



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025- 090

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 : March 11, 2025

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			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>POSITION TITLE</b>				
<b>GUIDANCE COUNSELOR III</b>	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)

**Plantilla Item No.:** OSEC-DECSB-GUIDC3-750217-2021

**SG:** 13

**Monthly Salary:** ₱ 34,421.00

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

**Place of Assignment:** DIGOS CITY NATIONAL HIGH SCHOOL

**JOB SUMMARY:**

- Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.



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

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 **DIGOS CITY NATIONAL HIGH SCHOOL**.

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**



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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 Digos City National High School is on **March 21, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

The deadline for the submission of the School Head to the Schools Division Office – Records Section is on **March 28, 2025**.

The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
March 11, 2025- March 21, 2025	Submission of application documents	Applicants School PSB School Head	Face-to-Face
March 28, 2025	Submission of application documents together with School PSB's Summary of Assessment	School PSB School Head Records Section	Face-to-Face
March 31, 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
April 01, 2025-April 15, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
April 16, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
April 16, 2025-April 24, 2025	Issuance of memorandum on the conduct of written	AO IV – HRMO II SDS	Online



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	examination, open assessment, and interview of applicants		
April 25, 2025-April 28, 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.



Digitally signed by Melanie P. Estacio  
Date: 2025.03.11 15:07:30 +08'00'

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

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RECEIVED**  
0325070473  
DATE: MAR 11 2025 TIME: 4:43  
BY: 

OSDS/ADMIN /HR/dbc



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**CALIFORNIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO RELATED TEACHING POSITIONS TO**

1. The assessment for related teaching positions shall be based on the following criteria:

- Minimum units and/or degree relevant to the position to be filled, according to the minimum qualifications requirements as defined in the CSC-approved QS.
- Teaching hours relevant to the position to be filled, according to the minimum qualifications requirements as defined in the CSC-approved QS acquired after the last promotion but within the last five (5) years.
- Experiences relevant to the position to be filled, according to the minimum qualifications requirements as defined in the CSC-approved QS.
- Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position.
- Outstanding Accomplishments acquired after the last promotion.
- Application of Standards acquired after the last promotion.
- Application of Learning and Development (LAD) acquired after the last promotion.
- Standards measured using other evaluative assessments.

2. The point system for evaluative assessment is defined in Table 1. The point system shall vary based on the level and salary range of the position. Points assigned to each criterion shall vary from one salary range to another, giving preference to specific criteria that are more relevant to the position to be filled.

**Table 1. Point System for Evaluative Assessment-Related Teaching Positions**

Criteria	Minimum of Points		
	50-11.13	60-24 and 60-27	60-28 (60-29)
a. Education	10	10	10
b. Training	10	10	10
c. Experiences	10	10	10
d. Performance	20	20	20
e. Outstanding Accomplishments	10	5	10
f. Application of Standards	10	15	10
g. Application of Learning and Development (LAD)	10	10	10
h. Other Evaluative Assessments	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Table 2. Metrics for Computation of Points for Education, Training, and Experiences**

Weighted Education	Education		Training		Experiences	
	Minimum QS	Points	Minimum QS	Points	Minimum QS	Points
Education: 10 years	10	10	10	10	10	10
Education: 9 years	9	9	9	9	9	9
Education: 8 years	8	8	8	8	8	8
Education: 7 years	7	7	7	7	7	7
Education: 6 years	6	6	6	6	6	6
Education: 5 years	5	5	5	5	5	5
Education: 4 years	4	4	4	4	4	4
Education: 3 years	3	3	3	3	3	3
Education: 2 years	2	2	2	2	2	2
Education: 1 year	1	1	1	1	1	1
Education: 0 years	0	0	0	0	0	0

*Illustrative example:*  
 10-year education, Education Program Requirement (EAP) - 80-24  
 Level and Salary Range: 50-11.13 and 60-27

*Qualification Standard per CSC-approved QS:*  
 Education: Degree with specific area of specialization  
 Training: 8 hours of relevant training  
 Experiences: Degree with specific area of specialization  
 Master Teacher

The data of HERDSA assessment/Open Meeting System, September 20, 2022

a. Based on the minimum QS of the position to be filled, the HERDSA shall determine the minimum QS for the position to be filled. The minimum QS shall be shown in Table 2.a, row 2.c.

Minimum QS	Minimum QS	Minimum QS
Education: 10 years	Education: 10 years	Education: 10 years
Education: 9 years	Education: 9 years	Education: 9 years
Education: 8 years	Education: 8 years	Education: 8 years
Education: 7 years	Education: 7 years	Education: 7 years
Education: 6 years	Education: 6 years	Education: 6 years
Education: 5 years	Education: 5 years	Education: 5 years
Education: 4 years	Education: 4 years	Education: 4 years
Education: 3 years	Education: 3 years	Education: 3 years
Education: 2 years	Education: 2 years	Education: 2 years
Education: 1 year	Education: 1 year	Education: 1 year
Education: 0 years	Education: 0 years	Education: 0 years

For purposes of determining the baseline level for Education, any professional or specialized units if there be any, as may be required in the CSC-approved QS in addition to such education degree shall be degree plus 18 professional units in Education with appropriate master's level 6 based on Table 2.a. Additional professional and specialized units shall correspond to units awarded the corresponding degree. After determining the baseline level, the HERDSA shall compare for the minimum QS for the position to be filled. The minimum QS shall be the minimum QS for the position to be filled. The minimum QS shall be the minimum QS for the position to be filled.

