



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 229

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 : July 29, 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
PUBLIC SCHOOLS DISTRICT SUPERVISOR	Master's Degree in Education or other relevant Master's Degree	Sixteen hours of relevant training	Five years cumulative experience in instructional supervision and school management	LET/PBET/R.A.1080 (TEACHER)
Plantilla Item No.: OSEC-DECSB-PSDS-750129-1998 SG: 22 Monthly Salary: ₱ 71,511.00 No. of Vacancy/ies: 1 Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION JOB SUMMARY: To provide schools and learning centers in a district with relevant and timely service through <ul style="list-style-type: none">the conduct of instructional supervision				



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- provision of technical assistance in school management and curriculum implementation
- establishing a conducive physical environment for learners and school workers
- sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of
- quality basic education.

VACANCY	QUALIFICATION STANDARDS			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
EDUCATION PROGRAM SUPERVISOR	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	LET/PBET/R.A.1080 (TEACHER)
<p>Plantilla Item No.: OSEC-DECSB-EPSVR-750043-2010 SG: 22 Monthly Salary: ₱ 71,511.00 No. of Vacancy/ies: 1 Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION JOB SUMMARY:</p> <ul style="list-style-type: none"> • To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality. • To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance. 				

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;



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- 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 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.



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The deadline for the submission of the applications for interested applicants to the Division Office – Records Section is on **August 8, 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
July 29, 2024 – August 8, 2024	Submission of application documents	Applicants Records Personnel	Face-to-Face
August 9, 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
August 12, 2024 – August 27, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
August 28, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
August 28, 2024 – September 3, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
September 4, 2024 – September 5, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

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
 OIC Schools Division Superintendent
 Schools Division Office - Digos City
 RECORDS SECTION
RELEASED
 DATE: JUL 29 2024 TIME: 9:10 AM
 BY: 

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. 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

Learning Facilitator in seminars, training programs, conferences, conventions, congress, forums, learning action cells (LAC) sessions, etc.

Means of verification (AV) listed below shall be submitted:

- Statement/Documentation/Inventory/Training Matrix;
- Certificate of Recognition/Activity Commendation/Accreditation;
- Slide deck/s used and/or learning guide/s.

Rubric:

Component	MEVS Subcategory	Points/Performance
Organizational Level (LAC, Seminar, or HE) or Regional Office (LAC, Seminar, or HE) or National Level (LAC, Seminar, or HE) or Regional Office (LAC, Seminar, or HE) or National Level (LAC, Seminar, or HE) or Regional Office (LAC, Seminar, or HE) or National Level (LAC, Seminar, or HE)	ALL MEVS	2 points
	ONE A, B, or C	1 point
	ONE A, B, or C	1 point
Regional Office (LAC, Seminar, or HE) or National Level (LAC, Seminar, or HE) or Regional Office (LAC, Seminar, or HE) or National Level (LAC, Seminar, or HE) or Regional Office (LAC, Seminar, or HE) or National Level (LAC, Seminar, or HE)	ALL MEVS	2 points
	ONE A, B, or C	1 point
	ONE A, B, or C	1 point

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Rubric:

MEVS Subcategory	Points/Performance
ALL MEVS	1.5 points
ONE A, B, or C	1 point

7. Application of Learning and Development (LAD). Application of LAD is a proven success of the learning gained from the human resource development (HRD) positive results in their current or previous work.

Higher premium shall be given to an application of LAD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in Item 6(a) of this Order shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable LAD intervention; acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification or certificate of the applicant in their current or previous position shall be required;
- Impact Stories, Action Plan (HRD) (LAD) Enclosed Learning (LEL) / Impact Project applying the learnings from the LAD intervention diary/attended, duly approved by the Head of Department/Office/Unit;
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office at the time that the LAD intervention was used/adopted by the office at the time that the LAD intervention was used/adopted by a different office at the local/higher level.

Rubric:

MEVS Subcategory	Points/Performance
ALL MEVS	10 points
ONE A, B, or C	7 points
ONE A, B, or C	3 points

8. Potentials. Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component

MEVS Subcategory	Points/Performance
ALL MEVS	10 points
ONE A, B, or C	7 points
ONE A, B, or C	3 points

9. Written Communication refers to the standardized examinations which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation instrument shall be designed by the HRM/PSB. Subject matter experts refer to master experts as requested by the HRM/PSB. Subject matter experts refer to

Illustrative example:

Applicant's Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office, dated 2018, for the purpose of completing his Continuing Accomplishment, dated 2018.

