



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024-255

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 : RE-ANNOUNCEMENT OF VACANT POSITION FOR RELATED-TEACHING POSITION

Date : September 3, 2024

This Office re-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 SUPERVISOR</b>   | 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) |
| <b>Plantilla Item No.:</b> OSEC-DECSB-EPSVR-750080-2014<br>OSEC-DECSB-EPSVR-750043-2010 |   |                              |  |                             |
| <b>SG:</b> 22   |   |                              |  |                             |
| <b>Monthly Salary:</b> ₱ 74,836.00  |   |                              |  |                             |
| <b>No. of Vacancy/ies:</b> 2  |   |                              |  |                             |
| <b>Place of Assignment:</b> CURRICULUM IMPLEMENTATION DIVISION                          |   |                              |  |                             |
| <b>JOB SUMMARY:</b>   |   |                              |  |                             |



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

- 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:

- Letter of intent addressed to the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of valid and updated PRC License/ID;
- Photocopy of Certificate of Eligibility/Rating;
- 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,;
- Photocopy of Certificate/s of Training;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
- Photocopy of latest appointment;
- 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;
- 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
- Other documents as may be required by the HRMPSB for comparative assessment, including 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; and
  - 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
- 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**



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**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](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 **September 13, 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                  |
|---|---|---|-----------------------|
| September 3, 2024 – September 13, 2024  | Submission of application documents   | Applicants<br>Records Personnel                           | Face-to-Face          |
| September 16, 2024                      | Forwarding the transmittal of all application documents to HRMO for pre-assessment of the documents | SDS Personnel<br>AO IV – HRMO II<br>HRMPSB<br>Secretariat | Face-to-Face          |
| September 17, 2024 – September 30, 2024 | Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)                 | AO IV – HRMO II<br>HRMPSB<br>Secretariat<br>HR personnel  | Face-to-Face          |
| October 1, 2024                         | Issuance of letter for qualified and disqualified applicants  | HRMPSB Secretariat  | Online & Face-to-Face |
| October 1, 2024 – October 5, 2024       | Issuance of memorandum on the conduct of written examination, open                                  | AO IV – HRMO II<br>SDS                                    | Online                |




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|                                   |  |                              |              |
|-----------------------------------|--|------------------------------|--------------|
|                                   | assessment, and interview of applicants                                      |                              |              |
| October 7, 2024 – October 8, 2024 | Conduct of written examination, open assessment, and interview of applicants | HRMPSB<br>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

JaoEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 DATE: SEP 03 2024 TIME: 1:00 PM  
 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<br>(To be filled-out by the applicant;<br>Check if submitted) | Verification<br>(To be filled-out by the HRMO/HR Office/sub-committee) |         |
|---|--|--|---------|
|   |  | Status of Submission<br>(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:<br>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





