



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 017

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 : January 14, 2025

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
<b>SCHOOL PRINCIPAL II (ELEMENTARY GRADES)</b>	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	1 year as Principal	LET/PBET/R.A.1080 (TEACHER)	National Qualifying Examination for School Heads (NQESH) Passer
<b>Plantilla Item No.:</b> OSEC-DECSB-SP2-750096-2010 <b>SG:</b> 20 <b>Monthly Salary:</b> ₱ 60,157.00 <b>No. of Vacancy/ies:</b> 1					



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

**Place of Assignment:** DIGOS CITY CENTRAL ES

**JOB SUMMARY:** Sets, the mission, vision, goals, and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors, and assesses the school curriculum and is accountable for higher learning outcomes.

VACANCY	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>HEAD TEACHER I (ELEMENTARY GRADES)</b>	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	Teacher-in-Charge for 1 year; or Teacher for 3 years	LET/PBET/R.A.1080 (TEACHER)

**Plantilla Item No.:** OSEC-DECSB-HTEACH1-750057-2008

**SG:** 14

**Monthly Salary:** ₱ 35,434.00

**No. of Vacancy/ies:** 1

**Place of Assignment:** ELEMENTARY EDUCATION

**JOB SUMMARY:** Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, 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;



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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
- 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** (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](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.



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The deadline for the submission of the applications for interested applicants to the Division Office – Records Section is on **January 24, 2025**. 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
January 14, 2025- January 24, 2025	Submission of application documents	Applicants Records Section	Face-to-Face
January 27, 2025	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
January 28, 2025- February 11, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
February 12, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
February 12, 2025 – February 16, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
February 17, 2025 – February 18, 2025	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.

120 Ed Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: JAN 14 2025 TIME: 10:21a  
BY: 

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

OSDS/ADMIN/HR/bpp



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**CHARTER SCHOOL SELF-ASSESSMENT AND IMPROVEMENT PLAN**  
**MICHIGAN ADMINISTRATIVE SERVICES DIVISION**

- The assessment for School Improvement Planning shall be based on the following criteria:
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**Table 1. School Status for Michigan Assessment Model Administration Purposes**

Category	Number of Schools
1. Charter	100
2. Public	100
3. Private	100
4. Nonpublic	100
5. Total	400

**Table 2. Status Report for Michigan Assessment Model Administration Purposes**

Category	Number of Schools	Number of Schools	Number of Schools	Number of Schools
1. Charter	100	100	100	100
2. Public	100	100	100	100
3. Private	100	100	100	100
4. Nonpublic	100	100	100	100
5. Total	400	400	400	400

The number of schools in each category is based on the number of schools that are currently operating in Michigan. The number of schools in each category is based on the number of schools that are currently operating in Michigan. The number of schools in each category is based on the number of schools that are currently operating in Michigan.

**Table 3. Summary of School Status**

Category	Number of Schools	Number of Schools	Number of Schools	Number of Schools
1. Charter	100	100	100	100
2. Public	100	100	100	100
3. Private	100	100	100	100
4. Nonpublic	100	100	100	100
5. Total	400	400	400	400

**Table 4. Summary of School Status**

Category	Number of Schools	Number of Schools	Number of Schools	Number of Schools
1. Charter	100	100	100	100
2. Public	100	100	100	100
3. Private	100	100	100	100
4. Nonpublic	100	100	100	100
5. Total	400	400	400	400

**Table 5. Summary of School Status**

Category	Number of Schools	Number of Schools	Number of Schools	Number of Schools
1. Charter	100	100	100	100
2. Public	100	100	100	100
3. Private	100	100	100	100
4. Nonpublic	100	100	100	100
5. Total	400	400	400	400

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1. **Background:** This is a new program that will be implemented in the fall of 2010. The program will be implemented in the fall of 2010. The program will be implemented in the fall of 2010.
2. **Objectives:** The objectives of this program are to provide a comprehensive overview of the program and to ensure that all participants are fully informed of the program's goals and objectives.
3. **Structure:** The program will be structured as follows:
  - a. **Introduction:** An overview of the program and its goals.
  - b. **Program Description:** A detailed description of the program's components and activities.
  - c. **Participant Responsibilities:** A list of the responsibilities and expectations for participants.
  - d. **Conclusion:** A summary of the program and its importance.
4. **Timeline:** The program will be implemented over a period of six months, starting in the fall of 2010 and ending in the spring of 2011.
5. **Resources:** The program will require the following resources:
  - a. **Personnel:** A team of staff members to coordinate and deliver the program.
  - b. **Materials:** A set of materials, including a manual and a workbook, to be distributed to participants.
  - c. **Facilities:** A set of facilities, including a classroom and a computer lab, to be used for the program.

**Table 1: Comparison of Program Objectives**

Objective	Program 1	Program 2
1. Provide a comprehensive overview of the program	1.000	1.000
2. Ensure that all participants are fully informed of the program's goals and objectives	1.000	1.000
3. Deliver a detailed description of the program's components and activities	1.000	1.000
4. List the responsibilities and expectations for participants	1.000	1.000
5. Summarize the program and its importance	1.000	1.000

**Table 2: Comparison of Program Objectives**

Objective	Program 1	Program 2
1. Provide a comprehensive overview of the program	1.000	1.000
2. Ensure that all participants are fully informed of the program's goals and objectives	1.000	1.000
3. Deliver a detailed description of the program's components and activities	1.000	1.000
4. List the responsibilities and expectations for participants	1.000	1.000
5. Summarize the program and its importance	1.000	1.000

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4. List the responsibilities and expectations for participants	1.000	1.000
5. Summarize the program and its importance	1.000	1.000

**Table 4: Comparison of Program Objectives**

Objective	Program 1	Program 2
1. Provide a comprehensive overview of the program	1.000	1.000
2. Ensure that all participants are fully informed of the program's goals and objectives	1.000	1.000
3. Deliver a detailed description of the program's components and activities	1.000	1.000
4. List the responsibilities and expectations for participants	1.000	1.000
5. Summarize the program and its importance	1.000	1.000

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  - c. **Facilities:** A set of facilities, including a classroom and a computer lab, to be used for the program.

**Table 5: Comparison of Program Objectives**

Objective	Program 1	Program 2
1. Provide a comprehensive overview of the program	1.000	1.000
2. Ensure that all participants are fully informed of the program's goals and objectives	1.000	1.000
3. Deliver a detailed description of the program's components and activities	1.000	1.000
4. List the responsibilities and expectations for participants	1.000	1.000
5. Summarize the program and its importance	1.000	1.000



## 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.