



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 748

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 : November 4, 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
SCHOOL PRINCIPAL I (ELEMENTARY GRADES)	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

Plantilla Item No.: OSEC-DECSB-SP1-750050-2014



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

OSEC-DECSB-SP1-750208-2010
 OSEC-DECSB-SP1-750198-2010
 OSEC-DECSB-SP1-750204-2010
 OSEC-DECSB-SP1-750201-2010

SG: 19

Monthly Salary: ₱ 53,873.00

No. of Vacancy/ies: 5

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.

VACANCY	QUALIFICATION STANDARDS				
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
SCHOOL PRINCIPAL III (ELEMENTARY GRADES)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	2 years as Principal	LET/PBET/R.A.1080 (TEACHER)	National Qualifying Examination for School Heads (NQESH) Passer

Plantilla Item No.: OSEC-DECSB-SP3-750003-2022

SG: 21

Monthly Salary: ₱ 67,005.00

No. of Vacancy/ies: 1

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.**



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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
- 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>.

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**



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(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). 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 **November 14, 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
November 4, 2024 – November 14, 2024	Submission of application documents	Applicants Records Section	Face-to-Face
November 15, 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
November 18, 2024 – November 29, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
December 2, 2024	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
December 2, 2024 – December 6, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
December 9, 2024 – December 10, 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



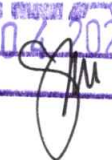
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persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of the
Schools Division Superintendent

SOLLIE B. OLIVER, JD, MATE
Chief – School Governance and Operations Division
Officer-In-Charge

JapEd Schools Division of Digos City
RECORDS SECTION
RELEASED
No 013
DATE: NOV 06 2024 TIME: 1:10 PM
BY: 



1. The assessment for School Administration Positions shall be based on the following criteria:

- Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- Professional experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- Performance based on submitted performance rating covering one (1) year relevant to the position to be filled; current or previous job or position relevant to the position to be filled;
- Outstanding Accomplishments acquired after the last promotion;
- Application of Learning and Development occurred after the last promotion; and
- Potential measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1.

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

Criteria	Number of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Learning and Development	10
g. Potential (Written Exam, BEI)	15
Total	100

Table 2. Rubrics for Computations of Points for Education, Training, and Experience

Weight Allocation	Education		Training		Experience	
	Minimum QS	Maximum QS	Minimum QS	Maximum QS	Minimum QS	Maximum QS
Education: 10 points	0-9 increments	10	0-9 increments	10	0-9 increments	10
Training: 10 points	0-9 increments	10	0-9 increments	10	0-9 increments	10
Experience: 10 points	0-9 increments	10	0-9 increments	10	0-9 increments	10

Illustrative example:
 Vacant position, School Principal / Secondary School – 80 19
 Qualification: School Principal / Secondary School
 Education : Bachelor's degree in Secondary Education, or Bachelor's degree with 18 professional education units
 Training : Head Teacher for 1 year; or Master's degree for 2 years; or Master's-Charge for 2 years; or Teacher for 5 years.
 Experience : Head Teacher for 1 year; or Master's-Charge for 2 years; or Master's degree for 2 years; or Teacher for 5 years.

The date of HIRING assessment/ Open Position System: September 26, 2023

- Based on the minimum QS of the position to be filled, the HIRING shall determine the baseline level for computing the points for ETE using the increments table as shown in Table 2.a, 2.b, and 2.c.

Minimum requirement per CSC-approved QS	Incremental Level	Computational Level
Education: Bachelor's degree in Secondary Education with 18 professional education units	Level 1	Level 1
Training: Head Teacher for 1 year; or Master's-Charge for 2 years; or Master's degree for 2 years; or Teacher for 5 years	Level 2	Level 2
Experience: Head Teacher for 1 year; or Master's-Charge for 2 years; or Master's degree for 2 years; or Teacher for 5 years	Level 3	Level 3

For purposes of determining the baseline level for Education, any professional or specialization units as may be required in the CSC-approved QS in addition to non-education degree shall be considered equivalent to a unit in Education with appropriate major + Level 6 based on Table 2.a). Additional professional and specialization units taken to earn the units towards the completion of a Master's degree shall not correspond to units towards the completion of a Master's degree.

