

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 034

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 RELATED-

TEACHING POSITION

Date:

March 17, 2025

This Office 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	ELIGIBILITY		
PUBLIC SCHOOLS DISTRICT SUPERVISOR	Master's Degree in Education or other relevant Master's Degree	Sixteen hours of relevant training	Five years cumulative experience in instructional supervision and school management	LET/PBET/R.A.1080 (TEACHER)		

Plantilla Item No.: OSEC-DECSB-PSDS-750129-1998

SG: 22

Monthly Salary: ₱ 78,162.00

No. of Vacancy/ies: 1

Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION

JOB SUMMARY:

To provide schools and learning centers in a district with relevant and timely service through

· the conduct of instructional supervision



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Telephone Nos.: (082) 553-8375; (082) 553-8396

- provision of technical assistance in school management and curriculum implementation
- establishing a conducive physical environment for learners and school workers
- sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of
- quality basic education.

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:

- 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
- 1. 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). 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 **March 27, 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
March 17, 2025-	Submission of	Applicants	Face-to-
March 27, 2025	application documents	Records Personnel	Face
March 28, 2025	Forwarding the	SDS Personnel	Face-to-
155	transmittal of all	AO IV – HRMO II	Face
	application documents	HRMPSB	
	to HRMO for pre-	Secretariat	
	assessment of the		
	documents		
March 312, 2025-	Conduct of initial	AO IV – HRMO II	Face-to-
April 11, 2025	evaluation based on	HRMPSB	Face
	the CSC minimum	Secretariat	
	Qualification	HR personnel	
	Standards (QS)		
April 14, 2025	Issuance of letter for	HRMPSB Secretariat	Online
	qualified and		& Face-
	disqualified applicants		to-Face
April 14, 2025-April	Issuance of	AO IV – HRMO II	Online
18, 2025	memorandum on the	SDS	
	conduct of written		
	examination, open		



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¥	assessment, and interview of applicants		
April 21, 2025-April 22, 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.

MELANIE P. ESTACIO, Ph.D, CESO YI Schools Division Superintendent

RECORDS SECTION

MAR 17 2025 TIME:

OSDS/ADMIN/HR/bpp



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			Annex C			
CHECKLIST OF R	EQUIREMENTS					
Name of Applicant: Application Code:						
Position Applied For: Office of the Position Applied For:						
Contact Number:						
Religion:						
Person with Disability: Yes () No ()						
Solo Parent: Yes () No ()						
		Verif	ication			
	Status of Submission	(To be filled-out by the HRMO/HR Office/sub-committee)				
Basic Documentary Requirement	(To be filled-out by the	Status of				
	applicant; Check if submitted)	Submission (Check if complied)	Remarks			
a. Letter of intent addressed to the Head of Office or highest		(circuity complicity)				
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						
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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						
Depta Digos City Job Application Form						
Attested:						
Human Resource Management Officer	•					
OMNIBUS SWOF	EN STATEMENT					
CERTIFICATION OF AUTHENTICITY AND VERACITY						
I hereby certify that all information above are true and correct,	and of my personal kn	owledge and belief, and	I the documents			
submitted herewith are original and/or certified true copies there						
DATA PRIVACY CONSENT						
I hereby grant the Department of Education the right to collect a	and process my person	nal information as state	ed above, for purposes			
relevant to the recruitment, selection, and placement of personne	el of the Department a					
laws, rules, and regulations being implemented by the Civil Service Commission.						
		Name and Sim	ature of Applicant			
		waine and sign	ature of Applicant			
Subscribed and sworn to before me thisday of	, year					

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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.

Person Administering Oath