



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 105

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 POSITIONS FOR NON-TEACHING POSITIONS

Date : April 02, 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
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility

Plantilla Item No.: OSEC-DECSB-ADAS3-750321-2018
SG: 9
Monthly Salary: ₱23,226.00
No. of Vacancies: 1
Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
JOB SUMMARY: This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.



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

VACANCY	QUALIFICATION STANDARDS			
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE
ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADAS2-750069-2014 SG: 8 Monthly Salary: ₱21,448.00 No. of Vacancy/ies: 1 Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT JOB SUMMARY: This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.				

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:

- 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:*



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(<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. 5 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 **April 12, 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
April 02, 2025-April 12, 2025	Submission of application documents	Applicants Records Section	Face-to-Face



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April 14, 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 15, 2025-April 30, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
May 02, 2025	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
May 02, 2025- May 06, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
May 07, 2025-May 08, 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.

For and in the absence of the
Schools Division Superintendent
MELANIE P. ESTACIO, PhD, CESO VI

MARIA GENEVIEVE T. FRANCISQUETE
Assistant Schools Division Superintendent
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: APR 02 2025 TIME: 2:12 PM
OSDS/ADMIN/HR/bpp



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giving points, except for positions that involve practice of profession covered by Board laws.

III. Conduct with Legal Education Board (LEB) Resolution No. 405, a degree earned from law school recognized or not recognized by the Board and its predecessor regulatory agencies shall be considered as equivalent to professional degree credits/points in other non-law positions that involve practice of profession covered by the rules governing the law, subject to further deliberatory guidelines as may be issued by the Board.

IV. Believed training hours earned from official/voluntary/outside learning Memorandum Circular (MC) No. 18, s. 2021 (former Guidelines on Digital/Online Learning in the Public Service).

V. Believed experience gained from part-time work of at least four (4) hours per day may be considered, provided that the appropriate Certificate of Employment is submitted with details on the actual work performed. Experience submitted shall be transmitted to the equivalent credits or years of experience based on the CSC-computed eight (8) hour per day workday.

VI. Believed experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment and a copy of the relevant experience in the original language other than English or Filipino shall be accompanied by a complete English translation.

7. Applicable provisions under Rule VIII Part 1 to IV of the CSC OSA/CHSA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and period of points to PSE candidates.

4. **Performance.** Performance refers to the assessment of how skills, duties and responsibilities are carried out or accomplished by the applicant as evidenced by the applicant's performance in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.

a. **Positions with experience requirement.** Applicants to positions that require experience must submit latest performance rating/s covering one (1) year to the position to be filled. Computation of points for performance shall be as follows:

Illustrative example:

Annual Rating	Points	Number of Positions	Weighted Points
Outstanding (90-100%)	4 points	1	4.00
Very Good (80-90%)	3 points	2	6.00
Good (70-80%)	2 points	3	6.00
Satisfactory (60-70%)	1 point	1	1.00
Below Satisfactory (50-60%)	0 point	0	0.00
Total			23.00

For honor graduates covered by Presidential Decree (PD) 907 titled, "General Civil Service Eligibility of College Honor Graduates," the following table shall apply:

Qualification	Points
Master's Degree	4 points
Bachelor's Degree	3 points
High School Graduate	1 point
Other	0 point

Illustrative example:

Annual Rating	Points	Number of Positions	Weighted Points
Outstanding (90-100%)	4 points	1	4.00
Very Good (80-90%)	3 points	2	6.00
Good (70-80%)	2 points	3	6.00
Satisfactory (60-70%)	1 point	1	1.00
Below Satisfactory (50-60%)	0 point	0	0.00
Total			23.00

0.1. **Advanced applicants**
The performance rating required for internal applicants shall be the rating determined from the Performance Evaluation and Review (PER) Form obtained from the applicant's current or previous job or position that is relevant to the position to be filled.
If the applicant's performance rating is not available, the applicant shall be required to submit a performance rating of at least Satisfactory (70%) rating period prior to the date of assessment or ascending, except for promotion from one to second level entry positions where the required performance rating shall be at least Good (70%).
An official or superior's report of absence for reasons such as maternity leave, local or foreign scholarship, transfer, or other CSC-authorized official leave, may be considered for promotion, in such cases, a performance rating in the last rating period prior to the date of assessment shall be required.
The applicant's performance rating in the last rating period shall be considered as performance rating in the immediate position for purposes of promotion, if applicable.

0.2. **Advanced applicants**
For external applicants whose performance is measured using a five (5)-level adjectival performance rating scale, the midpoint value of the PER is the applicant's performance rating for the Performance Evaluation Tool. Applicable with the Performance Evaluation Tool.