- After determining the baseline level, the HIRING shall compute for the increments of the applicant's actual qualifications based on the submitted documents. Increment shall refer to the difference between the minimum baseline QS requirement of the position to be filled.

Rubrics for Computations 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 Table 2.a, 2.b, 2.c, and 2.d, and the rubrics for Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.a. Increments Table – Education

Increment Level	Range	Points	Qualification
1	0-9 hours	0	Less than 10 hours of education beyond high school
2	10-19 hours	1	High school diploma or GED, or 10-19 hours of education beyond high school
3	20-29 hours	2	Completed college degree (B.S. or B.A.) or 20-29 hours of education beyond high school
4	30-39 hours	3	Completed college degree (M.A. or M.S.) or 30-39 hours of education beyond high school
5	40-49 hours	4	Completed college degree (M.Ed.) or 40-49 hours of education beyond high school
6	50-59 hours	5	Completed college degree (Ph.D.) or 50-59 hours of education beyond high school
7	60-69 hours	6	Completed college degree (Ed.D.) or 60-69 hours of education beyond high school
8	70-79 hours	7	Completed college degree (Ed.S.) or 70-79 hours of education beyond high school
9	80-89 hours	8	Completed college degree (Ed.M.) or 80-89 hours of education beyond high school
10	90-99 hours	9	Completed college degree (Ed.D.) or 90-99 hours of education beyond high school
11	100-109 hours	10	Completed college degree (Ed.D.) or 100-109 hours of education beyond high school
12	110-119 hours	11	Completed college degree (Ed.D.) or 110-119 hours of education beyond high school
13	120-129 hours	12	Completed college degree (Ed.D.) or 120-129 hours of education beyond high school
14	130-139 hours	13	Completed college degree (Ed.D.) or 130-139 hours of education beyond high school
15	140-149 hours	14	Completed college degree (Ed.D.) or 140-149 hours of education beyond high school
16	150-159 hours	15	Completed college degree (Ed.D.) or 150-159 hours of education beyond high school
17	160-169 hours	16	Completed college degree (Ed.D.) or 160-169 hours of education beyond high school
18	170-179 hours	17	Completed college degree (Ed.D.) or 170-179 hours of education beyond high school
19	180-189 hours	18	Completed college degree (Ed.D.) or 180-189 hours of education beyond high school
20	190-199 hours	19	Completed college degree (Ed.D.) or 190-199 hours of education beyond high school
21	200-209 hours	20	Completed college degree (Ed.D.) or 200-209 hours of education beyond high school
22	210-219 hours	21	Completed college degree (Ed.D.) or 210-219 hours of education beyond high school
23	220-229 hours	22	Completed college degree (Ed.D.) or 220-229 hours of education beyond high school
24	230-239 hours	23	Completed college degree (Ed.D.) or 230-239 hours of education beyond high school
25	240-249 hours	24	Completed college degree (Ed.D.) or 240-249 hours of education beyond high school
26	250-259 hours	25	Completed college degree (Ed.D.) or 250-259 hours of education beyond high school
27	260-269 hours	26	Completed college degree (Ed.D.) or 260-269 hours of education beyond high school
28	270-279 hours	27	Completed college degree (Ed.D.) or 270-279 hours of education beyond high school
29	280-289 hours	28	Completed college degree (Ed.D.) or 280-289 hours of education beyond high school
30	290-299 hours	29	Completed college degree (Ed.D.) or 290-299 hours of education beyond high school
31	300-309 hours	30	Completed college degree (Ed.D.) or 300-309 hours of education beyond high school
32	310-319 hours	31	Completed college degree (Ed.D.) or 310-319 hours of education beyond high school
33	320-329 hours	32	Completed college degree (Ed.D.) or 320-329 hours of education beyond high school
34	330-339 hours	33	Completed college degree (Ed.D.) or 330-339 hours of education beyond high school
35	340-349 hours	34	Completed college degree (Ed.D.) or 340-349 hours of education beyond high school
