



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 317

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 : NOTICE OF VACANT POSITIONS FOR TEACHER I POSITION

Date : October 7, 2024

This Office announces the vacancies of Teacher I positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
<b>TEACHER I (SECONDARY GRADES)</b>	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	LET/PBET/R.A.1080 (TEACHER)
<b>Plantilla Item No.:</b> OSEC-DECSB-TCH1-750065-2013 <b>Monthly Salary:</b> ₱ 28,512.00 <b>No. of Vacancy/ies:</b> 1 <b>Subject:</b> TLE/TVE <b>Place of Assignment:</b> DIGOS CITY NATIONAL HIGH SCHOOL				



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

**JOB SUMMARY:**

- Applies mastery of content knowledge and its application across learning areas
- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
- Manages an environment conducive to learning
- Addresses learner diversity
- Implements and supervises curricular and co-curricular programs to support learning
- Monitors and evaluates learner progress and undertakes activities to improve learner performance
- Maintains updated records of learners' progress
- Counsels and guides learners
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
- Undertakes activities towards personal and professional growth
- Does related work

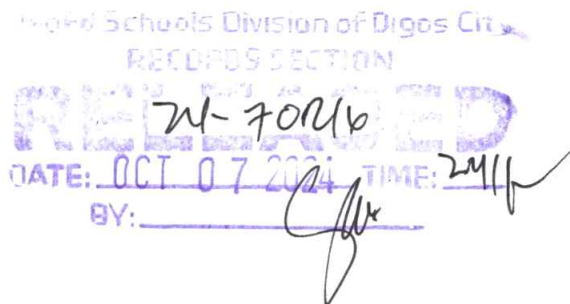
Filling-up of new items and natural vacancies for Teacher I positions **shall be based on the SY 2023-2024 Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)** per **DepEd Order No. 7, s. 2023** (see *DepEd Order No. 7, s. 2023 Enclosure No. 1, Section D. Comparative Assessment Result, Item 53, and Section E. Appointment*).

**School Heads with Teacher I vacant items in their respective schools shall submit Report of Vacancy and Assignment (ROVA) to the Division Office – Records Section.**

This announcement of vacant position shall be valid for filling up **after the 10 days** publication of the item with the CSC per Republic Act 7041.

Widest dissemination of this Memorandum is earnestly desired.

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



OSDS/ADMIN/HR/dbc



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