Table 4. Midpoint Value of the PER Rating

PER Rating	Midpoint Value
Outstanding	4.75
Very Good	3.88
Good	3.00
Satisfactory	2.13
Below Satisfactory	1.25

Illustrative example:

Annual Rating	Points	Number of Positions	Weighted Points
Outstanding (90-100%)	4 points	1	4.00
Very Good (80-90%)	3 points	2	6.00
Good (70-80%)	2 points	3	6.00
Satisfactory (60-70%)	1 point	1	1.00
Below Satisfactory (50-60%)	0 point	0	0.00
Total			23.00

For external applicants whose performance is measured using other than the five (5)-level adjectival performance rating scale, the midpoint value of the PER is the applicant's performance rating for the Performance Evaluation Tool. Applicable with the Performance Evaluation Tool.

External applicants whose performance is measured using other than the five (5)-level adjectival performance rating scale shall submit performance rating/s from current or previous work that is relevant to the position to be filled. The applicant's performance rating/s may be considered for promotion, in such cases, a performance rating in the last rating period shall be required. The applicant's performance rating in the last rating period shall be considered as performance rating in the immediate position for purposes of promotion, if applicable.

Applicants with an experience requirement. Applicants to positions that require experience must submit latest performance rating/s covering one (1) year to the position to be filled. Computation of points for performance shall be as follows:

Illustrative example:

Annual Rating	Points	Number of Positions	Weighted Points
Outstanding (90-100%)	4 points	1	4.00
Very Good (80-90%)	3 points	2	6.00
Good (70-80%)	2 points	3	6.00
Satisfactory (60-70%)	1 point	1	1.00
Below Satisfactory (50-60%)	0 point	0	0.00
Total			23.00

Illustrative example:

Annual Rating	Points	Number of Positions	Weighted Points
Outstanding (90-100%)	4 points	1	4.00
Very Good (80-90%)	3 points	2	6.00
Good (70-80%)	2 points	3	6.00
Satisfactory (60-70%)	1 point	1	1.00
Below Satisfactory (50-60%)	0 point	0	0.00
Total			23.00

Applicants with work experience, who are applying to entry level positions in the present position, shall be considered for promotion based on the current or previous job or position. The computation required in Item 4(a) shall apply.

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, innovations, or discoveries which were duly recognized by an authorized body. These must have a direct link to the accomplishment of the applicant's current or previous position. Outstanding Accomplishments shall be considered for promotion based on the applicant's efficiency in operation, increased production, improved working standards, and/or savings in government spending.

Table 5 below enumerates the components of Outstanding Accomplishments and the corresponding maximum points for each component.

Table 5. Components of Outstanding Accomplishments

Component	Maximum Points
Research and Innovation	4 points
Research and Innovation (Technology)	3 points
National Technical Working Group (NTWG)	2 points
Other	2 points
Total	11 points

The points allocation in Table 5 shall serve as the maximum or ceiling points that candidates to determine the total points for Outstanding Accomplishments, but not exceed the weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Preliminary Assessment for Non-Teaching Positions).

Only those outstanding accomplishments acquired or earned after the promotion shall be considered eligible to be given points.

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, Meritonia, National Economic Development, etc., shall be given maximum 10 points for each award. The award shall be given 10 points for General Services positions and 10 points for other groups of position/salary grades.

The details of each component of Outstanding Accomplishments, including the awards and recognition, are as follows:

- Awards and Recognition.** This may refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.
- Citation or Commendation.** This shall apply only to applicants for General Services positions.

Means of verification:

Number of Citations	Points
Three (3) or more citations	3 points
Two (2) citations	2 points
One (1) citation	1 point

a.2. **Academic or Inter-school Awards.** This shall apply only to applicants with no or less than one (1) year work experience (e.g., fresh graduates). The awarding bodies and rubric shall be used in determining points for Awards and Recognition.

- Academic or Inter-school award, or Citation or Commendation.**
- Top Outstanding Students of the Philippines (TOP) Award, or Citation or Commendation.**
- Top 10 in the Board or Civil Service Eligibility Examination.**

Means of verification:

Number of Awards	Points
At least three (3) inter-school awards or TOP Award or Top 10 in the Board or Civil Service Eligibility Examination	4 points
At least two (2) inter-school awards or TOP Award or Top 10 in the Board or Civil Service Eligibility Examination	3 points
At least one (1) award or inter-school award	2 points

a.3. **Outstanding Employee Award.** This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Means of verification:

- Any insurance, memorandum or document showing the Criteria A.**
- Certificate of Recognition/Merit.**

Illustrative example:

Level	Maximum Points
Regional Level Award	4 points
National Level Award	3 points
Local Office Award	2 points
Other	2 points
Total	11 points

For multiple awards received from the same award giving body and/or award category that are considered in series or progressive manner, only the highest-level award shall be considered (e.g., NRCB winning coach in the group, regional, national level) similarly, only the highest award shall be considered in determining points for Awards and Recognition.