Continuing Accomplishment	Points Awarded on Basis	MEVS Subcategory	Remarks
Applicant's Certificate of Recognition as Learning Facilitator issued 2018 in NEAP Regional Office, dated 2018, for the purpose of completing his Continuing Accomplishment, dated 2018.	2 points	ALL MEVS	Not credited, MEVS is not applicable as the certificate is not a certificate of recognition.
Continuing Accomplishment issued 2018 in NEAP Regional Office, dated 2018, for the purpose of completing his Continuing Accomplishment, dated 2018.	1 point	ONE A, B, or C	Credited
Certificate of Recognition as Learning Facilitator issued 2018 in NEAP Regional Office, dated 2018, for the purpose of completing his Continuing Accomplishment, dated 2018.	5 points	ALL MEVS	Credited
Applicant's Certificate of Recognition as Learning Facilitator issued 2018 in NEAP Regional Office, dated 2018, for the purpose of completing his Continuing Accomplishment, dated 2018.	1 point	ONE A, B, or C	Credited

6. Application of Education. Application of education is the contribution made by an applicant to their workplace as a result of their learning from their education, degree or skills earned, such as but not limited to, leadership, communication, presentation, and skills that are relevant to the position to be filled.

Higher premium shall be given to an application of education or intervention made by the applicant that is relevant and applicable to the position to be filled.

6. Application of Education. Application of education is the contribution made by an applicant to their workplace as a result of their learning from their education, degree or skills earned, such as but not limited to, leadership, communication, presentation, and skills that are relevant to the position to be filled.

Higher premium shall be given to an application of education or intervention made by the applicant that is relevant and applicable to the position to be filled.

Where: $x = \text{GWA (transmuted to percentage scale)}$
 $WA = \text{Weight Allocation for Application of Education}$
 (10 points for SO 11-15, 8.50-9.4; 15 points for SO 16-23 & SO 27)

Individuals internal or external to the office where the vacancy exists, or to the Department, who have working knowledge of the specific competencies required by the position to be filled.

Illustrative example:

MEVS Subcategory	Points/Performance
ALL MEVS	10 points
ONE A, B, or C	7 points
ONE A, B, or C	3 points

9. Written Communication refers to the standardized examinations which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation instrument shall be designed by the HRM/PSB. Subject matter experts refer to master experts as requested by the HRM/PSB. Subject matter experts refer to

Component

MEVS Subcategory	Points/Performance
ALL MEVS	10 points
ONE A, B, or C	7 points
ONE A, B, or C	3 points

10. Written Communication refers to the standardized examinations which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation instrument shall be designed by the HRM/PSB. Subject matter experts refer to master experts as requested by the HRM/PSB. Subject matter experts refer to

If the intervention made by the applicant does not meet the criteria to be Relevant, then said intervention shall be considered not to be given corresponding points using the rubric for the Relevant

Means of verification:

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the utilization/adopted signed by the Head of Office

Rubric: (SO 11-15 and SO 24)

MEVS Subcategory	Points/Performance
ALL MEVS	10 points
ONE A, B, or C	7 points
ONE A, B, or C	3 points

Positions with no experience requirement. Applicants to positions that require no experience shall be ranked according to the highest academic/grade level earned as evidenced by Transcript of Records/Certificate of Graduation/Special Order from the Commission on Higher Education (CHED) or other relevant documents. The applicant shall develop a system that transmits the OWA to a percentage scale. Computation of points for Application of Education shall be as follows:

Where: $x = \text{GWA (transmuted to percentage scale)}$
 $WA = \text{Weight Allocation for Application of Education}$
 (10 points for SO 11-15, 8.50-9.4; 15 points for SO 16-23 & SO 27)

Illustrative example:

MEVS Subcategory	Points/Performance
ALL MEVS	15 points
ONE A, B, or C	9 points
ONE A, B, or C	5 points

by the applicant. The STAR approach draws focus on actual situations in which the applicant acted; the Task/s that the applicant faced; the Actions that the applicant took; and the Results of those actions. The BEI may be used to assess the following areas:

- Attitude: The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled.
- Characteristics or traits: It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
- Leadership: The BEI shall be used to evaluate an applicant's leadership, vision, and organizational fit.
- Other areas that may be identified by the HRM/PSB.

The points allocated for BEI component (5 points) shall serve as the maximum or ceiling points that may be earned by an applicant. The points earned from the BEI component shall be added to the points earned from the HRM/PSB. The HRM/PSB shall determine the appropriate score relevant to the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BEI.

Component

MEVS Subcategory	Points/Performance
ALL MEVS	10 points
ONE A, B, or C	7 points
ONE A, B, or C	3 points

11. Written Communication refers to the standardized examinations which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation instrument shall be designed by the HRM/PSB. Subject matter experts refer to master experts as requested by the HRM/PSB. Subject matter experts refer to