36	350-359 hours	35	Completed college degree (Ed.D.) or 350-359 hours of education beyond high school
37	360-369 hours	36	Completed college degree (Ed.D.) or 360-369 hours of education beyond high school
38	370-379 hours	37	Completed college degree (Ed.D.) or 370-379 hours of education beyond high school
39	380-389 hours	38	Completed college degree (Ed.D.) or 380-389 hours of education beyond high school
40	390-399 hours	39	Completed college degree (Ed.D.) or 390-399 hours of education beyond high school
41	400-409 hours	40	Completed college degree (Ed.D.) or 400-409 hours of education beyond high school
42	410-419 hours	41	Completed college degree (Ed.D.) or 410-419 hours of education beyond high school
43	420-429 hours	42	Completed college degree (Ed.D.) or 420-429 hours of education beyond high school
44	430-439 hours	43	Completed college degree (Ed.D.) or 430-439 hours of education beyond high school
45	440-449 hours	44	Completed college degree (Ed.D.) or 440-449 hours of education beyond high school
46	450-459 hours	45	Completed college degree (Ed.D.) or 450-459 hours of education beyond high school
47	460-469 hours	46	Completed college degree (Ed.D.) or 460-469 hours of education beyond high school
48	470-479 hours	47	Completed college degree (Ed.D.) or 470-479 hours of education beyond high school
49	480-489 hours	48	Completed college degree (Ed.D.) or 480-489 hours of education beyond high school
50	490-499 hours	49	Completed college degree (Ed.D.) or 490-499 hours of education beyond high school
51	500-509 hours	50	Completed college degree (Ed.D.) or 500-509 hours of education beyond high school
52	510-519 hours	51	Completed college degree (Ed.D.) or 510-519 hours of education beyond high school
53	520-529 hours	52	Completed college degree (Ed.D.) or 520-529 hours of education beyond high school
54	530-539 hours	53	Completed college degree (Ed.D.) or 530-539 hours of education beyond high school
55	540-549 hours	54	Completed college degree (Ed.D.) or 540-549 hours of education beyond high school
56	550-559 hours	55	Completed college degree (Ed.D.) or 550-559 hours of education beyond high school
57	560-569 hours	56	Completed college degree (Ed.D.) or 560-569 hours of education beyond high school
58	570-579 hours	57	Completed college degree (Ed.D.) or 570-579 hours of education beyond high school
59	580-589 hours	58	Completed college degree (Ed.D.) or 580-589 hours of education beyond high school
60	590-599 hours	59	Completed college degree (Ed.D.) or 590-599 hours of education beyond high school
61	600-609 hours	60	Completed college degree (Ed.D.) or 600-609 hours of education beyond high school
62	610-619 hours	61	Completed college degree (Ed.D.) or 610-619 hours of education beyond high school
63	620-629 hours	62	Completed college degree (Ed.D.) or 620-629 hours of education beyond high school
64	630-639 hours	63	Completed college degree (Ed.D.) or 630-639 hours of education beyond high school
65	640-649 hours	64	Completed college degree (Ed.D.) or 640-649 hours of education beyond high school
66	650-659 hours	65	Completed college degree (Ed.D.) or 650-659 hours of education beyond high school
67	660-669 hours	66	Completed college degree (Ed.D.) or 660-669 hours of education beyond high school
68	670-679 hours	67	Completed college degree (Ed.D.) or 670-679 hours of education beyond high school
69	680-689 hours	68	Completed college degree (Ed.D.) or 680-689 hours of education beyond high school
70	690-699 hours	69	Completed college degree (Ed.D.) or 690-699 hours of education beyond high school
71	700-709 hours	70	Completed college degree (Ed.D.) or 700-709 hours of education beyond high school
72	710-719 hours	71	Completed college degree (Ed.D.) or 710-719 hours of education beyond high school
73	720-729 hours	72	Completed college degree (Ed.D.) or 720-729 hours of education beyond high school
74	730-739 hours	73	Completed college degree (Ed.D.) or 730-739 hours of education beyond high school
75	740-749 hours	74	Completed college degree (Ed.D.) or 740-749 hours of education beyond high school