An applicant to a General Services position who has presented Letter/s of Citation/Commendation and/or Outstanding Employee Award, shall be given points based on other Category a.1 (Citation or Commendation) or Category a.3 (Outstanding Employee Award), whichever is higher.

- Proposed duly approved by the Head of Office or the designated representative of the Head of Office.**
- Accomplishment Report verified by the Head of Office.**
- Certification of Validation of the Innovation or Research, within the Office of the Head of Office.**
- Certificate of Award signed by the Head of Office.**
- Proof of citation by other researchers (where study/research is developed in the research body) of the category developed in the research.**

Means of verification:

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

For collaborative research studies/interventions, the total points shall be divided by the number of authors/researchers indicated in the copyright page.

5. Subject Matter Expert / Membership in National Panels or Committees

This shall apply to applicants who have been named and requested to use their expertise in the development and/or validation of framework, models, and/or instruments used in the national level. This may include but not limited to the development and/or validation of framework, models, NTVOs or Commission manual, however, be relevant to the position being applied for in order to be given points.

Means of verification:

- A. Invitation or Memorandum showing the membership in NTVO or Commission;
- B. Certificate of Participation or Attendance; and
- C. Output/Adoption by the organization/Divided.

Rubric:

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

4. Resource Effectiveness / Learning Justification

This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/ a. This may include applicants who served as resource speaker, resource program coordinator, Learning Facilitator in seminars, training programs, conferences, convention, congress, forum, learning action cells (LAC) sessions, etc.

Means of verification (All listed MOV's shall be submitted):

- A. Invitation/Memorandum/Invitation/Training Matrix
- B. Slide deck/ handout/ or Session guide/ a
- C. Slide deck/ handout/ or Session guide/ a

Rubric:

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

Illustrative example:

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

7. Application of Learning and Development (LAD) Application of LAD is a process that involves the application of learning and development theories, models, and/or instruments used in the national level. This may include but not limited to the development and/or validation of framework, models, NTVOs or Commission manual, however, be relevant to the position being applied for in order to be given points.

- A. Certificate of Training or Certification on any applicable LAD intervention acquired that is aligned with the individual from his stating that the LAD intervention is aligned with the core tasks of the applicant in their current or previous position
- B. Action Plan/Entry Action Plan (EAP)/Job Banked Learning (JBL)/ Impact Project applying the learnings from the LAD intervention done/attended, duly approved by the Head of Office
- C. Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office at the office at the local/higher level.
- D. Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office at the office at the local/higher level.

Means of verification:

8. **Presented** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that may be expected in the future. It may be measured through any of the following:

Rubric:

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

9. **MOV Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

Means of verification:

- A. Certificate of Accreditation as Learning Facilitator based by NCAP Regional Office
- B. Certificate of Accreditation as Learning Facilitator based by NCAP Central Office

Rubric:

Area	Weight	Maximum Points
A. B. C. D.	1.5 points	1.5 points
A. B. C. D.	1.5 points	1.5 points

Illustrative example:

Area	Weight	Maximum Points
A. B. C. D.	1.5 points	1.5 points
A. B. C. D.	1.5 points	1.5 points

10. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

11. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

Rubric:

Area	Weight	Maximum Points
A. B. C. D.	1.5 points	1.5 points
A. B. C. D.	1.5 points	1.5 points

12. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

13. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

14. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

Illustrative example:

Area	Weight	Maximum Points
A. B. C. D.	1.5 points	1.5 points
A. B. C. D.	1.5 points	1.5 points

15. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

Rubric:

Area	Weight	Maximum Points
A. B. C. D.	1.5 points	1.5 points
A. B. C. D.	1.5 points	1.5 points

16. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

17. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

18. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

Means of verification:

- A. Letter File approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of the initiation/adoption signed by the Head of Office

Rubric:

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

19. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

20. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

21. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

Rubric:

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

22. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

23. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

24. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

Illustrative example:

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

25. **Accomplished Learning Facilitation** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Center Academy of the Philippines (NCAP).

Rubric:

Area	Weight	Maximum Points
A. B. C. D.	3 points	3 points
A. B. C. D.	3 points	3 points

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.