**Table 2.a. Minimum QS - Education**

3. Education, Training, and Experiences (ETE). The points for ETE, corresponding to the requirements in 2.a, 2.b, and 2.c and the Metrics for Computation of Points for ETE (Table 2). Only those qualifications that are relevant to the position to be filled shall be given points.

Requirement	From	Range	To
1. Education	10	10	10
2. Training	10	10	10
3. Experiences	20	20	20
4. Outstanding Accomplishments	10	5	10
5. Application of Standards	10	15	10
6. Application of Learning and Development (LAD)	10	10	10
7. Other Evaluative Assessments	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Table 2.b. Minimum QS - Training**

4. After computing the number of increments from the minimum QS requirement, the corresponding points earned by the applicant for Education, Training, and Experiences.

*Illustrative example:*  
 Using the applicable metrics as shown in Table 2 and based on the number of increments earned by applicant A, the computation of points is as follows:

Requirement	From	Range	To
1. Education	10	10	10
2. Training	10	10	10
3. Experiences	20	20	20
4. Outstanding Accomplishments	10	5	10
5. Application of Standards	10	15	10
6. Application of Learning and Development (LAD)	10	10	10
7. Other Evaluative Assessments	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Table 2.c. Minimum QS - Experiences**

5. After computing the number of increments from the minimum QS requirement, the corresponding points earned by the applicant for Education, Training, and Experiences.

*Illustrative example:*  
 Using the applicable metrics as shown in Table 3 and based on the number of increments earned by applicant A, the computation of points is as follows:

Requirement	From	Range	To
1. Education	10	10	10
2. Training	10	10	10
3. Experiences	20	20	20
4. Outstanding Accomplishments	10	5	10
5. Application of Standards	10	15	10
6. Application of Learning and Development (LAD)	10	10	10
7. Other Evaluative Assessments	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Table 2.d. Minimum QS - Performance**

6. After computing the number of increments from the minimum QS requirement, the corresponding points earned by the applicant for Education, Training, and Experiences.

*Illustrative example:*  
 Using the applicable metrics as shown in Table 3 and based on the number of increments earned by applicant A, the computation of points is as follows:

Requirement	From	Range	To
1. Education	10	10	10
2. Training	10	10	10
3. Experiences	20	20	20
4. Outstanding Accomplishments	10	5	10
5. Application of Standards	10	15	10
6. Application of Learning and Development (LAD)	10	10	10
7. Other Evaluative Assessments	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>



Learning Facilitator in seminars, training programs, conferences, webinars, etc.

Means of verification (All listed MOVs shall be submitted):

- A. Insurance/Memorandum/Minutes/Training/Materials
- B. Certificate of Recognition/Meet/Commendation/Approvals
- C. Self-check / used tool or lesson plan/s.

Level	Performance Standard/Measure	MOV	Points
Advanced	... (text) ...	3 points	3 points
Proficient	... (text) ...	2 points	2 points
Developing	... (text) ...	1 point	1 point
Emerging	... (text) ...	0 points	0 points

7. Application of Learning and Development (LAD). Application of LAD is a process of applying learning and development concepts to the current or previous positive results in their current or previous work.

MOV	Points
Advanced National Trainer	1.5 points
Advanced Regional Trainer	1 point

MOV	Points
Advanced National Trainer	1.5 points
Advanced Regional Trainer	1 point

8. Potential. Potential refers to the capacity and ability of an applicant to ensure 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 of the following:

Illustrative example:

Performance Standard/Measure	MOV	Points
... (text) ...	2 points	2 points
... (text) ...	1 point	1 point
... (text) ...	0 points	0 points

6. Application of Substance. Application of substance is the contribution made by an applicant to their workplace as a result of their learning from education and training. It is the application of knowledge, skills, and abilities that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learning gained from said higher education units or degree/certification, the type of learning and higher education units or degree/certification, and the application of substance to the applicant's position.

5. Application of Learning and Development (LAD). Application of LAD is a process of applying learning and development concepts to the current or previous positive results in their current or previous work.

4. Potential. Potential refers to the capacity and ability of an applicant to ensure 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 of the following:

MOV	Points
Advanced National Trainer	1.5 points
Advanced Regional Trainer	1 point

3. Application of Learning and Development (LAD). Application of LAD is a process of applying learning and development concepts to the current or previous positive results in their current or previous work.

MOV	Points
Advanced National Trainer	1.5 points
Advanced Regional Trainer	1 point

2. Application of Learning and Development (LAD). Application of LAD is a process of applying learning and development concepts to the current or previous positive results in their current or previous work.

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

Means of verification:

- A. Action Plan approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of the submission/adoption signed by the Head of Office

MOV	Points
Advanced National Trainer	1.5 points
Advanced Regional Trainer	1 point

1. Application of Learning and Development (LAD). Application of LAD is a process of applying learning and development concepts to the current or previous positive results in their current or previous work.

2. Application of Learning and Development (LAD). Application of LAD is a process of applying learning and development concepts to the current or previous positive results in their current or previous work.

MOV	Points
Advanced National Trainer	1.5 points
Advanced Regional Trainer	1 point

MOV	Points
Advanced National Trainer	1.5 points
Advanced Regional Trainer	1 point

3. Application of Learning and Development (LAD). Application of LAD is a process of applying learning and development concepts to the current or previous positive results in their current or previous work.

MOV	Points
Advanced National Trainer	1.5 points
Advanced Regional Trainer	1 point

4. Application of Learning and Development (LAD). Application of LAD is a process of applying learning and development concepts to the current or previous positive results in their current or previous work.