76	750-759 hours	75	Completed college degree (Ed.D.) or 750-759 hours of education beyond high school
77	760-769 hours	76	Completed college degree (Ed.D.) or 760-769 hours of education beyond high school
78	770-779 hours	77	Completed college degree (Ed.D.) or 770-779 hours of education beyond high school
79	780-789 hours	78	Completed college degree (Ed.D.) or 780-789 hours of education beyond high school
80	790-799 hours	79	Completed college degree (Ed.D.) or 790-799 hours of education beyond high school
81	800-809 hours	80	Completed college degree (Ed.D.) or 800-809 hours of education beyond high school
82	810-819 hours	81	Completed college degree (Ed.D.) or 810-819 hours of education beyond high school
83	820-829 hours	82	Completed college degree (Ed.D.) or 820-829 hours of education beyond high school
84	830-839 hours	83	Completed college degree (Ed.D.) or 830-839 hours of education beyond high school
85	840-849 hours	84	Completed college degree (Ed.D.) or 840-849 hours of education beyond high school
86	850-859 hours	85	Completed college degree (Ed.D.) or 850-859 hours of education beyond high school
87	860-869 hours	86	Completed college degree (Ed.D.) or 860-869 hours of education beyond high school
88	870-879 hours	87	Completed college degree (Ed.D.) or 870-879 hours of education beyond high school
89	880-889 hours	88	Completed college degree (Ed.D.) or 880-889 hours of education beyond high school
90	890-899 hours	89	Completed college degree (Ed.D.) or 890-899 hours of education beyond high school
91	900-909 hours	90	Completed college degree (Ed.D.) or 900-909 hours of education beyond high school
92	910-919 hours	91	Completed college degree (Ed.D.) or 910-919 hours of education beyond high school
93	920-929 hours	92	Completed college degree (Ed.D.) or 920-929 hours of education beyond high school
94	930-939 hours	93	Completed college degree (Ed.D.) or 930-939 hours of education beyond high school
95	940-949 hours	94	Completed college degree (Ed.D.) or 940-949 hours of education beyond high school
96	950-959 hours	95	Completed college degree (Ed.D.) or 950-959 hours of education beyond high school
97	960-969 hours	96	Completed college degree (Ed.D.) or 960-969 hours of education beyond high school
98	970-979 hours	97	Completed college degree (Ed.D.) or 970-979 hours of education beyond high school
99	980-989 hours	98	Completed college degree (Ed.D.) or 980-989 hours of education beyond high school
100	990-999 hours	99	Completed college degree (Ed.D.) or 990-999 hours of education beyond high school
101	1000-1009 hours	100	Completed college degree (Ed.D.) or 1000-1009 hours of education beyond high school
102	1010-1019 hours	101	Completed college degree (Ed.D.) or 1010-1019 hours of education beyond high school
103	1020-1029 hours	102	Completed college degree (Ed.D.) or 1020-1029 hours of education beyond high school
104	1030-1039 hours	103	Completed college degree (Ed.D.) or 1030-1039 hours of education beyond high school
105	1040-1049 hours	104	Completed college degree (Ed.D.) or 1040-1049 hours of education beyond high school
106	1050-1059 hours	105	Completed college degree (Ed.D.) or 1050-1059 hours of education beyond high school
107	1060-1069 hours	106	Completed college degree (Ed.D.) or 1060-1069 hours of education beyond high school
108	1070-1079 hours	107	Completed college degree (Ed.D.) or 1070-1079 hours of education beyond high school
109	1080-1089 hours	108	Completed college degree (Ed.D.) or 1080-1089 hours of education beyond high school
110	1090-1099 hours	109	Completed college degree (Ed.D.) or 1090-1099 hours of education beyond high school
111	1100-1109 hours	110	Completed college degree (Ed.D.) or 1100-1109 hours of education beyond high school
112	1110-1119 hours	111	Completed college degree (Ed.D.) or 1110-1119 hours of education beyond high school
113	1120-1129 hours	112	Completed college degree (Ed.D.) or 1120-1129 hours of education beyond high school
114	1130-1139 hours	113	Completed college degree (Ed.D.) or 1130-1139 hours of education beyond high school
