63	732 hours	Less than 744 hours
64	744 hours	Less than 756 hours
65	756 hours	Less than 768 hours
66	768 hours	Less than 780 hours
67	780 hours	Less than 792 hours
68	792 hours	Less than 804 hours
69	804 hours	Less than 816 hours
70	816 hours	Less than 828 hours
71	828 hours	Less than 840 hours
72	840 hours	Less than 852 hours
73	852 hours	Less than 864 hours
74	864 hours	Less than 876 hours
75	876 hours	Less than 888 hours
76	888 hours	Less than 900 hours
77	900 hours	Less than 912 hours
78	912 hours	Less than 924 hours
79	924 hours	Less than 936 hours
80	936 hours	Less than 948 hours
81	948 hours	Less than 960 hours
82	960 hours	Less than 972 hours
83	972 hours	Less than 984 hours
84	984 hours	Less than 996 hours
85	996 hours	Less than 1008 hours
86	1008 hours	Less than 1020 hours
87	1020 hours	Less than 1032 hours
88	1032 hours	Less than 1044 hours
89	1044 hours	Less than 1056 hours
90	1056 hours	Less than 1068 hours
91	1068 hours	Less than 1080 hours
92	1080 hours	Less than 1092 hours
93	1092 hours	Less than 1104 hours
94	1104 hours	Less than 1116 hours
95	1116 hours	Less than 1128 hours
96	1128 hours	Less than 1140 hours
97	1140 hours	Less than 1152 hours
98	1152 hours	Less than 1164 hours
99	1164 hours	Less than 1176 hours
100	1176 hours	Less than 1188 hours
101	1188 hours	Less than 1200 hours
102	1200 hours	Less than 1212 hours
103	1212 hours	Less than 1224 hours
104	1224 hours	Less than 1236 hours
105	1236 hours	Less than 1248 hours
106	1248 hours	Less than 1260 hours
107	1260 hours	Less than 1272 hours
108	1272 hours	Less than 1284 hours
109	1284 hours	Less than 1296 hours
110	1296 hours	Less than 1308 hours
111	1308 hours	Less than 1320 hours
112	1320 hours	Less than 1332 hours
113	1332 hours	Less than 1344 hours
114	1344 hours	Less than 1356 hours
115	1356 hours	Less than 1368 hours
116	1368 hours	Less than 1380 hours
117	1380 hours	Less than 1392 hours
118	1392 hours	Less than 1404 hours
119	1404 hours	Less than 1416 hours
120	1416 hours	Less than 1428 hours
121	1428 hours	Less than 1440 hours
122	1440 hours	Less than 1452 hours
123	1452 hours	Less than 1464 hours
124	1464 hours	Less than 1476 hours
125	1476 hours	Less than 1488 hours
126	1488 hours	Less than 1500 hours
127	1500 hours	Less than 1512 hours
128	1512 hours	Less than 1524 hours
129	1524 hours	Less than 1536 hours
130	1536 hours	Less than 1548 hours
131	1548 hours	Less than 1560 hours
132	1560 hours	Less than 1572 hours
133	1572 hours	Less than 1584 hours
134	1584 hours	Less than 1596 hours
135	1596 hours	Less than 1608 hours
136	1608 hours	Less than 1620 hours
137	1620 hours	Less than 1632 hours
138	1632 hours	Less than 1644 hours
139	1644 hours	Less than 1656 hours
140	1656 hours	Less than 1668 hours
141	1668 hours	Less than 1680 hours
142	1680 hours	Less than 1692 hours
143	1692 hours	Less than 1704 hours
144	1704 hours	Less than 1716 hours
145	1716 hours	Less than 1728 hours
146	1728 hours	Less than 1740 hours
147	1740 hours	Less than 1752 hours
148	1752 hours	Less than 1764 hours
149	1764 hours	Less than 1776 hours
150	1776 hours	Less than 1788 hours
151	1788 hours	Less than 1800 hours
152	1800 hours	Less than 1812 hours
153	1812 hours	Less than 1824 hours
154	1824 hours	Less than 1836 hours
155	1836 hours	Less than 1848 hours
156	1848 hours	Less than 1860 hours
157	1860 hours	Less than 1872 hours
158	1872 hours	Less than 1884 hours
159	1884 hours	Less than 1896 hours
160	1896 hours	Less than 1908 hours
161	1908 hours	Less than 1920 hours
162	1920 hours	Less than 1932 hours
163	1932 hours	Less than 1944 hours