115	1140-1149 hours	114	Completed college degree (Ed.D.) or 1140-1149 hours of education beyond high school
116	1150-1159 hours	115	Completed college degree (Ed.D.) or 1150-1159 hours of education beyond high school
117	1160-1169 hours	116	Completed college degree (Ed.D.) or 1160-1169 hours of education beyond high school
118	1170-1179 hours	117	Completed college degree (Ed.D.) or 1170-1179 hours of education beyond high school
119	1180-1189 hours	118	Completed college degree (Ed.D.) or 1180-1189 hours of education beyond high school
120	1190-1199 hours	119	Completed college degree (Ed.D.) or 1190-1199 hours of education beyond high school
121	1200-1209 hours	120	Completed college degree (Ed.D.) or 1200-1209 hours of education beyond high school
122	1210-1219 hours	121	Completed college degree (Ed.D.) or 1210-1219 hours of education beyond high school
123	1220-1229 hours	122	Completed college degree (Ed.D.) or 1220-1229 hours of education beyond high school
124	1230-1239 hours	123	Completed college degree (Ed.D.) or 1230-1239 hours of education beyond high school
125	1240-1249 hours	124	Completed college degree (Ed.D.) or 1240-1249 hours of education beyond high school
126	1250-1259 hours	125	Completed college degree (Ed.D.) or 1250-1259 hours of education beyond high school
127	1260-1269 hours	126	Completed college degree (Ed.D.) or 1260-1269 hours of education beyond high school
128	1270-1279 hours	127	Completed college degree (Ed.D.) or 1270-1279 hours of education beyond high school
129	1280-1289 hours	128	Completed college degree (Ed.D.) or 1280-1289 hours of education beyond high school
130	1290-1299 hours	129	Completed college degree (Ed.D.) or 1290-1299 hours of education beyond high school
131	1300-1309 hours	130	Completed college degree (Ed.D.) or 1300-1309 hours of education beyond high school
132	1310-1319 hours	131	Completed college degree (Ed.D.) or 1310-1319 hours of education beyond high school
133	1320-1329 hours	132	Completed college degree (Ed.D.) or 1320-1329 hours of education beyond high school
134	1330-1339 hours	133	Completed college degree (Ed.D.) or 1330-1339 hours of education beyond high school
135	1340-1349 hours	134	Completed college degree (Ed.D.) or 1340-1349 hours of education beyond high school
136	1350-1359 hours	135	Completed college degree (Ed.D.) or 1350-1359 hours of education beyond high school
137	1360-1369 hours	136	Completed college degree (Ed.D.) or 1360-1369 hours of education beyond high school
138	1370-1379 hours	137	Completed college degree (Ed.D.) or 1370-1379 hours of education beyond high school
139	1380-1389 hours	138	Completed college degree (Ed.D.) or 1380-1389 hours of education beyond high school
140	1390-1399 hours	139	Completed college degree (Ed.D.) or 1390-1399 hours of education beyond high school
141	1400-1409 hours	140	Completed college degree (Ed.D.) or 1400-1409 hours of education beyond high school
142	1410-1419 hours	141	Completed college degree (Ed.D.) or 1410-1419 hours of education beyond high school
143	1420-1429 hours	142	Completed college degree (Ed.D.) or 1420-1429 hours of education beyond high school
144	1430-1439 hours	143	Completed college degree (Ed.D.) or 1430-1439 hours of education beyond high school
145	1440-1449 hours	144	Completed college degree (Ed.D.) or 1440-1449 hours of education beyond high school
146	1450-1459 hours	145	Completed college degree (Ed.D.) or 1450-1459 hours of education beyond high school
147	1460-1469 hours	146	Completed college degree (Ed.D.) or 1460-1469 hours of education beyond high school
148	1470-1479 hours	147	Completed college degree (Ed.D.) or 1470-1479 hours of education beyond high school
149	1480-1489 hours	148	Completed college degree (Ed.D.) or 1480-1489 hours of education beyond high school
150	1490-1499 hours	149	Completed college degree (Ed.D.) or 1490-1499 hours of education beyond high school
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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

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.