164	1944 hours	Less than 1956 hours
165	1956 hours	Less than 1968 hours
166	1968 hours	Less than 1980 hours
167	1980 hours	Less than 1992 hours
168	1992 hours	Less than 2004 hours
169	2004 hours	Less than 2016 hours
170	2016 hours	Less than 2028 hours
171	2028 hours	Less than 2040 hours
172	2040 hours	Less than 2052 hours
173	2052 hours	Less than 2064 hours
174	2064 hours	Less than 2076 hours
175	2076 hours	Less than 2088 hours
176	2088 hours	Less than 2100 hours
177	2100 hours	Less than 2112 hours
178	2112 hours	Less than 2124 hours
179	2124 hours	Less than 2136 hours
180	2136 hours	Less than 2148 hours
181	2148 hours	Less than 2160 hours
182	2160 hours	Less than 2172 hours
183	2172 hours	Less than 2184 hours
184	2184 hours	Less than 2196 hours
185	2196 hours	Less than 2208 hours
186	2208 hours	Less than 2220 hours
187	2220 hours	Less than 2232 hours
188	2232 hours	Less than 2244 hours
189	2244 hours	Less than 2256 hours
190	2256 hours	Less than 2268 hours
191	2268 hours	Less than 2280 hours
192	2280 hours	Less than 2292 hours
193	2292 hours	Less than 2304 hours
194	2304 hours	Less than 2316 hours
195	2316 hours	Less than 2328 hours
196	2328 hours	Less than 2340 hours
197	2340 hours	Less than 2352 hours
198	2352 hours	Less than 2364 hours
199	2364 hours	Less than 2376 hours
200	2376 hours	Less than 2388 hours
201	2388 hours	Less than 2400 hours
202	2400 hours	Less than 2412 hours
203	2412 hours	Less than 2424 hours
204	2424 hours	Less than 2436 hours
205	2436 hours	Less than 2448 hours
206	2448 hours	Less than 2460 hours
207	2460 hours	Less than 2472 hours
208	2472 hours	Less than 2484 hours
209	2484 hours	Less than 2496 hours
210	2496 hours	Less than 2508 hours
211	2508 hours	Less than 2520 hours
212	2520 hours	Less than 2532 hours
213	2532 hours	Less than 2544 hours
214	2544 hours	Less than 2556 hours
215	2556 hours	Less than 2568 hours
216	2568 hours	Less than 2580 hours
217	2580 hours	Less than 2592 hours
218	2592 hours	Less than 2604 hours
219	2604 hours	Less than 2616 hours
220	2616 hours	Less than 2628 hours
221	2628 hours	Less than 2640 hours
222	2640 hours	Less than 2652 hours
223	2652 hours	Less than 2664 hours
224	2664 hours	Less than 2676 hours
225	2676 hours	Less than 2688 hours
226	2688 hours	Less than 2700 hours
227	2700 hours	Less than 2712 hours
228	2712 hours	Less than 2724 hours
229	2724 hours	Less than 2736 hours
230	2736 hours	Less than 2748 hours
231	2748 hours	Less than 2760 hours
232	2760 hours	Less than 2772 hours
233	2772 hours	Less than 2784 hours
234	2784 hours	Less than 2796 hours
235	2796 hours	Less than 2808 hours
236	2808 hours	Less than 2820 hours
237	2820 hours	Less than 2832 hours
238	2832 hours	Less than 2844 hours
239	2844 hours	Less than 2856 hours
240	2856 hours	Less than 2868 hours
241	2868 hours	Less than 2880 hours
242	2880 hours	Less than 2892 hours
243	2892 hours	Less than 2904 hours
244	2904 hours	Less than 2916 hours
245	2916 hours	Less than 2928 hours
246	2928 hours	Less than 2940 hours
247	2940 hours	Less than 2952 hours
248	2952 hours	Less than 2964 hours
249	2964 hours	Less than 2976 hours
250	2976 hours	Less than 2988 hours
251	2988 hours	Less than 3000 hours
252	3000 hours	Less than 3012 hours
253	3012 hours	Less than 3024 hours
254	3024 hours	Less than 3036 hours
255	3036 hours	Less than 3048 hours
256	3048 hours	Less than 3060 hours
257	3060 hours	Less than 3072 hours
258	3072 hours	Less than 3084 hours
259	3084 hours	Less than 3096 hours
260	3096 hours	Less than 3108 hours
261	3108 hours	Less than 3120 hours
262	3120 hours	Less than 3132 hours
263	3132 hours	

